

**CLAY COUNTY DEVELOPMENT AUTHORITY  
REGULAR SCHEDULED PUBLIC MEETING  
ORANGE PARK, FLORIDA  
March 25, 2015**

**AGENDA**

**CHAIR  
VICE-CHAIR  
TREASURER  
SECRETARY**

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

- |  |                       |
|--|-----------------------|
| <b>1. Welcome/Call to Order 4:00 pm</b>  | <b>Chip Dobson</b>    |
| <b>2. Roll Call</b>  | <b>Josh Cockrell</b>  |
| <b>3. Invocation</b>   | <b>Rev. Randall</b>   |
| <b>4. Approval of February 25, 2014 Minutes</b>  | <b>Chip Dobson</b>    |
| <b>5. Action taken at Committee Meetings</b>   | <b>Chip Dobson</b>    |
| <b>6. Comments from the Public</b>   | <b>Chip Dobson</b>    |
| <b>7. Treasurer's Report</b>   | <b>Matt Carlton</b>   |
| <b>8. Chair's Report</b><br>Strategic Vision Plan Update<br>Appointment of Strategic Vision Plan Committee<br>Gubernatorial Appointments Update<br>April Meeting | <b>Chip Dobson</b>    |
| <b>9. Staff Report</b><br>Review & Approval of Economic Development Plan RFP   | <b>IGS</b>            |
| <b>10. Attorney's Report</b>   | <b>Grady Williams</b> |
| <b>11. Economic Development Report</b><br>Presentation by Bill Garrison/Brian Knight   | <b>Bill Garrison</b>  |
| <b>12. Old Business/New Business/Board Comments</b>  | <b>Chip Dobson</b>    |
| <b>13. Adjournment</b>   | <b>Chip Dobson</b>    |

**Dates of Upcoming CCDA Meetings:**

**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**

**February 25, 2015**

**Present:** Greg Clary, Virginia Hall, Matt Carlton, , Russell Buck, Chip Dobson, Grady Williams, Counsel

**Absent:** Joe Mobley, William Randall, Matt Welch, Debbie Ricks, Paz Patel

**Guests:** Bill Garrison, Brian Knight

**Staff:** Josh Cockrell

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

**Invocation:** **Greg Clary** provided the invocation.

**Approval of January 21, 2015 Minutes:** **Virginia Hall** motioned to accept the minutes. Motion seconded, and passed unanimously.

**Action taken at Committee Meetings:** DEVCOM Committee held prior to CCDA Board meeting. Josh Cockrell shared with the board that TOCOI provided an estimated cost to repair the parking lot and it is expected to cost \$80K - \$100K. Also, Grady Williams provided an opinion on any potential liability issues. The DEVCOM Committee authorized staff to seek a bank-ordered appraisal and make a selection to have the appraisal conducted prior to the next DEVCOM Committee meeting.

**Public Comment:** None

**Treasurer's Report:** **Matt Carlton** reviewed the financial reports for January 2015. Matt has requested that staff have the CPA book an entry into the treasurer's report to have line item 163000 BLD agreement costs moved off assets and into expenses to accurately reflect on the report. Virginia Hall motioned to accept the report. Motion seconded, and passed unanimously.

**Chair's Report:** **Chip Dobson** stated that the regularly scheduled March meeting falls on the week of spring break for Clay County schools. Russell Buck motioned to move the March meeting to March 25, 2015.

An update on applications that have been submitted to the Governor's office for appointment to the board was provided. Josh Cockrell stated that several applications have been submitted and applications are still being accepted.

**Staff Report: Josh Cockrell** provided an update on the grants for Camp Blanding. A new grant cycle is approaching in which staff will be working with Camp Blanding in responding to RFPs. Josh stated that the Clay Today wrote a great piece on economic development in Clay County and the strong partnership between the public and private sector. Next month, the SWOT analysis discussion will continue as the board focuses on setting goals.

Josh also provided staff recommendation on the responses to the coworking market feasibility study RFP. Though staff recommended that the board select Place Dynamics to conduct the study, the board was requested to put this study on hold. Reasoning provided was that there have been multiple projects presented to CCDA that would require financial support and while a coworking study is an opportunity to identify a viable project, it is of greater importance that the CCDA complete its strategic vision plan before making further commitments to any projects. In addition, staff sees an even larger opportunity for CCDA to use any funds that would have been otherwise used for the coworking study go toward updating the 10-year old county economic development plan. That plan can include an analysis on the feasibility of coworking spaces along with incubators and accelerators. An economic development plan will likely cost \$50k-100k. Greg Clary stated that he supports the CCDA conducting an economic development study in which the board can proudly hang their hat on. Russell Buck stated that he would like to make a motion to table the coworking market feasibility study. Chip Dobson added that the board should direct staff to conduct further research on conducting an economic development plan that can be authorized at the next meeting. Greg Clay emphasized that the CCDA board authorizes this study so that politics with the county is removed from the discussion and so that there will be greater efficiency in getting it completed in regards to timing. Bill Garrison stated that he supports getting this study completed and reiterated that his contracted duties depend on implementing an economic development plan. He has been pushing this study for over a year and a half. Russell Buck restated his motion to table the coworking study recommendation and authorize staff to explore possibilities, issues and opportunities of a larger scope economic development study that may possibly be funded by a grant or other entities/organizations. Then CCDA can later make a decision whether to move forward on the study. The motion was seconded. Matt Carlton motioned to amend the motion to include a draft scope of services for the RFP. The motion was seconded and passed unanimously. Russell Buck's amended motion was passed unanimously.

**Attorney's Report:** None

**Economic Development Report: Bill Garrison** stated that he fully supports the efforts of the CCDA to conduct the economic development plan. He provided an overview of the projects that he is working on. Bill provided insight on a south FL county that received a \$2M+ grant from the state for a culinary incubator and technology incubator that required local government/private sector match.

Partnering with Brian Knight, Bill was working on a presentation for the current legislative session to seek a similar grant; however due to timing, they will be working on it for next year's session. Brian stated that they will have a presentation together before the fall of this year.

Virginia Hall stated that CCDA would like an opportunity to tell attendees of the economic development luncheons about CCDA and what we do.

Matt Carlton asked if the presentation to the legislature that includes the one-stop-shop concept of having a facility that has both incubators/accelerators and SBDC, Chamber, CCDA, EDC would have size specifications for a facility. Bill Garrison stated that they have not discussed the size but would assume it would be similar to the current size of the DEVCOM building.

Bill Garrison shared with the board that Clay County Commissioner Wayne Bolla is exploring the implementation of a local business tax to license businesses in Clay County. Greg Clary made a motion to support licensing businesses in Clay County. Motion seconded and passed unanimously.

**Old Business:** The board tabled further discussion on Northeast Florida Community Action Agency presented by William Randall at last month's meeting due to his absence.

**New Business:** None

The next CCDA Board meeting will be on March 25, 2015 at 4:00P.M.

**Adjourned: 5:30 P.M.**

**DATES OF UPCOMING CCDA MEETINGS:**

**March 18, 2015 at 4:00pm – RESCHEDULED FOR MARCH 25, 2015**

**March 25, 2015 at 4:00pm**

**May 20, 2015 at 4:00pm**

**July 15, 2015 at 4:00pm**

**September 16, 2015 at 4:00pm**



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 February 28, 2015 and 2014, and the related statements of revenues and expenses for the one month and five 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*

March 15, 2015

**Clay County Development Authority**  
**GOVERNMENTWIDE BALANCE SHEET**  
As of February 28, 2015

	TOTAL	
	AS OF FEB 28, 2015	AS OF FEB 28, 2014 (PY)
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Bank Accounts</b>		
100002 First Atlantic Checking - 1484	367,478	79,426
100004 First Atlantic (CD)	50,200	50,101
100005 First Atlantic 2 (CD)	49,998	49,998
100007 Investment - Florida Prime - A	149,165	142,583
100008 Investment - Florida Prime - B	0	5,196
100010 Unrealized Gain/Loss Fund B	0	1,167
<b>Total 100008 Investment - Florida Prime - B</b>	<b>0</b>	<b>6,363</b>
100016 Compass Bank Money Market - Pub	175,390	175,311
100018 First Atlantic Bank MMKT -1493	518,598	967,778
100025 Fifth-Third CD	76,428	76,428
100026 Fifth-Third 2 (CD)	76,428	76,428
<b>Total Bank Accounts</b>	<b>\$1,463,685</b>	<b>\$1,624,417</b>
<b>Accounts Receivable</b>		
115002 Revenue Receivable	526,287	1,145
<b>Total Accounts Receivable</b>	<b>\$526,287</b>	<b>\$1,145</b>
<b>Other current assets</b>		
115000 Accrued Interest Receivable	755	755
115001 Loan to Clay Co. Chamber of Com	68,048	99,201
<b>Total Other current assets</b>	<b>\$68,803</b>	<b>\$99,956</b>
<b>Total Current Assets</b>	<b>\$2,058,774</b>	<b>\$1,725,518</b>
<b>Fixed Assets</b>		
162950 Leasehold Improvements - Devcom	28,842	28,842
166900 Office Equipment	58,348	58,348
167900 Accum Depreciation	(85,583)	(85,583)
<b>Total Fixed Assets</b>	<b>\$1,607</b>	<b>\$1,607</b>
<b>Other Assets</b>		
116000 Note Receivable - St Johns Coun	36,000	48,000
162900 Equity Interest - Devcom	198,997	198,997
163000 License Agreement - Big League	0	450,000
<b>Total Other Assets</b>	<b>\$234,997</b>	<b>\$696,997</b>
<b>TOTAL ASSETS</b>	<b>\$2,295,378</b>	<b>\$2,424,122</b>
<b>LIABILITIES AND EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
200000 Accounts Payable	2,250	140

Total Accounts Payable	\$2,250	\$140
Other Current Liabilities		
220000 Security Deposits	2,788	2,788
Dept of Revenue Payable	166	8,147
Sales Tax Payable	0	(7,997)
Total Dept of Revenue Payable	166	149
Total Other Current Liabilities	\$2,954	\$2,937
Total Current Liabilities	\$5,204	\$3,077
Total Liabilities	\$5,204	\$3,077
Equity		
272000 Net Asset Balance	2,256,489	1,908,994
280000 Invest in Fixed Assets	1,607	349,102
32000 Retained Earnings	54,474	220,987
Net Income	(22,396)	(58,038)
Total Equity	\$2,290,174	\$2,421,045
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$2,295,378</b>	<b>\$2,424,122</b>



**Clay County Development Authority**  
**STATEMENT OF REVENUES AND EXPENSES**  
February 2015

	TOTAL	
	FEB 2015	OCT 2014 - FEB 2015 (YTD)
<b>Income</b>		
331000 Grant Revenues		35,747
362000 Rents & Royalties	2,370	11,716
369000 Miscellaneous Revenues	163	1,725
<b>Total Income</b>	<b>\$2,533</b>	<b>\$49,189</b>
<b>Gross Profit</b>	<b>\$2,533</b>	<b>\$49,189</b>
<b>Expenses</b>		
512500 Funding to CEDC		5,000
513300 Professional Fees	600	7,644
513305 Administration Contract IGS	4,500	22,500
513440 Liability Insurance		1,030
513460 Devcom LLP Expense	1,650	8,250
513480 Special Promotions		200
513491 Miscellaneous		0
513494 Dues & Subscriptions		300
513510 Office and Operating Expenses	169	1,415
559000 Grant Expense		25,246
<b>Total Expenses</b>	<b>\$6,919</b>	<b>\$71,585</b>
<b>Net Operating Income</b>	<b>\$ (4,386)</b>	<b>\$ (22,396)</b>
<b>Net Income</b>	<b>\$ (4,386)</b>	<b>\$ (22,396)</b>

**Clay County Development Authority**  
**STATEMENT OF REVENUES AND EXPENSES**  
October 2014 - February 2015

	TOTAL		
	OCT 2014 - FEB 2015	OCT 2013 - FEB 2014 (PY)	CHANGE
<b>Income</b>			
331000 Grant Revenues	35,747		35,747
362000 Rents & Royalties	11,716	10,928	789
369000 Miscellaneous Revenues	1,725	7,308	(5,583)
<b>Total Income</b>	<b>\$49,189</b>	<b>\$18,236</b>	<b>\$30,953</b>
<b>Gross Profit</b>	<b>\$49,189</b>	<b>\$18,236</b>	<b>\$30,953</b>
<b>Expenses</b>			
512000 Funding to CCC		12,400	(12,400)
512500 Funding to CEDC	5,000		5,000
513300 Professional Fees	7,644	11,275	(3,631)
513305 Administration Contract IGS	22,500	13,500	9,000
513440 Liability Insurance	1,030	498	533
513460 Devcom LLP Expense	8,250	8,250	0
513480 Special Promotions	200		200
513491 Miscellaneous	0		0
513493 Service Charges		85	(85)
513494 Dues & Subscriptions	300	733	(433)
513510 Office and Operating Expenses	1,415	1,228	187
513800 Community Development Project		28,305	(28,305)
559000 Grant Expense	25,246		25,246
<b>Total Expenses</b>	<b>\$71,585</b>	<b>\$76,274</b>	<b>\$ (4,689)</b>
<b>Net Operating Income</b>	<b>\$ (22,396)</b>	<b>\$ (58,038)</b>	<b>\$35,643</b>
<b>Net Income</b>	<b>\$ (22,396)</b>	<b>\$ (58,038)</b>	<b>\$35,643</b>

**Clay County Development Authority**  
**BUDGET VS. ACTUALS: CCDA - FY15 - LAST MONTH**  
February 2015

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
<b>362000 Rents &amp; Royalties</b>				
362003 Tocoj Engineering llc	670	747	(77)	90.00 %
362005 Florida Fire Protection	1,030	1,030	0	100.00 %
362007 Rent - Tomlinson & Co		670	(670)	
362008 Rent Branch Agency Solutions LL	670		670	
<b>Total 362000 Rents &amp; Royalties</b>	<b>2,370</b>	<b>2,447</b>	<b>(77)</b>	<b>97.00 %</b>
<b>369000 Miscellaneous Revenues</b>				
361000 Interest Earned	159	250	(91)	64.00 %
369002 Interest Income from CCC		184	(184)	
369003 Commissions Earned	4	0	4	
<b>Total 369000 Miscellaneous Revenues</b>	<b>163</b>	<b>434</b>	<b>(271)</b>	<b>38.00 %</b>
<b>Total Income</b>	<b>\$2,533</b>	<b>\$2,881</b>	<b>\$ (348)</b>	<b>88.00 %</b>
<b>Gross Profit</b>	<b>\$2,533</b>	<b>\$2,881</b>	<b>\$ (348)</b>	<b>88.00 %</b>
<b>Expenses</b>				
512000 Funding to CCC		25	(25)	
512250 Funding to SBDC		2,500	(2,500)	
<b>513300 Professional Fees</b>				
513310 Attorney	600	600	0	100.00 %
513321 Accounting		325	(325)	
<b>Total 513300 Professional Fees</b>	<b>600</b>	<b>925</b>	<b>(325)</b>	<b>65.00 %</b>
513305 Administration Contract IGS	4,500	4,500	0	100.00 %
513460 Devcom LLP Expense	1,650	1,650	0	100.00 %
513490 Business Meeting		25	(25)	
<b>513510 Office and Operating Expenses</b>				
513516 Telephone	59	70	(12)	84.00 %
513520 Conferences	55	0	55	
513521 Advertising & Marketing	55	0	55	
<b>Total 513510 Office and Operating Expenses</b>	<b>169</b>	<b>70</b>	<b>99</b>	<b>241.00 %</b>
560000 Contingencies / Legal		425	(425)	
<b>Total Expenses</b>	<b>\$6,919</b>	<b>\$10,120</b>	<b>\$ (3,201)</b>	<b>68.00 %</b>
<b>Net Operating Income</b>	<b>\$ (4,386)</b>	<b>\$ (7,239)</b>	<b>\$2,853</b>	<b>61.00 %</b>
<b>Net Income</b>	<b>\$ (4,386)</b>	<b>\$ (7,239)</b>	<b>\$2,853</b>	<b>61.00 %</b>

# Clay County Development Authority

## BUDGET VS. ACTUALS: CCDA - FY15 YTD

October 2014 - February 2015

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
<b>331000 Grant Revenues</b>				
331003 DTF 14-03 Mass Notification				
331003a DTF 14-03 Admin Fees	4,794		4,794	
<b>Total 331003 DTF 14-03 Mass Notification</b>	<b>4,794</b>	<b>0</b>	<b>4,794</b>	<b>0</b>
331004 Camp Blanding Grants				
3311004 DIG 14-Infrastructure	25,246	0	25,246	
3312004 DIG-14 Admin	5,708	0	5,708	
<b>Total 331004 Camp Blanding Grants</b>	<b>30,953</b>	<b>0</b>	<b>30,953</b>	<b>0</b>
<b>Total 331000 Grant Revenues</b>	<b>35,747</b>	<b>0</b>	<b>35,747</b>	<b>0</b>
<b>362000 Rents &amp; Royalties</b>				
362003 Tocoj Engineering llc	3,216	3,735	(519)	86.00 %
362005 Florida Fire Protection	5,150	5,151	(1)	100.00 %
362007 Rent - Tomlinson & Co	670	3,350	(2,680)	20.00 %
362008 Rent Branch Agency Solutions LL	2,680		2,680	
<b>Total 362000 Rents &amp; Royalties</b>	<b>11,716</b>	<b>12,236</b>	<b>(520)</b>	<b>96.00 %</b>
<b>369000 Miscellaneous Revenues</b>				
361000 Interest Earned	908	1,250	(342)	73.00 %
369002 Interest Income from CCC	784	999	(215)	78.00 %
369003 Commissions Earned	16	0	16	
369005 Miscellaneous Revenue	17	0	17	
<b>Total 369000 Miscellaneous Revenues</b>	<b>1,725</b>	<b>2,249</b>	<b>(524)</b>	<b>77.00 %</b>
<b>Total Income</b>	<b>\$49,189</b>	<b>\$14,485</b>	<b>\$34,704</b>	<b>340.00 %</b>
<b>Gross Profit</b>	<b>\$49,189</b>	<b>\$14,485</b>	<b>\$34,704</b>	<b>340.00 %</b>
<b>Expenses</b>				
512000 Funding to CCC		125	(125)	
512250 Funding to SBDC		5,000	(5,000)	
512500 Funding to CEDC	5,000	5,000	0	100.00 %
513300 Professional Fees				
513310 Attorney	3,000	3,000	0	100.00 %
513320 Auditor	2,500	1,500	1,000	167.00 %
513321 Accounting	2,144	1,625	519	132.00 %
<b>Total 513300 Professional Fees</b>	<b>7,644</b>	<b>6,125</b>	<b>1,519</b>	<b>125.00 %</b>
513305 Administration Contract IGS	22,500	22,500	0	100.00 %
513440 Liability Insurance				
513443 Devcom Office	1,030	500	530	206.00 %
<b>Total 513440 Liability Insurance</b>	<b>1,030</b>	<b>500</b>	<b>530</b>	<b>206.00 %</b>
513460 Devcom LLP Expense	8,250	8,250	0	100.00 %
513480 Special Promotions Read Accountants Report	200		200	

513490 Business Meeting		125	(125)	
513493 Service Charges		50	(50)	
513494 Dues & Subscriptions	300	0	300	
513510 Office and Operating Expenses		0	0	
513512 Office Supplies	291	0	291	
513514 Misc Office Expense		400	(400)	
513516 Telephone	249	350	(101)	71.00 %
513517 Licenses & Fees	175	175	0	100.00 %
513518 Website expenses		100	(100)	
513519 Travel	280	300	(20)	93.00 %
513520 Conferences	55	500	(445)	11.00 %
513521 Advertising & Marketing	366	250	116	146.00 %
<b>Total 513510 Office and Operating Expenses</b>	<b>1,415</b>	<b>2,075</b>	<b>(660)</b>	<b>68.00 %</b>
559000 Grant Expense				
559004 Camp Blanding	25,246	0	25,246	
<b>Total 559000 Grant Expense</b>	<b>25,246</b>	<b>0</b>	<b>25,246</b>	<b>0</b>
560000 Contingencies / Legal		2,125	(2,125)	
<b>Total Expenses</b>	<b>\$71,585</b>	<b>\$51,875</b>	<b>\$19,710</b>	<b>138.00 %</b>
<b>Net Operating Income</b>	<b>\$ (22,396)</b>	<b>\$ (37,390)</b>	<b>\$14,994</b>	<b>60.00 %</b>
<b>Net Income</b>	<b>\$ (22,396)</b>	<b>\$ (37,390)</b>	<b>\$14,994</b>	<b>60.00 %</b>