

**CLAY COUNTY DEVELOPMENT AUTHORITY
REGULAR SCHEDULED PUBLIC MEETING
ORANGE PARK, FLORIDA
February 15, 2017**

AGENDA

**CHAIR
VICE-CHAIR
TREASURER
SECRETARY**

**REV. BILL RANDALL
RUSSELL BUCK
MATT CARLTON
MARGE HUTTON**

- | | |
|---|----------------------|
| 1) Welcome/Call to Order 4:00 pm | Russell Buck |
| 2) Roll Call | Josh Cockrell |
| 3) Invocation | Greg Clary |
| 4) Comments from the Public | Russell Buck |
| 5) Secretary's Report
Approval of January 17, 2017 Minutes | Marge Hutton |
| 6) Treasurer's Report
January 2017 Financials | Matt Carlton |
| 7) Committee Reports
Joint Building Feasibility Committee
Auditor Selection Committee | Russell Buck |
| 8) Chair's Report | Russell Buck |
| 9) Executive Director's Report
Clay Day Sponsorship
Chamber Lease Extension
CCDA Building Update
Report on Grants
Community Auto Finance Partnership Program Update | Josh Cockrell |
| 10) Attorney's Report | April Scott |
| 11) Economic Development Report | Bill Garrison |

12) Old Business/New Business/Board Comments

Russell Buck

13) Adjournment

Russell Buck

Dates of Upcoming CCDA Meetings:

Wednesday, March 15, 2017

Wednesday, April 19, 2017

Wednesday, May 17, 2017

Wednesday, June 21, 2017

Wednesday, July 19, 2017

Wednesday, August 16, 2017

Wednesday, September 20, 2017

NOTE: Items 5 through 12, 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
REGULAR SCHEDULED PUBLIC MEETING
MINUTES**

January 17, 2017

Present: William Randall, Russell Buck, Chip Dobson, Marge Hutton, Greg Clary, Paz Patel, Mike Davidson, Chereese Stewart

Excused: Cathy Chambers, Matt Carlton

Staff: Josh Cockrell, Taylor Mejia, April Scott, Counsel

Guests: Lisa Iznaga

Call to Order: **William Randall** called the Clay County Development Authority ("CCDA") Public Meeting to order at 4:00 PM.

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

Comments from the Public: None

Secretary's Report

Approval of November 16, 2016 Minutes – Chereese Stewart made a motion to approve the minutes. Motion was seconded and passed unanimously.

Treasurer's Report

Josh Cockrell presented the November and December 2016 financials to the Board. **Russell Buck** made a motion to accept the Treasurer's Report. The motion was seconded and passed unanimously.

Committee Reports

Joint Building Feasibility Committee – Josh Cockrell informed the Board of the committee meeting that took place in December 2016. He stated that the EDC expressed that they are currently satisfied with their location/office but will engage in conversation as it pertains to a new facility. He stated that the Chamber expressed having financial interests in being a part of the building. He said that the CCDA would prefer to own/construct the building and lease out space to the other entities. The committee discussed potential areas of Clay County for location and how much space each group needed, 10, 000 sq ft in total. The next steps for the committee would be to create a construction cost pro forma. Josh Cockrell shared potential existing building locations within Clay County.

The Board continued to discuss what they would like to see in the co-work space. The Board also discussed the reality, feasibility, and costliness of having all groups within one

space; including the EDC, Chamber, CCDA, SBDC, and a co-lab/co-work space. The Board discussed the idea of finding a partner to help finance the building as well.

Chair's Report

Community Auto Finance Partnership Program Update – William Randall informed the Board that his team met with Tim Coleman to draft an agreement for the relationship between Miller Street Neighborhood Renewal Inc., the CCDA, and 5/3 Bank. **April Scott** stated that the program will most likely entail signing for each loan individually. The Miller Street Neighborhood Renewal Inc., 5/3 Bank, and the CCDA still need to determine how the reporting process will be done. **April Scott** suggested that the reports for this program be directed to the IRB Project & Organization Finance Committee.

Executive Director's Report

Report on Grants – Josh Cockrell gave a brief update to the Board regarding the status of grant reimbursements. He also informed the Board that he would be attending a grant presentation on Jan 18, 2016.

He informed the Board of an IRB opportunity with Annunciation Church. He stated that there are still possibilities with Penney Farms and Clay Behavioral Health Center. The Board discussed having collateral with an IRB example/case study to share with potential IRB prospects.

Audit Selection Process – Josh Cockrell stated that the CCDA is currently going through an audit. He informed the Board that Magers and Assoc. have been the auditors for the CCDA for the past 10 years. **April Scott** informed the Board that going through an auditor selection process is not required but recommended. She recommended that an auditor selection committee be created to manage the RFP process and the committee should consist of three members.

Russell Buck made a motion to appoint Marge Hutton, Mike Davidson and Chip Dobson to the Audit Selection Committee. The motion was seconded and passed unanimously. Marge Hutton will chair the committee.

Attorney's Report

No report.

Economic Development Report

Josh Cockrell informed the Board of status EDC projects in Bill Garrison's absence.

Old Business/New Business/ Board Comments

Paz Patel informed the Board of the innovation festival event, Pitch in the Park, happening on Jan 21, 2016. He encouraged Board members to attend.

Adjourned: 5:17 PM

Clay County Development Authority

GOVERNMENTWIDE BALANCE SHEET

As of January 31, 2017

	TOTAL	
	AS OF JAN 31, 2017	AS OF JAN 31, 2016 (PY)
ASSETS		
Current Assets		
Bank Accounts		
100002 First Atlantic Checking - 1484	516,018	256,402
100007 Investment - Florida Prime - A	152,829	151,717
100016 Compass Bank Money Market - Pub	176,873	175,609
100018 First Atlantic Bank MMKT -1493	893,350	879,522
100020 Regions - Devcom Funds	126	0
100025 Fifth-Third CD	50,000	76,428
100026 Fifth-Third 2 (CD)	0	76,428
Total Bank Accounts	\$1,789,197	\$1,616,107
Accounts Receivable		
115002 Revenue Receivable	367	380,717
Total Accounts Receivable	\$367	\$380,717
Other Current Assets		
115001 Loan to Clay Co. Chamber of Com	0	33,096
Total Other Current Assets	\$0	\$33,096
Total Current Assets	\$1,789,563	\$2,029,919
Fixed Assets		
162901 Buildings and real estate	442,328	0
162950 Leasehold Improvements - Devcom	28,842	28,842
166900 Office Equipment	58,348	58,348
167900 Accum Depreciation	(87,190)	(87,190)
Total Fixed Assets	\$442,328	\$0
Other Assets		
1160000 Note Receivable - St Johns Coun	0	24,000
162900 Equity Interest - Devcom	0	200,882
Total Other Assets	\$0	\$224,882
TOTAL ASSETS	\$2,231,891	\$2,254,801
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
200000 Accounts Payable	0	2,860
Total Accounts Payable	\$0	\$2,860
Other Current Liabilities		
220000 Security Deposits	2,688	2,788
Dept of Revenue Payable	272	168
Total Other Current Liabilities	\$2,960	\$2,956
Total Current Liabilities	\$2,960	\$5,816
Total Liabilities	\$2,960	\$5,816

	TOTAL	
	AS OF JAN 31, 2017	AS OF JAN 31, 2016 (PY)
Equity		
272000 Net Asset Balance	1,858,379	2,113,684
280000 Invest in Fixed Assets	433,212	200,882
320000 Retained Earnings	(42,986)	(22,975)
Net Income	(19,674)	(42,606)
Total Equity	\$2,228,931	\$2,248,985
TOTAL LIABILITIES AND EQUITY	\$2,231,891	\$2,254,801

Clay County Development Authority

STATEMENT OF REVENUES AND EXPENSES

January 2017

	TOTAL	
	JAN 2017	OCT 2016 - JAN 2017 (YTD)
INCOME		
331000 Grant Revenues		399,176
362000 Rents & Royalties	3,890	15,560
369000 Miscellaneous Revenues	1,109	4,614
Total Income	\$4,999	\$419,350
GROSS PROFIT	\$4,999	\$419,350
EXPENSES		
512200 Sponsorships	2,500	5,000
513300 Professional Fees	8,950	30,250
513440 Insurance		4,429
513468 Building Expenses - 1734 Kingsley Ave	1,272	7,554
513510 Office and Operating Expenses	509	1,790
559000 Grant Expense		390,000
Total Expenses	\$13,231	\$439,023
NET OPERATING INCOME	\$ (8,232)	\$ (19,674)
NET INCOME	\$ (8,232)	\$ (19,674)

Clay County Development Authority

STATEMENT OF REVENUES AND EXPENSES

October 2016 - January 2017

	TOTAL		CHANGE
	OCT 2016 - JAN 2017	OCT 2015 - JAN 2016 (PY)	
INCOME			
331000 Grant Revenues	399,176		399,176
362000 Rents & Royalties	15,560	9,604	5,956
369000 Miscellaneous Revenues	4,614	1,853	2,761
Total Income	\$419,350	\$11,457	\$407,893
GROSS PROFIT	\$419,350	\$11,457	\$407,893
EXPENSES			
512200 Sponsorships	5,000	17,500	(12,500)
513300 Professional Fees	30,250	27,225	3,025
513440 Insurance	4,429	873	3,556
513460 Devcom LLP Expense		6,600	(6,600)
513468 Building Expenses - 1734 Kingsley Ave	7,554		7,554
513510 Office and Operating Expenses	1,790	1,864	(74)
559000 Grant Expense	390,000		390,000
Total Expenses	\$439,023	\$54,062	\$384,961
NET OPERATING INCOME	\$ (19,674)	\$ (42,606)	\$22,932
NET INCOME	\$ (19,674)	\$ (42,606)	\$22,932

Clay County Development Authority

BUDGET VS. ACTUALS: CCDA - FY16/17 - LAST MONTH

January 2017

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
INCOME				
242000 Fund Balance - PY Carryforward		10,810	(10,810)	
362000 Rents & Royalties				
362003 Tocol Engineering llc	670	750	(80)	89.00 %
362007 Rent - Tomlinson & Co	670	700	(30)	96.00 %
362008 Rent-Leland Management	900	900	0	100.00 %
362009 Rent-Clay County Chamber	1,650	1,650	0	100.00 %
362010 Rent- 2nd Floor Tenant		1,200	(1,200)	
Total 362000 Rents & Royalties	3,890	5,200	(1,310)	75.00 %
369000 Miscellaneous Revenues				
361000 Investment Earnings	825	1,000	(175)	82.00 %
369003 Commissions Earned	7		7	
369005 Miscellaneous Revenue	176		176	
369008 Interest income - SJCD	102		102	
Total 369000 Miscellaneous Revenues	1,109	1,000	109	111.00 %
Total Income	\$4,999	\$17,010	\$ (12,011)	29.00 %
GROSS PROFIT	\$4,999	\$17,010	\$ (12,011)	29.00 %
EXPENSES				
512200 Sponsorships				
512250 Funding to SBDC		2,500	(2,500)	
512500 Funding to CEDC	2,500	2,500	0	100.00 %
Total 512200 Sponsorships	2,500	5,000	(2,500)	50.00 %
513300 Professional Fees				
513305 Administration Contract IGS	5,500	5,500	0	100.00 %
513310 Attorney	750	750	0	100.00 %
513320 Auditor	1,100	0	1,100	
513321 Accounting	900	705	195	128.00 %
513335 Accounting Ancillary Charges	700	500	200	140.00 %
513340 Attorney Ancillary Charges		300	(300)	
Total 513300 Professional Fees	8,950	7,755	1,195	115.00 %
513468 Building Expenses - 1734 Kingsley Ave	1,272	3,700	(2,428)	34.00 %
513510 Office and Operating Expenses				
513490 Business Meeting		25	(25)	
513494 Dues & Subscriptions	360	360	0	100.00 %
513514 Misc Office Expense		50	(50)	
513516 Telephone	55	60	(5)	91.00 %
513519 Travel	49	0	49	
513521 Advertising & Marketing		60	(60)	
513522 Bank Service Charges	46		46	
Total 513510 Office and Operating Expenses	509	555	(46)	92.00 %
Total Expenses	\$13,231	\$17,010	\$ (3,779)	78.00 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
NET OPERATING INCOME	\$ (8,232)	\$0	\$ (8,232)	0%
NET INCOME	\$ (8,232)	\$0	\$ (8,232)	0%

Clay County Development Authority

BUDGET VS. ACTUALS: CCDA - FY16/17 - LAST MONTH

October 2016 - January 2017

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
INCOME				
242000 Fund Balance - PY Carryforward		29,455	(29,455)	
331000 Grant Revenues				
330106 DTF 16-144 Buffer Land Purchase	390,000	390,000	0	100.00 %
330107 DTF 16-144 Buffer Land Purchase - Admin Fees	9,176	10,000	(824)	92.00 %
Total 331000 Grant Revenues	399,176	400,000	(824)	100.00 %
362000 Rents & Royalties				
362003 Tocol Engineering llc	2,680	2,760	(80)	97.00 %
362007 Rent - Tomlinson & Co	2,680	2,710	(30)	99.00 %
362008 Rent-Leland Management	3,600	3,600	0	100.00 %
362009 Rent-Clay County Chamber	6,600	6,600	0	100.00 %
362010 Rent- 2nd Floor Tenant		1,200	(1,200)	
Total 362000 Rents & Royalties	15,560	16,870	(1,310)	92.00 %
369000 Miscellaneous Revenues				
361000 Investment Earnings	3,115	4,000	(885)	78.00 %
369002 Interest Income from CCC	52		52	
369003 Commissions Earned	23		23	
369005 Miscellaneous Revenue	1,272		1,272	
369008 Interest income - SJCD	152		152	
Total 369000 Miscellaneous Revenues	4,614	4,000	614	115.00 %
Total Income	\$419,350	\$450,325	\$ (30,975)	93.00 %
GROSS PROFIT	\$419,350	\$450,325	\$ (30,975)	93.00 %
EXPENSES				
512200 Sponsorships				
512250 Funding to SBDC		5,000	(5,000)	
512500 Funding to CEDC	5,000	5,000	0	100.00 %
Total 512200 Sponsorships	5,000	10,000	(5,000)	50.00 %
513300 Professional Fees				
513305 Administration Contract IGS	22,000	22,000	0	100.00 %
513310 Attorney	3,750	3,000	750	125.00 %
513320 Auditor	1,600	0	1,600	
513321 Accounting	1,800	1,410	390	128.00 %
513335 Accounting Ancillary Charges	1,100	1,000	100	110.00 %
513340 Attorney Ancillary Charges		1,200	(1,200)	
Total 513300 Professional Fees	30,250	28,610	1,640	106.00 %
513440 Insurance				
513443 General Liability Coverage	4,429	0	4,429	
Total 513440 Insurance	4,429	0	4,429	
513468 Building Expenses - 1734 Kingsley Ave	7,554	14,800	(7,246)	51.00 %
513510 Office and Operating Expenses				
513480 Special Promotions/Events Sponsorship		100	(100)	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
513490 Business Meeting		100	(100)	
513494 Dues & Subscriptions	560	360	200	156.00 %
513512 Office Supplies	26		26	
513514 Misc Office Expense	273	200	73	136.00 %
513516 Telephone	237	240	(4)	99.00 %
513517 Licenses & Fees		175	(175)	
513518 Website expenses	237	5,400	(5,163)	4.00 %
513519 Travel	68	100	(33)	68.00 %
513521 Advertising & Marketing	265	240	25	110.00 %
513522 Bank Service Charges	126		126	
Total 513510 Office and Operating Expenses	1,790	6,915	(5,125)	26.00 %
559000 Grant Expense				
559008 DTF 16-144 Buffer Land Purchase	390,000	390,000	0	100.00 %
Total 559000 Grant Expense	390,000	390,000	0	100.00 %
Total Expenses	\$439,023	\$450,325	\$ (11,302)	97.00 %
NET OPERATING INCOME	\$ (19,674)	\$0	\$ (19,674)	0%
NET INCOME	\$ (19,674)	\$0	\$ (19,674)	0%



FIRST ANNUAL CLAY DAY

MARCH 9, 2017

11:00 AM – 1:00 PM

THE FLORIDA CAPITOL
TALLAHASSEE, FL

2017 SPONSORSHIP OPPORTUNITIES

The first annual Clay Day in Tallahassee is an opportunity to showcase our community and effectively promote and advocate for issues that are most important to our county.

The theme this year is *From Tradition to Today* and our exhibits from the local municipalities and other groups will highlight the history and traditions of Clay County. There will also be exhibits that highlight local industry, military, education, and the county fair.

Participation in Clay Day is extended to businesses and individuals throughout our community who are invested in the success of the county. Since it is free and open to the public, everyone is invited to attend. Clay Day sponsors will receive brand exposure and recognition with their logo, in accordance with their sponsorship level, being placed on various promotional and event materials.

SPONSORSHIP OPPORTUNITIES

GOLD LEVEL SPONSOR

\$2,000

INCLUDES LOGO ON BANNER, PROGRAM, AND A TABLE FOR EXHIBIT

SILVER LEVEL SPONSOR

\$1,500

INCLUDES LOGO ON BANNER AND PROGRAM

BRONZE LEVEL SPONSOR

\$500

INCLUDES LOGO ON PROGRAM

MAKE CHECKS PAYABLE TO:

Clay County Economic Development Corporation
1845 Town Center Blvd., Suite 110-B
Fleming Island, FL 32003

TO REGISTER AS A VOLUNTEER VISIT:

<http://tinyurl.com/ClayDay2017>

Password: ClayDay

For more information about sponsorships contact Laura Pavlus at (904)375-9394 or lpavlus@chooseclay.com. For information regarding the event and/or logistics contact Brad Burbaugh (904)284-6355 or brad784@ufl.edu.

ADDENDUM "A" TO LEASE

Agreement made February ____, 2017, between Clay County Development Authority, a public body corporate and politic of the State of Florida, herein referred to as Landlord, and Clay County Chamber of Commerce, Inc., a Florida not for profit corporation, herein referred to as Tenant.

1. The parties hereto have entered into a lease dated September 30, 2016, a copy of which is attached hereto as Exhibit A, affecting property located at 1734 Kingsley Avenue, Orange Park, Florida 32073 and more particularly described in the lease attached as Exhibit A, the "Premises".

2. The parties desire to enter into a new agreement modifying or supplementing the provisions of the lease.

The parties agree as follows:

The lease dated September 30, 2016, between Landlord and Tenant for the Premises shall be modified effective February 28, 2017, as follows:

2. Term. The initial term of this Lease (the "**Term**") shall commence on October 1, 2016 and end at 11:59 pm on June 30, 2017, unless sooner terminated as herein provided.

All provisions of the lease are incorporated herein and are hereby modified or supplemented to conform herewith, but in all other respects are to be and shall continue in full force.

IN WITNESS WHEREOF, the undersigned has executed this Addendum this ____ day of February, 2017.

Signed in the presence of:

LANDLORD

Clay County Development Authority, a
public Body corporate and politic of the State
Of Florida

Name: _____

By: _____
Name: William Randall
Title: Chairman of Board of Directors

Name: _____

IN WITNESS WHEREOF, the undersigned has executed and delivered this Lease as of the date first above written.

Signed in the presence of:

Name: _____

Name: _____

TENANT

Clay County Chamber of Commerce, Inc., a
Florida not for profit corporation

By: _____

Name:

Title: Chairman of Board of Directors