

**CLAY COUNTY DEVELOPMENT AUTHORITY
REGULAR SCHEDULED PUBLIC MEETING
ORANGE PARK, FLORIDA
NOVEMBER 20, 2013**

AGENDA

**CHAIR
VICE-CHAIR
TREASURER
SECRETARY
ASST. SECRETARY**

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

- | | |
|---|------------------------|
| 1. Welcome/Call to Order 4:00 pm | Debbie Ricks |
| 2. Roll Call | Betty Hicks |
| 3. Invocation | Pastor Randall |
| 4. Approval of October 16, 2013 Minutes | Debbie Ricks |
| 5. Comments from the Public | Debbie Ricks |
| 6. Treasurer's Report | Pastor Randall |
| October 2013 Financial Report | |
| Resolution No. 2013-2014/02 Amending YE2013 Budget to Actual | |
| Resolution No. 2013-2014/03 Formally Adopting Initial YE 2014 Budget | |
| 7. Chair's Report | Debbie Ricks |
| Presentations and Action Based on Response to RFP for Executive Director and/or Administrative Office Services Function for CCDA | |
| 8. BLD Project Update | Greg Clary |
| 9. DevCom Committee Report | Committee Chair |
| 10. Attorney's Report | Grady Williams |
| 11. Economic Development Report | Bill Garrison |
| 2013-2014 Grants Awarded by Florida Defense Support Task Force | |
| 12. Old Business/New Business/Board Comments | Debbie Ricks |
| 13. Adjournment | Debbie Ricks |
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Dates of Upcoming CCDA Meetings:

December 11, 2013 (Note: Moved to 2nd Wednesday due to Christmas holiday)

January 15, 2014

February 19, 2014

March 19, 2014

April 16, 2014

May 21, 2014

June 18, 2014

July 16, 2014

August 20, 2014

September 17, 2014

NOTE: The above items 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**

October 16, 2013

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

Absent: Virginia Hall

Guests: Andy Chaff, Clay Electric, Jason Hausman, Integrity Consulting Group, Mark Carillon, WEB904

Staff: Bill Garrison, Cam DiFrancesco, Kellie Collins

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 September 18, 2013 Minutes: Greg Clary made motion to accept; Matt Welch seconded and motion carried.

Oath of Office of new officers for 2013 - 2014, Debbie Ricks, Chair, Chip Dobson, Vice Chair and William Randall, Treasurer were sworn in by Counsel, Grady Williams.

Proposed Resolution No. 2013/2014-01 re Policy on Public Meetings pursuant to F.S. s. 286.0114 (2013) was discussed. Joe Mobley made a motion to adopt the Resolution; Greg Clary seconded and motion carried.

Comment from the Public: Joe Riley commented that Bill Garrison and Betty Hicks had been very cooperative in providing assistance with his requested information regarding CCDA and Big League Dreams.

Ken Smallwood, Developer, advised that a direct contact with parties that may be interested in the purchase of the DevCom building could be made without having to list the property.

Treasurer's Report: **Cam DiFrancesco** reviewed and discussed the September financials and the Budget for YE2013. A YE2013 Budget amendment will be made and approved at the next board meeting.

Chair's Report: **Debbie Ricks** held discussion on the transition re Administrative Office Services for 2013/2014 and Organization Infrastructure and Facilities. The subject of selling the DEVCOM building and what options were available were discussed. Jason Hausman, Integrity Consulting Group and Mark Carillon, WEB904 provided information on the public e-mail assignments for the Board members and updating the website. Without objection, it was

agreed that the CCDA Board members will utilize the newly assigned public e-mail addresses, which will ensure archiving and search feature advantages in the future.

The RFP for an Executive Director position was discussed and, without objection, it was agreed that the RFP will be posted on the website and published in the Florida Times Union and Clay Today. Joe Mobley made a motion that the candidates be narrowed down to three (3) for the Board to review and vote on the best candidate for the position at that time; Greg Clary seconded and motion carried. All information must be submitted with the Proposal that is due on Friday, November 15 at 12:00 noon.

The 2013/2014 Committee Assignments are as follows:
Choose Clay Board – Joe Mobley
Big League Dreams – Greg Clary
Finance – William Randall, Chip Dobson, Virginia Hall
DEVCOM – Debbie Ricks, Chip Dobson, Matt Welch

Big League Dreams Project Update: Greg Clary advised that negotiations are on-going, but requested a delegation of authority from the Board to extend the due diligence period or terminate big league dreams license agreement. Joe Mobley made motion to authorize Greg Clary to have authorization to extend or terminate the license agreement with BLD. Matt Welch seconded and motion carried.

Attorney's Report: Grady Williams advised he will continue to assist in the transition from the Executive Director role and assist in any matter until that position is filled. A request was made to approve his invoice for services rendered. Motion made by Jan Conrad to approve payment of the invoice; Chip Dobson seconded and motion carried.

Economic Development Council Report: Bill Garrison advised the EDC will continue to assist in the transition of the administrative support, Public Record requests, Open Meetings, Website and E-mail updates. Bill has talked with the County Manager at the Admin Building in the event that CCDA would like to have the board meetings at their location including videotaping with a DVD copy provided for a fee. The CCDA could also tape their own board meetings as they currently do for no fee. Bill announced that a new business will be relocating in Green Cove Springs. It is an International Aviation and Space Company that will bring 15 jobs to start and plans to expand in the near future.

New Business: A meeting will be scheduled for DevCom at 3:00 p.m. on November 20 to Consider and Act on Ownership, Maintenance and Repair Issues Affecting the DevCom Building, 1734 Kingsley Ave., Orange Park, FL 32073.

A special meeting will be scheduled for the Big League Dreams Project at 3:45 p.m. on November 20 for the purpose: Exercise of Delegated Authority to Extend Due Diligence Period or Terminate Big League Dreams License Agreement.

Discussion on the DevCom building will be added to the Agenda for the next meeting.

Tom Morris has been appointed Chief Executive Officer for Clay County Utility Authority, replacing Ray Avery who is retiring in December.

Adjourned: 5:00PM

DATES OF UPCOMING CCDA MEETINGS:

December 11, 2013 (Note: Moved to 2nd Wednesday due to Christmas holiday)

January 15, 2014

February 19, 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 October 31, 2013 and 2012, and the related statements of revenues and expenses for the one month then ended, and the accompanying supplementary statement of revenues and expenses – budget vs. actual – current month.

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 position. 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

November 13, 2013

Clay County Development Authority
Governmentwide Balance Sheet
 As of October 31, 2013

	Oct 31, 13	Oct 31, 12
ASSETS		
Current Assets		
Checking/Savings		
100001 · Wells Fargo(Operating)	19,990.13	24,780.06
100002 · First Atlantic Checking - 1484	47,537.73	452,979.86
100004 · Heritage Bank (CD)	50,000.00	50,000.00
100005 · Heritage Bank 2 (CD)	50,000.00	50,000.00
100007 · Investment - Florida Prime - A	140,326.96	130,124.81
100008 · Investment - Florida Prime - B	8,544.45	16,652.79
100016 · Compass Bank Money Market - Pub	175,253.44	175,048.40
100018 · First Atlantic Bank MMKT -1493	967,301.37	659,936.12
100025 · Fifth-Third CD	76,305.00	76,305.00
100026 · Fifth-Third 2 (CD)	76,305.00	76,305.00
Total Checking/Savings	1,611,564.08	1,712,132.04
Accounts Receivable		
115002 · Revenue Receivable	52,686.09	31,411.44
Total Accounts Receivable	52,686.09	31,411.44
Other Current Assets		
115000 · Accrued Interest Receivable	755.00	755.00
115001 · Loan to Clay Co. Chamber of Com	110,275.18	142,729.41
115004 · Loan Clay County Cham - Def Grt	0.00	21,700.00
Total Other Current Assets	111,030.18	165,184.41
Total Current Assets	1,775,280.35	1,908,727.89
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	2,470,380.89	2,615,828.43
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
200000 · Accounts Payable	350.40	60.00
Total Accounts Payable	350.40	60.00
Other Current Liabilities		
220000 · Security Deposits	2,788.00	1,138.00
25500 · Sales Tax Payable	152.99	64.03
Total Other Current Liabilities	2,940.99	1,202.03
Total Current Liabilities	3,291.39	1,262.03
Total Liabilities	3,291.39	1,262.03
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	-8,490.71	-11,966.63
Total Equity	2,467,089.50	2,614,566.40
TOTAL LIABILITIES & EQUITY	2,470,380.89	2,615,828.43

Clay County Development Authority Statement of Revenues and Expenses - Budget vs. Actual October 2013

	Oct 13	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
361000 · Investment Earnings	462.81	150.00	312.81	308.5%
362000 · Rents & Royalties	2,185.50	2,196.00	-10.50	99.5%
369000 · Miscellaneous Revenues	306.10	305.00	1.10	100.4%
Total Income	2,954.41	2,651.00	303.41	111.4%
Expense				
512000 · Funding to CCC	4,166.67	4,167.00	-0.33	100.0%
513300 · Professional Fees	4,225.00	825.00	3,400.00	512.1%
513440 · Liability Insurance	248.85			
513460 · Devcom LLP Expense	1,650.00	1,650.00	0.00	100.0%
513490 · Business Meeting	0.00	87.00	-87.00	0.0%
513493 · Service Charges	20.90	42.00	-21.10	49.8%
513494 · Dues & Subscriptions	120.00	110.00	10.00	109.1%
513510 · Office and Operating Expenses	1,013.70			
513800 · Community Development Project	0.00	8,333.00	-8,333.00	0.0%
Total Expense	11,445.12	15,214.00	-3,768.88	75.2%
Net Ordinary Income	-8,490.71	-12,563.00	4,072.29	67.6%
Net Income	-8,490.71	-12,563.00	4,072.29	67.6%

RESOLUTION NO. 2013/2014-02

RESOLUTION OF CLAY COUNTY DEVELOPMENT AUTHORITY (THE "AUTHORITY") ADOPTING THE FINAL AMENDED "ADJUSTED TO ACTUAL" BUDGET FOR FISCAL YEAR 2012/2013; AUTHORIZING THE EXECUTIVE DIRECTOR OR 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 adopt and publish its final amended budget for Fiscal Year 2012/2013, to correspond to actual revenues and expenditures for that fiscal year;

WHEREAS, the staff and accountant 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. 2013/2014-02

NOW, THEREFORE, THE FOLLOWING ACTION IS HEREBY ADOPTED BY THIS RESOLUTION NO. 2013/2014-02, DATED EFFECTIVE THIS 20TH DAY OF NOVEMBER, 2013, AS FOLLOWS:

Section 1. The Authority's official Budget for Fiscal Year 2012/2013, 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 as Exhibit "A", attached hereto and herein incorporated by reference.

Section 2. The Executive Director or administrative staff of the Authority or his or her designee shall take such other and further actions as may be reasonably necessary or helpful to the action authorized, approved, and adopted by this Resolution No. 2013/2014-02, 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 2012/2013, (b) publishing the final amended budget for Fiscal

Year 2012/2013 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 2013/2014-02 shall be effective immediately upon adoption.

DULY ADOPTED THIS 20TH DAY OF NOVEMBER, 2013, BY THE CLAY COUNTY DEVELOPMENT AUTHORITY.

CLAY COUNTY DEVELOPMENT AUTHORITY

BY: _____

NAME: _____

TITLE: DEBBIE RICKS, CHAIR

ATTEST:

**BETTY HICKS, RECORDING SECRETARY
CLAY COUNTY DEVELOPMENT AUTHORITY**

(SEAL)

Clay County Development Authority
 FY 2013 Amended Budget - Final

	Oct 12	Nov 12	Dec 12	Jan 13	Feb 13	Mar 13	Apr 13	May 13	Jun 13	Jul 13	Aug 13	Sep 13	TOTAL
Ordinary Income/Expense													
Income													
331000 · Grant Revenues													
3313900 · Brownfield Federal Grants													
3310073 · CCDA Brownfield Grant 2010	0.00	0.00	6,011.53	0.00	0.00	0.00	40,001.12	0.00	0.00	0.00	0.00	53,183.12	99,195.77
Total 3313900 · Brownfield Federal Grants	0.00	0.00	6,011.53	0.00	0.00	0.00	40,001.12	0.00	0.00	0.00	0.00	53,183.12	99,195.77
Total 331000 · Grant Revenues	0.00	0.00	6,011.53	0.00	0.00	0.00	40,001.12	0.00	0.00	0.00	0.00	53,183.12	99,195.77
361000 · Investment Earnings	438.13	211.26	234.55	650.05	86.97	459.30	333.91	337.81	281.00	473.50	186.19	296.54	3,989.21
361008 · Unrealized gain/(loss) Fund b	0.00	0.00	0.00	0.00	0.00	971.16	2,034.97	-1,166.74	0.00	0.00	0.00	0.00	1,839.39
362000 · Rents & Royalties													
362001 · Educators Plus Insurance	402.50	402.50	402.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,207.50
362003 · Tocoj Engineering llc	535.50	535.50	535.50	535.50	535.50	535.50	535.50	535.50	535.50	535.50	535.51	535.50	6,426.01
362004 · Rent Huardian Cable Systems llc	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
362005 · Florida Fire Protection	0.00	0.00	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	7,000.00
362007 · Rent - Tomlinson & Co	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	650.00	650.00
Total 362000 · Rents & Royalties	938.00	938.00	938.00	535.50	535.50	1,535.50	1,535.50	1,535.50	1,535.50	1,535.50	1,535.51	2,185.50	15,283.51
369000 · Miscellaneous Revenues													
369002 · Interest Income from CCC	393.98	386.77	379.54	452.06	365.01	357.72	350.40	343.07	335.72	328.35	320.96	313.55	4,327.13
369003 · Commissions Earned	1.64	1.64	1.64	0.94	0.94	2.69	2.69	2.69	0.00	5.38	2.69	3.82	26.76
369005 · Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00	12.49	0.00	0.00	0.00	0.00	0.00	0.00	12.49
369008 · Interest Income - SJCD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,108.43	0.00	0.00	2,108.43
369009 · Clay County - Economic Impact R	0.00	0.00	0.00	0.00	0.00	0.00	7,500.00	0.00	7,500.00	0.00	0.00	0.00	15,000.00
Total 369000 · Miscellaneous Revenues	395.62	388.41	381.18	453.00	365.95	372.90	7,853.09	345.76	7,835.72	2,442.16	323.65	317.37	21,474.81
Total Income	1,771.75	1,537.67	7,565.26	1,638.55	988.42	3,338.86	51,758.59	1,052.33	9,652.22	4,451.16	2,045.35	55,982.53	141,782.69
Expense													

Clay County Development Authority

FY 2013 Amended Budget - Final

	Oct 12	Nov 12	Dec 12	Jan 13	Feb 13	Mar 13	Apr 13	May 13	Jun 13	Jul 13	Aug 13	Sep 13	TOTAL
512000 . Funding to CCC	8,333.33	8,333.33	8,333.33	8,333.33	8,333.33	8,333.33	8,333.33	8,333.33	8,333.33	8,333.33	8,333.33	8,333.33	99,999.96
513300 . Professional Fees													
513310 . Attorney	600.00	600.00	600.00	1,150.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	7,750.00
513320 . Auditor	0.00	0.00	0.00	2,500.00	0.00	0.00	0.00	2,523.00	0.00	0.00	0.00	0.00	5,023.00
513321 . Accounting	0.00	450.00	0.00	450.00	0.00	0.00	450.00	0.00	0.00	450.00	0.00	0.00	1,800.00
513322 . Real estate commission	0.00	0.00	0.00	2,596.36	0.00	0.00	0.00	0.00	0.00	0.00	1,108.80	0.00	3,705.16
Total 513300 . Professional Fees	600.00	1,050.00	600.00	6,696.36	600.00	600.00	1,050.00	3,123.00	600.00	1,050.00	1,708.80	600.00	18,278.16
513440 . Liability Insurance													
513442 . Public Employees Bond	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	437.62	0.00	0.00	0.00	437.62
513443 . Devcom Office	241.84	0.00	241.82	0.00	0.00	241.82	0.00	0.00	241.82	0.00	0.00	0.00	967.30
Total 513440 . Liability Insurance	241.84	0.00	241.82	0.00	0.00	241.82	0.00	0.00	679.44	0.00	0.00	0.00	1,404.92
513460 . Devcom LLP Expense	2,200.00	2,200.00	2,200.00	2,200.00	2,200.00	2,200.00	2,200.00	2,200.00	2,200.00	2,200.00	2,200.00	2,200.00	26,400.00
513470 . Property Maintenance													
513471 . Maint and sale costs - Harbor R	267.47	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	267.47
Total 513470 . Property Maintenance	267.47	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	267.47
513490 . Business Meeting	564.80	0.00	162.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	727.64
513491 . Miscellaneous	44.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	44.94
513493 . Service Charges	10.00	0.00	12.94	18.33	0.00	259.29	22.13	22.27	12.13	12.32	12.13	21.22	402.76
513494 . Dues & Subscriptions	60.00	85.00	60.00	285.00	120.00	120.00	117.00	910.90	120.00	130.31	116.76	126.08	2,251.05
513510 . Office and Operating Expenses													
513512 . Office Supplies	0.00	48.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	48.45
513513 . Mailing Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7.97	0.00	0.00	0.00	0.00	7.97
513514 . Misc Office Expense	221.49	0.00	0.00	221.49	0.00	0.00	234.60	0.00	0.00	221.49	0.00	0.00	899.07
513517 . Licenses & Fees	175.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	175.00
513518 . Website expenses	0.00	0.00	75.00	60.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	313.20	448.20
513519 . Travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,106.44	0.00	900.00	2,006.44
513521 . Advertising & Marketing	519.51	114.00	0.00	54.00	0.00	110.40	0.00	0.00	0.00	0.00	0.00	124.80	922.71

Clay County Development Authority

FY 2013 Amended Budget - Final

	Oct 12	Nov 12	Dec 12	Jan 13	Feb 13	Mar 13	Apr 13	May 13	Jun 13	Jul 13	Aug 13	Sep 13	TOTAL
Total 513510 - Office and Operating Expenses	916.00	162.45	75.00	335.49	0.00	110.40	234.60	7.97	0.00	221.49	1,106.44	1,338.00	4,507.84
513800 - Community Development Project													
Big League Dreams USA	0.00	57.60	56.40	15,000.00	0.00	55.20	0.00	106.80	0.00	0.00	8,925.00	0.00	24,201.00
513800 - Community Development Project - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,000.00	0.00	0.00	0.00	15,000.00
Total 513800 - Community Development Project	0.00	57.60	56.40	15,000.00	0.00	55.20	0.00	106.80	15,000.00	0.00	8,925.00	0.00	39,201.00
513900 - Economic Sustainability	0.00	0.00	0.00	0.00	0.00	0.00	0.00	54.00	0.00	0.00	0.00	0.00	54.00
559000 - Grant Expense													
5590073 - CCDA Brownfield Grant 2010	500.00	500.00	5,011.53	23,543.23	6,393.30	10,064.59	2,550.00	5,363.82	44,482.57	786.73	0.00	0.00	99,195.77
Total 559000 - Grant Expense	500.00	500.00	5,011.53	23,543.23	6,393.30	10,064.59	2,550.00	5,363.82	44,482.57	786.73	0.00	0.00	99,195.77
Total Expense	13,738.38	12,388.38	16,753.86	56,411.74	17,646.63	21,984.63	14,507.06	20,122.09	71,427.47	12,734.18	22,402.46	12,618.63	292,735.51
Net Ordinary Income	-11,966.63	-10,850.71	-9,188.60	-54,773.19	-16,658.21	-18,645.77	37,251.53	-19,069.76	-61,775.25	-8,283.02	-20,357.11	43,363.90	-150,952.82
Net Income	-11,966.63	-10,850.71	-9,188.60	-54,773.19	-16,658.21	-18,645.77	37,251.53	-19,069.76	-61,775.25	-8,283.02	-20,357.11	43,363.90	-150,952.82

RESOLUTION NO. 2013/2014-03

RESOLUTION OF CLAY COUNTY DEVELOPMENT AUTHORITY (THE "AUTHORITY") FORMALLY ADOPTING BUDGET FOR FISCAL YEAR 2013/2014; AUTHORIZING THE EXECUTIVE DIRECTOR OR 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 2013/2014;

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

WHEREAS, the Authority previously adopted such budget by its informal action at its regular scheduled meeting on September 18, 2013, and reviewed the same without any recommended changes thereto at its regular scheduled meeting on October 16, 2013; 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. 2013/2014-03

NOW, THEREFORE, THE FOLLOWING ACTION IS HEREBY ADOPTED BY THIS RESOLUTION NO. 2013/2014-03, DATED EFFECTIVE THIS 20TH DAY OF NOVEMBER, 2013, AS FOLLOWS:

Section 1. The Authority's official Budget for Fiscal Year 2013/2014, 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 as Exhibit "A", attached hereto and herein incorporated by reference.

Section 2. The Executive Director or administrative staff of the Authority or his or her designee shall take such other and further actions as may be reasonably necessary or helpful to the action authorized, approved, and adopted by this Resolution No. 2013/2014-03, 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 2013/2014, (b) publishing the formally adopted 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 2013/2014-03 shall be effective immediately upon adoption.

DULY ADOPTED THIS 20TH DAY OF NOVEMBER, 2013, BY THE CLAY COUNTY DEVELOPMENT AUTHORITY.

CLAY COUNTY DEVELOPMENT AUTHORITY

BY: _____

NAME: _____

TITLE: DEBBIE RICKS, CHAIR

ATTEST:

**BETTY HICKS, RECORDING SECRETARY
CLAY COUNTY DEVELOPMENT AUTHORITY**

(SEAL)

Clay County Development Authority Final FY 2014 Budget

CCDA RESOLUTION NO. 2013/2014-03 - Exhibit A

	Preliminary												Budget FY 2014		
	Cash Balance Sept. 13	Oct. 13	Nov. 13	Dec. 13	Jan. 14	Feb. 14	Mar. 14	Apr. 14	May 14	Jun. 14	Jul. 14	Aug. 14		Sep. 14	
Ordinary Income/Expense															
Income															
331000 - Grant Revenues:															
3313900 - Brownfield Federal Grants	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total 3313900 - Brownfield Federal Grants	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total 331000 - Grant Revenues	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
361000 - Investment Earnings	150	150	150	150	150	150	150	150	150	150	150	150	150	150	1,800
361008 - Unrealized gain/(loss) Fund b	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
362000 - Rents & Royalties:															
362001 - Rent Educators Plus Insurance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
362003 - Rent Tocol Engineering llc	536	536	536	536	536	536	536	536	536	536	536	536	536	536	6,426
362004 - Rent Guardian Cable Systems llc	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rent Tomlinson & Co. (Pending- LOI awaiting lessee signature)	660	660	660	660	660	660	660	660	660	660	660	660	660	660	7,920
362005 - Rent Florida Fire Protection	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	12,000
Total 362000 - Rents & Royalties	2,196	2,196	2,196	2,196	2,196	2,196	2,196	2,196	2,196	2,196	2,196	2,196	2,196	2,196	26,346
369000 - Miscellaneous Revenues															
369002 - Interest Income from CCC	306	299	291	284	276	269	261	254	246	238	231	223	223	223	3,177
369002.1 - Interest Income from SJCDS	0	0	0	0	0	0	0	0	0	1,800	0	0	0	0	1,800
369003 - Commissions Earned	0	0	0	0	0	0	0	0	0	0	12,000	0	0	0	12,000
369004 - Revenue on PY IRB from SJCDS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
369005 - Miscellaneous Revenue	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
369009 - Clay County - Economic Impact R	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total 369000 - Miscellaneous Revenues	306	299	291	284	276	269	261	254	246	14,038	231	223	223	223	16,977
Total Income	2,652	2,644	2,637	2,629	2,622	2,614	2,607	2,599	2,591	16,384	2,576	2,569	2,569	2,569	45,123

Clay County Development Authority Final FY 2014 Budget

	Preliminary												Budget FY 2014		
	Cash Balance Sept. 13	Oct. 13	Nov. 13	Dec. 13	Jan. 14	Feb. 14	Mar. 14	Apr. 14	May 14	Jun. 14	Jul. 14	Aug. 14		Sep. 14	
513800 - Community Development Project Big League Dreams USA		8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	100,000
513800 - Community Development Project - Other		0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total 513800 - Community Development Project		8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	100,000
513900 - Economic Sustainability		0	0	0	0	0	0	0	0	0	0	0	0	0	0
559000 - Grant Expense		0	0	0	0	0	0	0	0	0	0	0	0	0	0
5590073 - CCDA Brownfield Grant 2010		0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total 559000 - Grant Expense		0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Expense		15,210	15,385	17,210	20,110	15,210	17,210	15,210	15,210	18,410	15,210	16,210	17,410	17,410	197,995
Net Ordinary Income		(12,558)	(12,741)	(14,573)	(17,481)	(12,588)	(14,596)	(12,603)	(12,611)	(15,819)	1,174	(13,634)	(14,841)	(14,841)	(152,872)
Net Income		(12,558)	(12,741)	(14,573)	(17,481)	(12,588)	(14,596)	(12,603)	(12,611)	(15,819)	1,174	(13,634)	(14,841)	(14,841)	(152,872)
Adjustments to Net Cash															
Principal Payment on CCCC Debt		2,752	2,759	2,767	2,774	2,782	2,789	2,797	2,804	2,812	2,819	2,827	2,835	2,835	33,516
Capital Expenditures		0	0	0	0	0	0	0	0	0	0	0	0	0	0
¹ Net Change in Working Capital		0	0	0	0	0	0	0	0	0	0	0	0	0	0
Monthly Cash Flow		(9,807)	(9,982)	(11,807)	(14,707)	(9,807)	(11,807)	(9,807)	(9,807)	(13,007)	3,993	(10,807)	(12,007)	(12,007)	(119,355)
Rolling Cash Flow		1,602,630	1,592,648	1,580,841	1,566,135	1,544,521	1,534,715	1,524,908	1,511,901	1,515,895	1,505,088	1,493,081			

¹ For planning purposes, the net change in working capital and other balance sheet items is assumed to be immaterial.

November 14, 2013

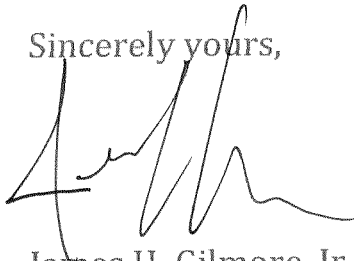
The Honorable Debbie Ricks, Chair
Clay County Development Authority
1734 Kingsley Avenue
Orange Park, FL 32073

Dear Ms. Ricks:

On behalf of the Infinity Global Services team, we are pleased to submit this proposal to provide services to the Clay County Development Authority. I believe the IGS team is uniquely qualified to provide the support you require.

We look forward to discussing this with you.

Sincerely yours,



James H. Gilmore, Jr.
President

Enclosure: RFP

Infinity Global Solutions, LLC

800 West Monroe St. • Jacksonville, FL 32202 • 904-396-9963 • FAX 904-396-9983
PMB 5000-449 • San German, Puerto Rico 00685 • 787-504-8852

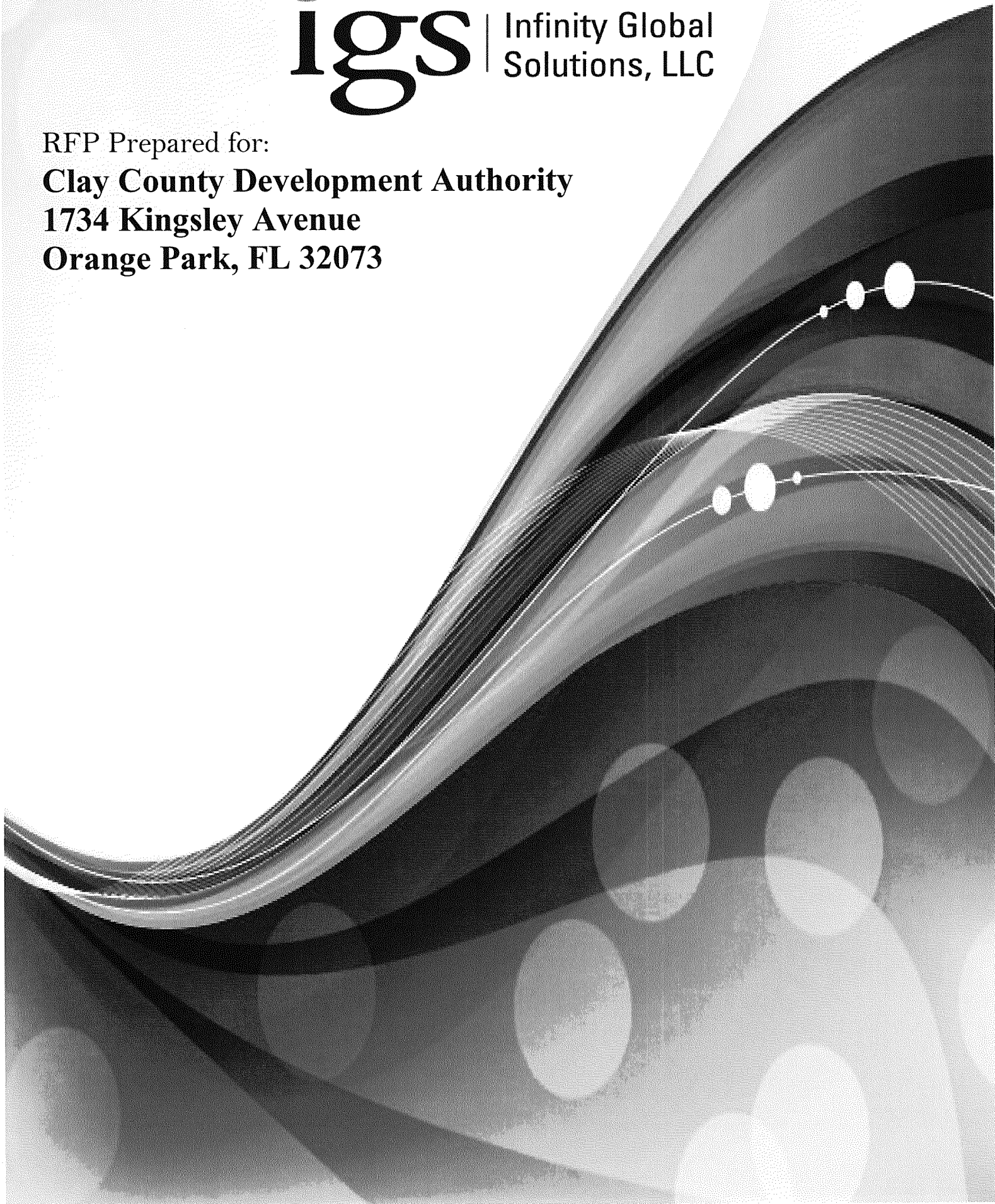


RFP Prepared for:

Clay County Development Authority

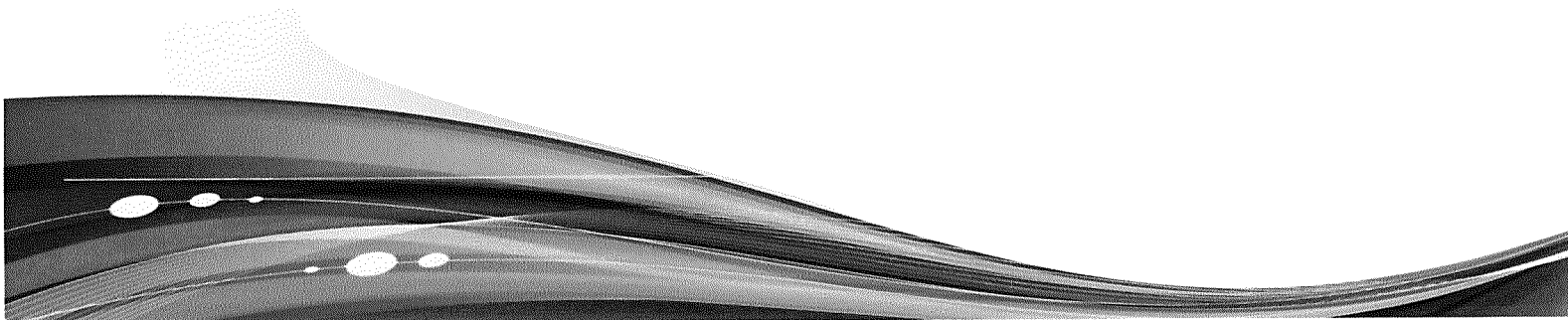
1734 Kingsley Avenue

Orange Park, FL 32073



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CORPORATE OVERVIEW

We would be delighted to serve the Clay County Development Authority (CCDA). Based upon our initial research, we are confident that Infinity Global Solutions, LLC (IGS) can provide the necessary professional support services you seek. More importantly, we are the only team capable of delivering comparable services relative to the experience we have gained working in St. Johns County and in the Northeast Florida region.

Why IGS?

The most powerful point of distinction of IGS is our proven ability to bring parties together to produce highly imaginative, innovative and rock-solid solutions that lead to completed projects. But there are many reasons to choose IGS, including:

We Have The Track Record:

Infinity Global Solutions enjoys a 100-percent success rate in completing projects in which we've been involved. This production record is the heart of our strength. Our experience as both a consultant and a contractor also gives us a unique advantage in achieving success.

We Bring People Together:

Innovative projects that "move the needle" for a community or bring a new level of complexity for companies often require a team approach and multiple stakeholder support for completion. IGS has the experience and relationships to bring elected officials, government leaders, community leaders and the public together around a common goal. Creating full strategic alliances between multiple parties is a necessary component of any public-private partnership. Legislative and policy drafting, appropriations and procurement targeting, regulatory analysis and strategic planning are elements of these partnerships in which the IGS team specializes.

We Have an In-Depth Understanding of Economic Development:

Infinity Global Solutions provides its clients with practical insights into existing economic development policies, as well as future programs and the motivations of policy makers. IGS has been involved with economic development for more than 30 years and has inside knowledge of how and why programs have been developed. IGS helps companies find the best site based on their unique needs. Economic development organizations also turn to IGS for assistance with strategic planning, custom research and stakeholder facilitation.

We Understand The Private And Public Sectors:

There is no substitute for firsthand, working experience in both the private and public sectors. IGS is unsurpassed in achieving a record of success in working with parties on both sides of every project. This is due in large part to IGS team member experiences in both the public and private sector.

We Know The Financial Side:

With in-house financial expertise, we can execute even the finest economic details of virtually any project. We understand that time is money, especially in our field. And we know how to efficiently marshal resources to significantly reduce the amount of time needed to complete projects. In addition, we have access to key equity and debt markets that can often make or break a project and experience with even the most complex structures.

We Know Government Affairs:

IGS offers a wide range of local government affairs services to help our clients thrive in an ever-changing political arena. We have deep expertise in areas including policy advocacy, regulatory and administrative troubleshooting, grass roots positioning, issue monitoring, strategic planning and business-to-business consulting.

We Combine Understanding With Creativity:

Infinity Global Solutions works hard to gain a clear understanding of our clients' goals for every project. With that knowledge, we can apply creative solutions to meet those goals with remarkable efficiency and cost-effectiveness. At IGS, we offer a broad range of services that fall into three main categories:

- Private-Public Partnerships
- Economic Development Consulting
- Government Affairs

We Go Local:

No matter where a project is located, IGS has developed the experience base to know which local experts and companies are best suited to bring any project to completion. We marry our national expertise with the unique local knowledge of partners who understand regional issues and how they affect the success of any project.

Work Plan Thoughts

- A. *Create & Manage a Targeted Business Outreach Program*
 - Industrial & Non-Profits Focused
 - Coordinate with Chamber & County
 - Commercial Developer Stakeholder Briefings

- B. *Manage & Implement an Annual Calendar of Events*
 - 2 Project Visits
 - 4-6 Speakers
 - 2-4 Education Programs
 - Annual FCMA Event
 - Annual MFA Event
 - Annual CDFA Conference

- C. *Manage & Implement a Speakers Series*
 - Targeted Industries
 - Finance Sector
 - State & Federal Legislators
 - Clay County Landowners

- D. *Manage & Implement Education Programs*
 - Industrial & Manufacturing Hot Topics
 - Coordinate with Chamber & County Programs

- E. *Implement Goals of the Strategic Plan*
 - Formalize & Implement Strategic Plan
 - Survey of CCDA Best Practices
 - Other Targeted Industry Research

- F. *Identify Legislative Agenda*
 - Coordinate with Local Lobbying Efforts

- G. *Provide General Administrative/Board Support*
 - Agendas (Coordinate with County Staff)
 - Correspondence
 - Conferences/Travel Arrangements
 - Website Monitoring & Updating
 - Individual Board Member Projects
 - Public Record Requests

EXAMPLES OF SUCCESS

IGS has provided administrative support services and professional consulting to the St. Johns County Industrial Development Authority (IDA). Similarly to the Clay County Development Authority, the IDA is composed of a state appointed board that authorizes the issue of industrial development revenue bonds (IDRBs) to incentivize economic development throughout St. Johns County. IGS has worked closely with the Chairman of the IDA Board to develop a speaking series for educational purposes and coordinate site tours of facilities that have received IDRBs issued by the Board. In addition, we have successfully identified and targeted specific industries throughout the county to spur IDRB issuances. Targeted industries included manufacturing, finance, and commercial development. IGS has also provided local government affairs consulting. Administrative support services included correspondence, website monitoring and updating, coordinating booth set-up at conferences and attending, as well as assisting board members with individual projects.

IGS consulting team has worked successfully in Jacksonville managing public affairs, community engagement, public private development, economic development and government relations for over twenty years in Agency Approval and Development, Inc. and now through Infinity Global Solutions, LLC. AA&D has worked with the Jacksonville Transportation Authority on special projects including Transit Oriented Development, governmental relations, and strategic planning from 2006.

AA&D/IGS has a 100% success rate in achieving the objectives with local governmental agencies and legislative bodies for clients.

AA&D/IGS is the premier local economic development, public affairs and governmental relations agency. The company principals have been involved directly in producing over \$1 billion in new investment as a result of public/private partnerships. Examples include: the University of Florida Proton Therapy Institute, Kings Avenue Hotel Development, Berkman Plaza, Vistakon, Rayonier company relocation, Coach Leather Company, Northwest Jacksonville Community Development Corporation Northpointe retail development, St. Johns County Industrial Development Authority.

AA&D/IGS has open communications with all governmental officials throughout the entire North Florida region: Duval, St. Johns, Nassau, Clay, and Baker.

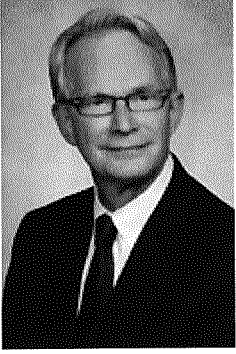
IGS has provided the St. Johns County Industrial Development Authority both administrative and board support to ensure that the agency achieves its overall goals defined in the IDA's Strategic Plan. The St. Johns County Industrial Development Authority's Strategic Plan emphasizes integrity, accountability, professional excellence, transparency and continuous improvement. This team's entire career is based upon those principles. The SJC IDA Strategic Plan also discusses the necessity of clear objectives and measurement of results. This team has successfully outlined strategies to achieve objectives by having clear tasks and recognizing the need to communicate continuously with public agency partners even when there is no task at hand. We welcome this approach.

IGS has provided executive and administrative management consultancy for Northeast Florida organizations. IGS consultants have provided executive leadership for Visit Jacksonville and Local Initiatives Support Corporation (LISC) while these organizations had vacancies at the Executive Director/President position.

IGS has also provided administrative support to other agencies for specific projects such as: Strategic Planning, Small Event Planning, Legislative Strategy Planning, Economic Modeling, Business Development, and Meeting/Forum Facilitation.

OUR PEOPLE

James Gilmore



Combining experience in both government and economic development, James Gilmore brings a uniquely broad perspective to the leadership of Infinity Global Solutions. He manages IGS under high standards of integrity and only supports those partnerships that benefit both public and private interests. With a career in economic development spanning more than 30 years, he boasts a diverse portfolio of successful public and private projects. Prior to the formation of IGS, Mr. Gilmore served as the president of Agency Approval & Development. Mr. Gilmore introduced special economic development financing tools resulting in the location of Vistakon to Jacksonville, the development of the Proton Therapy Center at Shands Hospital in downtown Jacksonville and the development of a new distribution center surrounding Jacksonville International Airport.

Mr. Gilmore also served as chief of programming and development for the City of Jacksonville Department of Housing and Urban Development. He helped to develop and implement the transformative community development block grant program and established comprehensive neighborhood improvement programs involving community-based organizations and residents.

Mr. Gilmore brings an insider's perspective to public-private partnerships, having also served as executive director of the Jacksonville Downtown Development Authority, where he created Florida's first successful community redevelopment plans, first effective tax increment districts and first major development of regional impact and development orders by public bodies.

Additionally, Mr. Gilmore served as the manager for central Jacksonville within the Jacksonville Regional Chamber of Commerce and as project manager for the Broadway Project Corporation of Louisville, where he generated a \$72-million multi-phased mixed-use project and managed the revitalization of 42.3 acres in the downtown area.

In total, during the past 30 years, Mr. Gilmore has been responsible for more than \$1.5 billion in new investments in both public and private projects.

Under Mr. Gilmore's influence, IGS works with clients from not only the Southeast, but also the Midwest and Puerto Rico. Now expanding into the lucrative Asia market, IGS recently commenced work in Shanghai to represent Chinese interest in U.S. markets.

James Catlett



Through his years of service in both the public and private sectors, James Catlett, executive vice president, has amassed extensive real estate and development experience that adds significant strength to the Infinity Global Solutions team. A problem-solving strategist, Mr. Catlett has provided guidance and strategic advice to some of Jacksonville's leading for-profit and nonprofit organizations.

Under Mr. Catlett's influence, IGS is known as a leader throughout the industry for its community development work, helping both the public and private sector access funds and navigate the development process. A few of the key projects in Jacksonville that credit their success to Mr. Catlett's unique deal structuring expertise include the Fidelity building on Riverside Avenue, the Northwest Jacksonville Community Development Corporation office and retail building on Moncrief Boulevard and the Signet building on Monroe Street in Downtown Jacksonville.

Prior to the formation of IGS, Mr. Catlett served as the senior vice president of Agency Approval & Development, where he played key roles in developing the financing tools to locate Vistakon in Jacksonville and the development of the Proton Therapy Center at Shands Hospital in Downtown Jacksonville. Mr. Catlett also served as the executive director of the Northeast Florida Regional Planning Council, where he directed and supervised all operations, including comprehensive planning, developments of regional impact, the Job Training Partnership Act and economic development.

Complementing Mr. Catlett's track record in the private sector is his first-hand public sector experience. Mr. Catlett was the deputy director and project coordinator of Jacksonville's Downtown Development Authority, where he served as liaison between the Northeast Florida Regional Planning Council, state and local agencies on a variety of development projects. Prior to that, he served as planning, building and zoning director for the Clay County (Florida) Board of County Commissioners.

Mr. Catlett is a graduate of the University of Florida and is a Certified Development Professional Developer sanctioned by the National Development Council.

Kerri Stewart



Kerri Stewart joined Infinity Global Solutions in September 2011 as Senior Vice President. Drawing on her extensive experience in both the public and private sectors, she will focus on assisting clients in the areas of government privatization, public infrastructure and general government relations.

Prior to joining IGS, Ms. Stewart served as the Chief Administrative Officer for the City of Jacksonville/Duval County, Fla., under Mayor John Peyton and Mayor Alvin Brown. In this role, she oversaw day-to-day government operations for the city, including directing a nearly 5,000-member workforce and managing the \$1 billion municipal budget and \$164 million annual capital improvement plan.

During her tenure with the City of Jacksonville, Ms. Stewart led several successful privatization studies and implementations. These included the outsourcing of certain technology services that saved the city an estimated \$300,000. In addition to IT, Kerri encouraged privatization efforts in areas like solid waste, building inspection and facilities maintenance departments. She has shared her experiences in this area at a variety of conferences and other professional venues.

During her years of public service, Ms. Stewart also served as director of the city's Housing and Neighborhoods Department, created the Office of Operational Efficiency (which later became the Inspector General's Office), and served as a Policy Advisor to Mayor Peyton.

Prior to joining the City of Jacksonville, Ms. Stewart worked as a Program Manager for Alltel Information Systems in Leeds, UK and Jacksonville, Fla. She was a part of the program management team that worked for two years to migrate Bradford and Bingley Building Society's mortgage processing software to Alltel's solution.

Ms. Stewart graduated from the University of North Florida's Coggin School of Business with a Bachelor's degree in Business Administration, double-majoring in Marketing and Management.

Josh Cockrell



Effective at strategy development and educated in public policy, Josh Cockrell is a strong addition to IGS in 2013. As Director of Economic Development for IGS, Mr. Cockrell provides project management and government affairs for a host of clients around the North Florida region.

Mr. Cockrell is accomplished at creating inroads in both the public and private sectors to progress ventures to fruition. He uses his keen skills to research adverse issues facing clients and guides them to the desired outcome. He specializes in identifying available economic development incentives and tenaciously pursues funding sources for clients.

After serving many years as a senior consultant to local and state level political campaigns, Mr. Cockrell translates that experience to IGS clients by creating actionable business plans that move the mark. His experience in the political arena includes authoring strategies for winning candidates and navigating the delicate processes of fundraising. He has also instrumental in facilitating progress for special issue campaigns on a national level.

During his tenure with St. Vincent's Healthcare Foundation, he developed and coordinated the blueprint to drive overall philanthropic support for the new hospital in Clay County, effectively raising \$3.5 million. It is his ability to build harmonistic relationships that have generated successes in the projects he has been involved in.

Prior to working for St. Vincent's, Mr. Cockrell served as the Director of Marketing and Community Relations for the Community Rehabilitation Center (CRC), a Jacksonville not-for-profit focused on providing mental health services to the underserved community. With his guidance and leadership, CRC successfully developed a marketing program to promote the organization and enhance community support from donors as well as local businesses.

Mr. Cockrell has a Bachelor of Arts in Political Science from the College of Charleston and he is currently pursuing a Masters in Public Policy as an inaugural candidate at Jacksonville University's Public Policy Institute.

FEE STRUCTURE

Infinity Global Solutions, LLC (IGS) will provide consulting services to assist the CCDA in achieving its economic development objectives and administrative requirements, and in return proposes a monthly retainer of \$4,500 over a term of 1 year. Any travel or other expenses, if incurred by IGS on behalf of the CCDA, will be pre-approved and reimbursed. IGS will bill CCDA separately for these expenses upon each occurrence.

REFERENCES

St. Johns County Industrial Development Authority

102 Martin Luther King Avenue, Suite B

St. Augustine, FL 32084

Peter Apol, Chairman

(904) 399-4499

Services Performed: Public Relations, Government Relations, Executive Administrative Support, and Community Engagement

Local Initiatives Support Corporation

10 West Adams Street, Suite 100

Jacksonville, FL 32202

Janet Owens, Executive Director

Services Performed: Provided Interim Management Services Due to Medical Leave of Absence of Executive Director

Visit Jacksonville

208 North Laura Street

Jacksonville, FL 32202

Paul Astleford, President

(904) 421-9150

Services Performed: Provided Interim Management Services Prior to Selection of CEO

Governmental Management Services, LLC

Serving Florida's New Communities

Chair- Clay County Development Authority
1734 Kingsley Avenue
Orange Park, Florida 32073
RE: Request for Proposal

November 14, 2013

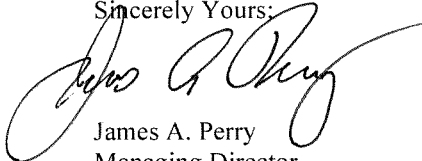
We at Governmental Management Services, LLC ("GMS") are pleased to provide the Clay County Development Authority ("Authority") the attached proposal for administrative services for the Authority. As a local Northeast Florida company we are very familiar with Clay County as we currently provide services to several Community Development Districts in the County as are reflected in our listing of current clients.

You will find that our company is focused on providing tailored services to each individual client needs and that are expertise is on governmental entities. Our staffing for administrative services will be based out of Northeast Florida with services provided by James A. Perry CPA and Sarah Sweeting whose backgrounds are attached.

GMS prides itself on providing exceptional responsive service to meet our client's needs. Our proposal focuses on administrative services and not on staffing an executive director. If desired we would work with the Authority to staff an executive director as a GMS employee based upon a detailed job description and review by the Authority of possible candidates.

We look forward to discussing the needs of the Authority and our qualifications for meeting such needs.

Sincerely Yours:



James A. Perry
Managing Director
Governmental Management Services, LLC
475 west Town Place, Suite 114
St. Augustine, Florida 32092
904 -949-5850 x 409

940-

Governmental Management Services, LLC

Serving Florida's New Communities

Administrative Services Proposal For The Clay County Development Authority

The following administrative services are proposed under the administrative services agreement between Governmental Management Services, LLC ("GMS") and the Clay County Development Authority ("CCDA or Authority"). GMS will provide such necessary services to ensure CCDA operates in accordance with all applicable Statutes, Laws, Rules and Regulations governing operation of the authority.

Administrative Services

- Attend, record and conduct all regularly scheduled Members of the Authority meetings
- Present the Authority's annual budget in accordance with Chapter 189, Florida Statutes
- Ensure Authority is in compliance with administrative and financial reporting
- Correspond and communicate with Members of the Authority and Staff to respond to the various needs of the Authority
- Review and approve agendas for circulation to the Members of the Authority
- Review and coordinate annual budget and annual audit
- Review annual insurance policy to ensure Authority maintains proper insurance coverage
- Transcribe all regularly scheduled meetings of the Authority
- Prepare agenda packages for transmittal to Members of the Authority and staff seven days prior to Authority meeting
- Ensure compliance with all administrative statutes affecting the Authority
- Properly notice public meetings in accordance with the appropriate Florida Statutes in the newspaper of general circulation of the Authority which include but are not limited to:
 - Annual Meeting Notice
 - Public Hearing to adopt annual budget
 - Request for Proposal for audit services

Compensation

The above outlined services will be provided for the fixed annual fee of \$25,000 paid in equal monthly payments plus reimbursable expenses. This annual fee is based upon the Authority having a maximum of 12 meetings. Additional meetings over the annual maximum of 12 will be compensated at \$1,500 per meeting. Reimbursables for the authority will be billed to the Authority and include the following: travel (out of County as requested), postage, courier services, printing, binding, and public records storage.

Additional services, such as those listed below, are available from GMS upon request or as needed. A service package can be tailored to your specific needs.

Additional Services

- Bond Issuance Cost - \$5,000 per Bond Issue (document review and production)
- Hourly charge of \$75 for Recording Secretary and \$150 for District Manager or Managing Director on out of scope services such as litigation, extensive records requests
- Accounting services dependent upon on scope
- Dedicated onsite staffing for executive director or administrative staff based on no objection by the Authority as to GMS proposed candidates. Authority to reimburse GMS based upon actual salary and fringe benefits plus 15%

Company Information

Governmental Management Services (“GMS”) is a family of limited liability companies that were established for the purpose of providing special district management services to community development districts (CDD), special districts and public /private partnerships. With encouragement from CDD industry professionals and the development community, GMS was created to provide an alternative to the existing district management companies. Governmental Management Services currently has offices in Jacksonville, St Augustine, Tallahassee, Orlando, Ft. Lauderdale, and Knoxville, Tennessee. The current staff of GMS is listed under the staffing section of the proposal. The staff that would be providing services is generally determined by geography of the District and required services. However, everyone at GMS works together to provide the most efficient, effective and comprehensive management services possible. As stated under the personnel section, most of the staff at GMS are very well known and respected by people involved with Community Development Districts and other governmental entities. The majority of the staff has worked with Investment Bankers, Bond Counsel, District Counsel, Engineers, Developers and Boards of Supervisors across the State of Florida. They have been providing management, financial and administrative reporting services to over 100 Special Taxing Districts and Homeowners Associations during their careers with the Gary L. Moyer, P.A. organization and subsequently with Severn Trent Environmental Services, Inc.

The goal of GMS is to provide the most efficient, effective and comprehensive management services for Community Development Districts throughout Florida. Governmental Management Services’ greatest strength is its ability to respond to individual client needs quickly, efficiently and professionally.

Staffing

Northeast Florida

Management Team

Darrin Mossing – Mr. Mossing will be providing oversight for the management, accounting and administrative services provided by Governmental Management Services. Mr. Mossing graduated from Ohio University in June, 1988 with an Accounting Degree and began working as an accountant for Indian Trace Community Development District on September 1, 1988. Responsibilities included accounts payable, payroll, utility billing, processing construction requisitions, and conducting the annual audit. As the Community Development District management business grew, so did the responsibilities of Mr. Mossing. Eventually, he supervised 10 administrative and accounting personnel, providing management services for 15 Special Taxing Districts and was responsible for the accounting and financial reporting for over 100 Special Taxing Districts and Homeowner Associations prior to leaving Severn Trent Environmental Services, Inc. (“STES, Inc.”) in March, 2003. In February, 2004, Mr. Mossing returned to STES, Inc. at their request, to provide management services to their various clients on the east coast of Florida from Port St. Lucie to Jacksonville until November, 2004.

James A. Perry, C.P.A. – Mr. Perry will be managing director for GMS in the Northeast Florida Region. In this position he will be responsible for providing service to our clients in Northeast Florida. Mr. Perry graduated from the University of Central Florida with a Bachelor of Business Administration in Accounting and from the executive development program of the University of Pennsylvania-Wharton. Mr. Perry has extensive experience with Community Development Districts, local government, utilities, development and construction. Mr. Perry has served in senior financial positions with Fortune 100 companies as well as with the largest governmental utility provider in Northeast Florida.

Jim Oliver – Mr. Oliver provides district management services for GMS clients in the Northeast Florida region. Jim has a Bachelor of Science Degree in Accounting from the State University of New York. He also has a Masters Degree in Business Administration from Touro University. After 22 years of active duty service with the United States Army and Florida National Guard, Jim recently retired as a Lieutenant Colonel. He has gained broad experience in governmental liaison work at the local, state and federal levels with experience in utility acquisitions, valuations, and negotiations.

Management Team continued:

Dave deNagy – Mr. deNagy provides district management services for GMS clients in the Northeast Florida region. Dave has a Bachelor of Science Degree in Accounting and a Master Degree in Business Administration from Widener University. Dave has over 20 years of accounting and management experience in both private and public sectors. His most recent experience has been with JEA as a budget/financial analyst.

Accounting and Financial Reporting

Sheryl Fulks – Ms. Fulks provides assessment roll and accounting/financial reporting services to GMS clients in the Northeast Florida Region. Sheryl has Bachelor's of Science Degree in Business Administration with a major in Accounting from the University of Tennessee Knoxville. Sheryl also has a completed a substantial amount of coursework toward a Civil and Engineering Degree. Sheryl has extensive experience in auditing, accounting and management in both the private and public sectors.

Ariel Lovera – Mr. Lovera provides accounting and financial reporting services to the various Governmental Management Services clients. Ariel has a Bachelor's Degree in Accounting from the University of Puerto Rico and Masters Degree in Business Administration from Stetson University. For the past five years he has been providing accounting and financial reporting services for over 15 Special Taxing Districts and Property Owners Associations in the State of Florida.

Bernedette Perigrino - Ms. Perigrino provides accounting and financial reporting services to GMS clients in the Northeast Florida Region. Bernedette has a Bachelor's degree in Accounting from the University of North Florida.

Administrative

Sarah Sweeting – Ms. Sweetening provides administrative support services for Governmental Management Services. Sarah previously worked for Severn Trent Environmental Services, Inc. on over 15 Districts.

Sharon Harper – Ms. Haper provides administrative support services for Governmental Management Services.

Operations

Rich Whetsel – Mr. Whetsel is the Operations Manager for Governmental Management Services overseeing various maintenance contracts for the Bartram Springs, Aberdeen, Durbin Crossing, Tolomato, Double Branch, Middle Village, Tisons Landing, Heritage Park and Capital Region Community Development Districts. These services include weekly site inspections of the project, overseeing landscape and lake maintenance contracts and various other responsibilities as required by the project.

Central Florida – Orlando

George Flint – Mr. Flint will be providing district management services for GMS clients in the Central and Northeast Florida Regions. Mr. Flint graduated from Princeton University with a Bachelor Degree in Politics/Economics and from Florida State University with a Masters in Public Administration. George has an extensive background in Government and the private sector having served as an Assistant County Administrator, Management Consultant and Manager of Strategic Planning. Accounting services are provided by Ariel Lovera who is included in the write-up of the Northeast region.

Additional Support Staff Located in Southeast Florida

Rich Hans – Mr. Hans will be providing district management services for GMS clients in the Southeast Florida Region. Mr. Hans graduated from Rutgers University with a Bachelor Degree in Natural Resource Management and has a Masters of Science Degree from Virginia Tech University. Rich was hired by Severn Trent Environmental Services, Inc. in May 2000 to provide accounting and financial reporting services. Since then his responsibilities grew; he directly managed more than 30 Special Taxing Districts, acted as Special Assessment Administrator for over 50 Districts, supervised and trained district managers and assessment personnel, and obtained his Community Association Manager License. Rich has a reputation as being knowledgeable, friendly, dedicated and reliable.

Accounting and Financial Reporting

Patti Powers – Ms. Powers will be providing accounting and financial reporting for Governmental Management Services. She graduated from State University of New York in 1989 with a Bachelor of Science Degree in Accounting. She was hired by Mr. Mossing in 1995 to provide accounting services to District clients. Ms. Powers excelled in her position as accountant being promoted to Senior District Accountant within the STES, Inc. organization and eventually filling the accounting and financial reporting responsibilities of Mr. Mossing when he departed in March, 2003. Ms. Powers left STES, Inc. and joined the GMS team. Patti has a tremendous reputation for providing outstanding service to CDD clients across the state of Florida.

Administrative

Jennifer McConnell – Ms. McConnell will be providing administrative support services for Governmental Management Services. Ms. McConnell attended New York Institute of Finance in New York City. She has been providing administrative services for Community Development Districts since May, 2002. Jennifer has a very good reputation with prior clients as being friendly, efficient and knowledgeable about Community Development Districts and the administrative services required.

References

Name	Phone	Company	Business
John Tabor	(904) 616-7057	Crossings at Fleming Island CDD	Supervisor
Doug Sealy	(407) 481-9182	Prager, Sealy & Company	Bond Underwriters
Don Hinson	(904) 868-0039	Middle Village CDD	Former – CDD Chairman
Tony Grau, Jr.	(561) 994-9299	Grau & Company	District Auditors

Additional References are available upon request.

Current Client Listing Northeast Region

Community Development District Name

- Aberdeen
 - Amelia Concourse
 - Amelia Walk
 - Antigua at St. Augustine
 - Bartram Park
 - Bartram Springs
 - Brandy Creek
 - Capital Region
 - The Crossings
 - Deerfield Preserve
 - Double Branch
 - Dunes
 - Durbin Crossing
 - Heritage Park
 - Indigo
 - Julington Creek Plantation

 - Middle Village
 - OTC
 - Pine Ridge Plantation
 - Ridgewood Trails
-

Current Client Listing Northeast Region continued

Community Development District Name

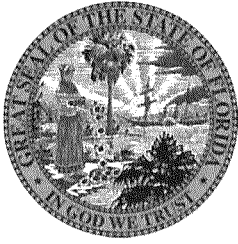
- Rivers Edge
- Rolling Hills
- Sampson Creek
- South Village
- Tison's Landing
- Tolomato
- Treaty Oaks
- Turnbull Creek
- Wynnfield Lakes

Other Governmental Clients

TIFA LLC - Managing Agent for joint venture between the City of Titusville and the Farmton Corporation (Water Utility) in Brevard County

Martin County – Special Assessment Program Administrator

Consultant for proposed Baymeadows Development District – Dependent Special District Jacksonville



Florida Defense Support Task Force

November 8, 2013

Bill Garrison
Clay County Development Authority
1734 Kingsley Avenue
Orange Park, FL 32073

Dear Mr. Garrison:

On behalf of Governor Rick Scott and the Florida Defense Support Task Force, I am pleased to inform you that the Clay County Development Authority has been awarded \$255,000 under the Fiscal Year 2013-2014 Florida Defense Support Task Force funding program. Congratulations!

The award is to be used to construct a mass notification system at Camp Blanding that will provide an integrated installation protection capability that meets current U.S. Army Emergency Management Modernization Program requirements in order to improve safety at Camp Blanding. Enterprise Florida will develop the contractual materials and administer this Task Force grant.

Should you require additional information please contact Camila Hornung at 850-878-4578 or via email at chornung@eflorida.com.

Sincerely,

A handwritten signature in cursive script that reads "Jimmy Patronis".

Representative Jimmy Patronis
Florida Defense Support Task Force
Chairman

Enterprise Florida, Inc.
1030 East Lafayette Street, Suite 9 Tallahassee, FL 32301

www.eflorida.com
Telephone (850) 878-0826



Florida Defense Support Task Force

November 8, 2013

Bill Garrison
Clay County Development Authority
1734 Kingsley Avenue
Orange Park, FL 32073

Dear Mr. Garrison:

On behalf of Governor Rick Scott and the Florida Defense Support Task Force, I am pleased to inform you that the Clay County Development Authority has been awarded \$474,000 under the Fiscal Year 2013-2014 Florida Defense Support Task Force funding program. Congratulations!

The award is to be used to install a radar interface and display system, airspace control system, at range control which provides real-time FAA radar information at Camp Blanding. Enterprise Florida will develop the contractual materials and administer this Task Force grant.

Should you require additional information please contact Camila Hornung at 850-878-4578 or via email at chornung@eflorida.com.

Sincerely,

A handwritten signature in cursive script that reads "Jimmy Patronis".

Representative Jimmy Patronis
Florida Defense Support Task Force
Chairman

Enterprise Florida, Inc.
1030 East Lafayette Street, Suite 9 Tallahassee, FL 32301

www.eflorida.com
Telephone (850) 878-0826
