



PENSACOLA-ESCAMBIA PROMOTION & DEVELOPMENT COMMISSION

November 14th 2018 10:00 AM – Co:Lab, 3rd. Floor
Conference Room 418 W Garden Street -
Pensacola, Florida

PEDC AGENDA

1. Call to Order Lewis Bear, Jr.
2. Public Notice/Comment – 11/01/2018 Lewis Bear, Jr.
3. Action Items
 - a. Approval of October 16th, 2018 Minutes Lewis Bear, Jr.
 - b. Approval of October 2018 Financials Scott Luth
 - c. Bluffs FDOT Phase 2 Scott Luth
4. Discussion Items (No Board Action Anticipated)
 - a. Tech Park Lights Scott Luth
 - b. Review and Discussion - PEDC Statute and Bylaws Lewis Bear, Jr.
 - c. Business Development Reports Scott Luth
 - d. Other Business
 - i. Workforce Innovation Director Position
 - ii. Co:Lab Position
 - iii. Manufacturing Breakfast
5. Adjourn Lewis Bear, Jr.

Next Meeting:

Tuesday, December 18th 10:00 am – 11:30 am



PENSACOLA-ESCAMBIA PROMOTION & DEVELOPMENT COMMISSION

October 16th, 2018 – Co:Lab, 3rd Floor Conference Room
418 W Garden Street - 3rd Floor Conference Room - Pensacola, Florida 32502

Members Present: Chairman Lewis Bear Jr., Vice Chair Clorissti Johnson, Secretary/Treasurer Dave Hoxeng, Jeff Bergosh, Adam Principe, PC Wu

Absent Members: Steven Barry, Andy Terhaar, Henry Hawkins

Staff: Attorney Richard Sherrill, Scott Luth, Danita Andrews, Kelly Reeser, Sena Maddison, and Melissa Stoker

Guests: John Hutchinson

1. **Call to Order:** The meeting was called to order by Chairman Lewis Bear at 10:03am
2. **Public Notice:** This meeting was publicly noticed on October 2, 2018
3. **Public Comment:** Chairman Lewis Bear Jr. requested public comment. There were none.
4. **Action Items**
 - a. **Election of Officers (Chair, Vice Chair, Secretary/Treasurer):**
 - Lewis Bear requested nominations
 - 1. Secretary/Treasurer Dave Hoxeng nominated Lewis Bear for Chairman. Jeff Bergosh seconded. Vice Chairman Clorissti Johnson echoed. Passed unanimously
 - 2. Jeff Bergosh nominated Clorissti Johnson for Vice Chair. Adam Principe seconded. Passed unanimously.
 - 3. Jeff Bergosh nominated Dave Hoxeng for Secretary/Treasurer. Vice Chairman Clorissti Johnson seconded. Passed unanimously.
 - b. **Approval of August 21st Minutes:**
 - Vice Chairman Clorissti Johnson motioned.
 - Secretary/Treasurer Dave Hoxeng seconded.
 - Passed unanimously.
 - c. **Approval of September 2018 Financials:**
 - Chairman Lewis Bear JR. identified a \$150k discrepancy between the assets and liabilities. Scott Luth indicated that he will get an answer as to why there is a discrepancy and report back his findings.
 - Secretary/Treasurer Dave Hoxeng motioned.
 - Adam Principe seconded.
 - Passed unanimously.

d. Approval of FY 18-19 Budget:

Secretary/Treasurer Dave Hoxeng motioned.

Jeff Bergosh seconded.

Passed unanimously.

e. Review/Discussion – PEDC Statute and Bylaws:

Chairman Lewis Bear Jr gave a status update on the efforts made to revise the PEDC bylaws and statute. Scott Luth walked through the steps to change the law locally at the city and county level first. With their support, the changes will be sent to Tallahassee. Each member received a draft copy of the proposed changes. Richard Sherrill indicated that we are working from a 1980 version, so we are asking for a strike out of all previous language and a rewrite going forward. Richard Sherrill stated that Section 4 and Section 13 reflect the most significant changes. Dave Hoxeng drew attention to the discrepancy in Section 4.4. There is a typo needing corrected. He also stated that the city language in section 2 is needing clarification. Dave Hoxeng indicated confusion on the last paragraph in Section 4. Richard Sherrill indicated he will clarify "PEDC Commissioners". Lewis Bear suggested a resolution from the Chamber of Commerce supporting the changes. Dave Hoxeng stated he will circulate accordingly to get addressed before the November County Commissioner meeting. Richard Sherrill will clarify language on City Council appointees. PC Wu shared that he feels strongly that the Mayor should serve on this board. Dave Hoxeng agreed. Richard Sherrill stated that it may be best to use suggestive/aspirational language in encouraging the Mayor to participate. Lewis Bear suggested wording the language to give the Mayor a kind of first right of refusal. Jeff Bergosh motioned to approve with the changes discussed. Secretary/Treasurer Dave Hoxeng seconded. Changes will reflect 2 City appointees with the preference given to the Mayor for one of the seats and the other shall be a council member. Passed unanimously.

f. Review/Approval Tech Park Lights:

Chairman Lewis Bear, Jr. reviewed the ongoing issues with the lighting. Scott Luth has been working with the city for a quote at \$7k to repair the lights. Lewis asked Scott to discuss the warranty issues with Richard Sherrill before proceeding with paying the \$7k. Richard Sherrill indicated that there may be hindrances. He also stated that the \$7k quote is cost effective. We may be able to recoup some of the money from the manufacturer. Clorissi Johnson requested a copy of the warranty. Dave Hoxeng wanted clarification on the root of the issue with the lights. Scott Luth detailed the 7+ year history of the lights not functioning correctly. Dave Hoxeng suggested we ask for a contribution from each party involved. Lewis Bear suggested that, given how long we have been without lights, it is worth spending another month to see if we can get the warranty enforced before making a final decision. PC Wu asked if PEDC stationary has board members name on it. His suggestion is to send a letter with a list of board members to the warranty company and manufacturer. Vice Chairman Clorissi Johnson asked if the signs have been put up yet. Secretary/Treasurer Dave Hoxeng stated that the signs have been designed but he is waiting for the price to come down before ordering.

g. Review/Approval of FY 18-19 Meeting Schedule:

Third Tuesday of each month at 10 am
Secretary/Treasurer Dave Hoxeng and Jeff Bergosh motioned.
Vice Chairman Clorissti Johnson seconded.
Passed unanimously.

h. Request for Professional Services

The board authorized us to move forward with RFPs. We will be moving forward with auditing/accounting and legal. Insurance is not currently due. Scott Luth asked if we want to do the same for banking. Secretary/Treasurer Dave Hoxeng said that as treasurer, he is happy with BBVA. He also asked if we can use the same auditing contractor for both PEDC and FloridaWest to attempt to save money. FloridaWest will need to discuss it at their board meeting tomorrow. Scott Luth did state that we currently have the same auditing company. Chairman Lewis Bear Jr. stated that he prefers having the option to change banks at any time rather than be committed through contracts, but we should still shop around.

5. Discussion Items

a. Economic Development Strategy Review:

b. Economic Development City & County Budget Process:

Scott Luth provided an update on working with the City and County on the approved budgets. Everything is moving as expected.

c. Business Development Report:

Danita Andrews provided insight to the documents provided reflecting the previous FY year summary. We had a record number of site visits. There are 47 in our pipeline with 26 active projects. The current FY has started out very strongly. 3 RFPs (2 aviation/1 manufacturing) have already been submitted this month. She has one direct project already and a site visit planned for this Thursday. Danita expressed a concern she has in that we do not have the building space available for some interested parties. Dave Hoxeng asked if we can motivate our private sector to invest in these buildings. He asked if that could be added to next meeting's agenda. Danita Andrews also stated that she attended the IEDC Conference in Atlanta where she accepted an award for our Bluffs marketing campaign.

Kelly Reeser provided a status update on CoLab tenants and renovations. The tentative completion date is December 1. There is a strong prospect for taking over the first floor. ITEN Wired went very well, showing the growth of the tech sector in our area.

Sena Maddison shared our efforts to the Hurricane Michael efforts we are trying to make. We are doing a manufacturing breakfast on November 9th @ 8:30 am at Custom Solutions in Cantonment.

d. Other Business:

- 1. Banking Services:** No plan to bid these services

2. **Consultant Site Visits:** Working with First Place Partners for an upcoming consultant fly in
3. **Enterprise Florida:** Also doing a consultant fly in with the Blue Angels Homecoming
4. **Hurricane Michael:** This event did push a site visit we are currently working to reschedule
5. **Workforce Innovation Director Position:** We have received 5-6 resumes for this position and hope to have a candidate chosen with a start date before the end of the year
6. **Emergency Management – ESF 18:** Major employers were recently invited to the EOC for discussion and tour
7. **FTZ Update:** Secretary/Treasurer Dave Hoxeng asked Richard Sherrill if we got clarification on the FTZ. Richard Sherrill stated that we would include language to cover the largest amount of space possible. Chairman Lewis Bear Jr asked if Baldwin County was covered by Mobile, which it is.
8. **Opportunity:** PC Wu stated that if there is an opportunity to plug elected officials with visitors, we should capitalize on those opportunities.

Chairman Lewis Bear Jr. asked if there was any other business. There was none.

Chairman Lewis Bear adjourned the meeting at 11:41am.

The next PEDC Board of Director's Meeting date TBD.

Respectfully Submitted By:

Dave Hoxeng, Secretary-Treasurer
Pensacola-Escambia Promotion & Development Commission

Pensacola Escambia County Promotion & Development Comm
Profit & Loss Budget Performance

October 2018

	Oct 18	YTD Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · City of Pensacola Income	0.00	150,000.00	-150,000.00	0.0%
4100 · Escambia County Income	0.00	600,000.00	-600,000.00	0.0%
4520 · FOIL Income	176,617.50	2,000,000.00	-1,823,382.50	8.83%
4800 · Interest Income	0.00	300.00	-300.00	0.0%
Total Income	176,617.50	2,750,300.00	-2,573,682.50	6.42%
Gross Profit	176,617.50	2,750,300.00	-2,573,682.50	6.42%
Expense				
5004 · Economic Development	150,000.00	650,000.00	-500,000.00	23.08%
5010 · Foreign Trade Zone	1,250.00	2,000.00	-750.00	62.5%
5100 · Audit Fees	0.00	10,000.00	-10,000.00	0.0%
5310 · Insurance - D&O Liability	0.00	1,500.00	-1,500.00	0.0%
5320 · Legal Expenses	2,122.50	7,500.00	-5,377.50	28.3%
5330 · Bank Service Charges	15.30	1,000.00	-984.70	1.53%
5340 · Special District Fees	0.00	300.00	-300.00	0.0%
5400 · Technology Park Expenses	98.56	62,000.00	-61,901.44	0.16%
5420 · FOIL Expenses	142,475.00	2,000,000.00	-1,857,525.00	7.12%
5500 · New Project Expense	0.00	15,000.00	-15,000.00	0.0%
5600 · Miscellaneous Expense	0.00	1,000.00	-1,000.00	0.0%
Total Expense	295,961.36	2,750,300.00	-2,454,338.64	10.76%
Net Ordinary Income	-119,343.86	0.00	-119,343.86	100.0%
Net Income	-119,343.86	0.00	-119,343.86	100.0%

Pensacola Escambia County Promotion & Development Comm

Balance Sheet

As of October 31, 2018

Oct 31, 18

ASSETS

Current Assets

Checking/Savings

1010 · Checking - Compass 1,086,532.13

Total Checking/Savings 1,086,532.13

Total Current Assets 1,086,532.13

Fixed Assets

1500 · Land 8,325,000.00

1600 · Land Improvements 3,243,106.03

1799 · Allowance for Fair Value Adj -5,718,106.03

Total Fixed Assets 5,850,000.00

TOTAL ASSETS 6,936,532.13

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2122 · Tech Park Payable - County LOC 2,168,065.98

2140 · Grant Funding payable - County 680,285.00

Total Other Current Liabilities 2,848,350.98

Total Current Liabilities 2,848,350.98

Total Liabilities 2,848,350.98

Equity

32000 · Unrestricted Net Assets 4,094,017.81

3202 · Economic Development Projects 61,198.00

3203 · Commerce Park Impr/Mktg 52,309.20

Net Income -119,343.86

Total Equity 4,088,181.15

TOTAL LIABILITIES & EQUITY 6,936,532.13