



## PENSACOLA-ESCAMBIA PROMOTION & DEVELOPMENT COMMISSION

February 19<sup>th</sup>, 2019 10:00 AM – Co:Lab, 3<sup>rd</sup> Floor Conference  
Room 418 W Garden Street - Pensacola, Florida

### PEDC AGENDA

- |  |                 |
|--|-----------------|
| 1. Call to Order   | Lewis Bear, Jr. |
| 2. Public Notice (February 4, 2019)                              | Lewis Bear, Jr. |
| 3. Public Comment  | Lewis Bear, Jr. |
| 4. Action Items  |                 |
| a. Approval of December 18 <sup>th</sup> , 2018 Minutes          | Lewis Bear, Jr. |
| b. Approval of December 2018 Financials                          | Scott Luth      |
| c. Approval of January 2019 Financials                           | Scott Luth      |
| 5. Discussion Items (No Board Action Anticipated)                |                 |
| a. Economic Development Update                                   | Brian Wyer      |
| b. Board Appointees: Barry, Principe, Wu, and Myers              | Lewis Bear      |
| c. Review and Discussion - PEDC Statute and Bylaws               | Scott Luth      |
| d. Business Development Reports                                  | Scott Luth      |
| e. FTZ Update  | Danita Andrews  |
| f. Other Business  |                 |
| i. Bluffs Update   |                 |
| ii. Workforce Innovation Director Position                       |                 |
| iii. Co:Lab Position   |                 |
| iv. RFP Committee  |                 |
| 6. Adjourn   | Lewis Bear, Jr. |
| <b>** First Floor Walk Through Immediately Following Meeting</b> | Scott Luth      |

Next Meeting: Tuesday, March 19<sup>th</sup> 10:00 am – 11:30 am

#### **Fiscal Year Meeting Schedule**

Tuesday, April 16<sup>th</sup> 10:00 am – 11:30 am

Tuesday, May 21<sup>st</sup> 10:00 am – 11:30 am

Tuesday, June 18<sup>th</sup> 10:00 am – 11:30 am

Tuesday, July 16<sup>th</sup> 10:00 am – 11:30 am

Tuesday, August 20<sup>th</sup> 10:00 am – 11:30 am

Tuesday, September 17<sup>th</sup> 10:00 am – 11:30 am



## PENSACOLA-ESCAMBIA PROMOTION & DEVELOPMENT COMMISSION

December 18<sup>th</sup>, 2018 – Co:Lab, 3<sup>rd</sup> 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, Steven Barry, PC Wu (Via Teleconference)

**Absent Members:** Henry Hawkins, Andy Terhaar

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

**Guests:** Philip de Boer, David Lister, Rachel Witbracht, Sydney Fowler, Rebecca Ferguson, Melissa Pino

1. **Call to Order:** The meeting was called to order by Chairman Lewis Bear at 10:01 am
2. **Public Notice:** This meeting was publicly noticed on December 4<sup>th</sup>, 2018
3. **Public Comment:** Chairman Lewis Bear Jr. requested public comment. Representation from Florida House of Representatives, Alex Andrade's office expressed his apologies for not attending the Board Meeting but has sent representation on his behalf and in our support.
4. **Action Items**
  - a. **Approval of November 14<sup>th</sup> Minutes:**

Steven Barry motioned.  
Jeff Bergosh seconded.  
Passed unanimously.
  - b. **Approval of November 2018 Financials:**

Steven Barry motioned.  
Vice Chair Clorissti Johnson seconded.  
Passed unanimously.
  - c. **Approval of PEDC Audit**

Philip de Boer and David Lister from Saltmarsh presented draft audit findings to the Board.  
Vice Chair Clorissti Johnson motioned to accept draft as final.  
Secretary/Treasurer Dave Hoxeng seconded.  
Passed unanimously.  
Scott Luth publicly recognized positive working relationships and efforts of the FloridaWest bookkeeper, Lydia Miller, as well as Cindy Anderson as directly impacting successful audits for both FloridaWest and PEDC.
5. **Discussion Items**
  - a. **Sunshine Briefing**

Attorney Richard Sherrill provided an overview of the Sunshine laws and how they pertain to PEDC. Richard Sherrill provided pocket guides to each Board Member for reference.

**b. PEDC Statute and Bylaws**

Scott Luth provided an update on the status of the PEDC Statute and Bylaws. Representative Andrade has agreed to sponsor this effort. Rachel Witbracht from Representative Andrade's office indicated that as long as all goes well at the January City Council meeting, Representative Andrade is good to proceed with his sponsorship. PC Wu motioned to approve. Secretary/Treasurer Dave Hoxeng seconded. Passed unanimously.

**c. Other Business:**

**1. TechPark**

Scott Luth reported that the formal letter requesting funding for the lighting has been drafted and sent to Atkins. The board also discussed the current prospect status of the TechPark and the need to look at additional options as the UWF project moves through Triumph. The board directed Scott to gather current pricing for land in the downtown Pensacola area for board review.

**2. Bluffs Update**

A request for \$1.8M was made for Chemstrand Road intersection on Monday night at the Legislative Delegation Meeting.

**3. Workforce Innovation Director Position**

Workforce Development: Scott Luth indicated that we have narrowed the Director of Workforce Innovation position down to two candidates. He is hoping to have a decision next week.

**4. Co:Lab Director Position**

Scott Luth reported that we are exploring options for the path forward for Co:Lab as Kelly Reeser departs. Patrick Rooney will be supporting us during the transitional period.

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

Chairman Lewis Bear adjourned the meeting at 11:51 am.

**The next PEDC Board of Director's Meeting date is Tuesday, January 15<sup>th</sup> at 10:00 am.**

Respectfully Submitted By:

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

# BUSINESS DEVELOPMENT REPORT

Year to Date  
October 1, 2018 – January 31, 2019

**DANITA ANDREWS**  
Director of Business Development

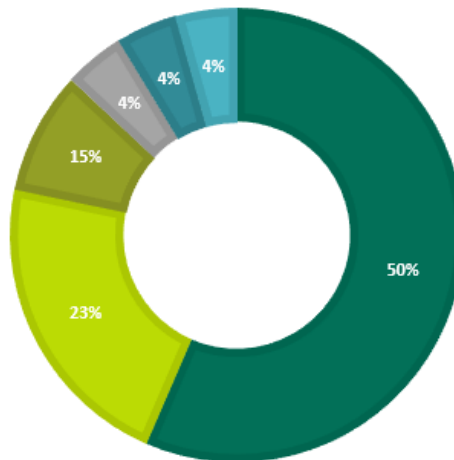
Year to Date

#### BUSINESS DEVELOPMENT SUMMARY

Total Pipeline	23
Active Projects	18
Existing	7
New	11
Site Visits	5
Business Retention Visits	5

#### Pipeline by Sector

■ Manufacturing 57%	■ Aviation/Aerospace Mfg 22%
■ Warehouse/Distribution 9%	■ Headquarters 4%
■ Business Services 4%	■ MRO 4%



### **Economic Development Pipeline - Project Rating**

Indicates individual project rating/status with varied location decision factors and highly competitive environment:

- (1) Inquiry/Suspect - initial or early stage of activity (example: response for proposal (RFP), presentation of potential site/buildings, demographics, customized package supporting client's needs)
- (2) Prospect - client actively engaged (example: site visit, narrowing location options/short-listed)
- (3) Project - regular client interaction (example: multiple visits, site or building identified, or incentive process initiated)
- (4) Imminent - client decision forthcoming (example: moving toward incentive application approval and local support)
- (5) Announced - project approved, client location formally public

## Economic Development Pipeline

Project Code	# Jobs	Industry Sector	Status	Space Required	Lead	Project Rating
A08312016_WD	5	Warehouse/Distribution	Active	150,000	Direct	3
B12282016_MFG	35	Manufacturing	Active	60,000	Direct	4
A02202017_MFG	20	Manufacturing	Active	0	Direct	3
P07062017_MFG	15	Manufacturing	Active	0	Direct	3
T07172017_AAM	1325	Aviation	Active	200,000	Direct	3
F10012017_BSVC	5	Business Services	Active	20,000	Direct	3
V10302017_MFG	75	Manufacturing	Active	60,000	Direct	2
I02052018_MFG	75	Manufacturing	Active	155,000	Direct	4
D02202018_AAM	30	Aviation	Active	173,000	Direct	3
H004012018_MFG	140	Manufacturing	Active	200,000	Direct	2
A04162018_MFG	50	Manufacturing	Active	30 AC	Consultant	3
E07112018_MFG	20	Manufacturing	Active	200,000	Direct	2
V07132018_HQ	24	Headquarters	Dead	10,000	Direct	2
A08022108_WD	45	Warehouse/Distribution	Active	100 AC	FGNW	2
B08102018_MRO	30	MRO	Active	TBD	Direct	2
M09182018_AAM	50	Aviation	Active	TBD	FGNW	2
F09242018_MFG	15	Manufacturing	Active	20 Acres	FGNW	1
C10022018_AAM	16	Aviation	Active	30,000	EFI	1
E10/04/2018_AAM	60	Aviation	Active	85,000	FGNW	1
S10052018_MFG	15	Manufacturing	Active	20 Acres	FGNW	1
L10152018_MFG	12	Manufacturing	Active	40,000	Direct	2
H10172019_MFG	10	Manufacturing	Active	20,000	Direct	2
N101918_MFG	45	Manufacturing	Active	10,000	FGNW	2
# Jobs	2,117	Total Space		1,413,000		

### LEAD SOURCE:

Enterprise Florida, Inc. (1)  
 Florida's Great Northwest (5)  
 Site Consultant (2)  
 Direct (15)

### TYPE:

Existing   
 New 

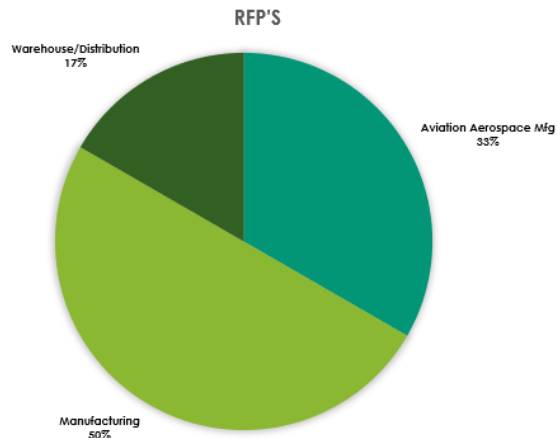
### STATUS:

Active (23)  
 Inactive  
 Hold  
 Dead  
 Announced

### RATING:

1 Inquiry/Suspect  
 2 Prospect  
 3 Project  
 4 Imminent  
 5 Announced

## Total Request For Proposal (RFP) by Sector 6

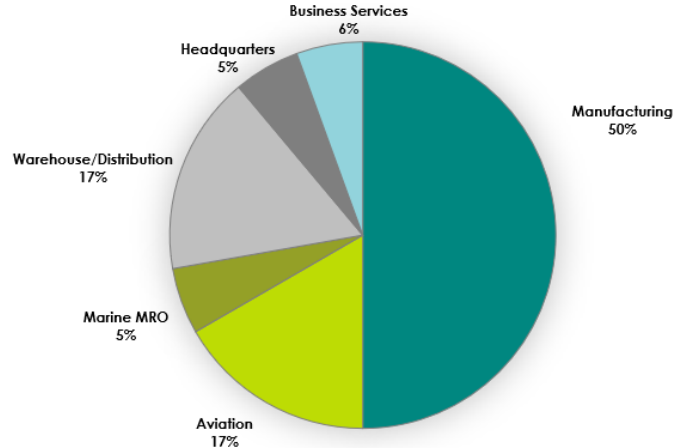


## Site Visits 5

M09182018_AAM	ACTIVE	Sept. 18, Nov.13, Dec. 19, 2018
L10152018_MFG	ACTIVE	Oct. 18, 2018
N101918_MFG	ACTIVE	Dec. 2, 2018

## Total Active Projects 18

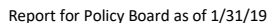
11 RECRUITMENT  
7 EXPANSIONS  
2195 Jobs



## Business Retention-Expansion 5 Visits

Existing Industry Visits 2018-2019

Date	Visit	# Employees	Sector
10/23/18	Vivid Bridge	5	Business Services
11/02/18	IHMC	100	R&D
11/06/18	Ascend Performance Materials	888	Manufacturing
11/09/18	Custom Control	50	Manufacturing
12/07/18	Bell Steel	85	Manufacturing



Current Clients	Connection	Status
Lost Key Media	Tenant	5th year
Samantha Weaver, LLC.	Tenant	3rd year
International Debt Recovery, Inc.	Tenant	2nd year
EBI Management Group, Inc.	Tenant	2nd year
Coast Software, dba. Building on Knowledge	Tenant	2nd year
Data Revolution, LLC	Tenant	2nd year
Pensacola Media Group, LLC.	Tenant	2nd year
Altius Marketing	Tenant	2nd year
Guided Particle Systems, Inc.	Tenant	2nd year
Vivid Bridge Studios	Tenant	1st year
Snap Soccer	Tenant	1st year
Warfighter Fitness	Tenant	1st year
Greater Things Fitness	Tenant	1st year
Girl Catch Fire	Tenant	1st year
N Star Investments	Tenant	1st year
Exited Clients	Date of Entry	Status
The Analyst Group	Mar-09	Graduated 7/15/12
Engineering & Planning Resources	Sep-10	Graduated 4/2014
Robotics Unlimited, Inc.	Oct-14	Graduated 12/2015
Pay Cell Systems, Inc.	Aug-12	Graduated 6/01/16
Clearstream	Aug-14	Graduated 9/1/16
Re Vera Services, LLC	Dec-12	Graduated 9/9/16
Accountingfly	Jun-12	Graduated 2/15/17
FFCFC	Oct-12	Moved out 02/15/17
Paint University	Jun-14	Graduated 2/1/17
Broker Frameworks	Dec-15	Moved Out 2/1/17
Koala Pickup	Jul-16	Moved Out 2/1/17
Hexad Analytics	Jul-16	Moved out 4/1/17
Jewel Graphics	Feb-15	Moved out 4/1/17
Robotics Unlimited, Inc.	May-17	Moved out 10/31/17
Intelligent Retinal Imaging Systems	Feb-14	Graduated 04/01/18
YourTechnoGeeks	Apr-18	Moved out 05/01/18
Business RadioX	Jun-18	Moved out 06/25/18
Hatchmark Studio	Oct-15	Graduated 08/01/18
<b>Total Tenant Companies</b>	<b>15</b>	
<b>Total Current Employment (working in Co:Lab)</b>	<b>31</b>	

Office space in Milton, FL
Office space in downtown Pensacola
Office space in downtown Pensacola
Office space in Escambia County
Moved company to NYC
Bought office in downtown Pensacola
Office space in downtown Pensacola
Office space in downtown Pensacola
Bought office/warehouse in downtown Pensacola
Moved into other office space in Pensacola
Dissolved company, no scalability
Dissolved company, loss of founder
Continues as freelance developer
Company in idle state, took jobs out of town
Office space in downtown Pensacola
Returned to home office/ freelance work
Moved out
Moved to Cowork Annex



Employee Headcount Total

Company	Starting headcount(application)
The Analyst Group	
Engineering & Planning Resources	
Robotics Unlimited, Inc.	
Pay Cell Systems, Inc.	
Clearstream	
Re Vera Services, LLC	
Accountingfly	
FFCFC	
Paint University	
Broker Frameworks	
Koala Pickup	
Hexad Analytics	
Jewel Graphics	
Intelligent Retinal Imaging Systems	
Lost Key Media	
Hatchmark Studio	
Samantha Weaver, LLC.	
YourTechnoGeeks	
International Debt Recovery, Inc.	
EBI Management Group, Inc.	
Coast Software, dba. Building on Knowledge	
Data Revolution, LLC	
Pensacola Media Group, LLC.	
Altius Marketing	
Guided Particle Systems, Inc.	
Robotics Unlimited, Inc.	
Business RadioX	

Sept. 2017
3
11
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1

**Pensacola Escambia County Promotion & Development Comm**  
**Profit & Loss Budget Performance**  
October through December 2018

	Oct - Dec 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · City of Pensacola Income	37,500.00	150,000.00	-112,500.00	25.0%
4100 · Escambia County Income	137,500.00	600,000.00	-462,500.00	22.92%
4520 · FOIL Income	467,897.50	2,000,000.00	-1,532,102.50	23.4%
4800 · Interest Income	0.00	300.00	-300.00	0.0%
Total Income	642,897.50	2,750,300.00	-2,107,402.50	23.38%
Gross Profit	642,897.50	2,750,300.00	-2,107,402.50	23.38%
Expense				
5004 · Economic Development	300,000.00	650,000.00	-350,000.00	46.15%
5010 · Foreign Trade Zone	1,250.00	2,000.00	-750.00	62.5%
5100 · Audit Fees	6,000.00	10,000.00	-4,000.00	60.0%
5310 · Insurance - D&O Liability	0.00	1,500.00	-1,500.00	0.0%
5320 · Legal Expenses	10,020.00	7,500.00	2,520.00	133.6%
5330 · Bank Service Charges	15.30	1,000.00	-984.70	1.53%
5340 · Special District Fees	175.00	300.00	-125.00	58.33%
5400 · Technology Park Expenses	3,101.74	62,000.00	-58,898.26	5.0%
5420 · FOIL Expenses	269,122.46	2,000,000.00	-1,730,877.54	13.46%
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	589,684.50	2,750,300.00	-2,160,615.50	21.44%
Net Ordinary Income	53,213.00	0.00	53,213.00	100.0%
Net Income	53,213.00	0.00	53,213.00	100.0%

**Pensacola Escambia County Promotion & Development Comm**  
**Balance Sheet**

**As of December 31, 2018**  
**Dec 31, 18**

**ASSETS**

Current Assets

Checking/Savings

1010 · Checking - Compass 1,084,088.99

Total Checking/Savings 1,084,088.99

Accounts Receivable

1200 · Accounts Receivable 175,000.00

Total Accounts Receivable 175,000.00

Total Current Assets 1,259,088.99

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 7,109,088.99**

**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 53,213.00

Total Equity 4,260,738.01

**TOTAL LIABILITIES & EQUITY 7,109,088.99**

Pensacola Escambia County Promotion Development Comm

Profit Loss Budget Performance  
October 2018 through January 2019

	Oct '18 - Jan 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · City of Pensacola Income	50,000.00	150,000.00	-100,000.00	33.33%
4100 · Escambia County Income	183,333.00	600,000.00	-416,667.00	30.56%
4520 · FOIL Income	467,897.50	2,000,000.00	-1,532,102.50	23.4%
4800 · Interest Income	0.00	300.00	-300.00	0.0%
Total Income	701,230.50	2,750,300.00	-2,049,069.50	25.5%
Gross Profit	701,230.50	2,750,300.00	-2,049,069.50	25.5%
Expense				
5004 · Economic Development	300,000.00	650,000.00	-350,000.00	46.15%
5010 · Foreign Trade Zone	1,250.00	2,000.00	-750.00	62.5%
5100 · Audit Fees	6,000.00	10,000.00	-4,000.00	60.0%
5310 · Insurance - D&O Liability	0.00	1,500.00	-1,500.00	0.0%
5320 · Legal Expenses	6,885.00	7,500.00	-615.00	91.8%
5330 · Bank Service Charges	15.30	1,000.00	-984.70	1.53%
5340 · Special District Fees	175.00	300.00	-125.00	58.33%
5400 · Technology Park Expenses	4,590.67	62,000.00	-57,409.33	7.4%
5420 · FOIL Expenses	347,792.46	2,000,000.00	-1,652,207.54	17.39%
5500 · New Project Expense	7,380.00	15,000.00	-7,620.00	49.2%
5600 · Miscellaneous Expense	0.00	1,000.00	-1,000.00	0.0%
Total Expense	674,088.43	2,750,300.00	-2,076,211.57	24.51%
Net Ordinary Income	27,142.07	0.00	27,142.07	100.0%
Net Income	27,142.07	0.00	27,142.07	100.0%

**Pensacola Escambia County Promotion & Development Comm**  
**Balance Sheet**

**As of January 31, 2019**  
**Jan 31, 19**

**ASSETS**

Current Assets

Checking/Savings

1010 · Checking - Compass 999,685.06

Total Checking/Savings 999,685.06

Accounts Receivable

1200 · Accounts Receivable 233,333.00

Total Accounts Receivable 233,333.00

Total Current Assets 1,233,018.06

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 7,083,018.06**

**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 27,142.07

Total Equity 4,234,667.08

**TOTAL LIABILITIES & EQUITY 7,083,018.06**



## BOARD OF COUNTY COMMISSIONERS

### Escambia County, Florida

AI-15350

County Administrator's  
Report 10. 8.

BCC Regular Meeting

Technical/Public Service Consent

Meeting  
Date: 01/10/2019

Issue: Pensacola-Escambia Development Commission Reappointment

From: Amy Lovoy, Assistant County Administrator

Organization: Asst County Administrator - Lovoy

CAO

Approval:

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#### RECOMMENDATION:

Recommendation Concerning a Reappointment to the Pensacola-Escambia  
Development Commission - Amy Lovoy, Acting County Administrator

That the Board reappoint Adam D. Principe to the Pensacola-Escambia Development Commission (PEDC), for a two-year term, effective January 19, 2019, through January 18, 2021.

Escambia County's Community and Media Relations Office posted a General Alert on the County's website from November 20, 2018, to December 4, 2018, to seek residents interested in volunteering to be considered for an appointment to the PEDC. Mr. Principe is the only citizen who responded to the General Alert.

#### BACKGROUND:

This Commission was established through the adoption of a legislative act in 1989, HB 984, Amending Chapter 67-1365, Laws of Florida providing for a change in the membership structure of the Pensacola-Escambia Development Commission (PEDC) with its purpose being to actively seek new industry for the area, and expansion of existing industries. It is responsible for promoting tourism and convention activities for the Escambia County area.

Mr. Principe has expressed the desire to continue to serve. His Curriculum Vitae is provided for review.

#### BUDGETARY IMPACT:

N/A

LEGAL CONSIDERATIONS/SIGN-OFF:

N/A

PERSONNEL:

N/A

POLICY/REQUIREMENT FOR BOARD ACTION:

In accordance with Section I B, of the Board of County Commissioners' Policy Manual, Board approval is required for all appointments/reappointments to Boards and Committees established by the Board of County Commissioners.

IMPLEMENTATION/COORDINATION:

N/A

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Attachments

Adam Principe

General Alert

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Office of the  
City Clerk

City of  
**Pensacola**



*America's First Settlement  
Established 1559*

December 28, 2018

Mr. Scott Luth, Chief Executive Officer  
FloridaWest Economic Development Alliance  
3 West Garden Street, Suite 618  
Pensacola, FL 32502

Dear Mr. Luth:

This is to advise you that the Pensacola City Council has reappointed P. C. Wu; and appointed Sherri Myers as its representatives to the Pensacola Escambia Development Commission, for a term of two years expiring on November 24, 2020. You may contact Council Members Wu and Myers or forward agenda information to the following addresses:

Residence

P. C. Wu  
3960 Potosi Road  
Pensacola, FL 32504  
850-477-5279  
[pcwu@cityofpensacola.com](mailto:pcwu@cityofpensacola.com)

Residence

Sherri Myers  
P.O. Box 10576  
Pensacola, FL 32524  
850-490-0054  
[smyers@cityofpensacola.com](mailto:smyers@cityofpensacola.com)

Should you require additional information, please do not hesitate to contact me at the telephone number indicated below.

Sincerely,

Ericka L. Burnett  
City Clerk

ELB/rmt

cc: Honorable P. C. Wu  
Honorable Sherri Myers

Board of Directors  
Pensacola-Escambia County Promotion  
and Development Commission  
Pensacola, Florida

We have audited the financial statements of the governmental activities and General Fund of the Pensacola-Escambia County Promotion and Development Commission (the “Commission”) for the year ended September 30, 2018. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated September 25, 2018. Professional standards also require that we communicate to you the following information related to our audit.

### **Significant Audit Findings**

#### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Commission are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during fiscal year 2018. We noted no transactions entered into by the Commission during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management’s knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the Commission’s financial statements was management’s estimate of the Technology Park Property’s value which is based on an appraisal. We evaluated the key factors and assumptions used to develop the Technology Park Property’s value in determining that it is reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statements was the Technology Park disclosure in Note 4 to the financial statements. This is considered sensitive because of the unique situation in which the property is properly accounted for in governmental activities.

The financial statement disclosures are neutral, consistent, and clear.

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*Since 1944*

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Pensacola • Fort Walton Beach • Tampa • Orlando

*Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

*Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. We have communicated all adjustments to management. The following material misstatements detected as a result of audit procedures were corrected by management:

- To record prior year audit adjustments to properly state the balances of certain liabilities and net assets.
- To record \$325,423 grant receivable and grant revenue for grant expenses incurred prior to year-end.

*Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

*Management Representations*

We have requested certain representations from management that are included in the management representation letter dated December 5, 2018.

*Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

*Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Commission's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

**Other Matters**

We applied certain limited procedures to Management's Discussion and Analysis, which is required supplementary information ("RSI") that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the Schedule of Expenditures of State Financial Assistance, which accompanies the financial statements but is not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

**Restriction on Use**

This information is intended solely for the use of the Board of Directors and management of the Commission and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,



Pensacola, Florida  
December 5, 2018



Jack R. Brown  
County Administrator

**BOARD OF COUNTY COMMISSIONERS**  
**ESCAMBIA COUNTY, FLORIDA**

221 Palafox Place, Suite 420  
Pensacola, Florida 32502

Telephone (850) 595-4947  
Telefax (850) 595-4908

January 16, 2019

Scott Luth  
FloridaWest  
P.O. Box 1992  
Pensacola, Florida 32591

*RE: Commissioner Appointments to the Pensacola-Escambia Development Commission*

Dear Mr. Luth:

*I am pleased to advise you that the Board of County Commissioners, in regular session held Thursday, December 6, 2018, confirmed the continuation of Commissioner Steven Barry's appointment to the Pensacola-Escambia Development Commission through 2020 and the continuation of Commissioner Jeff Bergosh's appointment to the Pensacola-Escambia Development Commission through 2019.*

*Please provide all agendas and correspondence related to these appointments directly to Commissioner Barry and Commissioner Bergosh at P.O. Box 1591, Pensacola, Florida 32591-1591.*

*If you have any questions concerning this matter, please contact Judy Witterstaeter at 595-4916.*

Sincerely,

A handwritten signature in blue ink that reads "Amy Lovoy".

Amy Lovoy  
Acting County Administrator

AL:sj

pc: Commissioner Barry  
Commissioner Bergosh

**PENSACOLA-ESCAMBIA COUNTY PROMOTION  
AND DEVELOPMENT COMMISSION**

**PENSACOLA, FLORIDA**

**FINANCIAL STATEMENTS**

**SEPTEMBER 30, 2018**

**PENSACOLA-ESCAMBIA COUNTY PROMOTION  
AND DEVELOPMENT COMMISSION**

**PENSACOLA, FLORIDA**

**FINANCIAL STATEMENTS**

**SEPTEMBER 30, 2018**

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## **INDEPENDENT AUDITOR'S REPORT**

Board of Directors  
Pensacola-Escambia County Promotion  
and Development Commission  
Pensacola, Florida

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the Pensacola-Escambia County Promotion and Development Commission (the "Commission") as of and for the year ended September 30, 2018, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements as listed in the table of contents.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.



Board of Directors  
Pensacola-Escambia County Promotion  
and Development Commission

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

## **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Commission as of September 30, 2018, and the changes in its financial position and the budgetary comparison for the General Fund for the year then ended in conformity with accounting principles generally accepted in the United States of America.

## **Other Matters**

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 4 through 8 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### *Other Information*

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the Commission's basic financial statements. The schedule of expenditures of state financial assistance is presented for purposes of additional analysis as required by Chapter 10.550, Rules of the Auditor General and is not a required part of the basic financial statements.

The schedule of expenditures of state financial assistance is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of state financial assistance is fairly stated in all material respects in relation to the basic financial statements as a whole.

Board of Directors  
Pensacola-Escambia County Promotion  
and Development Commission

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated December 5, 2018 on our consideration of the Commission's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Commission's internal control over financial reporting and compliance.

A handwritten signature in cursive script, reading "Saltmarsh Cleaveland & Lund".

Pensacola, Florida  
December 5, 2018

**Pensacola-Escambia County Promotion and Development Commission  
Management's Discussion and Analysis  
For the Year Ended September 30, 2018**

Our discussion and analysis of the financial performance of the Pensacola-Escambia County Promotion and Development Commission (the "Commission") provides an overview of the Commission's financial activities for the fiscal year ended September 30, 2018. Please review it in conjunction with the Commission's financial statements.

**FINANCIAL HIGHLIGHTS**

- Total assets for the Pensacola-Escambia County Promotion and Development Commission increased by \$54,781 from 2017 due to an increase of \$80,858 in bank account balances and a decrease of \$26,077 in grant receivables. Liabilities increased by \$42,709 due to an increase in Tech Park payable – County of \$39,925, an increase in FOIL payable – County of \$32,910 and a decrease in accounts payable of \$30,126.

**USING THIS ANNUAL REPORT**

This annual report consists of a series of financial statements. The Statement of Net Position and the Statement of Activities (on pages 9-10) provide information about the activities of the Commission as a whole and present a longer-term view of the Commission's finances.

**Reporting on the Commission as a Whole**

*The Statement of Net Position and the Statement of Activities*

Our analysis of the Commission as a whole begins on the following page. One of the important questions asked about the Commission's finances is "Is the Commission as a whole better off or worse as a result of the year's activities?" The Statement of Net Position and the Statement of Activities report information about the Commission as a whole and about its activities in a way that helps answer this question. These statements include all assets and liabilities using the accrual basis of accounting, which is similar to accounting used by most private-sector companies. Accrual of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

These two statements report the Commission's net assets and changes in them. You can think of the Commission's net assets, the difference between assets, what the Commission owns, and liabilities, what the Commission owes, as one way to measure the Commission's financial health, or financial position. Over time, increases or decreases in the Commission's net assets are one indicator of whether its financial health is improving or deteriorating. You will need to consider other non-financial factors, however, such as continuing local government support, to assess the overall health of the Commission.

**Pensacola-Escambia County Promotion and Development Commission  
Management's Discussion and Analysis  
For the Year Ended September 30, 2018**

**Reporting the Commission's Funds**

*Notes to the Financial Statements:* The notes provide additional information that is essential to a full understanding of the data provided in the government-wide financial statements. The notes to the financial statements can be found on pages 12-17 of this report.

**THE COMMISSION AS A WHOLE**

The Commission's total net position changed from a year ago, increasing from \$4,455,785 to \$4,507,782. Our analysis below focuses on the net position (Table 1) and changes in net position of the Commission's governmental activities.

**Table 1  
Net Position  
(in thousands)**

	<u>2017</u>	<u>2018</u>
Cash	\$ 1,274	\$ 1,355
Grant receivable	351	325
Technology Park property	<u>5,850</u>	<u>5,850</u>
Total Assets	<u>\$ 7,475</u>	<u>\$ 7,530</u>
Accounts payable	\$ 181	\$ 151
FOIL payable – County	647	680
Technology Park payable – County	<u>2,191</u>	<u>2,231</u>
Total liabilities	<u>3,019</u>	<u>3,062</u>
Net Position:		
Restricted	61	61
Unrestricted	<u>4,395</u>	<u>4,407</u>
Total net position	<u>4,456</u>	<u>4,468</u>
Total Liabilities and Net Position	<u>\$ 7,475</u>	<u>\$ 7,530</u>

*Statement of Activities*

Prior year revenue totaled \$2,477,425 versus current year revenue of \$2,199,046. This decrease is due to a decrease in grant funds.

Prior year expenses totaled \$2,450,553 versus current year expenses of \$2,186,974. This decrease is primarily due to a decrease in grant expenditures.

**Pensacola-Escambia County Promotion and Development Commission  
Management's Discussion and Analysis  
For the Year Ended September 30, 2018**

**Table 2  
Final Budget versus Actual Results (GAAP Basis)  
General Fund**

	<u>Final Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>Revenues:</b>			
Governmental -			
Intergovernmental	\$ 700,000	\$ 700,000	\$ 0
Program -			
Grant revenue	3,000,000	1,496,046	(1,503,954)
Miscellaneous revenue	0	3,000	3,000
Investment income	400	0	(400)
<b>Expenditures:</b>			
Current -			
General government	\$ 3,700,400	\$ 2,186,974	\$ 1,513,426
<b>Excess of Revenues Over Expenditures</b>	<b>\$ 0</b>	<b>\$ 12,072</b>	<b>\$ 12,072</b>

**Final Budget versus Actual Results**

The Commission did not have any changes to the intergovernmental revenue since the Commission was able to reasonably estimate the predicted revenue sources throughout the year. The variances in grant revenue and General Government expenditures can be attributed to budgeted grant revenue and expenses for the FOIL project that were not incurred by year end.

**ECONOMIC FACTORS**

The economic development mission of the Commission remains constant. The Commission contracted with the Community Economic Development Association of Pensacola and Escambia County d/b/a FloridaWest Economic Development Alliance ("FloridaWest") for all its economic activities again this past year. This includes performing management duties on behalf of the Commission and marketing. The Commission requested level funding from Escambia County and the City of Pensacola for the current fiscal year. The funds were used for the activities of the Commission as well as for FloridaWest's public funding contribution. Escambia County granted the funding request to the Commission. Half of the funding request from the City of Pensacola came to the Commission and the other half of the funding for economic development came to FloridaWest under a separate agreement.

**Pensacola-Escambia County Promotion and Development Commission  
Management's Discussion and Analysis  
For the Year Ended September 30, 2018**

The Commission took ownership of property from Escambia County and the City of Pensacola for the purpose of developing it into a Technology Campus during 2008. Construction of the initial infrastructure for the Campus, partially funded with a line of credit from Escambia County, was completed in June 2012. In December 2012, the Commission sought to re-appraise the Technology Campus value to more accurately reflect the current market value of the property. Also, in fiscal year 2013 the Commission approved an updated version of the Inter-local Agreement between the Commission, City of Pensacola, Escambia County and the Community Redevelopment Agency ("CRA"), which included both City and County forgiveness of debt for the Technology Campus property and the ability to market and sell or lease the property independently of City or County approval. The line of credit from Escambia County will be paid for using proceeds from the sale of the lots on the Technology Campus. Once eighty percent of the developable square footage of the Technology Campus has been conveyed by the Commission to a third party, the net ad valorem property tax received by the City and by the County from the properties within the Campus shall be applied to repayment of the line of credit. The Commission continued to market the property to prospective companies and maintained its professional service agreement with Atkins for Technology Park master planning assistance.

The Commission continued negotiations with the University of West Florida ("UWF") to acquire the entire Technology Park property and a contribution agreement was signed in September 2017. According to the terms of the agreement, the Commission agreed to contribute the property to UWF as participation in a grant application to be submitted to Triumph Gulf Coast, Inc. ("Triumph") for funding for what is designated by the Commission as Project Expense. The project would be for the development of the Downtown Technology Center for an educational site with high-tech education, research, and collaborative components, including without limitation, cyber security, advanced manufacturing to potentially include marine, and other high-tech programming (the "Purposes"). The Commission continues to work with UWF and the Triumph board as it relates to the grant application and project funding.

The development of the "Bluffs" continues to be a high priority project for the Commission. Beginning in FY 2014 - 2015 to the end of FY 2016 - 2017, the Commission has received and spent approximately \$5.3 million from the Department of Economic Opportunity ("DEO") and the Florida Department of Transportation ("FDOT"). All funding is associated with developing sites along the Lower Escambia River Basin into major industrial sites to target high-energy, aerospace, or other industrial-manufacturing businesses to boost economic development and job growth. The Commission was appropriated \$3,100,000 of legislative funding from the State of Florida last year and spent approximately \$1,500,000 of the funds in the current year with the remaining to be spent in FY 2018 - 2019. This round of funding was for a transportation and utility alignment assessment from FDOT. All grant contracting and work with this phase is associated with the Industrial Blvd. from the northwesterly abutment of Spanish Mill Creek to Old Chemstrand Road. This effort involves crossing Spanish Mill Creek at one of the three alternative locations. For this crossing, a bridge structure will be required. In addition, the Commission was appropriated \$500,000 of additional legislative funding from the State of Florida this year. These funds will be for Becks Lake Road Improvements. This effort involves the establishment of horizontal and vertical realignments of Becks Lake Road to provide an industrial route designed as an Industrial Access/Freight Corridor to support The Bluffs. All work associated with this project will begin in FY 2018 - 2019.

**Pensacola-Escambia County Promotion and Development Commission  
Management's Discussion and Analysis  
For the Year Ended September 30, 2018**

The Commission remains the Grantee for Foreign-Trade Zone ("FTZ") #249 and continues to fulfill all its responsibilities as the designated grantee for FTZ #249. FTZ #249 consists of sites at the Port of Pensacola, Pensacola International Airport, Pensacola Marine Terminal (2 sites: Pensacola Shipyard and Spruce Street Industrial Complex), Century Industrial Park and a designated sub-zone for the GE Wind Energy Plant. The Commission, with the assistance of its FTZ consulting company, submitted the FTZ #249's annual report to the Foreign Trade Zone Board.

**REQUEST FOR INFORMATION**

This financial report is designed to provide a general overview of the Commission's finances for all those with interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the FloridaWest Economic Development Alliance, 3 W. Garden Street, Suite 618, Pensacola, Florida 32502.

A handwritten signature in black ink, appearing to read "Scott Luth", with a long horizontal flourish extending to the right.

Scott Luth  
CEO, FloridaWest Economic Development Alliance

## **FINANCIAL STATEMENTS**



**PENSACOLA-ESCAMBIA COUNTY PROMOTION  
AND DEVELOPMENT COMMISSION  
STATEMENT OF NET POSITION  
SEPTEMBER 30, 2018**

**ASSETS**

Cash	\$ 1,354,681
Grant receivable	325,423
Technology Park property, net	<u>5,850,000</u>
<b>Total Assets</b>	<u><u>\$ 7,530,104</u></u>

**LIABILITIES AND NET POSITION**

**Liabilities:**

Accounts payable	\$ 150,918
FOIL payable - County	680,285
Technology Park payable - County	<u>2,231,044</u>
Total liabilities	<u>3,062,247</u>

**Commitments and Contingencies**

--

**Net Position:**

Restricted	61,198
Unrestricted:	
Committed	52,309
Unassigned	<u>4,354,350</u>
Total net position	<u>4,467,857</u>

<b>Total Liabilities and Net Position</b>	<u><u>\$ 7,530,104</u></u>
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The accompanying notes are an integral  
part of these financial statements.

**PENSACOLA-ESCAMBIA COUNTY PROMOTION  
AND DEVELOPMENT COMMISSION  
STATEMENT OF ACTIVITIES  
YEAR ENDED SEPTEMBER 30, 2018**

**Revenues:**

Governmental -	
Intergovernmental - City	\$ 150,000
Intergovernmental - County	550,000
Program -	
Grant revenue	1,496,046
Miscellaneous revenue	3,000
Total revenues	<u>2,199,046</u>

**Expenses:**

Current -	
General government -	
Economic development	2,166,592
Audit and accounting	10,000
Legal	8,903
Miscellaneous	1,479
Total expenses	<u>2,186,974</u>

<b>Change in Net Position</b>	12,072
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<b>Net Position, October 1, 2017</b>	<u>4,455,785</u>
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<b>Net Position, September 30, 2018</b>	<u><u>\$ 4,467,857</u></u>
---	----------------------------

The accompanying notes are an integral  
part of these financial statements.

**PENSACOLA-ESCAMBIA COUNTY PROMOTION  
AND DEVELOPMENT COMMISSION  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES  
IN FUND BALANCE - BUDGET AND ACTUAL - GENERAL FUND  
YEAR ENDED SEPTEMBER 30, 2018**

	General Fund		
	Budget	Actual	Variance - Favorable (Unfavorable)
<b>Revenues:</b>			
Governmental -			
Intergovernmental - City	\$ 150,000	\$ 150,000	\$ -
Intergovernmental - County	550,000	550,000	-
Program -			
Grant revenue	3,000,000	1,496,046	(1,503,954)
Miscellaneous revenue	-	3,000	3,000
Investment income	400	-	(400)
Total revenues	<u>3,700,400</u>	<u>2,199,046</u>	<u>(1,501,354)</u>
<b>Expenditures:</b>			
Current -			
General government -			
Economic development	3,676,200	2,166,592	1,509,608
Audit and accounting	10,000	10,000	-
Contractual services - Foreign Trade Zone	2,000	-	2,000
Legal	7,200	8,903	(1,703)
Miscellaneous	5,000	1,479	3,521
Total expenditures	<u>3,700,400</u>	<u>2,186,974</u>	<u>1,513,426</u>
<b>Excess of Revenues Over Expenditures</b>	<u>\$ -</u>	<u>\$ 12,072</u>	<u>\$ 12,072</u>

The accompanying notes are an integral  
part of these financial statements.

## **NOTES TO FINANCIAL STATEMENTS**

**PENSACOLA-ESCAMBIA COUNTY PROMOTION  
AND DEVELOPMENT COMMISSION  
NOTES TO FINANCIAL STATEMENTS  
SEPTEMBER 30, 2018**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

A. The Reporting Entity

The Pensacola-Escambia County Promotion and Development Commission (“the Commission”) was established by the Legislature of the State of Florida to promote and develop tourism and industry in Escambia County and in the City of Pensacola. The Commission is governed by a nine member board consisting of representatives of the Board of County Commissioners of Escambia County, the City of Pensacola City Council, the Town of Century and the Greater Pensacola Chamber. The Commission is a joint venture of Escambia County and the City of Pensacola and is economically dependent on funding from these entities.

B. Measurement Focus, Basis of Accounting and Financial Statement Presentation

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the Commission.

The basis of accounting refers to when revenues, expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, revenues are considered to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting.

**PENSACOLA-ESCAMBIA COUNTY PROMOTION  
AND DEVELOPMENT COMMISSION  
NOTES TO FINANCIAL STATEMENTS  
SEPTEMBER 30, 2018**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

There are no material differences between the accrual basis of accounting and the modified accrual basis of accounting in the Commission's financial statements. Accordingly, separate financial statements have not been prepared for the General Fund.

The Commission reports the following fund:

*Governmental Fund*

The General Fund is used to account for all financial resources except those required to be accounted for in another fund.

C. General Budget Policies

The Board approves total budget appropriations only. Management is authorized to transfer budget amounts between department and object codes. However, any revisions that alter the total appropriations must be approved by the Board. Therefore, the level of budgetary responsibility is by total appropriations.

Formal budgetary integration is employed as a management device during the year.

D. Budgetary Basis of Accounting

The budget is prepared in accordance with generally accepted accounting principles.

The budget amounts shown in the financial statements are the final authorized amounts as amended during the year.

E. Restricted and Unrestricted Resources

When an expense is incurred for purposes for which both restricted and unrestricted resources are available, it is the Commission's policy to use restricted resources first, then unrestricted resources as they are needed. Within the unrestricted category, committed resources are used first, then assigned resources, if any, followed by unassigned resources as needed. The Commission establishes (and modifies or rescinds) net asset commitments by passage of a Board of Directors resolution.

**PENSACOLA-ESCAMBIA COUNTY PROMOTION  
AND DEVELOPMENT COMMISSION  
NOTES TO FINANCIAL STATEMENTS  
SEPTEMBER 30, 2018**

**NOTE 2 - CASH AND INVESTMENTS**

The investment of surplus funds is governed by the provisions of Section 218.415, Florida Statutes, as to the types of investments that can be made. Investments authorized by the statute include:

- (a) The Local Government Surplus Funds Trust Fund, or any intergovernmental investment pool authorized pursuant to the Florida Interlocal Cooperation Act, as provided in Section 163.01.
- (b) Securities and Exchange Commission registered money market funds with the highest credit quality rating from a nationally recognized rating agency.
- (c) Interest-bearing time deposits or savings accounts in qualified public depositories, as defined in Section 280.02.
- (d) Direct obligations of the U.S. Treasury.

The Commission has no investment policy that would further limit its investment choices.

*Deposits:*

Chapter 280, Florida Statutes, provides that deposits must be placed in a depository designated under the provisions of Chapter 136 and the regulations of the Department of Banking and Finance as a qualified public depository. As such, these deposits are considered to be fully insured.

The Commission's deposits at year end were entirely covered by federal depository insurance or pooled collateral held by the State Treasurer under the provisions of Chapter 280, Florida Statutes. At September 30, 2018, the carrying amount of the Commission's deposits was \$1,354,681 and the bank balance was \$1,358,738.

**NOTE 3 - FOIL PROJECT**

The Commission has signed grant agreements with the Florida Department of Transportation to prepare conceptual plans for transportation and to develop marketing materials and conduct outreach for the Forward Operating Industrial Location ("FOIL") project. The Commission incurred expenditures totaling \$1,496,238 under these grants during the year ended September 30, 2018. At September 30, 2018, the Commission had amounts receivable under these grants totaling \$325,423.

To manage cash flow needs related to FOIL grant expenditures, the Commission entered into an agreement with the County during 2017, under which the County is providing a non-interest bearing line of credit in an amount not to exceed \$750,000. The line of credit expires on December 31, 2019. At September 30, 2018, amounts due under the agreement totaled \$680,285. The amounts will be repaid once grant reimbursements are received.

**PENSACOLA-ESCAMBIA COUNTY PROMOTION  
AND DEVELOPMENT COMMISSION  
NOTES TO FINANCIAL STATEMENTS  
SEPTEMBER 30, 2018**

**NOTE 4 - TECHNOLOGY PARK**

In 2008, the Commission entered into an interlocal agreement (the “Agreement”) with Escambia County (the “County”), the City of Pensacola (the “City”) and the Community Redevelopment Agency (“CRA”) of the City of Pensacola to develop a Technology Park in downtown Pensacola. Pursuant to the Agreement, the County and the City conveyed certain property to the Commission with a fair value of \$6,900,000 and \$1,425,000, respectively. The development of the Technology Park has been completed and the property is now considered to be held for resale. During the year ended September 30, 2013, the Commission recorded a fair value adjustment of \$5,718,106 to account for a decrease in fair value of the Technology Park property.

Under the Agreement, this property was conveyed to the Commission subject to a right of re-entry if certain goals were not met. The County provided a line of credit to fund development of the Technology Park infrastructure. Also, the County and City were to receive 83% and 17%, respectively, of the proceeds from sales of lots in the Technology Park after the County was reimbursed for all funding provided with the line of credit.

During 2013, the Agreement was amended so that County and City no longer require the Commission to reimburse the respective property interests conveyed unto it. The forgiveness of debt totaling \$4,069,512 was recorded in the statement of activities. Net proceeds from the sale of lots will be applied to the County line of credit until the line of credit is repaid in its entirety, at which time any additional proceeds from the sale of lots will remain with the Commission for future economic development projects. See Note 7 for further information.

Once eighty percent of the developable square footage of the Technology Park has been conveyed by the Commission to a third party, the net ad valorem property tax received by the City and by the County from the properties within the Technology Park shall be applied to repayment of any remaining balance on the line of credit.

Infrastructure costs of \$3,243,106 have been capitalized, of which \$1,926,938 were funded by the County. The remaining infrastructure costs of \$1,316,168 were funded by a grant.



**PENSACOLA-ESCAMBIA COUNTY PROMOTION  
AND DEVELOPMENT COMMISSION  
NOTES TO FINANCIAL STATEMENTS  
SEPTEMBER 30, 2018**

**NOTE 4 - TECHNOLOGY PARK (Continued)**

The following is a summary of the carrying value of the Technology Park property and the associated liability due to the County as of September 30, 2018:

	<u>County</u>	<u>City</u>	<u>Total</u>
Initial land conveyance	\$ 6,900,000	\$ 1,425,000	\$ 8,325,000
Infrastructure funded by County	1,926,938		1,926,938
Infrastructure funded by grant	<u>1,316,168</u>		<u>1,316,168</u>
Technology Park property at cost	<u>\$ 10,143,106</u>	<u>\$ 1,425,000</u>	11,568,106
Fair value adjustment			<u>(5,718,106)</u>
Technology Park property at fair value			5,850,000
Accrued interest and other			450,556
Forgiveness of debt			<u>(4,069,512)</u>
Technology Park payable			<u>\$ 2,231,044</u>

The Technology Park payable accrues interest at the monthly yield rate required by the State Board of Administration for inter-fund loans and the County Investment Policy (2.97% at September, 30, 2018)

In November 2017, the Commission signed an agreement with the University of West Florida Foundation (the "Foundation") to contribute all lots located in the Technology Park to the Foundation as participation in a grant application to be submitted to Triumph Gulf Coast, Inc. ("Triumph"). The purpose of the grant is the development of the Downtown Technology Center for an educational site with high-tech education, research and collaborative components. The transfer of the property is contingent on the successful grant application to Triumph and the forgiveness or settlement of the Technology Park payable due to the County. The transfer has not been completed as of September 30, 2018 and the agreement remains in effect.

**NOTE 5 - NET POSITION**

Restricted net position includes \$61,198 contributed by the Emerald Coast Utilities Authority, which is restricted for economic development in the General Fund.

Committed net position includes \$52,309 of funds for future commerce park marketing and/or improvements.

**PENSACOLA-ESCAMBIA COUNTY PROMOTION  
AND DEVELOPMENT COMMISSION  
NOTES TO FINANCIAL STATEMENTS  
SEPTEMBER 30, 2018**

**NOTE 6 - RISK MANAGEMENT**

The Commission is exposed to various levels of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters. To mitigate some of those risks, the Commission maintains a directors and officers liability policy and a commercial general liability policy. There have been no losses for these risks in any of the prior three fiscal years, and the Commission is not aware of any material liabilities related to these risks as of September 30, 2018.

**NOTE 7 - COMMITMENTS AND CONTINGENCIES**

The Commission has engaged the Community Economic Development Association, Inc. d/b/a FloridaWest Economic Development Alliance to promote economic development for the year ending September 30, 2019 for a fee of \$600,000.

As discussed in Note 4, the Commission entered into, and later amended, the “Agreement with the County, the City and the CRA of the City to develop a Technology Park in downtown Pensacola. Under the amended agreement, the City and County have a right of re-entry on the property if the Commission does not sell at least one lot or enter into a long-term lease, not less than 15 years in duration, of at least one lot by September 6, 2016. As of September 30, 2018, the Commission has not yet sold or entered into a long-term lease for any of the Technology Park lots. However, neither the County nor the City had indicated that they will exercise their right of re-entry.

## **SUPPLEMENTARY INFORMATION**

**PENSACOLA-ESCAMBIA COUNTY PROMOTION AND DEVELOPMENT COMMISSION  
SCHEDULE OF EXPENDITURES OF STATE FINANCIAL ASSISTANCE  
YEAR ENDED SEPTEMBER 30, 2018**

<b>State Grantor/Pass-through Grantor/Project Title</b>	<b>CSFA Number</b>	<b>Contract / Grant Number</b>	<b>Expenditures</b>
<b><u>Department of Transportation</u></b>			
Economic Development Transportation Fund	55.032	GOH61	\$ 490,338
The Bluffs, Pensacola Bridge Project			
Corridor Phase II	55.042	GOS67	<u>1,005,708</u>
			<u><u>\$ 1,496,046</u></u>

Note: This schedule is presented on the accrual basis of accounting in accordance with generally accepted accounting principles.

## **OTHER REPORTS**

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL  
OVER FINANCIAL REPORTING AND ON COMPLIANCE AND  
OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS  
PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

Board of Directors  
Pensacola-Escambia County Promotion  
and Development Commission  
Pensacola, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Pensacola-Escambia County Promotion and Development Commission (the "Commission") as of and for the year ended September 30, 2018, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements, and have issued our report thereon dated December 5, 2018.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Commission's internal control over financial reporting ("internal control") to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control. Accordingly, we do not express an opinion on the effectiveness of the Commission's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Board of Directors  
Pensacola-Escambia County Promotion  
and Development Commission

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Commission's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Pensacola, Florida  
December 5, 2018

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR  
EACH MAJOR STATE PROJECT AND ON INTERNAL CONTROL  
OVER COMPLIANCE REQUIRED BY CHAPTER 10.550,  
RULES OF THE AUDITOR GENERAL**

Board of Directors  
Pensacola-Escambia County Promotion  
and Development Commission  
Pensacola, Florida

**Report on Compliance for Each Major State Project**

We have audited Pensacola-Escambia County Promotion and Development Commission's (the "Commission's") compliance with the types of compliance requirements described in the *Executive Office of the Governor's State Projects Compliance Supplement* that could have a direct and material effect on each of the Commission's major state projects for the year ended September 30, 2018. The Commission's major state project is identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

**Management's Responsibility**

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its state projects.

**Auditor's Responsibility**

Our responsibility is to express an opinion on compliance for each of the Commission's major state projects based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and Chapter 10.550, Rules of the Auditor General. Those standards and Chapter 10.550, Rules of the Auditor General, require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major state project occurred. An audit includes examining, on a test basis, evidence about the Commission's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each of the major state projects. However, our audit does not provide a legal determination of the Commission's compliance.



### **Opinion on Each Major State Project**

In our opinion, the Commission complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major state projects for the year ended September 30, 2018.

### **Report on Internal Control Over Compliance**

Management of the Commission is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Commission's internal control over compliance with the types of requirements that could have a direct and material effect on each of the major state projects to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each of the major state projects and to test and report on internal control over compliance in accordance with Chapter 10.550, Rules of the Auditor General, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Commission's internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a state project on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a state project will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a state project that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of Chapter 10.550, Rules of the Auditor General. Accordingly, this report is not suitable for any other purpose.



Pensacola, Florida  
December 5, 2018

**PENSACOLA-ESCAMBIA COUNTY PROMOTION  
AND DEVELOPMENT COMMISSION  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
YEAR ENDED SEPTEMBER 30, 2018**

**A. SUMMARY OF AUDIT RESULTS**

1. The independent auditor's report expresses an unmodified opinion on the financial statements of the Pensacola-Escambia County Promotion and Development Commission.
2. No significant deficiencies in internal control relating to the audit of the financial statements are reported in the Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*.
3. No instances of noncompliance material to the financial statements of the Pensacola-Escambia County Promotion and Development Commission, which would be required to be reported in accordance with *Government Auditing Standards*, were disclosed during the audit.
4. No significant deficiencies relating to the audit of the major state project are reported in the Independent Auditor's Report on Compliance for Each Major State Project and on Internal Control Over Compliance Required by Chapter 10.550, Rules of the Auditor General.
5. The auditor's report on compliance for the major state project for the Pensacola-Escambia County Promotion and Development Commission expresses an unmodified opinion.
6. There are no audit findings relative to the major state project for the Pensacola-Escambia County Promotion and Development Commission which are required to be reported in accordance with Chapter 10.554, Rules of the Auditor General.
7. The project tested as major was:  
  
The Bluffs, Pensacola Bridge Project Corridor Phase II      (CSFA No. 55.042)
8. The threshold for distinguishing Type A and B programs was \$300,000 for the major state projects.

**B. FINDINGS - FINANCIAL STATEMENT AUDIT**

None

**C. FINDINGS AND QUESTIONED COSTS - MAJOR STATE PROJECT**

None

**PENSACOLA-ESCAMBIA COUNTY PROMOTION  
AND DEVELOPMENT COMMISSION  
SCHEDULE OF PRIOR AUDIT FINDINGS  
YEAR ENDED SEPTEMBER 30, 2018**

There were no prior audit findings.

**INDEPENDENT ACCOUNTANT'S REPORT  
ON COMPLIANCE WITH SECTION 218.415, FLORIDA STATUTES**

Board of Directors  
Pensacola-Escambia County Promotion  
And Development Commission  
Pensacola, Florida

We have examined Pensacola-Escambia County Promotion and Development Commission's (the "Commission's") compliance with Section 218.415, Florida Statutes, regarding the investment of public funds during the year ended September 30, 2018. Management is responsible for the Commission's compliance with those requirements. Our responsibility is to express an opinion on the Commission's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence about the Commission's compliance with those requirements and performing such procedures as we considered necessary in the circumstances. We believe that our examination provided a reasonable basis for our opinion. Our examination does not provide a legal determination on the Commission's compliance with specified requirements.

In our opinion, the Commission complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2018.

This report is intended solely for the information and use of the Commission and the Auditor General, State of Florida, and is not intended to be and should not be used by anyone other than these specified parties.



Pensacola, Florida  
December 5, 2018

## MANAGEMENT LETTER

To the Board of Directors  
Pensacola-Escambia County Promotion  
and Development Commission  
Pensacola, Florida

### Report on the Financial Statements

We have audited the financial statements of the Pensacola-Escambia County Promotion and Development Commission (the "Commission"), as of and for the fiscal year ended September 30, 2018, and have issued our report thereon dated December 5, 2018.

### Auditor's Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and Chapter 10.550, Rules of the Florida Auditor General.

### Other Reporting Requirements

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards*; Independent Auditor's Report on Compliance for Each Major State Project and Report on Internal Control over Compliance; Schedule of Findings and Questioned Costs; and Independent Accountant's Report on an examination conducted in accordance with *AICPA Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports and schedule, which are dated December 5, 2018, should be considered in conjunction with this management letter.

### Prior Audit Findings

Section 10.554(1)(i)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. There were no findings and recommendations made in the preceding annual financial audit report.

Board of Directors  
Pensacola-Escambia County Promotion  
and Development Commission

**Official Title and Legal Authority**

Section 10.554(1)(i)4., Rules of the Auditor General, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. The official title for the Pensacola-Escambia County Promotion and Development Commission is disclosed in the notes to the financial statements. The Pensacola-Escambia County Promotion and Development Commission was established by Chapters 67-1365 and 89-481, Laws of Florida. There are no component units.

**Financial Condition and Management**

Sections 10.554(1)(i)5.a. and 10.556(7), Rules of the Auditor General, require us to apply appropriate procedures and communicate the results of our determination as to whether or not the Commission has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and to identify the specific condition(s) met. In connection with our audit, we determined that the Commission did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

Pursuant to Section 10.554(1)(i)5.c. and 10.556(8), Rules of the Auditor General, we applied financial condition assessment procedures for the Commission. It is management's responsibility to monitor the Commission's financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

Section 10.554(1)(i)2., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

**Additional Matters**

Section 10.554(1)(i)3., Rules of the Auditor General, requires us to communicate noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did not note any such findings.

**Purpose of this Letter**

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, the Board of Directors, and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.



Pensacola, Florida  
December 5, 2018