



COLUMBIA COUNTY ECONOMIC DEVELOPMENT ADVISORY BOARD

971 W Duval St, Suite 150

Lake City, FL 32055

AGENDA

September 1st, 2021 8:30 A.M.

Opportunity for public comment shall be in accordance with Rule 4.704. Each person who wishes to address the Economic Development Advisory Board or any discussion and action agenda item shall complete one comment card for each item and submit the card or cards to County Economic Development staff in the front of the meeting room. Cards shall be submitted before the meeting is called to order.

Rules of decorum and rules for public participation are attached to the agenda handouts.

1. Call to order: Commissioner Ron Williams
2. Pledge to U.S. Flag
3. Roll call
4. Request for additions or deletions to agenda
5. Discussion and action items
 - a. Items requiring action
 - i. Approve minutes from Board Meeting held August 4th 2021
 - b. Discussion Items
 - i. Review of ED budget/expenditures
 - ii. Business Retention and Expansion incentive guideline update
 1. Subjective Criteria
 2. Companies who lease
6. Economic Development Director report: Glenn Hunter
 - a. Project Update
 - b. Grant Update
7. Open public comments to the Board: 2-minute limit
8. Next advertised meeting: October 6th, 2021
9. Adjournment

Economic Development Advisory Board

August 4, 2021

The Economic Development Advisory Board ("EDAB") met in a regularly scheduled meeting. The meeting came to order at 8:30 a.m. at the Duval Place Building, 971 West Duval Street.

Committee Members Present:

Terry Dicks, Ron Jones, Lance Jones, Jeff Simmons, Ron Williams, Charles Keith and Ami Fields

Committee Members Absent:

Marc Vann and Jordan Wade

Staff Present:

EDAB Director Glenn Hunter, County Attorney Joel Foreman and Deputy Clerk Susan Heimer

Staff Absent:

Clerk of Court James M. Swisher, Jr., Office Manager Jennifer Daniels and County Manager David Kraus

No additions or Deletions.

MOTION and SECOND to approve the agenda as printed. The Motion carried unanimously.

Minutes

MOTION and SECOND to approve the EDAB minutes of June 17, 2021. The motion carried unanimously.

To be attached.

Discussion Items

Review of ED budget/expenditures

MOTION and SECOND to approve with the recommendation of going back to correct the discrepancy that was found in that line item. (ED budget/expenditures)

Business Retention and Expansion Incentive guideline update

Discussion ensued.

Economic Development Director Report: Glenn Hunter

1. Project update
2. Grant Update

Discussion ensued.

Public Comment

Steve Smith of the Chamber of Commerce offered comment to the Board.

Board Member Comments

No comment.

Next Meeting

The next meeting is scheduled for September 1, 2021.

Adjournment

There being no further business, the meeting adjourned at 9:46 a.m.

Ronald Williams, Chairman
Economic Development Board

Attest:

James M. Swisher, Jr.
Clerk of Circuit Court

*An audio of this meeting is available at: www.columbiacountyfla.com/MeetingCalendar.asp,
Select the date of the meeting and the audio tab*

Expenditure Accounts - Budgeted vs. Actual - FY2021

Printed: 8/25/2021 3:50:34 PM
Contains budget amendments

| | <u>Budgeted</u> | <u>Actual</u> | <u>Balance</u> |
|---|---------------------|---------------------|---------------------|
| ECONOMIC DEVELOPMENT | | | |
| ECONOMIC DEVELOPMENT | | | |
| 304-2000-552.10-12 SALARIES | \$120,470.00 | \$106,630.59 | \$13,839.41 |
| 304-2000-552.10-21 FICA TAXES | \$9,215.00 | \$7,643.93 | \$1,571.07 |
| 304-2000-552.10-22 RETIREMENT | \$27,362.00 | \$23,848.36 | \$3,513.64 |
| 304-2000-552.10-23 HEALTH & LIFE INS | \$19,981.00 | \$16,975.35 | \$3,005.65 |
| 304-2000-552.10-24 WORKERS COMPENSATION | \$168.00 | \$158.27 | \$9.73 |
| PERSONAL SERVICES | \$177,196.00 | \$155,256.50 | \$21,939.50 |
| 304-2000-552.30-31 PROFESSIONAL SERVICES | \$25,000.00 | \$13,750.00 | \$11,250.00 |
| 304-2000-552.30-32 ACCOUNTING & AUDITING | \$3,500.00 | \$3,500.00 | \$0.00 |
| 304-2000-552.30-35 ADMINISTRATION FEE TO GF | \$41,094.00 | \$41,094.00 | \$0.00 |
| 304-2000-552.30-40 TRAVEL & PER DIEM | \$7,500.00 | \$503.76 | \$6,996.24 |
| 304-2000-552.30-41 COMMUNICATIONS | \$4,200.00 | \$4,569.52 | (\$369.52) |
| 304-2000-552.30-44 RENTALS & LEASES | \$3,000.00 | \$9,370.71 | (\$6,370.71) |
| 304-2000-552.30-45 GENERAL INSURANCE | \$7,300.00 | \$5,967.66 | \$1,332.34 |
| 304-2000-552.30-46 REPAIR & MAINTENANCE | \$500.00 | \$0.00 | \$500.00 |
| 304-2000-552.30-47 PRINTING & LEGAL ADS | \$500.00 | \$0.00 | \$500.00 |
| 304-2000-552.30-48 SPORTS ADVERTISING | \$7,500.00 | \$0.00 | \$7,500.00 |
| 304-2000-552.30-49 OTHER CHARGES | \$0.00 | \$985.00 | (\$985.00) |
| 304-2000-552.30-51 OFFICE SUPPLIES | \$2,500.00 | \$3,041.16 | (\$541.16) |
| 304-2000-552.30-52 OPERATING SUPPLIES | \$0.00 | \$987.70 | (\$987.70) |
| 304-2000-552.30-54 SUBSCRIPTIONS & DUES | \$17,500.00 | \$16,489.80 | \$1,010.20 |
| 304-2000-552.30-55 TRAINING | \$1,000.00 | \$278.00 | \$722.00 |
| 304-2000-552.30-56 GAS & OIL | \$2,000.00 | \$365.87 | \$1,634.13 |
| OPERATING EXPENDITURES | \$123,094.00 | \$100,903.18 | \$22,190.82 |
| | \$300,290.00 | \$256,159.68 | \$44,130.32 |
| IDA | | | |
| 304-2001-550.80-80 TAX ABATEMENT | \$826,000.00 | \$125,000.00 | \$701,000.00 |
| TAX REBATE | \$826,000.00 | \$125,000.00 | \$701,000.00 |
| | \$826,000.00 | \$125,000.00 | \$701,000.00 |
| ENTERPRISE MKTG/EDU GRANT | | | |
| 304-2021-552.30-55 TRAINING | \$0.00 | \$1,843.00 | (\$1,843.00) |
| OPERATING EXPENDITURES | \$0.00 | \$1,843.00 | (\$1,843.00) |

| | | | |
|--|-----------------------|---------------------|-----------------------|
| | \$0.00 | \$1,843.00 | (\$1,843.00) |
| EFI CONSULTING GRANT | | | |
| 304-2022-552.30-31 PROFESSIONAL SERVICES | \$5,000.00 | \$4,958.00 | \$42.00 |
| OPERATING EXPENDITURES | \$5,000.00 | \$4,958.00 | \$42.00 |
| | \$5,000.00 | \$4,958.00 | \$42.00 |
| EFI MARKETING GRANT | | | |
| 304-2023-552.30-48 SPORTS ADVERTISING | \$5,000.00 | \$4,925.00 | \$75.00 |
| OPERATING EXPENDITURES | \$5,000.00 | \$4,925.00 | \$75.00 |
| | \$5,000.00 | \$4,925.00 | \$75.00 |
| EFI SITE PREP GRANT | | | |
| 304-2024-552.30-31 PROFESSIONAL SERVICES | \$24,900.00 | \$0.00 | \$24,900.00 |
| OPERATING EXPENDITURES | \$24,900.00 | \$0.00 | \$24,900.00 |
| | \$24,900.00 | \$0.00 | \$24,900.00 |
| FL INFRAS GRANT-RAILSPUR | | | |
| 304-5103-552.60-31 PROF SERVICES-CAPITALIZED | \$0.00 | \$1,000.00 | (\$1,000.00) |
| 304-5103-552.60-63 INFRASTRUCTURE | \$622,400.00 | \$433,841.10 | \$188,558.90 |
| CAPITAL OUTLAY | \$622,400.00 | \$434,841.10 | \$187,558.90 |
| | \$622,400.00 | \$434,841.10 | \$187,558.90 |
| FDOT RAIL EXT.-NFMIP | | | |
| 304-5105-552.60-63 INFRASTRUCTURE | \$662,970.00 | \$404,517.98 | \$258,452.02 |
| CAPITAL OUTLAY | \$662,970.00 | \$404,517.98 | \$258,452.02 |
| | \$662,970.00 | \$404,517.98 | \$258,452.02 |
| INTERFUND TRANSFERS OUT | | | |
| 304-8100-581.91-45 TO UTILITIES FUND | \$230,000.00 | \$0.00 | \$230,000.00 |
| INTERFUND TRANSFERS OUT | \$230,000.00 | \$0.00 | \$230,000.00 |
| | \$230,000.00 | \$0.00 | \$230,000.00 |
| RESERVES | | | |
| 304-8400-534.90-98 CASH BALANCE FORWARD | \$2,803,674.00 | \$0.00 | \$2,803,674.00 |
| RESERVES | \$2,803,674.00 | \$0.00 | \$2,803,674.00 |
| 304-8400-584.90-85 PROJECT RES. GWAY CROSS | \$85,000.00 | \$0.00 | \$85,000.00 |
| 304-8400-584.90-94 FUTURE ENHANCEMENT | \$180,512.00 | \$0.00 | \$180,512.00 |
| 304-8400-584.90-99 CONTINGENCY/RESERVE | \$135,629.00 | \$0.00 | \$135,629.00 |
| RESERVES | \$401,141.00 | \$0.00 | \$401,141.00 |
| | \$3,204,815.00 | \$0.00 | \$3,204,815.00 |

| | | | |
|-------------------------------------|-----------------------|-----------------------|-----------------------|
| | | | |
| ECONOMIC DEVELOPMENT TOTALS: | \$5,881,375.00 | \$1,232,244.76 | \$4,649,130.24 |
| | | | |
| GRAND TOTALS: | \$5,881,375.00 | \$1,232,244.76 | \$4,649,130.24 |

Expense Account Transactions

Printed: 08-25-2021

Showing all transactions recorded between: 8/1/2021 and 8/1/2021

| <u>PO NMB.</u> | <u>ACCT PER.</u> | <u>VENDOR/DESC</u> | <u>DATE</u> | <u>CD</u> | <u>ENC.</u> | <u>TRANS AMOUNT</u> | <u>ACCRUING BALANCE</u> |
|--|----------------------|--|-------------|-----------|-------------|-------------------------|-----------------------------|
| ECONOMIC DEVELOPMENT | | | | | | | |
| 304-2000-552.10-12 ECONOMIC DEVELOPMENT / SALARIES | | | | | | | |
| | | BEGINNING BALANCE | 9/11/2020 | BB | 0.00 | | 120,470.00 |
| | | PAYROLL SUMMARY | 8/13/2021 | AJ | 0.00 | -4,633.38 | 13,839.41 |
| 304-2000-552.10-21 ECONOMIC DEVELOPMENT / FICA TAXES | | | | | | | |
| | | BEGINNING BALANCE | 9/11/2020 | BB | 0.00 | | 9,215.00 |
| | | PAYROLL SUMMARY | 8/13/2021 | AJ | 0.00 | -329.65 | 1,571.07 |
| 304-2000-552.10-22 ECONOMIC DEVELOPMENT / RETIREMENT | | | | | | | |
| | | BEGINNING BALANCE | 9/11/2020 | BB | 0.00 | | 27,362.00 |
| | | PAYROLL SUMMARY | 8/13/2021 | AJ | 0.00 | -1,121.05 | 3,513.64 |
| 304-2000-552.10-23 ECONOMIC DEVELOPMENT / HEALTH & LIFE INS | | | | | | | |
| | | BEGINNING BALANCE | 5/25/2021 | BB | 0.00 | | 7,170.40 |
| | | PAYROLL SUMMARY | 8/13/2021 | AJ | 0.00 | -828.82 | 3,005.65 |
| 304-2000-552.30-41 ECONOMIC DEVELOPMENT / COMMUNICATIONS | | | | | | | |
| | | BEGINNING BALANCE | 9/11/2020 | BB | 0.00 | | 4,112.60 |
| | 823142178-00001 | VERIZON WIRELESS JUL 11 - AUG 10 2021 | 8/10/2021 | AP | 0.00 | -71.42 | -369.52 |
| 304-2000-552.30-51 ECONOMIC DEVELOPMENT / OFFICE SUPPLIES | | | | | | | |
| | | BEGINNING BALANCE | 9/11/2020 | BB | 0.00 | | 2,500.00 |
| | AMERICAN FLOOR MATS | BANK OF AMERICA FLOOR MATS FOR ENTRYWAY | 8/4/2021 | AP | 0.00 | -494.58 | -680.89 |
| | BCC 08/17 | | 8/17/2021 | CR | 0.00 | 139.73 | -541.16 |
| 304-2001-550.80-80 ECONOMIC DEVELOPMENT / TAX ABATEMENT | | | | | | | |
| | | BEGINNING BALANCE | 9/11/2020 | BB | 0.00 | | 826,000.00 |
| 026177 | PO ENTRY | HARPER LAKE HOLDINGS, LLC COMMUNICATIONS/MEDIA SERV | 8/2/2021 | EN | 20,000.00 | 0.00 | 681,000.00 |

NEW AND EXPANDING INDUSTRY BUSINESS INCENTIVE GUIDELINE

| PROJECT CRITERIA | SCORING CRITERIA | POINTS |
|---|-------------------|---------|
| TARGET INDUSTRY | | |
| Is the Company in a targeted industry listed within Columbia County's Strategic Plan? | Yes | 2.0 |
| CAPITAL INVESTMENT | | |
| Points shall be awarded based on capital investment of new construction costs (excludes real property acquisition) | 2.5M-2.9M | 1.0 |
| | 3M-4.9M | 2.0 |
| | 5M-9.9M | 3.0 |
| | 10M and Up | 4.0 |
| SIZE OF ADDITION | | |
| Points shall be awarded based upon the size of the facility addition or the new construction square footage | 20,000 - 30,000sf | 1.0 |
| | 30,001 - 40,000sf | 2.0 |
| | 40,001sf and up | 3.0 |
| NEW EMPLOYMENT | | |
| Points shall be awarded based on new full-time equivalent jobs to be created in Columbia County | 20 FTE | 1.0 |
| | 21 – 30 FTE | 2.0 |
| | 31 - 50 FTE | 3.0 |
| | 51 or more FTE | 4.0 |
| WAGE RATES | | |
| Points shall be awarded for wages paid above the County's average wage rate | 115% - 119.9% | 2.0 |
| | 120% - 124.9% | 3.0 |
| | 125% and up | 4.0 |
| SUBJECTIVE CRITERIA | | |
| Points may be awarded and/or deducted based on the Company's community enrichment activities; efforts in sustainability, community participation/support, volunteer efforts, etc. | | +/- 3.0 |

A rebate or abatement of 75% of New/Improved Property and 50% of Tangible Property Taxes shall be considered based on the accumulation of points from the above criteria. The length of the incentive is defined below:

| POINT TOTAL RANGE | LENGTH OF INCENTIVE |
|--------------------------|----------------------------|
| 5.00 | 3 years |
| 6.00 | 4 years |
| 7.00 | 5 years |
| 8.00 | 6 years |
| 9.00 | 7 years |
| 10.00 | 8 years |

- Existing businesses wishing to receive an incentive to expand qualify for a tax abatement
- New businesses wishing to receive an incentive to locate in Columbia County qualify for a rebate of taxes paid



**COLUMBIA COUNTY
BOARD OF COUNTY COMMISSIONERS
Economic Development Advisory Board**

The Columbia County Board of County Commissioners welcomes you to our Economic Development Advisory Board Meeting. Below you will find the Rules of Decorum and the Rules of Public Participation, which we request be followed if you choose to participate. Attached is the agenda for this meeting.

RULES OF DECORUM

1. Commissioners, county staff, members of the public, and any other person speaking during any meeting shall be respectful to the Board and all others and shall refrain from making personal attacks of any kind. Any person who becomes disorderly or fails to confine remarks to the identified subject or business at hand shall be cautioned by the Chair and given the opportunity to conclude remarks on the subject in a decorous manner within the designated time limit. Any person failing to comply as cautioned may be found to be out of order. An individual found to be out of order shall not address the Board for the remainder of the meeting unless permission is granted by a majority vote of the Commissioners present.
2. If an individual is found to be out of order, he or she shall immediately relinquish the podium. If the person does not do so, he or she may be subject to removal from the meeting room.
3. Order shall be observed while meetings are in session. Clapping, cheering, heckling, or verbal outbursts in support of or opposition to a speaker or his or her remarks are discouraged. Interruptions of any kind will not be permitted. All attendees shall come to order when called upon to do so by the Chair. Failure to come to order may result in removal of the individual or individuals determined by the Chair to be disrupting the meeting. Persons exiting the meeting while in session shall do so in a quiet and courteous manner.
4. In the interest of public safety, no signs or placards shall be mounted on sticks, posts, poles or similar structures. Any other signs, placards, or banners shall be displayed so as not to disrupt meetings or interfere with public view of board business.

Adopted by Resolution 2017R-23

RULES FOR PUBLIC PARTICIPATION

The Board of County Commissioners recognizes the value and benefit of orderly participation of citizens during public meetings. To ensure a fair opportunity for all citizens to participate, the following rules and procedures shall apply to all citizen participation during meetings, public hearings, and workshops. These rules are supplemental to the Board's rules regarding decorum.

Public Comment at Economic Development Advisory Board Meetings. Time shall be allotted at the conclusion of each EDAB Meeting item for public comment. When called upon by the Chair and prior to making comment, the speaker shall approach the podium, identify him- or herself, state a place of residence, and state whether the speaker represents anyone other than him- or herself. The remarks of each speaker may be up to two (2) minutes. The Chair shall have discretion to afford additional time to any speaker.

Public Comment on Regular Agenda Items. Each person who wishes to address the Chair, Economic Development Director, Advisory Board member or other invited guests regarding a Regular Agenda Item shall complete one comment card for each item and submit the card or cards to County staff in the front of the meeting room. Cards shall be submitted before the meeting is called to order. When called upon by the Chair and prior to making comment, the speaker shall approach the podium, identify him- or herself, state a place of residence, and state whether the speaker represents anyone other than him- or herself. Speakers should speak clearly into the microphone. Although free to ask questions of the Advisory Board and staff, speakers are reminded that meetings are not a forum for debate between the Board Members and/or staff and the public and that responses, if any, shall be directed through the Chair. **The remarks of each speaker may be up to two (2) minutes per item.** The Chair shall have discretion to afford additional time to any speaker.

Citizen Comment. Each person who wishes to address the Commission during the Citizen Comment portion of the Agenda shall complete a comment card and submit the card to County staff in the front of the meeting room. Cards shall be submitted before the meeting is called to order. When called upon by the Chair and prior to making comment, the speaker shall approach the podium, identify him- or herself, state a place of residence, and state whether the speaker represents anyone other than him- or herself. The remarks of each speaker may be up to two (2) minutes. The Chair shall have discretion to afford additional time to any speaker.

Adopted by Resolution 2017R-23