

**CLAY COUNTY DEVELOPMENT AUTHORITY  
REGULAR SCHEDULED PUBLIC MEETING  
ORANGE PARK, FLORIDA  
September 16, 2015**

**AGENDA**

**CHAIR  
VICE-CHAIR  
TREASURER  
SECRETARY**

**CHIP DOBSON  
REV. BILL RANDALL  
MATT CARLTON  
Vacant**

- |  |                       |
|--|-----------------------|
| <b>1. Welcome/Call to Order 4:00 pm</b>  | <b>Chip Dobson</b>    |
| <b>2. Roll Call</b>  | <b>Josh Cockrell</b>  |
| <b>3. Invocation</b>   | <b>Greg Clary</b>     |
| <b>4. Approval of August 19, 2015 Minutes</b>  | <b>Chip Dobson</b>    |
| <b>5. Action taken at Committee Meetings</b><br>DEVCOM Negotiation Committee   | <b>Chip Dobson</b>    |
| <b>6. Comments from the Public</b>   | <b>Chip Dobson</b>    |
| <b>7. Treasurer's Report</b>   | <b>Matt Carlton</b>   |
| <b>8. Chair's Report</b>   | <b>Chip Dobson</b>    |
| <b>9. Executive Director's Report</b><br>Review of August Activities<br>Grants Update  | <b>Josh Cockrell</b>  |
| <b>10. Attorney's Report</b>   | <b>Grady Williams</b> |
| <b>11. Economic Development Report</b><br>Update on Economic Development Strategic Plan  | <b>Bill Garrison</b>  |
| <b>12. Old Business/New Business/Board Comments</b><br>Adoption of Resolution 2014/2015-03<br>Adoption of 2015-2016 CCDA Budget<br>Adoption of 2015-2016 Meeting Schedule<br>Election & Installation of New Officers | <b>Chip Dobson</b>    |
| <b>13. Adjournment</b>   | <b>Chip Dobson</b>    |

**Dates of Upcoming CCDA Meetings:**

**TBD**

**NOTE: Items 4, 5 and 7 through 14, above, are subject to discussion, consideration, and action by the Board of the Clay County Development Authority.**

**PUBLIC COMMENTS: Pursuant to F.S. s. 286.0114 (2013) [*and Clay County Development Authority policy*], speakers intending to offer public comment must complete a provided speaker's card, turn in the same to the recording secretary for the public meeting, and may address the Board when recognized by the Chair of the meeting with their public comments for a period of not more than three (3) minutes. The Chair of the meeting has the authority and discretion to make special provisions for a group or faction spokesperson. The Chair of the meeting has all requisite authority and discretion to maintain orderly conduct or proper decorum of the public meeting.**

**CLAY COUNTY DEVELOPMENT AUTHORITY  
BOARD OF DIRECTORS MEETING  
MINUTES**

**August 19, 2015**

**Present:** Chip Dobson, Matt Carlton, Greg Clary, Paz Patel, Russell Buck, Chereese Stewart, Mike Davidson

**Absent:** Bill Randall, Cathy Chambers, Marge Hutton

**Guests:** Bill Garrison, Nat Hughes, Joe Mobley

**Staff:** Josh Cockrell, Grady Williams, Counsel

**Call to Order:** Chair **Chip Dobson** called the Clay County Development Authority ("CCDA") Board meeting to order at 4:07 PM.

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

**Approval of June 17, 2015 Minutes:** **Greg Clary** motioned to accept the minutes. Motion seconded, and passed unanimously.

**Action Taken at Committee Meetings:** **Chip Dobson** gave an update on the DEVCOM Committee Meeting that was held prior to the Board meeting. DEVCOM has provided a proposed budget for the 2015-2016 year that will be presented for approval later in the agenda. The Chamber has provided an initial offer on the purchase of CCDA's 50% interest in the DEVCOM building. Josh Cockrell provided an overview of their initial offer -- \$240k for CCDA's half of the building, waive the remaining balance of the promissory note (approx. \$50k), and DEVCOM funds are not up for discussion (Chamber would retain 100% of current DEVCOM funds). Josh Cockrell will draft an initial term sheet for review by the Board at the next meeting.

**Treasurer's Report:** **Matt Carlton** gave a report on the finances. **Russell Buck** made a motion to accept the treasurer's report. Motion seconded and passed unanimously.

**Public Comment:** John Kiddy and Ken Atlee provided a brief presentation on the property that they are in the initial stages of developing. The property is located across on Branam Field Road.

**Chair's Report:** **Chip Dobson** welcomed the newly appointed CCDA appointed members. He recognized former Board Member Joe Mobley for his 8 years of service on the CCDA. Josh Cockrell provided an overview of the status of the DEVCOM tenant leases and requested next steps from Board regarding renewals and rent

increases. The Board recommended that the tenants remain month-to-month at their current rates following the ends of the leases for the next few months as the DEVCOM negotiations take place.

**Executive Director's Report: Josh Cockrell** provided an update on activities that have taken place since the last board meeting. He has met with Camp Blanding officials regarding grants and community partnership opportunities, worked on grant reports, developed an orientation book for the new members and held a new member orientation, met with Clay Today to provide overview of CCDA, worked on drafting budgets for the upcoming year, coordinated with the Governor's office the timely appointments of the new CCDA members, met with Ted McGowan at Reynold's Park regarding development opportunities, and spoke at Sunrise Rotary Club regarding CCDA. He provided an update on the status of the defense grants.

**Attorney's Report: Grady Williams** stated that he will be unavailable to attend the next Board meeting, but will be present for the October meeting.

**Economic Development Report: Bill Garrison** provided an update on several projects that he is pursuing. He stated that a firm has been selected to conduct the Economic Development Strategic Plan. The CCDA committed to \$10k towards the plan.

**Old Business/New Business/Board Comments: Russell Buck** made a motion to approve the 2015-2016 DEVCOM Budget. Motion seconded and passed unanimously.

**Matt Carlton** made a motion to approve a \$10k sponsorship of the Clay County Economic Development Corporation for 2015-2016. Motion seconded and passed unanimously.

**Russell Buck** made a motion to approve a \$10k sponsorship of the Chamber's Small Business Development Center for 2015-2016. Doug Conkey provided an overview of the status of the program. It is projected to commence in late Fall 2015. Motion seconded and passed unanimously.

**Chip Dobson** presented a request from IGS that IGS's contract to provide staff services to the CCDA be extended with an increase in the monthly fee to commence on October 1, 2015. **Matt Carlton** made a motion to approve the request. Motion seconded and passed unanimously.

**Chip Dobson** presented a request from Grady Williams that Grady's contract for counsel services to the CCDA be extended with an increase in the monthly retainer fee to commence on October 1, 2015. **Russell Buck** made a motion to approve the request. Motion seconded and passed unanimously.

Josh Cockrell requested that the board formerly approve their \$10k commitment to the CCEDC for the economic development plan. **Russell Buck** made a motion to approve the request. Motion seconded and passed unanimously.

Chip Dobson informed the Board that at September's meeting, the 2015-2016 Budget will be presented for approval, board elections will take place, and the 2015-2016 meeting schedule will be approved.

**Adjourned: 5:59 P.M.**

**DATES OF UPCOMING CCDA MEETINGS:**

**September 16, 2015 at 4:00pm**



COLEMAN & ASSOCIATES  
Certified Public Accounting Firm

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## ACCOUNTANTS' COMPILATION REPORT

To the Board of Directors of  
Clay County Development Authority  
Orange Park, FL

We have compiled the accompanying government-wide balance sheet of Clay County Development Authority (a governmental organization) as of August 31, 2015 and 2014, and the related statements of revenues and expenses for the one month and eleven months then ended, and the accompanying supplementary statement of revenues and expenses – budget vs. actual – current month and current year to date.

We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with accounting principles generally accepted in the United States of America.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the compilation in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements.

Management has elected to omit the management discussion and analysis, the governmental fund financial statements and substantially all of the disclosures required by generally accepted accounting principles. If the omitted management discussion and analysis, governmental fund financial statements and disclosures were included in the financial statements, they might influence the user's conclusions about the Organization's financial position and changes in net assets. Accordingly, these financial statements are not designed for those who are not informed about such matters.

We are not independent with respect to the Clay County Development Authority.

*Coleman & Associates Cpa firm*

September 10, 2015

# Clay County Development Authority

## BALANCE SHEET

As of August 31, 2015

	TOTAL	
	AS OF AUG 31, 2015	AS OF AUG 31, 2014 (PY)
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Bank Accounts</b>		
100002 First Atlantic Checking - 1484	105,059	76,344
100004 First Atlantic (CD)	0	50,200
100005 First Atlantic 2 (CD)	0	49,998
100007 Investment - Florida Prime - A	151,511	148,604
100008 Investment - Florida Prime - B	0	(709)
100010 Unrealized Gain/Loss Fund B	0	1,167
<b>Total 100008 Investment - Florida Prime - B</b>	<b>0</b>	<b>458</b>
100016 Compass Bank Money Market - Pub	175,415	175,364
100018 First Atlantic Bank MMKT -1493	1,237,406	118,320
100025 Fifth-Third CD	76,428	76,428
100026 Fifth-Third 2 (CD)	76,428	76,428
<b>Total Bank Accounts</b>	<b>\$1,822,248</b>	<b>\$772,145</b>
<b>Accounts Receivable</b>		
115002 Revenue Receivable	163,759	826,020
<b>Total Accounts Receivable</b>	<b>\$163,759</b>	<b>\$826,020</b>
<b>Other current assets</b>		
115000 Accrued Interest Receivable	0	755
115001 Loan to Clay Co. Chamber of Com	47,817	85,164
<b>Total Other current assets</b>	<b>\$47,817</b>	<b>\$85,919</b>
<b>Total Current Assets</b>	<b>\$2,033,824</b>	<b>\$1,684,085</b>
<b>Fixed Assets</b>		
162950 Leasehold Improvements - Devcom	28,842	28,842
166900 Office Equipment	58,348	58,348
167900 Accum Depreciation	(86,388)	(85,583)
<b>Total Fixed Assets</b>	<b>\$802</b>	<b>\$1,607</b>
<b>Other Assets</b>		
1160000 Note Receivable - St Johns Coun	24,000	36,000
162900 Equity Interest - Devcom	201,803	198,997
163000 License Agreement - Big League	0	450,000
<b>Total Other Assets</b>	<b>\$225,803</b>	<b>\$684,997</b>
<b>TOTAL ASSETS</b>	<b>\$2,260,429</b>	<b>\$2,370,688</b>
<b>LIABILITIES AND EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
200000 Accounts Payable	0	38,207
<b>Total Accounts Payable</b>	<b>\$0</b>	<b>\$38,207</b>

<b>Other Current Liabilities</b>		
220000 Security Deposits	2,788	2,788
Dept of Revenue Payable	168	9,041
Sales Tax Payable	0	(8,889)
<b>Total Dept of Revenue Payable</b>	<b>168</b>	<b>153</b>
<b>Total Other Current Liabilities</b>	<b>\$2,956</b>	<b>\$2,941</b>
<b>Total Current Liabilities</b>	<b>\$2,956</b>	<b>\$41,147</b>
<b>Total Liabilities</b>	<b>\$2,956</b>	<b>\$41,147</b>
<b>Equity</b>		
272000 Net Asset Balance	2,256,489	1,908,994
280000 Invest in Fixed Assets	1,607	349,102
320000 Retained Earnings	56,565	245,188
Net Income	(57,188)	(173,744)
<b>Total Equity</b>	<b>\$2,257,472</b>	<b>\$2,329,541</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$2,260,429</b>	<b>\$2,370,688</b>

*Accrual Basis*



Clay County Development Authority  
**STATEMENT OF REVENUES AND EXPENSES**  
 August 2015

	TOTAL	
	AUG 2015	OCT 2014 - AUG 2015 (YTD)
<b>Income</b>		
331000 Grant Revenues		169,794
362000 Rents & Royalties	2,401	26,122
369000 Miscellaneous Revenues	(277)	7,332
<b>Total Income</b>	<b>\$2,124</b>	<b>\$203,248</b>
<b>Gross Profit</b>	<b>\$2,124</b>	<b>\$203,248</b>
<b>Expenses</b>		
512200 Sponsorships		5,000
513300 Professional Fees	5,100	68,580
513440 Liability Insurance		1,462
513460 Devcom LLP Expense	1,650	18,150
513494 Dues & Subscriptions		1,281
513510 Office and Operating Expenses	117	6,671
559000 Grant Expense		159,292
<b>Total Expenses</b>	<b>\$6,867</b>	<b>\$260,436</b>
<b>Net Operating Income</b>	<b>\$ (4,743)</b>	<b>\$ (57,188)</b>
<b>Net Income</b>	<b>\$ (4,743)</b>	<b>\$ (57,188)</b>

**Clay County Development Authority**  
**STATEMENT OF REVENUES AND EXPENSES**  
October 2014 - August 2015

	TOTAL		
	OCT 2014 - AUG 2015	OCT 2013 - AUG 2014 (PY)	CHANGE
<b>Income</b>			
331000 Grant Revenues	169,794	825,999	(656,205)
331310 Returned Check Charges		10	(10)
362000 Rents & Royalties	26,122	23,712	2,410
369000 Miscellaneous Revenues	7,332	11,419	(4,087)
<b>Total Income</b>	<b>\$203,248</b>	<b>\$861,140</b>	<b>\$ (657,892)</b>
<b>Gross Profit</b>	<b>\$203,248</b>	<b>\$861,140</b>	<b>\$ (657,892)</b>
<b>Expenses</b>			
512200 Sponsorships	5,000		5,000
513300 Professional Fees	68,580	60,929	7,652
513440 Liability Insurance	1,462	1,430	32
513460 Devcom LLP Expense	18,150	18,150	0
513493 Service Charges		95	(95)
513494 Dues & Subscriptions	1,281	2,645	(1,365)
513510 Office and Operating Expenses	6,671	17,093	(10,422)
559000 Grant Expense	159,292	934,542	(775,250)
<b>Total Expenses</b>	<b>\$260,436</b>	<b>\$1,034,884</b>	<b>\$ (774,447)</b>
<b>Net Operating Income</b>	<b>\$ (57,188)</b>	<b>\$ (173,744)</b>	<b>\$116,555</b>
<b>Net Income</b>	<b>\$ (57,188)</b>	<b>\$ (173,744)</b>	<b>\$116,555</b>

**Clay County Development Authority**  
**BUDGET VS. ACTUALS: CCDA - FY15 - LAST MONTH**  
 August 2015

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
<b>362000 Rents &amp; Royalties</b>				
362003 Tocol Engineering llc	670	747	(77)	90.00 %
362005 Florida Fire Protection	1,061	1,061	(0)	100.00 %
362007 Rent - Tomlinson & Co	670	670	0	100.00 %
<b>Total 362000 Rents &amp; Royalties</b>	<b>2,401</b>	<b>2,478</b>	<b>(77)</b>	<b>97.00 %</b>
<b>369000 Miscellaneous Revenues</b>				
361000 Interest Earned	(469)	250	(719)	(188.00 %)
369002 Interest Income from CCC	137	137	0	100.00 %
369003 Commissions Earned	4	0	4	
369005 Miscellaneous Revenue	50	0	50	
<b>Total 369000 Miscellaneous Revenues</b>	<b>(277)</b>	<b>387</b>	<b>(664)</b>	<b>(72.00 %)</b>
<b>Total Income</b>	<b>\$2,124</b>	<b>\$2,865</b>	<b>\$ (741)</b>	<b>74.00 %</b>
<b>Gross Profit</b>	<b>\$2,124</b>	<b>\$2,865</b>	<b>\$ (741)</b>	<b>74.00 %</b>
<b>Expenses</b>				
<b>512200 Sponsorships</b>				
512250 Funding to SBDC		2,500	(2,500)	
<b>Total 512200 Sponsorships</b>	<b>0</b>	<b>2,500</b>	<b>(2,500)</b>	<b>0</b>
<b>513300 Professional Fees</b>				
513305 Administration Contract IGS	4,500	4,500	0	100.00 %
513310 Attorney	600	600	0	100.00 %
513321 Accounting		325	(325)	
<b>Total 513300 Professional Fees</b>	<b>5,100</b>	<b>5,425</b>	<b>(325)</b>	<b>94.00 %</b>
513460 Devcom LLP Expense	1,650	1,650	0	100.00 %
513510 Office and Operating Expenses		0	0	
513490 Business Meeting		25	(25)	
513511 Office Expense to Clay County Chamber		25	(25)	
513514 Misc Office Expense	3	0	3	
513516 Telephone	58	70	(12)	83.00 %
513521 Advertising & Marketing	55	0	55	
560000 Contingencies		400	(400)	
<b>Total 513510 Office and Operating Expenses</b>	<b>117</b>	<b>520</b>	<b>(403)</b>	<b>22.00 %</b>
<b>Total Expenses</b>	<b>\$6,867</b>	<b>\$10,095</b>	<b>\$ (3,228)</b>	<b>68.00 %</b>
<b>Net Operating Income</b>	<b>\$ (4,743)</b>	<b>\$ (7,230)</b>	<b>\$2,487</b>	<b>66.00 %</b>
<b>Net Income</b>	<b>\$ (4,743)</b>	<b>\$ (7,230)</b>	<b>\$2,487</b>	<b>66.00 %</b>

# Clay County Development Authority

## BUDGET VS. ACTUALS: CCDA - FY15 YTD

October 2014 - August 2015

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
331000 Grant Revenues		0	0	
331001 DTF 14-02 Airspace Monitoring System	134,047	0	134,047	
331013 DTF 14-03 Mass Notification System Admin Fees	4,794		4,794	
331104 DIG 14-08 Infrastructure Upgrade	25,246	0	25,246	
331204 DIG 14-08 Infrastructure Upgrade Admin	5,708	0	5,708	
<b>Total 331000 Grant Revenues</b>	<b>169,794</b>	<b>0</b>	<b>169,794</b>	<b>0</b>
362000 Rents & Royalties	0		0	
362003 Tocoj Engineering llc	7,236	8,217	(981)	88.00 %
362005 Florida Fire Protection	11,515	11,515	0	100.00 %
362007 Rent - Tomlinson & Co	7,370	7,370	0	100.00 %
<b>Total 362000 Rents &amp; Royalties</b>	<b>26,122</b>	<b>27,102</b>	<b>(980)</b>	<b>96.00 %</b>
369000 Miscellaneous Revenues				
361000 Interest Earned	3,934	2,750	1,184	143.00 %
369002 Interest Income from CCC	1,957	1,941	16	101.00 %
369003 Commissions Earned	37	12,000	(11,963)	0.00 %
369005 Miscellaneous Revenue	324	0	324	
369008 Interest income - SJCD	1,080	1,080	0	100.00 %
<b>Total 369000 Miscellaneous Revenues</b>	<b>7,332</b>	<b>17,771</b>	<b>(10,439)</b>	<b>41.00 %</b>
<b>Total Income</b>	<b>\$203,248</b>	<b>\$44,873</b>	<b>\$158,375</b>	<b>453.00 %</b>
<b>Gross Profit</b>	<b>\$203,248</b>	<b>\$44,873</b>	<b>\$158,375</b>	<b>453.00 %</b>
<b>Expenses</b>				
512200 Sponsorships				
512250 Funding to SBDC		10,000	(10,000)	
512500 Funding to CEDC	5,000	10,000	(5,000)	50.00 %
<b>Total 512200 Sponsorships</b>	<b>5,000</b>	<b>20,000</b>	<b>(15,000)</b>	<b>25.00 %</b>
513300 Professional Fees				
513305 Administration Contract IGS	49,500	49,500	0	100.00 %
513310 Attorney	6,600	6,600	0	100.00 %
513320 Auditor	7,523	4,600	2,923	164.00 %
513321 Accounting	2,700	3,575	(875)	76.00 %
513335 Accounting Ancillary Charges	2,257		2,257	
<b>Total 513300 Professional Fees</b>	<b>68,580</b>	<b>64,275</b>	<b>4,305</b>	<b>107.00 %</b>
513440 Liability Insurance				
513442 Public Employees Bond	432	500	(68)	86.00 %
513443 Devcom Office	1,030	1,000	30	103.00 %
<b>Total 513440 Liability Insurance</b>	<b>1,462</b>	<b>1,500</b>	<b>(38)</b>	<b>97.00 %</b>
513460 Devcom LLP Expense	18,150	18,150	0	100.00 %
513494 Dues & Subscriptions	1,281	750	531	171.00 %
513510 Office and Operating Expenses		0	0	
513480 Special Promotions/Events Sponsorship	200		200	
513490 Business Meeting	202	275	(73)	73.00 %
513511 Office Expense to Clay County Chamber		275	(275)	
513512 Office Supplies	609	100	509	609.00 %
513514 Misc Office Expense	336	1,200	(864)	28.00 %
513516 Telephone	599	770	(171)	78.00 %

513517 Licenses & Fees	175	175	0	100.00 %
513518 Website expenses	873	400	473	218.00 %
513519 Travel	389	900	(511)	43.00 %
513520 Conferences	2,555	1,500	1,055	170.00 %
513521 Advertising & Marketing	732	400	332	183.00 %
560000 Contingencies		4,600	(4,600)	
<b>Total 513510 Office and Operating Expenses</b>	<b>6,671</b>	<b>10,595</b>	<b>(3,924)</b>	<b>63.00 %</b>
559000 Grant Expense				
559003 DTF 14-02 Airspace Monitoring System	94,047	0	94,047	
559004 DIG 14-08 Infrastructure Upgrade	25,246	36,000	(10,755)	70.00 %
559006 DTF 15-01 Buffer Land Purchase		360,000	(360,000)	
559010 DIG 15-01 Surveillance Infrastructure	40,000		40,000	
<b>Total 559000 Grant Expense</b>	<b>159,292</b>	<b>396,000</b>	<b>(236,708)</b>	<b>40.00 %</b>
<b>Total Expenses</b>	<b>\$260,436</b>	<b>\$511,270</b>	<b>\$ (250,834)</b>	<b>51.00 %</b>
<b>Net Operating Income</b>	<b>\$ (57,188)</b>	<b>\$ (466,397)</b>	<b>\$409,209</b>	<b>12.00 %</b>
<b>Net Income</b>	<b>\$ (57,188)</b>	<b>\$ (466,397)</b>	<b>\$409,209</b>	<b>12.00 %</b>

**CLAY COUNTY DEVELOPMENT AUTHORITY**

**RESOLUTION NO. 2014/2015-03**

**A RESOLUTION OF THE CLAY COUNTY DEVELOPMENT AUTHORITY (THE "AUTHORITY") ADOPTED PURSUANT TO THE AUTHORITY UNDER FLORIDA STATUTES s. 112.061(14)(a) AND CHAPTER 2001-317, LAWS OF FLORIDA, SPECIAL ACTS OF 2001; ADOPTING ALTERNATIVE REIMBURSABLE PER DIEM RATE TO THAT OTHERWISE PROVIDED FOR UNDER s. 112.061(6)(a) AND ALTERNATIVE REIMBURSABLE SUBSISTENCE RATES TO THOSE OTHERWISE PROVIDED FOR UNDER s. 112.061(6)(b); ADOPTING ALTERNATIVE REIMBURSABLE MILEAGE RATE FOR USE OF PRIVATE VEHICLE TO THAT OTHERWISE PROVIDED FOR UNDER s. 112.061(7)(d); REQUIRING DOCUMENTATION AND OTHER VERIFICATION OF REIMBURSABLE EXPENSES; PROVIDING FOR DISCRETION OF THE BOARD; AND PROVIDING FOR A RETROACTIVE EFFECTIVE DATE TO THE START OF CURRENT FISCAL YEAR.**

**BE IT RESOLVED, BY FORMAL ACTION OF THE BOARD OF THE AUTHORITY, AS FOLLOWS:**

**Section 1.** This is a Resolution of the Authority with respect to rates of per diem and subsistence allowance, as described in more detail above, and the adoption of this Resolution No. 2014/2015-03 is authorized pursuant to Florida Statutes s. 112.061(14)(a) and Chapter 2001-317, Laws of Florida, Special Acts of 2001.

**Section 2.** For purposes of reimbursement rates and methods of calculation, and adopted expressly in lieu of the applicable statutory reimbursement rate(s) otherwise provided by Florida Statutes s. 112.061(6)(a) and (b), respectively, the Authority's per diem and subsistence allowances are provided as follows:

**(a)** All travelers shall be allowed for subsistence when traveling to a convention or conference or when traveling within or outside the state in order to conduct bona fide business of the Authority, which convention, conference, or business serves a direct and lawful public purpose with relation to the Authority served by the person attending such

meeting or conducting such business, either of the following for each day of such travel at the option of the traveler:

1. One Hundred dollars per diem; or
2. If actual expenses exceed \$100, the amounts permitted in paragraph (b) for subsistence, plus actual expenses for lodging at a single-occupancy rate to be substantiated by paid bills therefor.

When lodging or meals are provided at a state institution, the traveler shall be reimbursed only for the actual expenses of such lodging or meals, not to exceed the maximum provided for in this subsection.

(b) All travelers shall be allowed the following amounts for subsistence while on travel on official Authority business or as otherwise authorized by the Board for the purposes and convenience of the Authority:

1. Breakfast.....\$20
2. Lunch.....\$30
3. Dinner.....\$40

(c) No one, whether traveling out of state or in state, shall be reimbursed for any meal or lodging included in a convention or conference registration fee.

**Section 3.** For purposes of adopting alternative reimbursable mileage rate for privately owned vehicles to that otherwise provided for under Florida Statutes s. 112.061(7)(d):

(a) The use of privately owned vehicles for official travel in lieu of publicly owned vehicles or common carriers may be authorized by the Board. Whenever travel is by privately owned vehicle, a traveler shall be entitled to a mileage allowance at a rate established by the IRS for that current tax year.

**Section 4.** The traveler shall be required to submit expense receipts, mileage records, and travel reimbursement reports to cover the reimbursable travel expenses addressed by this Resolution, as may be further required and directed by the Board to document and verify the expenses for which the traveler is requesting reimbursement.

**Section 5.** The Board of the Authority shall have the ultimate authority to approve or deny all requests for reimbursement of authorized travel related expenses, but shall adhere to the guidelines set forth herein to reasonably and fairly protect authorized travelers from having to spend personal funds to conduct the bona fide business of the Authority, while still protecting the public fisc from undue, extravagant or unauthorized expenditures.

Section 6. This Resolution 2014/2015-03 shall be effective upon adoption retroactive to October 1, 2014, and shall continue in effect unless and until amended.

**ADOPTED BY THE FORMAL ACTION OF THE BOARD OF THE AUTHORITY ON SEPTEMBER 16, 2015, RETROACTIVE IN ITS EFFECT TO OCTOBER 1, 2014, AS PROVIDED FOR ABOVE.**

**BOARD OF THE CLAY COUNTY  
DEVELOPMENT AUTHORITY**

By: \_\_\_\_\_  
Ernest "Chip" Dobson, Chair

Attest: \_\_\_\_\_  
Secretary

(Seal)





## MEMORADUM

**DATE:** September 17, 2015

**To:** Clerk of the Board  
Clay County Commission

**FROM:** Clay County Development Authority

Pursuant to the Special District requirements (F.S. 189.417), we are providing you with a list of our regular meeting dates for October 2015 through September 2016.

The Board of the Clay County Development Authority will hold its regularly scheduled Board of Directors meetings on a monthly basis, as follows:

**DATES:** Wednesday, October 21, 2015  
Wednesday, November 18, 2015  
Wednesday, December 16, 2015  
Wednesday, January 20, 2016  
Wednesday, February 17, 2016  
Wednesday, March 16, 2016  
Wednesday, April 20, 2016  
Wednesday, May 18, 2016  
Wednesday, June 15, 2016  
Wednesday, July 20, 2016  
Wednesday, August 17, 2016  
Wednesday, September 21, 2016

**TIME:** 4:00 PM

**LOCATION:** Clay County Development Authority  
1734 Kingsley Avenue  
Orange Park, Florida 32073

Unless otherwise noticed, any special committees of the Clay County Development Authority will be held an hour prior to the regularly scheduled meeting dates and times or, as soon thereafter as may be conducted. Please be advised that if a person decides to appeal any decision made by the board, agency, commission, or committee with respect to any matter considered at such meeting or hearing, he/she will need a record of the proceedings, and for such purpose, he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

Such record will not be provided by the Clay County Development Authority and must be provided by the individual making the appeal.

Please place this information in the public records of Clay County, Florida. Thank you