

*Dunes*  
*Community Development District*

*October 13, 2017*

# *Dunes Community Development District Agenda*

Friday  
October 13, 2017  
9:30 a.m.

Dunes CDD Administrative Office  
101 Jungle Hut Road  
Palm Coast, Florida  
**Call In #:** 800-264-8432  
**Passcode:** 704298

- I. Roll Call & Agenda
- II. Audience Comments
- III. Approval of the Minutes
  - A. September 22, 2017 Meeting
- IV. Reports and Discussion Items
  - Discussion on Capacity Fees Issues Not Covered Under Milo Suit
  - European Village License in Second of a Three-Year Agreement
  - Status Report on New Toll Collection System
  - Status of Marsh “TB”
  - Status Report on Discussion with the City of Palm Coast to Install Landscaping and Irrigation on DCDD Property
  - B. Community Projects Report
  - C. Acceptance of the 2017 Public Facilities Report
  - D. Consideration of Paid Time Off Recommendations
- V. Staff Reports
  - Attorney
  - E. Engineer - Report

- F. Manager - Bridge Reports and Traffic Comparison for September
- VI. Supervisors' Requests and Audience Comments
- VII. Financial Reports
  - G. Balance Sheet & Income Statement
  - H. Construction Schedule
  - I. Special Assessment Receipts Schedule
  - J. Approval of Check Register
- VIII. Next Meeting Scheduled for November 17, 2017 @ 9:30 a.m. at the Dunes CDD Administrative Office, 101 Jungle Hut Road, Palm Coast, Florida
- IX. Adjournment

*A.*

MINUTES OF MEETING  
DUNES COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Dunes Community Development District was held Friday, September 22, 2017 at 9:30 a.m. at the Dunes CDD Administrative Office, 101 Jungle Hut Road, Palm Coast, Florida.

Present and constituting a quorum were:

John G. Leckie, Jr.	Chairman
Gary Crahan	Vice Chairman (by phone)
Charles Swinburn	Assistant Secretary
Rich DeMatteis	Assistant Secretary
Dennis Vohs	Treasurer

Also present were:

Richard M. Ryan	District Manager
Greg Peugh	District Manager
James Perry	District Representative
Michael Chiumento Jr.	District Counsel
Tim Sheahan	Utilities Manager
Glenn Hertzog	Resident

The following is a summary of the discussions and actions taken at the September 22, 2017 meeting. A copy of the proceedings can be obtained by contacting the District Representative.

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Perry called the meeting to order at 9:30 a.m.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

Mr. Glenn Hertzog stated with the hurricane that hit, the marsh behind my house is demolished again. It unearthed dead fish and it smells. I'm continuing to try to push to get something done; either the marsh restoration, which has been going on for a year, or the lake extension. I'm really proposing the lake extension but the key thing is moving on, I would look for the DCDD to get actual firm prices and quotes from different landscape contractors to at least

see what the real cost is related to the marsh restoration. If the marsh restoration is even close to the \$50,000 estimate of the lake extension, I think everyone would like the lake extension rather than have the marsh that has continued maintenance that has to get done on a quarterly basis versus the lake that is free and clear of any type of maintenance. I'm also looking for some type of time frame.

**THIRD ORDER OF BUSINESS****Approval of Minutes****A. August 11, 2017 Meeting**

Mr. Sheahan and Mr. Swinburn provided corrections to the minutes that will be reflected in the final version.

On MOTION by Mr. Swinburn seconded by Mr. Vohs with all in favor the minutes of the August 11, 2017 meeting were approved as presented.

**FOURTH ORDER OF BUSINESS****Reports and Discussion Items****Discussion on Capacity Fee Issues Not Covered Under Milo Suit**

Mr. Ryan stated I've got the records that we put together from the original Hammock Beach Resort contracts and what they're using and I think the board should provide direction and make a decision whether you want to proceed with taking an action against them, or filing a claim, because there is a lot of money involved so I'm putting the issue before the board again. I think the issue is going to come forward, either from us or from somebody that was involved. It's hundreds of thousands of dollars in capacity fees.

Mr. DeMatteis said at last month's meeting we discussed it., Didn't we leave it that you and/or Michael were going to contact Daniel Baker about the problem and how it can be resolved?

Mr. Ryan responded I think we talked about that as an option. I'm not sure we decided whether that was the course of action to take. The question is if we're going to negotiate it, are we at risk because we're not treating them the same as we treated other people. If we give somebody special treatment we are potentially opening ourselves up.

Mr. Chiumento stated the standard is to apply ordinances or rules uniformly so that issue is out there. In order to apply that concept, you have to go to them and say, here's the situation. I

don't see any reason why you couldn't negotiate with them. I think everybody needs to be notified of the violation.

Mr. DeMatteis stated are we not treating all of the customers the same by saying to them, this is the regulation, this is the calculation, you owe us the money which is what we did with the homeowners and then have a discussion, give them the facts and they can dispute or not? I don't think we're obligated to reach the same settlement with everyone. Our obligation is to apply the regulation. I don't see why we can't do that and then have a negotiation if that's what we want to do.

Mr. Chiumento stated my only pause is how do you negotiate with an individual and still treat everyone uniformly? You can resolve a lawsuit as we did with Milo and I think that is a business decision of the board in order to resolve the dispute rather than to negotiate the application of the rule.

Mr. DeMatteis stated negotiation is a broad term. We have to notify them that we're treating everybody the same and this is the situation. The negotiation could be you have ten years to pay it as opposed to saying pay half of it and we'll go away happy. Negotiation can take any form of settlement.

Mr. Chiumento stated I just think as we get into that process we need to be aware of the concept of treating everyone uniformly. I'm sure we will find a way to work through this. I do think we need to send the letter and open that dialogue about the violation of our rules.

Mr. Vohs stated it sounds like it would not be unreasonable as part of a negotiation to insist that they come up with a plan to save a percentage of what they're now using which gives us further leverage on collecting the amount of money we would be owed if we went after everything.

Mr. Ryan stated if you're negotiating and you decide to proceed with that route I think you can put the conditions you want as part of the negotiations. My only concern is I'm leaving and the issue is still out there. One way or another some action has to be started.

Mr. Perry asked is the water park the only account that we have outstanding like this? What about the condos?

Mr. Ryan responded the condos are all under because of the vacancy issue. With the one caveat that part of regular reuse irrigation may be in excess so there could be a capacity issue there but that gets very difficult to enforce because of how much each lot can use.

Mr. Perry asked but even so that's not of a magnitude like this?

Mr. Ryan responded no.

Mr. Vohs stated I thought we had already decided we would move ahead with some sort of an informal approach to get a discussion started. Letting them know there was serious problem and something had to be done about it.

Mr. Leckie stated what I'm hearing from Michael is that isn't the way to start and we need to put them on notice and then the discussion starts.

Mr. Chiumento stated one approach may be, here's the issue, the board passed the resolution some time ago and it's come to our attention that you're in excess under our rule and that equates to X amount of dollars that you owe the district and we'd like to sit down and talk to you about it.

Mr. Swinburn stated I agree with Dick. I think we all know something has to be done. We can't let it ride anymore.

Mr. Leckie asked Mike, would you draft a letter to send for the district?

Mr. Chiumento responded certainly.

### **European Village License in Second of a Three-Year Agreement**

Mr. Ryan stated just a note that the European Village is in the second of a three-year agreement. They owe us \$12,000 and have another week to pay it. They have been put on notice and as far as I know there is not an issue. They changed their manager and that seems to be okay but I just wanted to alert you with all the issues we've had in the past. Hopefully they will pay up and we can move forward.

### **Status Report on New Toll Collection System**

Mr. Ryan stated hopefully we will get final resolution to everything before the end of this month so that we can pay them this fiscal year. If not, we may have to do a transfer to make final payment on the contract. We were a little late when the governor said all toll roads will be open and free because we had people working so we finally picked a time and we got some criticism online because of it. We started this morning with the tolls so we went an extra 30 hours beyond what the state did. The tolls are back in place and everything is working.



Mr. Swinburn stated pre-Irma it appeared there were a number of days that at least one lane was shut down. Was that toll related?

Mr. Ryan responded probably the treadle. One of the treadles was banging and yesterday they had the opportunity to fix them all.

Mr. Sheahan stated because of that convergence once you go through the toll plaza the bridge manager and the assistant bridge manager thought that it would be better just to have the one lane.

Mr. DeMatteis asked why didn't we block off the one lane? The red light was on but people were still going through because it was open.

Mr. Peugh responded I asked him that and he said they left it open from the last time and they hadn't had any accidents.

Mr. DeMatteis stated my experience was people were driving and then they would realize the red light so they were suddenly trying to move in. I thought that would be more dangerous than merging afterwards.

Mr. Peugh stated we can take a look at that.

Mr. Ryan stated just as a quick estimate, we were down for 16 and a half days so somewhere around \$77,000 is probably the number you're looking at for lost revenue.

**Approve Resolution 2017-11, Transfer of Funds from General Fund, Water & Sewer and Bridge Surplus Funds to General Fund, Water & Sewer and Bridge Fund**

Mr. Leckie stated this is for moving money for the earned time off money that is owed to Dick.

Mr. Ryan stated there have been some slight changes. Originally I had hoped to take the funds in calendar year 2018. Jim has indicated that I have to take them as earned income in 2017 so the payment of those funds has to be this year. The amounts are the same as originally projected. The other items are for items that were impacted by the storms Matthew and/or Irma. The total is \$75,000 for those three accounts. The \$78,000 transfer to the various salary accounts is for payment of my earned time off. Michael drafted the agreement on the earned time off.

Mr. Chiumento stated there's one correction I need to make to the agreement to clarify how the amount was calculated with the number of hours times Dick's hourly rate.

Mr. Leckie stated the reason I want that is in case someone asks how we calculated the amount.

Mr. Swinburn asked Michael why do we need an agreement?

Mr. Chiumento responded we started off with an agreement just to memorialize what had transpired. Dick had made a claim for it and there was a dispute as to what the claim was, whether it was accurate, the obligation to pay and/or the amount so I thought at the last board meeting we had agreed to put it into writing.

Mr. Perry stated under section two, your employment relationship is before October 1, 2010. There was time carried forward prior to that so you might want to change that date to when you started.

Mr. DeMatteis stated in section three it says, “earned time off accrued in accordance to the employee handbook” but that’s not the case, correct? The handbook said something different.

Mr. Chiumento responded the handbook is open for interpretation and that’s what we were talking about before as to whether time got carried over or not. It’s the way the district interpreted it at the time so we can take it out or not.

Mr. DeMatteis stated we’re going to change the handbook theoretically.

Mr. Ryan stated you could just scratch employee’s handbook and put in employer’s practices.

Mr. Leckie stated I go back to “employer agreed to pay”, it was really Ray Alleman agreed to pay. It wasn’t the board.

Mr. Chiumento stated we could make the distinction in the agreement that the board ratified that action.

Mr. Vohs stated isn’t it meant to be present tense, employer agrees to pay employee a lump sum payment?

Mr. Ryan stated I think “employer agrees to pay” resolves the issue.

On MOTION by Mr. Swinburn seconded by Mr. Vohs with all in favor Resolution 2017-11 was approved.
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Mr. DeMatteis asked do we have a consensus of what this policy should be going forward?

Mr. Peugh responded basically what the handbook says is you can carry forward half of your time. As Jim pointed out we need flexibility in the fact that if someone is has scheduled their vacation time during a hurricane and I need them to work I want to be able to use them and they also get to keep their time off. We will put out a memo. We need to give them a little bit of time, maybe to the end of the year and say on January 1<sup>st</sup>, from now on, if you don't use your time, you lose it. We can work with Michael on that language.

Mr. Leckie stated also, if you don't use it by December 31<sup>st</sup> can you carry anything forward? I thought we would carry forward half but there would be no payment for that time.

Mr. Peugh responded if that's the board's wishes, yes.

Mr. Leckie stated I would say you can carry half of it forward but if you don't use it, you lose it.

Mr. Ryan asked so you're stopping the practice of paying outstanding earned time off prior to the end of the year.

Mr. Leckie responded correct.

Mr. Sheahan stated assuming you accrue 100 hours per year, if you're getting to the end of the year and you've got 60 hours of time that you have not used and you say I don't want to lose those ten hours I want to cash it out and still carry over my 50, that's how it is now.

Mr. DeMatteis stated I think the practice the District has been following is fine, I think we should just memorialize it and make sure all of the bases are covered.

Mr. Crahan stated whatever the policy is, in the memo to the employees they should have an acknowledgement on the bottom and a copy of that go in their personnel files so that if it's every raised again, everybody has got something as a benchmark to refer to.

Mr. Leckie stated so if a person has 60 hours left, we pay him for 10 and the 50 goes over, next year he has 150 hours. The next year if he carries over 50% that would be 75 or how does that work?

Mr. DeMatteis stated that's why it has to be flushed out.

Mr. Perry stated you can set a max that can be carried over.

Mr. Swinburn asked is there a consistent policy amongst other organizations you're involved in?

Mr. Perry responded most districts don't have employees but the typical rule of thumb in most companies I've been involved with is you can carry over one week if you get two weeks of vacation and then if you resigned you got paid for that one week.

Mr. Peugh stated other companies I've worked for they had a bank. You could carry over 480 hours. Come the end of the fiscal year or calendar year, if it's over 480 you got sent a check. If it was 500 hours, you got sent a check for 20 hours.

Mr. Swinburn asked the 480 hours you could continue to carry over year after year? You just stayed at 480 and then when you retired or resign you get paid for that 480?

Mr. Peugh responded yes.

Mr. Chiumento stated we talked about it last meeting that the policy is circa 1999 and the question was that a lot has happened in the last 20 years do we want to look at that policy handbook. Other issues may be there. I don't see why we can't get revisions done before the end of the year, make the revisions effective January 1<sup>st</sup> and have all of your employees sign off.

Mr. Ryan stated the handbook was modified to a minor degree about five years ago and we have done a run through of making amendments to the handbook and we were waiting for the people that do our payroll to send us some information. The manual is ready to be amended along with ADP's changes, which are mostly governmental changes that are mandated to be in the handbooks. I think it could be done before the end of the year and you can incorporate the various changes you're suggesting here.

Mr. Swinburn stated I think we need to assess what goes on in the competitive market place and adopt those positions so I don't know if it's something that can be done by the end of the year.

Mr. Vohs asked has the practice for employee reimbursement been on a calendar year basis?

Mr. Ryan responded yes.

Mr. Vohs stated I don't think we have to make January 1<sup>st</sup> a big deal but I think we should have a policy in place for next year starting January 1<sup>st</sup>.

Mr. Peugh stated we can look at other cities and see what their policies are, present that to the board and get a recommendation.

Mr. Vohs stated the difference I think is that way we're not putting pressure on the employees of them having to make a decision about using their leave between now and the end of the year. So no memo has to go out right away.

Mr. Ryan stated just as a side note, the issues we run into when we're trying to hire people is not the dollar amount we are offering, it's typically the perks that go along with it where we don't quite compete with other governmental entities. Medical insurance is typically very good and in many cases covers families in many governmental entities. I think if you can have a pension contribution that's flexible and still make sense, which helps the employment package that we're still deficient in.

**Approve Resolution 2017-12, Removing Richard M. Ryan as an Authorized Cardholder and Contact Person on Bank of America Credit Card; Authorized Agent for Dunes CDD's Wells Fargo Checking Account; Registered Agent of Dunes CDD with Florida DEO and Secretary of the Dunes Community Development District – Incorporate Greg Peugh as Replacement of the Forgoing Positions**

Mr. Ryan stated this resolution is removing my name from certain positions and authority to sign checks and credit cards and transferring that to Greg effective October 1<sup>st</sup>. There has to be an action by the board before the banks will accept transfer of authority to execute certain documents.

On MOTION by Mr. DeMatteis seconded by Mr. Vohs with all in favor Resolution 2017-12 was approved.
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**Status on Marsh "TB"**

Mr. Ryan stated we are down to the issue of where do we go from here. They're working up a proposal to redo marsh TB.

Mr. Sheahan stated we've got that proposal but it's the engineer's estimate. It's not hard numbers. At the last meeting we were expecting to get some detailed design of what they were proposing to do to convert that into a lake. Now I'm hearing we want to go out and get bids for restoration of the marsh and we don't have bids yet.

Mr. Swinburn asked what are our rights with the easement to get in there to do the work?

Mr. Ryan responded I'm not aware of any easement. I think we've just been coming in over the marsh on the far end into the lake area. To go in and plant we would have to get permission from the golf course and maybe some of the homeowners. If we're going to be doing work on their land we'd have to enter into an agreement.

Mr. Swinburn stated we're required by St. Johns to maintain the marsh. We have no access and the club has made a big issue that no one is going to come over the new fairways.

Mr. Ryan stated last time we went over the golf course because we weren't bringing trucks or things with treads. I suspect the type of thing we would do on the rehab could be done without damaging the property as long as we have permission from the golf course and/or a couple of the homeowners.

Mr. DeMatteis asked how do we execute our obligation without that access? Is there a way of forcing access through St. Johns?

Mr. Ryan responded we have rights under the homeowners declaration ingress and egress on the marshes and lakes so from that standpoint we could come in over homeowner land common property at the end so I think under the declarations both Hammock Dunes and Ocean Hammock have the same kind of language that allows for maintenance and so forth to go in and out of the lakes. To ask for permission is merely to keep everyone on good footing.

Mr. Leckie asked is everyone in agreement with Tim getting quotes?

Mr. Swinburn responded yes, quotes and I think we need to check on the access. Maybe we ought to wait until we get the quotes.

Mr. Vohs stated can we agree if we get the quotes and there is a reasonable dollar amount we can make a decision at the next meeting?

Mr. Leckie responded yes.

## **B. Community Project Reports**

At the last meeting I had reported I talked to Craig Coffey about the two outstanding projects. They had talked about starting to put in the retention pond in September but with the storm, their plans are on the backburner so the funding of Malacompra is still up in the air. The final thing is we added in allocating up to \$400,000 for restoration at the ends of Jungle Hut, 16<sup>th</sup> and Malacompra but there's no action on that. They took emergency action so I don't know if they intend to send us a bill but we haven't seen anything from it.

Mr. DeMatteis stated I talked to Commissioner Hansen last night at a Republican meeting and what I understand is the County is going to do the restoration work themselves and they're supposed to start at the end of November. They're just struggling to get every property owner's approval for the easements.

**C. Estimated Construction Costs to Modify Outlet Weirs in Ocean Hammock Stormwater Lakes**

Mr. Sheahan stated I got a report from CPH Engineers on the weirs. The cost is about \$25,000 per location so it's between \$50,000 and \$60,000 to install those weirs. They also met with the water management district and they brought up some questions. I'm trying to schedule a meeting with CPH for next week to go over the report and what real issues the water management district has and our approach to take with them. I think we're going to have to have their approval and it's going to require some kind of a permit modification. We will meet with the engineers and then come back to you.

Mr. Crahan asked I don't understand why the equalizing weir is required. Since the environmental event that causes the lake levels to increase should be equalized naturally by the event between the north of 16<sup>th</sup> Road and the south of 16<sup>th</sup> Road. Can someone explain what value that weir provides?

Mr. Sheahan responded we're not sure why that weir was put in. We didn't even know it existed until we were pumping and realized we were pumping some of the southern lakes down and the northern lakes weren't being affected.

Mr. Ryan stated I agree with what Gary is saying. If we pulled the weir with all of the lakes interconnected they should all equalize out so you don't need the weir.

Mr. Crahan asked do we need to go back to CPH and ask what benefits there would be to having the equalizing weir removed?

Mr. Sheahan responded that's one of the questions that was brought up that we will be discussing with them.

Mr. Vohs asked what happens if there's another hurricane that does like the one last year did and it fills the northern lakes up with salt water? If we take that weir out are we then filling the southern lakes up with salt water?

Mr. Sheahan responded yes.

Mr. DeMatteis stated that's a reason to keep it but I'm not sure need to make it adjustable.

Mr. Leckie stated I think there are still a lot of questions that need to be asked with CPH.

**D. Adopt FY 2018 Meeting Schedule**

On MOTION by Mr. Vohs seconded by Mr. DeMatteis with all in favor the FY 2018 meeting schedule was approved as presented.

**E. Acceptance of Engagement Letter with Grau & Associates for 2017 Audit in the Amount Not to Exceed \$16,300**

On MOTION by Mr. Swinburn seconded by Mr. Vohs with all in favor the engagement letter with Grau & Associates for the 2017 audit was accepted.

**FIFTH ORDER OF BUSINESS**

**Staff Reports**

**Attorney**

There being none, the next item followed.

**Engineer**

Mr. Sheahan stated we had a delay with the wastewater plant because of the storm so our bid opening is September 28<sup>th</sup>. We have about 30 plan holders and about seven of them are general contractors so hopefully we will get some good bids.

We met with the City of Palm Coast September 7<sup>th</sup> regarding irrigation. They're continuing to look at the different routes for increasing the size of the effluent main and they've asked CPH to go back and refine that list down to two because now it stands at six.

I talked to Greg about the storm sewer cleaning and we're going to develop a scope for some additional cleaning to implement next year.

We're going to review the report's findings from the bridge inspection with Kissinger Campo and see what we need to do and identify any priority items that need to be acted on.

As far as the hurricane, the water and wastewater plant both operated during the storm. We only lost power momentarily so we were able to maintain operations. We did shut the reuse



pump station down mainly as a precaution. We didn't think anybody would need to use any reuse water for a while. We did have 14 of our 24 pump stations without power mainly within Hammock Dunes because they were without power from the 10<sup>th</sup> to the 14<sup>th</sup>. We kept up with them with our portable pumps and generators so it was pretty labor intensive.

Mr. Ryan stated we really want to acknowledge the employees. They put in long hours and hard work to keep those pumping stations operational so we didn't have backups in the sewer system.

Mr. Leckie asked isn't there something we can do so that doesn't happen?

Mr. Sheahan responded we're planning on doing that and we have it in the budget for next year.

Mr. Peugh stated we want to get the bigger stations on those pony pumps first and then we will evaluate if it's cost effective to look at the smaller ones or do what we do now.

Mr. Sheahan stated we were notified of a sinkhole or depression on Northshore Drive. We've investigated that and at least preliminarily it looks like it's not due to our underground utilities. We don't know what caused it. We filled it and we put cones around so it's safe. We're going to have a contractor come out and TV inspect our sewer main that's underneath the road to make sure it's not a problem with any of our utilities.

We're scheduled to drain the Crom tank for inspection on October 2<sup>nd</sup> after we repaired some superficial cracks on the tank and had it painted. Subsequent to that we saw some blisters develop where those repairs were and had Crom out several times to look at it and make the repairs. We're just concerned whether the tank is leaking or not. In order to drain the tank we have to transfer over to Palm Coast water for probably a week because once we drain the tank and refill it, it has to be disinfected and bacteriologic samples have to be taken before it can be brought back on line. Mr. Perry suggested we may want to delay this work if another storm is forecast and reschedule another time. There was consensus among the Board members that this would be a prudent course of action.

#### **F. Manager – Bridge Reports and Traffic Comparison for August**

Mr. Ryan gave an overview of the bridge reports for August along with the traffic comparison.

**SIXTH ORDER OF BUSINESS****Supervisors' Requests and Audience Comments**

Mr. Swinburn stated with the article that was on the web that expressed a lot of people's view points that we are ogres and robbers, etc., The only thing that bothered me about it was the level of vitriol and the number of people and the same thing got repeated on Hammock Dunes' neighbor website. We've talked before about some of the politics of this. It strikes me that it could become a major political issue down the line.

Staff and supervisors conducted a general discussion of the toll bridge, the County and utility funds.

Mr. DeMatteis asked did we ever put some kind of note in the financial statements about those reserves?

Mr. Ryan responded no because I couldn't come up with anything. There were no specific reserves set aside. The overall amount to make this thing balance out to zero is really just a balancing thing. I can't project what happens to the surplus. I was at a loss to phrase terminology to put in there to accomplish what you were saying.. There was a footnote about the possibility, and that possibility has gone away, of giving the \$50,000 to the homeowners.

Mr. DeMatteis stated I'm not comfortable with that. I think to be transparent the financial statements should indicate what is going to be done with that surplus. If we can't put an exact dollar amount on it we should explain what happens with those funds.

Mr. Ryan stated it goes to the state board of accounts.

Mr. Perry stated it just goes forward.

Mr. DeMatteis stated where does it roll forward to? Sometimes it rolls forward to the financials for the next year and sometimes it doesn't.

Mr. Perry stated if you set a budget for the following year sometimes you utilize some of your excess funds in order to balance the budget.

Mr. DeMatteis stated in the general fund projected there was a surplus of \$93,938. In the proposed budget for 2018 there's a carry forward surplus of \$43,000.

Mr. Ryan stated that is the surplus that we are utilizing to reduce the rate to keep the assessment at a certain fee.

Mr. Perry stated the \$93,000 should be cash and will be part of the fund balance which will be more than \$93,000 at the end of the year.

Mr. DeMatteis stated all I'm saying is we should explain that.

Mr. Perry stated we can do that.

*Mr. Crahan left the meeting at this time.*

**SEVENTH ORDER OF BUSINESS**

**Financial Reports**

- G. Balance Sheet & Income Statement**
- H. Construction Schedule**
- I. Special Assessment Receipt Schedule**
- J. Approval of Check Register**

On MOTION by Mr. Swinburn seconded by Mr. Vohs with all in favor the check register was approved.

**EIGHTH ORDER OF BUSINESS**

**Next Meeting Scheduled for Friday, October 13, 2017 @ 9:30 a.m. at the Dunes CDD Administrative Office, 101 Jungle Hut Road, Palm Coast, Florida**

Mr. Leckie stated Dick, this is your last meeting so we want to thank you for all you have done for the District since 1999.

**Discussion of Consulting Agreement with Mr. Ryan**

The board discussed the possibility of entering into a consulting agreement with Mr. Ryan for a period of six months if he so agrees.

On MOTION by Mr. Vohs seconded by Mr. Swinburn with all in favor to enter into a consulting agreement with Mr. Ryan was approved.

**NINTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Vohs seconded by Mr. Swinburn with all in favor the meeting was adjourned.

Secretary/Assistant Secretary

Chairman/Vice Chairman

*B.*

# FLAGLER COUNTY/DUNES CDD COMMUNITY PROJECTS STATUS REPORT

## REVISED 10/4/17

Project Funding	Date	Amount
2012 Initial Contribution	10/31/2013	\$ 1,000,000
2013 Contribution	10/31/2013	\$ 200,000
2014 Contribution	10/1/2014	\$ 200,000
2015 Contribution	10/1/2015	\$ 200,000
<b>2016 Final Contribution</b>	<b>11/1/2016</b>	<b>\$ 200,000</b>
<b>Total Funded to Date</b>		<b>\$ 1,800,000</b>
<b>Accumulated Interest</b>	9/30/2017	<b>\$ 25,960</b>
<b>Total Funds Available to Date</b>		<b>\$ 1,825,960</b>

Community Project Description	BOCC Approved Date	DCDD Approved Date	Project Budget	Project Status % Complete	Project Cost
Camino Del Mar Sidewalk	6/3/2013	3/15/2013	\$ 105,000	100% Complete	\$ 112,685
Landscaping A1A Medians	7/7/2014*1	7/12/2013	\$ 46,900	100% Complete	\$ 43,658
Ocean Rescue Equipment & Storage	6/3/2013	7/12/2013	\$ 130,000	100% Complete	\$ 100,432
MalaCompra Drainage Improvements	6/3/2013*	11/21/2013	\$ 900,000	No activity, 0% Complete Plan to start in January	
HDP Saftey, Street Lighting, Traffic Signs, & Landscaping	12/8/2015	8/21/2015	\$ 255,685	100% Complete	\$ 243,105
Repaires to dunes at the end of 16th, Jungle Hut & Malacompra Roads		4/7/2017	\$ 400,000	No activity, 0% Complete Plan to start in January. Plan on completing in-house.	
<b>Total to Date</b>			<b>\$ 1,837,585</b>		<b>\$ 499,880</b>
<b>Balance</b>					<b>\$ 1,326,080</b>
<b>Potential Community Projects</b>			<b>Project Budget</b>		

**Total** **\$ -**

### NOTES

\* Projects initially approved then revised by First Amendment to the Interlocal Agreement Dated 11/21/2013

\*1 BOCC approved this C P at their meeting on 7/7/14, DCDD Board approved on 8/15/14

*C.*

# **Public Facilities Report**

## **October 2017**



**Dunes Community Development District**  
**5000 Palm Coast Parkway, SE**  
**Palm Coast, FL 32137**

**Developed in Accordance with Florida Statutes 189.415**

**Prepared by: Timothy B. Sheahan, P.E.**  
**Utility Manager**  
**Dunes Community Development District**  
**101 Jungle Hut Road**  
**Palm Coast, FL 32137**



## **I. PURPOSE AND SCOPE**

This report has been prepared for the Dunes Community Development District (the District) to comply with the requirements of 189.415, Florida Statutes, regarding the Special District Public Facilities Report. It is the intention of this report to provide general descriptions of public facilities owned by the District together with any currently proposed facility expansion programs within the next five years.

## **II. GENERAL INFORMATION**

The District, located in Palm Coast, Florida, provides stormwater management, wastewater, water and reclaimed water service to the residents of the District. The District is approximately 5.5 miles in length and its area encompasses approximately 2,200 acres, which includes four communities: Hammock Dunes (908 acres), Ocean Hammock (435 acres), Hammock Beach (364 acres) and Yacht Harbor Village (92 acres). The District owns and operates a 500,000 gallon per day (GPD) wastewater treatment plant, a 1,440,000 GPD water treatment plant, a reclaimed water treatment and distribution system, the stormwater management system, the Hammock Dunes Toll Bridge, the roadways Camino del Mar and Hammock Dunes Pkwy and all the structures, piping, pumps, and appurtenances necessary to operate and maintain these systems.

The general description of the boundaries of the four communities serviced by the District is as follows: Hammock Dunes is generally bounded on the north by Jungle Hut Road; to the east by the Atlantic Ocean; to the west by State Road A1A north of Island Estates and by the Intracoastal Waterway in Island Estates; and to the south by the southernmost point of Island Estates west of State Road A1A and to the south by Varn Park east of State Road A1A. Ocean Hammock and Hammock Beach are bounded to the south by Jungle Hut Road, to the east by the Atlantic Ocean, to the north by Malacompra Road, and to the west by State Road A1A. Yacht Harbor Village is bounded by State Road A1A to the east, the Hammock Dunes Toll Bridge to the south, the Intracoastal Waterway to the west, and Jungle Hut Road to the north.

The District was established in 1985. Since that time, the development in the District has proceeded in accordance with a planned, phased approach. The District is largely comprised of single-family residential, multi-family residential, common areas (roadway islands, scenic sidewalk routes, etc.) and recreational areas (e.g. golf courses). The phases of development are as follows:

### **Phase I, Hammock Dunes:**

This development phase encompasses the Hammock Dunes and Island Estates communities, which account for approximately 1,256 residential units, of which 1,152 are platted and/or permitted and 104 are planned but not platted/permitted. There are 727 single-family residential home sites (688 platted/permitted and 39 planned) and 529 condominiums units (464 platted/permitted and 65 planned). This phase has a total area of approximately 908 acres. There are an estimated total of 578 acres of residential and common areas requiring irrigation. The 96 acre Hammock Dunes Golf Course also requires irrigation. The infrastructure has been completed and the development is at approximately 84% of build-out (966 residential units out of planned/permitted total of 1,152 units). The transportation and utility infrastructure is complete with the exception of small improvements solely serving new planned but not platted/permitted developments.

#### Phase II, Ocean Hammock:

This development phase encompasses the Ocean Hammock community, which accounts for approximately 609 residential units. This phase has a total area of approximately 435 acres. This development also includes the 124-acre Ocean Hammock Golf Course that runs throughout both the Ocean Hammock and Hammock Beach communities. This development includes approximately 314 single-family residential home sites, 20 hotel units and 275 condominiums units. The infrastructure has been completed and the development is at approximately 79% of build-out (482 residential units out of a potential of 609 units). The transportation and utility infrastructure is complete.

#### Phase III, Hammock Beach:

This development phase encompasses the Hammock Beach community, which accounts for approximately 975 residential units. This phase has a total area of approximately 364 acres. The Hammock Beach and Ocean Hammock communities have approximately 201 acres under irrigation. The 124-Acre Ocean Hammock Golf Course is irrigated as well. This development includes approximately 489 single-family residential home sites and 486 condominiums units. The infrastructure has been completed and the development is at approximately 89% of build-out (870 residential units out of a potential of 975 units). The transportation and utility infrastructure is complete.

#### Phase IV, Yacht Harbor Village:

This development phase encompasses the Yacht Harbor Village community, which accounts for approximately 293 residential units. This phase has a total area of approximately 92 acres. This development includes 205 single-family residential home sites and 88 condominiums units. The infrastructure has been completed and the development is at approximately 47% of build-out (138 residential units out of a potential of 293 units). The transportation and utility infrastructure is complete. This phase also includes a marina with 210 boat slips.

### **III. EXISTING PUBLIC FACILITIES**

#### **A. Potable Water Facilities**

1. The District's raw water comes from two wells located adjacent to its water and wastewater treatment facility on 101 Jungle Hut Road and a third well located at 302 Hammock Pk. Ln. Water from these wells is treated by a reverse osmosis water treatment facility. The water treatment facility went online in August, 2007. The District previously purchased potable water from the City of Palm Coast. The District and the City of Palm Coast have entered into an Interlocal Agreement that provides an interconnection between the two potable water systems in the event of emergencies.
2. The District's water treatment facility is currently rated and permitted to produce up to 1,440,000 GPD or 1.44 million gallons per day (MGD) of potable water. The

Dunes CDD water treatment plant capacity was increased from 0.72 MGD to 1.44 MGD in May 2015. It is expected that this capacity addition is sufficient to fulfill the potable water needs of the built out community.

3. The District has a Consumptive Use Permit (CUP) from the St. Johns River Water Management District (SJRWMD) that extends to the year 2024. This permit was modified most recently in August 2016. Currently, the CUP allows the District to withdraw up to 825,000 GPD on an annual average basis for potable water use. The amount of groundwater withdrawn to produce the current average day demand is 76% of the amount allowed by the CUP for the current year.

The permitted withdrawals increase incrementally each year until a permitted withdrawal rate of 891,000 GPD (annual average) are allowed to be withdrawn in the year 2024. The District expects that the amount of water permitted for withdrawal from the wells to be sufficient to meet our potable water needs through 2024. The next CUP compliance report is due in 2019 at which time the amount of water allocation will once again be reviewed by the SJRWMD.

4. Water distribution facilities are located throughout the District and consist of approximately 149,443 linear feet of 2, 4, 6, 8, 10, 12, and 16-inch diameter pipes together with valves and fittings. Individual service to residential clusters or neighborhoods is served by mains less than ten (10) inches in diameter. Generally, potable water facilities are located within the road right of ways and are offset from the edge of the pavement. When potable water facilities are located outside of District owned property or lie outside of road rights of way, easements are granted by the developers of the District authorizing the District to access these facilities. The District also currently owns and operates 234 fire hydrants and 246 potable water valves.
5. The annual average potable water production is 529,423 GPD (2016). The use is comprised of residential consumption, non-residential consumption, potable irrigation, and system flushing. The current average demand represents 37% of the total production capacity of the plant.

#### B. Wastewater, Reclaimed Water, and Irrigation Water Facilities

1. Wastewater collection facilities are located throughout the District and consists of approximately 113,555 linear feet of 8, 10, and 12-inch diameter gravity sewers, 617 wastewater manholes, 23 lift stations ranging from 40 to 500 gallons per minute, 1 small, grinder lift station serving a toll booth on the Island and approximately 47,256 linear feet of force mains ranging from 3 to 12-inches in diameter.
2. The Wastewater Treatment facility, designed to accommodate 500,000 GPD of domestic wastewater, is located on a dedicated utility site of 23 acres located at 101 Jungle Hut Road. Treatment processes include pretreatment (screening and flow measurement), secondary wastewater treatment (sequencing batch reactors), filtration, and high level disinfection. Current annual average daily wastewater treatment plant flow is approximately 302,000 GPD (2016) or 60% of the permitted capacity.

3. Wastewater Disposal/Reclaimed facilities, capable of providing 3,200,000 GPD of reclaimed water for irrigation service are located at the utility site. These facilities consist of 3,200,000 GPD sand media filtration and high level disinfection capacity, and 17,800,000 gallons of reclaimed water storage in four on-site lined lagoons.
4. In addition to processing the wastewater into reclaimed water for irrigation of residential lots, common areas and two golf courses, the District purchases reclaimed water treated to advanced secondary standards suitable for public access reuse from the City of Palm Coast. The District utilizes its 12-inch reclaimed transmission main, which connects the District and the City of Palm Coast's wastewater treatment plants. The District has an interlocal agreement with the City of Palm Coast for procurement of up to a maximum of 2,600,000 GPD. The current annual average daily flow from the City of Palm Coast is approximately 1,549,000 GPD.
5. Due to the imbalance in amount of reuse water available and irrigation water demand, the District further supplements reclaimed water with brackish groundwater from the Floridian aquifer. The District operates an on-site well which withdraws groundwater for blending with reclaimed water and storage in the on-site lagoons. The District has a SJRWMD Consumptive Use Permit (CUP) (No. 51136) that authorizes the District to withdraw up to an annual average of 970,000 GPD from groundwater to supplement reclaimed water for reuse. This resource can only be tapped after the use of reclaimed water has been maximized. Besides the permit restricting the use of this resource, the salt content of this brackish water source further limits its use. The current annual average groundwater withdrawal rate is approximately 236,000 GPD. In August of 2016, the SJRWMD modified the District's CUP to allow the use of up to 970,000 GPD of surface water from the storm water collection/retention system to supplement reclaimed water for irrigation. This resource greatly enhances our ability to meet peak irrigation demands as experienced last summer and this spring during hot, dry conditions. Average daily withdrawal from the storm water system was 125,000 GPD in 2016.
6. There are essentially two types of irrigation water use: golf course irrigation and landscape irrigation of residential and common areas. Three irrigation water pump stations are employed at the District utility site to transmit reclaimed water to users: the Residential pump station which is owned and operated by the District; the Ocean Hammock Golf Course pump station and Hammock Dunes Golf Course pump station, each of which is owned and operated by the respective golf course management entity.

Currently, the irrigation pumping facilities meet an average daily demand of approximately 2,090,275 GPD (Golf Courses: 579,422 GPD; Residential: 1,511,553 GPD).

The residential reclaimed water distribution system consists of approximately 125,148 linear feet of 1.5 through 16-inch diameter reclaimed water main, one reclaimed water booster station, 146 reclaimed valves, and the Residential pump station. As indicated previously the District does not own the golf course pump stations or their distribution systems.

7. The District has installed numerous reuse flushing points and reclaimed water flushing hydrants throughout the District to maintain water quality in the reclaimed

water distribution system. Although reuse water is treated to advanced secondary treatment standards that include high level disinfection and filtration, the District has also installed a secondary, disk filtration system at the wastewater plant to improve irrigation water quality provided for landscape irrigation.

8. Several of the development parcels have been designed with community irrigation services. That is, the Homeowners Association (HOA) control the irrigation water for the individual lots and common areas within HOA. A portion of the reclaimed water service in the District is supplied via a master irrigation meter. Approximately eighteen neighborhoods have master meters.

#### C. Storm Water Management

1. The Storm Water Management System completed to date consists of approximately 179 acres of created lakes and approximately 8 acres of fresh water marsh. The lakes and marshes are connected to each other by drainage pipes and various drainage channels. The District owns and operates all of the public storm drain systems within the district including: catch basins, piping, inlet structures, outlet structures, and water control structures.
2. Currently the District owns the wet areas of the storm water management system. The St. Johns River Water Management District has transferred the permits for operations and maintenance of the storm water management systems to the District.

#### D. Toll Bridge

1. The toll bridge consists of a two-lane high-level fixed structure across the Atlantic Intracoastal Waterway. The bridge is a 65 feet above the mean high water of the Atlantic Intracoastal Waterway and approximately 2,600 feet in length. This facility connects Interstate 95 via Palm Coast Parkway with State Road A1A.
2. The toll plaza associated with the toll bridge is located on the west side of the bridge and consists of two tollbooths and administration offices.
3. A connector road, Camino del Mar, which connects the toll bridge with State Road A1A is also owned and maintained by the District. In January 2015, the Dunes CDD accepted ownership of Hammock Dunes Parkway from Camino del Mar to 16<sup>th</sup> Road.
4. According to the traffic data in the Hammock Dunes DRI Traffic Analysis Close-Out Report (December 2011), the average annual daily traffic (AADT) volume was 7,500 for 2011. This report included a level of service (LOS) analysis that concluded that the Hammock Dunes Bridge was operating at an LOS of A and this LOS would continue in the foreseeable future.

## **IV. CURRENTLY PROPOSED EXPANSIONS NEXT FIVE YEARS**

### **A. Potable Water, Wastewater and Irrigation Utilities**

#### **1. Potable Water**

The water treatment plant capacity was increased in May 2015 from 0.72 MGD to 1.44 MGD. It is not expected that additional capacity will be necessary to serve the potable water needs of the community. However, capacity needs will be revisited again in 2019 when the next Capacity Analysis Report will be submitted to FDEP.

#### **2. Wastewater**

The Dunes Community Development District (CDD) currently owns and operates 0.5 million gallon per day (MGD) wastewater treatment plant (WWTP). Current annual average daily wastewater treatment plant flow is approximately 311,000 GPD or 62% of the permitted capacity. Based on the most recent Capacity Analysis Report (CAR) completed in 2013, the permitted capacity of the existing 0.5 MGD AADF wastewater treatment plant will not be exceeded prior to the next CAR report which is due to be submitted to the Florida Department of Environmental Protection (FDEP) in 2018.

However, it is prudent that the Dunes CDD begin the planning and design of improvements to provide an additional 0.42 MGD capacity as well as to commence design of improvements to the existing treatment plant which includes adding an equalization basin and sludge handling improvements. The design of the wastewater treatment plant expansion and improvements was completed in 2017, with bid solicitation in July 2017 and start of construction in late 2017. A 455 day construction time is anticipated.

### **B. Storm Water Management System**

The storm water management infrastructure has been completed and requires no expansion to serve the final build out population. The District has accepted responsibility for the ongoing maintenance of the storm water system throughout the District. Preliminary planning and design of improvements necessary to enhance the District's ability to harvest this resource to supplement reclaimed water to meet peak irrigation demands commenced in 2017.

### **C. Reclaimed Water System**

The DCDD and the City of Palm Coast have an existing agreement that spells out the conditions of reclaimed water that is provided by the City of Palm Coast to the DCDD. The agreement includes a provision for the use of the DCDD's reclaimed water transmission main by the City for discharge of effluent to the Intracoastal Waterway (ICWW) especially during periods of wet weather. The City desires to increase its capability to discharge effluent to the ICWW and the DCDD desires to increase the amount of reclaimed water it can obtain from the City. Because of the potential to increase a long term, sustainable supply of irrigation water to the community, DCDD is having discussions with the City while studies to evaluate the feasibility of this approach are explored. If feasible, the DCDD may consider partnering with the City in a project to expand the supply of reclaimed water to the DCDD while enhancing the City's capacity to discharge additional amounts of effluent to the ICWW during wet weather.

#### D. Toll Bridge

No expansion is planned for the toll bridge facilities. According to projections provided in the Hammock Dunes DRI Traffic Analysis Close-Out Report (December 2011), the AADT will not exceed the threshold for expansion of the bridge (LOS of “C”) at ultimate build-out of the Hammock Dunes DRI. The LOS for the bridge is not expected to operate at a level “C” but will continue to operate at an LOS of “A” for the foreseeable future.

## V. RENEWAL/REPLACEMENT OF FACILITIES

### Potable Water System

A Water Treatment System Evaluation Report completed in June 2012 recommended that the District make the following improvements to the existing system:

1. Stabilize the finished water by chemical addition, raw water blending or a combination of the two (completed in 2015),
2. Install ground storage tank mixer(s) (completed 2013),
3. Enclose the chemical storage and feed area and install climate control system (Deferred),
4. Construct a metal building to house the high service pumps and control equipment (Deferred, 2018 CIP),
5. Install a gas or diesel driven high service pump with auto-start, (completed in 2015).

The evaluation also indicated that the existing membranes of the RO treatment plant will need to be replaced in three to five years. Review of normalized plant data indicates the existing membranes are not in need of replacement at this time. Monitoring membrane performance will determine when there is a need for replacement. (included in 5 yr. CIP)

### Wastewater System

The Wastewater System Evaluation identified several improvements that are either necessary to continue to provide the current level of service or are needed to enhance the current level of service where deemed appropriate. The current system improvements are summarized below:

1. Alter the SBR tanks operation mode to create a continuous flow from the SBR tanks to the filters (completed in 2013)
2. Install flow splitter box and flow metering before the SBR tanks (addressed in design)
3. Construct an Equalization basin (addressed in design)
4. Digester improvements for decanting, sealing walls (addressed in design)
5. Replace liners in two of the reclaimed water ponds (completed in 2014)
6. Booster pumping to alleviate reduced pressure in extremities of reclaimed water system (modeling simulations conclude booster not needed )
7. Improvements to the pumping and transmission system for increasing the reclaimed water delivery capacity to 2.6 MGD from the City of Palm Coast (Deferred, 5 yr. CIP)
8. Installation of remote telemetry units (RTUs) at strategic pump stations in the wastewater collection system (Deferred, 5 yr. CIP)

9. Re-build the mechanical screen at the influent pump station (completed 2013)
10. Addition of auxiliary, stationary, emergency bypass pumping units at two wastewater pumping stations (2018 CIP)

#### Bridge

A new, modern toll collection system is 90% complete and should be completed by end of 2017. The biennial inspection of the bridge completed in July 2017 concluded that the bridge has a Sufficiency Rating of 91.1 and a Health Index of 99.84 which are very good and an improvement from the previous inspection conducted in 2015. The next scheduled inspection is scheduled to be performed in 2019.



*D.*

# **DUNES**

## **COMMUNITY DEVELOPMENT DISTRICT**

### **EARNED PAID TIME OFF (PTO) POLICY RECOMMENDATIONS**

#### **PURPOSE**

The current DCDD PTO policy is open to interpretation regarding the carryover of PTO from one year to the next. The policy states:

*“Employees may carry over half of their accrued vacation from one calendar year to another. Anything over will be forfeited.”* - See Appendix A for the full section.

Additionally past practices of paying out accrued vacation prior to forfeiture have occurred. This document is presented to the Board of Supervisors to aide in setting the future policy for PTO.

#### **RESEARCH SUMMARY OF LOCAL MUNICIPALITIES AND UTILITIES**

The PTO policies for JEA, the City of Ormond Beach, Flagler County and the City of Palm Coast were researched and below is a synopsis of their policies.

##### **JEA**

JEA has several Unions that they negotiate with, but they all are similar in the accrual of PTO. This particular example is from JEA’s Professional Employee’s Union (PEA) contract. This contract pertains specifically to engineers, accountants and professional employees. Personal leave can accrue to a maximum of 600 hours. Any personal leave over that amount, as of September 30 of each year is paid for on an hourly basis. Personnel are also allowed to request payment of PTO for up to 80 hours for any leave in excess of a minimum of 80 hours. See Appendix B for the full section.

##### **City of Ormond Beach**

Ormond Beach has several Unions that they negotiate with as well. This particular example is from the General Employees’ Collective Bargaining Agreement. Personal leave can accrue up to a maximum of 520 hours. Any personal leave over that amount, as of the employee’s anniversary date of service are automatically forfeited. There are exceptions to this rule in unique circumstances. Personnel are also allowed to request payment for personal leave up to 40 hours. They must maintain a minimum of 240 hours in their personal leave bank in order to be paid for the up to 40 hours. See Appendix C for the full section.

## Flagler County

Personal leave can accrue in a range from 480 to 672 hours dependent upon the years of service. Any personal leave over that amount, as of the end of the fiscal year, must be taken before the end of the next fiscal year or it will be forfeited. There are exceptions to this rule in unique circumstances. Personnel are also allowed to request payment for personal leave up to 100 hours in the month of December. See Appendix D for the full section.

## City of Palm Coast

The City of Palm Coast segregates their leave into two separate sections. One section is annual leave (vacation) and the other is medical leave (sick). Vacation leave can accrue up to a maximum of 320 hours. Vacation leave over that amount, as of the end of the fiscal year are automatically forfeited. There are exceptions to this rule in unique circumstances. Sick leave can accrue on an unlimited basis. Sick leave is only paid up to a maximum of 320 hours upon separation regardless of accrual rate. Personnel are not allowed to request payment for personal leave. See Appendix E for the full section.

## CONCLUSIONS

The research conducted establishes the fact that most local governmental employers do in fact have a bank of hours that can be carried over from year to year. The amounts of these banks vary widely but do seem somewhat proportional to the size of the governmental employer. Most have a sellback policy with various constraints. Some of these employers do have a forfeiture policy as well.

## DCDD STAFF RECOMMENDATIONS

DCDD Staff have reviewed the above local policies. We have discussed what is fair in terms of current practices at the DCDD, what is equitable to the DCDD in terms of a future compensation liability, while keeping in mind that the DCDD must retain its current employees as well as compete against these same researched employers for future employees. Based on those factors the DCDD Staff recommends the following:

- A. Paid Time Off shall accrue to a maximum of 480 hours for each employee.
- B. Any Paid Time Off in excess of the maximum amount as of September 30<sup>th</sup> of each year shall be paid to the employee at the employee's straight time hourly rate of pay on September 30<sup>th</sup> of that year. These payments will be paid within 30 days of September 30<sup>th</sup>.
- C. No "buy back" provision will be allowed.
- D. In rare situations, an employee may carry accrued personal leave over to the next fiscal year in excess of the established maximum accrual if approved by the District Manager. This will only happen when it can be determined that extenuating circumstances otherwise prevented the leave from being taken.

## APPENDIX A

### DUNES PTO SECTION

#### Earned Paid Time Off (PTO)

The District provides Earned Paid Time Off (EPTO) to eligible employees. EPTO is an all-purpose time-off policy. You can use EPTO for vacation, illness or injury, and personal business. EPTO combines traditional vacation and sick leave plans into one flexible, earned paid time-off policy.

Regular full time exempt and non-exempt employees are eligible for Earned Paid Time Off. Once you enter an eligible employment classification, you begin to earn EPTO with the first month of hire and according to the following schedule. A new employee is not entitled to use his/her EPTO until six (6) months after his/her anniversary date of hire.

Earned Paid Time Off accrues at a rate of 6.154 hours each pay period (20 days for every 12 months) up through the first five years of continuous employment. Accrual rates thereafter are as follows:

<u>Completion of</u>	<u>Hours Accrued</u>	
	<u>Per Pay Period</u>	<u>Yearly Total</u>
5 years	7.692	25.0 days
15 years	9.231	30.0 days
20 years	10.000	32.5 days
25 years +	10.769	35.0 days

We calculate the length of your eligible service on the basis of a "benefit year." A "benefit year" is the 12 month period that begins when you start earning EPTO. Your benefit year may be extended for any significant leave of absence except military leave of absence. (Military leaves do not affect the benefit year calculation.) See the leave of absence policies in this handbook for information on how each leave affects EPTO accruals.

If you need to be absent from work unexpectedly, you should tell your supervisor before the scheduled start of your workday, if possible. Your supervisor must also be contacted on each additional day of an unexpected absence.

Employees attaining their 5<sup>th</sup>, 15<sup>th</sup>, 20<sup>th</sup>, or 25<sup>th</sup> anniversaries will accrue earned paid time off hours at the higher rate beginning on the next regular pay date.

Employees may take total “available” earned paid time off at any time throughout the year. All earned paid time off must be scheduled in advance with the employee’s supervisor/manager.

Employees may carry over half of their accrued vacation from one calendar year to another. Anything over will be forfeited.

Upon termination, employee’s accrued, but not taken earned paid time off hours, will be added to the final paycheck using the employee’s then current, straight-time hourly rate for conversion.

## APPENDIX B

### JEA PTO SECTION

See Section 13.3.

#### ARTICLE 13 PERSONAL LEAVE (PLAN H)

13.1 This article shall apply to all permanent, probationary, and provisional employees hired after October 1, 1992.

13.2 Employees shall accrue personal leave with pay for all straight-time hours worked according to the following schedule on a bi-weekly basis:

22 PEA 2016-2019

a.	YEARS OF SERVICE	HOURS PER YEAR
	Upon completion of 0 months thru 4 years	160
	Upon completion of 4 years thru 9 years	184
	Upon completion of 9 years thru 14 years	208
	Upon completion of 14 years thru 19 years	232
	Upon completion of 19 years thru 24 years	256
	Upon completion of 24 years or more	280

b. Personal leave will accrue to the credit of the employee at the rate stated above, and shall be credited on the last day of the pay period for all hours actually worked or hours on approved leave with pay. Personal leave shall be earned during the first year of employment.

c. The rate of accrual shall change to the higher rate on the anniversary date of employment.

#### 13.3

a. Personal leave shall accrue to a maximum of six hundred (600) hours. Any personal leave over that amount, as of September 30 of each year shall be applied in accordance with the provisions of 13.6 paid

for on an hourly basis. These payments shall be made on the first pay period of November each year. If the employee elects, in lieu of payments, excess annual leave six hundred (600) hours may be or sold back to JEA in accordance with the provisions of 13.3 b, and/or 13.3c.

b. At the end of the fiscal year, accrued and unused personal leave in excess of six hundred (600) hours may be sold back to JEA to the extent that the employee had timely requested but was not permitted by Management to take the leave during that year. Such leave shall be sold back to JEA at the employee's rate of pay at the end of the fiscal year. Employees shall request leave, and Management shall note approval or disapproval of such leave, on a form provided by JEA.

c. If an employee does not use all of their personal leave accrued in the fiscal year, they may elect to be paid the difference, up to eighty (80) hours, between the amount used and the amount accrued for that fiscal year on an hour for hour basis, at the rate of pay effective September 30 of the respective year in which the leave was accrued. Such option must be elected prior to September 30 of the preceding fiscal year. Once this election is made, that election is irrevocable. This option is not available to an employee who would have less than eighty (80) hours of personal leave remaining after such payment. Such payments shall be made no later than the second payday in November.

13.4 Upon retirement of an employee (including vesting under the pension law), the employee shall be paid for all unused personal leave accrued on an hour for hour basis.

## 23 PEA 2016-2019

13.5 a. Upon termination of an employee for other than retirement, which includes resignation or discharge not for cause, the employee shall be paid for one hundred percent (100%) of personal leave accrued on an hour for hour basis.

b. Employees who are discharged for cause shall forfeit their unused personal leave accrued during the contract year.

**APPENDIX C**  
**CITY OF ORMOND BEACH PTO SECTION**

See Sections 21.5 and 21.6.





**CITY OF ORMOND BEACH  
GENERAL EMPLOYEES'  
COLLECTIVE BARGAINING AGREEMENT**

**October 1, 2016 – September 30, 2019**

Attachment: NAGE Contract 2016-2019 (RES-2017-160 : National Association of Government Employees Contract)

## ARTICLE 21

### PERSONAL LEAVE TIME & COMPENSATION TIME

21.1 Employees shall start to earn Personal Leave Time allowances as of their date of appointment. Every employee shall be eligible to use paid Personal Leave Time after completing his/her probationary period.

21.2 Personal Leave Time cannot be used before it is earned. Personal Leave Time shall accrue at the following rates for each full calendar month of service:

1st year of employment thru 4th year of employment	Twelve (12) hours per month
5th year thru 9th year of employment	Fourteen (14) hours per month
10th year thru 14th year of employment	Sixteen (16) hours per month
15th year thru 19th year of employment	Eighteen (18) hours per month
20th year and thereafter of employment	Twenty (20) hours per month

21.3 Personal Leave must be requested and approved using the City's leave request form at least 72 hours in advanced of scheduled use. Such scheduled Personal Leave Time will be considered as "time worked" for the purposes of computing overtime under Article 22. Employees

wishing to receive advanced pay while on personal leave for an extended period must submit an approved scheduled personal leave form and the City's Request for Advanced Vacation Pay form to the Finance Department at least three (3) weeks prior to the check date request.

21.4 In the event of an emergency, such as personal or family illness or other unforeseen emergency, no advance approval for the use of Personal Leave Time will be required. In order to maintain service, all bargaining unit members agree that unscheduled Personal Leave Time will only be used when it is impossible to give the advance notice normally required for the use of scheduled Personal Leave Time. Employees shall notify management of an absence under this section as soon as possible, but not later than one (1) hour prior to the start of the work period. Extenuating circumstances will be considered. No doctor's certificate or any other proof of illness will be required under this section; provided, however, that if the City believes that the use of unscheduled Personal Leave Time is being abused, the City will so advise NAGE and the employee of the perceived abuse. If the abuse continues, the City reserves the right to refuse to permit the abusing employee to charge subsequent unscheduled leave to Personal Leave Time and any subsequent unscheduled leave will be taken without pay. Unscheduled Personal Leave Time is leave that is not approved in advance in accordance with Section 21.3. Unscheduled Personal Leave Time will not be considered as "time worked" for the purposes of computing overtime under Article 22. Requests for unscheduled Personal Leave which is not related to an illness or other emergency may be denied by the employee's Supervisor.

21.5 Personal Leave banks cannot exceed 520 hours as of an employee's anniversary date of service. Hours in excess of 520 at an employee's anniversary date, and every anniversary date thereafter, will be automatically forfeited. Exceptions to this automatic forfeiture include unique circumstances approved in advance by the employee's department director and the Human Resources Director.

21.6 Bargaining unit members may elect to be paid up to forty (40) hours of accrued Personal Leave on an annual basis. In order to be eligible for such payment, employees must have a minimum of 240 hours in their Personal Leave bank and request to receive such payment at least two (2) weeks in advance of their anniversary date. Every attempt will be made to process such payment with the payroll immediately proceeding the employee's anniversary date. All hours paid under this section will be deducted from the employee's banks as of the date payment is made.

21.7 Upon separating from the City, any bargaining unit employee with time remaining in their Personal Leave Bank will receive full payment for the hours then remaining at termination up to 760 hours. In the event of a death, the employee's estate or the employee's designated beneficiary shall be entitled to a lump-sum payment of all accrued Personal Leave.

21.8 Bargaining Unit employees who are approved to work overtime, may elect to receive compensatory time off in exchange for overtime compensation during any work week in which the hours worked would

otherwise require overtime compensation under the provisions of the federal Fair Labor Standards Act – without regard to whether or not the employee is on probation. No employee may be forced to use accrued compensatory time at particular times. Compensatory time is credited to employees at one-and-one-half (1 ½) hours for each overtime hour worked. No Employee may accrue more than 240 hours of compensatory time. This 240-hour limitation represents no more than 160 hours of actual overtime worked.

- A. A Bargaining Unit employee who has accrued compensatory time may request (schedule) the use of such compensatory time under the same terms identified in 21.3 and 21.4.
- B. Use of earned Compensatory Time will not be considered as “time worked” for the purposes of computing overtime under Article 22.
- C. When a Bargaining Unit employee terminates employment with the City for any reason, all unused compensatory time remaining in the Compensatory Leave bank will be paid at the final regular rate of pay received by the employee as an employee of the City.
- D. It is intended that the provisions of this Subsection be in compliance with the compensatory time requirements of the federal Fair Labor Standards Act and the rules and regulations promulgated there under, as the same exist on the date of the adoption of this Agreement.

**ARTICLE 22**  
**HOURS OF WORK AND OVERTIME**

22.1 The following provisions shall govern hours of work and overtime.

A. Forty (40) hours shall constitute a normal workweek for an employee covered by this Agreement, except as hereinafter provided. Nothing herein shall guarantee an employee payment for a forty (40) hour workweek unless the employee actually works a forty (40) hour workweek. For the purpose of computing hours worked, Scheduled Personal Leave Time under Article 21.5 and regularly scheduled hours not worked because the employee was on Bereavement Leave (Article 33), Military Leave (Article 19), or Jury Duty will be considered hours worked. Unscheduled Personal Leave Time under Article 21 and all other time not worked, whether paid or unpaid, will not be considered as hours worked. For the purpose of this Agreement, authorized compensated leave shall mean leave compensated under existing City policy.

B. Hours worked in excess of forty (40) hours per week shall be compensated at the rate of time and one-half (1½) of the employee's regular straight time.

C. If an employee covered by this Agreement is "called out" to work at a time outside his normal working hours, he shall receive a minimum of three (3) hours pay at the rate of time and one-half (1½). If "called out" again during the three-hour period an employee shall not



receive any other compensation. "Call-out" time does not extend a regularly scheduled workday; it is an unforeseen circumstance requiring an employee to work beyond their normal schedule where advanced notice of such need to work is not possible to give. However, should an employee be scheduled off on a City Holiday and get "called out," the employee will receive the minimum three (3) hours at time and one-half (1 ½), and for all hours worked over the three (3) hour minimum will also be paid at time and one-half (1 ½).

D. Any employee, who in the exercise of his official duties, is ordered or required by the City to appear before any person or agency on his regular day off shall receive a minimum of three (3) hours pay at the rate of time and one-half (1½) of his regular rate. Any fee paid for the appearance shall be paid or turned over to the City by the employee. All hours under this section in excess of the three (3) hour minimum will be considered hours worked and be paid at the regular straight time or overtime rate, if more than 40 hours has been worked during the week.

E. The City will make a good faith effort to provide, wherever possible, forty-eight (48) consecutive hours off.

F. Employees required to respond for "on call" duty assignment by pager and/or cell phone shall be paid \$1 per hour for each hour they are required to be "on call". "On call" duty will be assigned in accordance with the Overtime Guidelines Policy. In the event an employee does not respond to a call out, the employee will not be entitled to receive call out pay for that day.

**APPENDIX D**

**FLAGLER COUNTY PTO SECTION**

See Section 3.06.



## SECTION 3

### PERSONAL LEAVE

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#### 3.01 ELIGIBILITY FOR PERSONAL LEAVE

1. Each regular full-time employee will be allowed personal leave with pay.
2. Temporary and seasonal employees will not be eligible for personal leave.
3. Regular part-time employees who work 20 hours or more per week will be entitled to leave in proportion to the ratio of the number of hours worked per week divided by 40 hours.
4. Personal leave may not be taken during the employee's initial probationary period.

#### 3.02 RATE OF EARNING PERSONAL LEAVE

1. Personal leave for all employees shall accrue as follows except to the extent that contract employees (County Administrator and County Attorney) have different accrual rates in their agreements:

EMPLOYEES WORKING 40 HOURS PER WEEK			
Continuous Employment (years)	Weekly Accrual (hours)	Annual Accrual (workdays)	Maximum Accrual Amounts
Date of hire - End of 4 <sup>th</sup>	3.076	20	60 days or 480 hrs
Start of 5 <sup>th</sup> - End of 5 <sup>th</sup>	3.232	21	63 days or 504 hrs
Start of 6 <sup>th</sup> - End of 6 <sup>th</sup>	3.384	22	66 days or 528 hrs
Start of 7 <sup>th</sup> - End of 7 <sup>th</sup>	3.540	23	69 days or 552 hrs
Start of 8 <sup>th</sup> - End of 8 <sup>th</sup>	3.692	24	72 days or 576 hrs
Start of 9 <sup>th</sup> - End of 9 <sup>th</sup>	3.848	25	75 days or 600 hrs
Start of 10 <sup>th</sup> - End of 14 <sup>th</sup>	4.000	26	78 days or 624 hrs
Start of 15 <sup>th</sup> - Year on	4.308	28	84 days or 672 hrs

<b>EMPLOYEES WORKING 56 HOURS PER WEEK (Fire Rescue)</b>			
<b>Continuous Employment (years)</b>	<b>Weekly Accrual (hours)</b>	<b>Maximum Accrual Amounts</b>	<b>Annual Equivalent (# of shifts)</b>
Date of hire - End of 4 <sup>th</sup>	4.615	30 shifts or 720 hrs	10
Start of 5 <sup>th</sup> - End of 5 <sup>th</sup>	4.846	31.5 shifts or 756 hrs	10.5
Start of 6 <sup>th</sup> - End of 6 <sup>th</sup>	5.077	33 shifts or 792 hrs	11
Start of 7 <sup>th</sup> - End of 7 <sup>th</sup>	5.308	34.5 shifts or 828 hrs	11.5
Start of 8 <sup>th</sup> - End of 8 <sup>th</sup>	5.539	36 shifts or 864 hrs	12
Start of 9 <sup>th</sup> - End of 9 <sup>th</sup>	5.769	37.5 shifts or 900 hrs	12.5
Start of 10 <sup>th</sup> - End of 14 <sup>th</sup>	6.000	39 shifts or 936 hrs	13
Start of 15 <sup>th</sup> - Year on	6.462	42 shifts or 1008 hrs	14

### **3.03 REQUEST FOR PERSONAL LEAVE**

1. The request for personal leave shall be submitted to the employee's department director/manager on approved forms.
2. Personal leave may be taken only after prior approval by the appropriate department director/manager, except when circumstances such as illness or injury prevent prior approval from being granted.
3. Leave may be used only as accrued, and personal leave with pay shall not be allowed in advance of being earned or awarded.
4. Personal leave normally will not involve or necessitate the use of extra or "relief" employees. Department director/managers will arrange vacation schedules and reallocate duties on such a basis as to cause minimum interference with the normal functions and operations of the organization and to minimize the payment of overtime.

### **3.04 USE OF PERSONAL LEAVE**

1. Personal Leave may be granted for the following purposes:
  - a. Vacation leave.
  - b. Medical leave (see Section 4).
  - c. Absences for transaction of personal business which cannot be conducted during off-duty hours.

- d. Religious holidays other than those designated by the County as official holidays.
- e. Any absences from work not covered by other types of leave provisions established by these rules.

### **3.05 CHARGING PERSONAL LEAVE**

- 1. Personal leave time shall be scheduled and charged to the employee for the actual time the employee is away from work.
- 2. Personal leave will be charged in half-hour minimum increments.

### **3.06 CARRY OVER OF PERSONAL LEAVE**

- 1. It is the intent of these rules to have employees take their vacation yearly for the period in which it was earned. Employees will be afforded the opportunity to use accrued personal leave before the leave is carried over to the next year. Every effort will be made to allow employees to use their leave throughout the year to avoid carryover of personal leave.
- 2. An employee shall not be paid for earned personal leave in lieu of taking such leave during any calendar year unless recommended by the department director/manager and approved by the County Administrator or designee. Any employee, with approval of the County administrator, can redeem back up to 100 hours each year. This redemption will only be held in the month of December of each year.
- 3. Employees that are in excess of the accrual amounts listed in the charts above (3.02) will continue to accrue personal leave provided, however, that such accrued leave be taken by the end of the fiscal year immediately following the fiscal year in which the leave was earned or the leave will be forfeited. Employees that currently have accrued personal leave amounts in excess of the amounts listed in the tables above effective October 1, 2008, will receive an automatic redemption of up to 100 hours or a fraction thereof each December until their total leave is at the maximum amounts.
- 4. In rare situations, an employee may carry accrued personal leave over to the next fiscal year in excess of the maximum amounts in the tables above if approved by the County Administrator or his designee when it can be determined that extenuating circumstances otherwise prevented the leave from being taken.

### **3.07 PAYMENT FOR UNUSED PERSONAL LEAVE**

- 1. Payment for accrued personal leave does not apply employees on initial probationary status.
- 2. All accrued personal leave of employees who pass away while in the County service shall be paid to the spouse or estate of the employee.

3. For personal leave purposes, rehired employees are considered new employees.
  4. Employees placed on layoff status will receive pay for all accrued personal leave up to the time of the layoff.
  5. Exempt employees resigning voluntarily shall give 14 calendar days notice of their intention to resign in order to be paid for all accrued personal leave. The department head may give leave time off in lieu of the notice.
-

## **APPENDIX E**

### **CITY OF PALM COAST PTO SECTION**

See Sections 6.2, 6.6, 7.6 and 7.7.

#### **SECTION 6**

#### **ANNUAL (VACATION) LEAVE**

(rev. 10/18/08)

##### **6.1 ELIGIBILITY AND RATE OF EARNING**

- A. Annual leave will be prorated based on regularly scheduled hours worked and paid within a pay period.
- B. Annual leave is accrued beginning the first pay period of employment. Annual leave may not be taken until an employee has completed his/her probationary period. Fire service employees, although on probation for one (1) full year, may use accrued leave after successful completion of six (6) months of employment with the prior consent of the supervisor/department head.
- C. An employee does not earn annual leave when on leave without pay.
- D. Annual leave for regular full time employees shall accrue on a biweekly basis in accordance with the following schedule:

- 1. Full-time regular employees earn leave as follows:

SERVICE YEARS	LEAVE EARNED PER YEAR
1 to 4 years	12 days
5 to 10 years	15 days
10 years or more	20 days

- 2. For the regular full time employee (40 hour week), one work day equates to eight (8) hours.
    - 3. For Fire Department shift employees one day equates to eleven point two (11.2) hours. Note: Based on an average work week of fifty-six (56) hours-53 regular plus 3 FLSA overtime and calculated on a five day work week instead of the actual seven day work week.

- E. Regular part-time employees will earn or accrue annual leave based upon the number of scheduled hours worked per week:

SCHEDULED HOURS	PERCENTAGE
10 to 19 hours	25%
20 to 29 hours	50%
30 to 39 hours	75%

- F. Temporary and seasonal employees shall not accrue annual leave.

## 6.2 CHARGING LEAVE

- A. Annual leave may be charged in increments of no less than one (1) hour, subject to the approval of the department head.
- B. Holidays, which occur during the period selected by the employee for annual leave, shall be charged as holiday leave and not annual leave.
- C. Annual Leave must be taken by the end of the fiscal year immediately following the fiscal year in which it was earned or it will be forfeited. Therefore, notwithstanding the leave balance at the end of a fiscal year credited to an employee and any leave that the employee may have earned as of the end of the fiscal year; on October 1 of each year the City will administratively adjust each employee's annual leave balance to ensure that each employee has the appropriate amount of accrued annual leave credited to his or her account in accordance with the leave accrual policies of the City as set forth herein.
- D. An employee in danger of forfeiture of annual leave may carry it over to the next fiscal year providing that a *pattern of denial* exists. A *pattern of denial* must include at least three (3) disapproved leave requests over the entire fiscal year.
- E. In order to carry leave over to the next fiscal year, if a pattern of denial exists, the Department Head must forward to the City Manager or designee a memorandum
1. Documenting the specific reasons as to why the employee cannot take leave during the fiscal year,
  2. Documenting the pattern of denial and the reasons for the denial,
  3. Attaching an agreement with the employee that the leave must be scheduled and taken in the subsequent fiscal year and

- 4. Providing assurance that this is an exception and will not be extended to the same employee on a repetitive basis.
- F. Annual leave will not be considered as time worked for overtime computation.
- G. Annual leave will not be granted in the advance of accrual.

### **6.3 REQUEST FOR LEAVE**

- A. Annual leave must be requested in writing on the appropriate City form(s) at least ten working days in advance of the leave. This time can increase or decrease as determined by the department head's requirements.
- B. Annual leave may be taken only after approval by the department head. Supervisors will arrange annual leave schedules and reallocate duties on such a basis as to cause minimum interference with normal functions and operations of the department.
- C. Annual leave may be used only as earned in accordance with this Policy.
- D. A Department Head's request for annual leave will be presented to the City Manager for approval.
- E. Refer to Section 8 for more specific requirements related to use of leave.

### **6.4 USE**

Annual leave may be granted for the following purposes:

- A. Vacation.
- B. Absences for transacting personal business, which cannot be conducted during off-duty hours.
- C. Religious holidays other than those designated by the City as official holidays.
- D. For uncovered portions of absences due to medical reasons once medical leave has been exhausted.
- E. Any scheduled absence from work not covered by other types of leave provisions established by these policies.

### **6.5 ACCUMULATION OF ANNUAL LEAVE**

An employee may accumulate annual leave not to exceed forty (40) days or three hundred twenty (320) hours (448 hours for non-exempt fire service employees). However, an employee can only accrue leave earned from the previous fiscal year plus the leave earned in the current fiscal year (See 6.02 C regarding forfeiture)

## **6.6 PAYMENT UPON SEPARATION**

- A. Employees who have satisfactorily completed his/her probationary period will be paid upon separation (except as noted in 6.06 B) for all of his/her accumulated annual leave up to a maximum of three hundred twenty (320) hours (448 hours for non-exempt fire service personnel), regardless of accrual rate. If an employee dies while in the service of the City, the payment shall be paid in any manner authorized by state law.
- B. Employees who are involuntarily separated (i.e., dismissed with cause) or employees who fail to meet the ten (10) day notice requirement for voluntary resignations shall not be entitled to annual leave pay, unless the City Manager or designee agrees to such payment. (See Section 9-12).

## **SECTION 7**

### **MEDICAL (SICK) LEAVE**

(rev. 10/18/08)

## **7.1 ELIGIBILITY AND RATE OF EARNING**

- A. Medical leave will be prorated based on regularly scheduled hours worked and paid within a pay period.
- B. Medical leave is accrued beginning the first pay period of employment. Medical leave may not be taken until the employee has satisfactorily completed his/her probationary period and is on regular status. Fire service employees, although on probation for one (1) full year, may use accrued leave after completion of six (6) months of service with the approval of the supervisor/department head.
- C. An employee does not earn medical leave when on leave without pay.
- D. Regular full time employees will earn or accrue medical leave at the rate of one work (1) day per calendar month worked for a total of twelve (12) per year, prorated on a biweekly basis.



1. For the regular full time employee (40 hour week), one (1) day equates to eight (8) hours.
  2. For non-exempt Fire Service employees, one day equates to eleven point two (11.2) hours. Note: Based on an average work week of fifty-six (56) hours-53 regular plus 3 FLSA overtime and calculated on a five day work week instead of the actual seven day work week.
- E. Regular part-time employees will earn or accrue medical leave based upon the number of scheduled hours worked per week:

SCHEDULED HOURS	PERCENTAGE
10 to 19 hours	25%
20 to 29 hours	50%
30 to 39 hours	75%

- F. Part-time, temporary and seasonal employees shall not accrue medical leave.

## **7.2 CHARGING LEAVE**

- A. Medical leave may be charged in increments of no less than one (1) hour, subject to the approval of the department head.
- B. Holidays, which occur during the period selected by the employee for medical leave, shall be charged against holiday leave and not to medical leave.
- C. Medical leave will not be considered as time worked for overtime computation.
- D. Medical leave will not be granted in advance of accrual.

## **7.3 REQUEST FOR LEAVE**

- A. To receive compensation while absent on medical leave, the employee shall notify his/her immediate supervisor or department head one-half (½) hour in advance of the scheduled reporting time. This provision may be waived by the department head if the employee submits evidence that giving such notification was not possible or practicable.
- B. Notification may be given in person, telephonically, by voice-mail or by means of e-mail (e-mail notification may be used when other forms of notifications are not available and emails shall be sent not only to box of immediate supervisor and department head, but to their department administrative staff person.).

- C. The department head may request, with cause, a physician's certificate to verify the illness of any employee on medical leave.
- D. Medical leave may be used only as earned in accordance with this policy.

#### **7.4 USE**

- A. Medical leave may be granted for the following purposes:
  - 1. Personal injury (non job related), pregnancy or illness of the employee.
  - 2. Medical, dental, optical or chiropractic examination or treatment when arranging the appointment for off-duty hours is not practical alternative for the employee.
  - 3. Exposure to contagious disease, which would endanger others as determined by a physician.
  - 4. Illness of a member of the employee's immediate family, which requires the personal care and attention of the employee. (See definition of immediate family in Section 2).

#### **7.5 ABUSE**

Falsification of medical leave requests or abuse of the privilege are cause for disciplinary action up to and including termination of employment.

#### **7.6 ACCUMULATION OF MEDICAL LEAVE**

An employee may accumulate medical leave on an unlimited basis.

#### **7.7 PAYMENT OF UNUSED MEDICAL LEAVE**

- A. Employees who have satisfactorily completed his/her probationary period will be paid upon separation (except as noted in 7.07 B) for all of his/her accumulated medical leave up to a maximum of three hundred twenty (320) hours (448 hours for non-exempt fire department personnel), regardless of accrual rate. If an employee dies while in the service of the City, the payment shall be paid in any manner authorized by law.
- B. Employees who are involuntarily separated (i.e., dismissed with cause) or employees who fail to meet the 10 day notice requirement for voluntary resignations shall not be entitled to medical leave pay unless the City Manager or designee agrees to such payment (See Section 9-12).

*E.*

- IV. Engineer

WWTP Design Bids were opened September 28, 2017. The four bids received ranged from a high of \$9.5M to a low of \$8M (attachment 1). The engineer's estimate was \$5M which was based on historical projects of similar scope and magnitude. According to the engineer, contractors and subcontractors are all busy. Indeed, two contractors we were hoping would bid the job were too busy because of committed workload and lack of skilled labor available in the marketplace to add the crews needed to handle the additional workload. The multiple hurricane impacts have also contributed to the high price based on the significant workload demand this has and continues to create. It is suggested that we do value engineering to see where we can trim from the project and rebid it at a later date.

**Marsh TB-behind 507 Granada Dr.** Received letter from SJRWMD July 8, 2016 via email. Met with Glenn Hertzog, 507 Granada Dr., July 15. Boundary staked by surveyor (\$3,175) week of July 25, 2016. Cleanup of marsh completed by Paradise Landscaping (\$6,800) 9/26/16. Mr. Hertzog now wants half of the marsh dredged to become part of lake and the other half adjacent to his home to be filled and sodded. (Prior estimate for dredging >\$200,000 included hauling off dredged spoil). This would require a permit modification from the SJRWMD. Emails regarding mitigation that SJRWMD will require were received but were not clear on what will be required to modify permit. Request from HDOA, HD Club regarding mitigation of Marsh TB. Revised quote from Cline solicited by HDOA, Glenn Hertzog, HD Club. Staff, along with consultant, PE Group, met with SJRWMD on May 25 in Palatka. Summary report with cost estimates for various options completed by PE Group. Deeding of Marsh TB to HDOA/HD Club under review. Met with Mike Gill of HDOA 7/27/17 to discuss DCDD's proposal to deed Marsh TB to HDOA.

At BOS meeting of August 11, 2017, a detailed plan of the proposed conversion of Marsh TB to an extension of Lake Granada is to be provided for review and approval by DCDD staff. Conducted site visit with PE group 8/10/17 to evaluate other marshes. Report under review. At direction of BOS during the September 22, 2017 meeting, staff is working to obtain quotes for marsh restoration. Met with PE Group October 3, 2017 and conducted a site visit. Consultant is preparing planting plan and specifications for bidding purposes. DCDD to determine access route; preference is through vacant lot. To avoid damage to the surrounding property by long reach excavator, the work will be done by hand and light equipment to minimize impacts to surrounding property. The site visit determined that it is currently too wet to plant. It is recommended that planting be delayed until at least March. Once conditions become favorable, it is anticipated that the work will take less than a week to complete. However, if access is through the golf course and the contractor is limited to Mondays when the course is closed, the time of completion would be extended.

#### **Irrigation Storage/Usage**

Design Project to pump storm water from the Hammock Dunes lake system is on hold.

Ceased pumping storm water from north lake system due to decreased demand for water for irrigation due to rainfall. We continue to receive about 1,500 gallons per minute of reclaimed water from the City of Palm Coast and with the amount of reclaimed generated at our facility and the intermittent use of our well to supplement our reclaimed water, we have been able to maintain adequate volume of reclaimed water in our storage ponds. We maintain a portable diesel powered pump we can quickly begin pumping from the storm water system should the need arise.

A routing study by the City of Palm Coast's consulting engineer for a new reuse water main that would increase the amount of reuse water DCDD could obtain from the City identified 6 routes which the City is reviewing. Met with City of Palm Coast staff September 7, 2017. City still looking at routing and have requested engineer to narrow down to a couple of the most favorable routes. They are currently looking at three routes (see attachment 2)

**Weir Structure** We received preliminary plans for weir gate next 7/24/17. Cost of gate is \$10K (not installed cost). Also have directed engineer to include weir structure design for the structure near Blue Heron Ln. Follow-up report indicates an estimated construction cost of \$25,000 to \$30,000 each (See Tab C in agenda package). Met with the engineer September 26, 2017 to go over report. A follow up meeting with SJRWMD is being scheduled. Coordination with Flagler County is needed due to the Malacompra Drainage Improvement Project.

**Storm Sewer Cleaning** Develop scope for additional cleaning and CCTV and solicit quotes from contractors.

**Bridge Inspection** Kisinger, Campo and Associates (KCA) performed the biennial inspection of the Hammock Dunes Bridge. A final report with the findings of the inspection has been issued. The final report indicates a Sufficiency Rating of 91.1 and a Health Index of 99.84. These benchmarks show improvement from the 2015 Inspection when the Sufficiency Rating and Health Index were 89.7 and 97.00, respectively. The Sufficiency Rating is a tool used to help determine when a bridge should be repaired or just replaced. The sufficiency ratings of bridges are part of a formula the Federal Highway Administration uses when it allocates federal funds to the states for bridge replacement. The Health Index is a tool used to measure the overall condition of a bridge. A health index below 85 generally indicates that some repairs are needed, although it doesn't mean the bridge is unsafe. Staff to review report findings and recommendations with KCA to identify priority items needing attention.

**Hurricane Irma** Water and Wastewater Treatment Plants remained operational throughout the storm. The reuse pump station was shut down prior to the storm. 14 of 24 wastewater pumping stations were however without power. Power was out from late 9/10/17 until 9/ 15/17 when power was restored to all but three pump stations. Power was fully restored by 9/18/17. Service was maintained throughout utilizing portable generator and portable pumps. No spills were reported. The reuse

pump station operation resumed on 9/14/17. Damages at the plant site were minimal. A rain gutter came off the building, some minor damage to soffit, roof tile missing, and damage to a storage room door. No problem with access across bridge after storm. Relocated a vehicle to Palm Coast Water Plant 1 prior to storm. Storm water system functioned well. No reported flooding, although some minor street flooding was likely due to the intensity of the storm. There is concern of flooding due to debris being placed in street and near or on drainage structures if we get a significant rainfall event. Debris removal should be expedited if possible. Advised property management of our concerns. We were notified of a sinkhole or depression on Northshore Dr. Preliminary investigation indicates it was not related to District underground utilities. The depression was backfilled and cordoned off temporarily to make it safe. We will inspect and TV sewer line next week to confirm preliminary investigation. Coordinating with property management. After cleaning and cctv inspection of the sewer main, it was determined that a conduit had been drilled through the sewer main causing the main to fill with dirt which then caused a void and subsequent depression in the road. The sewer main has been repaired and the road opened to traffic. Paving is being scheduled through our contractor to be completed ASAP. During the cleaning process several homeowners complained of back flush of water in their drains, sinks and toilets. There were 9 homes that were potentially affected. We notified the customers to inspect their homes and either have any necessary cleaning/restoration done by a contractor of their choice and we would reimburse them or to contact us and we would have the cleaning/restoration done by our contractor, Serve Pro.

**Crom Tank** Scheduled to drain tank for inspection on Oct. 2. After repairing superficial cracks and painting the tank, some blistering was observed that caused some concern as to whether the tank was leaking. The tank will be inspected, washed and disinfected prior to returning to service. Prior to the tank being drained, we will open our interconnection with the City of Palm Coast and supply water to our customers from the City supply. It is anticipated that we will be on the Palm Coast supply for a week beginning Oct. 1. Postponed until February (next scheduled Palm Coast free chlorination) due to the depression that was forecast for the September 30-October 2 timeframe.



**DCDD**

**WWTP Expansion**

**Project Number: 2017-01**

**BID TABULATION - Bid Opening Date: September 28, 2017**

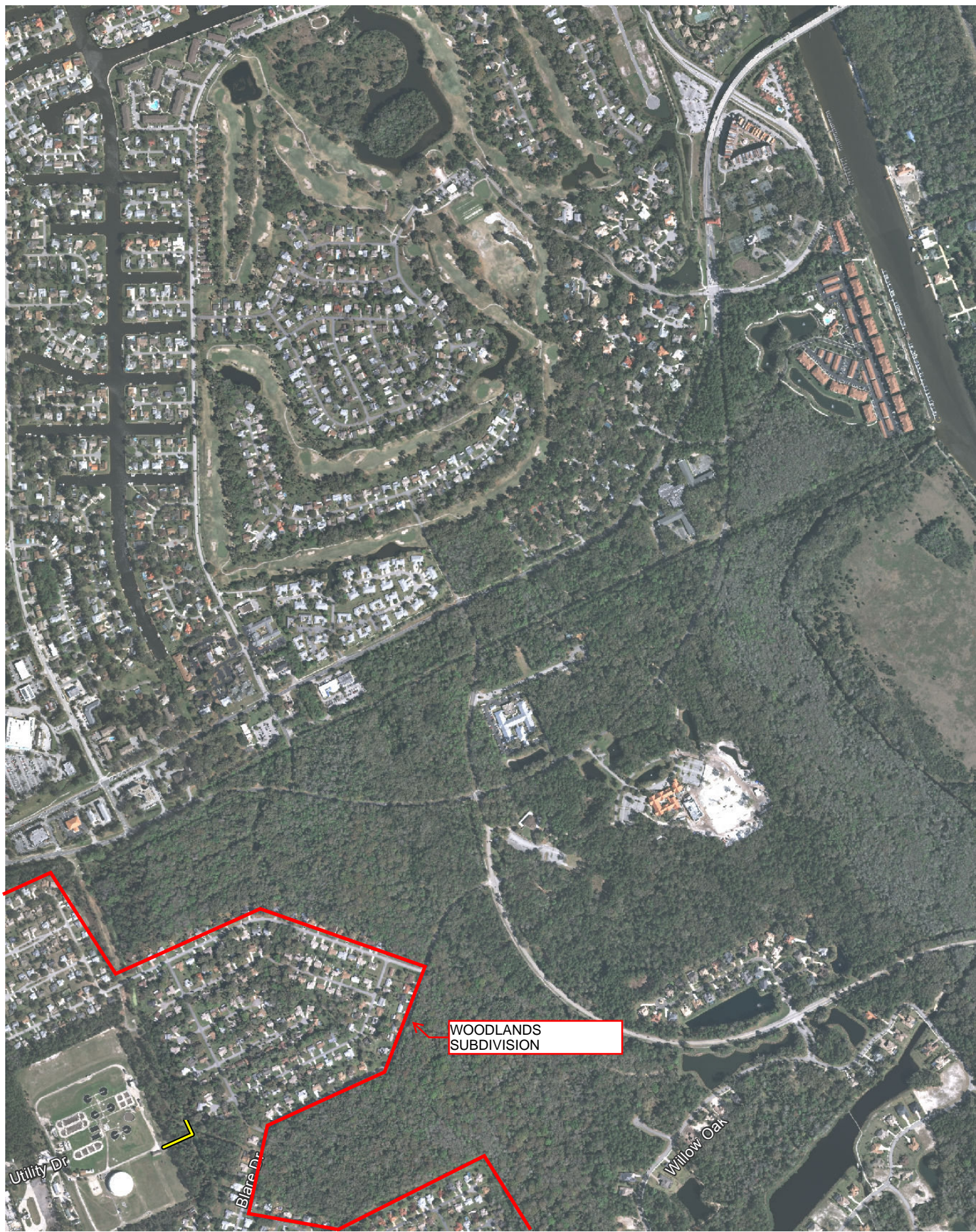
**SUMMARY**

<b>RANK</b>	<b>BIDDER</b>	<b>BID PRICE</b>
1	Petticoat-Schmitt Civil Contractors, Inc.	\$7,996,900.00
2	Sawcross, Inc.	\$8,427,000.00
3	Reynolds Construction, LLC	\$9,279,000.00
4	TLC Diversified, Inc.	\$9,547,777.00









Path: P:\p61228\FLUCS B.mxd



Scale: 1" = 1,000'
Date: 6/7/2017
Photo Date: 2014
Project No. P61228
Biologist: AED      GIS: RCO



# PRELIMINARY VEGETATION AND LAND USE MAP ALIGNMENT 2

SECTIONS 8, 9, 17, 38, 41, 42, 44-47, TOWNSHIP 11 SOUTH, RANGE 31 EAST  
FLAGLER COUNTY, FLORIDA

**FIGURE  
4B**





Path: P:\p61228\FLUCS C.mxd



Scale: 1" = 1,000'
Date: 6/7/2017
Photo Date: 2014
Project No. P61228
Biologist: AED GIS: RCO



PRELIMINARY VEGETATION AND LAND USE MAP  
ALIGNMENT 3

SECTIONS 8, 9, 17, 38, 41, 42, 44-47, TOWNSHIP 11 SOUTH, RANGE 31 EAST  
FLAGLER COUNTY, FLORIDA

FIGURE  
4C





APPROXIMATE  
ALIGNMENT #4  
LOCATION

WOODLANDS  
SUBDIVISION

Path: P:\p61228\FUCCS D.mxd



Scale: 1" = 1,000'
Date: 6/7/2017
Photo Date: 2014
Project No. P61228
Biologist: AED GIS: RCO



PRELIMINARY VEGETATION AND LAND USE MAP  
ALIGNMENT 4

SECTIONS 8, 9, 17, 38, 41, 42, 44-47, TOWNSHIP 11 SOUTH, RANGE 31 EAST  
FLAGLER COUNTY, FLORIDA

FIGURE  
4D



*F.*

**DUNES COMMUNITY DEVELOPMENT DISTRICT  
HAMMOCK DUNES TOLL BRIDGE  
2016-2017 TRAFFIC & REVENUE REPORT  
SEPTEMBER 2017 ONE-WAY**

	TRAFFIC DATA				CASH RECEIPTS DATA				
	TOTAL## VEHICLE TRIPS	AVERAGE## DAILY TRIPS	% OF BUDGET TRIP/DAY	% CHANGE TO PRIOR YEAR	CASH TOLLS PAID (FULL FARE)	PREPAID ACCOUNTS CASH REC'D.	TOTAL CASH RECEIVED	% OF BUDGET REVENUE	% CHANGE TO PRIOR YEAR
OCTOBER 2016	125,531	4,049	86.94%	-3.56%	\$73,785.00	\$50,379.50	\$124,164.50	92.26%	-1.68%
NOVEMBER 2016	136,607	4,554	97.77%	10.99%	\$77,365.00	\$48,737.50	\$126,102.50	93.70%	10.76%
DECEMBER 2016	137,403	4,432	95.17%	5.51%	\$78,477.00	\$53,622.00	\$132,099.00	98.15%	2.87%
JANUARY 2017	138,697	4,474	96.06%	9.73%	\$71,490.50	\$56,785.50	\$128,276.00	95.31%	12.09%
FEBRUARY 2017	139,383	4,978	106.88%	3.85%	\$75,565.25	\$52,251.50	\$127,816.75	94.97%	1.08%
MARCH 2017	166,512	5,371	115.33%	2.38%	\$101,435.25	\$62,062.00	\$163,497.25	121.48%	-1.21%
APRIL 2017	159,769	5,326	114.34%	6.70%	\$100,757.00	\$56,514.00	\$157,271.00	116.86%	7.10%
MAY 2017	155,483	5,016	107.69%	4.27%	\$93,786.00	\$57,812.00	\$151,598.00	112.64%	0.14%
JUNE 2017	151,779	5,059	108.63%	6.25%	\$99,518.50	\$54,461.00	\$153,979.50	114.41%	2.98%
JULY 2017	161,106	5,197	111.58%	4.39%	\$112,923.50	\$50,597.50	\$163,521.00	121.50%	-2.97%
AUGUST 2017	147,638	4,763	102.25%	14.95%	\$85,510.50	\$57,140.00	\$142,650.50	105.99%	16.50%
SEPTEMBER 2017	70,249	2,342	50.28%	-45.31%	\$41,840.25	\$27,474.00	\$69,314.25	51.50%	-43.39%
YEAR TO DATE	1,690,157	4,631	99.43%	1.27%	\$1,012,453.75	\$627,836.50	\$1,640,290.25	101.57%	-0.80%

**## NOTE: Trip counts and tolls are actual for one-way collection system.**

**PREPAID ACCOUNT PAYMENT ANALYSIS:**

	CASH	CHARGE CARDS	LESS EST. CH. CARD DISCOUNT	TOTAL	"BONUS" DOLLARS ADDED	TOTAL TOLL CREDIT ISSUED	BONUS \$ AS % OF PAYMENT	## EFFECTIVE TOLL FOR 2 AXLES	NUMBER OF ACTIVE ACCOUNTS
OCTOBER 2016	\$12,603.00	\$37,776.50	(\$1,606.00)	\$48,773.50	\$149,614.00	\$199,993.50	306.75%	\$0.493	18,022
NOVEMBER 2016	\$9,281.00	\$39,456.50	(\$1,677.00)	\$47,060.50	\$144,258.00	\$192,995.50	306.54%	\$0.493	18,166
DECEMBER 2016	\$12,213.00	\$41,409.00	(\$1,760.00)	\$51,862.00	\$159,324.00	\$212,946.00	307.21%	\$0.492	18,307
JANUARY 2017	\$13,201.00	\$43,584.50	(\$1,852.00)	\$54,933.50	\$169,196.00	\$225,981.50	308.00%	\$0.491	18,505
FEBRUARY 2017	\$11,201.00	\$41,050.50	(\$1,745.00)	\$50,506.50	\$155,506.50	\$207,772.00	307.92%	\$0.491	18,678
MARCH 2017	\$14,835.00	\$47,227.00	(\$2,007.00)	\$60,055.00	\$184,355.00	\$246,417.00	306.98%	\$0.492	18,883
APRIL 2017	\$12,780.00	\$43,734.00	(\$1,859.00)	\$54,655.00	\$168,079.00	\$224,593.00	307.53%	\$0.492	19,082
MAY 2017	\$10,361.00	\$47,451.00	(\$2,017.00)	\$55,795.00	\$171,729.00	\$229,541.00	307.79%	\$0.491	19,283
JUNE 2017	\$11,378.00	\$43,083.00	(\$1,831.00)	\$52,630.00	\$161,943.00	\$216,404.00	307.70%	\$0.491	19,503
JULY 2017	\$10,529.00	\$40,068.50	(\$1,703.00)	\$48,894.50	\$150,994.50	\$201,592.00	308.82%	\$0.490	19,707
AUGUST 2017	\$12,724.00	\$44,416.00	(\$1,888.00)	\$55,252.00	\$131,139.00	\$188,279.00	237.35%	\$0.593	19,896
SEPTEMBER 2017	\$6,730.00	\$20,744.00	(\$882.00)	\$26,592.00	\$0.00	\$27,474.00	0.00%	\$1.955	19,975
YEAR TO DATE	\$137,836.00	\$490,000.50	(\$20,827.00)	\$607,009.50	\$1,746,152.00	\$2,373,988.50	287.66%	\$0.516	19,975

	TOTAL VEHICLE TRIPS	AVERAGE DAILY TRIPS	% OF BUDGET TRIP/DAY	% CHANGE TO PRIOR YEAR	CASH TOLLS PAID (FULL FARE)	PREPAID ACCOUNTS CASH REC'D.	TOTAL CASH RECEIVED	Insert new data in column or space	
2016 - 2017									
BUDGET REVENUE	\$1,615,000								
MONTH BUDGET	\$134,583								
ANNUAL TRIPS	1,700,000								
DAILY TRIPS	4,658								
								Correction	
Sep-16	128,440	4,281	96.46%	8.48%	\$74,775.00	\$47,670.00	\$122,445.00	95.47%	3.29%

**DUNES COMMUNITY DEVELOPMENT DISTRICT  
HAMMOCK DUNES TOLL BRIDGE  
2016 - 2017 ESTIMATED PER TRIP TOLL RATE  
SEPTEMBER 2017 ONE-WAY**

	Oct 2016	Nov 2016	Dec 2016	Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	Jun 2017	Jul 2017	Aug 2017	Sep 2017	Year to date
Veh. trips - 2 axle	121,974	133,323	134,535	135,713	136,488	162,987	156,384	151,700	147,842	157,525	143,910	68,445	1,650,826
Veh. trips - 3 axle	1,974	1,933	1,660	1,704	1,639	1,930	1,926	1,983	2,081	1,996	2,104	989	21,919
Veh. trips - 4 axle	1,150	1,055	941	1,077	1,028	1,241	1,129	1,448	1,500	1,180	1,268	576	13,593
Veh. trips - 5 axle	433	296	267	203	228	354	330	352	356	405	356	239	3,819
Total Vehicles	125,531	136,607	137,403	138,697	139,383	166,512	159,769	155,483	151,779	161,106	147,638	70,249	1,690,157
Less prepaid trips	(89,811)	(98,847)	(98,933)	(103,716)	(102,390)	(116,822)	(110,339)	(108,666)	(103,164)	(105,689)	(105,820)	(50,167)	(1,194,364)
Cash Trips	35,720	37,760	38,470	34,981	36,993	49,690	49,430	46,817	48,615	55,417	41,818	20,082	495,793
% Cash to Prepaid trips	28%	28%	28%	25%	27%	30%	31%	30%	32%	34%	28%	29%	29%
Prepaid \$ value-est.	44,277	48,732	48,675	51,028	50,376	57,476	54,287	53,464	50,757	51,999	52,910	25,886	589,866
Cash toll \$ value	73,785	77,365	78,477	71,491	75,565	101,435	100,757	93,786	99,064	112,490	85,313	40,975	1,010,502
Total est. trip \$	118,062	126,097	127,152	122,519	125,941	158,912	155,044	147,250	149,821	164,488	138,223	66,861	\$1,600,368
% \$ Rev. Cash to Prepaid	62%	61%	62%	58%	60%	64%	65%	64%	66%	68%	62%	61%	63%
Est. per Trip \$	\$0.940	\$0.923	\$0.925	\$0.883	\$0.904	\$0.954	\$0.970	\$0.947	\$0.987	\$1.021	\$0.936	\$0.952	\$0.947
Effective toll for 2 axle vehicles based on current month payments on Prepaid Accounts: This rate times prepaid trips is used to derive monthly "Prepaid \$ value-est"													
Ppd. \$ per trip	\$0.493	\$0.493	\$0.492	\$0.492	\$0.492	\$0.492	\$0.492	\$0.492	\$0.492	\$0.492	\$0.500	\$0.516	\$0.494
Avg. \$ per cash trip	\$2.066	\$2.049	\$2.040	\$2.044	\$2.043	\$2.041	\$2.038	\$2.003	\$2.038	\$2.030	\$2.040	\$2.040	\$2.038

**## NOTE: Trip counts and tolls are actual for one-way collection system.**

Insert new data in column or  
space

Correction

xc

10/2/2017 ^

# TRAFFIC COMPARISON YEAR/YEAR STARTING 2016

	2015-2016			2016-2017			2017-2018			2018-2019			2019-2020		
	TOTAL##	AVERAGE##	VEHICLE	TOTAL##	AVERAGE##	% INCREASE OR DECREASE MAX MONTH	TOTAL##	AVERAGE##	% INCREASE OR DECREASE MAX MONTH	TOTAL##	AVERAGE##	% INCREASE OR DECREASE MAX MONTH	TOTAL##	AVERAGE##	% INCREASE OR DECREASE MAX MONTH
	TRIPS	DAILY TRIPS		TRIPS	DAILY TRIPS		TRIPS	DAILY TRIPS		TRIPS	DAILY TRIPS		TRIPS	DAILY TRIPS	
OCTOBER	130,160	4,199		125,531	4,049	-3.56%			0.00%						
NOVEMBER	123,076	4,103		136,607	4,554	9.91%			0.00%						
DECEMBER	130,222	4,201		137,403	4,432	5.23%			0.00%						
JANUARY	126,398	4,077		138,697	4,474	8.87%			0.00%						
FEBRUARY	134,218	4,628		139,383	4,978	7.03%			0.00%						
MARCH	162,643	5,247		166,512	5,371	2.32%			0.00%						
APRIL	149,731	4,991		159,769	5,326	6.29%			0.00%						
MAY	149,118	4,810		155,483	5,016	4.10%			0.00%						
JUNE	142,852	4,762		151,779	5,059	5.88%			0.00%						
JULY	154,327	4,978		161,106	5,197	4.21%			0.00%						
AUGUST	137,834	4,446		147,638	4,763	6.65%			0.00%						
SEPTEMBER	128,440	4,281		70,249	2,342	-82.81%			0.00%						
YEAR TO DATE	1,669,019	4,560		1,690,157	4,631	1.53%	0	0		0	0		0	0	

	2020-2021			2021-2022			2022-2023			2023-2024			2024-2025		
	TOTAL##	AVERAGE##	VEHICLE	TOTAL##	AVERAGE##	% INCREASE OR DECREASE MAX MONTH	TOTAL##	AVERAGE##	% INCREASE OR DECREASE MAX MONTH	TOTAL##	AVERAGE##	% INCREASE OR DECREASE MAX MONTH	TOTAL##	AVERAGE##	% INCREASE OR DECREASE MAX MONTH
	TRIPS	DAILY TRIPS		TRIPS	DAILY TRIPS		TRIPS	DAILY TRIPS		TRIPS	DAILY TRIPS		TRIPS	DAILY TRIPS	
OCTOBER															
NOVEMBER															
DECEMBER															
JANUARY															
FEBRUARY															
MARCH															
APRIL															
MAY															
JUNE															
JULY															
AUGUST															
SEPTEMBER						0									
YEAR TO DATE	0	0		0	0		0	0		0	0		0	0	

MAXIMUM MONTH



*G.*

*Dunes*  
*Community Development District*

*Unaudited Financial Statements*  
*as of*  
*August 31, 2017*

*Board of Supervisors Meeting*  
*October 13, 2017*

# **Dunes Community Development District**

## **BALANCE SHEET**

*August 31, 2017*

	<b><u>Major Fund</u></b>
	<b><u>General</u></b>
<b><u>ASSETS:</u></b>	
Cash	\$24,125
Investments	\$151,556
Prepays	\$510
<b>                    TOTAL ASSETS</b>	<b><u><u>\$176,191</u></u></b>
<b><u>LIABILITIES AND FUND BALANCES:</u></b>	
Liabilities:	
Accounts Payable	\$8,562
Due to Other Funds	\$85
<b>                    TOTAL LIABILITIES</b>	<b><u><u>\$8,648</u></u></b>
Fund Balances:	
Assigned:	
Current year's expenditures	\$136,691
Unassigned	\$30,342
<b>                    TOTAL FUND BALANCES</b>	<b><u><u>\$167,543</u></u></b>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b><u><u>\$176,191</u></u></b>

**DUNES COMMUNITY DEVELOPMENT DISTRICT**  
**General Fund**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
For the Period Ending August 31, 2017

EXPENSE CODE	DESCRIPTION	GENERAL FUND BUDGET	PRORATED BUDGET THRU 8/31/17	ACTUAL THRU 8/31/17	VARIANCE
<b>REVENUES:</b>					
001.300.31900.10000	Maintenance Taxes	\$167,000	\$167,000	\$166,808	(\$192)
001.300.36100.11000	Interest Income	\$0	\$0	\$1,893	\$1,893
<b>TOTAL REVENUES</b>		<b>\$167,000</b>	<b>\$167,000</b>	<b>\$168,701</b>	<b>\$1,701</b>
<b>EXPENDITURES:</b>					
<i>Administrative</i>					
001.310.51300.11000	Supervisor Fees	\$14,000	\$12,833	\$10,000	\$2,833
001.310.51300.21000	FICA Expense	\$1,071	\$982	\$765	\$217
001.310.51300.31100	Engineering	\$5,000	\$4,583	\$0	\$4,583
001.310.51300.31500	Attorney	\$10,000	\$9,167	\$10,250	(\$1,083)
001.310.51300.32000	Collection Fees/Payment Discount	\$12,000	\$12,000	\$9,364	\$2,636
001.310.51300.32200	Annual Audit	\$4,000	\$4,000	\$3,200	\$800
001.310.51300.34000	Management Fees	\$10,000	\$9,167	\$9,167	\$0
001.310.51300.35100	Computer Time	\$1,000	\$917	\$1,242	(\$325)
001.310.51300.40000	Travel Expenses	\$2,400	\$2,200	\$36	\$2,164
001.310.51300.42000	Postage & Express Mail	\$3,000	\$2,750	\$2,275	\$475
001.310.51300.42500	Printing	\$2,000	\$1,833	\$1,469	\$365
001.310.51300.45000	Insurance	\$12,000	\$10,912	\$10,912	\$0
001.310.51300.48000	Advertising Legal & Other	\$1,500	\$1,375	\$734	\$641
001.310.51300.49000	Bank Charges	\$500	\$458	\$450	\$8
001.310.51300.49100	Contingencies	\$4,000	\$4,000	\$4,204	(\$204)
001.310.51300.51000	Office Supplies	\$2,000	\$1,833	\$209	\$1,624
001.310.51300.54000	Dues, Licenses & Subscriptions	\$2,000	\$1,833	\$364	\$1,469
001.320.53800.12000	Salaries	\$103,814	\$95,828	\$95,692	\$136
001.320.53800.21000	FICA Taxes	\$8,895	\$8,211	\$8,110	\$101
001.320.53800.22000	Pension Expense	\$6,229	\$4,672	\$4,239	\$433
001.320.53800.23000	Health Insurance Benefits	\$14,382	\$13,184	\$12,565	\$618
001.320.53800.24000	Workers Comp Insurance	\$1,600	\$1,467	\$1,302	\$165
<b>TOTAL ADMINISTRATIVE</b>		<b>\$221,391</b>	<b>\$204,204</b>	<b>\$186,549</b>	<b>\$17,655</b>
<i>General System Maintenance</i>					
001.320.53800.43000	Electric (7 Aerators)	\$15,000	\$13,750	\$11,375	\$2,375
001.320.53800.46500	Lake Maintenance	\$26,000	\$23,833	\$13,046	\$10,787
001.320.53800.46200	Landscaping	\$24,000	\$22,000	\$21,904	\$96
001.320.53800.52100	Grass Carp	\$3,000	\$2,750	\$0	\$2,750
001.320.53800.46700	Storm Drain System Maintenance	\$130,000	\$93,171	\$93,171	\$0
001.320.53800.46000	Building Maintenance	\$15,000	\$13,750	\$12,064	\$1,686
001.320.53800.46300	Tree & Shrub Removal	\$10,000	\$9,167	\$3,150	\$6,017
001.320.53800.49200	R&M-Floating Fountains	\$10,300	\$9,442	\$9,952	(\$510)
001.320.53800.49300	R&R-Equipment	\$5,000	\$4,583	\$831	\$3,753
001.320.53800.64000	Capital Improvements	\$17,000	\$15,583	\$16,959	(\$1,376)
<b>TOTAL GENERAL SYSTEM MAINTENANCE</b>		<b>\$255,300</b>	<b>\$208,029</b>	<b>\$182,451</b>	<b>\$25,578</b>
<b>TOTAL EXPENDITURES</b>		<b>\$476,691</b>	<b>\$412,233</b>	<b>\$369,000</b>	<b>\$43,233</b>
<i>Other Sources and Uses</i>					
001.300.58100.10000	Interfund Transfer	\$173,000	\$173,000	\$173,000	\$0
<b>TOTAL OTHER SOURCES AND USES</b>		<b>\$173,000</b>	<b>\$173,000</b>	<b>\$173,000</b>	<b>\$0</b>
<b>EXCESS REVENUES</b>		<b>(\$136,691)</b>		<b>(\$27,299)</b>	
<b>FUND BALANCE - BEGINNING</b>		<b>\$136,691</b>		<b>\$194,842</b>	
<b>FUND BALANCE - ENDING</b>		<b>\$0</b>		<b>\$167,543</b>	

# **DUNES COMMUNITY DEVELOPMENT DISTRICT**

## **STATEMENT OF NET POSITION - PROPRIETARY FUNDS**

August 31, 2017

	<b>Major Funds</b>		
	<b>Water, Sewer and Effluent Reuse Enterprise Fund</b>	<b>Intracoastal Waterway Bridge Enterprise Fund</b>	<b>Total</b>
<b>ASSETS:</b>			
Current Assets:			
Cash and Cash Equivalents:			
Cash - Operating Account	\$76,134	\$245,785	\$321,919
Cash - On Hand	---	\$2,800	\$2,800
Petty Cash	---	\$1,130	\$1,130
Investments:			
State Board - Surplus Funds	\$10,706,308	\$10,073,125	\$20,779,433
State Board - Community Projects	---	\$1,394,436	\$1,394,436
Receivables			
Utility Billing	\$315,792	---	\$315,792
Due from Other Funds	\$85	\$3,228	\$3,313
Noncurrent Assets:			
Prepays	\$7,583	\$25,472	\$33,055
Deposits	\$1,000	---	\$1,000
Capital Assets:			
Land	\$875,488	\$85,000	\$960,488
Plant-Expansion (Net)	\$5,902,693	---	\$5,902,693
Maintenance Building (Net)	\$55,697	---	\$55,697
Equipment (Net)	\$153,039	\$34,932	\$187,971
Roadways (Net)	---	\$1,729,096	\$1,729,096
Bridge Facility (Net)	---	\$5,207,805	\$5,207,805
Improvements Other than Buildings (Net)	\$17,373,977	---	\$17,373,977
Meters in the Field/Inventory (Net)	\$1	---	\$1
Construction in Progress	\$78,839	\$156,545	\$235,385
<b>TOTAL ASSETS</b>	<b>\$35,546,637</b>	<b>\$18,959,356</b>	<b>\$54,505,993</b>
<b>LIABILITIES:</b>			
Current Liabilities:			
Accounts Payable	\$76,407	\$8,624	\$85,031
Due to Other Funds	\$3,228	---	\$3,228
Noncurrent Liabilities:			
Utility Deposits	\$1,347	---	\$1,347
Customer Refunds Due	\$3,350	---	\$3,350
Prepaid Connection Fees	\$849,673	---	\$849,673
Deferred Toll Revenue	---	\$2,038,240	\$2,038,240
<b>TOTAL LIABILITIES</b>	<b>\$934,005</b>	<b>\$2,046,864</b>	<b>\$2,980,869</b>
<b>NET POSITION</b>			
Net Invested in Capital Assets	\$24,360,894	\$5,327,738	\$29,688,631
Restricted for Community Projects <sup>(1)</sup>	---	\$1,543,226	\$1,543,226
Unrestricted	\$10,251,738	\$10,041,528	\$20,293,267
<b>TOTAL NET POSITION</b>	<b>\$34,612,632</b>	<b>\$16,912,492</b>	<b>\$51,525,124</b>

<sup>(1)</sup> Bridge Interlocal Agreement with County.

**DUNES COMMUNITY DEVELOPMENT DISTRICT**  
**Water and Sewer Fund-Proprietary Fund**  
**Statement of Revenues, Expenses and Changes in Net Position**  
For the Period Ending August 31, 2017

EXPENDITURE CODE	DESCRIPTION	WATER/SEWER FUND BUDGET	PRORATED BUDGET THRU 8/31/17	ACTUAL THRU 8/31/17	VARIANCE
<b>OPERATING REVENUES:</b>					
041.300.34300.30000	Water Revenue	\$994,666	\$911,777	\$955,227	\$43,450
041.300.34300.50000	Sewer Revenue	\$882,985	\$809,403	\$790,579	(\$18,824)
041.300.34300.76000	Irrigation/Effluent	\$1,096,489	\$1,005,115	\$1,272,168	\$267,053
041.300.34300.10000	Meter Fees	\$20,000	\$18,333	\$37,357	\$19,023
041.300.34300.10100	Connection Fees - W, S & I (75 units)	\$36,000	\$33,000	\$20,104	(\$12,896)
041.300.36900.10000	CPC Effluent Agreement	\$40	\$37	\$0	(\$37)
041.300.34900.10200	Backflow Preventor/Misc.	\$100	\$92	\$1,050	\$958
041.300.36900.10000	Misc. Income / Penalty	\$15,000	\$13,750	\$9,225	(\$4,525)
<b>TOTAL OPERATING REVENUES</b>		<b>\$3,045,280</b>	<b>\$2,791,507</b>	<b>\$3,085,709</b>	<b>\$294,203</b>
<b>OPERATING EXPENSES</b>					
<i>Administrative</i>					
041.310.51300.31100	Engineering	\$50,000	\$45,833	\$6,750	\$39,083
041.310.51300.31500	Attorney	\$35,000	\$32,083	\$17,391	\$14,692
041.310.51300.32200	Annual Audit	\$9,000	\$9,000	\$7,200	\$1,800
041.310.51300.34000	Management Fees	\$19,000	\$17,417	\$17,417	\$0
041.310.51300.40000	Travel Expenses	\$15,000	\$13,750	\$14,126	(\$376)
041.310.51300.42000	Postage & Express Mail	\$6,000	\$5,500	\$4,018	\$1,482
041.310.51300.42500	Printing & Mailing Utility Bills	\$17,500	\$16,042	\$14,133	\$1,908
041.310.51300.48000	Advertising Legal & Other	\$2,500	\$2,292	\$760	\$1,532
041.310.51300.49000	Bank Charges	\$9,000	\$8,250	\$8,715	(\$465)
041.310.51300.49100	Contingencies	\$20,000	\$18,333	\$36,793	(\$18,460)
041.310.51300.51000	Office Supplies and Equipment	\$15,000	\$13,750	\$11,063	\$2,687
041.310.51300.54000	Dues, Licenses & Subscriptions	\$6,000	\$5,500	\$7,369	(\$1,869)
041.310.51300.54200	Permits Fees WTP & WWTP	\$15,000	\$13,750	\$6,600	\$7,150
041.310.51300.55000	Land Leases & Easement Fees	\$12,000	\$11,000	\$11,034	(\$34)
041.310.53600.12000	Salaries	\$707,093	\$652,701	\$651,318	\$1,383
041.310.53600.21000	FICA Taxes	\$59,017	\$54,477	\$54,693	(\$216)
041.310.53600.22000	Pension Plan	\$32,183	\$24,137	\$23,576	\$562
041.310.53600.23000	Insurance Benefits (Medical)	\$172,781	\$158,383	\$154,203	\$4,179
041.310.53600.24000	Workers Compensation Insurance	\$14,400	\$13,200	\$9,925	\$3,275
041.310.53600.25000	Unemployment Benefits	\$5,000	\$4,583	\$0	\$4,583
041.310.53600.32480	Bad Debt Expense	\$0	\$0	\$29	(\$29)
041.310.53600.41000	Telephone	\$17,000	\$15,583	\$15,359	\$224
041.310.53600.44000	Equipment Rentals & Leases	\$4,000	\$3,667	\$3,359	\$308
041.310.53600.45000	Insurance	\$78,000	\$71,214	\$71,214	\$0
041.310.53600.46100	Repair and Maintenance for Vehicles	\$8,000	\$7,333	\$9,851	(\$2,517)
041.310.53600.52000	Supplies/Equipment General	\$4,000	\$3,667	\$4,077	(\$411)
041.310.53600.52010	Tools	\$3,000	\$2,750	\$2,087	\$663
041.310.53600.52055	Uniforms/Supplies/Services	\$7,000	\$6,731	\$6,731	\$0
041.310.53600.52100	Fuel for Vehicles	\$8,000	\$7,333	\$7,727	(\$394)
041.310.53600.54100	Training & Travel Expenses	\$8,000	\$7,333	\$9,421	(\$2,087)
<b>TOTAL ADMINISTRATIVE</b>		<b>\$1,358,474</b>	<b>\$1,245,593</b>	<b>\$1,186,939</b>	<b>\$58,654</b>

**DUNES COMMUNITY DEVELOPMENT DISTRICT**  
**Water and Sewer Fund-Proprietary Fund**  
**Statement of Revenues, Expenses and Changes in Net Position**  
For the Period Ending August 31, 2017

EXPENDITURE CODE	DESCRIPTION	WATER/SEWER FUND BUDGET	PRORATED BUDGET THRU 8/31/17	ACTUAL THRU 8/31/17	VARIANCE
<u>Water System</u>					
041.320.53600.34800	Water Quality Testing	\$20,000	\$18,333	\$18,208	\$125
041.320.53600.43000	Electric	\$100,000	\$91,667	\$111,427	(\$19,760)
041.320.53600.43100	Bulk Water Purchases	\$20,000	\$18,333	\$31	\$18,302
041.320.53600.44000	Equipment Rentals & Leases	\$1,000	\$917	\$0	\$917
041.320.53600.46000	Plant Maintenance Repair and Equipment	\$65,000	\$59,583	\$92,252	(\$32,669)
041.320.53600.46050	Distribution System Maintenance Repair and Equipment	\$20,000	\$18,333	\$22,974	(\$4,641)
041.320.53600.52000	Plant Operating Supplies	\$15,000	\$13,750	\$12,713	\$1,037
041.320.53600.52200	Chlorine & Other Chemicals	\$160,000	\$146,667	\$161,400	(\$14,733)
041.320.53600.61000	Meters New & Replacement	\$15,000	\$13,750	\$0	\$13,750
<b>TOTAL WATER SYSTEM</b>		<b>\$416,000</b>	<b>\$381,333</b>	<b>\$419,006</b>	<b>(\$37,673)</b>
<u>Sewer System</u>					
041.330.53600.34800	Water Quality Testing	\$20,000	\$18,333	\$10,014	\$8,319
041.330.53600.34900	Sludge Disposal	\$15,000	\$13,750	\$7,600	\$6,150
041.330.53600.43000	Electric	\$50,000	\$45,833	\$39,729	\$6,104
041.330.53600.44000	Equipment Rentals & Leases	\$3,000	\$2,750	\$0	\$2,750
041.330.53600.46000	Plant Maintenance Repair and Equipment	\$50,000	\$45,833	\$48,389	(\$2,556)
041.330.53600.46050	Collection System Maintenance Repair and Equipment	\$20,000	\$18,333	\$13,495	\$4,839
041.330.53600.46075	Lift Station Repair and Maintenance	\$35,000	\$32,083	\$58,675	(\$26,591)
041.330.53600.52000	Plant Operating Supplies	\$15,000	\$13,750	\$8,499	\$5,251
041.330.53600.52200	Chlorine & Other Chemicals	\$35,000	\$32,083	\$32,322	(\$238)
<b>TOTAL SEWER SYSTEM</b>		<b>\$243,000</b>	<b>\$222,750</b>	<b>\$218,722</b>	<b>\$4,028</b>
<u>Irrigation System</u>					
041.340.53600.34800	Water Quality Testing	\$5,000	\$4,583	\$0	\$4,583
041.340.53600.43000	Electric	\$36,000	\$33,000	\$44,988	(\$11,988)
041.340.53600.43300	Effluent (Reclaimed Water) Purchases	\$135,000	\$123,750	\$150,226	(\$26,476)
041.340.53600.44000	Equipment Rentals & Leases	\$1,000	\$917	\$7,726	(\$6,809)
041.340.53600.46000	Plant Maintenance Repair and Equipment	\$40,000	\$36,667	\$23,498	\$13,168
041.340.53600.46050	Distribution System Maintenance Repair/Equip.	\$20,000	\$18,333	\$26,857	(\$8,524)
041.340.53600.61000	Meters New & Replacement	\$10,000	\$9,167	\$18,925	(\$9,759)
<b>TOTAL IRRIGATION SYSTEM</b>		<b>\$247,000</b>	<b>\$226,417</b>	<b>\$272,220</b>	<b>(\$45,803)</b>
<u>Contribution to Reserves</u>					
041.310.51300.63100	Renewal and Replacement	\$200,000	\$183,333	\$112,063	\$71,271
<b>TOTAL CONTRIBUTIONS TO RESERVES</b>		<b>\$200,000</b>	<b>\$183,333</b>	<b>\$112,063</b>	<b>\$71,271</b>
<b>TOTAL OPERATING EXPENSES</b>		<b>\$2,464,474</b>	<b>\$2,259,427</b>	<b>\$2,208,950</b>	<b>\$50,476</b>
<b>OPERATING INCOME (LOSS)</b>		<b>\$580,806</b>		<b>\$876,759</b>	
<u>NON OPERATING REVENUE (EXPENSES)</u>					
041.300.36900.10200	Non Operating Revenue - Capital Expansion	\$2,636,604	\$2,416,887	\$0	(\$2,416,887)
041.300.22300.10000	Connection Fees - W/S	(\$28,000)	(\$25,667)	\$0	\$25,667
041.300.36100.10000	Interest Income	\$40,000	\$36,667	\$98,834	\$62,167
041.310.51300.64000	Capital Improvements	(\$3,149,410)	(\$2,886,959)	(\$297,209)	\$2,589,750
041.300.58100.10000	Contribution to General Fund	(\$80,000)	(\$80,000)	(\$80,000)	\$0
<b>TOTAL NON OPERATING REVENUE (EXPENSES)</b>		<b>(\$580,806)</b>	<b>(\$539,072)</b>	<b>(\$278,375)</b>	<b>\$260,697</b>
<b>CHANGE IN NET POSITION</b>		<b>\$0</b>		<b>\$598,384</b>	
<b>RETAINED EARNINGS-BEGINNING</b>		<b>\$0</b>		<b>\$28,156,743</b>	
<b>RETAINED EARNINGS-ENDING</b>		<b>\$0</b>		<b>\$28,755,126</b>	

**DUNES COMMUNITY DEVELOPMENT DISTRICT**  
**Bridge Fund - Proprietary Fund**  
**Statement of Revenues, Expenses and Changes in Net Position**  
For the Period Ending August 31, 2017

EXPENSE CODE	DESCRIPTION	BRIDGE FUND BUDGET	PRORATED BUDGET THRU 8/31/17	ACTUAL THRU 8/31/17	VARIANCE
<b>OPERATING REVENUES:</b>					
042.300.34900.10000	Toll Collections/Book Sales	\$1,615,000	\$1,480,417	\$1,572,275	\$91,858
042.300.36900.10000	Miscellaneous Income	\$5,000	\$4,583	\$12,000	\$7,417
<b>TOTAL OPERATING REVENUES</b>		<b>\$1,620,000</b>	<b>\$1,485,000</b>	<b>\$1,584,275</b>	<b>\$99,275</b>
<b>OPERATING EXPENSES</b>					
<i>Administrative</i>					
042.310.51300.31100	Engineering	\$5,000	\$4,583	\$300	\$4,283
042.310.51300.31500	Attorney	\$10,000	\$9,167	\$5,519	\$3,648
042.310.51300.32200	Annual Audit	\$7,000	\$7,000	\$5,600	\$1,400
042.310.51300.34000	Management Fees	\$17,000	\$15,583	\$15,583	(\$0)
042.310.51300.49000	Bank Charges	\$4,000	\$3,667	\$3,935	(\$268)
042.310.51300.49100	Contingencies	\$5,000	\$4,583	\$1,054	\$3,529
<b>TOTAL ADMINISTRATIVE</b>		<b>\$48,000</b>	<b>\$44,583</b>	<b>\$31,991</b>	<b>\$12,592</b>
<i>Toll Facility</i>					
042.320.54900.12000	Salaries	\$327,741	\$302,530	\$309,678	(\$7,148)
042.320.54900.15000	Special Pay	\$11,620	\$1,900	\$1,900	\$0
042.320.54900.21000	FICA Taxes	\$28,054	\$25,896	\$25,673	\$223
042.320.54900.22000	Pension Plan	\$13,680	\$6,840	\$9,026	(\$2,186)
042.320.54900.23000	Insurance Benefits (Medical)	\$84,630	\$77,578	\$75,093	\$2,485
042.320.54900.24000	Workers Compensation Insurance	\$8,160	\$7,480	\$6,787	\$693
042.320.54900.34500	Payroll Processing Fee	\$6,500	\$5,958	\$6,968	(\$1,010)
042.320.54900.34600	Credit Card Processing Fee	\$15,000	\$13,750	\$19,408	(\$5,658)
042.320.54900.40000	Travel Expenses	\$1,000	\$917	\$0	\$917
042.320.54900.41000	Telephone	\$5,000	\$4,583	\$5,937	(\$1,354)
042.320.54900.42500	Printing	\$3,500	\$3,208	\$4,081	(\$873)
042.320.54900.43000	Utility Services	\$13,000	\$11,917	\$13,191	(\$1,274)
042.320.54900.45000	Insurance	\$60,000	\$54,558	\$54,558	\$0
042.320.54900.46000	Repairs & Maintenance	\$50,000	\$45,833	\$67,514	(\$21,681)
042.320.54900.46002	Repairs & Maintenance-Parkway	\$120,000	\$120,000	\$144,711	(\$24,711)
042.320.54900.46100	DOT mandated Bridge Inspection (Required in 2017)	\$19,000	\$19,000	\$19,933	(\$933)
042.320.54900.51000	Office Supplies	\$3,000	\$2,750	\$2,205	\$545
042.320.54900.52000	Operating Supplies	\$15,000	\$13,750	\$8,409	\$5,341
042.320.54900.34300	Contractual Support	\$12,000	\$11,000	\$8,538	\$2,462
<b>TOTAL TOLL FACILITY</b>		<b>\$796,885</b>	<b>\$729,449</b>	<b>\$783,611</b>	<b>(\$54,162)</b>
<i>Maintenance Reserves &amp; Community Projects</i>					
042.320.54900.65000	Maintenance Reserves	\$85,169	\$78,072	\$0	\$78,072
042.320.54900.64000	Community Projects Transfer from Surplus Revenues	\$200,000	\$183,333	\$78,093	\$105,241
042.310.51300.60002	Parkway Capital Expenditures	\$250,000	\$229,167	\$3,385	\$225,782
<b>TOTAL MAINTENANCE RESERVES &amp; COMMUNITY PROJECTS</b>		<b>\$535,169</b>	<b>\$490,572</b>	<b>\$81,478</b>	<b>\$409,094</b>
<b>TOTAL OPERATING EXPENSES</b>		<b>\$1,380,054</b>	<b>\$1,264,604</b>	<b>\$897,080</b>	<b>\$367,524</b>
<b>OPERATING INCOME (LOSS)</b>		<b>\$239,946</b>		<b>\$687,195</b>	
<b>NON-OPERATING REVENUE (EXPENSES)</b>					
<i>042.300.36100.11000 Interest Income</i>					
042.300.36100.11000	Interest Income	\$20,000	\$18,333	\$107,869	\$89,536
<i>042.320.54900.64000 Capital Improvements</i>					
042.320.54900.64000	Capital Improvements	(\$180,000)	(\$165,000)	(\$39,335)	(\$125,665)
<i>042.300.38100.10000 Transfer to General Fund</i>					
042.300.38100.10000	Transfer to General Fund	(\$93,000)	(\$93,000)	(\$93,000)	\$0
<i>042.300.38100.10000 Transfer from Surplus Funds</i>					
042.300.38100.10000	Transfer from Surplus Funds	\$13,054	\$11,966	\$0	\$11,966
<b>TOTAL NON OPERATING REVENUE (EXPENSES)</b>		<b>(\$239,946)</b>	<b>(\$227,700)</b>	<b>(\$24,466)</b>	<b>(\$24,163)</b>
<b>CHANGE IN NET POSITION</b>		<b>\$0</b>		<b>\$662,729</b>	
<b>RETAINED EARNINGS-BEGINNING</b>		<b>\$0</b>		<b>\$15,572,262</b>	
<b>RETAINED EARNINGS-ENDING</b>		<b>\$0</b>		<b>\$16,234,991</b>	



*H.*

**DUNES**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**BRIDGE FUND**

**1. Recap of Community Projects Fund Activity Through August 31, 2017**

Opening Balance in Community Projects Account	\$0.00
Source of Funds: Interest Earned	\$24,503.19
Community Project Fund Receipts	\$1,800,000.00
Use of Funds:	
Disbursements: Sidewalk Project	(\$112,684.56)
Median Landscape Improvements	(\$43,658.00)
Ocean Rescue Equipment & Storage Project	(\$100,432.17)
HDP Safety, Street Lighting, Traffic Signs	(\$243,104.64)
Professional Fees	\$0.00
Adjusted Balance in Construction Account at August 31, 2017	<u><u>\$1,324,623.82</u></u>

**2. Funds Available For Construction at August 31, 2017**

Book Balance of Construction Fund at August 31, 2017 \$1,324,623.82

A. S.E. Cline Construction, Inc. - Sidewalk Project	
Contract Amount	\$98,008.36
Paid to Date	(\$98,008.36)
Balance on Contract	<u>\$0.00</u>
	\$0.00

Construction Funds available at August 31, 2017 \$1,324,623.82

**3. Investments - SBA**

August 31, 2017	Type	Yield	Due	Maturity	Principal
Construction Fund:	Overnight	1.32%		\$1,394,436.37	\$1,394,436.37

ADJ: Deposits in Transit	\$0.00
ADJ: Outstanding Requisitions	(\$69,812.55)
Balance at 8/31/17	<u><u>\$1,324,623.82</u></u>

*I.*

**Dunes CDD**  
**Special Assessment Receipts**  
**Fiscal Year Ending September 30, 2017**

<b>Date Received</b>	<b>Gross Assessments Received</b>	<b>Discounts/ Penalties</b>	<b>Commissions Paid</b>	<b>Net Amount Received</b>	<b>\$167,000.00 General Fund 100%</b>	<b>\$167,000.00 Total 100%</b>
11/23/2016	\$ 43,875.26	\$ 1,755.01	\$ 842.41	\$ 41,277.85	\$ 41,277.85	\$ 41,277.85
11/30/2016	\$ 63,876.98	\$ 2,555.08	\$ 1,226.44	\$ 60,095.46	\$ 60,095.46	\$ 60,095.46
12/21/2016	\$ 15,886.05	\$ 476.58	\$ 308.19	\$ 15,101.28	\$ 15,101.28	\$ 15,101.28
12/31/2016	\$ 5,960.64	\$ 178.82	\$ 115.64	\$ 5,666.18	\$ 5,666.18	\$ 5,666.18
2/14/2017	\$ 7,068.84	\$ 141.38	\$ 138.55	\$ 6,788.91	\$ 6,788.91	\$ 6,788.91
2/28/2017	\$ 2,692.38	\$ 26.92	\$ 53.31	\$ 2,612.15	\$ 2,612.15	\$ 2,612.15
2/28/2017	\$ 760.22	\$ 7.60	\$ 15.05	\$ 737.57	\$ 737.57	\$ 737.57
4/11/2017	\$ 21,075.22	\$ -	\$ 421.50	\$ 20,653.72	\$ 20,653.72	\$ 20,653.72
4/30/2017	\$ 2,413.52	\$ (24.14)	\$ 48.75	\$ 2,388.90	\$ 2,388.90	\$ 2,388.90
5/31/2017	\$ 985.59	\$ (19.71)	\$ 20.11	\$ 985.20	\$ 985.20	\$ 985.20
6/20/2017	\$ 2,212.89	\$ (44.26)	\$ 45.14	\$ 2,212.01	\$ 2,212.01	\$ 2,212.01
	\$ 166,807.60	\$ 5,053.29	\$ 3,235.09	\$ 158,519.22	\$ 158,519.22	\$ 158,519.22

Percent Collected                      99.88%

*J.*

# ***Dunes Community Development District***

## ***Check Run Summary***

***August 31, 2017***

<b><i>Fund</i></b>	<b><i>Check Numbers</i></b>	<b><i>Amount</i></b>
<b><i>General Fund</i></b>	<b><i>5781-5798</i></b>	<b><i>\$30,127.13</i></b>
<b><i>Water and Sewer</i></b>	<b><i>13616-13702</i></b>	<b><i>\$462,204.01</i></b>
<b><i>Bridge Fund</i></b>	<b><i>6174-6211</i></b>	<b><i>\$47,464.56</i></b>
<b><i>Total</i></b>		<b><i>\$539,795.70</i></b>



AP300R		YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER										RUN 10/03/17		PAGE 2	
*** CHECK DATES 08/01/2017 - 08/31/2017 ***		DUNES CDD - GENERAL FUND													
		BANK F DUNES - GENERAL FUND													
CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	.....CHECK..... AMOUNT #								
8/11/17	00107	8/04/17 50946	201708 320-53800-49200		*	498.19									
		8/3 CABLE													
				FUTURE HORIZONS, INC.			498.19	005788							
8/25/17	00139	8/09/17 1390	201708 320-53800-46200		*	1,800.00									
		AUG 17-LAWN MAINT													
				ALL AMERICAN MAINTENANCE			1,800.00	005789							
8/25/17	00129	8/10/17 62674	201707 310-51300-31500		*	2,805.00									
		JUL 17 - LEGAL SERVICES													
				CHIUMENTO SELIS DWYER P.L.			2,805.00	005790							
8/25/17	00134	8/10/17 120017	201707 320-53800-64001		*	16,959.00									
		DIGITAL COLOR COPIER													
				DOCUMENT TECHNOLOGIES			16,959.00	005791							
8/25/17	00163	8/17/17 2172452-	201708 320-53800-46000		*	450.00									
		ANNUAL FIRE ALARM SYSTEM													
				LIFE SAFETY DESIGNS			450.00	005792							
8/25/17	00016	8/21/17 8938	201708 310-51300-32000		*	1,000.00									
		CREATE 2017-2018 TAXROLL													
				NET SOUTH			1,000.00	005793							
8/31/17	00230	8/20/17 1974	201708 320-53800-46000		*	280.92									
		REPLACED BROKEN CHAIN													
				ADVANCED ACCESS SOLUTIONS, LLC			280.92	005794							
8/31/17	00214	8/30/17 2166	201708 320-53800-46000		*	221.00									
		JANITORIAL SERVICE													
				ALL SEASON HOME SOLUTION LLC			221.00	005795							
8/31/17	00258	8/29/17 08292017	201708 310-51300-49100		*	50.00									
		DONATION-SUSAN FAIRLEY													
				ALZHEIMER'S ASSOCIATION			50.00	005796							
8/31/17	00107	8/24/17 51081	201708 320-53800-49200		*	1,848.14									
		CLIPPER/WEEDAE/ROUNDUP													
				FUTURE HORIZONS, INC.			1,848.14	005797							
8/31/17	00141	9/01/17 8457588-	201709 320-53800-46000		*	345.23									
		WASTE REMOVAL SERVICES													
		9/01/17 8458101-	201709 320-53800-46000		*	103.79									
		WASTE REMOVAL SERVICES													
				WASTE MANAGEMENT OF ORMOND BEACH			449.02	005798							
TOTAL FOR BANK F						30,127.13									

DUNE -DUNES - SROSINA



CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
8/04/17	00613	7/31/17 374645	201707 320-53600-34800	WWTP WATER TESTING	*	315.75	
		7/31/17 374646	201707 320-53600-34800	DRINKING WATER	*	229.00	
		7/31/17 374647	201707 320-53600-34800	WWTP WATER TESTING	*	502.50	
		7/31/17 374648	201707 330-53600-34800	WWTP WATER TESTING	*	983.75	
ADVANCED ENVIRONMENTAL LABORATORIES							2,031.00 013616
8/04/17	00535	7/27/17 1384	201707 330-53600-52000	MOW ALL OF THE ROAD WAY	*	650.00	
ALL AMERICAN MAINTENANCE OF FLAGLER							650.00 013617
8/04/17	00988	7/19/17 171-797-	201707 310-53600-41000	BVOIP SERVICE ADMIN BLDG	*	400.19	
AT&T							400.19 013618
8/04/17	00180	7/25/17 8255 707	201707 310-53600-44000	TV SERVICE	*	42.02	
DISH NETWORK							42.02 013619
8/04/17	00047	7/18/17 5-868-50	201707 310-51300-42000	DELIVERIES THRU-7/18/17	*	37.03	
		7/25/17 5-876-58	201707 310-51300-42000	DELIVERIES THRU-7/25/17	*	46.72	
FEDEX							83.75 013620
8/04/17	00013	7/25/17 05416-04	201707 330-53600-43000	34 ISLAND ESTATES PKWY	*	48.03	
		7/25/17 24219-90	201707 330-53600-43000	3809 N OCEANSHORE BLVD	*	11.31	
		7/25/17 34722-91	201707 330-53600-43000	84 ISLAND ESTATES PKWY	*	22.97	
		7/25/17 67654-90	201707 330-53600-43000	128 ISLAND ESTATES PKWY	*	22.87	
		7/25/17 81997-49	201707 330-53600-43000	172 ISLAND ESTATES PKWY	*	12.27	
		7/28/17 00722-13	201707 340-53600-43000	200 CAMINO DEL REY #PUMP2	*	10.26	
		7/28/17 01482-41	201707 330-53600-43000	209 YACHT HARBOR DR	*	24.49	
		7/28/17 09845-31	201707 330-53600-43000	18 RUE GRANDE MER	*	12.84	
		7/28/17 13876-38	201707 320-53600-43000	101 JUNGLE HUT RD	*	10,984.83	

DUNE -DUNES - SROSINA

\*\*\* CHECK DATES 08/01/2017 - 08/31/2017 \*\*\*  
DUNES CDD - WATER/SEWER  
BANK D DUNES - WATER/SEWER

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
		7/28/17	25155-09 201707 330-53600-43000	400 CAMINO DEL REY	*	46.33	
		7/28/17	25185-01 201707 330-53600-43000	200 CAMINO DEL REY	*	49.37	
		7/28/17	39077-94 201707 330-53600-43000	HAMMOCK DUNES PKWY	*	27.75	
		7/28/17	50368-83 201707 330-53600-43000	300 CAMINO DEL SOL	*	77.29	
		7/28/17	53817-64 201707 330-53600-43000	2 CAMINO DEL MAR	*	10.26	
		7/28/17	72291-00 201707 330-53600-43000	200 NORTSHORE AVE	*	28.99	
		7/28/17	75668-89 201707 330-53600-43000	101 JUNGLE HUT RD	*	3,375.87	
		7/28/17	77181-10 201707 330-53600-43000	6 YACHT HARBOR DR	*	12.67	
		7/28/17	77899-54 201707 330-53600-43000	37 SAN GABRIEL LN	*	12.84	
		7/28/17	81622-80 201707 330-53600-43000	78 OCEAN ST #LFTSTATION	*	13.61	
		7/28/17	85764-06 201707 330-53600-43000	202 CAMINO DEL MAR	*	39.90	
		7/28/17	91573-06 201707 330-53600-43000	5 OCEAN CREST WAY	*	292.92	
		7/28/17	95264-06 201707 330-53600-43000	10 GRANADA DR	*	12.07	
		7/28/17	95324-09 201707 330-53600-43000	20 GRANADA DR	*	16.18	
		7/28/17	98523-35 201707 340-53600-43000	101 JUNGLE HUT RD	*	4,338.82	
				FLORIDA POWER & LIGHT CO.			19,504.74 013622
8/04/17	00382	8/01/17	437 201708 310-51300-34000	MANAGEMENT FEES	*	1,583.33	
				GOVERNMENTAL MANAGEMENT SERVICES			1,583.33 013623
8/04/17	00028	6/06/17	029994 201706 330-53600-46000	SUPPLIES	*	28.65	
		6/23/17	030039 201706 310-53600-52000	SUPPLIES	*	134.82	
				HAMMOCK HARDWARE & SUPPLY, INC.			163.47 013624
8/04/17	00515	7/20/17	4116432 201707 320-53600-52200	CALCIUM CHLORIDE	*	4,924.25	
				HAWKINS, INC.			4,924.25 013625
				DUNE -DUNES - SROSINA			



AP300R		YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER										RUN 10/03/17		PAGE 4	
*** CHECK DATES 08/01/2017 - 08/31/2017 ***		DUNES CDD - WATER/SEWER													
		BANK D DUNES - WATER/SEWER													

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	.....CHECK..... AMOUNT #
8/04/17	00881	7/17/17 33469253	201707 310-51300-51000	SUPPLIES	*	75.84	
		7/20/17 33469253	201707 310-51300-51000	SUPPLIES	*	264.85	
							340.69 013635
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8/04/17	00020	7/28/17 54812	201707 340-53600-61000	SUPPLIES	*	1,618.09	
		7/28/17 54812	201707 340-53600-46050	SUPPLIES	*	2,369.03	
		7/28/17 54813	201707 340-53600-46050	SUPPLIES	*	4,263.25	
		7/28/17 54815	201707 340-53600-46050	SUPPLIES	*	2,208.97	
		7/28/17 54815	201707 340-53600-61000	SUPPLIES	*	1,785.72	
		7/28/17 54828	201707 340-53600-46050	SUPPLIES	*	2,936.85	
		7/28/17 54828	201707 340-53600-61000	SUPPLIES	*	1,319.78	
							16,501.69 013636
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8/04/17	01167	8/02/17 08022017	201708 300-34300-30100	REFUND CREDIT BALANCE	*	39.38	
							39.38 013637
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8/04/17	00408	7/18/17 35569663	201708 310-51300-63100	CONTROLLER	*	13,735.00	
							13,735.00 013638
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8/04/17	00688	7/26/17 256619	201707 320-53600-52200	HYPOCHLORITE SOLUTIONS	*	1,111.41	
		7/26/17 256619	201707 330-53600-52200	HYPOCHLORITE SOLUTIONS	*	555.71	
							1,667.12 013639
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8/11/17	00535	8/08/17 1385	201708 330-53600-52000	IRRIGATION ROTORS	*	225.00	
							225.00 013640
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8/11/17	01170	8/08/17 00103950	201708 300-34300-30000	UTILITY REFUND	*	98.62	
							98.62 013641
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8/11/17	00621	8/04/17 45698	201708 310-51300-51000	MULTIFOLD TOWEL/BATH TISS	*	283.69	
							283.69 013642
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DUNE -DUNES - SROSINA							



CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
8/11/17	00661	7/31/17 153454	201707 310-51300-54000	TICKETS TRANSMITTED-JULY	*	62.69	
				SUNSHINE STATE ONE CALL OF FLORIDA			62.69 013651
8/11/17	00020	8/03/17 54911	201707 340-53600-61000	METER SUPPLIES	*	1,992.00	
		8/03/17 54911	201707 320-53600-46050	METER SUPPLIES	*	2,210.79	
		8/03/17 54911	201707 340-53600-46050	METER SUPPLIES	*	3,697.42	
		8/03/17 54911	201707 330-53600-46050	METER SUPPLIES	*	180.00	
		8/04/17 54944	201707 340-53600-46050	METER SUPPLIES	*	1,096.63	
				SUNSTATE METER AND SUPPLY, INC.			9,176.84 013652
8/11/17	01169	8/08/17 00101060	201708 300-34300-30000	UTILITY REFUND	*	42.05	
				JOHN & BARBARA TAYLOR			42.05 013653
8/11/17	00407	7/28/17 172175-0	201707 340-53600-44000	HOSE/ADAPTER	*	937.65	
				THOMPSON PUMP & MANUFACTURING CO.			937.65 013654
8/11/17	01168	7/31/17 173462	201707 330-53600-46050	REMOVE/INSTALL SOD	*	328.00	
				YELLOWSTONE LANDSCAPE			328.00 013655
8/21/17	00355	8/09/17 82140764	201707 310-53600-41000	SERVICE THRU 08/01/2017	*	262.55	
				AT&T MOBILITY			262.55 013656
8/21/17	00995	8/01/17 14304617	201707 310-53600-41000	UVERSE SVC-ADMIN BLDG.	*	76.01	
				AT&T UVERSE			76.01 013657
8/21/17	00009	8/08/17 98581270	201708 310-53600-41000	TELEPHONE SVC-WWTP OFFICE	*	274.75	
				AT&T			274.75 013658
8/21/17	01164	8/09/17 03351480	201708 310-51300-49100	101 JUNGLE HUT RD	*	219.98	
				BRIGHT HOUSE NETWORKS			219.98 013659
8/21/17	00794	9/01/17 09012017	201709 310-53600-23000	MEDICARE INSURANCE PART B	*	402.00	
				CMS MEDICARE INSURANCE			402.00 013660
				DUNE -DUNES - SROSINA			







CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
8/25/17	00219	8/18/17 44609	201709 310-53600-54100		*	560.00	
		RENWAL DUES 09/17-08/18		FLORIDA RURAL WATER ASSOCIATION			560.00 013677
8/25/17	00372	8/25/17 EASEMENT	201708 310-51300-55000		*	11,033.90	
		ANNUAL EASEMENT FEE-2017		HAMMOCK DUNES OWNERS ASSOC. INC.			11,033.90 013678
8/25/17	00515	8/11/17 4131192	201708 320-53600-52200		*	3,351.20	
		CHEMICALS 08/11/2017		HAWKINS, INC.			3,351.20 013679
8/25/17	00298	7/21/17 1025245	201707 320-53600-52000		*	106.40	
		SUPPLIES			*	106.40	
		7/21/17 1025245	201707 330-53600-52000		*	43.42	
		SUPPLIES		HOME DEPOT CREDIT SERVICES			256.22 013680
8/25/17	00688	8/17/17 269064	201708 320-53600-52200		*	791.29	
		HYPOCHLORITE SOLUTIONS 8			*	395.65	
		8/17/17 269064	201708 330-53600-52200				1,186.94 013681
		HYPOCHLORITE SOLUTIONS 8		ODYSSEY MANUFACTURING COMPANY			
8/25/17	00599	8/17/17 AR1/5101	201708 330-53600-46000		*	394.48	
		SUPPLIES		PARKSON CORPORATION			394.48 013682
8/25/17	00603	8/15/17 90994	201708 310-53600-44000		*	36.61	
		RICOH/MP 2352SP		SMART TECHNOLOGIES			36.61 013683
8/25/17	00881	8/01/17 33493040	201708 310-51300-51000		*	19.19	
		SUPPLIES			*	6.99	
		8/01/17 33493040	201708 310-51300-51000				26.18 013684
		SUPPLIES		STAPLES ADVANTAGE, DEPT ATL			
8/31/17	00315	8/27/17 1271107-	201708 310-51300-49100		*	51.93	
		ADP SCREENING SERVICES		ADP SCREENING & SELECTION SERVICES			51.93 013685
8/31/17	00835	8/30/17 2166	201708 320-53600-46000		*	97.50	
		FEE FOR JANITORIAL SVC					

DUNE -DUNES - SROSINA

AP300R	YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER										RUN 10/03/17	PAGE 10
*** CHECK DATES 08/01/2017 - 08/31/2017 ***												
DUNES CDD - WATER/SEWER												
BANK D DUNES - WATER/SEWER												

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
		8/30/17 2166	201708 330-53600-46000		*	97.50	
		FEE FOR JANITORIAL SVC					
				ALL SEASON HOME SOLUTION LLC			195.00 013686
8/31/17 00988		8/19/17 171-797-	201708 310-53600-41000		*	400.19	
		BVOIP SVC ADMIN BLDG.					
				AT&T			400.19 013687
8/31/17 00327		8/24/17 7122	201708 340-53600-46000		*	1,617.80	
		UNITRON FIELD SVC					
				BARNEYS PUMPS, INC.			1,617.80 013688
8/31/17 00300		8/18/17 40039040	201708 310-51300-54000		*	264.00	
		BOA PURCHASES THRU 08/18					
		8/18/17 40039040	201708 310-53600-54100		*	618.00	
		BOA PURCHASES THRU 08/18					
		8/18/17 40039040	201708 310-51300-49100		*	28.90	
		BOA PURCHASES THRU 08/18					
		8/18/17 40039040	201708 310-51300-40000		*	862.78	
		BOA PURCHASES THRU 08/18					
		8/18/17 40039040	201708 320-54900-34300		*	9.99	
		BOA PURCHASES THRU 08/18					
		8/18/17 40039040	201708 300-13100-10000		*	9.99-	
		BOA PURCHASES THRU 08/18					
		8/18/17 40039040	201708 300-20700-10000		*	9.99	
		BOA PURCHASES THRU 08/18					
				BUSINESS CARD			1,783.67 013689
8/31/17 00423		8/22/17 8103	201708 330-53600-46000		*	301.45	
		SVC CALL-VALVE ACTUATOR					
				CENTRAL FLORIDA CONTROLS, INC.			301.45 013690
8/31/17 00305		8/25/17 12619429	201708 320-53600-43100		*	2.33	
		BULK U6"C					
		8/25/17 12623090	201708 340-53600-43300		*	14,049.50	
		RECLAIMED					
		8/25/17 12627346	201708 340-53600-43300		*	108.70	
		IRRIGATION					
				CITY OF PALM COAST			14,160.53 013691
8/31/17 00592		8/29/17 08292017	201708 310-53600-54100		*	75.00	
		EXAM-WTR DIST.OPERATOR L1					
				DEPARTMENT OF ENVIRONMENTAL			75.00 013692
8/31/17 00309		8/24/17 51080	201708 330-53600-52200		*	4,908.75	
		SUPPLIES					
				FUTURE HORIZONS, INC.			4,908.75 013693

DUNE -DUNES - SROSINA

\*\*\* CHECK DATES 08/01/2017 - 08/31/2017 \*\*\*  
DUNES CDD - WATER/SEWER  
BANK D DUNES - WATER/SEWER

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK.... AMOUNT #
8/31/17	00028	7/26/17 030126	201707 330-53600-46000		*	14.81	
		SUPPLIES					
		7/31/17 030105	201707 310-53600-52000		*	101.95	
		SUPPLIES					
		8/22/17 030193	201708 310-53600-52000		*	50.93	
		SUPPLIES					
				HAMMOCK HARDWARE & SUPPLY, INC.			167.69 013694
8/31/17	00515	8/17/17 4134492	201708 320-53600-52200		*	2,623.20	
		CHEMICALS 08/17/2017					
				HAWKINS, INC.			2,623.20 013695
8/31/17	00688	8/24/17 269549	201708 330-53600-52200		*	354.84	
		HYPOCHLORITE SOLUTIONS 8					
		8/24/17 269549	201708 320-53600-52200		*	709.67	
		HYPOCHLORITE SOLUTIONS 8					
				ODYSSEY MANUFACTURING COMPANY			1,064.51 013696
8/31/17	00167	9/01/17 09012017	201709 310-51300-40000		*	500.00	
		SEP 17-VEHICLE ALLOWANCE					
				RICHARD RYAN			500.00 013697
8/31/17	00624	8/31/17 08312017	201708 300-13100-10000		*	61.36	
		OCT 17-INSURANCE REIMB					
		8/31/17 08312017	201708 300-15500-10000		*	184.11	
		OCT 17-INSURANCE REIMB					
		8/31/17 08312017	201708 300-15500-10000		*	61.36	
		OCT 17-INSURANCE REIMB					
		8/31/17 08312017	201708 300-20700-10100		*	61.36	
		OCT 17-INSURANCE REIMB					
		9/01/17 09012017	201709 310-51300-40000		*	300.00	
		SEP 17-VEHICLE ALLOWANCE					
				TIMOTHY SHEAHAN			545.47 013698
8/31/17	00881	8/16/17 33499160	201708 310-51300-51000		*	168.68	
		SUPPLIES					
				STAPLES ADVANTAGE, DEPT ATL			168.68 013699
8/31/17	00131	8/31/17 08312017	201708 300-15100-10000		*	250,000.00	
		TXFR EXCESS FUNDS TO SBA					
				STATE BOARD OF ADMINISTRATION			250,000.00 013700
8/31/17	00972	8/18/17 65611	201708 320-53600-46000		*	222.20	
		SUPPLIES					
				TOMCO2 SYSTEMS			222.20 013701
				DUNE -DUNES - SROSINA			

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
8/31/17	00214	6/27/17 296877 SUPPLIES	201706 320-53600-52000		*	103.41	
		8/17/17 344032 SUPPLIES	201708 320-53600-52000		*	426.20	
----- USA BLUEBOOK -----							529.61 013702
						TOTAL FOR BANK D	462,204.01
						TOTAL FOR REGISTER	462,204.01

DUNE -DUNES - SROSINA



AP300R		YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER										RUN 10/03/17		PAGE 2	
*** CHECK DATES 08/01/2017 - 08/31/2017 ***		DUNES CDD - BRIDGE FUND													
		BANK E DUNES - BRIDGE													
CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	.....CHECK..... AMOUNT #							
8/04/17	00065	7/24/17 52171150	201707 320-54900-42500		POLYESTER, PREPRINT	*	655.82								
									SYSTEM ID WAREHOUSE						
									655.82 006182						
8/04/17	00061	8/01/17 8455540-	201708 320-54900-46000		WASTE REMOVAL	*	237.34								
									WASTE MANAGEMENT OF ORMOND BEACH						
									237.34 006183						
8/11/17	00184	7/26/17 99880-07	201708 320-54900-23000		AUG 2017 INSURANCE	*	31.46								
		7/26/17 99880-07	201708 300-13100-10000		AUG 2017 INSURANCE	*	199.32								
		7/26/17 99880-07	201708 310-53600-23000		AUG 2017 INSURANCE	*	199.32								
		7/26/17 99880-07	201708 300-20700-10000		AUG 2017 INSURANCE	*	199.32-								
									AMERICAN HERITAGE LIFE INS COMPANY						
									230.78 006184						
8/11/17	00082	8/01/17 38544655	201708 320-54900-41000		SERVICE THRU 08/31/2017	*	427.49								
									AT&T						
									427.49 006185						
8/11/17	00140	9/01/17 090117	201709 320-54900-23000		SEPT 2017 INSURANCE	*	250.10								
									SANDY AUSBROOKS						
									250.10 006186						
8/11/17	00101	7/27/17 220392-0	201708 320-54900-52000		SERVICE THRU 8/29/2017	*	70.15								
									CULLIGAN WATER PRODUCTS						
									70.15 006187						
8/11/17	00204	9/01/17 090117	201709 320-54900-23000		SEPT 2017 INSURANCE	*	398.94								
									WILLIAM KOWALOFF						
									398.94 006188						
8/11/17	00256	9/01/17 090117	201709 320-54900-23000		SEPT 2017 INSURANCE	*	326.47								
									JON C PETERSON						
									326.47 006189						
8/11/17	00306	7/31/17 2496	201707 320-54900-34300		IT SERVICE 7/17/2017	*	500.00								
		7/31/17 2496	201707 300-13100-10000		IT SERVICE 7/17/2017	*	1,000.00								
		7/31/17 2496	201707 310-51300-49100		IT SERVICE 7/17/2017	*	1,000.00								
		7/31/17 2496	201707 300-20700-10000		IT SERVICE 7/17/2017	*	1,000.00-								
									RL COMPUTER SOLUTIONS INC.						
									1,500.00 006190						
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DUNE -DUNES - SROSINA															

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	....EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
8/11/17	00207	9/01/17 090117	201709 300-13100-10100		*	113.38	
		SEPT 2017 INSURANCE					
		9/01/17 090117	201709 300-13100-10000		*	151.18	
		SEPT 2017 INSURANCE					
		9/01/17 090117	201709 320-54900-23000		*	113.38	
		SEPT 2017 INSURANCE					
		9/01/17 090117	201709 320-53800-23000		*	113.38	
		SEPT 2017 INSURANCE					
		9/01/17 090117	201709 300-20700-10000		*	113.38-	
		SEPT 2017 INSURANCE					
		9/01/17 090117	201709 310-53600-23000		*	151.18	
		SEPT 2017 INSURANCE					
		9/01/17 090117	201709 300-20700-10000		*	151.18-	
		SEPT 2017 INSURANCE					
			RICHARD RYAN				377.94 006191
8/21/17	00022	8/07/17 08072017	201707 320-54900-52000		*	581.63	
		REPLENISH PETTY CASH					
			CASH				581.63 006192
8/21/17	00022	8/21/17 08212017	201708 300-10100-00200		*	300.00	
		REPLENISH PETTY CASH					
			CASH				300.00 006193
8/21/17	00222	8/15/17 13906	201708 320-54900-42500		*	300.00	
		EXPRESS CARD FEE					
			DOLPHIN PRINTING & DESIGN, INC.				300.00 006194
8/21/17	00259	7/31/17 33487172	201707 320-54900-52000		*	90.93	
		SUPPLIES					
			STAPLES ADVANTAGE, DEPT ATL				90.93 006195
8/21/17	00088	7/11/17 63039	201707 320-54900-52000		*	54.99	
		SUPPLIES					
		7/14/17 63682	201707 320-54900-52000		*	142.45	
		SUPPLIES					
		7/25/17 65656	201707 320-54900-51000		*	22.56	
		SUPPLIES					
		7/26/17 65862	201707 320-54900-51000		*	30.98	
		SUPPLIES					
		7/28/17 18656876	201707 300-13100-10000		*	40.33	
		SUPPLIES					
		7/28/17 18656876	201707 310-51300-51000		*	40.33	
		SUPPLIES					
		7/28/17 18656876	201707 300-20700-10000		*	40.33-	
		SUPPLIES					
			STAPLES CREDIT PLAN				291.31 006196
			DUNE -DUNES - SROSINA				

AP300R	YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER										RUN 10/03/17	PAGE 4
*** CHECK DATES 08/01/2017 - 08/31/2017 ***												
DUNES CDD - BRIDGE FUND												
BANK E DUNES - BRIDGE												

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	.....CHECK..... AMOUNT #
8/25/17	00185	8/09/17 1389	201708 320-54900-46000		*	1,100.00	
		AUG 17-LAWN MAINT					
				ALL AMERICAN MAINTENANCE OF FLAGLER			1,100.00 006197
8/25/17	00189	8/22/17 45802	201708 320-54900-52000		*	99.87	
		SUPPLIES					
				COASTAL SUPPLIES			99.87 006198
8/25/17	00251	8/23/17 31826	201708 310-51300-64003		*	720.00	
		CONNECT CABLE CONDUCTORS					
				ECONOMY ELECTRIC COMPANY			720.00 006199
8/25/17	00154	8/11/17 44133227	201709 300-13100-10000		*	10,953.23	
		SEP 17-HEALTH INSURANCE					
		8/11/17 44133227	201709 300-13100-10100		*	768.68	
		SEP 17-HEALTH INSURANCE					
		8/11/17 44133227	201709 320-54900-23000		*	5,558.37	
		SEP 17-HEALTH INSURANCE					
		8/11/17 44133227	201709 320-53800-23000		*	768.68	
		SEP 17-HEALTH INSURANCE					
		8/11/17 44133227	201709 300-20700-10000		*	768.68-	
		SEP 17-HEALTH INSURANCE					
		8/11/17 44133227	201709 310-53600-23000		*	10,953.23	
		SEP 17-HEALTH INSURANCE					
		8/11/17 44133227	201709 300-20700-10000		*	10,953.23-	
		SEP 17-HEALTH INSURANCE					
				UNITED HEALTHCARE			17,280.28 006200
8/25/17	00284	8/01/17 174269	201708 320-54900-46002		*	7,997.00	
		AUG 17-LANDSCAPE MAINT					
				YELLOWSTONE LANDSCAPE			7,997.00 006201
8/31/17	00252	8/30/17 2165	201708 320-54900-46000		*	433.00	
		JANITORIAL SERVICES					
				ALL SEASON HOME SOLUTION LLC			433.00 006202
8/31/17	00286	8/19/17 14296240	201708 320-54900-41000		*	55.74	
		UVERSE INTRNET-BRDG OFFCE					
				AT&T UVERSE			55.74 006203
8/31/17	00140	8/31/17 AUG-17	201708 300-15500-10000		*	250.10	
		OCT 17 INSURANCE REIMBURS					
				SANDY AUSBROOKS			250.10 006204
8/31/17	00132	8/25/17 12619056	201708 320-54900-43000		*	429.81	
		WATER/SEWER USAGE					
				CITY OF PALM COAST			429.81 006205
				DUNE -DUNES - SROSINA			



