

***DG FARMS
COMMUNITY DEVELOPMENT DISTRICT***

Advanced Board Package

***Board of Supervisors
Regular Meeting***

***Tuesday
November 1, 2016***

10:00 a.m.

Office of:

***Metro Development Group
2502 N. Rocky Point Drive
Suite 1050
Tampa, Florida***

Note: The Advanced Board Package is a working document and thus all materials are considered DRAFT WORKING documents prior to presentation and Board acceptance, approval or adoption.

DG Farms Community Development District

Development Planning and Financing Group
15310 Amberly Drive, Suite 175, Tampa, Florida 33647
Phone: 813-374-9105

Board of Supervisors
**DG Farms Community
Development District**

Dear Board Members:

The Regular Meeting of the DG Farms Community Development District is scheduled for **Tuesday, November 1, 2016 at 10:00 a.m.** in the offices of Metro Development Group, 2502 N. Rocky Point Drive, Suite 1050, Tampa, Florida, 33607.

The advanced copy of the agenda for the meeting is attached along with associated documentation for your consideration. Any additional support material will be forwarded to you under separate cover or distributed at the meeting.

The balance of the agenda is routine in nature and staff will present their reports at the meeting. In the meantime if you have any questions, please contact me.

Sincerely,

Paul Cusmano
District Manager

D G FARMS COMMUNITY DEVELOPMENT DISTRICT

Date of Meeting: Tuesday November 1, 2016
Time: 10:00 a.m.
Location: Metro Development
2502 North Rocky Point Drive, Suite 1050
Tampa, Florida

Conference Call No.: (563) 999-2090
Code: 686859#

AGENDA

I. Roll Call

II. Audience Comments

III. Organizational Matters

- A. Oath of Office of Newly Elected Supervisors
- B. Consideration of Resolution 2017-1, Canvassing & Certifying Results
Of the Landowners Election Exhibit 1
- C. Compensation of Supervisors
- D. Consideration of Resolution 2017-2 Elections of Officers Exhibit 2

IV. Consent Agenda

- A. Approval of Minutes from October 4, 2016 Meeting Exhibit 3
- B. Acceptance of September 2016 Unaudited Financial Statement Exhibit 4

V. Business Matters

- A. Approval of Resolution 2017-3 Prompt Payment Policy
and Procedure Exhibit 5
- B. Additional Matters

VI. Staff Reports

- A. District Manager
- B. Attorney
- C. District Engineer

VII. Supervisors Requests

VIII. Audience Questions and Comments on Other Items

IX. Adjournment

EXHIBIT 1

RESOLUTION 2017-01

A RESOLUTION CANVASSING AND CERTIFYING THE RESULTS OF THE LANDOWNERS ELECTION OF SUPERVISORS HELD PURSUANT TO SECTION 190.006(2), FLORIDA STATUTES

WHEREAS, pursuant to Section 190.006(2), Florida Statute, a landowners meeting is required to be held within 90 days of the District's creation and every two years following the creation of a Community Development District for the purpose of electing three Supervisors of the District; and

WHEREAS, following proper publication of notice thereof, such landowners meeting was held November 1, 2016, at which the below recited persons were duly elected by virtue of the votes cast in their respective favor; and

WHEREAS, the Board of Supervisors by means of this Resolution desire to canvas the votes and declare and certify the results of said election;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE DG FARMS COMMUNITY DEVELOPMENT DISTRICT;

1. The following persons are found, certified, and declared to have been duly elected as Supervisors of and for the District, having been elected by the votes cast in their favor as shown, to wit:

<u>Doug Draper</u>	240 Votes
<u>Ted Sanders</u>	240 Votes
<u>Vacant</u>	0 Votes

2. In accordance with said statute, and by virtue of the number of votes cast for the respective Supervisors, they are declared to have been elected for the following terms of office:

Doug Draper

four (4) year term

Ted Sanders

four (4) year term

Vacant

two (2) year term

3. Said terms of office shall commence immediately upon the adoption of this Resolution.

PASSED AND ADOPTED THIS 1st DAY OF November, 2016.

Chairman Mike Lawson

Secretary Paul Cusmano

EXHIBIT 2

RESOLUTION 2017-2

A RESOLUTION DESIGNATING OFFICERS OF THE DG FARMS COMMUNITY DEVELOPMENT DISTRICT

WHEREAS, the Board of Supervisors of the DG Farms Community Development District at the business meeting held on November 1, 2016 desires to appoint the below recited persons to the offices specified.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF DG FARMS COMMUNITY DEVELOPMENT DISTRICT:

1. The following persons were appointed to the offices shown, to wit:

<u>Mike Lawson</u>	Chairman
<u>Doug Draper</u>	Vice Chairman
<u>Paul Cusmano</u>	Secretary
<u>Patricia Comings-Thibault</u>	Treasurer
<u>Paul Cusmano & Maik Aagaard</u>	Assistant Treasurer
<u>Carolyn Stewart & Janet Johns</u>	Assistant Secretary
<u>Lori Price</u>	Assistant Secretary
<u>Ted Sanders</u>	Assistant Secretary
<u>Vacant</u>	Assistant Secretary

2. That this resolution supersedes all previous resolutions and motions designating, electing or appointing officers adopted by the Board of Supervisors of the DG Farms Community Development District and are hereby declared null and void.

Adopted this 1st day of November, 2016.

Chairman Mike Lawson

Secretary Paul Cusmano

EXHIBIT 3

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**MINUTES OF MEETING
DG FARMS
COMMUNITY DEVELOPMENT DISTRICT**

The Regular Meeting of the Board of Supervisors of the DG Farms Community Development District was held on Tuesday, October 4, 2016 at 10:00 a.m. at Metro Development, 2502 N. Rocky Point Drive, Suite 1050, Tampa, Florida

FIRST ORDER OF BUSINESS – Roll Call

Mr. Cusmano called the meeting to order.

Present and constituting a quorum were:

Mike Lawson	Board Supervisor, Chairman
Doug Draper	Board Supervisor, Vice Chairman
Lori Price	Board Supervisor, Assistant Secretary

Also present were:

Paul Cusmano	District Manager
Mark Straley	District Counsel (<i>via phone</i>)

SECOND ORDER OF BUSINESS – Audience Comments

There being none, the next item followed.

THIRD ORDER OF BUSINESS – Administrative Matters

A. Approval of the Minutes of August 25, 2016

Mr. Cusmano presented the Minutes of August 25, 2016 and asked for comments, questions, or corrections.

On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board approved the Minutes of August 25, 2016 Meeting for the DG Farms Community Development District.

B. Acceptance of the August 2016 Financial Statements

Mr. Cusmano presented the August 2016 Financial Statements and asked for comments or questions.

On a MOTION by Mr. Lawson, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board accepted the August 2016 Financial Statements for the DG Farms Community Development District.

FOURTH ORDER OF BUSINESS – Business Matters

A. Acceptance of the DG Farms Amenity Center Rules

48 Mr. Cusmano presented the DG Farms Amenity Center Rules and asked for comments or
49
50 questions.

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52 On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board
53 accepted the DG Farms Amenity Center Rules for the DG Farms Community Development District.

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55 **B. Review of the FY 2015 Final Audit Report**

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57 Mr. Cusmano presented the FY 2015 Final Audit Report and asked for comments or questions.

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59 On a MOTION by Mr. Lawson, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board approved
60 the FY 2015 Final Audit Report for the DG Farms Community Development District.

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62 **C. Additional Matters**

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64 There being none, next item followed.

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66 **FIFTH ORDER OF BUSINESS – Staff Reports**

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68 **A. Manager**

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70 There being none, next item followed.

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72 **B. Attorney**

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74 There being none, next item followed.

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76 **C. Engineer**

77
78 There being none, next item followed.

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80 **SIXTH ORDER OF BUSINESS – Public Comments**

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82 There being none, the next item followed.

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84 **SEVENTH ORDER OF BUSINESS – Supervisors Requests**

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86 There being none, the next item followed.

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88 **EIGHTH ORDER OF BUSINESS – Adjournment**

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90 On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board
91 adjourned the meeting for the DG Farms Community Development District.

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93 **Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.*

94 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed
95 meeting held on _____.

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99

Signature

Signature

100

101

102

Printed Name

Printed Name

103

Title: Secretary Assistant Secretary

Title: Chairman Vice Chairman

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EXHIBIT 4

DG Farms Community Development District

Financial Statements
(Unaudited)

Period Ending
September 30, 2016

DG FARMS COMMUNITY DEVELOPMENT DISTRICT

	GENERAL	DEBT SERVICE SERIES 2014			DS2016	CAPITAL PROJECTS		CONSOLIDATED
	FUND	A1	A2	A3		CP2014	CP2016	TOTAL
ASSETS:								
CASH	23,082	-	-	-	-	-	-	23,082
INVESTMENTS:								
CAPITAL INTEREST	-	3	18	-	103,639	-	-	103,660
REVENUE FUND	-	61,121	-	0	2	-	-	61,123
RESERVE FUND	-	127,404	131,250	100,479	125,884	-	-	485,017
PREPAYMENT	-	481,533	1,175,532	-	-	-	-	1,657,065
COST OF ISSUANCE	-	-	-	-	5,478	-	-	5,478
CONSTRUCTION A1-A2	-	-	-	-	-	3	-	3
CONSTRUCTION A3	-	-	-	-	-	241	-	241
CONSTRUCTION 2016	-	-	-	-	-	-	1,632,695	1,632,695
DEPOSIT - UTILITIES	3,712	-	-	-	-	-	-	3,712
RECEIVABLE DUE FROM DEVELOPER	21,526	-	-	-	-	69,592	-	91,117
ASSESSMENTS RECEIVABLE (OFF Roll)	-	44,005	84,688	82,225	-	-	-	210,918
DUE FROM DS2014-A1	-	-	-	-	-	-	-	-
DUE FROM OTHER FUNDS	-	-	-	-	-	-	-	-
TOTAL ASSETS	48,319	714,067	1,391,488	182,704	235,003	69,836	1,632,695	4,274,111
LIABILITIES:								
ACCOUNTS PAYABLE	7,819	-	-	-	-	69,592	284,859	362,269
DUE TO DS2014-A2	-	-	-	-	-	-	-	-
DUE TO OTHER FUNDS	-	-	-	-	-	-	-	-
DEFERRED REVENUE (On Roll)	-	-	-	-	-	-	-	-
FUND BALANCE:								
NONSPENDABLE:								
PREPAID AND DEPOSITS	3,712	-	-	-	-	-	-	3,712
RESTRICTED FOR:								
ASSIGNED:	-	714,067	1,391,488	182,704	235,003	244	1,347,836	3,871,342
UNASSIGNED:	36,789	-	-	-	-	-	-	36,789
TOTAL LIABILITIES & FUND BALANCE	48,319	714,067	1,391,488	182,704	235,003	69,836	1,632,695	4,274,111

DG FARMS COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
For The Period Starting October 1, 2015 Ending September 30, 2016

	<u>FY2016 BUDGET</u>	<u>BUDGET YEAR-TO-DATE</u>	<u>ACTUAL YEAR-TO-DATE</u>	<u>VARIANCE FAVORABLE (UNFAVORABLE)</u>
REVENUES				
ASSESSMENTS - ON ROLL	\$ -	\$ -	\$ 4,663	\$ 4,663
ASSESSMENTS OFF ROLL - GTIS LLC	430,077	430,077	186,962	(243,115)
ASSESSMENTS OFF ROLL (Dev, Builders & Title Co's)	-	-	205,358	205,358
INTEREST REVENUE	-	-	75	75
MISCELLANEOUS REVENUE (Rental, Accesss Cards & Estoppel Fee)	-	-	875	875
TOTAL REVENUES	430,077	430,077	397,933	(32,144)
EXPENDITURES				
GENERAL ADMINISTRATIVE:				
SUPERVISORS COMPENSATION	12,000	12,000	5,000	7,000
PAYROLL TAXES	918	918	383	536
PAYROLL SERVICES	673	673	429	244
MANAGEMENT CONSULTING SERVICES	28,000	28,000	28,000	0
CONSTRUCTION ACCOUNTING SERVICES	2,250	2,250	2,250	-
PLANNING AND COORDINATING SERVICES	36,000	36,000	36,000	-
ADMINISTRATIVE SERVICES	6,000	6,000	6,000	-
BANK FEES	225	225	115	110
MISCELLANEOUS	500	500	1,001	(501)
AUDITING SERVICES	2,400	2,400	2,400	-
TRAVEL PER DIEM	500	500	4	496
INSURANCE	14,500	14,500	2,363	12,137
REGULATORY AND PERMIT FEES	175	175	175	-
LEGAL ADVERTISEMENTS	1,500	1,500	1,031	469
ENGINEERING SERVICES	6,000	6,000	5,041	959
LEGAL SERVICES	6,000	6,000	6,584	(584)
WEBSITE HOSTING	1,995	1,995	978	1,017
TOTAL GENERAL ADMINISTRATIVE	119,636	119,636	97,754	20,865
				39,300
DEBT SERVICE ADMINISTRATION:				
DISSEMINATION AGENT	5,000	5,000	5,000	-
TRUSTEE FEES	4,377	4,377	8,741	(4,364)
ARBITRAGE	500	500	650	(150)
TRUST FUND ACCOUNTING	3,600	3,600	3,600	-
TOTAL DEBT SERVICE ADMINISTRATION	13,477	13,477	17,991	(4,514)
PHYSICAL ENVIRONMENT EXPENDITURES:				
STREETPOLE LIGHTING	30,975	30,975	39,227	(8,252)
ELECTRICITY - IRRIGATION & POND PUMPS	7,992	7,992	7,699	293
WATER	24,000	24,000	2,276	21,724
SOLID WASTE DISPOSAL	68,052	68,052	609	67,443
LANDSCAPING - CONTRACT	97,427	97,427	69,556	27,871
LANDSCAPING - IMPROVEMENTS & REPLACEMENTS	3,068	3,068	43,398	(40,330)
LANDSCAPING - POND AREA MOWING	-	-	21,830	(21,830)
IRRIGATION REPAIRS AND MAINTENANCE	7,776	7,776	3,335	4,441
POND MAINTENANCE - Contract	3,720	3,720	7,776	(4,056)
FIELD ADMIN SERVICES	-	-	15,318	(15,318)
STREET SWEEPING	-	-	3,240	(3,240)
NPDES INSPECTIONS	-	-	5,625	(5,625)
STORM DRAIN CLEANING	-	-	12,479	(12,479)
WILDLIFE REMOVAL	-	-	2,100	(2,100)
MISC FIELD EXPENSE	-	-	587	(587)
TOTAL PHYSICAL ENVIRONMENT EXPENDITURES	243,010	243,010	235,055	7,955
AMENITY CENTER OPERATIONS				
POOL SERVICE CONTRACT	4,800	4,800	5,725	(925)
POOL MAINTENANCE & REPAIR	2,333	2,333	-	2,333
POOL PERMIT	275	275	275	-
AMENITY CENTER CLEANING & FAC MAINTENANCE	3,680	3,680	3,280	400
AMENITY CENTER INTERNET	1,520	1,520	-	1,520
AMENITY CENTER ELECTRICITY	9,600	9,600	-	9,600
AMENITY CENTER WATER	7,000	7,000	-	7,000

DG FARMS COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
For The Period Starting October 1, 2015 Ending September 30, 2016

	FY2016 BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
AMENITY CENTER PEST CONTROL	680	680	-	680
REFUSE SERVICE	1,400	1,400	-	1,400
LANDSCAPE MAINTENANCE	8,000	8,000	-	8,000
MISCELLANEOUS AMENITY CENTER REPAIRS & MAIN.	4,667	4,667	940	3,727
CONTINGENCY	10,000	10,000	-	10,000
SECURITY MONITORING	-	-	753	(753)
TOTAL AMENITY CENTER OPERATIONS	53,955	53,955	10,973	42,982
TOTAL EXPENDITURES	430,078	430,078	361,772	67,289
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	(1)	(1)	36,161	35,145
CHANGE IN FUND BALANCE	(1)	(1)	36,161	36,162
FUND BALANCE - BEGINNING	-	-	4,340	4,340
FUND BALANCE - ENDING	\$ (1)	\$ (1)	\$ 40,501	\$ 40,501

DG FARMS COMMUNITY DEVELOPMENT DISTRICT
DEBT SERVICE SERIES 2014A-1
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
For The Period Starting October 1, 2015 Ending September 30, 2016

	<u>FY2016 BUDGET</u>	<u>BUDGET YEAR-TO-DATE</u>	<u>A1 ACTUAL YEAR-TO-DATE</u>	<u>VARIANCE FAVORABLE (UNFAVORABLE)</u>
REVENUE				
SPECIAL ASSESSMENT ON ROLL - NET	\$ 6,615	\$ 6,615	\$ 6,860	\$ 245
SPECIAL ASSESSMENT OFF ROLL	243,698	243,698	145,248	(98,450)
ASSESSMENTS LOT CLOSINGS	-	-	46,994	46,994
PREPAYMENT OF BONDS	-	-	536,287	536,287
INTEREST--INVESTMENT	-	-	26	26
FUND BALANCE FORWARD	105,781	-	-	-
TOTAL REVENUE	<u>356,094</u>	<u>250,313</u>	<u>735,415</u>	<u>485,102</u>
EXPENDITURES				
PRINCIPAL RETIREMENT	40,000	40,000	40,000	-
INTEREST EXPENSE Nov15 & May16	211,563	211,563	211,563	-
INTEREST EXPENSE Nov2016	104,531	-	-	-
		-	-	-
TOTAL EXPENDITURES	<u>356,094</u>	<u>211,563</u>	<u>251,563</u>	<u>-</u>
EXCESS OF REVENUE OVER (UNDER) EXPEND.	-	38,751	483,852	445,102
OTHER FINANCING SOURCES (USES)				
TRANSFER IN	-	-	50	50
TRANSFER OUT (USES)	-	-	(22)	(22)
TOTAL OTHER FINANCING SOURCES (USES)	<u>-</u>	<u>-</u>	<u>28</u>	<u>28</u>
NET CHANGE IN FUND BALANCE		38,751	483,880	445,130
FUND BALANCE - BEGINNING	105,781	105,781	230,186	124,405
FUND BALANCE APPROPRIATED	(105,781)	-	-	-
FUND BALANCE - ENDING	<u>\$ -</u>	<u>\$ 144,532</u>	<u>\$ 714,067</u>	<u>\$ 569,535</u>

DG FARMS COMMUNITY DEVELOPMENT DISTRICT
DEBT SERVICE SERIES 2014A-2
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
For The Period Starting October 1, 2015 Ending September 30, 2016

	<u>A2 FY2016 BUDGET</u>	<u>BUDGET YEAR-TO-DATE</u>	<u>A2 ACTUAL YEAR-TO-DATE</u>	<u>VARIANCE FAVORABLE (UNFAVORABLE)</u>
REVENUE				
SPECIAL ASSESSMENT ON ROLL - NET	\$ -	\$ -	\$ -	\$ -
SPECIAL ASSESSMENT OFF ROLL	262,500	186,406	186,406	-
PREPAID ASSESSMENT - Title Co	-	-	1,480,363	1,480,363
INTEREST--INVESTMENT	-	-	41	41
FUND BALANCE FORWARD	131,250	-	-	-
TOTAL REVENUE	<u>\$ 393,750</u>	<u>\$ 186,406</u>	<u>\$ 1,666,810</u>	<u>1,480,404</u>
EXPENDITURES				
PRINCIPAL RETIREMENT	-	-	-	-
PRINCIPAL RETIREMENT	-	-	1,490,000	(1,490,000)
INTEREST EXPENSE	262,500	262,500	232,969	29,531
INTEREST DUE 11/1/2016	131,250	-	-	-
TOTAL EXPENDITURES	<u>393,750</u>	<u>262,500</u>	<u>1,722,969</u>	<u>(1,460,469)</u>
EXCESS OF REVENUE OVER (UNDER) EXPEND.	-	(76,094)	(56,159)	19,935
OTHER FINANCING SOURCES (USES)				
TRANSFER IN	-	-	22	22
TRANSFER OUT (USES)	-	-	(50)	(50)
TOTAL OTHER FINANCING SOURCES (USES)	<u>-</u>	<u>-</u>	<u>(28)</u>	<u>(28)</u>
NET CHANGE IN FUND BALANCE	-	(76,094)	(56,187)	19,907
FUND BALANCE - BEGINNING	131,250	131,250	1,447,675	1,316,425
FUND BALANCE APPROPRIATED	(131,250)	-	-	-
FUND BALANCE - ENDING	<u>-</u>	<u>55,156</u>	<u>1,391,488</u>	<u>1,336,332</u>

DG FARMS COMMUNITY DEVELOPMENT DISTRICT
DEBT SERVICE SERIES 2014A-3
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
For The Period Starting October 1, 2015 Ending September 30, 2016

	<u>A3 FY2016 BUDGET</u>	<u>BUDGET YEAR-TO-DATE</u>	<u>A3 ACTUAL YEAR-TO-DATE</u>	<u>VARIANCE FAVORABLE (UNFAVORABLE)</u>
REVENUE				
SPECIAL ASSESSMENT ON ROLL - NET	-	-	\$ -	\$ -
SPECIAL ASSESSMENT OFF ROLL	164,450	82,225	164,450	82,225
INTEREST--INVESTMENT	-	-	6	6
FUND BALANCE FORWARD	82,225	-	-	-
TOTAL REVENUE	<u>246,675</u>	<u>82,225</u>	<u>164,456</u>	<u>82,231</u>
EXPENDITURES				
INTEREST EXPENSE	164,450	164,450	164,450	-
INTEREST 11/1/2016	82,225	-	-	-
TOTAL EXPENDITURES	<u>246,675</u>	<u>164,450</u>	<u>164,450</u>	<u>-</u>
EXCESS OF REVENUE OVER (UNDER) EXPEND.	-	(82,225)	6	82,231
NET CHANGE IN FUND BALANCE			6	6
FUND BALANCE - BEGINNING	82,225	82,225	182,698	100,473
FUND BALANCE APPROPRIATED	(82,225)	-	-	-
FUND BALANCE - ENDING	<u>-</u>	<u>82,225</u>	<u>\$ 182,704</u>	<u>100,479</u>

**DG FARMS COMMUNITY DEVELOPMENT DISTRICT
DEBT SERVICE SERIES 2016**

**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
For The Period Starting October 1, 2015 Ending September 30, 2016**

	BUDGET	ACTUAL YEAR-TO-DATE
REVENUE		
SPECIAL ASSESSMENT ON ROLL - NET	-	-
SPECIAL ASSESSMENT OFF ROLL	-	-
INTEREST--INVESTMENT	-	5
TOTAL REVENUE	-	5
 EXPENDITURES		
INTEREST EXPENSE	-	-
COST OF ISSUANCE	-	111,702
PRINCIPAL EXPENSE	-	-
TOTAL EXPENDITURES	-	111,702
 EXCESS OF REVENUE OVER (UNDER) EXPEND.	 -	 (111,697)
 OTHER FINANCING SOURCES (USES)		
DEBT PROCEEDS	-	346,700
TRANSFER IN		-
TRANSFER OUT (USES)		-
TOTAL OTHER FINANCING SOURCES (USES)	-	346,700
 NET CHANGE IN FUND BALANCE		 235,003
 FUND BALANCE - BEGINNING	 -	 -
FUND BALANCE APPROPRIATED	-	-
FUND BALANCE - ENDING	-	\$ 235,003

**DG FARMS COMMUNITY DEVELOPMENT DISTRICT
CAPITAL PROJECTS
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
For The Period Starting October 1, 2015 Ending September 30, 2016**

	CIP2014 ACTUAL YTD	CIP 2016 ACTUAL YTD
REVENUE		
DEVELOPER CONTRIBUTION	\$ 1,103,754	\$ 3,902.87
INTEREST REVENUE	10	57
MISCELLANEOUS	-	
TOTAL REVENUE	1,103,764	3,960
 EXPENDITURES		
CONSTRUCTION IN PROGRESS	1,019,287	1,656,124
TOTAL EXPENDITURES	1,019,287	1,656,124
 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	84,476	(1,652,164)
 OTHER FINANCING SOURCES (USES)		
BOND PROCEEDS	-	3,000,000
TRANSFER-IN	-	-
TRANSFER-OUT	-	-
TOTAL OTHER FINANCING SOURCES (USES)	-	3,000,000
 NET CHANGE IN FUND BALANCE	84,476	1,347,836
 FUND BALANCE - BEGINNING	(84,232)	-
 FUND BALANCE - ENDING	\$ 244	\$ 1,347,836

DG FARMS COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND - BANK RECONCILIATION
September 30, 2016

	BU
Balance Per Bank Statement	\$ 56,491.59
Less: Outstanding Checks	(33,409.98)
<i>Adjusted Bank Balance</i>	<u>\$ 23,081.61</u>
Beginning Bank Balance Per Books	\$ 2,551.54
Cash Receipts	78,300.71
Cash Disbursements	(57,770.64)
<i>Balance Per Books</i>	<u>\$ 23,081.61</u>

**DG FARMS
CHECK REGISTER
FY 2016**

Date	Num	Name	Memo	Debit	Credit	Balance
SOY Balance						6,948.13
10/05/2015	10011	GTIS Metro DG, LLC	GF 2015-12, 13	14,479.55		21,427.68
10/05/2015	2057	DPFG	1591(a)		6,133.33	15,294.35
10/05/2015	2058	DPFG Field Services, Inc	9/13-10/24 - Field Mgmt		1,080.00	14,214.35
10/05/2015	2059	Egis Insurance Advisors, LLC	Insurance FY 2016		2,363.00	11,851.35
10/05/2015	2060	Genesis	Storm Drain		865.00	10,986.35
10/05/2015	2061	STANTEC CONSULTING	1210048		432.75	10,553.60
10/05/2015	2062	TECO	Electricity		3,605.47	6,948.13
10/07/2015	2063	Aqautic Systems, Inc	Lake & Pond Maint - Oct		648.00	6,300.13
10/07/2015	2064	Atlas Professional Services, Inc.	Web Site - Oct		60.00	6,240.13
10/07/2015	2065	TIMES PUBLISHING	1000539754		19.44	6,220.69
10/09/2015	2066	Genesis	Storm Drain Clean Out		925.00	5,295.69
10/19/2015	2067	FLA DEPT. OF ECONOMIC OPPORT	Annual Filing Fee FY 2016		175.00	5,120.69
10/16/2015	2068	Void	Void		0.00	5,120.69
10/16/2015	2069	TECO	Electricity		3,742.82	1,377.87
10/21/2015	2070	STANTEC CONSULTING	1210048		243.44	1,134.43
10/28/2015	2071	STRALEY ROBIN	001434		108.00	1,026.43
10/30/2015	2072	STEVE FAISON	Mileage - Oct		270.14	756.29
10/31/2015	ACH10312015	ADP	ADP Fee- Oct 2015		36.57	719.72
EOM BALANCE				14,479.55	20,707.96	719.72
11/05/2015		Deposit	GF 2016-01	15,214.81		15,934.53
11/06/2015	2073	DPFG	Construction Acctg		2,250.00	13,684.53
11/06/2015	2074	Genesis	Street Sweeping		660.00	13,024.53
11/06/2015	2075	Grandview Botanicals Landscape Co	Landscape Enhancements		6,998.00	6,026.53
11/06/2015	2076	US BANK	Trustee Fees - 2014 A-1,2,3		4,376.81	1,649.72
11/11/2015	2077	Atlas Professional Services, Inc.	Web Site Hosting - Nov		60.00	1,589.72
11/20/2015	2078	Atlas Professional Services, Inc.	Domain Name		18.17	1,571.55
11/20/2015		Deposit	GF 2016-02	15,672.33		17,243.88
11/20/2015	2079	Aqautic Systems, Inc	Lake & Pond Maint - Nov		648.00	16,595.88
11/20/2015	2080	DPFG	1591(a)		6,133.33	10,462.55
11/20/2015	2081	DPFG Field Services, Inc	9/26-11/21 - Field Mgmt		1,110.00	9,352.55
11/20/2015	2082	Genesis	Storm Drain - Oct		1,275.00	8,077.55
11/20/2015	2083	Grandview Botanicals Landscape Co	Landscape		5,000.00	3,077.55
11/20/2015	2084	Vallecrest Landscape Dev	Misc. Enhancements		1,506.00	1,571.55
11/25/2015		Deposit	O & M Assessment (Builder)	3,746.88		5,318.43
EOM BALANCE				34,634.02	30,035.31	5,318.43
12/02/2015	2090	DPFG Field Services, Inc	11/22-12/19 P/R		927.00	4,391.43
12/08/2015		Deposit	GF 2016-03	15,517.18		19,908.61
12/08/2015		Deposit	Tax Collections	1,578.05		21,486.66
12/09/2015	2091	Atlas Professional Services, Inc.	Web Site Set Up		240.00	21,246.66
12/09/2015	2092	Genesis	Storm Drain/Sweeping		1,045.00	20,201.66
12/09/2015	2093	Grandview Botanicals Landscape Co	Mowing Retention Ponds - Nov		2,300.00	17,901.66
12/09/2015	2094	Onsight Inc	Temporary Mailbox/Rental		370.00	17,531.66
12/09/2015	2095	STANTEC CONSULTING	1210048		293.37	17,238.29
12/09/2015	2096	TECO	Electricity		3,484.81	13,753.48
12/09/2015	2097	Valleycrest Landscape Dev	Landscape		7,074.00	6,679.48
12/10/2015		Deposit	O & M - (Builder-Shutts)	3,746.88		10,426.36
12/10/2015		Deposit	CF - 2015-7, 9,10,11,12	194,453.05		204,879.41
12/11/2015	2098	Cistech, Inc.	2015-12 CF		3,712.39	201,167.02
12/11/2015	2099	Gensler	2015-11 CF		585.00	200,582.02
12/11/2015	2100	Heidt Design	2015-09 CF		8,422.44	192,159.58
12/11/2015	2101	Horvath Lake Fountains, Inc.	2015-10 CF		3,925.00	188,234.58
12/11/2015	2102	Valleycrest Landscape Dev	2015-07 CF		177,808.22	10,426.36
12/11/2015	2103	Atlas Professional Services, Inc.	Web Site Hosting - Dec		60.00	10,366.36
12/11/2015	2104	TECO	5009 Bella Armonia Cir - Deposit		400.00	9,966.36
12/18/2015		Deposit	Tax Collections	5,365.36		15,331.72
12/28/2015	2105	TECO	Electricity		3,734.51	11,597.21
12/30/2015	ACH12302015	Paychex	BOS Mtg 10/6, 11/3 - Fees		40.95	11,556.26
12/30/2015	888888DD	Anthony N Brannan	BOS Mtg - 10/6/15		184.70	11,371.56
12/30/2015	888889	Ira Draper	BOS Mtg - 10/6, 11/3		369.40	11,002.16
12/30/2015	888891DD	Lori Price	BOS Mtg - 10/6, 11/3		348.57	10,653.59
12/30/2015	888890	Michael S Lawson	BOS Mtg - 10/6, 11/3		369.40	10,284.19
12/30/2015	ACH12302015	Paychex	BOS Mtg - 10/6, 11/3		235.03	10,049.16
EOM BALANCE				220,660.52	215,929.79	10,049.16
12/02/2015		VOID Ck #2011	Void		-5,044.25	15,093.41
01/05/2016	2106	DG FARMS CDD C/O U S BANK	Tax Collection Distribution		4,133.60	10,959.81

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Date	Num	Name	Memo	Debit	Credit	Balance
01/05/2016	2107	Metro Development Group, LLC	Ph Reimbursement		40.91	10,918.90
01/06/2016		Deposit	GF 2016-04	9,270.78		20,189.68
01/06/2016		Deposit	O & M (Builder-Shutts & Bowen)	3,871.75		24,061.43
01/06/2016		Deposit	CF 2015-14	6,219.66		30,281.09
01/07/2016	2113	Hamilton Engineering	CF 2015-14		6,219.66	24,061.43
01/08/2016		Deposit	CF 2015-08	183,665.72		207,727.15
01/07/2016	2108	Aqautic Systems, Inc	Lake & Pond Maint - Dec		648.00	207,079.15
01/07/2016	2109	DPFG	1591(a)		6,133.33	200,945.82
01/07/2016	2110	Genesis	Storm Drain - Dec & Misc		1,050.00	199,895.82
01/07/2016	2111	STRALEY ROBIN	001434		216.95	199,678.87
01/07/2016	2112	Valleycrest Landscape Dev	Landscape - Add On		512.50	199,166.37
01/08/2016		Deposit	O & M & DS - (DR Horton Builder)	26,233.77		225,400.14
01/11/2016	2114	Permacast, LLC	2015-08 CF		183,665.72	41,734.42
01/18/2016	2115	Atlas Professional Services, Inc.	Web Site Hosting - Jan		60.00	41,674.42
01/20/2016	2116	DPFG Field Services, Inc	12/20-1/16 Field P/R		948.00	40,726.42
01/21/2016	2117	DG FARMS CDD C/O U S BANK	Tax Collection Distribution (DRH, Inc)		15,617.68	25,108.74
01/21/2016	2118	STEVE FAISON	Travel - Oct		216.16	24,892.58
01/21/2016	2119	TECO	Electricity		3,667.82	21,224.76
01/21/2016	2120	STEVE FAISON	Travel - Nov		172.42	21,052.34
01/21/2016	2121	STEVE FAISON	Travel - Dec		195.78	20,856.56
01/21/2016		Deposit	GF 2016-05, 06	22,529.41		43,385.97
01/21/2016		Deposit	CF 2015-13, 16, 17, 19, 21	30,779.00		74,164.97
01/22/2016	2123	Cistech, Inc.	2015-16 CF		6,648.45	67,516.52
01/22/2016	2124	Contract Furniture	2015-19 CF		14,778.08	52,738.44
01/22/2016	2125	Hamilton Engineering	2015-21 CF		6,596.47	46,141.97
01/22/2016	2126	Onsight Inc	2015-13 CF		2,606.00	43,535.97
01/22/2016	2135	BSB Design	2015-17 CF		150.00	43,385.97
01/22/2016	2127	Aqautic Systems, Inc	Lake & Pond Maint - Jan GF 2016-06		648.00	42,737.97
01/22/2016	2128	DPFG	CDD Mgmt - Jan GF 2016-06		6,133.33	36,604.64
01/22/2016	2129	Genesis	Street Sweeping/Storm Drain/Misc - GF 2016-05		747.00	35,857.64
01/22/2016	2130	Grandview Botanicals Landscape Co	Landscaping - mow, trim GF 2016-05		1,360.00	34,497.64
01/22/2016	2131	STANTEC CONSULTING	Engineering Svc - GF 2016-05		431.75	34,065.89
01/22/2016	2132	STRALEY ROBIN	Legal Svcs - GF 2016-05		254.65	33,811.24
01/22/2016	2133	TIMES PUBLISHING	1000539754 - CF 2015-05		36.68	33,774.56
01/22/2016	2134	Valleycrest Landscape Dev	Landscape - GF 2016-05,06		11,918.00	21,856.56
01/25/2016	2136	Genesis	NPDES/Storm Drain		970.00	20,886.56
01/25/2016	2137	STRALEY ROBIN	Legal Svcs thru 1/15/16		304.00	20,582.56
01/25/2016	2138	TIMES PUBLISHING	1000539754		89.72	20,492.84
01/27/2016	ACH0272016	Paychex	Audit FY 2015		69.95	20,422.89
01/27/2016	888892	Ira Draper	BOS Mtg 12/1/15		184.70	20,238.19
01/27/2016	888894DD	Lori Price	BOS Mtg - 12/1/15		183.45	20,054.74
01/27/2016	888893	Michael S Lawson	BOS Mtg - 12/1/15		184.70	19,870.04
01/27/2016	ACH01272016	Paychex	BOS Mtg 12-1-15		93.05	19,776.99
01/29/2016		Deposit	O & M (builder - Shutts & Bowen)	562.03		20,339.02
01/29/2016	12916DB	Deluxe Business Checks	New checks		85.71	20,253.31
	EOM	BALANCE		283,132.12	277,972.22	20,253.31
02/01/2016	2139	DPFG	CDD/Field Mgmt - Feb		6,133.33	14,119.98
02/01/2016		Deposit	GF 2016-07	3,316.00		17,435.98
02/01/2016		Deposit	CF 2015-25	16,307.63		33,743.61
02/02/2016	2141	Hamilton Engineering	CF 2015-25		16,307.63	17,435.98
02/02/2016	2140	Valleycrest Landscape Dev	GF 2016-07 - Landscaping		3,316.00	14,119.98
02/05/2016	2142	Aqautic Systems, Inc	Lake & Pond Maint - Feb		648.00	13,471.98
02/05/2016	2143	Atlas Professional Services, Inc.	Web Site Hosting - Feb		60.00	13,411.98
02/05/2016	2144	Metro Development Group, LLC	Phone Reimbursement		33.01	13,378.97
02/05/2016	2145	STEVE FAISON	Travel - Jan		147.83	13,231.14
02/05/2016	2146	Valleycrest Landscape Dev	Mow Common Areas - Oct		1,680.00	11,551.14
02/08/2016	2148	DPFG Field Services, Inc	1/17-2/13 Field P/R		960.00	10,591.14
02/12/2016	2149	Onsight Inc	Mailbox Rental		200.00	10,391.14
02/12/2016		Deposit	CF 2015-15	235,137.37		245,528.51
02/16/2016	2150	GTIS Metro DG, LLC	Due to DG Farms- Stantec		5,044.25	240,484.26
02/17/2016	WIRE	Certus Builders, Inc	2015-15 CF		235,137.37	5,346.89
02/23/2016	2151	TECO	Electricity		3,699.02	1,647.87
02/25/2016	2152	Contract Furniture	Storage - Feb		76.13	1,571.74
02/25/2016		Deposit	CF 2015-18, 20, 23, 24	6,377.50		7,949.24
02/25/2016	2153	BSB Design	2015-23 CF		1,600.00	6,349.24
02/25/2016	2154	Heidt Design	CF - 2015-18, 20		4,202.50	2,146.74

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Date	Num	Name	Memo	Debit	Credit	Balance
02/29/2016		Bank United	Outgoing Wire fee		25.00	2,121.74
	EOM	BALANCE		261,138.50	279,270.07	2,121.74
03/02/2016	2155	Atlas Professional Services, Inc.	Web Site Hosting - March		60.00	2,061.74
03/09/2016		Deposit	Tax Collections	2,278.31		4,340.05
03/09/2016	2156	STEVE FAISON	Travel - Feb		186.65	4,153.40
03/16/2016	2157	Contract Furniture	Storage - March		96.00	4,057.40
03/23/2016		Deposit	CF 2015-22	23,844.63		27,902.03
03/23/2016	03232016WR	Certus Builders, Inc	2015-22 CF		23,844.63	4,057.40
03/24/2016		Deposit	CF 2015-32	3,925.00		7,982.40
03/23/2016	WT	Bank United	Bank United Incoming wire fee		15.00	7,967.40
03/23/2016	WT	Bank United	Bank United Outgoing wire fee		25.00	7,942.40
	EOM	BALANCE		30,047.94	24,227.28	7,942.40
04/05/2016		Deposit	O & M - DS (Pulte Group)	3,171.96		11,114.36
04/05/2016	2159	Horvath Lake Fountains, Inc.	2015-32 CF		3,925.00	7,189.36
04/05/2016	2160	Metro Development Group, LLC	Cell Phone Reimbursement		33.17	7,156.19
04/07/2016		Deposit	O & M (Shutts & Bowen)	14,363.04		21,519.23
04/07/2016		Deposit	O & M (Shutts & Bowen)	22,855.83		44,375.06
04/07/2016	2161	DG FARMS CDD C/O U S BANK	DS		1,838.00	42,537.06
04/07/2016	2162	DPFG	CDD/Field Mgmt - 1591		85.00	42,452.06
04/07/2016	2163	Void	Void		0.00	42,452.06
04/11/2016	2164	Metro Development Group, LLC	Cell Phone		25.60	42,426.46
04/11/2016	2165	STANTEC CONSULTING	1210048		360.73	42,065.73
04/11/2016	2166	STEVE FAISON	Travel - March		177.23	41,888.50
04/11/2016	ACH04112016	Paychex	Payroll Fee (Requested Refund)		54.00	41,834.50
04/12/2016	2167	DG FARMS CDD C/O U S BANK	Tax Collection Distribution		1,356.33	40,478.17
04/12/2016	2168	Certus Builders, Inc	2015-43 CF		15,831.58	24,646.59
04/15/2016	2169	Contract Furniture	Storage - April		96.00	24,550.59
04/21/2016	2170	DPFG	CDD/Field Mgmt - 1591a		6,133.33	18,417.26
04/21/2016	2171	DPFG Field Services, Inc	Field Svcs - March-April		2,528.00	15,889.26
04/21/2016	2172	TECO	Electricity		4,073.29	11,815.97
04/21/2016	2173	Valleycrest Landscape Dev	Landscape Maint - Feb		6,706.00	5,109.97
04/26/2016		Deposit	DS & O&M (Lennar Homes)	21,110.47		26,220.44
04/26/2016		Deposit	DS & O&M (K.Hovnanian)	14,814.36		41,034.80
04/26/2016	04262016WR	DG FARMS CDD C/O U S BANK	DS 2014A-1		21,387.04	19,647.76
04/26/2016		Deposit	DS & O&M (Pulte Group)	20,369.84		40,017.60
04/27/2016	2174	TECO	Electricity		4,227.19	35,790.41
04/27/2016	2175	Grandview Botanicals Landscape Co	Site Preparation for sod		3,744.00	32,046.41
04/27/2016	04272016WR	DG FARMS CDD C/O U S BANK	DS 2014A-1		12,126.71	19,919.70
04/27/2016		Deposit	DS & O & M (Eastern National)	1,851.37		21,771.07
04/27/2016	2176	DG FARMS CDD C/O U S BANK	DS 2014 A-1		1,102.00	20,669.07
04/29/2016	2177	Grandview Botanicals Landscape Co	Mowing Retention/bushhog		2,100.00	18,569.07
04/29/2016	2178	Valleycrest Landscape Dev	Irrigation Repairs		180.00	18,389.07
04/29/2016		Deposit	GF - 2016- 8-19	88,333.43		106,722.50
04/29/2016	2181	Aqautic Systems, Inc	Lake & Pond Maint		1,296.00	105,426.50
04/29/2016	2182	Atlas Professional Services, Inc.	Web Site Hosting - April		60.00	105,366.50
04/29/2016	2183	DiBartolomeo, McBee, Hartley & Barn	Audit FY 2015		2,400.00	102,966.50
04/29/2016	2184	DPFG	CDD/Field Mgmt - 1591a		6,133.33	96,833.17
04/29/2016	2185	Ecological Consulting Solutions	Tortoise removal		2,100.00	94,733.17
04/29/2016	2186	Genesis	NPDES/Stormdrain		6,435.75	88,297.42
04/29/2016	2187	Grandview Botanicals Landscape Co	Plants/Sod		4,800.00	83,497.42
04/29/2016	2188	Prager & Co., LLC	Dissemination		5,000.00	78,497.42
04/29/2016	2189	STRALEY ROBIN	Legal services		1,114.15	77,383.27
04/29/2016	2190	Valleycrest Landscape Dev	Landscape Misc.		20,486.00	56,897.27
04/29/2016	2191	Valleycrest Landscape Dev	Landscape Maint - April		6,746.83	50,150.44
04/29/2016	230	Bank United	BU Wire Transfer fees per April bnk sta		50.00	50,100.44
	EOM	BALANCE		186,870.30	144,712.26	50,100.44
	2192	Void	Void		0.00	50,100.44
05/01/2016	2193	DPFG	CDD/Field Mgmt - 1591a		6,133.33	43,967.11
05/04/2016	ACH050416	Paychex	P/R Fees		52.25	43,914.86
05/04/2016	888895	Ira Draper	BOS Mtgs - 3/1 & 4/5/16		369.40	43,545.46
05/04/2016	888897DD	Lori Price	BOS Mtgs - 3/1 & 4/5/16		348.15	43,197.31
05/04/2016	888896	Michael S Lawson	BOS Mtgs - 3/1 & 4/5/16		369.40	42,827.91
05/04/2016	ACH050416	Paychex	BOS Mtgs - 3/1 & 4/5/16		204.85	42,623.06
05/06/2016	2194	GTIS Metro DG, LLC	Oct - March - Water Reimbursement		593.21	42,029.85
05/06/2016		Deposit	Tax Collections	2,301.33		44,331.18
05/06/2016	2195	STEVE FAISON	Travel exp - April		297.91	44,033.27

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Date	Num	Name	Memo	Debit	Credit	Balance
05/06/2016	2196	Genesis	NPDES/Storm Drain		991.00	43,042.27
05/09/2016	2197	Aqautic Systems, Inc	Lake & Pond Maint - May		648.00	42,394.27
05/09/2016	2198	Atlas Professional Services, Inc.	Web Site Hosting - May		60.00	42,334.27
05/09/2016	2199	Hillsborough County BOCC	3/23-4/22 - 1 Emerald Blossom Blvd		88.25	42,246.02
05/09/2016	2200	STRALEY ROBIN VERICKER	Legal Svcs		403.90	41,842.12
05/10/2016	ACH051016	Paychex	P/R Fee (to be refunded)		64.00	41,778.12
05/13/2016	888898	Ira Draper	BOS Mtg - 5/3/16		184.70	41,593.42
05/13/2016	888900DD	Lori Price	BOS Mtg - 5/3/16		183.45	41,409.97
05/13/2016	888899	Michael S Lawson	BOS Mtg - 5/3/16		184.70	41,225.27
05/13/2016	ACH051316	Paychex	BOS Mtg - 5/3/16		93.05	41,132.22
05/16/2016	2201	Genesis	NPDES/Storm Drain - Nov		860.00	40,272.22
05/16/2016	2202	LLS Tax Solutions, Inc	Arbitrage		650.00	39,622.22
05/16/2016	2203	Contract Furniture	5/1-5/31 - Furniture Storage		336.00	39,286.22
05/16/2016	2204	Valleycrest Landscape Dev	Landscape Maint - May		6,746.83	32,539.39
05/17/2016	2205	Valleycrest Landscape Dev	Irrigation Repairs		545.00	31,994.39
05/18/2016	ACH051816	Paychex	P/R Fees		50.50	31,943.89
05/18/2016	888901	Ira Draper	BOS Mtg -2/2/16		184.70	31,759.19
05/18/2016	888902DD	Lori Price	BOS Mtg - 2/2/16		183.45	31,575.74
05/18/2016	ACH051816	Paychex	BOS Mtg - 2/2/16		93.05	31,482.69
05/18/2016	888903	Theodore Sanders	BOS Mtg - 2/2/16		184.70	31,297.99
05/18/2016	2206	Grandview Botanicals Landscape Co	Mow Retention/Mow Common Areas		2,100.00	29,197.99
05/20/2016	2207	TECO	Electricity		4,081.35	25,116.64
05/23/2016	2208	DPFG Field Services, Inc	4/24-5/21 - Field P/R		926.00	24,190.64
05/25/2016	2209	STRALEY ROBIN VERICKER	001434		1,654.35	22,536.29
05/26/2016		Deposit	DS/O & M(Pulte Group)	26,098.78		48,635.07
05/26/2016		Deposit	O & M	27,689.33		76,324.40
05/26/2016	2210	Void	Void		0.00	76,324.40
05/26/2016	2211	DG FARMS CDD C/O U S BANK	Assessments		25,429.20	50,895.20
	EOM	BALANCE		56,089.44	55,294.68	50,895.20
06/01/2016	2212	DPFG	1591(a)		6,133.33	44,386.87
06/01/2016	2213	DPFG Field Services, Inc	5/22-6/18 - Field P/R		926.00	43,460.87
06/01/2016	2215	Atlas Professional Services, Inc.	Web Site Hosting - June		60.00	43,400.87
06/01/2016	2216	Hillsborough County BOCC	4/22-5/23 - 1 Emerald Blossom Blvd		125.18	43,275.69
06/01/2016	2217	Precision Power Systems, Inc.	Electrical Repairs		1,180.00	42,095.69
06/06/2016	2218	Aqautic Systems, Inc	Lake & Pond Maint - June		648.00	41,447.69
06/06/2016		Deposit	O & M/DS (Eastern National Title)	1,851.79		43,299.48
06/06/2016		Deposit	O & M/DS (Eastern National Title)	1,851.37		45,150.85
06/07/2016	2221	DPFG	1591(a)		170.00	44,980.85
06/08/2016	2223	DG FARMS CDD C/O U S BANK	DS - Assessment		1,102.00	43,878.85
06/08/2016	2224	DG FARMS CDD C/O U S BANK	DS Assessment		1,102.00	42,776.85
06/13/2016	2225	Genesis	NPDES/Storm Drain - May		1,977.40	40,799.45
06/16/2016	2226	Contract Furniture	Storage - June		336.00	40,463.45
06/16/2016	2227	Grandview Botanicals Landscape Co	Mow Retention Ponds - June		2,100.00	38,363.45
06/16/2016	2228	Valleycrest Landscape Dev	Landscape Maint - June		6,746.83	31,616.62
06/16/2016	2231	TECO	5/13-6/10 - 16568 Emerald Blossom Bl Well		322.22	31,294.40
06/20/2016	2230	TECO	Electricity		3,747.28	27,547.12
06/21/2016	2232	Valleycrest Landscape Dev	Landscape		6,145.00	21,402.12
06/24/2016	2233	STRALEY ROBIN VERICKER	Legal Svcs		695.50	20,706.62
06/27/2016	2234	TECO	16550 Emerald Blossom Tr - Deposit		1,920.00	18,786.62
06/29/2016	2235	DPFG Field Services, Inc	6/19-7/16 - Field P/R		926.00	17,860.62
06/29/2016	2236	STEVE FAISON	Travel - May		319.22	17,541.40
06/30/2016	2237	DG FARMS CDD C/O U S BANK	Tax Distribution		1,370.04	16,171.36
	EOM	BALANCE		3,703.16	38,052.00	16,171.36
07/01/2016	2238	Atlas Professional Services, Inc.	Web Site Hosting - July		60.00	16,111.36
07/01/2016	2239	DPFG	1591(a)		6,133.33	9,978.03
07/08/2016	2240	Aqautic Systems, Inc	Land & Pond Maint - July		648.00	9,330.03
07/08/2016	2242	Metro Development Group, LLC	Cell Phone - April-June		33.16	9,296.87
07/08/2016	2243	Valleycrest Landscape Dev	Landscape		4,030.00	5,266.87
07/14/2016	2245	Valleycrest Landscape Dev	Irrigation Repairs		585.00	4,681.87
07/18/2016	2246	Fla Dept of Health in Hillsborough Cou	Pool Permit		275.00	4,406.87
07/18/2016	2247	Genesis	NPDES/Storm Drain - June		565.00	3,841.87
07/18/2016	2248	STEVE FAISON	Travel - June		309.35	3,532.52
07/18/2016	2249	TECO	16510 Emerald Blossom Bl GT - Deposit		200.00	3,332.52
07/18/2016	2250	TIMES PUBLISHING	Legal Ad		53.48	3,279.04
07/21/2016	2251	TECO	Electricity		983.24	2,295.80
07/22/2016	2252	TECO	5009 Bella Armonia Cir - Deposit		135.00	2,160.80

**DG FARMS
CHECK REGISTER
FY 2016**

Date	Num	Name	Memo	Debit	Credit	Balance
07/22/2016			Refund-Dup(return to DGF)	12,880.00		15,040.80
07/22/2016	2253	GTIS Metro DG, LLC	Refund from ValleyCrest		12,880.00	2,160.80
07/26/2016			DS/O&M (Pulte)	6,343.90		8,504.70
07/26/2016			DS/O & M (Lennar)	14,073.65		22,578.35
07/26/2016			O & M (Shutts & Bowen)	5,620.32		28,198.67
07/26/2016	2254	DG FARMS CDD C/O U S BANK	DS Assessment		3,675.99	24,522.68
07/26/2016	2255	DPFG	fee		170.00	24,352.68
07/27/2016	2256	Tampa Print Services, Inc.	Mass Mailing		320.65	24,032.03
07/28/2016	2257	Burgess Civil, LLC	Layflat Hose & Adapter		1,000.00	23,032.03
07/28/2016			GF 2016-20	5,528.82		28,560.85
07/28/2016	2258	Grandview Botanicals Landscape Co	Mowing Retention Ponds - July/ Drainage Easements		2,100.00	26,460.85
07/28/2016	2259	TECO	Electricity		3,428.82	23,032.03
07/28/2016	ACH07282016	Paychex	P/R Fee		62.25	22,969.78
07/28/2016	888904	Ira Draper	BOS Mtg - 6/7/16		189.14	22,780.64
07/28/2016	888906DD	Lori Price	BOS Mtg - 6/7/16		183.45	22,597.19
07/28/2016	888905	Michael S Lawson	BOS Mtg - 6/7/16		184.70	22,412.49
07/28/2016	ACH07282016	Paychex	BOS Mtg - 6/7/16		93.05	22,319.44
07/29/2016	2260	DG FARMS CDD C/O U S BANK	Assessments		8,378.42	13,941.02
07/29/2016	2261	Valleycrest Landscape Dev	Annuals		374.00	13,567.02
	EOM	BALANCE		44,446.69	47,051.03	13,567.02
08/01/2016	2262	DPFG	CDD Mgmt - August		6,133.33	7,433.69
08/01/2016	2263	STRALEY ROBIN VERICKER	Legal Svcs thru 7/15/16		768.00	6,665.69
08/02/2016	2264	Aqautic Systems, Inc	Lake & Pond Maint - August		648.00	6,017.69
08/02/2016	2265	Atlas Professional Services, Inc.	Web Site Hosting - August		60.00	5,957.69
08/02/2016	2266	Genesis	NPDES/Storm Drain		610.00	5,347.69
08/02/2016	2267	Grandview Botanicals Landscape Co	Mowing Front Entrance		300.00	5,047.69
08/02/2016	2268	Hillsborough County BOCC	7/12-7/20 - 16550 Emerald Blossom Blvd		882.39	4,165.30
08/02/2016	2269	STEVE FAISON	Travel - July		352.15	3,813.15
08/02/2016	2270	Waste Management Inc. of Florida	Solid Waste		449.35	3,363.80
08/09/2016	2271	DPFG Field Services, Inc	7/17-8/13 - Field P/R		1,329.00	2,034.80
08/09/2016	2272	Genesis	Storm Drain		155.00	1,879.80
08/09/2016	2273	TIMES PUBLISHING	1000539754		373.24	1,506.56
08/16/2016			O & M & Estopple Fee - (Pulte Group)	2,667.91		4,174.47
08/16/2016			Rentals/Misc	270.00		4,444.47
08/17/2016	2274	DPFG	1591(a)		170.00	4,274.47
08/17/2016	2275	Stephen Davis	Refund		10.00	4,264.47
08/18/2016	2276	Genesis	Misc. Cleaning		655.00	3,609.47
08/23/2016	2277	TECO	Electricity		203.43	3,406.04
08/23/2016			Key Fobs	20.00		3,426.04
08/26/2016			GF 2016-21, 22	11,398.05		14,824.09
08/26/2016	2278	Burgess Civil, LLC	Vacuum Storm Lines		1,880.00	12,944.09
08/26/2016	2279	Grandview Botanicals Landscape Co	Landscape Maint for Photo Shoot		650.00	12,294.09
08/26/2016	2280	STANTEC CONSULTING	1210048		1,031.22	11,262.87
08/26/2016	2281	Valleycrest Landscape Dev	Landscape Maint - August		7,836.83	3,426.04
08/26/2016	2282	STRALEY ROBIN VERICKER	001434		874.50	2,551.54
	EOM	BALANCE		14,355.96	25,371.44	2,551.54
09/02/2016			Deposit			
09/06/2016	2283	Aqautic Systems, Inc	Lake & Pond Maint - September		648.00	6,899.38
09/06/2016	2284	Atlas Professional Services, Inc.	Web Site Hosting - September		60.00	6,839.38
09/06/2016	2285	Bright View Landscape Services, Inc.	Irrigation Repairs		585.00	6,254.38
09/06/2016	2286	Valleycrest Landscape Dev	Mowing		180.00	6,074.38
09/06/2016	2287	Waste Management Inc. of Florida	Solid Waste - September		160.00	5,914.38
09/06/2016			Deposit			
09/08/2016	2288	Grandview Botanicals Landscape Co	Mowing of retention ponds/common areas		2,100.00	10,461.73
09/08/2016	2289	TECO	Electricity		4,547.35	5,914.38
09/12/2016	2290	STEVE FAISON	Travel - August		241.63	5,672.75
09/12/2016			Deposit			
09/13/2016	2291	SAMNIK & BALLARD	Tree Diagnostics		1,200.00	5,672.75
09/14/2016			Deposit			
09/16/2016	2292	DoorKing Inc.	Gate		49.95	71,130.27
09/16/2016	2293	Genesis	NPDES/Storm Drain		870.00	70,210.32
09/16/2016	2294	SAMNIK & BALLARD	Fertilizer		1,555.00	68,655.32
09/20/2016	2295	Brightview Landscape Services	Landscape Maint - September		7,836.83	60,818.49
09/20/2016	2296	DPFG	1591(a)		6,133.33	54,685.16
09/20/2016	2297	DPFG Field Services, Inc	8/14-9/24 - Field P/R		1,287.00	53,398.16
09/20/2016	2298	Hallelujah Pools	Pool Start Up & Maint July- Sept		7,825.00	45,573.16

**DG FARMS
CHECK REGISTER
FY 2016**

Date	Num	Name	Memo	Debit	Credit	Balance
09/20/2016	2299	SAMNIK & BALLARD	Fertilizer		8,885.00	36,688.16
09/20/2016	2300	STANTEC CONSULTING	1210048		1,189.18	35,498.98
09/20/2016	2301	TECO	Electricity		5,131.05	30,367.93
09/30/2016	2304	DoorKing Inc.	8/23-9/22 - Gate		49.95	30,317.98
09/30/2016	2305	Grandview Botanicals Landscape Co	Mow Retention Ponds/Common Areas		2,100.00	28,217.98
09/30/2016	2307	TIMES PUBLISHING	1000539754		478.00	27,739.98
09/30/2016	2308	Hillsborough County BOCC	8/23-9/22 - 16550 Emerald Blossom Blvd		118.87	27,621.11
09/30/2016	2309	STRALEY ROBIN VERICKER	Legal Svcs thru 9/15/16		189.50	27,431.61
09/30/2016	2310	SAMNIK & BALLARD	Treatment for Trees		4,350.00	23,081.61
	EOM	BALANCE		78,300.71	57,770.64	23,081.61

EXHIBIT 5

MEMORANDUM

To: Board of Supervisors
DG Farms CDD

From: Paul Cusmano

Date: November 1, 2016

Re: Prompt Payment Policies and Procedures

The purpose of this memorandum is to outline the DG Farms Community Development District's ("District") responsibilities under the Local Government Prompt Payment Act (Chapter 218, Part VII, Florida Statutes) ("Act"). The Act requires districts to establish procedures for marking payment requests or invoices as "received" and to establish dispute resolution procedures in the event a dispute occurs between a district and a contractor.

The accompanying proposed resolution and policy ("Prompt Payment Policies and Procedures") sets forth specific policies and procedures to ensure timely payment to vendors or contractors providing goods or services to the District and to provide guidance in contracting matters. The Prompt Payment Policies and Procedures will provide more protection for the District by establishing a process to deny and resolve instances of improper invoices such as an invoice for goods or services that fail to meet the contract requirements. As required by the Act, the Prompt Payment Policies and Procedures delineate the procedure for accepting and calculating the date of payment for construction services and non-construction goods and services.

If you have questions regarding the Prompt Payment Act, or the attached proposed Resolution and Prompt Payment Policies and Procedures, please do not hesitate to contact me.

RESOLUTION 2017-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE DG FARMS COMMUNITY DEVELOPMENT DISTRICT ADOPTING PROMPT PAYMENT POLICIES AND PROCEDURES PURSUANT TO CHAPTER 218, FLORIDA STATUTES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the DG Farms Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated in Hillsborough County, Florida; and

WHEREAS, Chapter 218, Florida Statutes, requires timely payment to vendors and contractors providing certain goods and/or services to the District; and

WHEREAS, the Board of Supervisors of the District (the “Board”) accordingly finds that it is in the best interests of the District to establish by resolution the Prompt Payment Policies and Procedures attached hereto as **Exhibit A** for immediate use and application.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE DG FARMS COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The Prompt Payment Policies and Procedures attached hereto as **Exhibit A** are hereby adopted pursuant to this resolution as necessary for the conduct of District business. The Prompt Payment Policies and Procedures shall remain in full force and effect until such time as the Board may amend them; provided, however, that as the provisions of Chapter 218, Florida Statutes, are amended from time to time, the attached Prompt Payment Policies and Procedures shall automatically be amended to incorporate the new requirements of law without any further action by the Board.

SECTION 2. If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect. All District resolutions, policies or parts thereof in actual conflict with this Resolution are, to the extent of such conflict, superseded and repealed, except as noted below.

SECTION 3. This Resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED THIS 1st DAY OF NOVEMBER, 2016.

ATTEST:

**DG FARMS COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairman, Board of Supervisors

Exhibit A: Prompt Payment Policies and Procedures

DG FARMS COMMUNITY DEVELOPMENT DISTRICT

Prompt Payment Policies and Procedures

**In Accordance With the Local Government Prompt Payment Act
Chapter 218, Part VII, Florida Statutes**

November 1, 2016

DG Farms Community Development District
Prompt Payment Policies and Procedures

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I. Purpose

In accordance with the Local Government Prompt Payment Act (Chapter 218, Part VII, Florida Statutes) (“PPA”), the purpose of the DG Farms Community Development District (“District”) Prompt Payment Policies and Procedures (“Policies & Procedures”) is to provide a specific policy to ensure timely payment to Vendors and Contractors (both hereinafter defined) providing goods and/or services to the District and ensure the timely receipt by the District of goods and/or services contemplated at the time of contracting. Please note that the PPA, like any statute or law, may be amended from time to time by legislative action. These Policies & Procedures are based on the statutory requirements as of the date identified on the cover page of this document. By this reference, as applicable statutory provisions subsequently change, these Policies & Procedures shall automatically be amended to incorporate the new requirements of law. These Policies & Procedures are adopted by the District to provide guidance in contracting matters. Failure by the District to comply with these Policies & Procedures shall not expand the rights or remedies of any Provider (hereinafter defined) against the District under the PPA. Nothing contained herein shall be interpreted as more restrictive on the District than what is provided for in the PPA.

II. Scope

These Policies & Procedures apply to all operations of the District, including Construction Services and Non-Construction Goods and Services, as applicable.

III. Definitions

A. Agent

The District-contracted architect, District-contracted engineer, District Manager, or other person, acting on behalf of the District, which is required by law or contract to review invoices or payment requests from Providers (hereinafter defined). Such individuals/entities must be identified in accordance with §218.735 (1), Fla. Stat., and further identified in the relevant agreement between the District and the Provider.

B. Construction Services

All labor, services, and materials provided in connection with the construction, alteration, repair, demolition, reconstruction, or other improvement to real property that require a license under parts I and II of Chapter 489, Fla. Stat.

C. Contractor or Provider of Construction Services

The entity or individual that provides Construction Services through direct contract with the District.

D. Date Stamped

Each original and revised invoice or payment request received by the District shall be marked electronically or manually, by use of a date stamp or other method, which date marking clearly indicates the date such invoice or payment request is first delivered to the District through its Agent. In the event that the

Agent receives an invoice or payment request, but fails to timely or physically mark on the document the date received, "Date Stamped" shall mean the date of actual receipt by the Agent.

E. Improper Invoice

An invoice that does not conform to the requirements of a Proper Invoice.

F. Improper Payment Request

A request for payment for Construction Services that does not conform to the requirements of a Proper Payment Request.

G. Non-Construction Goods and Services

All labor, services, goods and materials provided in connection with anything other than construction, alteration, repair, demolition, reconstruction, or other improvements to real property.

H. Proper Invoice

An invoice that conforms to all statutory requirements, all requirements of these Policies and Procedures not expressly waived by the District and any additional requirements included in the agreement for goods and/or services for which the invoice is submitted not expressly waived by the District.

I. Proper Payment Request

A request for payment for Construction Services which conforms to all statutory requirements, all requirements of these Policies & Procedures not expressly waived by the District and any additional requirements included in the Construction Services agreement for which the Payment Request is submitted not expressly waived by the District.

J. Provider

Includes any Vendor, Contractor or Provider of Construction Services, as defined herein.

K. Purchase

The purchase of goods, materials, services, or Construction Services; the purchase or lease of personal property; or the lease of real property by the District.

L. Vendor

Any person or entity that sells goods or services, sells or leases personal property, or leases real property directly to the District, not including Construction Services.

IV. Proper Invoice/Payment Request Requirements

A. General

Prior to Provider receiving payment from the District, Non-Construction Goods and Services and Construction Services, as applicable, shall be received and performed in accordance with contractual or other specifications or requirements to the satisfaction of the District. Provision or delivery of Non-Construction Goods and Services to the District does not constitute acceptance for the purpose of payment. Final acceptance and authorization of payment shall be made only after delivery and inspection by the Agent and the Agent's confirmation that the Non-Construction Goods and Services or Construction Services meet contract specifications and conditions. Should the Non-Construction Goods and Services or Construction Services differ in any respect from the specifications, payment may be withheld until such time as the Provider takes necessary corrective action. Certain limited exceptions which require payment in advance are permitted when authorized by the District Board of Supervisors ("Board") or when provided for in the applicable agreement.

B. Sales Tax

Providers should not include sales tax on any invoice or payment request. The District's current tax-exempt number is 85-8016487452C-0. A copy of the tax-exempt form will be supplied to Providers upon request.

C. Federal Identification and Social Security Numbers

Providers are paid using either a Federal Identification Number or Social Security Number. To receive payment, Providers should supply the District with the correct number as well as a proper Internal Revenue Service W-9 Form. The District Manager shall treat information provided in accordance with Florida law.

Providers should notify the District Manager when changes in data occur (telephone 1-813-374-9104, email: paul.cusmano@dpg.com)

D. Proper Invoice for Non-Construction Goods and Services

All Non-Construction Goods and Services invoiced must be supplied or performed in accordance with the applicable purchase order (including any bid/proposal provided, if applicable) or agreement and such Non-Construction Goods and Services quantity and quality must be equal to or better than what is required by such terms. Unless otherwise specified in the applicable agreement, invoices should contain all of the following minimum information in order to be considered a Proper Invoice:

1. Name of Vendor
2. Remittance address
3. Invoice Date
4. Invoice number
5. The "Bill To" party must be the District or the Board, or other entity approved

in writing by the Board of the District Manager

6. Project name (if applicable)
7. In addition to the information required in Section IV.D.1-6 above, invoices involving the purchase of goods should also contain:
 - a. A complete item description
 - b. Quantity purchased
 - c. Unit price(s)
 - d. Total price (for each item)
 - e. Total amount of invoice (all items)
 - f. The location and date(s) of delivery of the goods to the District
8. In addition to the information required in Section IV.D.1-6 above, invoices involving the purchase of services should also contain:
 - a. Itemized description of services performed
 - b. The location and date of delivery of the services to the District
 - c. Billing method for services performed (i.e., approved hourly rates, percentage of completion, cost plus fixed fee, direct/actual costs, etc.)
 - d. Itemization of other direct, reimbursable costs (including description and amount)
 - e. Copies of invoices for other direct, reimbursable costs (other than incidental costs such as copying) and one (1) of the following:
 - i. Copy of both sides of a cancelled check evidencing payment for costs submitted for reimbursement
 - ii. Paid receipt
 - iii. Waiver/lien release from subcontractor (if applicable)
9. Any applicable discounts
10. Any other information or documentation, which may be required or specified under the terms of the purchase order or agreement

E. Proper Payment Request Requirements for Construction Services

Payment Requests must conform to all requirements of Section IV.A.-D., above, unless otherwise specified in the terms of the applicable agreement or purchase order between the District and the Contractor.

V. Submission of Invoices and Payment Requests

The Provider shall submit all Invoices and Payment Requests for both Construction Services and Non-Construction Goods and Services to the District's Agent as provided in the purchase order or agreement, as applicable, and to the District Manager as follows:

Submit the invoice and/or payment request, with required additional material and in conformance with these Policies and Procedures, by mail, by hand delivery, or via email (Note: email is the preferred method for receipt of Non-Construction Goods and Services invoices).

1. **Mailing and Drop Off Address**
Development Planning and Financing Group
c/o Paul Cusmano
15310 Amberly Drive, Suite 175
Tampa, Florida 33647
2. **Email Address**
Paul.cusmano@dpg.com

VI. Calculation of Payment Due Date

A. Non-Construction Goods and Services Invoices

1. **Receipt of Proper Invoice**
Payment is due from the District forty-five (45) days from the date on which a Proper Invoice is Date Stamped.
2. **Receipt of Improper Invoice**
If an Improper Invoice is received, a required invoice is not received, or invoicing of a request for payment is not required, the time when payment is due from the District is forty-five (45) days from the latest date of the following:
 - a. On which delivery of personal property is fully accepted by the District;
 - b. On which services are completed and accepted by the District;
 - c. On which the contracted rental period begins (if applicable); or
 - d. On which the District and the Vendor agree in a written agreement that provides payment due dates.
3. **Rejection of an Improper Invoice**
The District may reject an Improper Invoice. Within ten (10) days of receipt of the Improper Invoice by the District, the Vendor must be notified that the invoice is improper and be given an opportunity to correct the deficient or missing information, remedy the faulty work, replace the defective goods, or take other necessary, remedial action.

The District's rejection of an Improper Invoice must:

1. Be provided in writing;
2. Specify any and all known deficiencies; and
3. State actions necessary to correct the Improper Invoice.

If the Vendor submits a corrected invoice, which corrects the deficiencies specified in the District's written rejection, the District must pay the corrected invoice within the later of: (a) ten (10) business days after date

the corrected invoice is Date Stamped; or (b) forty-five (45) days after the date the Improper Invoice was Date Stamped.

If the Vendor submits an invoice in response to the District's written rejection which fails to correct the deficiencies specified or continues to be an Improper Invoice, the District must reject that invoice as stated herein.

4. Payment of Undisputed Portion of Invoice

If the District disputes a portion of an invoice, the undisputed portion shall be paid in a timely manner and in accordance with the due dates for payment as specified in these Policies & Procedures.

B. Payment Requests for Construction Services

1. Receipt of Proper Payment Request

The time at which payment is due for Construction Services from the District is as follows:

a. If an Agent must approve the payment request before it is submitted to the District Manager, payment (whether full or partial) is due twenty-five (25) business days after the payment request is Date Stamped. The Contractor may send the District an overdue notice. If the payment request is not rejected within four (4) business days after Date Stamp of the overdue notice, the payment request shall be deemed accepted, except for any portion of the payment request that is fraudulent, misleading or is the subject of dispute.

The agreement between the District and the Contractor shall identify the Agent to which the Contractor shall submit its payment request, or shall be provided by the District through a separate written notice no later than ten (10) days after contract award or notice to proceed, whichever is later. Contractor's submission of a payment request to the Agent shall be Date Stamped, which shall commence the time periods for payment or rejection of a payment request or invoice as provided in this section.

b. If, pursuant to contract, an Agent is not required to approve the payment request submitted to the District, payment is due twenty (20) business days after the payment request is Date Stamped unless such payment request includes fraudulent or misleading information or is the subject of dispute.

2. Receipt and Rejection of Improper Payment Request

a. If an Improper Payment Request is received, the District must reject the Improper Payment Request within twenty (20) business days after the date on which the payment request is Date Stamped.

b. The District's rejection of the Improper Payment Request must:

1. Be provided in writing;
2. Specify any and all known deficiencies; and
3. State actions necessary to correct the Improper Invoice.

c. If a Contractor submits a payment request which corrects the deficiency specified in the District's written rejection, the District must pay or reject the corrected submission no later than ten (10) business days after the date the corrected payment request is Date Stamped.

3. Payment of Undisputed Portion of Payment Request

If the District disputes a portion of a payment request, the undisputed portion shall be paid in a timely manner and in accordance with the due dates for payment as specified in this section.

VII. Resolution of Disputes

If a dispute arises between a Provider and the District concerning payment of an invoice or payment request, the dispute shall be resolved as set forth in § 218.735, Fla. Stat., for Construction Services, and § 218.76, Fla. Stat. for Non-Construction Goods and Services.

A. Dispute between the District and a Contractor

If a dispute between the District and a Contractor cannot be resolved following resubmission of a payment request by the Contractor, the dispute must be resolved in accordance with the dispute resolution procedure prescribed in the construction contract, if any. In the absence of a prescribed procedure in the contract, the dispute must be resolved by the procedures specified below.

B. Dispute Resolution Procedures

1. If an Improper Payment Request or Improper Invoice is submitted, and the Provider refuses or fails to submit a revised payment request or invoice as contemplated by the PPA and these Policies and Procedures, the Provider shall, not later than thirty (30) days after the date on which the last payment request or invoice was Date Stamped, submit a written statement via certified mail to the Agent, copying the District Manager, specifying the basis upon which the Provider contends the last submitted payment request or invoice was proper.
2. Within forty-five (45) days of receipt by the Agent and District Manager of the disputed, last-submitted payment request or invoice, the Agent and/or District Manager shall commence investigation of the dispute and render a final decision on the matter no later than sixty (60) days after the date on which the last-submitted payment request or invoice is Date Stamped.

3. Absent a written agreement to the contrary, if the Provider refuses or fails to provide the written statement required above, the Agent and/or District Manager is not required to contact the Provider in the investigation. In addition, and absent a written agreement to the contrary, if such written statement is not provided, the District may immediately contract with third parties to provide the goods and services subject to the dispute and deduct the costs of such third party purchases from amounts owed to the Provider.
4. The Board shall approve any decision of the District Manager to contract with a third party which would result in: 1) an expenditure above what is budgeted for the Construction Services or Non-Construction Services; or 2) an expenditure which exceeds the original contract amount for the Construction Services or Non-Construction Services by more than ten percent (10%) or Ten Thousand Dollars (\$10,000).
5. A written explanation of the final decision shall be sent to the Provider, via certified mail, within five (5) business days from the date on which such final decision is made. A copy of the written explanation of the final decision shall be provided to the Chairperson of the Board simultaneously with the certified mailing to the Provider.
6. If a Provider does not accept in writing the final decision within five (5) days after receipt by the Provider, the District may immediately contract with third parties to provide the goods and services subject to the dispute and deduct the costs of such third party purchases from amounts owed to the Provider. If the costs of the third party purchases exceed the amount the District owes to the Provider, the District may seek to recover such excess from the Provider in a court of law or as otherwise provided in an agreement between the District and the Provider. Nothing contained herein shall limit or affect the District's ability to enforce all of its legal and contractual rights and remedies against the Provider.

VIII. Purchases Involving Federal Funds or Bond Funds

When the District intends to pay for a purchase with federal funds or bond funds, the District shall make such purchases only upon reasonable assurances that federal funds or bond funds sufficient to cover the cost will be received. When payment is contingent upon the receipt of bond funds, federal funds or federal approval, the public procurement documents and any agreement with a Provider shall clearly state such contingency. (§ 218.77, Fla. Stat.).

IX. Requirements for Construction Services Contracts – Project Completion; Retainage

The District intends to follow the PPA requirements for construction project completion and retainage, including, but not limited to, § 218.735 (7) and (8), Fla. Stat.

X. Late Payment Interest Charges

Failure on the part of the District to make timely payments may result in District responsibility for late payment interest charges. No agreement between the District and a Provider may prohibit the collection of late payment interest charges allowable under the PPA as mandatory interest. (§218.75, Fla. Stat.).

A. Related to Non-Construction Goods and Services

All payments due from the District, and not made within the time specified within this policy, will bear interest, from thirty (30) days after the due date, at the rate of one percent (1%) per month on the unpaid balance. The Vendor must submit a Proper Invoice to the District for any interest accrued in order to receive the interest payment. (§ 218.74 (4), Fla. Stat.).

An overdue period of less than one (1) month is considered as one (1) month in computing interest. Unpaid interest is compounded monthly. The term one (1) month means a period beginning on any day of a month and ending on the same day of the following month.

B. Related to Construction Services

All payments for Construction Services that are not made within the time periods specified within the applicable statute, shall bear interest from thirty (30) days after the due date, at the rate of one percent (1%) per month, or the rate specified by agreement, whichever is greater. The Contractor must submit a Proper Payment Request to the District for any interest accrued in order to receive the interest payment. An overdue period of less than one (1) month is considered as one (1) month in computing interest. (§ 218.735 (8)(i), Fla. Stat.).

Unpaid interest is compounded monthly. The term one (1) month means a period beginning on any day of a month and ending on the same day of the following month.

C. Report of Interest

If the total amount of interest paid during the preceding fiscal year exceeds \$250, the District Manager is required to submit a report to the Board during December of each year, stating the number of interest payments made and the total amount of such payments. (§ 218.78, Fla. Stat.).



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Las Vegas, NV 89120
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950 West Bannock, 11th Floor
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Research Triangle, NC

1340 Environ Way, Suite 328
Chapel Hill, NC 27517
P: (919) 321-0232
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N. Charleston, SC 29405
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