

Quorum Check:

Mary Beth Schewitz ____
Luanne Kerins ____
Terri Stanton ____
John Esposito ____
Lynn Domenici ____



Community Development District

February 19, 2020 at 8:30 a.m.

505 Whiskey Creek Drive

Regular Meeting of the Key Marco CDD Board of Directors

The regular meeting of the Board of Supervisors of the Key Marco Community Development District will be held on Wednesday, February 19, 2020 at 8:30 a.m. at the Key Marco Community Center, 505 Whiskey Creek Drive, Marco Island, Florida.

1. Roll Call
2. Approval of Agenda
3. Public Comments on Agenda Items
4. Approval of Minutes
 - A. November 12, 2019
 - B. December 3, 2019
5. Old Business
 - A. Marco Island Academy; Release of General Liability DRAFT
6. Organizational Matters
 - A. Welcome new Supervisors Lynn Domenici and John Esposito
8. New Business
9. Attorney's Report
 - A. Discussion of CDD Roadway Parking Rules; Final DRAFT for consideration
10. District Manager's Report
 - A. Acceptance of the Financial Statements
 - i. Month Ending October 31, 2019 (corrected)

Quorum Check:

Mary Beth Schewitz ___
Luanne Kerins ___
Terri Stanton ___
John Esposito ___
Lynn Domenici ___

- ii. Month Ending November 30, 2019
 - iii. Month Ending December 31, 2019
 - B. Securitas Post Orders; Final DRAFT for consideration
 - C. Special Event Marco Island Half Marathon/5K
Sunday, March 15, 2020
 - D. Follow-Up Items
 - i. FEMA Update
 - ii. Hole-Montes Contract Executed
 - iii. Fire Hydrants Repairs & Maintenance Update
 - iv. Landscaping & Irrigation Report
- 11. Research Committees
 - A. Street Lights, Lynn Domenici
 - B. Access Control, John Esposito
- 12. Supervisors' Requests
 - A. Speeding, Speed Bumps, Speed Sign – Luanne Kerins
- 13. Audience Comments
- 14. Adjournment

1 **KEY MARCO COMMUNITY DEVELOPMENT DISTRICT**
2 **REGULAR BOARD MEETING**
3 **November 12, 2019**

4
5 The Board of Supervisors of the Key Marco Community Development District met at 12:30 p.m.
6 on November 12th, 2019, at the Key Marco Community Center, Marco Island, Florida.

7
8 **APPEARANCES:** Mary Beth Schewitz, Chairman
9 Luanne Kerins, Vice-Chairman
10 Maureen McFarland, Treasurer/Assistant Secretary
11 Terri Stanton, Assistant Secretary

12
13 **PRESENT:** Bob Koncar, General Manager, Inframark
14 Greg Urbancic, Esq., District Counsel

15
16 **ABSENT** Justin Faircloth, District Manager

17
18 **CALL TO ORDER/ROLL CALL**

19 Bob Koncar opened the meeting. All supervisors were in attendance.

20
21 **APPROVAL OF AGENDA**

22 *Motion by Mrs. Schewitz and a second by Mrs. Kerins, to approve the agenda as*
23 *presented. Motion unanimously approved.*

24 **PUBLIC COMMENT ON AGENDA ITEMS**

25 No comments were received from the public.

26
27 **APPROVAL OF MINUTES OF OCTOBER 16, 2019 MEETING**

28 On page 4, the motion should read as follows: "On a voice vote by Supervisor McFarland,
29 second by Supervisor Stanton voting yes, and the Chair and the Vice Chair voting no, the motion
30 failed".
31

Motion by Mrs. Schewitz and a second by Mrs. Kerins, to approve the October 16, 2019 meeting minutes as amended. Motion unanimously approved.

ACTION ITEMS FROM OCTOBER MEETING

The action items were all addressed, and Mrs. McFarland noted that they should continue to include the monthly invoices from District counsel.

OLD BUSINESS

A. Termination of Inframark Management Services Agreement

A termination agreement was prepared, and the expenses for this work were \$1,029.42 which will be approved pending final review by Mrs. McFarland.

Motion by Mrs. Schewitz and a second by Mrs. Kerins, to terminate the management agreement with Inframark. Motion unanimously approved.

B. Inframark Financial Services Agreement

Inframark raised their fee to \$22,000, and the two bids to consider were received from GMS, LLC for \$12,000 and Rosetta for \$12,600.

Motion by Mrs. McFarland and a second by Mrs. Kerins to authorize Mrs. Schewitz to enter into an agreement and execute the agreement with one of these two firms, not to exceed \$15,000, once it is approved by the District's attorney. Motion unanimously approved.

C. Proposed Key Marco CDD/Key Marco HOA Management Agreement

Mr. Urbancic provided copies of this agreement which was acceptable to the Chair, Mrs. Schewitz and the HOA representatives, Mr. Krutisch and Mr. Kerins.

Motion by Mrs. Schewitz and a second by Mrs. Kerins to approve the proposed agreement and authorize the Chair to execute agreement. Motion unanimously approved.

58 **ORGANIZATIONAL MATTERS**

59
60 A. Consideration to fill the Vacancy of Seat 3 for Supervisor

61 *Motion by Mrs. Schewitz and a second by Mrs. McFarland to table this item until*
62 *such time as the residents are notified that there is a vacancy and that applications*
63 *are being accepted. Anticipating an appointment by the next meeting.*
64 *Additionally, Items B and C will be tabled as well and addressed at that same time.*
65 *Motion unanimously approved.*

66 **NEW BUSINESS**

67 There was no new business brought before the Board.

68
69 **ATTORNEY'S REPORT**

70
71 A. Discussion of CDD Roadway Parking Rules

72 Mr. Urbancic provided copies of these rules and proposed changes to them, and asked the
73 Board for input. Once they are approved by the Board, a public hearing will be noticed and
74 advertised. The item regarding parking beside a sidewalk will be removed, and any car that
75 breaks down will have to be removed within the specified amount of time. The District
76 manager has a legal right to enforce these rules.

77 *Motion by Mrs. Schewitz and a second by Mrs. Kerins in consideration of the*
78 *changes as noted above will be made. Mrs. Maline and Mr. Urbancic will work*
79 *together to arrange the public hearing on these rules. Motion unanimously*
80 *approved.*

81 B. District Engineer Contract Negotiation

82 Hole-Montes agreed with the contract provided to them by Mr. Urbancic, and their fee
83 schedule was provided to the Board along with the contract.

84 *Motion by Mrs. McFarland and a second by Mrs. Kerins, to approve the contract for*
85 *engineering services with Hole-Montes, and authorized the Chair to execute it.*
86 *Motion unanimously approved.*

87 **MANAGER'S REPORT**

88
89 A. Acceptance of Financial Statement

90 ***Motion by Mr. Schewitz and a second by Mrs. McFarland, to approve the financial***
91 ***report provided by Inframark for month ending October 2019 as submitted.***
92 ***Motion unanimously approved.***

93 B. Consideration of Revised Post Orders

94 Mr. Urbancic will insert an item in the post order on public records requests to the guards,
95 which would immediately go to the District Manager.

96
97 After going through the post orders for any necessary changes and updates the Board asked for
98 input from residents for any suggested changes, which will be provided to the district manager
99 for review, and brought back to the Board.

100
101 C. Collier County Utilities has requested a security card or keypad access code to enter into the
102 community after hours. After a brief discussion it was decided that Collier County Utilities
103 would need to contact the district manager to gain access afterhours. Water quality testing
104 visits will occur during business hours.

105
106 D. Bank Signature Cards

107 Mrs. McFarland stated that she will remove those presently on the first account with the
108 exception of herself as treasurer. On the second account, both she and Mrs. Schewitz will be
109 signatories.

110 ***Motion by Mrs. McFarland, second by Mrs. Kerins to make the changes as stated.***
111 ***Motion approved unanimously.***

112 After the new supervisor's officer designations are appointed, new signature cards will be
113 signed by the Chair, the treasurer and the new accounting firm, GMS, LLC.

Motion by Mrs. McFarland and second by Mrs. Kerins, to continue this meeting at 2:00 p.m. on December 3, 2019 to make a determination on this item when the appropriate officers are in place. Motion unanimously approved.

C. Special Event Agreement

The contract for this event with the YMCA of South Collier was signed by the previous district manager, Justin Faircloth.

PRESENTATION FROM CYPRESS ACCESS

Ed Lawson presented the Board with the upgrade for clearing visitors as the one they presently use is seven years old and can no longer be supported. The call box has been discontinued by the manufacturer. The upgrade manages the visitors list, and three proposals were provided to the Board that will completely upgrade the system. The Board will look into the options and discuss it at another Board meeting, and Mr. Lawson agreed to come back at any time.

SUPERVISORS REQUESTS

A. Christmas Decorations

Mrs. Kerins looked into this and found that real greenery will not last through the season. The artificial greenery can be obtained for \$1,500, and otherwise they can do lighting on the gumbo limbo trees as was done the previous year at a cost of \$2,100.

After much discussion a motion by Mrs. Kerins, second by Mrs. Schewitz to wrap the lights on the gumbo limbo trees at the front of the Gatehouse for \$2,100. Motion unanimously approved.

By Board consensus, Mrs. Kerins was approved to add any additional greenery to the decorations at her expense.

RESIGNATION

At this point Mrs. McFarland resigned from the CDD Board of Supervisors, effective immediately, but will remain as treasurer until such time as the transition has taken place with the new accounting firm and the appointment of a new treasurer.

146 *Motion by Mrs. Schewitz and a second by Mrs. Kerins, to accept Mrs. McFarland's*
147 *resignation as supervisor. Motion unanimously approved.*

148 **AUDIENCE COMMENTS**

149 No audience comments were received at this time.

150

151 **ACTION ITEMS**

152 1. Contact County regarding their hours of business for Key Marco and how they gain access for
153 emergency after hours needs.

154

155 **ADJOURNMENT**

156 The meeting was then continued until December 3, 2019 at 2:00 pm.

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**KEY MARCO COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS
Continuation of November 12, 2019 Regular Meeting
Tuesday, December 3, 2019
2:00 p.m.**

APPEARANCES: Mary Beth Schewitz, Chairman
Luanne Kerins, Co-Chair
Terri Stanton, Assistant Secretary

PRESENT: Katie Maline, District Manager

Call to Order/Roll Call

The continuation of the November 12 meeting was called to order at 2:00 p.m.
All three supervisors were in attendance.

Public Comments on Agenda

No comments were received from the public.

Organizational Matters

A. Consideration of Supervisor to Fill Vacancies

The Board considered three people who are willing to serve. The Board agreed that John Esposito and Lynn Domenici would serve on the Board, and Dayna Mulhbach, who is an accountant, would be the treasurer. Mrs. Maline will provide the Oath of Offices and Form 1 to completed by Mr. Esposito and Ms. Domenici.

B. Designation of Officers

The officers will be as follows: Mrs. Schewitz as Chair, Mrs. Kerins as Vice Chair, Mrs. Mulback as Treasurer, and Mr. Esposito and Mrs. Dominici as Supervisors. Katie Maline will serve as Secretary and Assistant Treasurer.

A motion by Mrs. Schewitz and seconded by Mrs. Kerins to appoint the officers as outlined above. Motion carried 3-0.

41 C. Signature Cards

42
43 Mrs. Schewitz and the three representatives of GMS, LLC will be signatories on the first account, and
44 Mrs. Schewitz and Mrs. Kerins will be signatories on the second account.

45
46 D. Bank Account Resolution

47
48 This item was continued.

49
50
51 Schedule Next Meeting Date and Time

52
53 The next meeting will be held on Wednesday, February 1, 2020 at 8:30 a.m.

54
55 Some topics at the next regular meeting will be the street lighting in Key Marco and Board members
56 were asked to read Johnson Engineering's report on the roadways and a committee will be formed to
57 meet with the engineer, Hole-Montes.

58
59 Capital Improvements for landscaping should be planned and budgeted for and a presentation of the
60 proposed projects and costs by Mrs. Kerins at the April 2020 meeting.

61
62 Additional gate access proposals will be pursued and a presentation of the findings will be made at the
63 February meeting by Mr. Esposito and Mrs. Maline. The budget will be addressed at the April meeting.

64
65 Adjournment

66
67 The meeting was adjourned at 2:22 p.m.

68

Motion by Mrs. Kerins and a second by Mrs. Stanton to adjourn. Motion carried 3-0.



GENERAL RELEASE OF LIABILITY

I, Marco Island Academy, of 2255 San Marco Rd, Marco Island, Marco Island, Florida, 34145-6925 (Hereinafter the "Releasor") for and in consideration of:
No Payment.

THEREFORE under the terms of this Agreement and sufficiency of which is hereby acknowledged, do hereby release and forever discharge Key Marco CCD & Master Association, of 505 Whiskey Creek Dr., Marco Island, Florida, 34145 (Hereinafter the "Releasee") including their agents, employees, successors and assigns, and their respective heirs, personal representatives, affiliates, successors and assigns, and any and all persons, firms or corporations liable or who might be claimed to be liable, whether or not herein named, none of whom admit any liability to the undersigned, but all expressly denying liability, from any and all claims, demands, damages, actions, causes of action or suits of any kind or nature whatsoever, which I now have or may hereafter have, arising out of or in any way relating to any and all injuries and damages of any and every kind, to both person and property, and also any and all injuries and damages that may develop in the future, as a result of or in any way relating to the following: In the event that Marco Island Academy students and staff have to evacuate its campus located on 2255 San Marco Rd, Marco Island Academy students and staff will relocate to the common areas on the Key Marco Development. Marco Island Academy will release any and all liabilities and the Key Marco CCD and Master Association will be held harmless. Any injuries or damages that may occur during the evacuation or located on Key Marco Property are the responsibility of Marco Island Academy.

It is understood and agreed that this Agreement is made and received in full and complete settlement and satisfaction the causes of action, claims, and demands mentioned herein; that this Release contains the entire Agreement between the parties; and that the terms of this Agreement are contractual and not merely a recital. Furthermore, this Release shall be binding upon the undersigned, and his respective heirs, executors, administrators, personal representatives, successors, and assigns. This Release shall be subject to and governed by the laws of the State of Florida.

This Release has been read and fully understood by the undersigned and has been explained to me.

EXECUTED this ____ day of _____, 20____

Releasor's Signature: _____

Print Name: Marco Island Academy

Key Marco Community Development District Rules Relating To Parking and Parking Enforcement

In accordance with Chapter 190, Florida Statutes, and on February 19, 2020 at a duly noticed public meeting, the Board of Supervisors of Key Marco Community Development District (“District”) adopted the following rules (these “Rules”) policy to govern parking and parking enforcement on certain District property. These Rules repeal and supersede all prior rules and/or policies governing the same subject matter.

Section 1. Introduction. The District finds that Vehicles (hereinafter defined) parked on the rights-of-way within the District cause hazards and danger to the health, safety and welfare of District residents, paid users and the public. These Rules are intended to provide the District with the means to remove Vehicles from Tow-Away Zones (as defined below) designated by the District consistent with these Rules.

Section 2. Applicability. These District Parking and Towing Rules shall be applicable on, over, or within the District ROWs (as defined below).

Section 3. Definitions.

- a. **Commercial Vehicle.** Any vehicle not designed and used for normal personal/family transportation; vehicles with work racks, tool racks and/or visible equipment and/or vehicles bearing lettering, graphics, contact information, logos, advertising and/or any other commercial insignia); limousines, landscape maintenance vehicles, construction vehicles, vehicles for hire, or vehicles used in business of, or for the purpose of, transporting goods, equipment, passengers and the like, or any trucks or vans which are larger than one ton, or any dual-wheel trucks.
- b. **District ROWs.** The District’s rights-of-way known as Whiskey Creek Drive and Blue Hill Creek Drive.
- c. **Mobile Vehicle.** Any mobile item that normally includes wheels, whether motorized or not.
- d. **Park; Parked; or Parking.** A Vehicle left unattended by its owner or user.
- e. **Recreational Vehicle.** A vehicle designed for recreational use, which includes motor homes, campers and trailers relative to same.
- f. **Tow-Away Zone.** District property in which parking is prohibited and in which the District is authorized to initiate a towing and/or removal action as further provided within these Rules.
- g. **Vehicle.** Any Mobile Vehicle, Commercial Vehicle, Vessel, or Recreational Vehicle.

- h. **Vessel.** Every description of watercraft, barge, or airboat used or capable of being used as a means of transportation on water.

Section 4. Parking in District ROWs Prohibited. Except as otherwise permitted in Section 6, below, parking of Vehicles on, over or within the District ROWs is strictly prohibited.

Section 5. Establishment of Tow-Away Zones. The District ROWs, as depicted in **Exhibit A**, are designated as “Tow Away Zones”. Any Vehicle parked in violation of these rules may be towed by the District at the sole cost and expense of the owner of such Vehicle if it remains in violation of the terms and conditions of these Rules. The District shall not be liable to the owner of such Vehicle for trespass, conversion, damages, or otherwise, nor guilty of any criminal act by reason of such towing, and neither its removal nor failure of the owner of such Vehicle to receive any notice of said violation shall be grounds for relief of any kind. All towing shall be performed in accordance with Section 715.07, Florida Statutes.

Section 6. Exceptions.

a. **District Vendors/Contractors.** The District Manager or his/her designee may authorize vendors/contractors/consultants of the District (including their subcontractors) to park company Vehicles on District ROWs in order to facilitate District business or maintenance of District property. All Vehicles so authorized must be identified by a written parking pass from the District Manager.

b. **Delivery Vehicles.** Delivery vehicles, including but not limited to, FedEx, UPS, moving company vehicles, or car transports may park on District ROWs while actively engaged in the operation of such businesses.

c. **Commercial Vehicles Providing Services.** Commercial Vehicles including, without limitation, those relating to residential construction activity, may be parked on, over, or within the District ROWs only during the period of delivery or the provision of services to the adjacent residential property. For sake of clarity, the foregoing sentence shall not be construed to permit Commercial Vehicles related to residential construction activity to be parked overnight on District ROWs. Except as may otherwise be permitted by these Rules, Commercial Vehicles related to residential construction activity may be parked in District ROWs only when actual construction activity is being performed on the adjacent residential property and shall not be parked on District ROWs during any period of inactivity.

d. **Governmental Vehicles.** Vehicles owned and operated by any governmental unit including, without limitation, the City of Marco Island Police Department, the Collier County Sherriff’s Office, and the City of Marco Island Fire-Rescue Department, may park on District ROWs while carrying out official duties.

e. **Parking Passes.** Residents within the District may apply for a temporary parking pass (a “**Parking Pass**”) that will allow such resident and/or guest to park a specific Vehicle in the District ROWs on a temporary basis. Requests for Parking Passes will be granted in accordance with the following:

1. Permits may not exceed seven (7) consecutive days. In no event may a Parking Pass be granted for more than fourteen (14) nights per year for one automobile, as identified by the automobile’s license plate number.

2. A resident interested in a Parking Pass may submit a request to the District Manager or his/her designee that includes the following information:

- (a) The name, address and contact information of the owner of the Vehicle to which the Parking Pass will be granted;
- (b) The make/model and license plate of the Vehicle to which the Parking Pass will apply;
- (c) The reason and special terms (if any) for the Parking Pass;
- (d) The intended location for the Vehicle parking; and
- (e) The date and time of the expiration of the requested Parking Pass.

It is the responsibility of the person(s) requesting a Parking Pass to secure all necessary documentation and approvals. Failure to secure all necessary documentation and approvals will result in the towing and/or removal of the Vehicle from the District's ROW. Improperly permitted Vehicles parked in the District ROWs will be subject to towing.

3. Upon receipt and review of all required documentation as set forth above, the District Manager or his/her designee will issue a Parking Pass. A Parking Pass will be granted by way of written correspondence by the District Manager or his/her designee. No verbal grants of authority will be issued or be held valid.

4. The Parking Pass must be visibly displayed in the Vehicle at all times that the Vehicle is parked in the District ROWs.

Section 7. Conditions Relating to Exceptions.

a. Vehicles permitted to be temporarily parked within the District ROWs pursuant to Section 6 shall comply with the following provisions:

1. Vehicles shall be fully parked on a paved surface designed for parking or vehicular travel. No portion of a Vehicle shall be parked on, over, or within a landscaped or grassed surface of the District, including but not limited to the swale.

2. Vehicles shall not park in any manner that would have the effect of disrupting the normal flow of traffic, would block the ingress or egress of trucks, public service vehicles, and emergency vehicles and/or would require other vehicles to leave the paved surface of the District ROWs to pass.

3. Vehicles shall not park facing the wrong direction on the roadway.

4. Vehicles shall not park in any manner that blocks access to a driveway.

5. Vehicles shall not park in any manner that blocks a sidewalk or access to a sidewalk.

6. Vehicles shall not park within thirty (30') feet of the approach to a stop sign.

7. Vehicles shall not be covered or partially covered with a tarpaulin or other type of vehicle cover.

8. No Vehicle shall be used as a domicile or residence either temporarily or permanently.

b. Any Vehicle parked on the District ROWs must do so in compliance with all applicable laws, ordinances and codes.

c. Any Vehicle that cannot operate on its own power is prohibited from being parked on, over, or within the District ROWs, and shall immediately be removed.

d. No Vehicle bearing an expired registration, missing license plate or a license plate that fails to match the Vehicle's registration shall be parked on, over, or within the District ROWs.

Section 6. Towing/Removal Procedures.

a. **Signage and Language Requirements.** Notice of the Tow-Away Zones shall be approved by the District's Board of Supervisors and shall be posted on District property in the manner set forth in Section 715.07, Florida Statutes. Such signage is to be placed in conspicuous locations, in accordance with Section 715.07, Florida Statutes.

b. **Towing/Removal Authority.** Any Vehicle parked in violation of these Rules may be towed at the Vehicle owner's expense by a towing contractor approved by the District pursuant to Section 715.07, Florida Statutes. To effect towing/removal of a Vehicle, the District Manager or his/her designee must verify that the subject Vehicle was not authorized to park under these Rules. Upon such verification, the District Manager or his/her designee shall place a written warning on the Vehicle. Such written warning shall include the time of issuance of the warning. If the Vehicle remains parked in the District ROWs for twenty-four (24) hours following the issuance of a written warning, the District Manager or his/her designee then may contact a firm authorized by Florida law to tow/remove Vehicles for the removal of such unauthorized Vehicle at the owner's expense. The Vehicle shall be towed/removed by the firm in accordance with Florida law, specifically the provisions set forth in Section 715.07, Florida Statutes.

c. **Agreement with Authorized Towing Service.** The District's Board of Supervisors is hereby authorized to enter into and maintain an agreement with a firm authorized by Florida law to tow/remove unauthorized Vehicles and in accordance with Florida law and with the rules set forth herein. Pursuant to Section 190.012(2)(d), Florida Statutes, the District's selection of a towing operator is not subject to public bidding if the towing operator is included in an approved list of towing operators maintained by Collier County.

Section 7. Miscellaneous.

a. **Suspension of Rules.** The enforcement of these Rules may be suspended in whole or in part for specified periods of time, as determined by resolution of the Board of Supervisors of the District. In addition, the enforcement of these Rules may be suspended, in whole or in part, during emergencies at the discretion of the District Manager.

b. **Other Traffic and Parking Regulations.** Nothing in these Rules shall prohibit local law enforcement from enforcing the laws that are a part of the State Uniform Traffic Control Law, Chapter 316, Florida Statutes, or any other local or state law, rule or ordinance pertaining to vehicular traffic or parking enforcement.

c. **Parking at Your Own Risk.** The District assumes no liability for any theft, vandalism and/or damage that might occur to personal property and/or to such Vehicles that are parked within the District ROWs or towed/removed pursuant to these Rules.

Specific Authority: §§ 120.54, 120.69, 190.011(5), 190.012(2)(d), 190.012(3) and 190.041, Florida Statutes

**Exhibit “A”
District ROWs**

**NOTICE OF RULE DEVELOPMENT BY
KEY MARCO COMMUNITY DEVELOPMENT DISTRICT**

In accordance with Chapters 120 and 190, Florida Statutes, Key Marco Community Development District (“District”) hereby gives notice of its intention to adopt its proposed Rules Relating To Parking and Parking Enforcement (“Rules”) relating to the parking and parking enforcement on the District’s rights-of-way.

The purpose and effect of the proposed Rules is to provide for the proper and efficient operation of the District’s rights-of-way and to maintain compliance with applicable law. Specific legal authority for the proposed Rules and the adoption of the proposed Rules includes, without limitation, Sections 120.54, 120.69, 190.001, 190.011(5), 190.011(15), 190.012, and 715.07 Florida Statutes. The specific laws implemented in the proposed Rules of Procedure include, without limitation, Sections 190.011(5), 190.011(11), 190.012(2), 190.012(3), 190.041, and 715.07 Florida Statutes.

A copy of the proposed Rules may be obtained by contacting the District Manager at Key Marco CDD, 505 Whiskey Creek Drive, Marco Island, FL 34145, or by calling (239) 394-4346.

Katie Maline
District Manager

Run Date: _____, 2020

PUBLISH: [AT LEAST 29 DAYS PRIOR TO ADOPTION DATE; AT LEAST ONE DAY PRIOR TO NOTICE OF RULEMAKING]

**NOTICE OF RULEMAKING REGARDING THE
RULES RELATING TO PARKING AND PARKING ENFORCEMENT OF
KEY MARCO COMMUNITY DEVELOPMENT DISTRICT**

A public hearing will be conducted by the Board of Supervisors of KEY MARCO COMMUNITY DEVELOPMENT DISTRICT (the "District") on Wednesday, February 19, 2020 at 8:30 a.m. at Key Marco Community Center, 505 Whiskey Creek Dr., Marco Island, FL 34145. In accordance with Chapters 120 and 190, Florida Statutes, the District hereby gives notice of its intent to adopt proposed Rules Relating To Parking and Parking Enforcement ("Rules"). The purpose and effect of the proposed Rules is to provide for the proper and efficient operation of the District's rights-of-way and to maintain compliance with applicable law. The Rules may address the following relating to the parking on the District's rights-of-way: (i) prohibitions on parking on the District's rights-of-way, except as permitted in the Rules; (ii) providing conditions relating to listed parking exceptions; (iii) establishing tow-away zones; and (iv) providing towing/removal procedures. At the conclusion of the hearing, the Board shall, by resolution, adopt the proposed Rules as finally approved by the Board of Supervisors. Prior notice of rule development was published in *The Naples Daily News* on _____, 2020.

Specific legal authority for the proposed Rules and the adoption of the proposed Rules includes, without limitation, Sections 120.54, 120.69, 190.001, 190.011(5), 190.011(15), 190.012, and 715.07, Florida Statutes. The specific laws implemented in the proposed Rules include, without limitation, Sections 190.011(5), 190.011(11), 190.012(2), 190.012(3), 190.041, and 715.07, Florida Statutes.

Any person who wishes to provide the District with a proposal for a lower cost regulatory alternative as provided by Section 120.541(1), Florida Statutes, must do so in writing within twenty-one (21) days after publication of this notice to the District Manager at Key Marco CDD, 505 Whiskey Creek Drive, Marco Island, FL 34145.

The public hearing may be continued to a date, time, and place to be specified on the record at the hearing. Each person who decides to appeal any decision made by the Board with respect to any matter considered at the public hearing and meeting is advised that person will need a record of the proceedings and that accordingly, the 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.

At the public hearing, one or more Supervisors may participate in the public hearing by telephone or other electronic means. At the above location, if a public hearing is requested, there will be present a speaker so that any interested party can physically attend the public hearing at the above location and be fully informed of the discussions taking place either in person or by speaker device.

Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (239) 245-7118 at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY)/ 1-800-955-8770 (Voice), for aid in contacting the District Office.

A copy of the proposed Rules may be obtained by contacting the District Manager at Key Marco CDD, 505 Whiskey Creek Drive, Marco Island, FL 34145, or by calling (239) 394-4346.

Katie Maline, District Manager

PUBLISH: _____, 2020

PUBLISH: [AT LEAST 28 DAYS PRIOR TO ADOPTION DATE; AT LEAST ONE DAY AFTER NOTICE OF RULE DEVELOPMENT]

RESOLUTION NO. 2020-_____

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF
KEY MARCO COMMUNITY DEVELOPMENT DISTRICT
ADOPTING RULES RELATING TO PARKING AND
PARKING ENFORCEMENT; PROVIDING FOR
SEVERABILITY, CONFLICTS AND AN EFFECTIVE DATE.**

WHEREAS, Key Marco Community Development District (the “**District**”) is a community development district that was established pursuant to the provisions of Chapter 190, Florida Statutes by the Board of County Commissioners of Collier County; and

WHEREAS, Chapter 190, Florida Statutes, authorizes the District to adopt rules to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of District business; and

WHEREAS, the Board of Supervisors finds that it is in the best interests of the District to adopt by resolution the Rules Relating To Parking and Parking Enforcement attached hereto as **Exhibit “A”** for immediate use and application; and

WHEREAS, the Board of Supervisors has complied with applicable Florida law concerning the development and adoption.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF KEY MARCO COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. FINDINGS. The above recitals are true and correct and incorporated herein by this reference.

SECTION 2. ADOPTION OF RULES. The attached Rules Relating To Parking and Parking Enforcement are hereby adopted pursuant to this Resolution. These Rules Relating To Parking and Parking Enforcement shall stay in full force and effect until such time as the Board of Supervisors may amend these rules in accordance with Chapter 190, Florida Statutes.

SECTION 3. SEVERABILITY. If any section or part of a section of this Resolution be declared invalid or unconstitutional, the validity, force and effect of any other section or part of a section of this Resolution shall not thereby be affected or impaired unless it clearly appears that such other section or part of a section of this Resolution is wholly or necessarily dependent upon the section or part of a section so held to be invalid or unconstitutional, it being expressly found and declared that the remainder of this Resolution would have been adopted despite the invalidity of such section or part of such section.

SECTION 4. CONFLICTS. All resolutions or parts thereof in conflict herewith are, to the extent of such conflict, superseded and repealed.

SECTION 5. EFFECTIVE DATE. This Resolution shall be effective immediately upon its adoption.

PASSED AND ADOPTED at a meeting of the Board of Supervisors of Key Marco Community Development District this 19th day of February, 2020.

**KEY MARCO COMMUNITY
DEVELOPMENT DISTRICT**

Attest:

Katie Maline, Secretary

Mary Beth Schewitz, Chairman

Exhibit “A”

KEY MARCO
COMMUNITY DEVELOPMENT DISTRICT

Unaudited Financial Statements
as of
October 31, 2019

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I.	Financial Statements - October 31, 2019
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KEY MARCO
COMMUNITY DEVELOPMENT DISTRICT
COMBINED BALANCE SHEET
October 31, 2019

	<u>Major Funds</u>
	<u>General</u>
	<u>Fund</u>
<u>ASSETS:</u>	
Cash	\$310,998
Accounts Receivable	\$1,492
Assessments Receivable	\$6,303
Investments:	
Investment - Money Market Savings	\$453,702
<u>OTHER ASSETS:</u>	
Prepaid Expenses	\$150
Total Assets	<u>\$772,645</u>
<u>LIABILITIES:</u>	
Accounts Payable	\$54,384
FICA Payable	\$92
Total Liabilities	<u>\$54,476</u>
<u>FUND BALANCES:</u>	
Nonspendable:	
Deposits and prepaid items	\$150
Assigned to:	
Unassigned	\$718,019
Total Fund Balances	<u>\$718,169</u>
TOTAL LIABILITIES & FUND BALANCES	<u>\$772,645</u>

KEY MARCO
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
Statement of Revenues, Expenditures, and Changes in Fund Balance
For the Period Ended October 31, 2019

DESCRIPTION	ADOPTED BUDGET	PRORATED BUDGET THRU 10/31/19	ACTUAL THRU 10/31/19	ACTUAL VARIANCE
<u>REVENUES:</u>				
Maintenance Assessments - Levy	\$328,143	\$0	\$0	\$0
Maintenance Assessments - Discounts	(\$13,126)	\$0	\$0	\$0
User Facility Revenue	\$4,000	\$1,000	\$320	(\$680)
Interest Income	\$15,200	\$3,800	\$1,305	(\$2,495)
TOTAL REVENUES	\$334,217	\$4,800	\$1,625	(\$3,175)
<u>EXPENDITURES:</u>				
<u>ADMINISTRATION</u>				
Supervisors Fees	\$4,800	\$1,200	\$600	\$600
Fica Taxes	\$367	\$92	\$46	\$46
Engineering Fees	\$5,000	\$1,250	\$0	\$1,250
Attorney Fees	\$25,000	\$6,250	\$5,054	\$1,196
Management Fees	\$30,369	\$7,592	\$5,223	\$2,369
Property Appraiser	\$4,922	\$1,231	\$1,579	(\$349)
Special Assessments	\$1,000	\$250	\$0	\$250
Tax Collector	\$6,563	\$1,641	\$1,000	\$641
Accounting Services	\$0	\$0	\$0	\$0
Audit Fees	\$5,000	\$1,250	\$0	\$1,250
Postage	\$175	\$44	\$7	\$37
Rentals & Leases	\$300	\$75	\$25	\$50
Insurance - General Liability	\$29,926	\$29,926	\$27,349	\$2,577
Legal Advertising	\$4,000	\$1,000	\$0	\$1,000
Other Current Charges	\$700	\$175	\$0	\$175
Transcribing Costs	\$2,400	\$600	\$0	\$600
Computer Support	\$600	\$150	\$0	\$150
Office Supplies	\$300	\$75	\$60	\$15
Dues, Licenses, Subscriptions	\$275	\$175	\$175	\$0
TOTAL ADMINISTRATION	\$121,697	\$52,975	\$41,118	\$11,857
<u>MAINTENANCE AND LANDSCAPING</u>				
Miscellaneous Services	\$5,000	\$1,250	\$19,058	(\$17,808)
TOTAL MAINTENANCE AND LANDSCAPING	\$5,000	\$1,250	\$19,058	(\$17,808)
<u>IRRIGATION SERVICES</u>				
Contractual Services	\$0	\$0	\$1,510	(\$1,510)
TOTAL IRRIGATION SERVICES	\$0	\$0	\$1,510	(\$1,510)
<u>CAPITAL EXPENDITURES & PROJECTS</u>				
Capital Outlay-Roads	\$50,000	\$12,500	\$0	\$12,500
TOTAL CAPITAL EXPENDITURES & PROJECTS	\$50,000	\$12,500	\$0	\$12,500
<u>LIGHTING</u>				
Utilities - Electric	\$7,500	\$1,875	\$0	\$1,875
R&M - General	\$6,000	\$6,000	\$0	\$6,000
Misc-Holiday Lighting	\$3,000	\$750	\$0	\$750
TOTAL LIGHTING	\$16,500	\$8,625	\$0	\$8,625

KEY MARCO
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
Statement of Revenues, Expenditures, and Changes in Fund Balance
For the Period Ended October 31, 2019

DESCRIPTION	ADOPTED BUDGET	PRORATED BUDGET THRU 10/31/19	ACTUAL THRU 10/31/19	ACTUAL VARIANCE
<u>ACCESS CONTROL</u>				
Contractual Services	\$86,520	\$21,630	\$6,822	\$14,808
Utilities-Electric	\$7,500	\$1,875	\$368	\$1,507
R&M-Gate	\$10,000	\$2,500	\$0	\$2,500
R&M-Gatehouse	\$25,000	\$6,250	\$9,680	(\$3,430)
Operating Supplies-General	\$2,000	\$500	\$17	\$483
TOTAL ACCESS CONTROL	\$131,020	\$32,755	\$16,887	\$15,868
<u>ROADWAY SERVICES</u>				
Repairs & Maintenance	\$10,000	\$2,500	\$0	\$2,500
TOTAL GATEHOUSE/CONTROLLED ENTRY SYSTEMS	\$10,000	\$2,500	\$0	\$2,500
TOTAL OPERATIONS & MAINTENANCE	\$334,217	\$110,605	\$78,572	\$32,033
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	\$0	(\$105,805)	(\$76,947)	(\$35,208)
FUND BALANCE - Beginning	\$787,843		\$795,116	
FUND BALANCE - Ending	\$787,843		\$718,169	

Statement of Revenues, Expenditures, and Changes in Fund Balance-Month by Month

				Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Total	Variance		
REVENUES:																			
001.300.36300.10000	Maintenance Assessments - Levy	\$	328,143	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	328,143
001.300.36300.10001	Maintenance Assessments - Discounts	\$	(13,126)	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	(13,126)
001.300.36200.10000	User Facility Revenue	\$	4,000	\$	-	\$	320	\$	-	\$	-	\$	-	\$	-	\$	-	\$	3,680
001.300.36100.10000	Interest Income	\$	15,200	\$	-	\$	1,305	\$	-	\$	-	\$	-	\$	-	\$	-	\$	1,305
		\$	334,217	\$	-	\$	1,625	\$	-	\$	-	\$	-	\$	-	\$	-	\$	332,592
EXPENDITURES:																			
ADMINISTRATION																			
001.310.51300.11000	Supervisors Fees	\$	4,800	\$	600	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	4,200
001.310.51300.21000	Fica Taxes	\$	367	\$	46	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	321
001.310.51300.31100	Engineering Fees	\$	5,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	5,000
001.310.51300.31500	Attorney Fees	\$	25,000	\$	5,054	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	19,946
001.310.51300.34000	Management Fees	\$	30,369	\$	5,223	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	25,146
001.310.51300.32100	Property Appraiser	\$	4,922	\$	1,579	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	3,343
001.310.51300.31300	Special Assessments	\$	1,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	1,000
001.310.51300.31400	Tax Collector	\$	6,563	\$	1,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	5,563
001.310.51300.34001	Accounting Services	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
001.310.51300.32200	Audit Fees	\$	5,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	5,000
001.310.51300.42000	Postage	\$	175	\$	7	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	169
001.310.51300.44000	Rentals & Leases	\$	300	\$	25	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	275
001.310.51300.45000	Insurance - General Liability	\$	29,926	\$	27,349	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	2,577
001.310.51300.48000	Legal Advertising	\$	4,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	4,000
001.310.51300.49000	Other Current Charges	\$	700	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	700
001.310.51300.42500	Transcribing Costs	\$	2,400	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	2,400
001.310.51300.35100	Computer Support	\$	600	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	600
001.310.51300.51000	Office Supplies	\$	300	\$	60	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	240
001.310.51300.54000	Dues, Licenses, Subscriptions	\$	275	\$	175	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	100
		\$	121,697	\$	41,118	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	80,580
MAINTENANCE AND LANDSCAPING																	\$	-	
001.320.53800.46200	Miscellaneous Services	\$	5,000	\$	19,058	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	(14,058)
		\$	5,000	\$	19,058	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	(14,058)
IRRIGATION SERVICES																			
001.320.53800.35000	Contractual Services	\$	-	\$	1,510	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	(1,510)
		\$	-	\$	1,510	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	(1,510)

KEY MARCO
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND

Statement of Revenues, Expenditures, and Changes in Fund Balance-Month by Month

		Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Total	Variance
CAPITAL EXPENDITURES & PROJECTS															
001.320.53800.60000	Capital Outlay-Roads	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
		\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
LIGHTING														\$ -	\$ -
001.320.53800.43000	Utilities - Electric	\$ 7,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,500
001.320.53800.46000	R&M - General	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,000
001.320.53800.52005	Misc-Holiday Lighting	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000
		\$ 16,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,500
ACCESS CONTROL														\$ -	
001.330.53800.34500	Contractual Services	\$ 86,520	\$ 6,822	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,822	\$ 79,698
001.330.53800.43000	Utilities-Electric	\$ 7,500	\$ 368	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 368	\$ 7,132
001.330.53800.46000	R&M-Gate	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
001.330.53800.46001	R&M-Gatehouse	\$ 25,000	\$ 9,680	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,680	\$ 15,320
001.330.53800.52000	Operating Supplies-General	\$ 2,000	\$ 17	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17	\$ 1,983
		\$ 131,020	\$ 16,887	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,887	\$ 114,133
ROADWAY SERVICES														\$ -	
001.340.53800.46000	Repairs & Maintenance	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
		\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
	TOTAL OPERATIONS & MAINTENANCE	\$ 334,217	\$ 78,572	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 78,572	\$ 255,645
	EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	\$ 0	\$ (78,572)	\$ 1,625	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (76,947)	\$ 76,947

KEY MARCO
COMMUNITY DEVELOPMENT DISTRICT

Summary of Invoices
October 31, 2019

Fund	Date	Check No.'s	Amount
<i>General</i>	10/2/19	2467-2468	\$ 7,992.50
<i>General</i>	10/8/19	2469-2471	\$ 7,366.48
<i>General</i>	10/10/19	2472	\$ 274.00
<i>General</i>	10/11/19	2473-2476	\$ 14,462.40
<i>General</i>	10/17/19	2477-2478	\$ 2,802.35
<i>General</i>	10/22/19	2479-2484	\$ 29,653.72
<i>General</i>	10/24/19	2485-2487	\$ 554.10
<i>General</i>	10/25/19	2488-2489	\$ 7,544.00
Total Invoices for Approval			\$ 70,649.55

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
10/02/19	00002	8/31/19 127	201910 300-20200-10100		*	7,312.50	
		AUG 19	LEGAL FEES				
				COLEMAN, YOVANOVICH & KOESTER, P.A.			7,312.50 002467
10/02/19	00003	9/16/19 62857	201910 310-51300-45000		*	646.00	
			CRIME-RENEW POLICY				
		9/16/19 62858	201910 310-51300-45000		*	34.00	
			CRIME-POLICY EXTENSION				
				PUBLIC RISK INSURANCE ADVISORS			680.00 002468
10/08/19	00004	8/31/19 E4442136	201910 300-20200-10100		*	6,581.68	
			GUARD SERVICES-AUG 19				
				SECURITAS SECURITY SERVICES USA,INC			6,581.68 002469
10/08/19	00005	10/01/19 4063655	201910 320-53800-35000		*	124.80	
			AQUATIC SERVICE-OCT 19				
				AQUAGENIX			124.80 002470
10/08/19	00006	9/22/19 09222019	201910 300-20200-10100		*	220.00	
			GATEHOUSE CLEANING SVCS.				
		9/22/201	201910 300-20200-10100		*	220.00	
			GATEHOUSE CLEANING SVCS.				
		9/22/201	201910 300-20200-10100		*	220.00	
			GATEHOUSE CLEANING SVCS.				
				AIDA LORA			660.00 002471
10/10/19	00007	9/04/19 7387	201910 300-20200-10100		*	274.00	
			TIME CLOCK/FAULTY GFCI				
				CASAGRANDE ELECTRIC			274.00 002472
10/11/19	00004	9/30/19 E4465494	201910 300-20200-10100		*	6,822.40	
			GUARD SERVICES-SEPT 19				
				SECURITAS SECURITY SERVICES USA,INC			6,822.40 002473
10/11/19	00008	9/30/19 244759	201910 300-20200-10100		*	1,005.00	
			IRRIGATION SERVICE				
				CRAWFORD LANDSCAPING			1,005.00 002474
10/11/19	00006	9/22/19 9/22/201	201910 300-20200-10100		*	220.00	
			GATEHOUSE CLEANING SVCS.				
				AIDA LORA			220.00 002475
10/11/19	00009	10/01/19 2	201910 330-53800-46001		*	6,415.00	
			ROOF REPAIRS				
				AZTEC ROOFS INC.			6,415.00 002476

AP300R		YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER										RUN	1/31/20	PAGE	2		
*** CHECK DATES		10/01/2019 - 10/31/2019		***		KEY MARCO CDD-GENERAL FUND											
						BANK A KEY MARCO CDD											

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK.... AMOUNT #
10/17/19	00010	8/14/19 43700	201910 300-20200-10100		*	2,582.35	
		AUG 19 MGMT FEES		INFRAMARK, LLC			2,582.35 002477
10/17/19	00006	9/22/19 9/22/201	201910 300-20200-10100		*	220.00	
		GATEHOUSE CLEANING SVCS.		AIDA LORA			220.00 002478
10/22/19	00010	9/18/19 44577	201910 300-20200-10100		*	2,502.04	
		SEPT 19 MGMT FEES		INFRAMARK, LLC			2,502.04 002479
10/22/19	00005	9/01/19 4061907	201910 300-20200-10100		*	121.68	
		AERATION MAINTENANCE		AQUAGENIX			121.68 002480
10/22/19	00011	9/30/19 2856540	201910 300-20200-10100		*	336.00	
		LEGAL AD		NAPLES DAILY NEWS			336.00 002481
10/22/19	00012	9/30/19 032358	201910 310-51300-44000		*	25.00	
		RECORD STORAGE		ROBERT FLINN RECORDS CENTER			25.00 002482
10/22/19	00003	9/30/19 63506	201910 310-51300-45000		*	26,049.00	
		FY 2020 GL INSURANCE		PUBLIC RISK INSURANCE ADVISORS			26,049.00 002483
10/22/19	00013	9/28/19 61465	201910 310-51300-45000		*	620.00	
		WORKERS COMP INSURANCE		PREFERRED GOVERNMENTAL INSURANCE			620.00 002484
10/24/19	00014	10/24/19 102419	201910 310-51300-11000		*	200.00	
		BOARD MEETING					
		10/24/19 102419	201910 310-51300-21000		*	15.30	
		BOARD MEETING					
		10/24/19 102419	201910 300-21700-10000		*	30.60-	
		BOARD MEETING		MARY E. SCHEWITZ			184.70 002485
10/24/19	00015	10/24/19 10242019	201910 310-51300-11000		*	200.00	
		BOARD MEETING					
		10/24/19 10242019	201910 310-51300-21000		*	15.30	
		BOARD MEETING					
		10/24/19 10242019	201910 300-21700-10000		*	30.60-	
		BOARD MEETING		MAUREEN MCFARLAND			184.70 002486

				KMAR KEY MARCO	SROSINA		

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
10/24/19	00016	10/24/19 102419	201910 310-51300-11000		*	200.00	
		BOARD MEETING					
		10/24/19 102419	201910 310-51300-21000		*	15.30	
		BOARD MEETING					
		10/24/19 102419	201910 300-21700-10000		*	30.60-	
		BOARD MEETING					
LUANNE F. KERINS							184.70 002487
10/25/19	00006	9/22/19 9/22/201	201910 300-20200-10100		*	110.00	
		GATEHOUSE CLEANING SVCS.					
		9/22/19 9/22/201	201910 330-53800-46001		*	110.00	
		GATEHOUSE CLEANING SVCS.					
AIDA LORA							220.00 002488
10/25/19	00008	10/16/19 244953	201910 320-53800-46200		*	7,324.00	
		APP ARENA 50 WDG TO GRASS					
CRAWFORD LANDSCAPING							7,324.00 002489
TOTAL FOR BANK A						70,649.55	
TOTAL FOR REGISTER						70,649.55	

KMAR KEY MARCO SROSINA

KEY MARCO
COMMUNITY DEVELOPMENT DISTRICT
General Fund
FIFTH THIRD BANK

Month Ending Oct-19

Balance Per Bank Statement	<u>\$311,790.04</u>
Add: Transfers/Deposits in Transit	<u>\$0.00</u>
Less: Outstanding Checks	<u>(\$791.60)</u>
Balance Per Bank	<u>\$310,998.44</u>

Beginning Bank Balance Per Books	<u>\$383,855.45</u>	
Cash Receipts	<u>\$325.27</u>	
	(\$554.10)	PR
Cash Disbursements	<u>(\$72,784.80)</u>	AP
	\$542.36	Interest
	(\$59.99)	Checks
	(\$91.80)	Payroll Taxes
Adjustments	<u>(\$233.95)</u>	Service Charge
Balance Per Books	<u>\$310,998.44</u>	



KEY MARCO COMMUNITY
DEVELOPMENT DISTRICT
C/O INFRAMARK
210 N UNIVERSITY DR STE 702
CORAL SPRINGS FL 33071-7320

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Banking Center: Fifth Third Center
Banking Center Phone: 239-591-6444
Commercial Client Services: 866-475-0729

Account Summary - XXXXXXXXXXXX

10/01	Beginning Balance	\$386,849.35	Interest Earned	\$542.36
22	Checks	\$(72,851.85)	Number of Days in Period	31
11	Withdrawals / Debits	\$(3,075.09)	Annual Percentage Yield Earned	1.78%
21	Deposits / Credits	\$867.63	Interest Earned YTD	\$12,834.48
10/31	Ending Balance	\$311,790.04		

Checks

22 checks totaling \$72,851.85

* Indicates gap in check sequence i = Electronic Image s = Substitute Check

Number	Date Paid	Amount	Number	Date Paid	Amount	Number	Date Paid	Amount
2460 i	10/01	157.00	2473 i	10/18	6,822.40	2480 i	10/28	121.68
2466*i	10/16	2,475.00	2474 i	10/18	1,005.00	2481 i	10/29	336.00
2467 i	10/07	7,312.50	2475 i	10/24	220.00	2483*i	10/28	26,049.00
2468 i	10/08	680.00	2476 i	10/18	6,415.00	2484 i	10/29	620.00
2469 i	10/15	6,581.68	2477 i	10/23	2,582.35	2486*i	10/29	184.70
2470 i	10/15	124.80	2478 i	10/24	220.00	2487 i	10/31	184.70
2471 i	10/16	660.00	2479 i	10/30	2,502.04	2489*i	10/31	7,324.00
2472 i	10/15	274.00						

Withdrawals / Debits

11 items totaling \$3,075.09

Date	Amount	Description
10/02	5.00	Square Inc L54513 191002P2 L205478266277 Justin Faircloth 100219
10/08	803.47	LEE COUNTY ELECTRIC BILL ELECT ACH 9961337121 KEY MARCO COMMUNITY DE 100819
10/10	228.95	SERVICE CHARGE
10/15	22.41	COLLIER COUNTY U BILL PAYMN 08474680000 101519
10/15	108.59	COLLIER COUNTY U BILL PAYMN 08403567300 101519
10/15	642.98	COLLIER COUNTY U BILL PAYMN 08403567600 101519
10/15	744.29	COLLIER COUNTY U BILL PAYMN 08445788100 101519
10/25	91.80	IRS USATAXPYMT 220969855122329 KEY MARCO COMMUNITY DE 102519
10/28	111.95	COMCAST 8535100 220224146 8509343 102819
10/29	255.66	CenturyLink SPEEDPAY 311469839 102919
10/30	59.99	CHECKBOOK PRINT CHARGE

Deposits / Credits

21 items totaling \$867.63

Date	Amount	Description
10/02	9.72	Square Inc L54513 191002P2 L209478858856 Justin Faircloth 100219
10/07	4.86	Square Inc L54618 191007P2 L209480165686 Justin Faircloth 100719
10/07	9.72	Square Inc L54618 191007P2 L209480165685 Justin Faircloth 100719
10/09	9.53	Square Inc L54671 191009P2 L209480693649 Justin Faircloth 100919
10/11	9.72	Square Inc L54729 191011P2 L209481367620 Justin Faircloth 101119
10/15	4.86	Square Inc L54797 191015P2 L209482284031 Justin Faircloth 101519
10/15	14.58	Square Inc L54771 191014P2 L209481988192 Justin Faircloth 101519
10/15	34.03	Square Inc L54771 191014P2 L209481988193 Justin Faircloth 101519
10/16	4.86	Square Inc L54823 191016P2 L209482576642 Justin Faircloth 101619
10/17	9.72	Square Inc L54851 191017P2 L209482862919 Justin Faircloth 101719
10/18	9.72	Square Inc L54881 191018P2 L209483211479 Justin Faircloth 101819
10/21	63.19	Square Inc L54926 191021P2 L209483921192 Justin Faircloth 102119
10/22	4.67	Square Inc L54950 191022P2 L209484128697 Justin Faircloth 102219



Deposits / Credits - continued

Date	Amount	Description
10/23	14.58	Square Inc L54976 191023P2 L209484406027 Justin Faircloth 102319
10/24	19.44	Square Inc L55004 191024P2 L209484713097 Justin Faircloth 102419
10/28	19.45	Square Inc L55082 191028P2 L209485678863 Justin Faircloth 102819
10/28	38.88	Square Inc L55082 191028P2 L209485678864 Justin Faircloth 102819
10/29	14.58	Square Inc L55108 191029P2 L209486013766 Justin Faircloth 102919
10/30	14.58	Square Inc L55136 191030P2 L209486235833 Justin Faircloth 103019
10/31	14.58	Square Inc L55164 191031P2 L209486563076 Justin Faircloth 103119
10/31	542.36	INTEREST

Daily Balance Summary

Date	Amount	Date	Amount	Date	Amount
10/01	386,692.35	10/15	369,260.70	10/24	348,987.13
10/02	386,697.07	10/16	366,130.56	10/25	348,895.33
10/07	379,399.15	10/17	366,140.28	10/28	322,671.03
10/08	377,915.68	10/18	351,907.60	10/29	321,289.25
10/09	377,925.21	10/21	351,970.79	10/30	318,741.80
10/10	377,696.26	10/22	351,975.46	10/31	311,790.04
10/11	377,705.98	10/23	349,407.69		

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KEY MARCO
COMMUNITY DEVELOPMENT DISTRICT

Unaudited Financial Statements
as of
November 30, 2019

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KEY MARCO
COMMUNITY DEVELOPMENT DISTRICT
COMBINED BALANCE SHEET
November 30, 2019

	<u>Major Funds</u>
	<u>General</u>
	<u>Fund</u>
<u>ASSETS:</u>	
Cash	\$369,678
Accounts Receivable	\$2,067
Assessments Receivable	\$6,303
Investments:	
Investment - Money Market Savings	\$454,441
<u>OTHER ASSETS:</u>	
Prepaid Expenses	\$150
TOTAL ASSETS	<u><u>\$832,639</u></u>
<u>LIABILITIES:</u>	
Accounts Payable	\$65,127
FICA Payable	\$214
TOTAL LIABILITIES	<u><u>\$65,341</u></u>
<u>FUND BALANCES:</u>	
Nonspendable:	
Deposits and prepaid items	\$150
Assigned to:	
Unassigned	\$767,148
TOTAL FUND BALANCES	<u><u>\$767,298</u></u>
TOTAL LIABILITIES & FUND BALANCES	<u><u>\$832,639</u></u>

KEY MARCO
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
Statement of Revenues, Expenditures, and Changes in Fund Balance
For the Period Ended November 30, 2019

DESCRIPTION	ADOPTED BUDGET	PRORATED BUDGET THRU 11/30/19	ACTUAL THRU 11/30/19	ACTUAL VARIANCE
<u>REVENUES:</u>				
Maintenance Assessments - Levy	\$328,143	\$88,158	\$88,158	\$0
Maintenance Assessments - Discounts	(\$13,126)	(\$3,526)	(\$3,526)	\$0
User Facility Revenue	\$4,000	\$1,000	\$718	(\$282)
Interest Income	\$15,200	\$3,800	\$2,467	(\$1,333)
Miscellaneous Income	\$0	\$0	\$302	\$302
TOTAL REVENUES	\$334,217	\$89,432	\$88,118	(\$1,314)
<u>EXPENDITURES:</u>				
<u>ADMINISTRATION</u>				
Supervisors Fees	\$4,800	\$1,200	\$1,400	(\$200)
Fica Taxes	\$367	\$92	\$107	(\$15)
Engineering Fees	\$5,000	\$1,250	\$0	\$1,250
Attorney Fees	\$25,000	\$6,250	\$9,523	(\$3,273)
Management Fees	\$30,369	\$7,592	\$8,430	(\$838)
Property Appraiser	\$4,922	\$1,231	\$1,579	(\$349)
Special Assessments	\$1,000	\$1,000	\$1,000	\$0
Tax Collector	\$6,563	\$1,641	\$1,693	(\$52)
Accounting Services	\$0	\$0	\$0	\$0
Audit Fees	\$5,000	\$1,250	\$500	\$750
Postage	\$175	\$44	\$39	\$5
Rentals & Leases	\$300	\$75	\$50	\$25
Insurance - General Liability	\$29,926	\$29,926	\$27,349	\$2,577
Legal Advertising	\$4,000	\$1,000	\$0	\$1,000
Other Current Charges	\$700	\$175	\$239	(\$64)
Transcribing Costs	\$2,400	\$600	\$56	\$544
Computer Support	\$600	\$150	\$0	\$150
Office Supplies	\$300	\$75	\$93	(\$18)
Dues, Licenses, Subscriptions	\$275	\$175	\$175	\$0
TOTAL ADMINISTRATION	\$121,697	\$53,725	\$52,233	\$1,492
<u>MAINTENANCE AND LANDSCAPING</u>				
Miscellaneous Services	\$5,000	\$1,250	\$24,925	(\$23,675)
TOTAL MAINTENANCE AND LANDSCAPING	\$5,000	\$1,250	\$24,925	(\$23,675)
<u>IRRIGATION SERVICES</u>				
Contractual Services	\$0	\$0	\$1,572	(\$1,572)
TOTAL IRRIGATION SERVICES	\$0	\$0	\$1,572	(\$1,572)
<u>CAPITAL EXPENDITURES & PROJECTS</u>				
Capital Outlay-Roads	\$50,000	\$12,500	\$0	\$12,500
TOTAL CAPITAL EXPENDITURES & PROJECTS	\$50,000	\$12,500	\$0	\$12,500
<u>LIGHTING</u>				
Utilities - Electric	\$7,500	\$1,875	\$8,304	(\$6,429)
R&M - General	\$6,000	\$6,000	\$0	\$6,000
Misc-Holiday Lighting	\$3,000	\$2,100	\$2,100	\$0
TOTAL LIGHTING	\$16,500	\$9,975	\$10,404	(\$429)

KEY MARCO
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
Statement of Revenues, Expenditures, and Changes in Fund Balance
For the Period Ended November 30, 2019

DESCRIPTION	ADOPTED BUDGET	PRORATED BUDGET THRU 11/30/19	ACTUAL THRU 11/30/19	ACTUAL VARIANCE
<u>ACCESS CONTROL</u>				
Contractual Services	\$86,520	\$21,630	\$14,950	\$6,680
Utilities-Electric	\$7,500	\$1,875	\$1,129	\$746
R&M-Gate	\$10,000	\$2,500	\$291	\$2,209
R&M-Gatehouse	\$25,000	\$6,250	\$10,150	(\$3,900)
Operating Supplies-General	\$2,000	\$500	\$283	\$217
TOTAL ACCESS CONTROL	\$131,020	\$32,755	\$26,802	\$5,953
<u>ROADWAY SERVICES</u>				
Repairs & Maintenance	\$10,000	\$2,500	\$0	\$2,500
TOTAL GATEHOUSE/CONTROLLED ENTRY SYSTEM	\$10,000	\$2,500	\$0	\$2,500
TOTAL OPERATIONS & MAINTENANCE	\$334,217	\$112,705	\$115,936	(\$3,231)
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	\$0	(\$23,273)	(\$27,818)	\$1,918
FUND BALANCE - Beginning	\$787,843		\$795,116	
FUND BALANCE - Ending	\$787,843		\$767,298	

Statement of Revenues, Expenditures, and Changes in Fund Balance-Month by Month

KEY MARCO
COMMUNITY DEVELOPMENT DISTRICT

Summary of Invoices
November 30, 2019

Fund	Date	Check No.'s	Amount	
<i>General</i>	11/1/19	2490-2491	\$	5,044.60
<i>General</i>	11/8/19	2492	\$	175.00
<i>General</i>	11/15/19	2493-2502	\$	15,334.13
Total Invoices for Approval			\$	20,553.73

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK.... AMOUNT #
11/01/19	00002	9/30/19 128 SEPT 19	201911 300-20200-10100 LEGAL FEES	COLEMAN, YOVANOVICH & KOESTER, P.A.	*	2,453.75	2,453.75 002490
11/01/19	00017	10/08/19 10626 NOV 19	201911 320-53800-46000 PREVENTIVE MAINT.	CYPRESS ACCESS SYSTEMS, INC.	*	290.85	290.85 002491
11/08/19	00018	10/01/19 73519 FY20	201910 310-51300-54000 ANNUAL DISTRICT FEE	DEPARTMENT OF ECONOMIC OPPORTUNITY	*	175.00	175.00 002492
11/15/19	00019	10/21/19 1731 FINAL PAY-PAINTING	201910 330-53800-46001 RANDALL W. FOLDY		*	2,475.00	2,475.00 002493
11/15/19	00004	10/31/19 E4487051 OCT 19	201910 330-53800-34500 GUARD SERVICES	SECURITAS SECURITY SERVICES USA, INC	*	6,822.40	6,822.40 002494
11/15/19	00020	10/08/19 0363336 GENERAL PEST CONTROL SVCS	201910 330-53800-46001 HARPS NO RISK		*	50.00	50.00 002495
11/15/19	00012	10/31/19 0032681 RECORD STORAGE-NOV 19	201911 310-51300-44000 ROBERT FLINN RECORDS CENTER		*	25.00	25.00 002496
11/15/19	00017	11/07/19 10836 DEC 19	201912 330-53800-46000 PREVENTIVE MAINT.	CYPRESS ACCESS SYSTEMS, INC.	*	290.85	290.85 002497
11/15/19	00021	10/21/19 1260 A/C REPAIR-FROZEN UNIT	201910 330-53800-46001 TROPICAL CLIMATE SOLUTIONS		*	410.00	410.00 002498
11/15/19	00022	10/16/19 528064 REPAIR BROKEN PCV PIPE	201910 320-53800-35000 GOLDEN GATE WELL DRILLING		*	151.00	151.00 002499
11/15/19	00023	11/06/19 204702 GATEHOUSE CAMERA EQUIPMNT	201910 300-20200-10100 KEVIN KERINS		*	1,110.50	1,110.50 002500
11/15/19	00010	10/28/19 45706 OCT 19	201910 310-51300-34000 MGMT FEES		*	2,423.08	

KMAR KEY MARCO SROSINA

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
		10/28/19 45706	201910 310-51300-42000		*	6.50	
		POSTAGE					
		10/28/19 45706	201910 310-51300-34000		*	2,800.00	
		PROJECT MANAGEMENT					
		10/28/19 45706	201910 330-53800-52000		*	16.58	
		SUPPLIES FOR GATEHOUSE					
				INFRAMARK, LLC			5,246.16 002501
11/15/19 00010		11/14/19 46277	201911 310-51300-34000		*	915.46	
		NOV 19 MGMT FEES					
		11/14/19 46277	201911 310-51300-42000		*	16.48	
		FEDEX					
		11/14/19 46277	201911 310-51300-42000		*	15.80	
		POSTAGE					
		11/14/19 46277	201911 310-51300-42500		*	55.90	
		COPIES					
		11/14/19 46277	201911 310-51300-51000		*	33.00	
		OFFICE SUPPLIES					
		11/14/19 46277	201911 330-53800-52000		*	16.58	
		GATEHOUSE SUPPLIES					
				INFRAMARK, LLC			1,053.22 002502
TOTAL FOR BANK A						20,553.73	
TOTAL FOR REGISTER						20,553.73	

KMAR KEY MARCO SROSINA

KEY MARCO
COMMUNITY DEVELOPMENT DISTRICT
General Fund
FIFTH THIRD BANK

Month Ending Nov-19

Balance Per Bank Statement	<u>\$371,335.36</u>
Add: Transfers/Deposits in Transit	<u>\$0.00</u>
Less: Outstanding Checks	<u>(\$1,657.10)</u>
Balance Per Bank	<u>\$369,678.26</u>

Beginning Bank Balance Per Books	<u>\$310,998.44</u>	
Cash Receipts	<u>\$83,638.54</u>	
	\$0.00	PR
	(\$4,588.62)	ACH
Cash Disbursements	<u>(\$20,553.73)</u>	AP
	\$422.80	Interest
	\$0.00	Checks
	\$0.00	Payroll Taxes
Adjustments	<u>(\$239.17)</u>	Service Charge
Balance Per Books	<u>\$369,678.26</u>	



KEY MARCO COMMUNITY
DEVELOPMENT DISTRICT
C/O INFRAMARK
210 N UNIVERSITY DR STE 702
CORAL SPRINGS FL 33071-7320

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Banking Center: Fifth Third Center
Banking Center Phone: 239-591-6444
Commercial Client Services: 866-475-0729

Account Summary - xxxxxx7478

11/01	Beginning Balance	\$311,790.04	Interest Earned	\$422.80
14	Checks	\$(19,688.23)	Number of Days in Period	30
11	Withdrawals / Debits	\$(4,827.79)	Annual Percentage Yield Earned	1.63%
25	Deposits / Credits	\$84,061.34	Interest Earned YTD	\$13,257.28
11/30	Ending Balance	\$371,335.36		

Checks

14 checks totaling \$19,688.23

* Indicates gap in check sequence i = Electronic Image s = Substitute Check

Number	Date Paid	Amount	Number	Date Paid	Amount	Number	Date Paid	Amount
2482 i	11/04	25.00	2493 i	11/26	2,475.00	2498 i	11/18	410.00
2488*i	11/01	220.00	2494 i	11/18	6,822.40	2499 i	11/22	151.00
2490*i	11/04	2,453.75	2495 i	11/18	50.00	2501*i	11/21	5,246.16
2491 i	11/06	290.85	2496 i	11/20	25.00	2502 i	11/21	1,053.22
2492 i	11/14	175.00	2497 i	11/21	290.85			

Withdrawals / Debits

11 items totaling \$4,827.79

Date	Amount	Description
11/04	5.00	Square Inc L55236 191104P2 L205486966523 Justin Faircloth 110419
11/06	1,023.11	LEE COUNTY ELECTRIC BILL ELECT ACH 9961337121 KEY MARCO COMMUNITY DE 110619
11/12	22.41	COLLIER COUNTY U BILL PAYMN 08474680000 111219
11/12	105.52	COLLIER COUNTY U BILL PAYMN 08403567300 111219
11/12	642.98	COLLIER COUNTY U BILL PAYMN 08403567600 111219
11/12	2,146.15	COLLIER COUNTY U BILL PAYMN 08445788100 111219
11/13	234.16	SERVICE CHARGE
11/22	0.01	Square Inc T557166 SDV-VRFY T200172384262 Key Marco Community De 112219
11/25	267.33	MARCO ISLAND UTI ACH083019 11632 112519
11/26	111.95	COMCAST 8535100 220224146 9538546 112619
11/27	269.17	CenturyLink SPEEDPAY 311469839 112719

Deposits / Credits

25 items totaling \$84,061.34

Date	Amount	Description
11/01	4.86	Square Inc L55194 191101P2 L209486917284 Justin Faircloth 110119
11/04	24.05	Square Inc L55236 191104P2 L209487571737 Justin Faircloth 110419
11/04	47.22	Square Inc L55236 191104P2 L209487571738 Justin Faircloth 110419
11/05	9.64	Square Inc L55262 191105P2 L209487859672 Justin Faircloth 110519
11/06	4.77	Square Inc L55290 191106P2 L209488110876 Justin Faircloth 110619
11/07	28.92	Square Inc L55319 191107P2 L209488428139 Justin Faircloth 110719
11/08	302.22	DEPOSIT
11/12	4.77	Square Inc L55428 191112P2 L209489687197 Justin Faircloth 111219
11/12	66.97	Square Inc L55399 191111P2 L209489471148 Justin Faircloth 111219
11/13	4.77	Square Inc L55456 191113P2 L209489970185 Justin Faircloth 111319
11/14	14.41	Square Inc L55486 191114P2 L209490291957 Justin Faircloth 111419
11/15	14.41	Square Inc L55518 191115P2 L209490622186 Justin Faircloth 111519
11/18	9.64	Square Inc L55567 191118P2 L209491306619 Justin Faircloth 111819
11/18	42.67	Square Inc L55567 191118P2 L209491306620 Justin Faircloth 111819
11/18	18,430.87	CC TAX COLLECTOR ACH PYMT 000000000300017 KEY MARCO COMMUNITY DE INVOICE GS20191118-001 111819



Deposits / Credits - continued

Date	Amount	Description
11/19	9.64	Square Inc L55597 191119P2 L209491567412 Justin Faircloth 111919
11/22	0.01	Square Inc T557166 SDV-VRFY T200172384263 Key Marco Community De 112219
11/22	4.77	Square Inc L55689 191122P2 L208492431523 Key Marco Community De 112219
11/25	19.28	Square Inc L55738 191125P2 L208493044903 Key Marco Community De 112519
11/25	52.97	Square Inc L55738 191125P2 L208493044904 Key Marco Community De 112519
11/26	4.77	Square Inc L55766 191126P2 L208493326696 Key Marco Community De 112619
11/27	4.77	Square Inc L55796 191127P2 L208493603240 Key Marco Community De 112719
11/27	64,508.09	CC TAX COLLECTOR ACH PYMT 000000000300017 KEY MARCO COMMUNITY DE INVOICE GS20191127-001 112719
11/29	24.05	Square Inc L55826 191128P2 L208493900596 Key Marco Community De 112919
11/29	422.80	INTEREST

Daily Balance Summary

Date	Amount	Date	Amount	Date	Amount
11/01	311,574.90	11/13	305,119.30	11/21	309,568.31
11/04	309,162.42	11/14	304,958.71	11/22	309,422.08
11/05	309,172.06	11/15	304,973.12	11/25	309,227.00
11/06	307,862.87	11/18	316,173.90	11/26	306,644.82
11/07	307,891.79	11/19	316,183.54	11/27	370,888.51
11/08	308,194.01	11/20	316,158.54	11/29	371,335.36
11/12	305,348.69				

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KEY MARCO COMMUNITY
DEVELOPMENT DISTRICT
C/O INFRAMARK
210 N UNIVERSITY DR STE 702
CORAL SPRINGS FL 33071-7320

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Banking Center: Fifth Third Center
Banking Center Phone: 239-591-6444
Commercial Client Services: 866-475-0729

Key Marco CDD
210 NORTH UNIVERSITY DRIVE
SUITE 702
CORAL SPRINGS, FL 33071

Fifth Third Bank - GF

Check No. 2482

Date 10/22/2019 Amount \$*****25.00

***Twenty Five and 00/100 DOLLARS

Pay ROBERT FLINN RECORDS CENTER
To the P O BOX 12049
Order of NAPLES, FL 34101

Authorized Signature

2482 1067091719 7431857478

067016325< 20191104
FIRST FLORIDA INTEGRITY BANK
2002 40

For deposit only 11/2/19 65

CREDIT TO THE ACCOUNT OF
THE WITHIN NAMED PARTY
APPROPRIATE ENDORSEMENTS
FROM THE ISSUING BANK
067016325

11/4/2019 2482 \$25.00

11/4/2019 2482 \$25.00

Key Marco CDD
210 NORTH UNIVERSITY DRIVE
SUITE 702
CORAL SPRINGS, FL 33071

Fifth Third Bank - GF

Check No. 2488

Date 10/25/2019 Amount \$*****220.00

***Two Hundred Twenty and 00/100 DOLLARS

Pay MARIA AIDA LORA
To the P O BOX 1223
Order of MARCO ISLAND, FL 34146

Authorized Signature

2488 1067091719 7431857478

11/04/2019 3:37:22 PM 633 0000907 0EAL2 5240 301132129 0 5

FOR DEPOSIT ONLY
WELLS FARGO BANK N.A.
063107313
ADDS CREDIT ONLY
6147324291

11/1/2019 2488 \$220.00

11/1/2019 2488 \$220.00

Key Marco CDD
210 NORTH UNIVERSITY DRIVE
SUITE 702
CORAL SPRINGS, FL 33071

Fifth Third Bank - GF

Check No. 2490

Date 11/01/2019 Amount \$*****2,453.75

***Two Thousand Four Hundred Fifty Three and 75/100 DOLLARS

Pay COLEMAN, YOYANOVICH &
To the 4001 TAMiami TRAIL NORTH
Order of SUITE 300
NAPLES, FL 34103-3556

Authorized Signature

2490 1067091719 7431857478

11/04/2019 3:37:11 PM 633 0000907 0EAL2 0000 301132129 0 5

FOR DEPOSIT ONLY
NORTHERN TRUST BANK
NAPLES, FL 34103-3891
FOR DEPOSIT ONLY
COLEMAN YOYANOVICH & KOESTER P A
207208486

11/4/2019 2490 \$2,453.75

11/4/2019 2490 \$2,453.75

Key Marco CDD
210 NORTH UNIVERSITY DRIVE
SUITE 702
CORAL SPRINGS, FL 33071

Fifth Third Bank - GF

Check No. 2491

Date 11/01/2019 Amount \$*****290.85

***Two Hundred Ninety and 85/100 DOLLARS

Pay CYPRESS ACCESS SYSTEMS, INC.
To the 25270 BERNWOOD DR. #7
Order of BONITA SPRINGS, FL 34135

Authorized Signature

2491 1067091719 7431857478

Seq: 8
Dep: 000110
Date: 11/06/19

Seq: 11/06/19 Dep: 000110 AG: Cust: 110532 User

For Deposit Only to
CYPRESS ACCESS SYSTEMS, INC
CYPRESS ACCESS SYSTEMS, INC
Deposited By: EL

11/6/2019 2491 \$290.85

11/6/2019 2491 \$290.85

Key Marco CDD
210 NORTH UNIVERSITY DRIVE
SUITE 702
CORAL SPRINGS, FL 33071

Fifth Third Bank - GF

Check No. 2492

Date 11/08/2019 Amount \$*****175.00

***One Hundred Seventy Five and 00/100 DOLLARS

Pay DEPARTMENT OF ECONOMIC
To the BUREAU OF BUDGET MANAGEMENT
Order of: 107 E MADISON STREET MSC 120
TALLAHASSEE, FL 32399-4124

Authorized Signature

2492# ⑆067091719⑆ 7431857478#

11/14/2019 2492 \$175.00

3680663779

FOR DEPOSIT ONLY
WEST FLORIDA BANK, N.A.
STATE OF FLORIDA
FINANCIAL SERVICES
DEPARTMENT OF
BIO ACCOUNTING

11/14/2019 2492 \$175.00

Key Marco CDD
210 NORTH UNIVERSITY DRIVE
SUITE 702
CORAL SPRINGS, FL 33071

Fifth Third Bank - GF

Check No. 2493

Date 11/14/2019 Amount \$*****2,475.00

***Two Thousand Four Hundred Seventy Five and 00/100 DOLLARS

Pay RANDALL W FOLDY
To the KOALA-T PAINTING INC
Order of: 3315 TIMBERWOOD CIRCLE
NAPLES, FL 34105

Authorized Signature

2493# ⑆067091719⑆ 7431857478#

11/26/2019 2493 \$2,475.00

Randall W Foldy

11/26/2019 2493 \$2,475.00

Key Marco CDD
210 NORTH UNIVERSITY DRIVE
SUITE 702
CORAL SPRINGS, FL 33071

Fifth Third Bank - GF

Check No. 2494

Date 11/15/2019 Amount \$*****6,822.40

***Six Thousand Eight Hundred Twenty Two and 40/100 DOLLARS

Pay SECURITAS SECURITY SERVICES
To the PO BOX 403412
Order of: ATLANTA, GA 30384-3412

Authorized Signature

2494# ⑆067091719⑆ 7431857478#

11/18/2019 2494 \$6,822.40

CR PAYEE ACCT
LACK END GID
BANK OF AMERICA

CHECK BOX FOR TOBILLE/RENOTE DEPOSIT
CROSS CHECK OF FINANCIAL INSTITUTIONS/OTHER ISSUES

C-8207-2
20191118
3752183515
101 ATU-403412

11/18/2019 2494 \$6,822.40

Key Marco CDD
210 NORTH UNIVERSITY DRIVE
SUITE 702
CORAL SPRINGS, FL 33071

Fifth Third Bank - GF

Check No. 2495

Date 11/15/2019 Amount \$*****50.00

***Fifty and 00/100 DOLLARS

Pay HARP'S NO RISK
To the 5251 GOLDEN GATE PKWY
Order of: SUITE F
NAPLES, FL 34116

Authorized Signature

2495# ⑆067091719⑆ 7431857478#

11/18/2019 2495 \$50.00

Regions
Date: 11/18/19
>062000019<

Customer: Jay-Bee Assoc
Location: Jay-Bee Assoc
For Deposit Only to Acct#
Date: 11/18/19
Deposited by: 59143052
kathryn

11/18/2019 2495 \$50.00

KEY MARCO COMMUNITY
DEVELOPMENT DISTRICT
C/O INFRAMARK
210 N UNIVERSITY DR STE 702
CORAL SPRINGS FL 33071-7320

0

Banking Center: Fifth Third Center
Banking Center Phone: 239-591-6444
Commercial Client Services: 866-475-0729

69

Key Marco CDD
210 NORTH UNIVERSITY DRIVE
SUITE 702
CORAL SPRINGS, FL 33071

Fifth Third Bank - GF

Check No. 2496

Date 11/15/2019 Amount \$*****25.00

****Twenty Five and 00/100 DOLLARS

Pay ROBERT FLINN RECORDS CENTER
To the P O BOX 12049
Order of NAPLES, FL 34101

Authorized Signature

2496 067091719 7431857478

11/20/2019 2496 \$25.00

265270413< 20191120
BANK IBERIABANK
40406 54

IBERIA BANK <265270413> 40406 54 11/20/19

PAY TO THE ORDER OF
ROBERT FLINN RECORDS CENTER
FOR DEPOSIT ONLY
P.O. BOX 12049
NAPLES, FL 34101

11/20/2019 2496 \$25.00

Key Marco CDD
210 NORTH UNIVERSITY DRIVE
SUITE 702
CORAL SPRINGS, FL 33071

Fifth Third Bank - GF

Check No. 2497

Date 11/15/2019 Amount \$*****290.85

****Two Hundred Ninety and 85/100 DOLLARS

Pay CYPRESS ACCESS SYSTEMS, INC.
To the 25270 BERNWOOD DR. #7
Order of BONITA SPRINGS, FL 34135

Authorized Signature

2497 067091719 7431857478

11/21/2019 2497 \$290.85

Seq: 61
Batch: 632319
Date: 11/21/19

PAY TO THE ORDER OF
BANK OF AMERICA
BONITA SPRINGS, FL 34135
FOR DEPOSIT ONLY
CYPRESS ACCESS SYSTEMS, INC.
25270 BERNWOOD DR. #7
BONITA SPRINGS, FL 34135

11/21/2019 2497 \$290.85

Key Marco CDD
210 NORTH UNIVERSITY DRIVE
SUITE 702
CORAL SPRINGS, FL 33071

Fifth Third Bank - GF

Check No. 2498

Date 11/15/2019 Amount \$*****410.00

****Four Hundred Ten and 00/100 DOLLARS

Pay TROPICAL CLIMATE SOLUTIONS
To the 1721 SAN MARCO RD. STE C
Order of MARCO ISLAND, FLORIDA 34145

Authorized Signature

2498 067091719 7431857478

11/18/2019 2498 \$410.00

For Deposit Only - JPMC

20191122023792929604 03 0954

Regions Bank >062000019<

11/18/2019 2498 \$410.00

Key Marco CDD
210 NORTH UNIVERSITY DRIVE
SUITE 702
CORAL SPRINGS, FL 33071

Fifth Third Bank - GF

Check No. 2499

Date 11/15/2019 Amount \$*****151.00

****One Hundred Fifty One and 00/100 DOLLARS

Pay MAST WELL DRILLING INC
To the GOLDEN GATE WELL DRILLING
Order of 1822 40TH TERRACE SW
NAPLES, FL 34116

Authorized Signature

2499 067091719 7431857478

11/22/2019 2499 \$151.00

20191122023792929604 03 0954

Regions Bank >062000019<

11/22/2019 2499 \$151.00

BR040M-B OUTSTANDING CHECK LISTING AS OF 11/30/2019 RUN 12/18/2019 PAGE 1
CMPY-001 KEY MARCO CDD-GENERAL FUND BANK-A KEY MARCO CDD

CHECK#	TYPE	SYSTEM	CHECK DATE	CHECK AMT	EMP/CUS/VEN#	DESCRIPTION
002485	R	AP	10/24/2019	184.70	14	MARY E. SCHEWITZ
002500	R	AP	11/15/2019	1,110.50	23	KEVIN KERINS
		BANK TOTAL		1,295.20		
		COMPANY TOTAL		1,295.20		

KMAR KEY MARCO SROSINA

CHECK#	TYPE	SYSTEM	CHECK DATE	CHECK AMT	EMP/CUS/VEN#	DESCRIPTION
002490	R	AP	11/01/2019	2,453.75	2	COLEMAN, YOVANOVICH & KOESTER, P.
002491	R	AP	11/01/2019	290.85	17	CYPRESS ACCESS SYSTEMS, INC.
002492	R	AP	11/08/2019	175.00	18	DEPARTMENT OF ECONOMIC OPPORTUNIT
002493	R	AP	11/15/2019	2,475.00	19	RANDALL W. FOLDY
002494	R	AP	11/15/2019	6,822.40	4	SECURITAS SECURITY SERVICES USA,I
002495	R	AP	11/15/2019	50.00	20	HARPS NO RISK
002496	R	AP	11/15/2019	25.00	12	ROBERT FLINN RECORDS CENTER
002497	R	AP	11/15/2019	290.85	17	CYPRESS ACCESS SYSTEMS, INC.
002498	R	AP	11/15/2019	410.00	21	TROPICAL CLIMATE SOLUTIONS
002499	R	AP	11/15/2019	151.00	22	GOLDEN GATE WELL DRILLING
002500	R	AP	11/15/2019	1,110.50	23	KEVIN KERINS
002501	R	AP	11/15/2019	5,246.16	10	INFRAMARK, LLC
002502	R	AP	11/15/2019	1,053.22	10	INFRAMARK, LLC
BANK TOTAL				20,553.73		
COMPANY TOTAL				20,553.73		

KEY MARCO
COMMUNITY DEVELOPMENT DISTRICT

Unaudited Financial Statements
as of
December 31, 2019

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I.	<u>Financial Statements - December 31, 2019</u>
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II.	<u>Check Register - December 2019</u>
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III.	<u>Bank Reconciliation Report - December 31, 2019</u>
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KEY MARCO
COMMUNITY DEVELOPMENT DISTRICT
COMBINED BALANCE SHEET
December 31, 2019

	<u>Major Funds</u>
	General
	Fund
	<hr/>
<u>ASSETS:</u>	
Cash	\$490,008
Accounts Receivable	\$862
Investments:	
Investment - Money Market Savings	\$455,206
 <u>OTHER ASSETS:</u>	
Prepaid Expenses	\$150
TOTAL ASSETS	<hr/> \$946,226 <hr/>
 <u>LIABILITIES:</u>	
Accounts Payable	\$43,702
FICA Payable	\$306
TOTAL LIABILITIES	<hr/> \$44,008 <hr/>
 <u>FUND BALANCES:</u>	
Nonspendable:	
Deposits and prepaid items	\$150
Assigned to:	
Unassigned	\$902,068
TOTAL FUND BALANCES	<hr/> \$902,218 <hr/>
TOTAL LIABILITIES & FUND BALANCES	<hr/> \$946,226 <hr/>

KEY MARCO
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
Statement of Revenues, Expenditures, and Changes in Fund Balance
For the Period Ended December 31, 2019

DESCRIPTION	ADOPTED BUDGET	PRORATED BUDGET THRU 12/31/19	ACTUAL THRU 12/31/19	ACTUAL VARIANCE
<u>REVENUES:</u>				
Maintenance Assessments - Levy	\$328,143	\$249,781	\$249,781	\$0
Maintenance Assessments - Discounts	(\$13,126)	(\$9,893)	(\$9,893)	\$0
User Facility Revenue	\$4,000	\$1,000	\$1,102	\$102
Interest Income	\$15,200	\$3,800	\$3,875	\$75
Miscellaneous Income	\$0	\$0	\$302	\$302
TOTAL REVENUES	\$334,217	\$244,688	\$245,167	\$479
<u>EXPENDITURES:</u>				
<u>ADMINISTRATION</u>				
Supervisors Fees	\$4,800	\$1,200	\$2,000	(\$800)
Fica Taxes	\$367	\$92	\$153	(\$61)
Engineering Fees	\$5,000	\$1,250	\$0	\$1,250
Attorney Fees	\$25,000	\$6,250	\$11,180	(\$4,930)
Management Fees	\$30,369	\$7,592	\$13,013	(\$5,421)
Property Appraiser	\$4,922	\$1,231	\$1,579	(\$349)
Special Assessments	\$1,000	\$1,000	\$1,000	\$0
Tax Collector	\$6,563	\$4,798	\$4,798	\$0
Accounting Services	\$0	\$0	\$1,000	(\$1,000)
Audit Fees	\$5,000	\$1,250	\$500	\$750
Postage	\$175	\$44	\$65	(\$22)
Rentals & Leases	\$300	\$75	\$75	\$0
Insurance - General Liability	\$29,926	\$29,926	\$27,502	\$2,424
Legal Advertising	\$4,000	\$1,000	\$0	\$1,000
Other Current Charges	\$700	\$175	\$474	(\$299)
Transcribing Costs	\$2,400	\$600	\$196	\$404
Computer Support	\$600	\$150	\$0	\$150
Office Supplies	\$300	\$75	\$93	(\$18)
Dues, Licenses, Subscriptions	\$275	\$175	\$175	\$0
TOTAL ADMINISTRATION	\$121,697	\$56,882	\$63,804	(\$6,921)
<u>MAINTENANCE AND LANDSCAPING</u>				
Miscellaneous Services	\$5,000	\$1,250	\$24,925	(\$23,675)
TOTAL MAINTENANCE AND LANDSCAPING	\$5,000	\$1,250	\$24,925	(\$23,675)
<u>IRRIGATION SERVICES</u>				
Contractual Services	\$0	\$0	\$1,572	(\$1,572)
TOTAL IRRIGATION SERVICES	\$0	\$0	\$1,572	(\$1,572)
<u>CAPITAL EXPENDITURES & PROJECTS</u>				
Capital Outlay-Roads	\$50,000	\$12,500	\$0	\$12,500
TOTAL CAPITAL EXPENDITURES & PROJECTS	\$50,000	\$12,500	\$0	\$12,500
<u>LIGHTING</u>				
Utilities - Electric	\$7,500	\$1,875	\$9,113	(\$7,238)
R&M - General	\$6,000	\$6,000	\$291	\$5,709
Misc-Holiday Lighting	\$3,000	\$2,100	\$2,100	\$0
TOTAL LIGHTING	\$16,500	\$9,975	\$11,503	(\$1,528)

KEY MARCO
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
Statement of Revenues, Expenditures, and Changes in Fund Balance
For the Period Ended December 31, 2019

DESCRIPTION	ADOPTED BUDGET	PRORATED BUDGET THRU 12/31/19	ACTUAL THRU 12/31/19	ACTUAL VARIANCE
<u>ACCESS CONTROL</u>				
Contractual Services	\$86,520	\$21,630	\$21,772	(\$142)
Utilities-Electric	\$7,500	\$1,875	\$2,900	(\$1,025)
R&M-Gate	\$10,000	\$2,500	\$291	\$2,209
R&M-Gatehouse	\$25,000	\$6,250	\$10,790	(\$4,540)
Operating Supplies-General	\$2,000	\$500	\$283	\$217
TOTAL ACCESS CONTROL	\$131,020	\$32,755	\$36,036	(\$3,281)
<u>ROADWAY SERVICES</u>				
Repairs & Maintenance	\$10,000	\$2,500	\$225	\$2,275
TOTAL GATEHOUSE/CONTROLLED ENTRY SYSTEM	\$10,000	\$2,500	\$225	\$2,275
TOTAL OPERATIONS & MAINTENANCE	\$334,217	\$115,862	\$138,065	(\$22,203)
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	\$0	\$128,825	\$107,102	\$22,682
FUND BALANCE - Beginning	\$787,843		\$795,116	
FUND BALANCE - Ending	\$787,843		\$902,218	

KEY MARCO
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND

Statement of Revenues, Expenditures, and Changes in Fund Balance-Month by Month

	Adopted	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Total	Variance
REVENUES:															
001.300.36300.1000 Maintenance Assessments - Levy	\$ 328,143	\$ -	\$ 88,158	\$ 161,623	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 249,781	\$ 78,362
001.300.36300.1000 Maintenance Assessments - Discounts	\$ (13,126)	\$ -	\$ (3,526)	\$ (6,367)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (9,893)	\$ (3,233)
001.300.36200.1000 User Facility Revenue	\$ 4,000	\$ 320	\$ 397	\$ 384	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,102	\$ 2,898
001.300.36100.1000 Interest Income	\$ 15,200	\$ 1,305	\$ 1,162	\$ 1,408	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,875	\$ 11,325
001.300.36900.1000 Miscellaneous Income	\$ -	\$ -	\$ 302	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 302	\$ (302)
	\$ 334,217	\$ 1,625	\$ 86,493	\$ 157,049	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 245,167	\$ 89,051
EXPENDITURES:															
ADMINISTRATION															
001.310.51300.1100 Supervisors Fees	\$ 4,800	\$ 600	\$ 800	\$ 600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,800
001.310.51300.2100 Fica Taxes	\$ 367	\$ 46	\$ 61	\$ 46	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 153	\$ 214
001.310.51300.3110 Engineering Fees	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
001.310.51300.3150 Attorney Fees	\$ 25,000	\$ 5,054	\$ 4,469	\$ 1,658	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,180	\$ 13,820
001.310.51300.3400 Management Fees	\$ 30,369	\$ 5,223	\$ 3,207	\$ 4,583	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,013	\$ 17,356
001.310.51300.3210 Property Appraiser	\$ 4,922	\$ 1,579	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,579	\$ 3,343
001.310.51300.3130 Special Assessments	\$ 1,000	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -
001.310.51300.3140 Tax Collector	\$ 6,563	\$ -	\$ 1,693	\$ 3,105	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,798	\$ 1,765
001.310.51300.3400 Accounting Services	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ (1,000)
001.310.51300.3220 Audit Fees	\$ 5,000	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 4,500
001.310.51300.4200 Postage	\$ 175	\$ 7	\$ 32	\$ 27	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 65	\$ 110
001.310.51300.4400 Rentals & Leases	\$ 300	\$ 25	\$ 25	\$ 25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75	\$ 225
001.310.51300.4500 Insurance - General Liability	\$ 29,926	\$ 27,349	\$ -	\$ 153	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,502	\$ 2,424
001.310.51300.4800 Legal Advertising	\$ 4,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,000
001.310.51300.4900 Other Current Charges	\$ 700	\$ -	\$ 239	\$ 234	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 474	\$ 226
001.310.51300.4250 Transcribing Costs	\$ 2,400	\$ -	\$ 56	\$ 140	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 196	\$ 2,204
001.310.51300.3510 Computer Support	\$ 600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600
001.310.51300.5100 Office Supplies	\$ 300	\$ 60	\$ 33	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 93	\$ 207
001.310.51300.5400 Dues, Licenses, Subscriptions	\$ 275	\$ 175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 175	\$ 100
	\$ 121,697	\$ 40,118	\$ 12,115	\$ 11,571	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 63,804	\$ 57,894
MAINTENANCE AND LANDSCAPING															
001.320.53800.4620 Miscellaneous Services	\$ 5,000	\$ 19,058	\$ 5,867	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,925	\$ (19,925)
	\$ 5,000	\$ 19,058	\$ 5,867	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,925	\$ (19,925)
IRRIGATION SERVICES															
001.320.53800.3500 Contractual Services	\$ -	\$ 1,510	\$ 62	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,572	\$ (1,572)
	\$ -	\$ 1,510	\$ 62	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,572	\$ (1,572)
CAPITAL EXPENDITURES & PROJECTS															
001.320.53800.6000 Capital Outlay-Roads	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
LIGHTING															
001.320.53800.4300 Utilities - Electric	\$ 7,500	\$ -	\$ 8,304	\$ 808	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,113	\$ (1,613)
001.320.53800.4600 R&M - General	\$ 6,000	\$ -	\$ -	\$ 291	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 291	\$ 5,709
001.320.53800.5200 Misc-Holiday Lighting	\$ 3,000	\$ -	\$ 2,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,100	\$ 900
	\$ 16,500	\$ -	\$ 10,404	\$ 1,099	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,503	\$ 4,997
ACCESS CONTROL															
001.330.53800.3450 Contractual Services	\$ 86,520	\$ 6,822	\$ 8,127	\$ 6,822	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,772	\$ 64,748
001.330.53800.4300 Utilities-Electric	\$ 7,500	\$ 368	\$ 761	\$ 1,772	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,900	\$ 4,600
001.330.53800.4600 R&M-Gate	\$ 10,000	\$ -	\$ 291	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 291	\$ 9,709
001.330.53800.4600 R&M-Gatehouse	\$ 25,000	\$ 9,680	\$ 470	\$ 640	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,790	\$ 14,210
001.330.53800.5200 Operating Supplies-General	\$ 2,000	\$ 17	\$ 266	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 283	\$ 1,717
	\$ 131,020	\$ 16,887	\$ 9,915	\$ 9,234	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 36,036	\$ 94,984
ROADWAY SERVICES															
001.340.53800.4600 Repairs & Maintenance	\$ 10,000	\$ -	\$ -	\$ 225	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 225	\$ 9,775
	\$ 10,000	\$ -	\$ -	\$ 225	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 225	\$ 9,775
TOTAL OPERATIONS & MAINTENANCE	\$ 334,217	\$ 77,572	\$ 38,364	\$ 22,129	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 138,065	\$ 196,152
EXCESS OF REVENUE OVER (UNDER) EXPEN	\$ 0	\$ (75,947)	\$ 48,129	\$ 134,920	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 107,102	\$ (107,102)

KEY MARCO
COMMUNITY DEVELOPMENT DISTRICT

Summary of Invoices
November 30, 2019

Fund	Date	Check No.'s	Amount	
<i>General</i>	12/19/19	2503-2520	\$	23,394.76
<i>General</i>	12/24/19	2521-2531	\$	16,727.58
Total Invoices for Approval			\$	40,122.34

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
12/19/19	00024	12/01/19 120119	201910 310-51300-31400		*	1,000.00	
			FY2020 TAX ROLL PREP				
				AJC ASSOCIATES, INC.			1,000.00 002503
12/19/19	00006	11/13/19 11/13/20	201910 330-53800-46001		*	220.00	
			GATEHOUSE CLEANING				
				AIDA LORA			220.00 002504
12/19/19	00005	11/01/19 4066251	201911 320-53800-35000		*	62.40	
			AQATIC SEERVICES 11/1-15				
				AQUAGENIX			62.40 002505
12/19/19	00007	10/29/19 7642	201910 320-53800-35000		*	376.00	
			IRR CLOCK #9				
				CASAGRANDE ELECTRIC			376.00 002506
12/19/19	00025	10/01/19 100119	201910 310-51300-32100		*	1,579.47	
			FY20 ASSESSMENT ROLL				
				COLLIER COUNTY PROPERTY APPRAISER			1,579.47 002507
12/19/19	00026	11/25/19 08403567	201911 320-53800-43100		*	100.34	
			752 WHISKEY CREEK DRIVE				
		11/25/19 08403567	201911 300-11500-10000		*	13.38	
			752 WHISKEY CREEK DRIVE				
				COLLIER COUNTY PUBLIC UTILITIES DPT			113.72 002508
12/19/19	00026	11/25/19 08403567	201911 320-53800-43100		*	594.79	
			1134 BLUE HILL CREEK-IRR				
		11/25/19 08403567	201911 300-11500-10000		*	79.30	
			1134 BLUE HILL CREEK-IRR				
				COLLIER COUNTY PUBLIC UTILITIES DPT			674.09 002509
12/19/19	00026	11/25/19 08445788	201911 320-53800-43100		*	1,514.98	
			505 WHISKEY CREEK DRIVE				
		11/25/19 08445788	201911 300-11500-10000		*	201.99	
			505 WHISKEY CREEK DRIVE				
				COLLIER COUNTY PUBLIC UTILITIES DPT			1,716.97 002510
12/19/19	00026	11/25/19 08474680	201911 330-53800-43100		*	23.41	
			2323 SAN MARCO RD				
				COLLIER COUNTY PUBLIC UTILITIES DPT			23.41 002511
12/19/19	00008	8/31/19 244435	201908 320-53800-46200		*	235.00	
			REMOVE FALLEN SABAL PALM				
		10/31/19 245239	201910 320-53800-35000		*	598.00	
			T&M IRR REPAIRS-OCT 19				

KMAR KEY MARCO SROSINA

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
		11/01/19 245098	201911 320-53800-46200		*	5,867.00	
		NOV 19 LANDSCAPE MAINT.					
		11/30/19 245748	201911 330-53800-34500		*	1,305.00	
		REPAIR BROKEN 2.5" MAINLN					
				CRAWFORD LANDSCAPING			8,005.00 002512
12/19/19 00027		11/04/19 18801	201911 310-51300-32200		*	500.00	
		FY19 AUDIT FEES					
				GRAU AND ASSOCIATES			500.00 002513
12/19/19 00029		11/13/19 99613371	201911 320-53800-43000		*	1,033.35	
		SERVICE THRU 11/11/2019					
				LCEC PAYMENT PROCESSING			1,033.35 002514
12/19/19 00029		11/13/19 62514300	201911 320-53800-43000		*	215.46	
		SERVICE THRU 11/10/2019					
		11/13/19 62514300	201911 300-11500-10000		*	157.37	
		SERVICE THRU 11/10/2019					
				LCEC PAYMENT PROCESSING			372.83 002515
12/19/19 00030		11/27/19 11632-11	201911 330-53800-43100		*	89.11	
		2323 SAN MARCO RD					
				MARCO ISLAND UTILITIES			89.11 002516
12/19/19 00028		11/13/19 123473	201911 330-53800-52000		*	249.35	
		"NO PARKING IN GRASS"					
				PANTHER PRINTING			249.35 002517
12/19/19 00013		12/01/19 COM#6146	201912 310-51300-45000		*	153.33	
		WORKERS COMP INSURANCE					
		1/01/20 COM#6146	202001 310-51300-45000		*	153.33	
		WORKERS COMP INSURANCE					
				PREFERRED GOVERNMENTAL INSURANCE			306.66 002518
12/19/19 00004		11/30/19 E4514543	201911 330-53800-34500		*	6,822.40	
		NOV 19 GUARD SERVICES					
				SECURITAS SECURITY SERVICES USA, INC			6,822.40 002519
12/19/19 00021		11/18/19 1282	201911 330-53800-46001		*	250.00	
		LEAK IN EVAPORATOR COIL					
				TROPICAL CLIMATE SOLUTIONS			250.00 002520
12/24/19 00033		12/04/19 31146983	201912 330-53800-43000		*	269.32	
		SERVICE THRU 1/3/2020					
				CENTURYLINK			269.32 002521
				KMAR KEY MARCO			
				SROSINA			

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
12/24/19	00002	10/31/19 129	201910 310-51300-31500		*	5,053.75	
		OCT 19	LEGAL FEES				
				COLEMAN, YOVANOVICH & KOESTER, P.A.			5,053.75 002522
12/24/19	00034	12/02/19 0224146-	202001 330-53800-41000		*	111.95	
			SERVICE THRU 1/14/2020				
				COMCAST			111.95 002523
12/24/19	00001	12/01/19 1	201912 310-51300-34001		*	1,000.00	
		DEC 19	ACCOUNTING SVCS.				
				GMS - SO FLORIDA, LLC			1,000.00 002524
12/24/19	00016	11/12/19 111219	201911 310-51300-11000		*	200.00	
			MEETING-11/12/19				
		11/12/19 111219	201911 310-51300-21000		*	15.30	
			MEETING-11/12/19				
		11/12/19 111219	201911 300-21700-10000		*	30.60-	
			MEETING-11/12/19				
		12/03/19 120319	201912 310-51300-11000		*	200.00	
			MEETING-12/03/19				
		12/03/19 120319	201912 310-51300-21000		*	15.30	
			MEETING-12/03/19				
		12/03/19 120319	201912 300-21700-10000		*	30.60-	
			MEETING-12/03/19				
				LUANNE F. KERINS			369.40 002525
12/24/19	00032	11/16/19 6379	201911 310-51300-34000		*	2,291.66	
			MGMT FEE 11/16-30/2019				
		12/01/19 6380	201912 310-51300-34000		*	4,583.00	
			DEC 19 MGMT FEES				
				KEY MARCO COMMUNITY ASSOCIATION			6,874.66 002526
12/24/19	00015	11/12/19 111219	201911 310-51300-11000		*	200.00	
			MEETING-11/12/19				
		11/12/19 111219	201911 310-51300-21000		*	15.30	
			MEETING-11/12/19				
		11/12/19 111219	201911 300-21700-10000		*	30.60-	
			MEETING-11/12/19				
				MAUREEN MCFARLAND			184.70 002527
12/24/19	00012	11/30/19 0032839	201912 310-51300-44000		*	25.00	
			RECORD STORAGE				
				ROBERT FLINN RECORDS CENTER			25.00 002528
12/24/19	00014	11/12/19 111219	201911 310-51300-11000		*	200.00	
			MEETING-11/12/2019				

KMAR KEY MARCO SROSINA

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
11/12/19		111219	201911 310-51300-21000		*	15.30	
		MEETING-11/12/2019					
11/12/19		111219	201911 300-21700-10000		*	30.60-	
		MEETING-11/12/2019					
12/03/19		120319	201912 310-51300-11000		*	200.00	
		MEETING-12/03/2019					
12/03/19		120319	201912 310-51300-21000		*	15.30	
		MEETING-12/03/2019					
12/03/19		120319	201912 300-21700-10000		*	30.60-	
		MEETING-12/03/2019					
MARY E. SCHEWITZ						369.40	002529
12/24/19	00035	11/23/19 2604	201911 320-53800-52005		*	2,100.00	
		HOLIDAY LIGHTING					
SIGHT AND SOUND						2,100.00	002530
12/24/19	00031	11/12/19 111219	201911 310-51300-11000		*	200.00	
		MEETING-11/12/19					
11/12/19		111219	201911 310-51300-21000		*	15.30	
		MEETING-11/12/19					
11/12/19		111219	201911 300-21700-10000		*	30.60-	
		MEETING-11/12/19					
12/03/19		120319	201912 310-51300-11000		*	200.00	
		MEETING-12/03/19					
12/03/19		120319	201912 310-51300-21000		*	15.30	
		MEETING-12/03/19					
12/03/19		120319	201912 300-21700-10000		*	30.60-	
		MEETING-12/03/19					
TERRI STANTON						369.40	002531
TOTAL FOR BANK A						40,122.34	
TOTAL FOR REGISTER						40,122.34	

KEY MARCO
COMMUNITY DEVELOPMENT DISTRICT
General Fund
FIFTH THIRD BANK

Month Ending Dec-19

Balance Per Bank Statement	<u>\$505,186.39</u>
Add: Transfers/Deposits in Transit	<u>\$0.00</u>
Less: Outstanding Checks	<u>(\$15,178.28)</u>
Balance Per Bank	<u>\$490,008.11</u>

Beginning Bank Balance Per Books	<u>\$369,678.26</u>	
Cash Receipts	<u>\$160,043.18</u>	
	\$0.00	PR
Cash Disbursements	<u>(\$40,122.34)</u>	AP
	\$643.41	Interest
Adjustments	<u>\$0.00</u>	Payroll Taxes
	(\$234.40)	Service Charge
Balance Per Books	<u>\$490,008.11</u>	



KEY MARCO COMMUNITY DEVELO
C/O INFRAMARK
210 N UNIVERSITY DR STE 702
CORAL SPRINGS FL 33071-7320

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Banking Center: Pelican Bay
Banking Center Phone: 239-594-3512
Commercial Client Services: 866-475-0729

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Account Summary - xxxxxx7478

12/01	Beginning Balance	\$371,335.36	Interest Earned	\$643.41
10	Checks	\$(22,196.41)	Number of Days in Period	31
10	Withdrawals / Debits	\$(4,639.15)	Annual Percentage Yield Earned	1.66%
25	Deposits / Credits	\$160,686.59	Interest Earned YTD	\$13,900.69
12/31	Ending Balance	\$505,186.39		

Checks

10 checks totaling \$22,196.41

* Indicates gap in check sequence i = Electronic Image s = Substitute Check

Number	Date Paid	Amount	Number	Date Paid	Amount	Number	Date Paid	Amount
2500 i	12/06	1,110.50	2518*i	12/26	306.66	2522*i	12/26	5,053.75
2505*i	12/27	62.40	2519 i	12/30	6,822.40	2527*i	12/27	184.70
2506 i	12/30	376.00	2520 i	12/30	250.00	2528 i	12/30	25.00
2512*i	12/30	8,005.00						

Withdrawals / Debits

10 items totaling \$4,639.15

Date	Amount	Description
12/05	372.83	LEE COUNTY ELECTRIC BILL ELECT ACH 6251430000 KEY MARCO COMMUNITY AS 120519
12/05	1,033.35	LEE COUNTY ELECTRIC BILL ELECT ACH 9961337121 KEY MARCO COMMUNITY DE 120519
12/12	234.40	SERVICE CHARGE
12/16	23.41	COLLIER COUNTY U BILL PAYMN 08474680000 121619
12/16	113.72	COLLIER COUNTY U BILL PAYMN 08403567300 121619
12/16	674.09	COLLIER COUNTY U BILL PAYMN 08403567600 121619
12/16	1,716.97	COLLIER COUNTY U BILL PAYMN 08445788100 121619
12/26	89.11	MARCO ISLAND UTI ACH083019 11632 122619
12/26	111.95	COMCAST 8535100 220224146 2359215 122619
12/27	269.32	CenturyLink SPEEDPAY 311469839 122719

Deposits / Credits

25 items totaling \$160,686.59

Date	Amount	Description
12/02	9.44	Square Inc L55907 191202P2 L208494538728 Key Marco Community De 120219
12/02	33.69	Square Inc L55907 191202P2 L208494538727 Key Marco Community De 120219
12/03	14.41	Square Inc L55935 191203P2 L208494885056 Key Marco Community De 120319
12/04	14.41	Square Inc L55965 191204P2 L208495153618 Key Marco Community De 120419
12/05	7,508.06	DEPOSIT
12/06	14.41	Square Inc L56025 191206P2 L208495837905 Key Marco Community De 120619
12/09	4.77	Square Inc L56076 191209P2 L208496506735 Key Marco Community De 120919
12/09	19.28	Square Inc L56076 191209P2 L208496506736 Key Marco Community De 120919
12/10	9.64	Square Inc L56104 191210P2 L208496758410 Key Marco Community De 121019
12/11	9.64	Square Inc L56134 191211P2 L208497009145 Key Marco Community De 121119
12/12	24.05	Square Inc L56164 191212P2 L208497339945 Key Marco Community De 121219
12/13	14.41	Square Inc L56196 191213P2 L208497687916 Key Marco Community De 121319
12/13	142,839.33	CC TAX COLLECTOR ACH PYMT 000000000300017 KEY MARCO COMMUNITY DE INVOICE GS20191213-001 121319
12/16	19.28	Square Inc L56245 191216P2 L208498363329 Key Marco Community De 121619
12/16	24.05	Square Inc L56245 191216P2 L208498363328 Key Marco Community De 121619
12/17	4.77	Square Inc L56275 191217P2 L208498616185 Key Marco Community De 121719
12/18	14.31	Square Inc L56310 191218P2 L208499023210 Key Marco Community De 121819

**Deposits / Credits - continued**

Date	Amount	Description
12/20	9.64	Square Inc L56377 191220P2 L208499866711 Key Marco Community De 122019
12/23	57.74	Square Inc L56426 191223P2 L208500571255 Key Marco Community De 122319
12/26	9.54	Square Inc L56480 191225P2 L208500954047 Key Marco Community De 122619
12/27	9,311.43	CC TAX COLLECTOR ACH PYMT 000000000300017 KEY MARCO COMMUNITY DE INVOICE GS20191226-001 122719
12/30	19.28	Square Inc L56574 191230P2 L208501530351 Key Marco Community De 123019
12/30	38.46	Square Inc L56574 191230P2 L208501530352 Key Marco Community De 123019
12/31	19.14	Square Inc L56600 191231P2 L208501754752 Key Marco Community De 123119
12/31	643.41	INTEREST

Daily Balance Summary

Date	Amount	Date	Amount	Date	Amount
12/02	371,378.49	12/11	376,456.43	12/20	516,643.68
12/03	371,392.90	12/12	376,246.08	12/23	516,701.42
12/04	371,407.31	12/13	519,099.82	12/26	511,149.49
12/05	377,509.19	12/16	516,614.96	12/27	519,944.50
12/06	376,413.10	12/17	516,619.73	12/30	504,523.84
12/09	376,437.15	12/18	516,634.04	12/31	505,186.39
12/10	376,446.79				

.

CHECK#	TYPE	SYSTEM	CHECK DATE	CHECK AMT	EMP/CUS/VEN#	DESCRIPTION
002503	R	AP	12/19/2019	1,000.00	24	AJC ASSOCIATES, INC.
002504	R	AP	12/19/2019	220.00	6	AIDA LORA
002505	R	AP	12/19/2019	62.40	5	AQUAGENIX
002506	R	AP	12/19/2019	376.00	7	CASAGRANDE ELECTRIC
002507	R	AP	12/19/2019	1,579.47	25	COLLIER COUNTY PROPERTY APPRAISER
002508	R	AP	12/19/2019	113.72	26	COLLIER COUNTY PUBLIC UTILITIES D
002509	R	AP	12/19/2019	674.09	26	COLLIER COUNTY PUBLIC UTILITIES D
002510	R	AP	12/19/2019	1,716.97	26	COLLIER COUNTY PUBLIC UTILITIES D
002511	R	AP	12/19/2019	23.41	26	COLLIER COUNTY PUBLIC UTILITIES D
002512	R	AP	12/19/2019	8,005.00	8	CRAWFORD LANDSCAPING
002513	R	AP	12/19/2019	500.00	27	GRAU AND ASSOCIATES
002514	R	AP	12/19/2019	1,033.35	29	LCEC PAYMENT PROCESSING
002515	R	AP	12/19/2019	372.83	29	LCEC PAYMENT PROCESSING
002516	R	AP	12/19/2019	89.11	30	MARCO ISLAND UTILITIES
002517	R	AP	12/19/2019	249.35	28	PANTHER PRINTING
002518	R	AP	12/19/2019	306.66	13	PREFERRED GOVERNMENTAL INSURANCE
002519	R	AP	12/19/2019	6,822.40	4	SECURITAS SECURITY SERVICES USA,I
002520	R	AP	12/19/2019	250.00	21	TROPICAL CLIMATE SOLUTIONS
002521	R	AP	12/24/2019	269.32	33	CENTURYLINK
002522	R	AP	12/24/2019	5,053.75	2	COLEMAN, YOVANOVICH & KOESTER, P.
002523	R	AP	12/24/2019	111.95	34	COMCAST
002524	R	AP	12/24/2019	1,000.00	1	GMS - SO FLORIDA, LLC
002525	R	AP	12/24/2019	369.40	16	LUANNE F. KERINS
002526	R	AP	12/24/2019	6,874.66	32	KEY MARCO COMMUNITY ASSOCIATION
002527	R	AP	12/24/2019	184.70	15	MAUREEN MCFARLAND
002528	R	AP	12/24/2019	25.00	12	ROBERT FLINN RECORDS CENTER
002529	R	AP	12/24/2019	369.40	14	MARY E. SCHEWITZ
002530	R	AP	12/24/2019	2,100.00	35	SIGHT AND SOUND
002531	R	AP	12/24/2019	369.40	31	TERRI STANTON
BANK TOTAL				40,122.34		
COMPANY TOTAL				40,122.34		

CHECK#	TYPE	SYSTEM	CHECK DATE	CHECK AMT	EMP/CUS/VEN#	DESCRIPTION
002485	R	AP	10/24/2019	184.70	14	MARY E. SCHEWITZ
002503	R	AP	12/19/2019	1,000.00	24	AJC ASSOCIATES, INC.
002504	R	AP	12/19/2019	220.00	6	AIDA LORA
002507	R	AP	12/19/2019	1,579.47	25	COLLIER COUNTY PROPERTY APPRAISER
002513	R	AP	12/19/2019	500.00	27	GRAU AND ASSOCIATES
002517	R	AP	12/19/2019	249.35	28	PANTHER PRINTING
002524	R	AP	12/24/2019	1,000.00	1	GMS - SO FLORIDA, LLC
002525	R	AP	12/24/2019	369.40	16	LUANNE F. KERINS
002526	R	AP	12/24/2019	6,874.66	32	KEY MARCO COMMUNITY ASSOCIATION
002529	R	AP	12/24/2019	369.40	14	MARY E. SCHEWITZ
002530	R	AP	12/24/2019	2,100.00	35	SIGHT AND SOUND
002531	R	AP	12/24/2019	369.40	31	TERRI STANTON
BANK TOTAL				14,816.38		
COMPANY TOTAL				14,816.38		



SECURITAS SECURITY SERVICES USA, Inc.

Post Orders

Key Marco
505 Whiskey Creek Drive
Marco Island, Florida – 34145
239-592-9115

Approved by:

Danielle Harmon
Account Manager

Katie Maline
CDD District Manager

Date

Date

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Post Orders

Post Duties

****1.0 Post Duties**

Post Duties Key Marco	
Shift: 12 hrs Monday – Friday: 0630 – 1830 hrs (6:30 AM – 6:30 PM) Shift: 10 hrs Saturday – Sunday: 0630 – 1630 hrs (6:30 AM – 4:30 PM)	
Time	Duties
At Shift Start	<ol style="list-style-type: none"> 1. Review Log Book, Power up system. Sign in on register sheet. 2. Review any incident reports and Daily Activity Reports from prior shift.
	<ol style="list-style-type: none"> 1. The security officer is expected to be on their post at all times. Should you not be able to make your shift you must notify your supervisor and the District Manager by 5:30 a.m. the morning of your shift. 2. You will greet using the following: Good Morning or Good Afternoon, Welcome to Key Marco How may I help you. 3. When members arrive acknowledge them by waving and being visible at all times, except for restroom breaks. Then post “away” note in the window. 4. Anyone using the guest gate must show photo ID to gain entry. Once verified in Cypress Checkpoint Access system, print pass, staple to “Do Not Park on the Grass” flyer, tell them not to leave the vehicle, and grant them entry. Tell them to have a nice day. 5. If a resident does not have a bar code decal or security card, they must also show ID to enter. Instruct them as to how they can obtain a bar code. If you know they are a resident, then grant them access. If you are not sure, contact the District Manager (<i>contact information listed below</i>). 6. Only the City of Marco Island Police, EMS and Fire, Collier County Sheriff’s, Lee County Electric, Century Link, Comcast, Waste Management, United States Postal Service, UPS, Federal Express or any other commonly known package delivery service shall be granted access with no pass required. 7. Each Security Officer will learn how to issue residents with Access Car Decals and Security Cards. 8. The officer on duty at this post shall comply with any other reasonable request from the client.

	<ol style="list-style-type: none"> 9. Each officer on duty will be responsible for keeping the guard house neat, clean and presentable inside and outside at all times. 10. Each officer assigned to this post shall, at all times, conduct themselves in a courteous and professional manner. Officers will not engage in lengthy conversations with the residents or their guests.
--	--

-2-



Post Orders

Post Duties

	<ol style="list-style-type: none"> 11. Be Professional. Remember that a major part of the job here is to exercise good judgement. Our goal is to make the environment pleasant for residents and their guests. Our job is to elicit cooperation, not demand compliance. 12. Officers must park in the assigned spaces. 13. Update the Daily Activity Report each hour – Please record all activity during the hour. DO NOT write “all secure” or “all normal activity” 14. Check the exterior of the gate house and gates to ensure the entry ways are free of trash and debris. Report any defects to the District Manager. 15. When visitors arrive that are not guests or invitees, advise them there is a Road Use Fee. \$5.00 for bike and walkers, \$10.00 for 2-Axel vehicles, \$20.00 for 3+ Axel vehicles. If they would like to pay the fee, obtain a debit or credit card and enter into the Square Reader System. 16. Instruct bicyclists to ride single file and stay on the road. 17. Instruct all visitors not leave the roadway. 18. Always issue a “do not park in the grass flyer” and remind guests and contractors that the speed limit is 20 mph. 19. We will attempt to alert the resident of FED/EX, UPS is going to the resident. 20. During the weekdays, if cyclist arrive after 5:30 p.m. kindly explain they cannot enter Key Marco because the guard house shuts down and safety becomes a concern. On Saturdays and Sunday entry is not permitted after 3:30 p.m.
End of shift / securing post	<ol style="list-style-type: none"> 1. Ensure office is clean and remove personal items. 2. Update pass down log if needed. 3. Lock gate house if at the end of the shift. 4. Place Waste Management receptacle at the edge of pavement for pickup on Mondays and Thursdays.



Post Orders

Post Duties

Uniform Requirements

White Shirt
Black pants
Black shoes
Black Socks
ID and Name Tag

Action

- Arrive at your post on time, well rested and ready to work.
- Review the Log Book, Temporary Post Orders and Revisions to Original Post Orders sections of the post orders, and other essential information before you begin your shift.

Security Officer Duty Schedule

Weekday Schedule

1st Shift

0630 - 1830

Saturday Schedule

1 Shift

0630 – 1630

Sunday Schedule

1st Shift

0630 – 1630

Emergency Responses

Emergency Telephone Numbers

Contacts	Title	Telephone	Cell
Fire/ Police Paramedics		911	
Katie Maline	CDD: District Manager	(239)394-4346	(239)784-5110
Danielle Harmon	Acct. Manager	(239)337-5444	(239)240-5212
Ivelin Yosifov	Site Supervisor		(239)285-9872



Post Orders

Emergency Responses

Sheriff's Department

(Non-Emergency Numbers)

Marco Island Police Dept.....239.338.5050

UTILITIES

Florida Power & Light (Electric).....800.468.8243

LCEC (Lee County Electric Cooperative).....800.599.2356

Century Link (Telephones).....800.399.1811

Comcast (Cable).....239.793.3577

Waste Management.....239.252.2380

FIRE DEPARTMENT

(Non-Emergency Numbers)

Emergency Medical Services (EMS) Collier County (EMS).....237.774.8459

Marco Island Fire & Rescue.....239.252.2380

COLLIER COUNTY

FL Wildlife.....305.470.6863

Emergency Management.....800.342.3557

Water Main Breaks.....239.394.3880

Florida Marine Patrol.....800.342.5367

Coast Guard.....239.261.7375

STORM INFORMATION HOTLINE.....800.342.3557

(Only when activated)

Other Important Numbers

Physicians Regional Medical Center..... 239.348.4000

Wildlife Rescue Conservancy of SW Florida..... 239.262.2273



Post Orders

Emergency Responses

Essential Contacts

Contact	Telephone Number
Danielle Harmon	239.240.5212
Branch Office Number	239.337.5444
Katie Maline	239.784.5110
Fire/Police/Paramedics	911

NOTIFICATION ORDER



Post Orders

Emergency Responses

Who to Call When

Call these people, **in this order**, when the following situation occur: (Refer to the Emergency Response section of the post Orders for specific instructions for dealing with emergencies.)

Fire Emergency

Call 911 or the local fire department first

Call the client contact

Call your Securitas supervisor

Other Types of Emergencies

Call your Securitas supervisor

When Uncertain of

Call your Securitas supervisor



Post Orders

Emergency Responses

****3.0 Emergency Responses**

Follow these steps

**When responding to
a fire emergency**

CALL 911

- **Identify yourself**
- **Give the name and address of the facility and location of the fire.**

**Key Marco
505 Whiskey Creek Drive
Marco Island, Florida – 34145**

Explain the nature of the problem and any special circumstances

- **Hazardous chemicals**
- **Explosives**
- **Tell the dispatcher where someone will meet the emergency responders**
- **Do not hang up until the dispatcher tells you to do so.**



Post Orders

Emergency Responses

Leaks and Spills Emergency Response

Follow these steps when you discover or are notified or a spill.

Do not touch or attempt to clean up leaks and spills if you are unsure of their contents. Hazardous materials can cause serious personal injury and irreparable damage to property and the environment. Instead, notify the appropriate party as directed by the client.

Non-Hazardous Leak or Spill

Caution:

Materials should not be handled and should never be flushed into the sewer

If the leak or spill appears to be non-hazardous:

1. Barricade the area.
2. Notify the District Manager

Katie Maline 239-784-5110

3. Note the event in your daily report and complete an Incident Report of necessary. Also, record the event in your log book.

Hazardous Leaks Or Spills

Logic:

Professionals are trained to Minimize the damage potential of hazardous materials

If the leak or spill is hazardous:

1. Notify the District Manager.
- 2.

Katie Maline 239-784-5110

3. Contact your site supervisor, the Hazardous Waste Cleanup number and the client contact for information



Post Orders

Emergency Responses

4. Evacuate personnel and put barricades around the spill.
- 5. Do not attempt to contain or clean up leaks or spills of hazardous or unknown materials**
6. If you or anyone else becomes exposed to hazardous materials, call 911 for assistance
7. Note the leak or spill in your daily report and complete an incident Report. Also, record the event in your log book Include the following information:

Report Requirements

- When/where you observed the leak/spill
- Size of and what the spill/leak is
- What actions you took
- Whom you notified



Post Orders

Emergency Responses

Fire Emergency Response

Attention:

Think safety first. Do not put yourself in jeopardy.

- Feel the temperature of a door before opening it.
- Protect yourself from heat, smoke, and gasses produced by the fire. Cover your head with a wet towel; keep close to the ground.
- Logic: Your primary objective is to get professional, emergency personnel on site as quickly as possible.

Report Requirements

Attention: The time line of event is critical. If you forgot to record when you called 911 or when the emergency crew arrived, contact 911 dispatcher to verify these times.

Fire detection may be a part of a Security Officer's responsibilities. If you suspect a fire or are responding to an alarm, follow these steps:

1. Find the nearest telephone and call the Fire Department-911

- Activate the fire alarm if you pass one on your way to the telephone.
- If you can do anything to help isolate the fire on your way to the telephone. Do so (3.t., close doors as you go down hallways).
- If the action keeps you from getting to the telephone quickly, do not do it

2. When calling 911:

- Identify yourself.
- Give the name and address of the facility and the location of the fire.
- Give important details (e.g., "We have people in the building. We store hazardous chemicals in that warehouse.")
- Indicate where you will meet the emergency crew.
- **Do not hang up until the dispatcher tells you to do so.**

3. Sound the alarm to initiate evacuation if you haven't already done so.

Never assume that the building is unoccupied, even if you are 100percent sure no one is inside!



Post Orders

Emergency Responses

4. Call the client contact.
5. Call your Securitas supervisor.
6. Make sure that you or another officer is at the assigned location to meet emergency personnel.
7. Perform the specific duties assigned you in the client's Fire Emergency Plan (which is attached to these post orders).

Think safety first. Always remember to protect yourself and, if possible, assist others before attempting to save property.

8. Do not allow unauthorized personnel into the building after the fire is over. Help prevent further client loss by watching for and reporting vandals or looters.
9. After the emergency is over, note the event in your daily report and complete an Incident Report. Also, record it in your log book. Keep all information factual and include a time line of events. Note the time:
 - You discovered the fire
 - You called 911
 - Emergency crew arrived
 - You called the client contact and your Securitas supervisor
 - Time the emergency crew left



Post Orders

Emergency Responses

Bomb Threat Call Response

Follow these steps when you receive a bomb threat call.

1. Respond calmly to a bomb threat call.
2. Signal another person to listen to the call if possible
 - Alert another person in the immediate area.
 - Activate the covert signaling system (if available).
3. Keep the caller on the line as long as possible. Use the Bomb Threat Questionnaire contained in these orders.
4. Record every word spoken by the caller
5. Ask the caller the location of the bomb and the possible detonation time.
6. Inform the caller that the building is occupied, and the bomb detonation could result in death or serious injury to many innocent people. **This statement may help you get additional information from the caller if he wishes to avoid personal injury.**
7. Pay particular attention to background noises (motors running, background music and other noises that may give a clue as to the location of the caller).
8. Listen closely to the voice:
 - Male or female
 - Calm or excited
 - Accent
 - Speech impediment
9. Report the call as soon as the caller hangs up. Notify:
 - Client contact
 - Securitas supervisor
 - Police and other appropriate authorities if directed to do so by client.

What to Listen For

(If possible do not use the same phone/pone line that the Bomb Threat was received)

10. Do not leave the premises until the incident has been terminated.



Post Orders

Emergency Responses

11. Perform the specific duties assigned to you by the client.

Use standard telephones to communicate not radios or cellular telephones. Radio and cellular telephone transiission energy can cause premature detonation.

12. Do not allow re-entry into the building until the building is declared safe for re-entry by the appropriate authorities.
13. Do not discuss the bomb threat with people in the crowd or members of the news media. Company Policy prohibits employees from making any comments to the press. In addition, your comments may be misrepresented, and additional bomb threats may be precipitated. Sample response:

Please speak with the appropriate company spokesperson

14. When people are allowed back into the facility, follow the client's access control requirements.
15. Note the event in your daily report and complete an Incident Report. Also, record the event in your log book Keep all information factual and include a time line of events. Note the time
 - Call was made
 - You called the, client contact and your Securitas supervisor
 - Time the police/bomb squad arrived and left

Never move or touch any suspicious object.



Post Orders

Emergency Responses

Bomb Threat Questionnaire							
When is the bomb going to explode?							
Time the call was made and phone number that threat was received on:							
Exact words of the caller:							
Are you sure you called the right building?							
What number did you call?							
Where is the bomb right now?							
What side of the building?							
What kind of bomb is it?							
How powerful is it?							
What does it look like?							
Why did you place the bomb?							
How did you get it into the building?							
Where are you calling?							
What's your name?							
Description of the caller's voice/characteristics:							
1).Male		2) Young		3) Old		4) Voice Tone	
5) Female		6) Middle Aged		7) Accent		Type of Accent	
1) Slow Angry		2) Loud Slurred/Drunken		3) Normal Scared		4) Sincere	
5) Rapid Laughing		6) Disguised Soft		7) Broken Stutter		8) Excited	
Background noises:							
Is the voice familiar?				Who does it sound like?			
Time caller hung up:							
Remarks:"							
Person who received the call:							
Address/ Telephone:							

Note: immediately report this information to the police and any other appropriate authority



Post Orders

Access Control

****4.0 Access Control**

Public Relations

As a Security officer, you have a variety of duties, but note as important as dealing with the public positively and effectively. Often, you may be the only contact a person has with the company for whom you are working. Your public relations skills shape the public's view of both the client and the Securitas organization.

1. Take pride in your appearance. People judge the client by your behavior. Refrain from doing anything that irritates or upsets other people.
2. Maintain a professional relationship with all people who enter the property.
3. Always appear attentive and willing to help.
4. Listen attentively to what people say. Ask questions if you do not understand what they are requesting.
5. Try to help people if their request is within the limits of your post orders. If not, refer them to the client contact for assistance.
6. Do not react negatively to people's demands.
 - Respond politely. Never engage in a verbal battle with the person.
 - If you cannot help the person, contact someone who can
7. Observe Securitas' Use of Force policy.

Do not use force to restrain people unless you need to protect yourself or others from bodily harm.

For example, if someone violates the access control policy and gains access to the property, report him/her. Do not chase him/her down or touch him/her.



Post Orders

Rules, Regulations, Specialized Duties

****5.0 Client Rules, Regulations and Specialized Duties**

Realtors: Can be called in by Residents at any time and added to their “No Call” list. Residents can give permission to a realtor to notify the guard house of future appointments.

Open Houses: Are to be held on Sundays Noon till 4 PM or Scheduled in advanced with District Manager.

Process Servers: Must show proper State ID and be Valid. No Authorization needed by Resident, Log in the Residents address and issue Pass. Write in Pass Down Book. Do not notify member.

Securitas officers will:

- Maintain Cypress Access System.
- Issue Bar Codes and Security Cards to residents and reissue bar codes for new vehicles and enter in forms and Cypress Access System. Deactivate old bar codes and security cards as needed.
- Update resident’s information into Cypress Access System as needed fill out forms sign and date
- Input new residents in Cypress Access System as needed. Fill out forms sign and date.
- Input new residents in Cypress Access System as directed by the District Manager.



Post Orders

Officer Safety

****6.0 Security Officer Safety**

Safety Instructions

Securitas is concerned about the safety of its Security Officers and site supervisors. Our employees are our most important assets. Lost time on the job due to accidental injury is costly to everyone.

The ability to perform your duties safely is largely dependent on you. A little planning and thinking can help you avoid accidental injuries and create a safe work environment.

An important part of your job includes observing and reporting safety hazards.

**Always report any noticeable hazard.
Never assume someone else will report it.**

**Keep reporting the hazard until it is
corrected and the area is safe or the client
has directed you in writing to stop
reporting the hazard.**

Think Safety

Follow these steps when starting a new job or a new shift at an existing post.

1. Inspect the area for safety hazards. Ask yourself the following questions:
 - Have any lights burned out in your workplace or patrol area?
 - Would an area be safer if it had better lighting?
 - Are there overhead obstacles that I need to be aware of and tell other personnel about?
 - Are there any wet spots on the floor caused by water, oil etc. that might create a problem?



Post Orders

Officer Safety

Safety Instructions

- Are there any obstacles in my path that I need to watch for (e.g., debris piles, electrical cords, loose rugs or carpeting, unusual protrusions)?
- Are there any obviously overloaded electrical circuits, bare wires, unattended electrical appliances (e.g., hot plates, coffee pots, etc.)?
- Do any of the stairwells have broken areas in parking lots or sidewalks? Are the handrails mounted securely?
- Did I encounter any holes or broken areas in parking lots or sidewalks?
- Has inclement weather caused any hazards? Watch for down trees and down power lines.

Vehicle Safety

Caution: immediately report an Unsafe vehicle to your supervisor

2. If you drive a vehicle as part of your duties, complete the Daily Vehicle Inspection Checklist (attached to these post orders) and make sure you can answer the following questions affirmatively before driving a vehicle:

Do not operate an unsafe vehicle when conducting company business.

- Is the vehicle in safe working order?
 - Make sure the headlights, taillights, and signal lights work correctly and are not burned out.
 - Test the brakes and check the brake fluid.
 - Check tires for worn areas and check the air pressure
 - Are the windows clear for proper visibility?
 - Are seat belts in proper working order?
3. Walk around the vehicle and check for obstructions or people before starting and moving the vehicle.



Post Orders

Officer Safety

Take Precautions

Caution:

Use your flashlight when
You enter a dark room. Do
not rely on luck and fumble
around in the dark.

Caution:

Being observant can help
Prevent a bump to the head
Or a bruise from an unseen
Object.

Logic:

Using your senses to detect
Hazards can save you from
Serious injury

Slips and Falls

4. While on rounds, look for obstructions, safety hazards, “blind” spots etc.

- Report findings in your Daily Report and Log Book.
- Note any hazards in your Log Book and review them with your relief.

5. Always have a flashlight and extra batteries available while on duty. A power failure during the day can make the interior of a building totally dark.

6. Always take a flashlight and an extra battery on patrol.

7. Use handrails when going up and down stairs.

8. Watch where you are walking. Avoid slippery floors and surfaces. Look for obstacles in your path. (See Slips and Falls below.)

9. Look up and around you. Be aware of your surroundings.

10. Use common sense to prevent injury. Do not clown or fool around while on duty.

11. Use Equipment properly and safely.

12. Use all your senses for safety.

- Look for hazards.
- Listen for unusual noises.
- Smell for smoke or strange odors.
- Feel for unusual heat or cold

Slips and falls account for over one-third of all Security Officer injuries. Observe the following safety precautions to avoid injuries from slipping or falling.



Post Orders

Officer Safety

Attention:

Use your flashlight to help you detect slippery areas.

13. Always be on the lookout for slippery surfaces (ice, water, oil, and grease).

14. Avoid the hazard by walking around it.

15. **Do not cross-greasy or oily areas. The oil or grease stays on your shoes and contributes to future slipping or falling hazards**

16. Maintain proper balance when changing elevation.

17. Do not run on stairs or steps. Always use handrails when provided.

Logic:

A change in elevation increases Your chance of falling.

18. Do not turn corners close to the wall.

19. See, do not just watch, where you are walking.

20. Do not carry large objects that block your view.

Caution:

If your duties require you To carry large objects. Get Someone to help you and alert you to hazards.

21. When walking on uneven surfaces (ramps, driveways, etc.)

- Walk slowly and carefully.
- Use handrails when provided.
- Watch for and avoid potholes, cracks, slippery spots, and water accumulation.

22. Avoid walking into an object by being aware of your Surroundings

- Use a flashlight or turn on lights when going into a dark room
- Proceed cautiously when turning corners.
- Use aisles and provided pathways. Do not take shortcuts.



Post Orders

Officer safety

Report Risks

23. Report all observed hazardous or unsafe conditions as directed by client) e.g., malfunctioning equipment, exit signs not illuminated, lights burned out, missing or obstructed fire extinguishers, loose handrails, slippery substances on floors, and water leaks.
24. **If the hazard requires immediate attention**, promptly report it to the client's maintenance department or client contact.

OR

Attention:

Immediately contact the client
If the hazard presents a serious
Threat. If the hazard is part of
Routine maintenance, just
Record it in your Daily Report.

If the repair does not warrant immediate attention, just enter it in your Daily Report; do not call the client's maintenance department directly.

25. Report all safety hazards to your site supervisor.
26. Note all hazards in your Daily Report and Log Book. Complete an Incident Report if necessary and review with your relief.
 - Keep reports factual; never include personal interpretations.

Securitas encourages employees to report safety hazards to immediate supervisors. If corrective action is not taken within a reasonable time and the hazard continues, report the hazard to the Local Securitas security Office. Describe the hazard and its location as specifically as possible.

Note: Reports may be sent anonymously.

Reporting to Local Securitas security Office

Send reports to the following address or call the local Securitas Security Office at this number: 239.337.5444

Securitas Security Service USA
14060 Metropolis Avenue
Fort Myers, FL 33912

Temporary Post Orders

[illegible]



Post Orders

Temporary Post Orders

**** 8.0 Revisions to Original Post Orders**

[illegible]



Post Orders

Mission Statement

** 9.0 Mission Statement

Mission Statement

The mission of Securitas Security Services USA, Inc. is simple: Provide the highest quality security services available in the industry, at the most competitive rates. Our goal is to assess and understand the security needs of our clients and deliver service that protect the client personnel, assets and property. The Securitas USA organization is committed to moving forward and developing the most cutting edge, efficient, customer-oriented security firm in America. At Securitas, USA we have the expertise attitude and resources t provide the highest level of security services available anywhere.

While serving as your security services provider we have the following objectives:

- Help to serve as a deterrent to criminal acts, violence, theft, vandalism, etc.
- Protect personnel, property, assets, proprietary and confidential information.
- Observe and report potential hazards, criminal activity and safety concerns and function as the eyes and ear of the client.
- Maintain access control to client property.
- Assist client in enforcing company policies, procedure, and practices.

Securitas

Integrity

We strive to achieve the Securitas USA mission by practicing the company's three core values:

Vigilance

Helpfulness

- Integrity
- Vigilance
- Helpfulness

These values dictate the way we think, act and perform our duties. They are the basic tools to help us conduct business at the highest possible level and make Securitas USA the security provider and employer of choice in the security industry.



Post Orders

District Biography

****10.0 District Biography**

Securitas Security Services USA, INC.

The Fort Myers Office is located at:

**14060 Metropolis Avenue
Fort Myers, Florida 33912**

Main Telephone Number
239.337.5444

Main Fax Number
239.337.5695

The Office Staff Consists Of:

Area Vice President

Branch Managers

Account Manager
Danielle Harmon

Human Resources Manager
Brishana Morris



Post Orders

Sexual Harassment Statement

****11.0**

Sexual Harassment Statement

Statement of Non-Discrimination and Affirmative Action

Non-Discrimination: Securitas is an equal employment employer and expects its employees to actively support its diversity and affirmative action programs. We recruit, hire, train and promote person in all job titles without regard to race, color, creed, religion, physical/mental disability, medical condition, national origin, citizenship status/ancestry, sexual orientation, age, gender/sex, marital status, veteran status, status, with regard to public assistance, or any other status protected by law. The Company ensures that all personnel with regard to public assistance, or any other status protected by law. The Company ensures that all personnel actions such as hiring, compensation, benefits, Company sponsored training, education, transfer, discipline, demotion, assignment, termination, layoff, and social and recreational programs will be administered without regard to protected group status. You are expected to demonstrate sensitivity and respect for all other employees and to demonstrate commitment to the Securitas equal employment opportunity and affirmative action objectives. You are asked to report any incident that you feel is inappropriate or in violation of Company policy.

Affirmative Action: Securitas complies with Executive Order 11246, as amended, with regard to Affirmative Action and its policy of non-discrimination and equal opportunity, as well as applicable State and Local Laws, directives and regulations. Securitas complies with Section 503 of the Rehabilitation Act of 19 73, which require affirmative action to employ and advance in employment, qualified individuals with disabilities. Securitas complies with the Vietnam Era Veterans Readjustment Act of 1974 38 U.S.C. 4212, which requires affirmative action to employ and advance in employment qualified Disabled Veterans, Veterans Of The Vietnam Era and Other Eligible Veterans.

Responsibility for Implementation: The Region President is responsible for issuing and enforcing Securitas' Equal Employment Opportunity-Affirmative Action Policy. The region President has designated the Area Manager as the principal Affirmative Action Officer responsible for designing, administering and monitoring the Affirmative Action Program. The Affirmative Action Officer has the full support of top management and is assured the staffing necessary to execute Affirmative Action Program responsibilities. All Securitas employees are responsible for demonstrating sensitivity to and respect for racial, cultural, sexual, age and physical differences when working with other employees and customers, and avoiding harassment of other on racial, ethnic, religious, sexual age or other protected group status



Post Orders

Sexual Harassment Statement

grounds. Adherence to this policy is expected of all employees, managers and executives of Securitas Security Services USA, Inc. and its subsidiaries

Policy Against Discrimination and Harassment

Securitas promotes a productive work environment and does not tolerate unwelcome verbal or physical conduct, or advances of a sexual nature, or any harassment based on gender, sex, sexual orientation, pregnancy, or other protected characteristic, which is a violation of state and federal law. Any individual who commits such a violation may be subject to personal liability, as well as discipline by the Company and possibly termination of employment. Each supervisor and manager have a responsibility to keep the workplace free of any form of harassment, and in particular, sexual harassment. Supervisors and managers are required to follow the chain of command and immediately forward any reports of harassment to the Company. There are three main types of OFFENSIVE behavior: 1) Conduct of a sexual nature that creates an offensive and/or hostile work environment; 2) Coerced sexual conduct by a person in a position of power in the workplace; and 3) Discrimination based on the gender of a person or toward a protected class. If you believe any employee or non-employee's actions or words constitute unwelcome harassment, you have a responsibility to report the situation to your immediate supervisor, a Human Resources representative, your local branch management or the Alert Line as soon as possible. Securitas strictly prohibits retaliation against a person for reporting a complaint or filing, testifying, assisting or participating in any investigation or proceeding conducted by the Company or a government enforcement agency.



Post Orders

Sexual Harassment Statement

The following persons have been designated to receive complaints of sexual harassment of any other form of harassment:

Name: Brishana Morris
Title: Human Resources Manager
Address: 14060 Metropolis Avenue
Fort Myers, Florida 33912
Phone: 239.337.5444

Name:
Title:
Address:

Phone:

Reading Post Orders

[illegible]



Post Orders

Post Duties

****13.0 Communications**

Accident/Illness

Emergency Response Involving Individuals

When you witness or are notified of an accident/illness that involves one to four people, follow these steps:

1. Evaluate the situation as quickly as possible using all available information. Ask yourself:
 - Is the situation serious?
 - What kind of accident/illness is it?
 - Is the person coherent?
 - Is the person intoxicated?
 - Is the person complaining of chest pains?
 - How many people are injured?
2. If the patient is coherent, let him decide what to do.
 - Rest for a short period
 - Call a taxi cab
 - Call a nurse/doctor.
3. Call your site supervisor and client contact and inform them of the event and what the person decided to do.
4. Note event in your Daily Report and Log Book. Complete an Incident Report if necessary.

If the patient is seriously hurt or too sick to assume responsibility for himself:

Serious Accident or Illness

1. Call one of the following for assistance. (Try to ensure that someone stays with the patient while you telephone for help.)
 - Call 911
2. Do not hang up until you have:
 - Explained the situation
 - Given the address and location of the property
 - Explained which entrance to use



Post Orders

Post Duties

3. If you called the paramedics, arrange to have someone meet them at the assigned entrance and direct them to the patient.
4. Calmly reassure the ill or injured person that help is on the way.
5. Help make the person as comfortable as possible without moving the individual.

Caution:

If you are uncertain of the Cause of the incident, do Not guess.

Do not perform any first aid unless you are certified.

6. Notify the client contact and your site supervisor.
7. Note the event in your Daily Report and Log Book. Complete an Incident Report. **Keep all reports factual.** Include the following information:
 - Person's name
 - Description of the illness or injury
 - Cause of the incident, if known.
 - Treatment rendered.



Post Orders

Post Duties

Accident/Illness

Emergency Response Involving Groups of People

When you witness or are notified of an accident or illness that affects five or more people, follow these steps:

1. Call for assistance as outlined in the client's disaster plan. Do not hang up until you have:
 - Explained what happened and the number of people affected
 - Given the address and location of the property
 - Explained which entrance to use.
2. Notify the client contact and your site supervisor. Explain:
 - What happened
 - Location of individuals
 - Number of people injured
3. Follow the assignment outlined in the client's disaster plan

Wear personal protective equipment if necessary

4. If you are assigned to the scene of the accident, help keep unauthorized personnel out.



Post Orders

Post Duties

Major Power Outage Emergency Response

Follow these steps if a power outage occurs while you are on duty.

1. If the telephone system is still operational:
 - Notify the power company (LCEC)
 - Notify the client contact and your site supervisor.
2. If the power outage causes the telephone to go off line:
 - a. Utilize cell phone
 - b. Send someone (preferably another Security Officer) to find the nearest operational telephone and have him call the power company, fire department, if necessary; Securitas supervisor; client contact.

Katie Maline, District Manager

239-784-5110

Note:

Do not record guesses of Assumptions in your reports

- Unlock the incoming gates until power is restored.
 - Post outside the gate
3. Implement the client's emergency procedure.
 4. Closely monitor area for unauthorized personnel.
 - Watch for looters, vandals and thieves.
 - Lock doors and gates if necessary.
 5. Note the outage in your Daily Report and Log Book. Complete an Incident Report. Include the following factual information.
 - Time outage began
 - Outage duration
 - Who you notified?
 - Reason for outage if known
 - Damages



Post Orders

Post Duties

Severe Weather Warning Emergency Response

Follow these steps when faced with a severe weather warning or emergency:

1. Monitor the weather station and keep the client contact informed of weather conditions.
2. Check sensitive areas to ensure that equipment is operating properly. Recheck the areas as conditions change. Including:
 - Computer rooms
 - Storage tanks that require specific temperature regulations
 - HVAC (heating, ventilation and air conditioning) equipment.
 - Material storage areas
3. If an emergency occurs, help evacuate all personnel. Refer to the client's evacuation plan.
4. Help get injured people to safety.
5. After the danger has passed, keep unauthorized personnel from entering the property. Watch for:
 - Looters
 - Vandals
 - Thieves
6. Avoid answering questions about the emergency. Refer people to the company spokesperson.
7. Note the event in your Daily Report and Log Book. Complete an Incident Report.

Responding to Severe Weather or Natural Disaster Emergency

Report Requirements



Post Orders

Post Duties

Public Relations

Logic:

People judge the client by your
Behavior. Refrain from doing
Anything that irritates or upset other
Other people.

**Follow these public relations policies
and procedures when you wear the
Securitas uniform.**

As a Security Officer, you have a variety of duties, but none as important as dealing with the public positively and effectively. Often you may be the only contact a person has with the company for whom you are working. Your public relations skills shape the public's view of both the client and the Securitas organization.

1. Take pride in your appearance.
 - Ensure that your uniform is clean and wrinkle free and your shoes are polished.
 - Ensure that your appearance is always consistent with Securitas standards (see Handbook for Security Officers).
2. Maintain a professional posture at all times.
 - Use good standing posture
 - Always stand when a person approaches your post
 - Keep your hands out of your pockets
 - Walk without dragging your feet along the floor
 - Sit in an upright position. Do not slouch down or tip back in the chair.
 - Eat only in designated area during your breaks, not while on duty.
3. Always appear attentive and willing to help.
 - Look at people in the area, not the ground or walls.
 - Take the initiative to ask a person if he needs help if he seems confused.
 - Keep your face muscle relaxed and refrain from scowling.
 - Maintain a good balance between appearing friendly but acting professionally.
 - Spend the necessary time learning the lay out of the facility so you can help people when they ask for directions.



Post Orders

Post Duties

4. Maintain a professional relationship with all people who enter the facility.

- Avoid socializing with people
- Avoid calling people by their first names
- Avoid engaging in personal conversations

5. When talking to people:

- Look directly at the person
- Always respond politely and courteously
- Address the person as “Sir or Ma’am”

6. Listen attentively to what people say. Ask questions if you do not understand what they are requesting.

7. Try to help people if their request is within the limits of your post instructions.

Logic:

When working with the public, you are required to exercise good judgement, tact and courtesy.

8. Do not react negatively to people’s demands.

- Respond politely. Never engage in a verbal battle with the person.
- If you cannot help, contact someone who can.

9. Observe Securitas Use of Force policy.

Do not use force to restrain people unless you need to protect yourself or others from bodily harm.

For example, if someone violates the access control policy and gains access to the facility but presents no danger to anyone, report him. Do not chase him down or touch him.

- Whereabouts should be monitored at all time.

On the other hand, if the person endangers lives, you may physically restrain him. **But do not jeopardize yourself to do so.**



Post Orders

Post Duties

Visitor Access Control

- Key Marco Visitor access is controlled by Cypress Access Checkpoint software

Public Relations:

You serve as a representative of both Securitas and the client. Always present a positive public image.



Post Orders

Post Duties

Contractor Access Control

1. Will verify who they are and where they are going before issuing a pass

- Do not allow unauthorized entry
- Do not allow tail gaiting
- Report authorized entry to the sheriffs' office



Post Orders

Post Duties

Action:

Become familiar with the Property so you can give Accurate directions. Also, keep aware of any activity that obstructs normal thoroughfares (e.g. home construction)

1. Do not allow contractors to remove client property unless they have the proper authorization.
2. No contractors can wait in or around the gate house.

Contractor Hours: Monday – Friday 7:00 am – 6:30 pm

Saturday 8:00 am – 4:30 pm

Sunday Not Permitted unless a mechanical emergency requested by an owner.



Post Orders

Post Duties

Guest/Visitor Parking

Key Marco requires all guests to park off street, pass will be issued from Security to display on dash board. Your primary responsibility is to ensure the guests and contractors know the parking and vehicle regulations.

If you have questions or are unsure of how to proceed, contact your sit supervisor.

1. All guest and contractor vehicles must park in the designated slots by the building they are visiting.
2. Speed limit is 20 miles per hour. Right of way is given to children, bicyclists and residents walking their dogs.
3. Companies are held responsible for violating these regulations. companies ignoring these rules can be barred from entering Key Marco.



Post Orders

Post Duties

Keys

Key control is vital to good security. Your primary responsibilities include safeguarding all keys in your possession, and never loaning keys to other people or using keys for reasons other than assigned security purposes.

Logic:

The key holder helps you keep Track of keys. Lost keys expose Securitas to liability. Re-keying A facility is a costly expenditure.

1. When you come on duty, sign for the keys described in the post orders, indicating that you accept responsibility for all necessary keys.
2. Immediately notify your site supervisor if the outgoing Security Officer cannot provide you with the keys described in the post orders.
3. Before you sign for the keys:
 - a. Count all the keys and note (in your log book) the number of keys.
 - b. Take only the keys that you need. If the client gives you unnecessary keys, immediately notify you site supervisor
 - c. Secure keys that are used infrequently.
 - d. Ensure that you have an adequate key ring.
4. Safeguard the keys at all times.
 - Keep keys on the provided key holder.
 - Do not put keys into your pockets or hold them in your hands.
5. Never loan your keys to anyone else. If a person requires admittance to a locked area:
 - a. Verify that the person has access authorization to the locked area. If you cannot verify the person's access authorization, deny entry into the area.
 - b. Accompany the person to the location. Secure your post before you escort the individual:
 - If another member of the Securitas security force is on site, have him come to the post.
6. When your shift end. Turn the keys over to the incoming Security Officer or secure them at the post station.
 - a. Sign the Log Book indicating you no longer possess the keys. Note the time you turned the keys over to the next shift.
 - b. Ensure that you account for all the keys that you originally accepted.

Post Duties

[illegible]



Post Orders

Post Duties

Talking to Police

If you need to call the police or other emergency personnel to report an emergency, disorderly conduct, unlawful entry, etc.:

Logic:

Police must know the facts to
Respond effectively. Speak
Slowly and clearly and try to
Tell the everything of

1. Speak slowly and clearly.
2. Give the police all essential information and do not hang up until you are sure they understand what you are reporting.
 - Identify yourself.
 - Identify the company and its location.
 - Give a factual account of what is happening. Keep your opinions to yourself.
 - If the police will be coming to the facility, explain when and where you will meet them.

**After calling police, keep the telephone lines
clear in case the police call back to verify
information**

3. Notify Securitas and appointed client contact.



Post Orders

Post Duties

Securitas Shift Change

N/A

Logic:

Log Book entries contain all
The information that you need
To pass onto your relief



Post Orders

Post Duties

[illegible]



Post Orders

Post Duties

Forms

National Communications Center

The Securitas National Communications Center (NCC), located in the Eastern Operations Center in Parsippany, NJ. Operates 24/7, 364 days a year, in support of our field offices. The NCC is designed to handle calls from our employees and clients. When a local office is closed, their phone lines are forwarded to the NCC so that no call ever goes unanswered. When a Customer Care Representative in the NCC takes a call, they gather information about the caller and the nature of the issue that needs to be resolved. A case report is created to document each call and the actions taken by the NCC on the caller's behalf. Depending on the reason for the call, the NCC will follow the procedure notification. All calls placed to the National Communication Center are digitally recorded to provide a record of calls and subsequent actions taken on the part of the Securitas NCC Customer Care Representatives. Copies of all case reports are transmitted to the local offices throughout the day and copies of recordings are available upon request.

Street Light Project

Issues with the Current Street Lights:

Most all of the street lights are **not** connected to LCEC meters

- LCEC told us to get them metered
- Not wired correctly to allow them to be disconnected from the main power. OSHA Safety Issue.
- LED Bulbs are failing at a high rate.

Initial cost estimate to make our lights metered and electrically compliant is over \$400k.

- This does not address the high failure rate of the LED Bulbs which may be an issue with the lamp fixture itself.

Options:

Properly Wire and Meter Current Street Lights per LCEC.

-or-

Replace current Lamp Heads with new Solar Led Head. Consists of Head, Solar Panel and Battery/Control Box. Keep the existing pole and base. Eliminate some street lights that are redundant or too close to each other. (*A solar street light will be tested in the Marina Parking lot.*)

-and/or-

Mix Roadside Landscape Lighting with Solar Street Lights

Our Recommendation:

Keep the metered lightning at the bridge.

Keep Street Lighting Poles at Guard House. Possibly convert to Solar LED Heads.

Light up “T” Junction at top of Whiskey Creek Drive with more landscaping lighting.

In place of street lights, illuminate road sides with solar landscaping lighting around trees.

Test Solar Up Lighting around trees in three locations. Approx. 20 lights per location.

Placement of Up-lighting into trees would be artistically chosen. Can give a magical effect.

Length of road from Guardhouse to Marina is approx. 15,000 feet. Rough estimate is about 300 lights at \$50 each = \$15,000 plus labor.

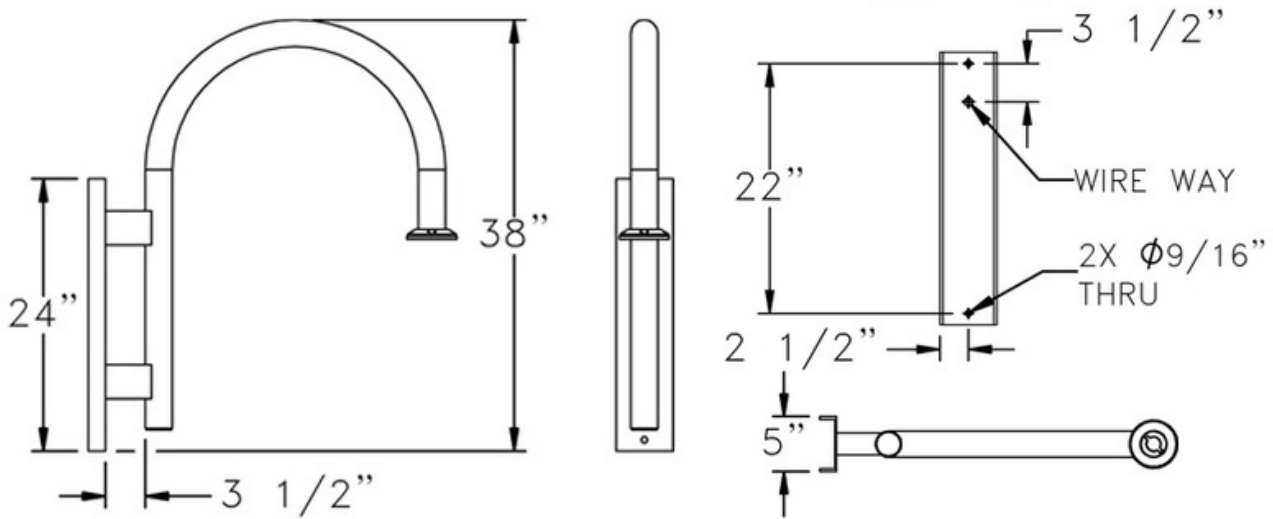
RB BRACKET



SOLAR FIXTURE BRACKETS

RB - Railroad Bracket

SEPCO Solar Lighting Fixture Brackets are used with complete solar lighting systems to complete the system and allow for mounting the fixtures to a pole or ground mounting for some applications.

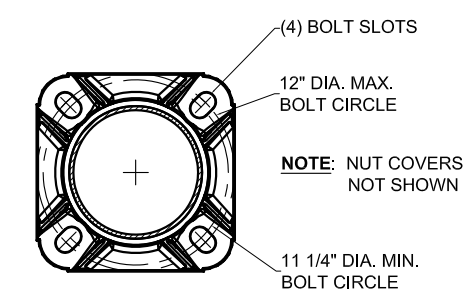
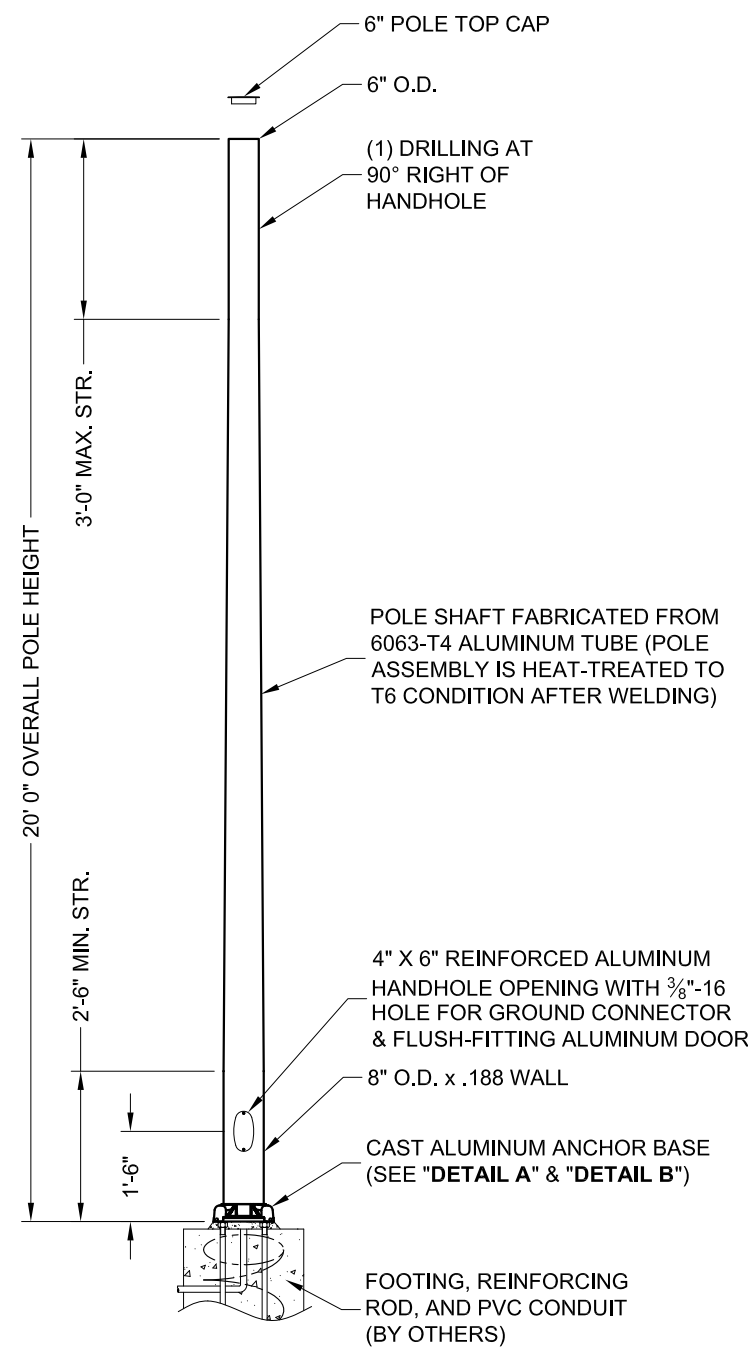


The Railroad Bracket (RB) is used for mounting a pendant style decorative fixture to the side of the pole below the solar power assembly. This decorative cast aluminum scroll bracket is 34" high and 24" wide and comes ready to mount to the pole with the pendant style fixture below. Powder coated allows for customization of the bracket to match the color of the pole and fixture.

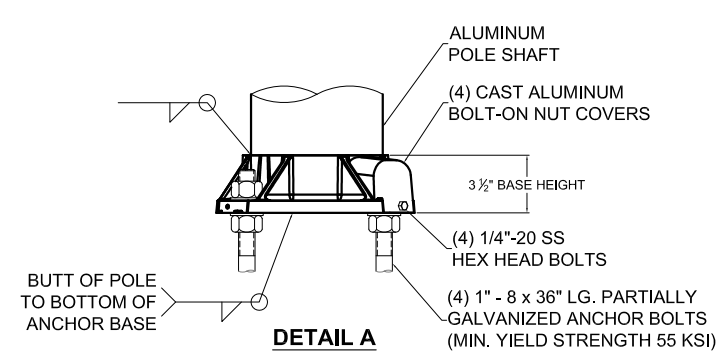
Project Specifics

Project Name: _____

Project Notes: _____



DETAIL B



DETAIL A

Due to changes in manufacturing and materials
Bolt Sizing may change. Use J-Bolts supplied by manufacturer

POLE RATING (PER AASHTO 2001)
3-SEC GUST WIND SPEED: 90 MPH MAX
EPA (LUMINAIRE) 14 SQ. FT. MAX
WEIGHT (LUMINAIRE) 275 LBS MAX

POLE MANUFACTURER: VALMONT STRUCTURES

General Notes

All wiring conforms to Article 690 of the NEC

No.	Revision/Issue	Date

Firm Name and Address

SEPCO
Solar Electric Power Co.
1521 SE Palm Court
Stuart, FL 34994

Project Name and Address

200060806T4

Project	Sheet
Date 30 MAR 15	1 of 1
Scale	

URBAN SERIES

DECORATIVE PENDANT LUMINAIRE

Cat.#

Job

Type



BEACON
design . performance . technology

Approvals

SPECIFICATIONS

Intended Use:

The Beacon Urban luminaire is available with a choice of different LED wattage configurations, shapes, sizes and optical distributions designed to replace HID lighting up to 400W MH or HPS.

Construction:

- The drivers shall be located in the top cast housing and shall be accessible by hinging the lower shade assembly. The driver and all electrical components shall be on a tray.
- The lower shade shall be made from a one-piece aluminum spinning.
- The housing is designed for LED thermal management without the use of metallic screens, cages, or fans. The top casting shall be able to be pendant mounted in place with a stainless steel safety pin and then permanently held in place with four stainless steel screws.

Electrical:

- 100V through 277V, 50 Hz to 60 Hz (UNV), or 347V or 480V input.
- Power factor is ≥ 0.90 at full load.
- Dimming drivers are standard, but must contact factory to request wiring leads for purpose of external dimming controls
- Component-to-component wiring within the luminaire may carry no more than 80% of rated load and is listed by UL for use at 600 VAC at 50°C or higher.
- Plug disconnects are certified by UL for use at 600 VAC, 13A or higher. 13A rating applies to primary (AC) side only.
- Fixture electrical compartment shall contain all LED driver components.
- Button photocell available.
- Ambient operating temperature -25°C to 40°C
- Surge protection - 20kA.
- Lifeshield™ Circuit - protects luminaire from excessive temperature. The device shall activate at a specific, factory-preset temperature, and progressively reduce power over a finite temperature range.

Controls/Options:

- Available with Energeni for optional set dimming, timed dimming with simple delay, or timed dimming based on time of night visit: www.beaconproducts.com/products/energeni
- Urban can be specified with SiteSync™ wireless control system for reduction in energy and maintenance cost while optimizing light quality 24/7. See ordering information or for more details, visit: www.hubbellighting.com/products/sitesync/

Finish:

- IFS polyester powder-coat electrostatically applied and thermocured.
- IFS finish consists of a five stage pretreatment regimen with a polymer primer sealer and top coated with a thermoset super TGIC polyester powder coat finish.
- The finish meets the AAMA 2604 performance specification which includes passing a 3000 hour salt spray test for corrosion resistance and resists cracking or loss of adhesion per ASTM D522 and resists surface impacts of up to 160 inch-pounds.

Certifications:

- DesignLights Consortium (DLC) qualified, consult DLC website for more details: www.designlights.org/QPL
- NRTL Certified, UL8750, UL 1598 and CSA22.2#250.13-14 for wet locations
- IDA approved
- This product is approved by the Florida Fish and Wildlife Conservation Commission. Separate spec available at <http://www.beaconproducts.com/products/urban>

Warranty:

Five year limited warranty for more information visit: www.hubbellighting.com/resources/warranty

PRODUCT IMAGE(S)



Shown with arm

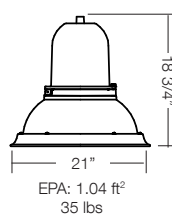


Shown with SiteSync™

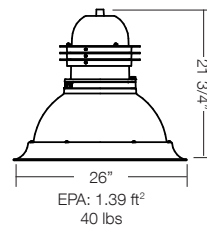
STYLES

CAP - Round Shade

CAP-21



CAP-26/3RNW (optional rings)



CERTIFICATIONS/LISTINGS



*3000K and warmer CCTs only



BEACON
design . performance . technology

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HUBBELL
Lighting

ORDERING INFORMATION ORDERING EXAMPLE: URB-21/36L-80/5K7/UNV/4/SWP/NNRW/BBT

URB													
MODEL		SERIES		CCT/CRI ¹		VOLTAGE		ELECTRICAL OPTIONS		STYLE		FINISH	
URB Urban		CAP-21 21" Capitol		3K7 3000K, 70 CRI		UNV 120-277V		PEC-120 button, 120V		NRNW No rings		DB Dark Bronze Textured	
		MRDS-21 21" Miramar deep shade		4K7 4000K, 70 CRI		347 347V		PEC-208 button, 208V		3RNW Three rings		BL Black Matte Textured	
		MAR-21 21" Maritas		5K7 5000K, 70 CRI		480 480V		PEC-240 button, 240V				PS Platinum Silver	
		CAP-26 26" Capitol						PEC-277 button, 277V				WH White Textured	
		MRSS-26 26" Miramar shallow shade										GYS Gray Smooth	
		MRDS-26 26" Miramar deep shade										BZT Bronze Textured	
		MAR-26 26" Maritas										BBT Basic Black Textured	
												CC Custom Color (RAL#)	

- ¹ 26" only
² To rotate optics Left or Right 90 degrees, specify L or R after the optical distribution example: 4L
³ Must specify group and zone information at time of order. See <http://www.hubbell-automation.com/products/sitesync/> for further details.
⁴ Not available with other control or sensor options.
⁵ When ordering Energeni, specify the routine setting code (Example GENI-04). See Energeni brochure and instructions for setting table and options. Not available with sensor options.
⁶ Specify time delay; dimming level and mounting height.
⁷ This product is approved by the Florida Fish and Wildlife Conservation Commission. Separate spec available at
⁸ Only available on 24L and 36L configurations
http://cdn.beaconproducts.com/content/products/specs/specs_files/Urban_LED_spec_sheet_turtle.pdf

PRECOMMISSIONED SITESYNC ORDERING INFORMATION: When ordering a fixture with the SiteSync lighting control option, additional information will be required to complete the order. The SiteSync Commissioning Form or alternate schedule information must be completed. This form includes Project location, Group information, and Operating schedules. For more detailed information please visit <http://www.hubbell-automation.com/products/sitesync/>, or contact Hubbell Lighting tech support at (800) 345-4928.

SiteSync fixtures with Motion control (SWPM) require the mounting height of the fixture for selection of the lens.

Examples: URB-26/60L-136/3K7/UNV/5QM/SWP/NNRW/BBT SiteSync only
 URB-26/60L-136/3K7/UNV/5QM/SWPM-20F/NNRW/BBT SiteSync with Motion Control

Accessories and Services (Ordered Separately)

Catalog Number	Description
SWUSB*	SiteSync interface software loaded on USB flash drive for use with owner supplied PC (Windows based only). Includes SiteSync license, software and USB radio bridge node.
SWTAB*	Windows tablet and SiteSync interface software. Includes tablet with preloaded software, SiteSync license and USB radio bridge node.
SWBRG	SiteSync USB radio bridge node only. Order if a replacement is required or if an extra bridge node is requested.

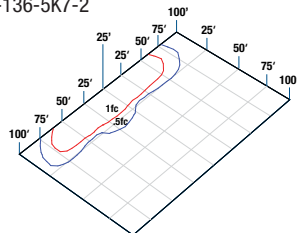
*When ordering SiteSync at least one of these two interface options must be ordered per project.
 + If needed, an additional Bridge Node can be ordered.



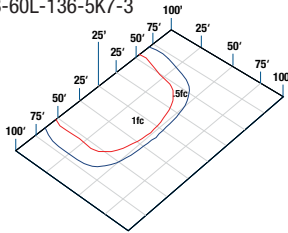
SiteSync Lighting Control is available from our most popular brands in a broad range of award-winning product families.

PHOTOMETRICS

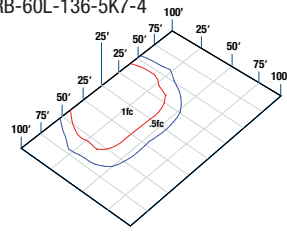
Type II
URB-60L-136-5K7-2



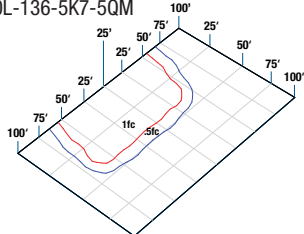
Type III
URB-60L-136-5K7-3



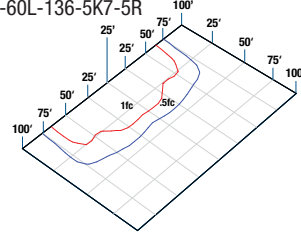
Type IV
URB-60L-136-5K7-4



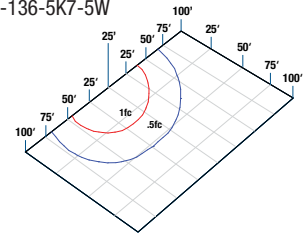
Type V Square Medium
URB-60L-136-5K7-5QM



Type V Rectangular
URB-60L-136-5K7-5R



Type V Round Wide
URB-60L-136-5K7-5W



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PERFORMANCE DATA

# LED'S	DRIVE CURRENT (MILLIAMPS)	SYSTEM WATTS (120-277V)	DISTRIBUTION TYPE	5K (5000K nominal, 70 CRI)					4K (4000K nominal, 70 CRI)					3K (3000K nominal, 70 CRI)				
				LUMENS	LPW ¹	B	U	G	LUMENS	LPW ¹	B	U	G	LUMENS	LPW ¹	B	U	G
24	350mA	27W	FR	3871	138	1	0	0	3990	143	1	0	0	3667	131	0	0	0
			2	3750	134	2	0	0	3838	137	1	0	1	3528	126	1	0	1
			3	3638	130	1	0	1	3750	134	1	0	1	3446	123	1	0	1
			4	3680	131	0	0	1	3794	135	0	0	1	3486	129	0	0	1
			4W	3612	129	1	0	1	3723	133	1	0	1	3422	122	1	0	1
			5QM	3750	134	2	0	0	3866	138	2	0	0	3553	127	2	0	0
			5R	3763	134	2	0	2	3879	139	2	0	2	3565	127	2	0	2
			5W	3556	127	2	0	1	3666	131	3	0	1	3369	120	2	0	1
24	700mA	55W	FR	6451	113	1	0	1	6650	117	1	0	1	6112	107	1	0	1
			2	6251	110	3	0	1	6397	112	1	0	2	5879	103	1	0	1
			3	6063	106	1	0	2	6250	110	1	0	2	5744	101	1	0	2
			4	6133	108	1	0	2	6323	111	1	0	2	5811	102	1	0	2
			4W	6020	106	1	0	2	6206	109	1	0	2	5703	100	1	0	2
			5QM	6251	110	3	0	1	6444	113	3	0	1	5922	104	2	0	1
			5R	6272	110	3	0	3	6466	113	3	0	3	5942	104	3	0	3
			5W	6926	104	3	0	1	6110	107	3	0	1	5615	99	3	0	1
36	700mA	85W	FR	9672	113	1	0	1	9970	117	1	0	1	9173	107	1	0	1
			2	9303	109	1	0	2	9591	112	1	0	2	8823	103	1	0	2
			3	9089	107	1	0	2	9370	110	1	0	2	8621	101	1	0	2
			4	9195	108	1	0	2	9479	111	1	0	2	8721	102	1	0	2
			4W	9025	106	1	0	2	9304	109	1	0	2	8559	100	1	0	2
			5QM	9371	110	3	0	1	9661	113	3	0	1	8888	104	3	0	1
			5R	9403	110	3	0	3	9694	114	3	0	3	8918	105	3	0	3
			5W	8885	105	3	0	2	9160	108	4	0	2	8427	100	3	0	2
48*	700mA	110W*	FR	12895	116	1	0	1	13294	120	1	0	1	12230	110	1	0	1
			2	12404	112	2	0	2	12788	115	2	0	2	11765	106	2	0	2
			3	12119	109	1	0	3	12494	113	1	0	3	11494	104	1	0	2
			4	12260	110	1	0	3	12639	114	1	0	3	11628	105	1	0	3
			4W	12033	108	2	0	3	12405	112	2	0	3	11413	103	2	0	2
			5QM	12494	113	3	0	2	12881	116	3	0	2	11850	107	3	0	2
			5R	12537	113	3	0	3	12925	116	4	0	4	11891	107	3	0	3
			5W	11847	107	4	0	2	12213	110	4	0	2	11236	101	4	0	2
60*	700mA	136W*	FR	16119	117	1	0	2	16618	121	2	0	2	15288	112	1	0	2
			2	15505	113	2	0	2	15985	117	2	0	2	14706	107	2	0	2
			3	15149	111	2	0	3	15617	114	2	0	3	14368	105	2	0	3
			4	15324	112	1	0	3	15798	115	1	0	3	14534	106	1	0	3
			4W	15041	110	2	0	3	15506	113	2	0	3	14266	104	2	0	3
			5QM	15618	114	4	0	2	16101	118	4	0	2	14813	108	3	0	2
			5R	15671	114	4	0	4	16156	118	4	0	4	14864	108	4	0	4
			5W	14809	108	4	0	2	15267	111	4	0	2	14046	103	4	0	2

¹Lumen values are from photometric tests performed in accordance with IESNA LM-79-08. Data is considered to be representative of the configurations shown. Actual performance may differ as a result of end-user environment and application.

*AVAILABLE IN THE 26" URBAN ONLY



ELECTRICAL DATA

# OF LEDS	NUMBER OF DRIVERS	DRIVE CURRENT (mA)	INPUT VOLTAGE (V)	SYSTEM POWER (w)	CURRENT (Amps)
24	1	350mA	120	27	0.27
			277		0.12
			347		0.09
			480		0.07
24	2	700 mA	120	55	0.55
			277		0.24
			347		0.19
			480		0.14
36	1	700 mA	120	80	0.80
			277		0.35
			347		0.28
			480		0.20
48	1	700 mA	120	110	1.1
			277		0.43
			347		0.38
			480		0.28
60	1	700 mA	120	136	1.4
			277		0.59
			347		0.47
			480		0.34

PROJECTED LUMEN MAINTENANCE

AMBIENT TEMP.	0	25,000	50,000	TM-21-11 60,000	100,000	Calculated L70 (HOURS)
25°C / 77°F	1.00	0.97	0.95	0.95	0.92	>470,000

¹ Projected per IESNA TM-21-11

Data references the extrapolated performance projections for the base model in a 40°C ambient, based on 10,000 hours of LED testing per IESNA LM-80-08.

AMBIENT TEMPERATURE		LUMEN MULTIPLIER
0°C	32°F	1.02
10°C	50°F	1.01
20°C	68°F	1.00
25°C	77°F	1.00
30°C	86°F	0.98
40°C	104°F	0.98

Use these factors to determine relative lumen output for average ambient temperatures from 0-40°C (32-104°F).



Quote # 30159

1/14/19

To:

Key Marco HOA
Katie Maline

Project:

FL, Key Marco Streetlights

Terms		Earliest Ship	Shipping*	Ship Via	Project Manager
Standard T & C		16 Weeks	Quote Estimated, Prepay & Add	Best Way	Shawn Tefft
Item No	Qty	Description	Unit Price	Total	
1	1	SEPCO-SEPA150PC-DSPC-URB30-ALC11-RB-PZ5 Solar Electric Power Assembly 150 Watt 164 Amp Hour Battery Assembly Urban Fixture 30 Watt LED Adaptive Lighting Control: Dusk to Dawn Operation Rail Road Bracket 20' Anchor Base Aluminum Pole	\$5,362.00	\$5,362.00	
2	1	SEPCO-SEPA150PC-DSPC-URB30-ALC11-PB-PZ5 Solar Electric Power Assembly 150 Watt 164 Amp Hour Battery Assembly Urban Fixture 30 Watt LED Adaptive Lighting Control: Dusk to Dawn Operation Pier Walk Bracket 20' Anchor Base Aluminum Pole	\$5,438.00	\$5,438.00	
	1	Shipping for 1 Option	\$295.00	\$295.00	
			Sub Total	Optional Item Quote	
			Shipping (Prepay & Add)	FOB Stuart, FL	
			Total		

EIN - 65-0472624

Tax Rate - Exempt

EIN - 65-0472624
Tax Rate - Exempt
Quote good for 30 days

Authorized Signature

*NOTE: Lift Gate, Call Ahead, Job Site Deliver, etc. is an extra charge.
Notify SEPCO Prior to Shipping if any of this is required for your project.

Solar Electric Power Company

1521 SE Palm Court, Stuart, FL 34994 | ph: 772-220-6615 | fax: 772-220-8616 | www.sepco-solarlighting.com





Sun-In-One™

New Electrical Solar Light and Power Products



SPECIFICATIONS

SOLAR

POWER	(2) 100 Watt Solar Panels
VOLTAGE (VOC)/CURRENT (IMP)	35.3 Volts DC, 7.95 Amps
MODULE EFFICIENCY	14.40%
CERTIFICATIONS	ETL UL, TUV, CE, ISO, IEC
WARRANTY	10 Yrs Product, 25 Yrs Power > 80%

OTHER COMPONENTS

BATTERY	(1) 12V AGM Battery, 140 Amp Hrs
BATTERY WARRANTY	Prorated 5 Years
CHARGE CONTROLLER	15 Amp MPPT
CHARGE CONTROLLER WARRANTY	5 Years
TIME CONTROL SETTING	2 -12 Hours – Dusk until Dawn
HOUSING BOXES	Fiberglass / Powder Coated Steel
HOUSING BOX WARRANTY	5 Years
SOLAR/LIGHT CONNECTING CORD	Customized Length
SOLAR PANEL RACKING	Side of Pole Mount System*
BATTERY LIFE BETWEEN CHARGE	Up to 24 Hours

INCLUDED PARTS

- Solar Panels
- MPPT Charge Controller
- Housing Box with Battery
- Top of Pole Mount Racking
- Power Connecting Cord
- Overcurrent Protections

* Pole not included



ORDERING INFORMATION FOR SOLAR LANDSCAPE LIGHTING POWER UNIT KIT 7

SLPU50-8

Solar Landscape Lighting Power Unit Kit 7

Power your Lights: 50 Watts for 8 Hrs

- (2) 100 Watt Solar Panels
- (1) 12V AGM Battery, 140 Amp Hours



FEATURES / BENEFITS

- Enhances Lighting and Security
- Stored Power provides light for many nights – up to 24 hours between charges
- Weather-resistant Plug-and-Play Power Units
- No Monthly Utility Bills
- Immune to power failures and brown-outs
- Reduces costly wiring and grid connections
- Variable Controller settings for Customized Lighting
- Economic and Environmentally Responsible



MADE IN AMERICA

Products are warranted only to meet Sun-In-One™ data sheet specifications. Products and specifications are subject to change without notice.



Sun-In-One™

suninone.com

302-762-3100



Checkpoint Gate Access Control Software & Hardware Systems

History:

Our current guest entry access control keypad (hardware) and software (data) have been discontinued and parts are no longer available. At this time the system is working, with the exception of the guest pass printer. The system is a Windows 7 version.

Cypress Access Systems, Bonita Springs is our current provider. Ed Lawson with Cypress Access presented a proposal to the CDD Board at the November 12, 2019 meeting. They recommend a basic system, similar to what we have now. We would own the hardware and software, with a one-year warranty for \$8,065.35.

They also offered some additional optional items that would enhance the system making it more user friendly for our members.

We also reached out to 2 Cloud based programs SafePassages and MainGate.

Both vendors offer a monthly lease programs for Cloud based software.

Both were in the \$150 per month range.

Both are based in the State of Florida; Orlando and Wauchula

We would be responsible for the purchase of the new hardware, a Telephone Keypad Kiosk and Computer with Windows 10.

No warranties included.

We would like to continue the research regarding the Cloud based programs, how they would work and if we were without Internet and/or phones for any long periods of time, how that would affect the community.

Additionally, we would also like to visit with other Communities, like Key Marco, that have limited gate staff hours who are using Cloud based technology and any challenges they may have.

Respectfully submitted,

John Esposito and Katie Maline