

# **PINEY-Z**

Community Development District

## ***Annual Operating and Debt Service Budget***

**Fiscal Year 2017**

Version 3 - Modified Tentative Budget:

(Printed 6/7/16)



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## **Piney-Z**

Community Development District

## **Operating Budget**

Fiscal Year 2017

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2017 Modified Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2013	FY 2014	FY 2015	BUDGET FY 2016	THRU MAY-2016	JUN- SEP-2016	PROJECTED FY 2016	BUDGET FY 2017
<b>REVENUES</b>								
Interest - Investments	\$ 1,047	\$ 809	\$ 1,282	\$ 400	\$ 738	\$ 262	\$ 1,000	\$ 1,000
S/F Program Fees	-	391	-	-	-	-	-	-
Net Incr (Decr) In FMV-Invest	84	(84)	-	-	-	-	-	-
Interest - Tax Collector	32	-	28	-	-	-	-	-
Special Assmnts- Tax Collector	358,554	394,414	354,503	394,707	392,086	2,621	394,707	394,709
Special Assmnts- Discounts	(13,412)	(14,772)	(13,322)	(15,788)	(15,314)	-	(15,314)	(15,788)
Settlements	-	3,122	33,924	-	33,925	-	33,925	33,924
Other Miscellaneous Revenues	400	-	1,142	-	4,095	-	4,095	130
Access Cards	-	510	430	-	75	-	75	105
Pavilion Rental	-	400	400	800	240	160	400	800
Lodge Rental	-	15,275	11,222	10,000	7,295	2,705	10,000	10,000
Pool Rental	-	-	-	-	160	-	160	-
Amenities Revenue	16,563	-	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>363,268</b>	<b>400,065</b>	<b>389,609</b>	<b>390,119</b>	<b>423,300</b>	<b>5,748</b>	<b>429,048</b>	<b>424,880</b>

**EXPENDITURES**

*Administrative*

P/R-Board of Supervisors	7,800	12,000	15,400	22,000	9,400	6,400	15,800	8,000
FICA Taxes	597	918	1,178	1,683	719	490	1,209	612
ProfServ-Engineering	-	-	-	500	-	-	-	-
ProfServ-Legal Services	30,521	58,281	36,000	30,000	16,000	8,000	24,000	15,000
ProfServ-Mgmt Consulting Serv	49,275	54,275	54,275	54,275	36,183	18,092	54,275	54,275
ProfServ-Special Assessment	4,637	4,637	4,637	4,637	4,637	-	4,637	4,637
Auditing Services	3,400	3,000	3,000	3,150	3,150	-	3,150	3,150
Communication - Telephone	3	1	-	100	-	-	-	-
Postage and Freight	1,193	1,121	1,263	1,500	280	220	500	500
Insurance - General Liability	8,136	8,568	9,576	10,534	7,378	3,038	10,416	12,053
Printing and Binding	2,671	2,546	4,795	2,500	1,016	108	1,124	500
Legal Advertising	2,879	3,225	1,709	1,500	239	1,261	1,500	1,500
Miscellaneous Services	1,239	636	374	500	144	56	200	150

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2017 Modified Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2013	FY 2014	FY 2015	BUDGET FY 2016	THRU MAY-2016	JUN- SEP-2016	PROJECTED FY 2016	BUDGET FY 2017
Misc-Assessment Collection Cost	10,360	11,389	10,235	11,841	11,303	79	11,382	11,841
Misc-Contingency	1,175	783	600	500	-	500	500	550
Office Supplies	410	528	554	730	77	-	77	250
Annual District Filing Fee	175	175	175	175	175	-	175	175
<b>Total Administrative</b>	<b>124,471</b>	<b>162,083</b>	<b>143,771</b>	<b>146,125</b>	<b>90,701</b>	<b>38,243</b>	<b>128,944</b>	<b>113,193</b>
<b>Field</b>								
Contr-Landscape-Amenities Area	12,040	12,040	9,430	12,000	5,460	6,540	12,000	12,312
R&M-Trees and Trimming	-	-	-	3,000	585	-	585	3,000
Misc-Contingency	8,892	5,223	10,634	3,500	262	538	800	3,500
<b>Total Field</b>	<b>20,932</b>	<b>17,263</b>	<b>20,064</b>	<b>18,500</b>	<b>6,307</b>	<b>7,078</b>	<b>13,385</b>	<b>18,812</b>
<b>Parks and Recreation - General</b>								
Payroll-Salaries	100,636	116,176	48,204	-	-	-	-	-
Payroll-Maintenance	-	-	-	10,934	4,364	2,182	6,546	8,008
Payroll-Administrative	-	-	-	48,960	32,468	16,234	48,702	48,204
FICA Taxes	7,792	9,005	3,760	4,582	2,818	1,409	4,227	4,300
Pension Benefits	2,250	4,303	-	-	-	-	-	-
Life and Health Insurance	8,592	11,772	-	-	-	-	-	-
Workers' Compensation	4,247	4,257	4,928	5,421	1,962	654	2,616	2,878
ProfServ-Consultants	-	-	7,320	-	-	-	-	-
Contracts-Janitorial Services	-	-	-	6,760	1,300	-	1,300	2,834
Contracts-Security Services	2,813	5,885	4,903	6,596	2,554	1,815	4,369	4,202
Contracts-Fire Inspection	-	-	-	-	-	-	-	350
Contracts-Fire Insp Sprinkler System	-	-	-	-	-	-	-	300
Communication - Teleph - Field	1,821	2,291	1,031	100	-	100	100	100
Postage and Freight	494	812	104	1,300	-	500	500	500
Utility - General	24,792	16,661	13,269	14,000	9,348	4,674	14,022	15,218
Utility - Other	2,239	2,506	2,343	2,400	1,587	800	2,387	2,490
Electricity - Streetlighting	-	-	1,438	1,350	859	436	1,295	1,358
Utility - Irrigation	-	-	1,618	1,150	1,363	370	1,733	1,700
Utility - Refuse Removal	-	-	1,404	1,430	914	450	1,364	1,147

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2017 Modified Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2013	FY 2014	FY 2015	BUDGET FY 2016	THRU MAY-2016	JUN- SEP-2016	PROJECTED FY 2016	BUDGET FY 2017
Dumpster Rental	-	-	-	-	-	-	-	312
R&M-General	24,643	24,091	12,815	9,000	2,005	6,995	9,000	7,250
R&M-Electrical	-	-	-	-	-	-	-	450
R&M-Pest Control	2,948	1,008	858	998	713	145	858	858
R&M-Fire Equipment	-	-	-	-	-	-	-	200
R&M-Flooring	-	-	-	-	-	-	-	1,236
R&M-Plumbing	-	-	-	-	-	-	-	600
R&M-Roof	-	-	-	-	-	-	-	270
R&M-Copier	-	-	-	-	-	-	-	420
Misc-Training	-	-	-	1,500	-	1,500	1,500	-
Misc-Contingency	6,610	6,448	10,068	1,500	49	1,451	1,500	3,750
Misc-Information Technology	-	-	3,523	1,140	167	54	221	750
Misc-Mileage Reimbursement	-	-	-	-	-	-	-	447
Office Supplies	4,482	6,501	5,087	3,600	905	453	1,358	1,800
Supplies - Cleaning and Paper	-	-	-	-	-	-	-	495
Subscriptions and Memberships	-	-	925	750	750	-	750	-
Impr. Sewer Connection	-	-	10,273	-	-	-	-	-
Non Capitalized New Equipment	-	-	-	-	-	-	-	2,497
Capital Outlay	23,799	4,683	25,005	20,000	5,600	-	5,600	-
Reserves-Roof	-	-	-	-	-	-	-	150
Reserves-Floor	-	-	-	-	-	-	-	3,375
Reserves-Parking Lots	-	-	-	-	-	-	-	10,000
<b>Total Parks and Recreation - General</b>	<b>218,158</b>	<b>216,399</b>	<b>158,876</b>	<b>143,471</b>	<b>69,726</b>	<b>40,221</b>	<b>109,947</b>	<b>128,449</b>
<b>Swimming Pool</b>								
Payroll-Lifeguards	-	-	23,429	24,163	2,524	19,176	21,700	21,353
Payroll-Maintenance	-	-	-	6,833	2,191	1,096	3,287	6,006
Payroll-Administrative	-	-	-	9,180	5,655	2,828	8,483	9,641
Payroll - Overtime	-	-	319	-	-	-	-	-
FICA Taxes	-	-	1,817	3,073	793	1,767	2,560	2,831
ProfServ-Pool Maintenance	4,800	4,800	5,500	6,000	4,000	2,000	6,000	6,000
Communication - Teleph - Field	-	-	862	100	147	-	147	100

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2017 Modified Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2013	FY 2014	FY 2015	BUDGET FY 2016	THRU MAY-2016	JUN- SEP-2016	PROJECTED FY 2016	BUDGET FY 2017
R&M-General	-	-	2,556	1,750	1,467	283	1,750	1,450
R&M-Electrical	-	-	-	-	-	-	-	300
R&M-Pools	9,679	13,512	4,954	8,100	1,275	6,825	8,100	8,100
Misc-Licenses & Permits	-	-	-	250	275	-	275	275
Misc-Contingency	-	-	1,160	1,500	1,440	60	1,500	4,000
Op Supplies - Pool Chemicals	3,294	3,994	4,900	5,000	96	4,904	5,000	4,250
Non Capitalized New Equipment	-	-	-	-	-	-	-	6,000
Capital Outlay	-	-	-	3,500	3,004	496	3,500	-
Reserves-Pool Equipment	-	-	-	-	-	-	-	2,085
Reserves-Pool Filters	-	-	-	-	-	-	-	500
Reserves-Pool Pumps	-	-	-	-	-	-	-	1,800
Reserves-Pool	-	-	-	-	-	-	-	12,500
<b>Total Swimming Pool</b>	<b>17,773</b>	<b>22,306</b>	<b>45,497</b>	<b>69,449</b>	<b>22,867</b>	<b>39,434</b>	<b>62,301</b>	<b>87,191</b>
<b>Fitness Center</b>								
Payroll-Maintenance	-	-	1,096	2,734	1,268	634	1,902	4,004
Payroll-Administrative	-	-	-	1,530	900	450	1,350	3,214
FICA Taxes	-	-	84	326	166	83	249	552
Contracts-Janitorial	-	-	-	-	-	-	-	1,404
Contracts-Fitness Equipment	-	-	-	-	-	-	-	1,200
R&M-General	-	-	931	2,000	303	1,697	2,000	1,500
R&M-Electrical	-	-	-	-	-	-	-	300
R&M-Equipment	1,536	2,965	1,350	1,955	2,214	400	2,614	1,250
Misc-Contingency	-	-	-	1,200	-	1,200	1,200	3,500
Supplies - Cleaning and Paper	-	-	-	-	-	-	-	185
Non Capitalized New Equipment	-	-	-	-	-	-	-	10,629
Capital Outlay	-	-	19,131	5,500	4,875	625	5,500	-
<b>Total Fitness Center</b>	<b>1,536</b>	<b>2,965</b>	<b>22,592</b>	<b>15,245</b>	<b>9,726</b>	<b>5,089</b>	<b>14,815</b>	<b>27,738</b>

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2017 Modified Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2013	FY 2014	FY 2015	BUDGET FY 2016	THRU MAY-2016	JUN- SEP-2016	PROJECTED FY 2016	BUDGET FY 2017
<b>Park &amp; Grounds</b>								
Payroll-Maintenance	-	-	5,794	6,833	9,298	4,649	13,947	22,022
Payroll-Administrative	-	-	-	1,530	1,335	668	2,003	3,213
FICA Taxes	-	-	443	640	813	407	1,220	1,930
Contracts-Janitorial	-	-	-	-	-	-	-	962
R&M-General	-	-	2,697	1,750	459	1,291	1,750	1,500
R&M-Backflow Inspections	-	-	-	-	-	-	-	110
R&M-Electrical	-	-	-	-	-	-	-	250
R&M-Irrigation	-	-	-	-	-	-	-	300
Misc-Contingency	-	-	7,316	3,500	351	3,149	3,500	6,000
Supplies - Cleaning and Paper	-	-	-	-	-	-	-	150
Non Capitalized New Equipment	-	-	-	-	-	-	-	3,600
Capital Outlay	-	-	430	7,000	-	7,000	7,000	-
Reserves-Park	-	-	-	-	-	-	-	500
<b>Total Park &amp; Grounds</b>	<b>-</b>	<b>-</b>	<b>16,680</b>	<b>21,253</b>	<b>12,256</b>	<b>17,163</b>	<b>29,420</b>	<b>40,537</b>
<b>Reserves</b>								
Reserve - CDD Amenity	-	-	-	10,000	-	-	-	8,960
<b>Total Reserves</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>8,960</b>
<b>TOTAL EXPENDITURES &amp; RESERVES</b>	<b>382,870</b>	<b>421,016</b>	<b>407,480</b>	<b>424,043</b>	<b>211,583</b>	<b>147,228</b>	<b>358,812</b>	<b>424,880</b>
Excess (deficiency) of revenues								
Over (under) expenditures	(19,602)	(20,951)	(17,871)	(33,924)	211,717	(141,480)	70,236	-
<b>OTHER FINANCING SOURCES (USES)</b>								
Contribution to (Use of) Fund Balance	-	-	-	(33,924)	-	-	-	-
<b>TOTAL OTHER SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(33,924)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Net change in fund balance	(19,602)	(20,951)	(17,871)	(33,924)	211,717	(141,480)	70,236	-
<b>FUND BALANCE, BEGINNING</b>	<b>202,708</b>	<b>183,106</b>	<b>162,155</b>	<b>144,284</b>	<b>144,284</b>	<b>-</b>	<b>144,284</b>	<b>214,520</b>
<b>FUND BALANCE, ENDING</b>	<b>\$ 183,106</b>	<b>\$ 162,155</b>	<b>\$ 144,284</b>	<b>\$ 110,360</b>	<b>\$ 356,001</b>	<b>\$ (141,480)</b>	<b>\$ 214,520</b>	<b>\$ 214,520</b>



**Exhibit "A"**  
Allocation of Fund Balances

**AVAILABLE FUNDS**

	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2017	\$ 214,520
Net Change in Fund Balance - Fiscal Year 2017	-
Unearned Settlement (2)	16,961
Reserves - Fiscal Year 2017 Additions	39,870
<b>Total Funds Available (Estimated) - 9/30/2017</b>	<b>271,352</b>

**ALLOCATION OF AVAILABLE FUNDS**

***Assigned Fund Balance***

Operating Reserve - Operating Capital \$ 96,253 (1)

**Reserves - CDD Amenity**

FY 2012 Contribution CDD Amenity	\$ 3,351	
FY 2013 Contribution CDD Amenity	10,000	
FY 2014 Contribution CDD Amenity	32,805	
FY 2015 Contribution CDD Amenity	10,000	
FY 2016 Contribution CDD Amenity	10,000	
		<u>\$ 66,156</u>

**Proposed Contribution FY 2017**

Reserves-Roof	150	
Reserves-Floor	3,375	
Reserves-Parking Lots	10,000	
Reserves-Pool Equipment	2,085	
Reserves-Pool Filters	500	
Reserves-Pool Pumps	1,800	
Reserves-Pool	12,500	
Reserves-Park	500	
Reserve - CDD Amenity	8,960	
		<u>\$ 39,870</u>

**Reserves - Other**

FY 2018 Settlement (2)	8,481	
FY 2019 Settlement (2)	8,481	
		<u>\$ 16,961</u>
		<u>Subtotal \$ 219,240</u>

<b>Total Allocation of Available Funds</b>	<b>\$ 219,240</b>
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<b>Total Unassigned (undesignated) Cash</b>	<b>\$ 52,112</b>
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Notes - (1) Represents approximately 3 months of operating expenditures net of reserves.

Notes - (2) Represents the last 2 years of the settlement money, put on the schedule for tracking only, since the funds are not available yet.

**Budget Narrative**

Fiscal Year 2017

**REVENUES****Interest - Investments (366101-3000)**

The District will have all excess funds invested with financial institutions which are qualified as public depositories prior to deposit of public monies under Chapters 218 and 280, Florida Statutes. The budget is based upon the estimated average balance of funds available during the Fiscal Year.

**Special Assessments - Tax Collector (363010-3000)**

The District will levy a Non-Ad Valorem assessment on all the assessable property within the District in order to pay for the operating expenditures during the Fiscal Year.

**Special Assessments - Discounts (363090-3000)**

The Special Assessment discount for early payment is calculated at 4% of the Non-Ad Valorem assessments.

**Settlements (369300-3000)**

This is to account for the FY 2017 portion of the Piney-Z Land settlement.

**Access Cards (369941-3000)**

This is to account for revenue for access cards purchases.

**Pavilion Rental (369942-3000)**

This is to account for revenue for renting the pavilion to residents, property owners or pass holders for private functions or parties.

**Lodge Rental (369943-3000)**

This is to account for revenue for renting the lodge to residents, property owners or pass holders for private functions or parties.

**Miscellaneous Revenues (369900-3000)**

This is to account for Leon Country Supervisor of elections.

**Budget Narrative**

Fiscal Year 2017

**EXPENDITURES****Expenditures - Administrative****Payroll - Board of Supervisors (511001-51101)**

Chapter 190 of the Florida Statutes allows for members of the Board of Supervisors to be compensated \$200 per meeting and workshop at which they are in attendance. The amount for the Fiscal Year is based upon all supervisors attending and receiving compensation for all of the meetings and all of the workshops.

**FICA Taxes (521001-51101)**

Payroll taxes on Board of Supervisors compensation. The budgeted amount for the fiscal year is calculated at 7.65% of the total Board of Supervisor's payroll expenditures.

**Professional Services - Legal Services (531023-51401)**

The District's legal counsel will provide general legal services to the District, i.e. attendance and preparation for meetings, review of operating and maintenance contracts, requests for proposals, etc.

**Professional Services - Management Consulting Services (531027-51201)**

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Severn Trent Environmental Services, Inc. The fees are related to the current contracted fees in the Management Agreement including record storage and Information Technology charges to process all of the District's financial activities, i.e. accounts payable, financial statements, budgets, etc., on a main frame computer owned by Severn Trent in accordance with the management contract.

**Professional Services - Special Assessment (531038-51301)**

Administrative costs to prepare the District's Special Assessment Roll, certify the roll to the County and provide estoppel services on request.

**Auditing Services (532002-51301)**

The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting Firm. The budgeted fee is based on the engagement letter.

**Postage & Freight (541006-51301)**

Mailing and courier services costs for agenda packages, correspondence, bill payments, mailed notices, etc.

**Insurance - General Liability (545002-51301)**

The District's General Liability & Public Officials Liability Insurance policy is with Florida Municipal Insurance Trust (FMIT). FMIT specializes in providing insurance coverage to governmental agencies. Currently, General Liability premium is \$5,300 and the Property Insurance premium is \$4,276. The budget is based on this year's premium plus 10% anticipated cost increase.

## **Piney-Z**

Community Development District

*General Fund*

### **Budget Narrative**

Fiscal Year 2017

#### **Expenditures – Administrative (continued)**

##### **Printing & Binding (547001-51301)**

Printing and binding agenda packages for board meetings, printing of computerized checks, stationery, envelopes, etc.

##### **Legal Advertising (548002-51301)**

The District is required to advertise various notices for monthly Board meetings, public hearings, etc. in a newspaper of general circulation.

##### **Miscellaneous Services (549001-51301)**

Bank charges and any other miscellaneous administrative expenses that may be incurred during the year.

##### **Misc. - Assessment Collection Cost (549070-51301)**

The District reimburses the Leon County Tax Collector for necessary administrative costs. Per the Florida Statutes, administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The District also compensates the Tax Collector for the actual cost of collection or 3% on the amount of special assessments collected and remitted, whichever is greater. The FY2016 budget for collection costs is based on a maximum of 3% of the anticipated assessment collections.

##### **Misc. - Contingency (549900-51301)**

Provides funds for administrative expenditures that may not have been anticipated in the budget.

##### **Office Supplies (551002-51301)**

Miscellaneous office supplies.

##### **Annual District Filing Fees (554007-51301)**

The District is required to pay an annual filing fee of \$175 to the Department of Economic Opportunity.

#### **Expenditures - Field**

*This Department accounts for the costs associated with the exterior maintenance and upkeep of the District's amenities.*

##### **Contracts - Landscape – Amenities Area (534053-53901)**

Contract to provide landscaping and maintenance services for the "amenities" area within the District.

**Budget Narrative**

Fiscal Year 2017

**Expenditures – Field (continued)****R&M – Trees and Trimming (546099-53901)**

To provide funds for tree trimming (tree removal, dead limb trimming, etc.) services for the “amenities” area within the District.

**Misc. - Contingency (549900-53901)**

Includes necessary services and repairs which fall outside those specified in the landscaping contract. Examples include extra plantings, sod, wood mulch applications, irrigation repairs, asphalt repairs (pot holes) in parking lot, additional walkway stones, application of chemicals for poison ivy, ants, etc.

**Expenditures - Parks and Recreation - General**

*This department includes on-site administrative costs of the District as well as those associated with the maintenance, repair and replacement of equipment, and enhancements associated with the lodge (including the office, restrooms and second floor) and the garage.*

**Payroll - Maintenance (512006-57201)**

Compensation of one part time Buildings and Grounds Manager (40%).

**Payroll - Administrative (512009-57201)**

Compensation of one full time CDD Manager (80%).

**FICA Taxes (521001-57201)**

Represents the cost for payroll tax for salaries above.

**Workers' Compensation (525001-57201)**

The District's policy is currently with Florida Municipal Insurance Trust. The budget is based on this year's premium plus 10% anticipated cost increase.

**Contracts - Janitorial Services (534026-57201)**

Quality Flooring, which does twice a week cleaning in the lodge and of the pavilion bathrooms.

**Contracts - Security Services (534037-57201)**

Annual monitoring (billed quarterly by Sonitrol) of the lodge (office, garage and fitness center). Also included are costs associated with the key fob system (utilized for fitness center, pool and side garage door access) to control and monitor entry. Additional costs included herein are the purchase of key fobs, and any repairs, maintenance or replacement of the security cameras, DVR and television.

## **Piney-Z**

Community Development District

*General Fund*

### **Budget Narrative**

Fiscal Year 2017

#### **Expenditures – Parks and Recreation - General (continued)**

##### **Contracts - Fire Inspection (534160-57201)**

Represents inspection of fire suppression hood in the kitchen, as well as the several extinguishers around the property.

##### **Contract - Fire Inspection Sprinkler System (534165-57201)**

Represents the inspection of the fire line as well as the sprinkler system in the garage.

##### **Communication - Telephone-Field (541005-57201)**

Purchase of TracFone for use by Buildings and Grounds Manager.

##### **Postage and Freight (541006-57201)**

Represents funds for single mailer

##### **Utility - General (543001-57201)**

Represents the cost associated with City of Tallahassee Utility charges for electricity, stormwater fees, fire service fees, water and sewer service for the District.

##### **Utility - Other (543004-57201)**

The budget includes Comcast for telephone, internet and television service in the lodge (including the fitness center).

##### **Electricity - Streetlighting (543013-57201)**

This represents the cost of City of Tallahassee Utility for electricity for the District's streetlights.

##### **Utility - Irrigation (543014-57201)**

This represents the cost of City of Tallahassee Utility charges for irrigation water usage for the District.

##### **Utility - Refuse Removal (543020-57201)**

Represents the cost associated with collecting dumpster by the City of Tallahassee Utility at Piney-Z Lodge.

##### **Dumpster Rental (544027-57201)**

Represents the cost associated with Marpan for dumpster rent at Piney-Z Lodge.

##### **R&M - General (546001-57201)**

Represents locks and keys, repair of kitchen cabinets, bathroom mirrors and countertops, doors, replacement of office and garage blinds, necessary tools, meeting signs

**Budget Narrative**

Fiscal Year 2017

**Expenditures – Parks and Recreation - General (continued)****R&M – Electrical (546020-57201)**

Includes batteries, bulbs, sensors, cords, outside vendor if required

**R&M - Pest Control (546070-57201)**

Cost of annual termite inspection, and quarterly treatment of the lodge (including the fitness center) and the pavilion.

**R&M - Fire Equipment (546230-57201)**

Represents repairs to exit lighting, ect.

**R&M - Flooring (546240-57201)**

Represents cleaning and waxing of the wood flooring on ground floor of lodge

**R&M - Plumbing (546250-57201)**

Represents flappers, strainers, toilet seats, outside vendor if required

**R&M - Roof (546164-57201)**

Represents roof blowing tree times annually

**R&M - Copier (546260-57201)**

Represents maintenance of the new copier.

**Misc. - Contingency (549900-57201)**

This provides funds for on-site operating expenditures that may not have been anticipated in the budget.

**Misc. - Information Technology (549942-57201)**

This expense provides funds for any technology expenses for IT support and website maintenance.

**Misc - Mileage Reimbursement (549951-57201)**

Reimbursement of mileage expenses.

## Piney-Z

Community Development District

General Fund

### Budget Narrative

Fiscal Year 2017

#### Expenditures – Parks and Recreation - General (continued)

##### Office Supplies (551002-57201)

Costs associated with operations of the CDD Manager's office, including copier and computer paper, computer ink and software, anti-virus renewal, file folders, card stock for forms, notebooks, envelopes, pens, pencils, name plates for board members, computers and printers, etc.

##### Supplies - Cleaning and Paper (551083-57201)

Represents supplies for cleaning material and paper towels.

##### Non Capitalized New Equipment (564120-57201)

Funds anticipated and unanticipated projects. Three compartment kitchen sinks and Canon ImageRunner copier.

##### Reserves - Roof (568142-57201)

Funds to clean roof for next 4 years

##### Reserves - Floor (568188-57201)

Funds to sand and stain wood floor for the next 4 years

##### Reserves – Parking Lots (568...-57201)

Funds to replace asphalt of road for the next 4 years.

#### Expenditures – Swimming Pool

*This department includes costs associated with staffing, supplies, maintenance and repairs of the swimming pool and the associated deck, fence, gates, shed and related equipment.*

##### Payroll - Lifeguard (512005-57205)

Compensation of lifeguards (\$9.00 per hour),

##### Payroll - Maintenance (512006-57205)

Compensation of one part-time Buildings and Grounds Manager (25%).



**Budget Narrative**

Fiscal Year 2017

**Expenditures – Swimming Pool (continued)****Payroll - Administrative (512009-57205)**

Compensation of one full time CDD Manager (15%).

**FICA Taxes (521001-57205)**

Represents the cost for payroll tax for the Buildings and Grounds Manager and the seasonal lifeguards.

**Professional Services - Pool Maintenance (531034-57205)**

Services provided by Alan Cox Aquatics, to include one weekly visit, year-round, to clean the pool, training and placement of lifeguards at the pool, coordinating with the CDD Manager on the selection and supervision of lifeguards, coordinating with the CDD Manager lifeguard staff meetings, scheduling lifeguard work hours, guarding and maintaining pool during swim season and performing minor maintenance repairs to the pool.

**Communication - Telephone-Field (541005-57205)**

TracFone for lifeguard station.

**R&M - General (546001-57205)**

Represents repair of deck furniture, umbrellas, front and rear gates, locks on gates

**R&M - Electrical (546020-57205)**

Represents batteries, bulbs, sensors, cords, outside vendor if required.

**R&M - Pools (546074-57205)**

Repair of the pool and pool equipment, including pumps, chlorinator, pipes, problems with deck, tiles, on-deck showers, deck furniture, etc.

**Misc. - License & Permits (549066-57205)**

Leon County Health Department pool license (expires annually on June 30).

**Misc. - Contingency (549900-57205)**

Unanticipated operating expenses, including replacement of any equipment excluding deck furniture, the cost of which is budgeted below.

**Operating Supplies - Pool Chemicals (552009-57205)**

Pool chemicals, bleach and test kits, as well as safety equipment including rescue rings and tubes, defibrillator batteries, electro-pads, respirator for chemical application, etc.

**Budget Narrative**

Fiscal Year 2017

**Expenditures – Swimming Pool (continued)****Non Capitalized New Equipment (564120-57205)**

Replacement of deck furniture and other unanticipated capital needs.

**Reserves - Pool Equipment**

Funds for Dolphin replacement (2 years), Chlorinator replacement (4 years), safety equipment replacement (2) years.

**Reserves - Pool Filters**

Funds for re-sanding of 4 filters (2 years).

**Reserves - Pool Pumps**

Funds replacement of 3 pumps (2 years).

**Reserves - Pool**

Funds for pool shell repair (8 years).

**Expenditures – Fitness Center***This department includes costs associated with the maintenance, repair and supplies required in the fitness center.***Payroll - Maintenance (512006-57214)**

Compensation of one part time Buildings and Grounds Manager (10%).

**Payroll - Administrative (512009-57214)**

Compensation of one full time CDD Manager (2.5%).

**FICA Taxes (521001-57214)**

Represents the cost for payroll tax for one part time Buildings and Grounds Manager.

**Contracts - Janitorial Services (534026-57214)**

Quality Flooring, which does twice a week cleaning in the pool and of the bathrooms.

## **Piney-Z**

Community Development District

General Fund

### **Budget Narrative**

Fiscal Year 2017

#### **Expenditures – Fitness Center (Continued)**

##### **Contracts - Fitness Equipment**

Monthly preventative maintenance contract with FitnessPro.

##### **R&M - General (546001-57214)**

Represents repair of carpet, mirrors, doors, fans, remotes.

##### **R&M - Electrical (546020-57214)**

Includes batteries, bulbs, sensors, cords, outside vendor if required

##### **R&M - Equipment (546022-57214)**

Any repairs (including parts and Labor) required to keep all equipment fully operational.

##### **Misc. - Contingency (549900-57214)**

Unanticipated operating expenses.

##### **Supplies - Cleaning and Paper (552083-57214)**

Represents supplies for cleaning material and paper towels.

##### **Non Capitalized New Equipment (564000-57214)**

Purchase of new equipment to includes a treadmill and a HVAC upon service records and age.

#### **Expenditures – Parks & Grounds**

*This department includes general maintenance, repair and supplies required for the upkeep of the Rosemary White Playground and Gazebo Park (including picnic tables, trash cans, benches, grills and playground equipment), as well as of the pavilion (including restrooms) and the picnic grounds located between the lodge and the swimming pool.*

**Budget Narrative**

Fiscal Year 2017

**Expenditures – Parks & Grounds (continued)****Payroll - Maintenance (512006-57240)**

Compensation of one part time Buildings and Grounds Manager (25%).

**Payroll - Administrative (512009-57240)**

Compensation of one full time CDD Manager (2.5%).

**FICA Taxes (521001-57240)**

This represents the cost for payroll tax for one part time Buildings and Grounds Manger.

**Contracts - Janitorial Services (534026-57214)**

Quality Flooring, which does twice a week cleaning the gazebos.

**R&M - General (546001-57240)**

Represents repair of slides, swings, picnic table, gazebos.

**R&M - Backflow Inspections (546459-57214)**

Represents the inspections of the backflows from the water/waste lines.

**R&M - Electrical (564020-57214)**

Includes batteries, bulbs, sensors, cords, outside vendor if required.

**R&M - Irrigation (546041-57214)**

Represents repairs to the irrigation system.

**Misc. - Contingency (549900-57214)**

This provides funds for Park &amp; Grounds operating expenditures that may not have been anticipated in the budget.

**Supplies - Cleaning and Paper (552083-57214)**

Represents supplies for cleaning material and paper towels.

**Non Capitalized New Equipment (564120-57214)**

Represents composite picnic tables for playground and seven fans for pavilion.

**Piney-Z**

Community Development District

*General Fund*

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**Budget Narrative**

Fiscal Year 2017

**Expenditures – Parks & Grounds (continued)**

**Reserves - Parks (568120-57214)**

Funds to replace gutters for the next 4 years.

**Expenditures – Reserves**

**Reserves - CDD Amenities (568044-58100)**

Unanticipated future repairs and maintenance of the District's amenities.

**Piney-Z**

Community Development District

**Debt Service Budgets**

Fiscal Year 2017

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2017 Modified Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2013	ACTUAL FY 2014	ACTUAL FY 2015	ADOPTED BUDGET FY 2016	ACTUAL THRU MAY-2016	PROJECTED JUN- SEP-2016	TOTAL PROJECTED FY 2016	ANNUAL BUDGET FY 2017
<b>REVENUES</b>								
Interest - Investments	\$ 59	\$ 63	\$ 59	\$ 50	\$ 63	\$ 7	\$ 70	\$ 50
Special Assmnts- Tax Collector	79,195	81,881	79,355	56,000	55,532	468	56,000	55,899
Special Assmnts- Prepayment	-	861	-	-	-	-	-	-
Special Assmnts- Discounts	(2,962)	(3,067)	(2,982)	(2,240)	(2,169)	-	(2,169)	(2,236)
<b>TOTAL REVENUES</b>	<b>76,292</b>	<b>79,738</b>	<b>76,432</b>	<b>53,810</b>	<b>53,426</b>	<b>475</b>	<b>53,901</b>	<b>53,713</b>
<b>EXPENDITURES</b>								
<i>Administrative</i>								
ProfServ-Trustee Fees	2,694	2,694	3,502	3,502	3,098	-	3,098	3,502
Misc-Assessmnt Collection Cost	2,288	2,364	2,291	1,680	1,601	14	1,615	1,677
<b>Total Administrative</b>	<b>4,982</b>	<b>5,058</b>	<b>5,793</b>	<b>5,182</b>	<b>4,699</b>	<b>14</b>	<b>4,713</b>	<b>5,179</b>
<i>Debt Service</i>								
Principal Debt Retirement	50,000	55,000	55,000	60,000	60,000	-	60,000	65,000
Principal Prepayments	-	-	5,000	-	-	-	-	-
Interest Expense	21,000	18,500	15,625	12,750	12,750	-	12,750	9,750
<b>Total Debt Service</b>	<b>71,000</b>	<b>73,500</b>	<b>75,625</b>	<b>72,750</b>	<b>72,750</b>	<b>-</b>	<b>72,750</b>	<b>74,750</b>
<b>TOTAL EXPENDITURES</b>	<b>75,982</b>	<b>78,558</b>	<b>81,418</b>	<b>77,932</b>	<b>77,449</b>	<b>14</b>	<b>77,463</b>	<b>79,929</b>
Excess (deficiency) of revenues Over (under) expenditures	310	1,180	(4,986)	(24,122)	(24,023)	461	(23,562)	(26,216)
<b>OTHER FINANCING SOURCES (USES)</b>								
Contribution to (Use of) Fund Balance	-	-	-	(24,122)	-	-	-	(26,216)
<b>TOTAL OTHER SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(24,122)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(26,216)</b>
Net change in fund balance	310	1,180	(4,986)	(24,122)	(24,023)	461	(23,562)	(26,216)
<b>FUND BALANCE, BEGINNING</b>	<b>98,368</b>	<b>98,678</b>	<b>99,858</b>	<b>94,872</b>	<b>94,872</b>	<b>-</b>	<b>94,872</b>	<b>71,310</b>
<b>FUND BALANCE, ENDING</b>	<b>\$ 98,678</b>	<b>\$ 99,858</b>	<b>\$ 94,872</b>	<b>\$ 70,750</b>	<b>\$ 70,849</b>	<b>\$ 461</b>	<b>\$ 71,310</b>	<b>\$ 45,094</b>

## SERIES 2002 CAPITAL IMPROVEMENT REVENUE BONDS

**AMORTIZATION SCHEDULE**

<b>DATE</b>	<b>BALANCE</b>	<b>RATE</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>TOTAL</b>
11/01/16	\$195,000	5.00%		\$4,875	
05/01/17	\$195,000	5.00%	\$65,000	\$4,875	\$74,750
11/01/17	\$130,000	5.00%		\$3,250	
05/01/18	\$130,000	5.00%	\$65,000	\$3,250	\$71,500
11/01/18	\$65,000	5.00%		\$1,625	
05/01/19	\$65,000	5.00%	\$65,000	\$1,625	\$68,250
Total			\$195,000	\$19,500	\$214,500



**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2017 Modified Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2013	ACTUAL FY 2014	ACTUAL FY 2015	ADOPTED BUDGET FY 2016	ACTUAL	PROJECTED	TOTAL	ANNUAL
					THRU MAY-2016	JUN- SEP-2016	PROJECTED FY 2016	BUDGET FY 2017
<b>REVENUES</b>								
Interest - Investments	\$ 109	\$ 111	\$ 97	\$ 50	\$ 131	\$ 19	\$ 150	\$ 100
Special Assmnts- Tax Collector	227,306	227,306	214,130	214,130	212,708	1,422	214,130	214,130
Special Assmnts- Prepayment	-	54,490	-	-	-	-	-	-
Special Assmnts- Discounts	(8,503)	(8,513)	(8,047)	(8,565)	(8,308)	-	(8,308)	(8,565)
<b>TOTAL REVENUES</b>	<b>218,912</b>	<b>273,394</b>	<b>206,180</b>	<b>205,615</b>	<b>204,531</b>	<b>1,441</b>	<b>205,972</b>	<b>205,665</b>
<b>EXPENDITURES</b>								
<i>Administrative</i>								
ProfServ-Dissemination Agent	1,000	1,000	1,000	1,000	1,000	-	1,000	1,000
ProfServ-Trustee Fees	3,763	3,771	4,903	4,903	4,337	-	4,337	4,400
Misc-Assessmnt Collection Cost	6,567	6,564	6,182	6,424	6,132	43	6,175	6,424
<b>Total Administrative</b>	<b>11,330</b>	<b>11,335</b>	<b>12,085</b>	<b>12,327</b>	<b>11,469</b>	<b>43</b>	<b>11,512</b>	<b>11,824</b>
<i>Debt Service</i>								
Principal Debt Retirement	160,000	165,000	170,000	180,000	180,000	-	180,000	175,000
Principal Prepayments	-	-	55,000	-	-	-	-	-
Interest Expense	52,138	46,138	38,781	30,388	30,388	-	30,388	22,738
<b>Total Debt Service</b>	<b>212,138</b>	<b>211,138</b>	<b>263,781</b>	<b>210,388</b>	<b>210,388</b>	<b>-</b>	<b>210,388</b>	<b>197,738</b>
<b>TOTAL EXPENDITURES</b>	<b>223,468</b>	<b>222,473</b>	<b>275,866</b>	<b>222,715</b>	<b>221,857</b>	<b>43</b>	<b>221,900</b>	<b>209,562</b>
Excess (deficiency) of revenues Over (under) expenditures	(4,556)	50,921	(69,686)	(17,100)	(17,326)	1,398	(15,928)	(3,897)
<b>OTHER FINANCING SOURCES (USES)</b>								
Contribution to (Use of) Fund Balance	-	-	-	(17,100)	-	-	-	(3,897)
<b>TOTAL OTHER SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(17,100)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(3,897)</b>
Net change in fund balance	(4,556)	50,921	(69,686)	(17,100)	(17,326)	1,398	(15,928)	(3,897)
<b>FUND BALANCE, BEGINNING</b>	<b>166,553</b>	<b>161,997</b>	<b>212,918</b>	<b>143,232</b>	<b>143,232</b>	<b>-</b>	<b>143,232</b>	<b>127,304</b>
<b>FUND BALANCE, ENDING</b>	<b>\$ 161,997</b>	<b>\$ 212,918</b>	<b>\$ 143,232</b>	<b>\$ 126,132</b>	<b>\$ 125,906</b>	<b>\$ 1,398</b>	<b>\$ 127,304</b>	<b>\$ 123,407</b>

## SERIES 2008 CAPITAL IMPROVEMENT REVENUE BONDS

**AMORTIZATION SCHEDULE**

<b>DATE</b>	<b>BALANCE</b>	<b>RATE</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>TOTAL</b>
11/01/16	\$535,000	4.25%		\$11,369	
05/01/17	\$535,000	4.25%	\$175,000	\$11,369	\$197,738
11/01/17	\$360,000	4.25%		\$7,650	
05/01/18	\$360,000	4.25%	\$175,000	\$7,650	\$190,300
11/01/18	\$185,000	4.25%		\$3,931	
05/01/19	\$185,000	4.25%	\$185,000	\$3,931	\$192,863
Total			\$535,000	\$45,900	\$580,900

**Budget Narrative**

Fiscal Year 2017

**REVENUES**

**Interest-Investments**

The District earns interest income on their trust accounts with US Bank.

**Special Assessments - Tax Collector**

The District will levy a Non-Ad Valorem assessment on all the assessable property within the District in order to pay for the debt service expenditures during the Fiscal Year.

**Special Assessment - Discounts**

Per Section 197.162, Florida Statutes, discounts are allowed for early payments. The budgeted amount for the fiscal year is calculated at 4% of the Non-Ad Valorem assessments.

**EXPENDITURES**

**Expenditures - Administrative**

**Professional Services - Trustee**

The District issued the 2002 Series and Series 2008 Capital Improvement Revenue Bonds that are deposited with a Trustee to handle all trustee matters. The annual trustee fee is based on standard fees charged plus any out-of-pocket expenses.

**Professional Services - Dissemination Agent**

The District is required by the Securities and Exchange Commission to comply with rule 15c2-12(b)-(5), which relates to additional reporting requirements for unrelated bond issues. The budgeted amount for the fiscal year is based on standard fees charged for this service.

**Misc. - Assessment Collection Cost**

The District reimburses the Leon County Tax Collector for necessary administrative costs. Per the Florida Statutes, administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The District also compensates the Tax Collector for the actual cost of collection or 3% on the amount of special assessments collected and remitted, whichever is greater. The FY2017 budget for collection costs is based on a maximum of 3% of the anticipated assessment collections.

**Budget Narrative**

Fiscal Year 2017

**Expenditures – Debt Service**

**Principal Debt Retirement**

The District pays regular principal payments annually in order to pay down/retire the debt.

**Interest Expense**

The District pays interest expense on the debt twice during the year.

## **Piney-Z**

Community Development District

### **Supporting Budget Schedules**

Fiscal Year 2017

**Comparison of Non-Ad Valorem Assessment Rates  
Fiscal Year 2017 vs Fiscal Year 2016  
Assess at a Reduced Rate to Eliminate Refund Due to Owners for Series 2002 Bonds**

Assessments Per Unit													
LOT SIZE	# OF UNITS	General Fund			Debt Service Series 2008			Debt Service Series 2002 (Amenity)			Total		
		FY2017	FY2016	Percent Change	FY2017	FY2016	Percent Change	FY2017	FY2016	Percent Change	FY2017	FY2016	Percent Change
36	28	\$522.79	\$522.79	0.00%	\$196.00	\$196.00	0.00%	\$47.90	\$47.90	0.00%	\$766.69	\$766.69	0.00%
40	104	\$522.79	\$522.79	0.00%	\$217.78	\$217.78	0.00%	\$53.75	\$53.75	0.00%	\$794.32	\$794.32	0.00%
50	291	\$522.79	\$522.79	0.00%	\$298.85	\$298.85	0.00%	\$66.53	\$66.53	0.00%	\$888.17	\$888.17	0.00%
60	62	\$522.79	\$522.79	0.00%	\$298.85	\$298.85	0.00%	\$79.83	\$79.83	0.00%	\$901.47	\$901.47	0.00%
75	183	\$522.79	\$522.79	0.00%	\$408.34	\$408.34	0.00%	\$99.79	\$99.79	0.00%	\$1,030.92	\$1,030.92	0.00%
90	67	\$522.79	\$522.79	0.00%	\$490.00	\$490.00	0.00%	\$123.61	\$123.61	0.00%	\$1,136.40	\$1,136.40	0.00%
65	8	\$522.79	\$522.79	0.00%	\$304.90	\$304.90	0.00%	\$0.00	\$0.00	n/a	\$827.69	\$827.69	0.00%
50 gar	12	\$522.79	\$522.79	0.00%	\$304.90	\$304.90	0.00%	\$9.08	\$9.08	0.00%	\$836.77	\$836.77	0.00%
	<b>755</b>												