

**PINEY-Z COMMUNITY
DEVELOPMENT DISTRICT**

APRIL 24, 2017

AGENDA PACKAGE

Piney-Z Community Development District
Severn Trent Services, Management Services Division
 210 North University Drive, Suite 702 • Coral Springs, Florida 33071
 Telephone: (954) 753-5841 • Fax: (954) 345-1292

April 17, 2017

Board of Supervisors
 Piney-Z Community Development District

Dear Board Members:

On Monday, April 24, 2017 the Board of Supervisors of the Piney-Z Community Development District will hold a workshop at 3:30 p.m. followed by a regular meeting at 6:30 p.m. at the Piney-Z Plantation Lodge, 950 Piney-Z Plantation Road, Tallahassee, Florida. Following is the advance agenda for the workshop and meeting:

Workshop: 3:30 p.m.

- 1. Roll Call**
- 2. Pledge of Allegiance**
- 3. Audience Comments**
- 4. FY 2018 Budget**
- 5. Adjournment**

Regular Meeting: 6:30 p.m.

- 1. Roll Call**
- 2. Pledge of Allegiance**
- 3. Audience Comments & Supervisor Response(s)**
- 4. Approval of the Minutes of the March 20, 2017 Meeting**
- 5. Acceptance of the March Financial Statements and Approval of the Check Register and Invoices**
- 6. CDD Manager's Report**
 - A. Piney-Z CDD Amenities and Management (Fitness Center, Lodge, Pavilion, Playground, Pool, Grounds)
- 7. District Manager's Report**
- 8. District Attorney's Report**
 - A. Warranty Deeds and Slice of Land Update
- 9. Discussion of Proposed Budget for FY 2018**
 - A. Consideration of Resolution 2017-3 Approving the Tentative Budget and Setting the Public Hearing
- 10. Old Business**
 - A. Discussion of Amenity Rules
- 11. Supervisor Requests**
 - A. Revisit Lodge Rates (Supervisor Kirby)
 - i. Monday - Thursday (Off Peak Pricing)
 - B. Food Trucks Discussion (Supervisor Kirby)
- 12. Adjournment**

Any additional supporting materials we have received for the items listed above are enclosed. Others may be distributed under separate cover. The balance of the agenda is routine in nature. If you have any questions, please give me a call at (813) 991-1116, extension 105.

Piney-Z CDD
April 17, 2017

Sincerely,

Bob Nanni/ms
District Manager

cc: Christopher Lyon Melinda Parker Bob Reid

Fourth Order of Business

**MINUTES OF MEETING
PINEY-Z
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Piney-Z Community Development District was held Monday, March 20, 2017 at 6:30 p.m. at the Piney-Z Plantation Lodge, 950 Piney-Z Plantation Road, Tallahassee, Florida.

Present and constituting a quorum were:

Gerry Cashin	Chairperson
Cheryl Hudson	Vice Chairman
Michael Lee	Assistant Secretary
Art Kirby	Assistant Secretary
Ann Pincus	Assistant Secretary

Also present were:

Bob Nanni	District Manager / Secretary
Chris Lyon	District Attorney
Melinda Parker	CDD Manager
Rick Evans	Building & Grounds Manager
Residents	

The following is a summary of the discussions and actions taken at the March 20, 2017 Piney-Z Community Development District's Board of Supervisors Meeting.

FIRST ORDER OF BUSINESS

Roll Call

Ms. Cashin called the meeting to order at 6:30 p.m. and Mr. Nanni called the roll.

SECOND ORDER OF BUSINESS

Pledge of Allegiance

The Pledge of Allegiance was recited.

- Ms. Cashin noted the next meeting is scheduled for April 24, 2017 with a workshop scheduled at 3:30 p.m. The topic for the workshop will be the FY 2018 budget.

THIRD ORDER OF BUSINESS

Audience Comments

- Mr. Kirsten addressed holding supervisors responsible for decisions made in the past. A handout was provided, a copy of which is incorporated hereby.

FOURTH ORDER OF BUSINESS

**Approval of the Minutes of the
February 20, 2017 Workshop and
Meeting**

Ms. Hudson MOVED to approve the February 20, 2017 workshop and meeting minutes and Ms. Pincus seconded the motion.

- Mr. Lee noted he does not have the workshop minutes.

The motion was approved with votes as follows:

Cheryl Hudson - Aye

Ann Pincus - Aye

Michael Lee – Nay

Art Kirby - Aye

Gerry Cashin - Aye

FIFTH ORDER OF BUSINESS

**Acceptance of the February
Financial Statements and
Approval of the Check Register
and Invoices**

Ms. Hudson MOVED to approve the February financials and Ms. Pincus seconded the motion.

The motion was approved with votes as follows:

Cheryl Hudson - Aye

Ann Pincus - Aye

Michael Lee – Aye

Art Kirby - Aye

Gerry Cashin - Aye

SIXTH ORDER OF BUSINESS

CDD Manager's Report

**A. Piney-Z CDD Amenities and Management (Fitness Center, Lodge,
Pavilion, Playground, Pool, Grounds, Staffing and Administrative)**

- Ms. Parker reviewed the CDD Manager's Report.
- They are exploring restrapping some of the furniture rather than purchasing new.

B. 2017 Pool Season Schedule

- Ms. Parker noted the pool schedule replicates the 2016 pool season.

- Opening on April 22nd and closing on October 8th.

Ms. Pincus MOVED to approve the 2017 pool season schedule and Ms. Hudson seconded the motion.

- Ms. Cashin inquired if this is when the pool will be open with lifeguards?
 - Ms. Parker noted between April 22nd and Memorial Day it will be open on weekends only with lifeguards.
 - Adult swim will start the day after Memorial Day [May 30th].
- Discussion followed on opening the pool earlier for adult swim.
- Ms. Cashin requested a friendly amendment to include opening the pool on May 8th for adult swim ending when the pool closes on October 8th.
 - Ms. Pincus noted she would accept it for May 15th.
- Ms. Jennifer Sullivan asked what the pool hours would be.
 - Ms. Cashin responded adult swim begins at 6:00 a.m. until 8:30 p.m.
- Ms. Sullivan inquired if there are lifeguards on the weekends?
 - Ms. Cashin responded there are lifeguards from 10:00 a.m. to 8:30 p.m.
- Mr. Kirby inquired what the rules state about anyone under 18 during adult swim.
 - Ms. Cashin responded it is only for adults over 18.
 - Discussion followed on adult swim.

The motion was approved, as amended for adult swim beginning on May 15, 2017 from 6:00 a.m. to 8:30 p.m. and ending with the pool closing October 8, 2017, with votes as follows:

Cheryl Hudson - Aye

Ann Pincus - Aye

Michael Lee – Aye

Art Kirby - Nay

Gerry Cashin - Aye

D. Additional Insurance Coverage

- Ms. Parker reported they can correct the insurance deficiencies addressed at the last meeting for \$187 or less.

On MOTION by Mr. Kirby seconded by Ms. Pincus the additional insurance at a cost not to exceed \$200. The motion was approved with votes as follows:

Cheryl Hudson - Aye

Ann Pincus - Aye

Michael Lee – Aye

Art Kirby - Aye

Gerry Cashin - Aye

The record will reflect Mr. Lyon joined the meeting.

E. Assignment of “Reserve Contribution” Amount

- Ms. Parker addressed the reserve contribution for maintenance of the Lodge or a general amenity reserve. She requested it be set at \$4,503.76.

Ms. Pincus MOVED to assign \$4,503.76 to reserve contributions and Mr. Kirby seconded the motion.

- Mr. Lee addressed assigning it to reserves noting it is not earmarked for the Lodge or any particular amenity. It is just being moved to the financial category.
 - Discussion followed on it being general reserves.
- Ms. Hudson inquired if the fund usually goes into the budget as a regular budgeted item or is this separate from the rental fees.
 - Ms. Parker responded it is from rental fees. We assign costs from the rental fees and at the end there is a pot of income for wear and tear on the building.

The motion was approved with votes as follows:

Cheryl Hudson - Aye

Ann Pincus - Aye

Michael Lee – Aye

Art Kirby - Aye

Gerry Cashin - Aye

*** Pavilion Request**

- Ms. Parker reported there is a request to use the pavilion on Saturday mornings from 8:00 a.m. to 9:00 a.m. for a yoga class.
 - Discussion followed on rental fees and exercise classes.

On MOTION by Mr. Kirby and seconded by Ms. Pincus to discuss the possible amendment of the amenity rules was approved with votes as follows:

Cheryl Hudson - Aye

Ann Pincus - Aye

Michael Lee – Aye

Art Kirby - Aye

Gerry Cashin - Aye

- Discussion followed on the request with it being noted they do not charge the resident led exercise classes in the Lodge.
- Mr. Kirby noted the pavilion is open air and they send the guest from the pool to use the facilities there. If they are going to rent the pavilion exclusively to a function that would be one thing. If the person teaching yoga wants to hold a class and has no problems with non-exclusivity then there is not an issue. The rule would be clarified if they are talking about exclusive use of the pavilion.
- Mr. Lyon noted if they are granting someone the use of the Lodge free of charge they should consider granting the same to the pavilion. He agrees with Mr. Kirby that it would not be exclusive use of the pavilion and if someone does want to rent it for exclusive use the paying rental has precedence.
- Mr. Lee inquired if it is a resident making the request and if it is for residents only?
 - Ms. Parker responded they will have an instructor. She does not know if it is for residents only or if they are paying the instructor.
 - Discussion continued on the exercise classes.

Mr. Kirby MOVED that agenda item 10.A. be moved up on the agenda for discussion.

- Mr. Lee addressed activities requiring expenses versus those which do not. The yoga could be done in the park or playground and seems more like a polite request.

Mr. Kirby withdrew the motion.

- Discussion followed on the use of facilities by small groups for no charge.
- Mr. Lee addressed the need for a community value for the amenities noting his recommendation would be to more open with the amenities and not less.

Mr. Kirby MOVED to approve the request for the yoga class one time per week and scheduling a hearing to amend the amenity rules permanently and Ms. Pincus seconded the motion.

- Mr. Lee noted his recommendation would be not to that. Can they not acknowledge that the request was made so it does not become a CDD condoned event. The CDD is not a sponsor of it. They will need to understand if something were to happen they will have to relocate.

Ms. Pincus withdrew the second to the motion.

The prior motion died for lack of a second.

- The consensus is to allow the request.

C. Additional Budget Line Items

- Ms. Parker outlined the FY 2018 O&M budget.

Mr. Kirby MOVED to accept the FY 2018 O&M budget addition/changes as presented and Ms. Pincus seconded the motion.

- Discussion followed on the proposed changes to contracts.

- Mr. Lee addressed summarizing the items expensed over several categories in the narratives and requested a friendly amendment for the same.

Mr. Kirby and Ms. Pincus accepted the friendly amendment.

The motion, as amended to include summarizing the items expensed over several categories be included in the budget narrative, was approved with votes as follows:

Cheryl Hudson - Aye
Ann Pincus - Aye
Michael Lee – Aye
Art Kirby - Aye
Gerry Cashin - Aye

- Move \$7,000 asphalt reserve from Parks/Rec/FY 2017 to Park/Grounds.

On MOTION by Ms. Hudson seconded by Ms. Pincus, to move the \$7,000 asphalt reserve from Parks/Rec to Park/Grounds for FY 2017, was approved with votes as follows: .

Cheryl Hudson - Aye
Ann Pincus - Aye
Michael Lee – Aye
Art Kirby - Aye
Gerry Cashin - Aye

F. Budget Overview

- Ms. Parker reviewed the FY 2018 budget.
 - \$25,000 reduction in the Piney-Z Land Company settlement income.
 - \$27,000 reserve included for repair of the pool shell and tile.
 - Line number is respective narrative.
 - \$3,750 reserve for replacement of pavilion gutters.
 - The Chair has recommended a 2% merit increase for staff.
 - Ms. Parker is recommending a 3% increase for the Buildings and Grounds Manager owing to his assumption of responsibility for two tasks formerly handled by outside vendors - operation of the pool and the access control system.

- Discussion followed on the draft budget being \$10,160 over assumed flat assessments. The preliminary budget will be presented for the April 24, 2017 workshop and meeting.
- Discussion followed on assessment levels for the past several years.
- Mr. Kirby addressed the District working off a zero margin for nearly a decade so if there is ever a question of whether this Board has worked as a fiscally responsible Board 3% over seven years does not cover inflation.
- Mr. Lee addressed administrative numbers varying greatly while the overall budget goal has been to try not to increase assessments that is not to say the money allocated within the budget has not been spent differently in different fiscal years.
- Ms. Cashin addressed the improvements to the facilities.

SEVENTH ORDER OF BUSINESS

District Manager's Report

A. Board Disclaimer of Minutes

- Mr. Nanni addressed meeting minutes and whether audience comments are a reflection of Board thinking. A district, in an effort to clarify audience comments, has begun including a disclaimer at the end of minutes which basically states audience comments do not necessarily reflect on the opinions or actions of the Board.
- Mr. Nanni will provide the disclaimer to Mr. Lyon.

EIGHTH ORDER OF BUSINESS

District Attorney's Report

A. Warranty Deeds and Slice of Land Update

- Mr. Lyon reported they are continuing to work on cleaning up the deeds to the property noting they are having a hard time getting the developer to sign the documents. Once received this will clean up the first step, the Chair signed an affidavit which cleans up the second step and the third step will be with the HOA.

NINTH ORDER OF BUSINESS

Old Business

- Ms. Cashin addressed the joint meeting that was scheduled for March 25, 2017 with the HOA noting she received an email from the HOA President noting the HOA Board feels it is in their best interest to cancel.

- Discussion followed on the joint meeting for HOA and CDD with Supervisors noting their concern of the community perception of the meeting being cancelled.

Mr. Kirby MOVED to cancel the Joint Meeting scheduled for March 25, 2017 pending further consideration from the HOA and Ms. Pincus seconded the motion.

- Discussion followed on the HOA, CDD and both being the same community.

The motion was approved with votes as follows:

Cheryl Hudson - Nay
Ann Pincus - Aye
Michael Lee – Nay
Art Kirby - Aye
Gerry Cashin - Aye

TENTH ORDER OF BUSINESS Supervisor Requests

A. Revisit Lodge Rates (Supervisor Kirby)

i. Monday - Thursday (Off Peak Pricing)

- Mr. Kirby addressed Lodge usage/rentals for smaller events.
 - Ms. Cashin addressed a public hearing and notice for amending rules. The amenities rules can be addressed in the fall with the CDD rules.
 - Discussion following on the pros and cons of waiting until the fall with it being suggested the amenities rules be moved to May.
 - Mr. Lyon noted there is a minimum of 29 days for notice requirements.
- Ms. Cashin outlined the items Ms. Parker is suggesting for amenity rules changes.
- Discussion followed on working through the changes prior to noticing a rules public hearing with Mr. Kirby suggesting a workshop for May and scheduling the public hearing for June.
- Discussion followed on scheduling workshops, budget constraints and starting the meetings an hour earlier.
- This item tabled to April.

B. Lodge Online Calendar (Supervisor Kirby)

i. Public Viewing Only versus Online Reservations Request

- Mr. Kirby addressed having an online calendar for amenity reservations.
- Discussion followed on an online calendar.

C. Summer Activities (Supervisor Kirby)

- Mr. Kirby withdrew from discussion at this time.

D. Newsletter (Supervisor Kirby)

- Mr. Kirby addressed getting information out in a different medium and inquired about the cost for bulk mailing would look like.
 - Ms. Parker noted the HOA does a quarterly newsletter and the CDD has been asked to contribute \$600 per year. In the March newsletter, which should have been out March 1, the CDD has a double-sided insert. The cost of the HOA newsletter is \$1,000 to \$1,300 per newsletter some of which may be offset by advertising.
- Discussion continued on newsletters and how to get the message out to the community.
- Discussion followed on whether they have the right tool or right content for the tool.
- A resident of 848 Eagle View Drive, addressed the community noting the concerns are why they have no sidewalks and people speeding making it hard to take a walk. A community meeting on a Saturday needs to have agenda topics it will be covering. If they want community involvement it has to be more community friendly.
- Discussion followed on a rotating schedule for meetings as a way to get more community involvement.
- Discussion followed on sidewalks, speed bumps and setting up radar.
- Discussion returned to a CDD newsletter or direct mailing.
- Ms. Pincus addressed current versus past administrative cost.

ELEVENTH ORDER OF BUSINESS Adjournment

There being no further business,

On MOTION by Mr. Kirby seconded by Ms. Pincus, with all in favor, the meeting was adjourned at 9:00 p.m.

Bob Nanni
Secretary

Geraldine Cashin
Chairperson

Fifth Order of Business

MEMORANDUM



TO: Board of Supervisors
FROM: Tiziana Cessna, District Accountant
CC: Bob Nanni, District Manager / Peter Brill, Accounting Manager
DATE: April 10, 2017
SUBJECT: March Financials

Please find attached the March 2017 financial report. During your review, please keep in mind that the goals for revenues are to meet or exceed the year-to-date budget and for expenditures to be at or below the year-to-date budget. As of March the revenue has a favorable variance due to the allocation of the settlement for FY 2017. Expenditures are at 95% of the year-to-date budget. Should you have any questions or require additional information, please do not hesitate to contact me at Tiziana.Cessna@STServices.com.

General Fund

Total Revenues for the General Fund were at a favorable variance of 109% of the year-to-date budget, due to the insurance settlements of the hurricane and lightning strike damages.

- The YTD Non-Ad Valorem assessments collections are at 97%.
- Settlement - FY2017 portion of the O&M maintenance settlement with Piney-Z Land LLC. Includes lightning strike damages of 9/19/16 and Hurricane Hermine damages of 9/2/16 claims.
- Other Miscellaneous Revenue includes a refund of Insurance premium from 14-15 and 15-16.

Total Expenditures through March were at a favorable 95% of the YTD budget.

- Administration
 - ▶ Insurance - General Liability - Premium was rated lower than expected due to market conditions.
- Park and Recreation - General
 - ▶ R&M-Emergency & Disaster Relief includes cameras lost in lightning strike.
 - ▶ Misc-Information Technology includes website work.
- Swimming Pool
 - ▶ ProfServ-Pool Maintenance - Pool service contract was cancelled.
 - ▶ Non-Capitalized New Equipment includes open air shed for pool pumps, sand filters and new security cameras (balance).
- Park and Grounds
 - ▶ R&M-General represents repair to bar and roof soft wash of pavilion.
 - ▶ R&M-Irrigation repairs of broken pipes.
 - ▶ Misc-Hurricane Expense includes repair to pavilion bar, replacement of main sign, repair to pavilion roof and remove tree stumps and restore area between lodge and pool.

NOTES TO FY 2017 FINANCIALS (TRANSACTIONS RELATED TO FY 2016)

General Fund

- **Settlements (\$28,730.03)**
 - **\$5,270.01, for lightning strike damages of 9-19-16**
 - **\$23,460.02, for Hurricane Hermine damages of 9-2-16**
- **Expenditures (\$21,294.83)**
 - **Parks and Recreation, General**
 - **R&M General, includes net \$232.00 for cornices**
 - **R&M Emergency & Disaster Relief, includes \$3,750.00 for cameras lost in 9-19-16 lightning strike**
 - **Misc-Information Technology, includes \$600 for website re-organization**
 - **Non- capitalized new equipment, includes \$4,286.80 for balance owed on new access control/cameras contract**
 - **Swimming Pool**
 - **Non-capitalized new equipment, includes \$2,121.83 for open air shed for pool pumps and sand filters**
 - **Park and Grounds**
 - **Misc-Hurricane Hermine expenses include:**
 - **Miscellaneous pavilion repairs, \$750**
 - **Replacement of main sign, \$500**
 - **Repair of pavilion roof, \$8,391.20**
 - **Removal of tree stumps and restoration of area between lodge and pool, \$663.00**

PINEY-Z
Community Development District

Financial Report

March 31, 2017

Prepared by



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**Piney-Z
Community Development District**

Financial Statements

(Unaudited)

March 31, 2017

Balance Sheet
March 31, 2017

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2002 DEBT SERVICE FUND	SERIES 2008 DEBT SERVICE FUND	TOTAL
<u>ASSETS</u>				
Cash - Checking Account	\$ 42,736	\$ -	\$ -	\$ 42,736
Cash On Hand/Petty Cash	89	-	-	89
Due From Other Funds	2,853	307	-	3,160
Investments:				
Money Market Account	456,645	-	-	456,645
Prepayment Account	-	3,000	1	3,001
Redemption Fund	-	647	-	647
Reserve Fund	-	9,750	-	9,750
Revenue Fund	-	98,470	309,349	407,819
Prepaid Items	293	-	-	293
TOTAL ASSETS	\$ 502,616	\$ 112,174	\$ 309,350	\$ 924,140
<u>LIABILITIES</u>				
Accounts Payable	\$ 5,748	\$ -	\$ -	\$ 5,748
Accrued Expenses	8,047	-	-	8,047
Unearned Revenue	16,961	-	-	16,961
Accrued Wages Payable	3,973	-	-	3,973
Accrued Taxes Payable	304	-	-	304
Due To Other Funds	-	-	3,160	3,160
TOTAL LIABILITIES	35,033	-	3,160	38,193

Balance Sheet

March 31, 2017

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2002 DEBT SERVICE FUND	SERIES 2008 DEBT SERVICE FUND	TOTAL
FUND BALANCES				
Nonspendable:				
Prepaid Items	293	-	-	293
Restricted for:				
Debt Service	-	112,174	306,190	418,364
Assigned to:				
Operating Reserves	98,829	-	-	98,829
Reserves - CDD Amenity	79,314	-	-	79,314
Reserves-Lodge	3,525	-	-	3,525
Reserves - Other	16,961	-	-	16,961
Reserves - Parking Lots	7,000	-	-	7,000
Reserves - Park	500	-	-	500
Reserves - Pools	8,500	-	-	8,500
Reserves-Pool Equipment	2,085	-	-	2,085
Reserves-Pool Filters	500	-	-	500
Reserves-Pool Pumps	1,800	-	-	1,800
Unassigned:	248,276	-	-	248,276
TOTAL FUND BALANCES	\$ 467,583	\$ 112,174	\$ 306,190	\$ 885,947
TOTAL LIABILITIES & FUND BALANCES	\$ 502,616	\$ 112,174	\$ 309,350	\$ 924,140

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending March 31, 2017

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>REVENUES</u>				
Interest - Investments	\$ 1,000	\$ 500	\$ 572	\$ 72
Special Assmnts- Tax Collector	394,709	378,920	384,540	5,620
Special Assmnts- Discounts	(15,788)	(15,157)	(15,621)	(464)
Settlements	33,924	33,924	62,654	28,730
Other Miscellaneous Revenues	130	130	664	534
Access Cards	105	90	60	(30)
Pavilion Rental	800	-	-	-
Lodge Rental	13,000	6,350	7,045	695
TOTAL REVENUES	427,880	404,757	439,914	35,157
<u>EXPENDITURES</u>				
<u>Administration</u>				
P/R-Board of Supervisors	12,000	6,000	5,200	800
FICA Taxes	918	459	398	61
ProfServ-Legal Services	25,000	12,500	12,000	500
ProfServ-Mgmt Consulting Serv	54,275	27,138	27,138	-
ProfServ-Special Assessment	4,637	4,637	4,637	-
Auditing Services	3,150	3,150	3,150	-
Postage and Freight	500	250	136	114
Insurance - General Liability	12,053	9,039	7,238	1,801
Printing and Binding	500	250	148	102
Legal Advertising	1,500	250	193	57
Miscellaneous Services	150	75	113	(38)
Misc-Assessmnt Collection Cost	11,841	11,367	11,068	299
Misc-Contingency	550	275	-	275
Office Supplies	250	125	-	125
Annual District Filing Fee	175	175	175	-
Total Administration	127,499	75,690	71,594	4,096
<u>Field</u>				
Contr-Landscape-Amenities Area	12,312	6,156	4,623	1,533
R&M-Trees and Trimming	3,000	1,500	-	1,500
Misc-Contingency	3,500	1,750	922	828
Total Field	18,812	9,406	5,545	3,861

Statement of Revenues, Expenditures and Changes in Fund Balances
 For the Period Ending March 31, 2017

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>Parks and Recreation - General</u>				
Payroll-Maintenance	8,008	4,004	5,066	(1,062)
Payroll-Administrative	48,204	24,102	29,415	(5,313)
FICA Taxes	4,300	2,150	2,638	(488)
Workers' Compensation	2,878	2,158	2,279	(121)
Contracts-Janitorial Services	2,834	1,300	1,446	(146)
Contracts-Security Services	4,202	1,552	931	621
Contracts-Fire Exting. Insp.	350	350	175	175
Contracts-Fire Insp Sprinkler System	300	300	-	300
Communication - Teleph - Field	100	50	100	(50)
Postage and Freight	500	250	-	250
Utility - General	15,218	7,609	7,227	382
Utility - Other	2,490	1,245	1,497	(252)
Electricity - Streetlighting	1,358	679	672	7
Utility - Irrigation	1,700	850	1,312	(462)
Utility - Refuse Removal	1,147	573	552	21
Rental Dumpster	312	156	156	-
R&M-General	7,250	3,625	1,469	2,156
R&M-Electrical	450	225	373	(148)
R&M-Pest Control	858	290	290	-
R&M-Roof	270	-	75	(75)
R&M-Emergency& Disaster Relief	-	-	3,750	(3,750)
R&M-Fire Equipment	200	200	-	200
R&M-Flooring	1,236	618	-	618
R&M-Plumbing	600	300	-	300
R&M-Copier	420	210	49	161
Misc-Contingency	3,750	1,875	600	1,275
Misc-Information Technology	750	375	840	(465)
Misc-Mileage Reimbursement	447	223	168	55
Office Supplies	1,800	900	922	(22)
Supplies-Cleaning & Paper	495	248	109	139
Non-Capitalized New Equipment	2,497	2,497	6,582	(4,085)
Reserves-Lodge	3,525	-	-	-
Reserve - Parking Lot	7,000	-	-	-
Total Parks and Recreation - General	125,449	58,914	68,693	(9,779)

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending March 31, 2017

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>Swimming Pool</u>				
Payroll-Lifeguards	21,353	300	560	(260)
Payroll-Maintenance	6,006	3,003	2,992	11
Payroll-Administrative	9,641	4,820	872	3,948
FICA Taxes	2,831	1,416	338	1,078
ProfServ-Pool Maintenance	6,000	3,000	1,500	1,500
Communication - Teleph - Field	100	50	102	(52)
R&M-General	1,450	725	52	673
R&M-Electrical	300	150	68	82
R&M-Pools	8,100	4,050	225	3,825
Misc-Licenses & Permits	275	-	-	-
Misc-Contingency	4,000	2,000	100	1,900
Op Supplies - Pool Chemicals	4,250	2,130	160	1,970
Non-Capitalized New Equipment	6,000	2,200	2,122	78
Reserve - Pool	8,500	-	-	-
Reserves-Pool Equipment	2,085	-	-	-
Reserves-Pool Filters	500	-	-	-
Reserves-Pool Pumps	1,800	-	-	-
Total Swimming Pool	83,191	23,844	9,091	14,753
<u>Fitness Center</u>				
Payroll-Maintenance	4,004	2,002	380	1,622
Payroll-Administrative	3,214	1,607	367	1,240
FICA Taxes	552	276	57	219
Contracts-Janitorial Services	1,404	650	711	(61)
Contracts-Fitness Equipment	1,200	600	600	-
R&M-General	1,500	750	-	750
R&M-Electrical	300	150	8	142
R&M-Equipment	1,250	625	-	625
Misc-Contingency	1,500	750	-	750
Supplies-Cleaning & Paper	185	92	114	(22)
Non-Capitalized New Equipment	10,629	-	-	-
Total Fitness Center	25,738	7,502	2,237	5,265

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending March 31, 2017

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>Park & Grounds</u>				
Payroll-Maintenance	22,022	11,011	11,330	(319)
Payroll-Administrative	3,213	1,606	626	980
FICA Taxes	1,930	965	915	50
Contracts-Janitorial Services	962	650	293	357
R&M-General	1,355	678	1,215	(537)
R&M-Electrical	250	125	240	(115)
R&M-Irrigation	300	150	1,244	(1,094)
R&M-Backflow Inspection	255	255	-	255
Misc-Hurricane Expense	-	-	10,304	(10,304)
Misc-Contingency	4,000	2,000	81	1,919
Supplies-Cleaning & Paper	150	75	38	37
Non-Capitalized New Equipment	3,600	-	-	-
Reserve - Parks	500	-	-	-
Total Park & Grounds	38,537	17,515	26,286	(8,771)
<u>Reserves</u>				
Reserve - CDD Amenity	8,654	-	-	-
Total Reserves	8,654	-	-	-
TOTAL EXPENDITURES & RESERVES	427,880	192,871	183,446	9,425
Excess (deficiency) of revenues				
Over (under) expenditures	-	211,886	256,468	44,582
Net change in fund balance	\$ -	\$ 211,886	\$ 256,468	\$ 44,582
FUND BALANCE, BEGINNING (OCT 1, 2016)	211,115	211,115	211,115	
FUND BALANCE, ENDING	\$ 211,115	\$ 423,001	\$ 467,583	

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending March 31, 2017

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>REVENUES</u>				
Interest - Investments	\$ 50	\$ 25	\$ 51	\$ 26
Special Assmnts- Tax Collector	55,899	53,663	54,463	800
Special Assmnts- Discounts	(2,236)	(2,147)	(2,212)	(65)
TOTAL REVENUES	53,713	51,541	52,302	761
<u>EXPENDITURES</u>				
<u>Administration</u>				
ProfServ-Trustee Fees	3,502	-	-	-
Misc-Assessmnt Collection Cost	1,677	1,611	1,568	43
Total Administration	5,179	1,611	1,568	43
<u>Debt Service</u>				
Principal Debt Retirement	65,000	-	-	-
Principal Prepayments	-	-	5,000	(5,000)
Interest Expense	9,750	4,875	4,875	-
Total Debt Service	74,750	4,875	9,875	(5,000)
TOTAL EXPENDITURES	79,929	6,486	11,443	(4,957)
Excess (deficiency) of revenues				
Over (under) expenditures	(26,216)	45,055	40,859	(4,196)
<u>OTHER FINANCING SOURCES (USES)</u>				
Contribution to (Use of) Fund Balance	(26,216)	-	-	-
TOTAL FINANCING SOURCES (USES)	(26,216)	-	-	-
Net change in fund balance	\$ (26,216)	\$ 45,055	\$ 40,859	\$ (4,196)
FUND BALANCE, BEGINNING (OCT 1, 2016)	71,315	71,315	71,315	
FUND BALANCE, ENDING	\$ 45,099	\$ 116,370	\$ 112,174	

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending March 31, 2017

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>REVENUES</u>				
Interest - Investments	\$ 100	\$ 50	\$ 120	\$ 70
Special Assmnts- Tax Collector	214,130	205,565	208,615	3,050
Special Assmnts- Discounts	(8,565)	(8,223)	(8,474)	(251)
TOTAL REVENUES	205,665	197,392	200,261	2,869
<u>EXPENDITURES</u>				
<u>Administration</u>				
ProfServ-Dissemination Agent	1,000	1,000	-	1,000
ProfServ-Trustee Fees	4,400	-	4,337	(4,337)
Misc-Assessmnt Collection Cost	6,424	6,167	6,004	163
Total Administration	11,824	7,167	10,341	(3,174)
<u>Debt Service</u>				
Principal Debt Retirement	175,000	-	-	-
Interest Expense	22,738	11,369	11,369	-
Total Debt Service	197,738	11,369	11,369	-
TOTAL EXPENDITURES	209,562	18,536	21,710	(3,174)
Excess (deficiency) of revenues Over (under) expenditures	(3,897)	178,856	178,551	(305)
<u>OTHER FINANCING SOURCES (USES)</u>				
Contribution to (Use of) Fund Balance	(3,897)	-	-	-
TOTAL FINANCING SOURCES (USES)	(3,897)	-	-	-
Net change in fund balance	\$ (3,897)	\$ 178,856	\$ 178,551	\$ (305)
FUND BALANCE, BEGINNING (OCT 1, 2016)	127,639	127,639	127,639	
FUND BALANCE, ENDING	\$ 123,742	\$ 306,495	\$ 306,190	

PINEY-Z
Community Development District

Supporting Schedules

March 31, 2017

**Non-Ad Valorem Special Assessments - Leon County Tax Collector
(Monthly Assessment Collection Distributions)
For the Fiscal Year Ending September 30, 2017**

					Allocation by Fund		
Date Received	Net Amount Received	Discount / (Penalties) Amount	Collection Cost	Gross Amount	General Fund	Series 2002 Debt Service Fund	Series 2008 Debt Service Fund
ASSESSMENTS LEVIED FY2017				\$ 664,739	\$ 394,706	\$ 55,903	\$ 214,130
Allocation %				100%	59%	8%	32%
11/18/16	\$ 6,928	\$ 376	\$ 214	\$ 7,518	\$ 4,464	\$ 632	\$ 2,422
11/14/16	64,084	3,477	1,982	69,543	41,293	5,848	22,402
12/12/16	475,269	20,415	14,699	510,383	303,054	42,922	164,408
12/27/16	38,121	1,638	1,179	40,938	24,308	3,443	13,187
01/16/17	5,162	165	160	5,486	3,258	461	1,767
02/07/17	9,455	199	292	9,947	5,906	836	3,204
03/10/17	3,653	38	113	3,804	2,259	320	1,225
TOTAL	\$ 602,672	\$ 26,307	\$ 18,639	\$ 647,618	\$ 384,540	\$ 54,463	\$ 208,615
% COLLECTED					97%	97%	97%
TOTAL OUTSTANDING				\$ 17,121	\$ 10,166	\$ 1,440	\$ 5,515

Cash and Investment Report

March 31, 2017

<u>Account Name</u>	<u>Bank Name</u>	<u>Investment Type</u>	<u>Yield</u>	<u>Balance</u>
GENERAL FUND				
Operating Checking Account	BB&T	Business checking	0.00%	\$42,736
Petty Cash	Petty Cash	Cash	0.00%	\$89
Public Funds Money Market Account	Stonegate Bank	Money Market Account	0.40%	\$456,645
			Subtotal	<u>\$499,470</u>
DEBT SERVICE FUNDS				
Series 2002 Prepayment account	US Bank	Government Obligation Fund	0.00%	\$3,000
Series 2002 Redemption Account	US Bank	Government Obligation Fund	0.00%	\$647
Series 2002 Reserve Account (1)	US Bank	US Bank Money Market	0.10%	\$9,750
Series 2002 Revenue Account	US Bank	Open-ended Commercial Paper	0.05%	\$98,470
Series 2008 Prepayment account	US Bank	Government Obligation Fund	0.00%	\$1
Series 2008 Revenue Account	US Bank	Open-ended Commercial Paper	0.05%	\$309,349
			Subtotal	<u>\$421,217</u>
			Total	<u><u>\$920,687</u></u>

Piney-Z CDD

Bank Reconciliation

33

Bank Account No. 2471 BB&T - GF
Statement No. 2017-03
Statement Date 3/31/2017

G/L Balance (LCY)	42,736.19	Statement Balance	43,345.62
G/L Balance	42,736.19	Outstanding Deposits	0.00
Positive Adjustments	0.00		
		Subtotal	43,345.62
Subtotal	42,736.19	Outstanding Checks	609.43
Negative Adjustments	0.00	Differences	0.00
Ending G/L Balance	42,736.19	Ending Balance	42,736.19
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
Outstanding Checks						
3/3/2017	Payment	56711	RICK EVANS	35.15	0.00	35.15
3/23/2017	Payment	56730	QUALITY FLOOR CLEANING, LLC	400.00	0.00	400.00
3/24/2017	Payment	56732	CHERYL M. HUDSON	174.28	0.00	174.28
Total Outstanding Checks.....				609.43		609.43

PINEY-Z COMMUNITY DEVELOPMENT DISTRICT

Payment Register by Bank Account

For the Period from 3/1/17 to 3/31/17

(Sorted by Check / ACH No.)

Pymt Type	Check / ACH No.	Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	GL Account #	Amount Paid
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BB&T - GF - (ACCT# XXXXX2471)

Check	56709	03/03/17	Vendor	BRIAN PESCHL	22511	PEST CONTROL	R&M-Pest Control	001-546070-57201	\$145.00
Check	56710	03/03/17	Vendor	CAPITAL SECURITY AND	73110	SECURITY MONITORING JAN-MAR	Contracts-Security Services	001-534037-57201	\$195.00
Check	56710	03/03/17	Vendor	CAPITAL SECURITY AND	73109	LANYARD KEY CARDS	Contracts-Security Services	001-534037-57201	\$44.00
Check	56711	03/03/17	Vendor	RICK EVANS	FEB2016	MILEAGE REIMBURSEMENT FEB 2017	Misc-Mileage Reimbursement	001-549951-57201	\$35.15
Check	56712	03/03/17	Vendor	S & R LANDSCAPING, LLC	0932	LANDSCAPE MAINT FEB 2017	Contr-Landscape-Amenities Area	001-534053-53901	\$603.00
Check	56713	03/03/17	Vendor	S & R LANDSCAPING, LLC	0931	GAZEBO TRIMMING	Misc-Contingency	001-549900-53901	\$201.00
Check	56714	03/03/17	Vendor	SEVERN TRENT ENVIRONMENTAL SERVICES, INC.	17634A	MANAGEMENT FEES FEB 2017	ProfServ-Mgmt Consulting Serv	001-531027-51201	\$4,522.92
Check	56714	03/03/17	Vendor	SEVERN TRENT ENVIRONMENTAL SERVICES, INC.	17634A	MANAGEMENT FEES FEB 2017	Postage and Freight	001-541006-51301	\$25.86
Check	56714	03/03/17	Vendor	SEVERN TRENT ENVIRONMENTAL SERVICES, INC.	17634A	MANAGEMENT FEES FEB 2017	Printing and Binding	001-547001-51301	\$26.80
Check	56715	03/03/17	Vendor	COMCAST	021417	Service 2/25-3/24	Communication - Teleph - Field	001-541005-57201	\$265.62
Check	56716	03/06/17	Vendor	LEWIS LONGMAN, & WALKER, P.A.	MCL-117504	***Validated Voided***			\$0.00
Check	56717	03/06/17	Vendor	LEWIS LONGMAN, & WALKER, P.A.	MCL-117504	LEGAL SERVICES JAN 2017	ProfServ-Legal Services	001-531023-51401	\$2,000.00
Check	56718	03/13/17	Employee	HAMPTON G. TARDIF	PAYROLL	March 13, 2017 Payroll Posting			\$33.25
Check	56719	03/14/17	Vendor	BB&T	022417	PURCHASES FEB 2017	Accrued Expenses	202100	\$601.42
Check	56720	03/14/17	Vendor	CITY OF TALLAHASSEE	22817	UTILITIES 1/28-2/24	Utility - General	001-543001-57201	\$990.51
Check	56720	03/14/17	Vendor	CITY OF TALLAHASSEE	22817	UTILITIES 1/28-2/24	Utility - Refuse Removal	001-543020-57201	\$91.00
Check	56720	03/14/17	Vendor	CITY OF TALLAHASSEE	022817	UTILITIES 1/28-2/24	Utility - Irrigation	001-543014-57201	\$213.30
Check	56721	03/14/17	Vendor	OFFICE BUSINESS SYSTEMS INC	048003	COPIER MAIN FEB 2017	R&M-Copier	001-546477-57201	\$34.80
Check	56722	03/14/17	Vendor	PICKINWEE CORP	012488/1	FRONT SIGN REPLACEMENT	R&M-Electrical	001-546020-57240	\$11.98
Check	56722	03/14/17	Vendor	PICKINWEE CORP	012493/1	POOL ARBOR LIGHTS REPAIR	R&M-Electrical	001-546020-57205	\$17.97
Check	56723	03/14/17	Vendor	U. S. BANK	4559007	SERIES 2008 2/1-1/31/18	ProfServ-Trustee Fees	203-531045-51301	\$4,336.94
Check	56724	03/20/17	Vendor	CITY OF TALLAHASSEE	031017	ELEC SERVICE 2/11-3/10	Electricity - Streellighting	001-543013-57201	\$130.15
Check	56725	03/20/17	Vendor	FEDEX	5-728-78308	POSTAGE THRU 3/7/17	Postage and Freight	001-541006-51301	\$11.44
Check	56726	03/20/17	Vendor	FLORIDA MUNICIPAL INSURANCE TR	030117	INSURANCE 3RD INSTALL 16/17	Workers' Compensation	001-524001-57201	\$759.50
Check	56726	03/20/17	Vendor	FLORIDA MUNICIPAL INSURANCE TR	030117	INSURANCE 3RD INSTALL 16/17	Insurance - General Liability	001-545002-51301	\$1,420.00
Check	56726	03/20/17	Vendor	FLORIDA MUNICIPAL INSURANCE TR	030117	INSURANCE 3RD INSTALL 16/17	Insurance - General Liability	001-545002-51301	\$992.50
Check	56727	03/23/17	Vendor	COMCAST	031417	CABLE SERVICE 3/25-4/24	Prepaid Expense	155000	\$266.57
Check	56728	03/23/17	Vendor	FITNESS PRO	13490	PREVENTIVE MAINTENANCE 3/2017	Contracts-Fitness Equipment	001-534071-57214	\$100.00
Check	56729	03/23/17	Vendor	MARPAN SUPPLY CO., INC.	1434071	CONTAINER RENTAL 4/1/17	Prepaid Expense	155000	\$26.00
Check	56730	03/23/17	Vendor	QUALITY FLOOR CLEANING, LLC	6339	CLEANING SERVICE FEB 2017	Contracts-Janitorial Services	001-534026-57201	\$236.00
Check	56730	03/23/17	Vendor	QUALITY FLOOR CLEANING, LLC	6339	CLEANING SERVICE FEB 2017	Contracts-Janitorial Services	001-534026-57214	\$116.00
Check	56730	03/23/17	Vendor	QUALITY FLOOR CLEANING, LLC	6339	CLEANING SERVICE FEB 2017	Contracts-Janitorial Services	001-534026-57240	\$48.00
Check	56731	03/24/17	Employee	MICHAEL D. LEE	PAYROLL	March 24, 2017 Payroll Posting			\$184.70
Check	56732	03/24/17	Employee	CHERYL M. HUDSON	PAYROLL	March 24, 2017 Payroll Posting			\$174.28
ACH	DD000313	03/08/17	Employee	MELINDA J. PARKER	PAYROLL	March 08, 2017 Payroll Posting			\$1,952.12

PINEY-Z COMMUNITY DEVELOPMENT DISTRICT

Payment Register by Bank Account

For the Period from 3/1/17 to 3/31/17

(Sorted by Check / ACH No.)

Pymt Type	Check / ACH No.	Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	GL Account #	Amount Paid
ACH	DD0000314	03/08/17	Employee	RICKY S EVANS	PAYROLL	March 08, 2017 Payroll Posting			\$1,334.35
ACH	DD0000315	03/22/17	Employee	MELINDA J. PARKER	PAYROLL	March 22, 2017 Payroll Posting			\$1,941.72
ACH	DD0000316	03/22/17	Employee	RICKY S EVANS	PAYROLL	March 22, 2017 Payroll Posting			\$1,317.34
ACH	DD0000317	03/24/17	Employee	DELORES A. PINCUS	PAYROLL	March 24, 2017 Payroll Posting			\$184.70
ACH	DD0000318	03/24/17	Employee	ARTHUR R. KIRBY	PAYROLL	March 24, 2017 Payroll Posting			\$174.28
Account Total									\$25,765.17

Total Amount Paid	\$25,765.17
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Total Amount Paid - Breakdown by Fund	
Fund	Amount
General Fund - 001	21,428.23
Series 2008 Debt Service Fund - 203	4,336.94
Total	25,765.17

Sixth Order of Business

6A.

**Piney-Z Community Development District
Property Manager's Report
April 13, 2017
(for the meeting of April 24, 2017)**

LODGE/GARAGE

- Re-keyed lodge center glass doors

FITNESS CENTER

- Wired and installed 250 watt metal halide ballast, bulb and capacitor kit in light fixture next to fitness center

PAVILION

- Yoga class, approved at meeting of March 20, 2017, has not yet begun
- Rental of facility, tied to inclusion of a bounce house, went off *without* the bounce house when operator was unable to produce insurance

POOL

- Assembled and mounted new sign re thunder/lightning, and added closed/open sign to rear pool gate
- Completed removal of all green algae from the pool
- Addressed cyanuric acid level, balanced all chemicals
- Sprayed weeds around pool
- Replaced flowmeter for the chlorinator
- Replaced lightbulb under water line
- Began treating the black algae
- Replaced pool clock batteries
- Repaired fencing in pool pump area
- Repaired pump motor electrical connection
- Pressure washed fencing, furniture, etc.
- Convened first lifeguard meeting of the season. Work continues with FAMU aquatics to have guards fully trained and certified
- Installed two hose bib connections off main irrigation line, to permit washing of curbs at pool lot
- Installed new irrigation zone in pool parking lot island, to permit planting of the large flower bed at entrance

PLAYGROUND

- Nothing extraordinary to report

PARK AND GROUNDS

- Taking bids to bring down several dead/dying trees
- Continuing fight against fire ant mounds site-wide
- Re-set all clocks and timers
- Sprayed weeds in all parking lots
- Spring irrigation inspection; replaced one Hunter PGP rotor and repaired broken irrigation line near front sidewalk to office

GENERAL

- Additions to our insurance coverage resulted in a premium increase of \$98.
- Admin and ops budgets combined for budget workshop/regular meeting.
- Updates/issues since publication:
- Rental reservations booked in March: 2
- Rental fees banked in March: \$680
- Rental reservations booked in calendar 2017: 15
- Rental fees received in calendar 2017: \$5,065
- Unique Fitness Center visits in March: 37

ATTACHMENTS

- R&M log summary

ITEMS TO CONSIDER FOR NEXT REVISION OF AMENITIES RULES

- prohibition of shampooing on pool deck
- board authority to consider/approve “extraordinary” rental request (lower rate for multi-week rental)
- damage deposit requirement/may inhibit state agency rental
- if the amenity is rendered un-rentable, either party may cancel without penalty
- charge for every fob, say...\$10 for first, \$15 thereafter
- cancellation by HOA after turning down others...
- establish rate structure for 3 hour meeting/no set-up
- charge (\$25) for lost rental card/lanyard
- should \$400 be something less?
- off hours pricing (Monday through Thursday)
- if no lifeguards at adult swim, why if you rent the pool?

- **ISSUES TO REVIEW RELATIVE TO ADULT SWIM**
 - friends vs. acquaintances/how many are too many?
 - how early is too early?

**SUMMARY OF IDENTIFIED CAPITAL/R&M ITEMS
OUTSTANDING
@ 4-13-17 FOR 4-24-17 Meeting**

LODGE

- 6-2016/Main floor support column requires inspection
- 8-2015/Update second floor bathroom/ **WORK IN PROCESS**
- 5-2015/Update sink in kitchen/**FY 2017 BUDGET**

FITNESS CENTER

- 4-2015/Address cracks in masonry retaining wall by entrance

PAVILION

- 1-2017/Caulking, painting and other minor repairs required
- 6-2015/Women's floor drain clogged
- 4-2015/Address cracks in floor/**WORK IN PROCESS**
- 3-2015/Pavilion fans should be replaced/**Approved 3-20-17**

POOL

- 2-2017/ Chemical shed requires new door, repair of the floor, caulking, painting and shingling of the roof
- 1-2016/Consider moving cameras off city light pole/ **BOARD VOTED NOT UNTIL THERE WAS A PROBLEM**
- 9-2015/Address asphalt seal coating/**FY 2017 BUDGET RESERVE/FY 2018 BUDGET RESERVE**
- 4-2015/Level pavers at picnic tables
- 4-2015/Replace tile and re-coat shell/**FY 2017 BUDGET RESERVE/FY 2018 BUDGET RESERVE**

PLAYGROUND

- Repairs suggested in FL League of Cities property inspection report

GENERAL

- 9-2015/Corral for dumpster and re-cycle bin
- 9-2015/Asphalt main lot, front and rear/**FY 2017 BUDGET RESERVE/FY 2018 BUDGET RESERVE**

Ninth Order of Business

PINEY-Z

Community Development District

Annual Operating and Debt Service Budget**Fiscal Year 2018**

Version 1.1 - Proposed Budget:
(Printed on 4/10/17)

Prepared by:



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Piney-Z

Community Development District

Operating Budget

Fiscal Year 2018

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2018 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2014	FY 2015	FY 2016	BUDGET FY 2017	THRU MAR-2017	APR- SEP-2017	PROJECTED FY 2017	BUDGET FY 2018
REVENUES								
Interest - Investments	\$ 809	\$ 1,282	\$ 1,152	\$ 1,000	\$ 572	\$ 801	\$ 1,373	\$ 1,000
Special Assmnts- Tax Collector	394,414	354,503	394,706	394,709	384,540	10,166	394,706	394,706
Special Assmnts- Discounts	(14,772)	(13,322)	(14,723)	(15,788)	(15,621)	-	(15,621)	(15,788)
Settlements	3,122	33,924	33,925	33,924	62,654	-	62,654	8,481
Other Miscellaneous Revenues	307	1,170	4,420	130	664	-	664	130
Access Cards	510	430	1,331	105	60	45	105	105
Pavilion Rental	400	400	240	800	-	800	800	200
Lodge Rental	15,275	11,222	10,895	13,000	7,045	5,955	13,000	13,000
TOTAL REVENUES	400,065	389,609	431,946	427,880	439,914	17,767	457,681	401,834
EXPENDITURES								
Administrative								
P/R-Board of Supervisors	12,000	15,400	16,600	12,000	5,200	9,600	14,800	12,000
FICA Taxes	918	1,178	1,270	918	398	734	1,132	918
ProfServ-Legal Services	58,281	36,000	24,000	25,000	12,000	12,000	24,000	24,000
ProfServ-Mgmt Consulting Serv	54,275	54,275	54,275	54,275	27,138	27,137	54,275	54,275
ProfServ-Special Assessment	4,637	4,637	4,637	4,637	4,637	-	4,637	4,637
Auditing Services	3,000	3,000	3,150	3,150	3,150	-	3,150	3,150
Postage and Freight	1,121	1,263	447	500	136	-	136	150
Insurance - General Liability	8,568	9,576	9,851	12,053	7,238	4,825	12,063	10,615
Printing and Binding	2,546	4,795	1,119	500	148	208	356	200
Legal Advertising	3,225	1,709	1,054	1,500	193	1,307	1,500	1,200
Miscellaneous Services	636	374	363	150	113	37	150	150
Misc-Assessmnt Collection Cost	11,389	10,235	11,399	11,841	11,068	305	11,373	11,841
Misc-Contingency	784	600	-	550	-	-	-	115
Office Supplies	528	554	77	250	-	-	-	250
Annual District Filing Fee	175	175	175	175	175	-	175	175
Total Administrative	162,083	143,771	128,417	127,499	71,594	56,153	127,747	123,676

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2018 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2014	ACTUAL FY 2015	ACTUAL FY 2016	ADOPTED BUDGET FY 2017	ACTUAL	PROJECTED	TOTAL	ANNUAL
					THRU MAR-2017	APR- SEP-2017	PROJECTED FY 2017	BUDGET FY 2018
Field								
Contr-Landscape-Amenities Area	12,040	9,430	8,545	12,312	4,623	6,472	11,095	12,312
R&M-Trees and Trimming	-	-	1,385	3,000	-	3,000	3,000	3,000
Misc-Contingency	5,223	10,634	5,779	3,500	922	2,578	3,500	3,000
Total Field	17,263	20,064	15,709	18,812	5,545	12,050	17,595	18,312
Parks and Recreation - General								
Payroll-Maintenance	116,176	48,204	7,263	8,008	5,066	2,942	8,008	6,306
Payroll-Administrative	-	-	51,908	48,204	29,415	18,789	48,204	48,204
FICA Taxes	9,005	3,760	4,527	4,300	2,638	1,662	4,300	4,170
Pension Benefits	4,303	-	-	-	-	-	-	-
Life and Health Insurance	11,772	-	-	-	-	-	-	-
Workers' Compensation	4,257	4,928	2,616	2,878	2,279	1,519	3,798	2,842
ProfServ-Consultants	-	7,320	-	-	-	-	-	-
Contracts-Janitorial Services	-	-	3,250	2,834	1,446	1,388	2,834	2,340
Contracts-Security Services	5,885	4,903	3,557	4,202	931	390	1,321	1,524
Contracts-Fire Exting. Insp.	-	-	-	350	175	175	350	350
Contracts-Fire Insp Sprinkler System	-	-	-	300	-	300	300	300
Contracts-Website Hosting	-	-	-	-	-	-	-	240
Contract- Pest Control	-	-	-	-	-	-	-	429
Contract- Dumpster Rental	-	-	-	-	-	-	-	312
Contract- Copier Maintenance	-	-	-	-	-	-	-	240
Communication - Teleph - Field	2,291	1,031	-	100	100	-	100	100
Postage and Freight	812	104	-	500	-	500	500	50
Utility - General	16,661	13,269	15,116	15,218	7,227	7,991	15,218	16,000
Utility - Other	2,506	2,343	2,389	2,490	1,497	993	2,490	3,792
Electricity - Streetlighting	-	1,438	1,290	1,358	672	686	1,358	1,380
Utility - Irrigation	-	1,618	2,372	1,700	1,312	1,610	2,922	2,500
Utility - Refuse Removal	-	1,404	1,372	1,147	552	693	1,245	1,100

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2018 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2014	ACTUAL FY 2015	ACTUAL FY 2016	ADOPTED BUDGET FY 2017	ACTUAL	PROJECTED	TOTAL	ANNUAL
					THRU MAR-2017	APR- SEP-2017	PROJECTED FY 2017	BUDGET FY 2018
Rental Dumpster	-	-	-	312	156	156	312	-
R&M-General	24,091	12,815	7,276	7,250	1,469	5,781	7,250	3,500
R&M-Electrical	-	-	-	450	373	77	450	300
R&M-Pest Control	1,008	858	858	858	290	568	858	-
R&M-Roof	-	-	-	270	75	-	75	300
R&M-Emergency& Disaster Relief	-	-	-	-	3,750	-	3,750	-
R&M-Fire Equipment	-	-	-	200	-	200	200	200
R&M-Flooring	-	-	-	1,236	-	1,236	1,236	-
R&M-Plumbing	-	-	-	600	-	600	600	300
R&M-Copier	-	-	-	420	49	371	420	-
Misc-Training	-	-	887	-	-	-	-	-
Misc-Hurricane Expense	-	-	6,057	-	-	-	-	-
Misc-Contingency	6,448	10,068	49	3,750	600	3,150	3,750	3,000
Misc-Information Technology	-	3,523	365	750	840	240	1,080	450
Misc-Mileage Reimbursement	-	-	332	447	168	279	447	450
Office Supplies	6,501	5,087	2,849	1,800	922	878	1,800	1,500
Supplies-Cleaning & Paper	-	-	-	495	109	386	495	350
Subscriptions and Memberships	-	925	750	-	-	-	-	-
Impr. Sewer Connection	-	10,273	-	-	-	-	-	-
Capital Outlay	4,683	25,005	-	-	-	-	-	-
Non-Capitalized New Equipment	-	-	13,380	2,497	6,582	-	6,582	-
Reserves-Lodge	-	-	-	3,525	-	-	-	3,525
Total Parks and Recreation - General	216,399	158,876	128,463	118,449	68,693	53,560	122,253	106,054

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2018 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2014	ACTUAL FY 2015	ACTUAL FY 2016	ADOPTED BUDGET FY 2017	ACTUAL	PROJECTED	TOTAL	ANNUAL
					THRU MAR-2017	APR- SEP-2017	PROJECTED FY 2017	BUDGET FY 2018
Swimming Pool								
Payroll-Lifeguards	-	23,429	17,280	21,353	560	20,793	21,353	21,353
Payroll-Maintenance	-	-	5,519	6,006	2,992	3,014	6,006	18,919
Payroll-Administrative	-	-	6,803	9,641	872	5,528	6,400	6,427
Payroll - Overtime	-	319	569	-	-	-	-	-
FICA Taxes	-	1,817	2,308	2,831	338	2,244	2,582	3,572
ProfServ-Pool Maintenance	4,800	5,500	6,000	6,000	1,500	-	1,500	-
Communication - Teleph - Field	-	862	147	100	102	-	102	100
R&M-General	-	2,556	1,848	1,450	52	1,398	1,450	1,000
R&M-Electrical	-	-	-	300	68	232	300	150
R&M-Pools	13,512	4,954	2,322	8,100	225	7,875	8,100	5,000
Misc-Licenses & Permits	-	-	275	275	-	275	275	275
Misc-Hurricane Expense	-	-	150	-	-	-	-	-
Misc-Contingency	-	1,160	1,440	4,000	100	3,900	4,000	4,000
Op Supplies - Pool Chemicals	3,994	4,900	2,665	4,250	160	4,090	4,250	3,250
Non-Capitalized New Equipment	-	-	4,273	6,000	2,122	3,878	6,000	-
Reserve - Pool	-	-	-	8,500	-	-	-	25,000
Reserves-Pool Equipment	-	-	-	2,085	-	-	-	2,085
Reserves-Pool Filters	-	-	-	500	-	-	-	500
Reserves-Pool Pumps	-	-	-	1,800	-	-	-	1,500
Total Swimming Pool	22,306	45,497	51,599	83,191	9,091	53,227	62,318	93,131

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2018 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2014	ACTUAL FY 2015	ACTUAL FY 2016	ADOPTED BUDGET FY 2017	ACTUAL	PROJECTED	TOTAL	ANNUAL
					THRU MAR-2017	APR- SEP-2017	PROJECTED FY 2017	BUDGET FY 2018
<i>Fitness Center</i>								
Payroll-Maintenance	-	1,096	1,873	4,004	380	1,720	2,100	2,102
Payroll-Administrative	-	-	983	3,214	367	2,833	3,200	3,214
FICA Taxes	-	84	218	552	57	348	405	407
Contracts-Janitorial Services	-	-	-	1,404	711	693	1,404	1,560
Contracts-Fitness Equipment	-	-	1,300	1,200	600	600	1,200	1,200
Contracts-Pest Control	-	-	-	-	-	-	-	215
R&M-General	-	931	626	1,500	-	1,500	1,500	750
R&M-Electrical	-	-	-	300	8	292	300	200
R&M-Equipment	2,965	1,350	1,403	1,250	-	1,250	1,250	1,250
Misc-Contingency	-	-	-	1,500	-	1,500	1,500	1,250
Supplies-Cleaning & Paper	-	-	-	185	114	71	185	325
Capital Outlay	-	19,131	-	-	-	-	-	-
Non-Capitalized New Equipment	-	-	5,153	10,629	-	10,629	10,629	2,500
<i>Total Fitness Center</i>	2,965	22,592	11,556	25,738	2,237	21,436	23,673	14,973
<i>Park & Grounds</i>								
Payroll-Maintenance	-	5,794	15,761	22,022	11,330	10,692	22,022	14,715
Payroll-Administrative	-	-	2,085	3,213	626	2,587	3,213	6,427
Payroll - Overtime	-	-	569	-	-	-	-	-
FICA Taxes	-	443	1,409	1,930	915	1,016	1,930	1,617
Contracts-Janitorial Services	-	-	-	962	293	669	962	1,300
Contracts-Pest Control	-	-	-	-	-	-	-	214
Contranct-Roof	-	-	-	-	-	-	-	300
R&M-General	-	2,697	1,511	1,355	1,215	140	1,355	1,750
R&M-Electrical	-	-	-	250	240	10	250	450
R&M-Irrigation	-	-	2,000	300	1,244	-	1,244	750
R&M-Backflow Inspection	-	-	255	255	-	255	255	255
Misc-Hurricane Expense	-	-	604	-	10,304	-	10,304	-

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2018 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2014	ACTUAL FY 2015	ACTUAL FY 2016	ADOPTED BUDGET FY 2017	ACTUAL	PROJECTED	TOTAL	ANNUAL
					THRU MAR-2017	APR- SEP-2017	PROJECTED FY 2017	BUDGET FY 2018
Misc-Contingency	-	7,316	87	4,000	81	3,919	4,000	4,000
Supplies-Cleaning & Paper	-	-	-	150	38	112	150	160
Capital Outlay	-	430	1,996	-	-	-	-	-
Non-Capitalized New Equipment	-	-	3,100	3,600	-	3,600	3,600	-
Reserve - Gutters	-	-	-	500	-	-	-	3,750
Reserve-Mulch	-	-	-	-	-	-	-	1,000
Reserve - Parking Lot	-	-	-	7,000	-	-	-	9,000
Total Park & Grounds	-	16,680	29,377	45,537	26,286	23,000	49,285	45,688
Reserves								
Reserve - CDD Amenity	-	-	-	8,654	-	-	-	-
Total Reserves	-	-	-	8,654	-	-	-	-
TOTAL EXPENDITURES & RESERVES	421,016	407,480	365,121	427,880	183,446	219,426	402,872	401,834
Excess (deficiency) of revenues								
Over (under) expenditures	(20,951)	(17,871)	66,825	-	256,468	(201,659)	54,809	-
Net change in fund balance	(20,951)	(17,871)	66,825	-	256,468	(201,659)	54,809	-
FUND BALANCE, BEGINNING	183,112	162,161	144,290	211,115	211,115	-	211,115	265,924
FUND BALANCE, ENDING	\$ 162,161	\$ 144,290	\$ 211,115	\$ 211,115	\$ 467,583	\$ (201,659)	\$ 265,924	\$ 265,924

Community Development District

Exhibit "A"
Allocation of Fund Balances

AVAILABLE FUNDS

	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2018	\$ 265,924
Net Change in Fund Balance - Fiscal Year 2018	-
Reserves - Fiscal Year 2018 Additions	36,360
Total Funds Available (Estimated) - 9/30/2018	302,284

ALLOCATION OF AVAILABLE FUNDS

Assigned Fund Balance

Operating Reserve - Operating Capital		100,459 ⁽¹⁾
		-
Contribution CDD Amenity prior years	79,314	\$ -
Contribution CDD Amenity FY 2018	-	79,314
Reserves-Lodge Prior years	3,525	
Reserves-Lodge FY 2018	3,525	7,050
Reserve - Parking Lot prior years	7,000	-
Reserve - Parking Lot FY 2018	-	7,000
Reserve - Pool prior years	8,500	
Reserve - Pool FY2018	25,000	33,500
Reserves-Pool Equipment prior years	2,085	
Reserves-Pool Equipment FY 2018	2,085	4,170
Reserves-Pool Filters prior years	500	
Reserves-Pool Filters FY2018	500	1,000
Reserves-Pool Pumps prior years	1,800	
Reserves-Pool Pumps FY2018	1,500	3,300
Reserve - Gutters prior years	500	
Reserve - Gutters FY 2018	3,750	4,250

Community Development District

Reserves - Other

FY 2019 Settlement (2)

8,481

\$ 148,064

Subtotal 248,523

Total Allocation of Available Funds	248,523
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Total Unassigned (undesignated) Cash	\$ 53,761
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Notes

Notes - (1) Represents approximately 3 months of operating expenditures net of reserves.

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

Piney-Z

Community Development District

*General Fund***Budget Narrative**

Fiscal Year 2018

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)

FY 2017 portion of the Piney-Z Land settlement.

Miscellaneous Revenues (369900-3000)

Leon County Supervisor of Elections use of the lodge for voting.

Access Cards (369941-3000)

Revenue from access cards purchases.

Pavilion Rental (369942-3000)

Revenue from renting the pavilion to residents, and non-residents for private functions.

Lodge Rental (369943-3000)

Revenue from renting the lodge to residents, and non-residents for private functions.

Piney-Z

Community Development District

*General Fund***Budget Narrative**

Fiscal Year 2018

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 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 2018

Expenditures – Administrative (continued)**Printing & Binding (547001-51301)**

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)

Landscaping and maintenance services (mowing, weeding, pinestraw and fertilizer) for the “amenities” area within the District.

Piney-Z

Community Development District

*General Fund***Budget Narrative**

Fiscal Year 2018

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

Tree trimming, tree removal, dead limb trimming, etc. for the “amenities” area within the District.

Misc. - Contingency (549900-53901)

Necessary services and repairs which fall outside those specified in the landscaping contract, including 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 (15%).

Payroll - Administrative (512009-57201)

Compensation of one full time CDD Manager (75%).

FICA Taxes (521001-57201)

Payroll tax for staff 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)

Twice weekly cleaning in the lodge.

Contracts - Security Services (534037-57201)

Annual monitoring 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 2018

Expenditures – Parks and Recreation - General (continued)**Contracts - Fire Inspection (534160-57201)**

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

Contracts - Fire Inspection Sprinkler System (534165-57201)

Inspection of the fire line as well as the sprinkler system in the garage.

Contracts - Website Hosting (5.....-57201)

Cost to maintain website.

Contracts - Pest Control (534125-57201)

Annual termite inspection; quarterly treatment of the lodge (including the fitness center) and the pavilion.

Contracts - Dumpster Rental (5.....-57201)

Cost to rent lodge dumpster from Marpan.

Contracts - Copier Maintenance (5.....-57201)

Cost to maintain copier.

Communication - Telephone-Field (541005-57201)

Purchase of TracFone for use by Buildings and Grounds Manager.

Postage and Freight (541006-57201)

Routine correspondence and annual mailer.

Utility - General (543001-57201)

City of Tallahassee charges for electricity, stormwater fees, fire service fees, water and sewer service for the District.

Utility - Other (543004-57201)

Comcast charges for telephone, internet and television service in the lodge (including the fitness center)

Electricity - Streetlighting (543013-57201)

City of Tallahassee charges for for electricity for the District's 10 decorative streetlights around the pool.

Piney-Z

Community Development District

*General Fund***Budget Narrative**

Fiscal Year 2018

Expenditures – Parks and Recreation - General (continued)**Utility - Irrigation (543014-57201)**

City of Tallahassee charges for irrigation water.

Utility - Refuse Removal (543020-57201)

City of Tallahassee charges to empty dumpster at Piney-Z Lodge.

R&M - General (546001-57201)

Locks and keys, repair of kitchen cabinets, bathroom mirrors and countertops, doors, replacement of office and garage blinds, necessary tools, meeting signs, etc.

R&M – Electrical (546020-57201)

Batteries, bulbs, sensors, cords, outside vendors if required.

R&M - Roof (546164-57201)

Blowing off of the lodge roof.

R&M - Fire Equipment (546230-57201)

Repairs to exit lighting, etc.

R&M - Plumbing (546250-57201)

Flappers, strainers, toilet seats, outside vendors if required.

Misc. - Contingency (549900-57201)

Unanticipated operating expenses.

Misc. - Information Technology (549942-57201)

IT support and website maintenance/assistance.

Misc - Mileage Reimbursement (549951-57201)

Reimbursement of mileage expenses.

Piney-Z

Community Development District

*General Fund***Budget Narrative**

Fiscal Year 2018

Expenditures – Parks and Recreation - General (continued)**Office Supplies (551002-57201)**

Costs associated with operation 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)

Supplies for cleaning, paper towels, toilet paper, etc.

Reserves - Lodge (568107-57201)

For intensive cleaning of roof in FY 2020 and sanding and staining of main floor in FY 2020.

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 (45%).

Payroll - Administrative (512009-57205)

Compensation of one full time CDD Manager (10%).

FICA Taxes (521001-57205)

Payroll tax for above.

Piney-Z

Community Development District

*General Fund***Budget Narrative**

Fiscal Year 2018

Expenditures – Swimming Pool (continued)**Communication - Telephone-Field (541005-57205)**

TracFone for lifeguard station.

R&M - General (546001-57205)

Repair of deck furniture, umbrellas, front and rear gates, locks on gates, etc.

R&M - Electrical (546020-57205)

Batteries, bulbs, sensors, cords, outside vendors 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, safety equipment including rescue rings and tubes, defibrillator batteries, electro-pads, respirator for chemical application, etc.

Reserves - Pool (568124-57205)

For pool shell repair (in FY 2019).

Reserves - Pool Equipment (568125-57205)

For Dolphin replacement (in FY 2018), chlorinator replacement (in FY 2020), safety equipment replacement (in FY 2018).

Reserves - Pool Filters (568127-57205)

For re-sanding of four filters (in FY 2018).

Reserves - Pool Pumps (568129-57205)

For replacement of three pumps (in FY 2019).

Piney-Z

Community Development District

*General Fund***Budget Narrative**

Fiscal Year 2018

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 (5%).

Payroll - Administrative (512009-57214)

Compensation of one full time CDD Manager (5%).

FICA Taxes (521001-57214)

Payroll tax for above.

Contracts - Janitorial Services (534026-57214)

Twice weekly cleaning of the Fitness Center.

Contracts - Fitness Equipment

Monthly preventative maintenance contract with FitnessPro.

R&M - General (546001-57214)

Repair of carpet, mirrors, doors, fans, remotes.

R&M - Electrical (546020-57214)

Batteries, bulbs, sensors, cords, outside vendor if required.

R&M - Equipment (546022-57214)

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

Misc. - Contingency (549900-57214)

Unanticipated operating expenses.

Piney-Z

Community Development District

*General Fund***Budget Narrative**

Fiscal Year 2018

Expenditures – Fitness Center (Continued)**Supplies - Cleaning and Paper (552083-57214)**

Supplies for cleaning, paper towels, toilet paper, etc.

Non Capitalized New Equipment (564120-57214)

Purchase of new fitness equipment and, if necessary, replacement of current HVAC unit.

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.

Payroll - Maintenance (512006-57240)

Compensation of one part time Buildings and Grounds Manager (35%).

Payroll - Administrative (512009-57240)

Compensation of one full time CDD Manager (10%).

FICA Taxes (521001-57240)

Payroll tax for above.

Contracts - Janitorial Services (534026-57214)

Twice weekly cleaning of pavilion restrooms.

Contracts- Pet Control (534125-57214)

Annual termite inspection; quarterly treatment of the pavilion.

Piney-Z

Community Development District

*General Fund***Budget Narrative**

Fiscal Year 2018

Expenditures – Parks & Grounds (continued)**Contracts- Roof (534...-57240)**

Twice a year cleaning of pavilion roof.

R&M - General (546001-57240)

Repair of slides, swings, picnic tables, gazebos, etc.

R&M - Electrical (564020-57214)

Batteries, bulbs, sensors, cords, outside vendors if required.

R&M - Irrigation (546041-57214)

Repairs to the irrigation system.

R&M - Backflow Inspections (546459-57214)

Inspection of the backflows from the water/waste lines.

Misc. - Contingency (549900-57214)

Unanticipated operating expenses.

Supplies - Cleaning and Paper (552083-57214)

Supplies for cleaning, paper towels, toilet paper, etc.

Reserves - Gutters (568...-57214)

For replacement of Pavilion gutters (in FY 2019).

Reserves - Mulch (568...-57214)

Playground Mulch to 12 inches (in FY 2019).

Reserves - Parking Lots (568117-57214)

For repair of all asphalt lots in four years.

Piney-Z

Community Development District

Debt Service Budgets

Fiscal Year 2018

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2018 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2014	ACTUAL FY 2015	ACTUAL FY 2016	ADOPTED BUDGET FY 2017	ACTUAL THRU MAR-2017	PROJECTED APR- SEP-2017	TOTAL PROJECTED FY 2017	ANNUAL BUDGET FY 2018
REVENUES								
Interest - Investments	\$ 63	\$ 59	\$ 88	\$ 50	\$ 51	\$ 9	\$ 60	\$ 50
Special Assmnts- Tax Collector	81,881	79,355	55,903	55,899	54,463	1,440	55,903	55,899
Special Assmnts- Prepayment	861	-	-	-	-	-	-	-
Special Assmnts- Discounts	(3,067)	(2,982)	(2,085)	(2,236)	(2,212)	-	(2,212)	(2,236)
TOTAL REVENUES	79,738	76,432	53,906	53,713	52,302	1,449	53,751	53,713
EXPENDITURES								
<i>Administrative</i>								
ProfServ-Trustee Fees	2,694	3,502	3,098	3,502	-	3,502	3,502	3,502
Misc-Assessmnt Collection Cost	2,364	2,291	1,615	1,677	1,568	43	1,611	1,677
Total Administrative	5,058	5,793	4,713	5,179	1,568	3,545	5,113	5,179
<i>Debt Service</i>								
Principal Debt Retirement	55,000	55,000	60,000	65,000	-	60,000	60,000	65,000
Principal Prepayments	-	5,000	-	-	5,000	5,000	10,000	-
Interest Expense	18,500	15,625	12,750	9,750	4,875	4,750	9,625	6,250
Total Debt Service	73,500	75,625	72,750	74,750	9,875	69,750	79,625	71,250
TOTAL EXPENDITURES	78,558	81,418	77,463	79,929	11,443	73,295	84,738	76,429
Excess (deficiency) of revenues								
Over (under) expenditures	1,180	(4,986)	(23,557)	(26,216)	40,859	(71,846)	(30,987)	(22,716)

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2018 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2014	ACTUAL FY 2015	ACTUAL FY 2016	ADOPTED BUDGET FY 2017	ACTUAL THRU MAR-2017	PROJECTED APR- SEP-2017	TOTAL PROJECTED FY 2017	ANNUAL BUDGET FY 2018
OTHER FINANCING SOURCES (USES)								
Contribution to (Use of) Fund Balance	-	-	-	(26,216)	-	-	-	(22,716)
TOTAL OTHER SOURCES (USES)	-	-	-	(26,216)	-	-	-	(22,716)
Net change in fund balance	1,180	(4,986)	(23,557)	(26,216)	40,859	(71,846)	(30,987)	(22,716)
FUND BALANCE, BEGINNING	98,678	99,858	94,872	71,315	71,315	-	71,315	40,328
FUND BALANCE, ENDING	\$ 99,858	\$ 94,872	\$ 71,315	\$ 45,099	\$ 112,174	\$ (71,846)	\$ 40,328	\$ 17,612

SERIES 2002 CAPITAL IMPROVEMENT REVENUE BONDS

AMORTIZATION SCHEDULE

DATE	BALANCE	RATE	PRINCIPAL	SPECIAL CALL	INTEREST	TOTAL
11/01/17	\$125,000	5.00%			\$3,125	
05/01/18	\$125,000	5.00%	\$65,000		\$3,125	\$71,250
11/01/18	\$60,000	5.00%			\$1,500	
05/01/19	\$60,000	5.00%	\$60,000		\$1,500	\$63,000
Total			\$125,000	\$0	\$9,250	\$134,250

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2018 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2014	ACTUAL FY 2015	ACTUAL FY 2016	ADOPTED BUDGET FY 2017	ACTUAL THRU MAR-2017	PROJECTED APR- SEP-2017	TOTAL PROJECTED FY 2017	ANNUAL BUDGET FY 2018
REVENUES								
Interest - Investments	\$ 111	\$ 97	\$ 173	\$ 100	\$ 120	\$ 20	\$ 140	\$ 100
Special Assmnts- Tax Collector	227,306	214,130	214,130	214,130	208,615	5,515	214,130	214,130
Special Assmnts- Prepayment	54,490	-	-	-	-	-	-	-
Special Assmnts- Discounts	(8,513)	(8,047)	(7,987)	(8,565)	(8,474)	-	(8,474)	(8,565)
TOTAL REVENUES	273,394	206,180	206,316	205,665	200,261	5,535	205,796	205,665
EXPENDITURES								
<i>Administrative</i>								
ProfServ-Dissemination Agent	1,000	1,000	1,000	1,000	-	1,000	1,000	1,000
ProfServ-Trustee Fees	3,771	4,903	4,337	4,400	4,337	-	4,337	4,400
Misc-Assessmnt Collection Cost	6,564	6,182	6,184	6,424	6,004	165	6,169	6,424
Total Administrative	11,335	12,085	11,521	11,824	10,341	1,165	11,506	11,824
<i>Debt Service</i>								
Principal Debt Retirement	165,000	170,000	180,000	175,000	-	175,000	175,000	175,000
Principal Prepayments	-	55,000	-	-	-	-	-	-
Interest Expense	46,138	38,781	30,388	22,738	11,369	11,369	22,738	15,300
Total Debt Service	211,138	263,781	210,388	197,738	11,369	186,369	197,738	190,300
TOTAL EXPENDITURES	222,473	275,866	221,909	209,562	21,710	187,534	209,244	202,124
Excess (deficiency) of revenues								
Over (under) expenditures	50,921	(69,686)	(15,593)	(3,897)	178,551	(181,999)	(3,448)	3,541

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2018 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2014	ACTUAL FY 2015	ACTUAL FY 2016	ADOPTED BUDGET FY 2017	ACTUAL THRU MAR-2017	PROJECTED APR- SEP-2017	TOTAL PROJECTED FY 2017	ANNUAL BUDGET FY 2018
OTHER FINANCING SOURCES (USES)								
Contribution to (Use of) Fund Balance	-	-	-	(3,897)	-	-	-	3,541
TOTAL OTHER SOURCES (USES)	-	-	-	(3,897)	-	-	-	3,541
Net change in fund balance	50,921	(69,686)	(15,593)	(3,897)	178,551	(181,999)	(3,448)	3,541
FUND BALANCE, BEGINNING	161,997	212,918	143,232	127,639	127,639	-	127,639	124,191
FUND BALANCE, ENDING	\$ 212,918	\$ 143,232	\$ 127,639	\$ 123,742	\$ 306,190	\$ (181,999)	\$ 124,191	\$ 127,732

SERIES 2008 CAPITAL IMPROVEMENT REVENUE BONDS

AMORTIZATION SCHEDULE

DATE	BALANCE	RATE	PRINCIPAL	INTEREST	TOTAL
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			\$360,000	\$23,163	\$383,163

Piney-Z

Community Development District

*Debt Service Fund***Budget Narrative**

Fiscal Year 2018

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 FY2018 budget for collection costs is based on a maximum of 3% of the anticipated assessment collections.

Piney-Z

Community Development District

Debt Service Fund

Budget Narrative

Fiscal Year 2018

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 2018

Comparison of Non-Ad Valorem Assessment Rates
Fiscal Year 2018 vs Fiscal Year 2017
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		
		FY2018	FY2017	Percent Change	FY2018	FY2017	Percent Change	FY2018	FY2017	Percent Change	FY2018	FY2017	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%
	755												

9A.

RESOLUTION 2017-3

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PINEY-Z COMMUNITY DEVELOPMENT DISTRICT APPROVING THE BUDGET FOR FISCAL YEAR 2018 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW

WHEREAS, the District Manager has heretofore prepared and submitted to the Board a proposed operating and debt service budget for Fiscal Year 2018, a copy of which is attached hereto, and

WHEREAS, the Board of Supervisors has considered said proposed budget and desires to set the required public hearing thereon;

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE PINEY-Z COMMUNITY DEVELOPMENT DISTRICT;

1. The budget proposed by the District Manager for Fiscal Year 2018, as may have been amended by the Board at the April 24, 2017 meeting, is hereby approved as the basis for conducting a public hearing to adopt said budget.

2. A public hearing on said approved budget is hereby declared and set for the following date, hour and place:

Date:	July 24, 2017
Hour:	6:30 p.m.
Place:	Piney-Z Plantation Lodge 950 Piney-Z Plantation Road Tallahassee, Florida

Notice of this public hearing shall be published in the manner prescribed in Florida Law.

Adopted this 24th day of April, 2017.

Geraldine Cashin
Chair

Bob Nanni
Secretary