

**PINEY-Z COMMUNITY
DEVELOPMENT DISTRICT**

MAY 20, 2024

AGENDA PACKAGE



210 N. UNIVERSITY DRIVE, SUITE 702
CORAL SPRINGS, FLORIDA 33071

Piney-Z Community Development District

Board of Supervisors

Cheryl Hudson, Chairperson
Art Kirby, Vice Chairperson
Mike Gomez, Assistant Secretary
Linda Guyas, Assistant Secretary
Ann Pincus, Assistant Secretary

Janice Eggleton Davis, District Manager
M. Christopher Lyon, Esq., District Legal Counsel
Melinda J. Parker, CDD Manager

Board of Supervisors Meeting Agenda Monday, May 20, 2024 – 6:30 p.m.

1. **Roll Call**
2. **Pledge of Allegiance**
3. **Audience Comments & Supervisor Response(s)**
4. **Consent Agenda**
 - A. Approval of the Minutes of the April 22, 2024 Meeting
 - B. Acceptance of the April 2024 Financial Statements and Approval of the Check Register and Invoices
5. **CDD Manager's Report**
6. **District Manager's Report**
 - A. Presentation of FY2025 Proposed Budget and Consideration of Resolution 2024-04, Approving the Budget and Setting the Public Hearing
 - B. Report on the Number of Registered Voters – 1,372
7. **District Attorney's Report**
8. **Old Business**
 - A. Discussion of Playground
9. **New Business**
10. **Supervisor Requests**
11. **Adjournment**

The next regular meeting which will include the FY2025 Annual Budget Public Hearing, is scheduled for Monday, July 29, 2024 at 6:30 p.m.

District Office:

210 N. University Drive, Suite 702
Coral Springs, Florida 33071
(954) 603-0033

Meeting Location:

Piney-Z Lodge
950 Piney-Z Plantation Road
Tallahassee, Florida 32311

Fourth Order of Business

4A

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

1 The meeting of the Board of Supervisors of the Piney-Z Community Development
2 District was held Monday, April 22, 2024 at 6:30 p.m. at the Piney-Z Lodge, 950 Piney-
3 Z Plantation Road, Tallahassee, Florida.

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5 Present and constituting a quorum were:

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7	Cheryl Hudson	Chairperson
8	Arthur Kirby	Vice Chairperson
9	Ann Pincus	Assistant Secretary
10	Mike Gomez	Assistant Secretary
11	Linda Guyas	Assistant Secretary

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13 Also present were:

14		
15	Janice Eggleton Davis	District Manager
16	Bob Koncar	Regional Director, Inframark
17	Chris Lyon	District Counsel
18	Melinda Parker	CDD Manager (via telephone)
19	Rick Evans	Buildings & Grounds Manager
20	Members of the Public	

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22 *The following is a summary of the discussions and actions taken.*

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24 **FIRST ORDER OF BUSINESS**

Roll Call

25 The meeting was called to order and a quorum was established.

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27 **SECOND ORDER OF BUSINESS**

Pledge of Allegiance

28 The Pledge of Allegiance was recited.

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30 **THIRD ORDER OF BUSINESS**

**Audience Comments &
Supervisor Response(s)**

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- 32 • Mr. Reiner Kirsten, 995 Parkview Drive, commented on the City’s plans to
33 renovate all playgrounds in Tallahassee, with the oldest parks getting preference.
34 Two parks within 0.5 miles are on the list.
- 35 • Mr. Gomez announced updated information regarding the playground survey
36 results other than what was emailed to the Board. Seven Hundred Thirty-eight
37 (738) postcards were mailed on April 6, 2024. Two Hundred Fifteen (215)
38 responses were received; 68% indicated they would want Piney-Z CDD to build

April 22, 2024

Piney-Z CDD

39 and maintain a new playground utilizing existing resources, and 32% were not in
 40 favor.

- 41 • Ms. Lisa Lulofs, 975 Parkview Drive, expressed support for the playground
- 42 project.
- 43 • R. Glassner, a Minor, spoke in favor of the playground.
- 44 • Mr. Pete Sampson, 4883 Heritage Park Boulevard, commented on the playground.
- 45 • Ms. Sarrah Glassner, 1008 Piney-Z Plantation Road, expressed support for the
- 46 playground.

47 **FOURTH ORDER OF BUSINESS** **Organizational Matters**

48 **A. Discussion of New Supervisor for Seat #2 (Term Expires 11/2024)**

49 **i. Resume – Linda Guyas**

- 50 • Mr. Kirby questioned whether the Board was required to fill the vacancy. Mr. Lyon
- 51 referred to the Statute which indicates “shall appoint.”
- 52 • Mr. Gomez provided an email of interest in the Board position from Mr. William
- 53 Pfof that was submitted timely to Ms. Parker, but was not provided to Inframark
- 54 to include in the agenda package.

55 On MOTION by Ms. Hudson seconded by Mr. Gomez, with all in
 56 favor, Ms. Linda Guyas was appointed to Seat #2. 4-0

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 58 **B. Oath of Office of Newly Elected Supervisor**

- 59 • Ms. Davis, being Notary Public of the State of Florida, administered the Oath of
- 60 Office to Supervisor Guyas for Seat #2, a copy of which is attached hereto and
- 61 made part of the public record.
- 62 • Ms. Davis explained the role of a public official to Supervisor Guyas and Mr. Lyon
- 63 provided the Sunshine summary.

64 **C. Resolution 2024-03, Election of Officers**

- 65 • Ms. Davis outlined Resolution 2024-03 and noted the Board would need to re-
- 66 elect officers each time there was an appointment or an election.
- 67 • The Board concurred to retain the current officer structure and add Supervisor
- 68 Guyas as an Assistant Secretary.

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On MOTION by Mr. Kirby seconded by Ms. Pincus with all in favor Resolution 2024-03, Election of Officers, with Ms. Cheryl Hudson, Chairperson; Mr. Arthur Kirby, Vice Chairperson; Ms. Ann Pincus, Mr. Michael Gomez, and Ms. Linda Guyas Assistant Secretaries; Mr. Stephen Bloom, Treasurer; Ms. Leah Popelka, Assistant Treasurer; and Ms. Janice Eggleton Davis, Secretary was adopted. 5-0

78 **FIFTH ORDER OF BUSINESS** **Consent Agenda**
79 **A. Approval of the Minutes of the March 25, 2024 Meeting**
80 **B. Acceptance of the February 2024 and March 2024 Financial Statements and**
81 **Approval of the Check Register and Invoices**

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On MOTION by Mr. Gomez seconded by Ms. Pincus Gomez, with all in favor, the Consent Agenda was approved as presented. 5-0

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87 **SIXTH ORDER OF BUSINESS** **CDD Manager’s Report**
88 There being no report, the next order of business followed.

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90 **EIGHTH ORDER OF BUSINESS** **District Attorney’s Report**
91 There being no report, the next order of business followed.

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93 **NINTH ORDER OF BUSINESS** **Old Business**

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A. Discussion of Playground

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- Mr. Hudson stated that \$40,000 was set aside for the playground. Discussion ensued regarding what that amount could purchase, and the Board concurred to proceed with the playground as per the survey results.

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- The Board also discussed whether to keep the same location or utilize the pavilion.

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On MOTION by Mr. Kirby seconded by Mr. Gomez, with Mr. Kirby, Mr. Gomez, Ms. Hudson, and Ms. Guyas voting AYE and Ms. Pincus voting NAY, utilization of the same location for the playground project was approved, subject to the property being deeded by the HOA to the CDD. 4-1

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B. Park Project Funding

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- There was a question regarding the account that was expensed for the demo in the amount of \$8,400.

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On MOTION by Mr. Kirby seconded by Ms. Hudson, with all in favor, Mr. Gomez was authorized to contact Inframark to discuss how Reserve spending is reflected in the financials and budget. 5-0

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On MOTION by Mr. Kirby seconded by Ms. Pincus, with all in favor, allocation of up to \$45,000 for Phase I construction of the playground with an overrun was approved. 5-0

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SEVENTH ORDER OF BUSINESS

District Manager’s Report

A. Presentation of the First Draft of the Fiscal Year 2025 Budget

- The Board discussed having a meeting to conduct a detailed review of the Fiscal Year 2025 Budget.

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On MOTION by Mr. Kirby seconded by Mr. Gomez, with Mr. Kirby, Mr. Gomez, and Ms. Guyas voting AYE, and Ms. Pincus and Ms. Hudson voting NAY, a meeting shall be held Tuesday, May 6, 2024 at 6:30 p.m., at the same location to conduct a detailed review of the Fiscal Year 2025 Budget. 3-2

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TENTH ORDER OF BUSINESS

Supervisor Requests

There being no requests, the next order of business followed.

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ELEVENTH ORDER OF BUSINESS

Adjournment

There being no further business,

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On MOTION by Ms. Pincus seconded by Mr. Kirby, with all in favor, the meeting was adjourned. 5-0

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Janice Eggleton Davis
District Manager

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Cheryl Hudson
Chairperson

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MEMORANDUM

TO: Board of Supervisors, Piney-Z CDD
FROM: Sonia Rowley, District Accountant
CC: Bob Nanni, District Manager
DATE: May 10, 2024
SUBJECT: April Financials

Please find attached the April 2024 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. Should you have any questions or require additional information, please do not hesitate to contact me at sonia.rowley@inframark.com.

General Fund

Fund Balance

- Assigned Reserves: The balances have been adjusted to reflect the new total of \$243,890
- Unassigned Balance: Represents the General Fund in excess of nonspendable, restricted, committed and assigned fund balance.

Total Revenues for the General Fund were at 98% of adopted budget. This is typical for this time of year.

- The YTD Non-Ad Valorem assessments collections are at 99%.

Total Expenditures through April were at 50% of adopted budget.

- Fitness Center - Reserve-Equipment
 - ▶ Includes \$4,000 to Allways Improving for elliptical.
- Reserves - CDD Amenity
 - ▶ Includes \$665 to Allways Improving for elliptical.
- Parks & Grounds - Reserves-Pavilion
 - ▶ Includes \$8,500 to Tri-State Demolition for demolition of playground.

PINEY-Z

Community Development District

Financial Report

April 30, 2024

Prepared by



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PINEY-Z
Community Development District

Financial Statements

(Unaudited)

April 30, 2024

Balance Sheet

April 30, 2024

<u>ACCOUNT DESCRIPTION</u>	<u>TOTAL</u>
<u>ASSETS</u>	
Cash - Checking Account	\$ 23,402
Cash On Hand/Petty Cash	250
Accounts Receivable - Other	244
Investments:	
Money Market Account	449,896
Prepaid Items	299
TOTAL ASSETS	\$ 474,091
<u>LIABILITIES</u>	
Accounts Payable	\$ 2,876
Accrued Expenses	6,038
TOTAL LIABILITIES	8,914
<u>FUND BALANCES</u>	
Nonspendable:	
Prepaid Items	299
Assigned to:	
Operating Reserves	100,378
Reserves - CDD Amenity	27,223
Reserves-Lodge	16,721
Reserves - Park	43,059
Reserve-Pool Acid Wash	2,100
Reserves-Pool Equipment	1,345
Reserves-Pool Fence & Deck	20,000
Reserves-Pool Filters & Pumps	3,064
Reserves - Pool Shell	30,000
Unassigned:	220,988
TOTAL FUND BALANCES	\$ 465,177
TOTAL LIABILITIES & FUND BALANCES	\$ 474,091

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending April 30, 2024

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD
<u>REVENUES</u>			
Interest - Investments	\$ 2,000	\$ 10,847	542.35%
Interest - Tax Collector	1,500	794	52.93%
Special Assmnts- Tax Collector	394,706	391,099	99.09%
Special Assmnts- Discounts	(15,788)	(14,657)	92.84%
Other Miscellaneous Revenues	100	425	425.00%
Access Cards	3,514	721	20.52%
Pavilion Rental	2,000	1,105	55.25%
Lodge Rental	18,000	8,275	45.97%
TOTAL REVENUES	406,032	398,609	98.17%
<u>EXPENDITURES</u>			
<u>Administration</u>			
P/R-Board of Supervisors	6,000	1,400	23.33%
FICA Taxes	459	107	23.31%
ProfServ-Legal Services	24,000	14,000	58.33%
ProfServ-Mgmt Consulting	32,592	19,012	58.33%
Auditing Services	3,150	-	0.00%
Postage and Freight	200	61	30.50%
Insurance - General Liability	15,596	10,226	65.57%
Printing and Binding	50	6	12.00%
Legal Advertising	750	399	53.20%
Miscellaneous Services	400	60	15.00%
Misc-Assessment Collection Cost	11,841	11,293	95.37%
Misc-Contingency	50	-	0.00%
Office Supplies	25	-	0.00%
Annual District Filing Fee	175	175	100.00%
Total Administration	95,288	56,739	59.54%
<u>Field</u>			
Contr-Landscape-Amenities Area	26,336	13,122	49.83%
R&M-Trees and Trimming	3,000	-	0.00%
Misc-Contingency	1,000	240	24.00%
Total Field	30,336	13,362	44.05%

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending April 30, 2024

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD
<u>Parks and Recreation</u>			
Payroll-Other	9,750	11,558	118.54%
Payroll-Maintenance	13,746	10,247	74.55%
Payroll-Administrative	60,002	27,001	45.00%
FICA Taxes	6,388	3,734	58.45%
Workers' Compensation	4,414	2,446	55.41%
Contracts-Janitorial Services	3,042	1,820	59.83%
Contracts-Security Services	1,230	195	15.85%
Contracts-Fire Exting. Insp.	390	195	50.00%
Contract-Copier Maintenance	150	77	51.33%
Contract-Dumpster Rental	337	197	58.46%
Contracts-Pest Control	497	368	74.04%
Contracts-Fire Insp Sprinkler System	200	-	0.00%
Contracts-Archival of E-mails	1,435	942	65.64%
Contract-Website Hosting	277	278	100.36%
Communication - Teleph - Field	100	136	136.00%
Postage and Freight	75	591	788.00%
Utility - General	17,898	9,363	52.31%
Utility - Other	3,444	1,875	54.44%
Electricity - Streetlights	1,573	937	59.57%
Utility - Irrigation	3,711	1,940	52.28%
Utility - Refuse Removal	1,754	1,130	64.42%
R&M-General	1,000	5,326	532.60%
R&M-Electrical	200	174	87.00%
R&M-Roof	480	-	0.00%
R&M-Plumbing	100	-	0.00%
Misc-Contingency	2,000	238	11.90%
Information Technology	420	-	0.00%
Mileage Reimbursement	350	159	45.43%
Office Supplies	2,200	1,867	84.86%
Supplies-Cleaning & Paper	375	214	57.07%
Reserves-Lodge	429	-	0.00%
Total Parks and Recreation	137,967	83,008	60.17%

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending April 30, 2024

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD
<u>Swimming Pool</u>			
Payroll-Maintenance	21,993	7,683	34.93%
Payroll-Administrative	8,572	5,125	59.79%
Payroll-Pool Attendants	23,406	692	2.96%
FICA Taxes	4,129	1,033	25.02%
Contracts-Pest Control	50	-	0.00%
Communication - Teleph - Field	100	136	136.00%
R&M-General	400	175	43.75%
R&M-Electrical	60	-	0.00%
R&M-Pools	1,000	8,085	808.50%
Misc-Licenses & Permits	250	250	100.00%
Misc-Contingency	3,000	226	7.53%
Op Supplies - Pool Chemicals	4,000	281	7.03%
Total Swimming Pool	66,960	23,686	35.37%
<u>Fitness Center</u>			
Payroll-Maintenance	5,497	1,064	19.36%
Payroll-Administrative	8,572	945	11.02%
FICA Taxes	1,076	154	14.31%
Contracts-Janitorial Services	2,028	1,378	67.95%
Contracts-Fitness Equipment	1,500	881	58.73%
Contracts-Pest Control	215	184	85.58%
R&M-General	150	60	40.00%
R&M-Electrical	75	34	45.33%
R&M-Equipment	1,500	227	15.13%
Misc-Contingency	250	-	0.00%
Supplies-Cleaning & Paper	600	221	36.83%
Reserve - Equipment	4,000	4,000	100.00%
Total Fitness Center	25,463	9,148	35.93%

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending April 30, 2024

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD
<u>Park & Grounds</u>			
Payroll-Maintenance	13,746	11,964	87.04%
Payroll-Administrative	8,572	1,480	17.27%
FICA Taxes	1,707	1,029	60.28%
Contracts-Janitorial Services	1,690	572	33.85%
Contracts-Roof	480	450	93.75%
Contracts-Pest Control	146	184	126.03%
R&M-General	1,500	118	7.87%
R&M-Electrical	100	224	224.00%
R&M-Irrigation	500	-	0.00%
R&M-Backflow Inspection	225	-	0.00%
Misc-Contingency	1,000	17	1.70%
Supplies-Cleaning & Paper	275	68	24.73%
Reserve - Parking Lot	1,200	-	0.00%
Reserve - Pavilion	32,500	8,500	26.15%
Total Park & Grounds	63,641	24,606	38.66%
<u>Reserves</u>			
Reserve - CDD Amenity	-	665	0.00%
Total Reserves	-	665	0.00%
TOTAL EXPENDITURES & RESERVES	419,655	211,214	50.33%
Excess (deficiency) of revenues			
Over (under) expenditures	(13,623)	187,395	-1375.58%
<u>OTHER FINANCING SOURCES (USES)</u>			
Contribution to (Use of) Fund Balance	(13,623)	-	0.00%
TOTAL FINANCING SOURCES (USES)	(13,623)	-	0.00%
Net change in fund balance	\$ (13,623)	\$ 187,395	-1375.58%
FUND BALANCE, BEGINNING (OCT 1, 2023)	277,782	277,782	
FUND BALANCE, ENDING	\$ 264,159	\$ 465,177	

PINEY-Z

Community Development District

Supporting Schedules

April 30, 2024

**Non-Ad Valorem Special Assessments - Leon County Tax Collector
(Monthly Assessment Collection Distributions)
For the Fiscal Year Ending September 30, 2024**

Date Received	Net Amount Received	Discount / (Penalties) Amount	Collection Cost	Gross Amount	General Fund
ASSESSMENTS LEVIED FY 2024				\$ 394,706	\$ 394,706
Allocation %				100%	100%
11/15/23	3,785	158	117	4,060	4,060
11/28/23	69,129	2,880	2,138	74,147	74,147
12/13/23	251,200	10,467	7,769	269,436	269,436
12/22/23	19,131	797	592	20,520	20,520
01/12/24	6,162	191	191	6,543	6,543
02/23/24	7,341	150	227	7,718	7,718
03/26/24	1,506	15	47	1,568	1,568
04/16/24	6,893	0	213	7,106	7,106
TOTAL	\$ 365,148	\$ 14,658	\$ 11,293	\$ 391,099	\$ 391,099
% COLLECTED				99%	99%
TOTAL OUTSTANDING				\$ 3,608	\$ 3,608

Cash and Investment Report

April 30, 2024

<u>Account Name</u>	<u>Bank Name</u>	<u>Investment Type</u>	<u>Yield</u>	<u>Balance</u>
GENERAL FUND				
Operating Checking Account	Truist	Business checking	0.00%	\$23,402
Petty Cash	Petty Cash	Cash	0.00%	\$250
Public Funds Money Market Account	BankUnited	Money Market Account	5.25%	\$449,896
			Total	<u><u>\$473,548</u></u>

Bank Account Statement

Piney-Z CDD

Bank Account No. 2471
Statement No. 04-24
Statement Date 04/30/2024

GL Balance (LCY)	23,402.27
GL Balance	23,402.27
Positive Adjustments	0.00
<hr/>	
Subtotal	23,402.27
Negative Adjustments	0.00
<hr/>	
Ending G/L Balance	23,402.27

Statement Balance	25,095.28
Outstanding Deposits	0.00
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Subtotal	25,095.28
Outstanding Checks	-1,693.01
<hr/>	
Ending Balance	23,402.27

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
Outstanding Checks						
11/06/2023	Payment	58405	Payment of Invoice 008415			-226.69
11/22/2023	Payment	58425	Check for Vendor 16			-139.78
03/06/2024	Payment	58474	Payment of Invoice 008577			-131.00
04/08/2024	Payment	58489	Payment of Invoice 008622			-125.00
04/08/2024	Payment	58490	Check for Vendor V00141			-12.91
04/26/2024	Payment	58524	Check for Vendor 102			-28.08
04/26/2024	Payment	58525	Check for Vendor V00089			-145.00
04/26/2024	Payment	58526	Check for Vendor V00099			-150.00
04/26/2024	Payment	58528	Check for Vendor V00233			-134.55
04/26/2024	Payment	58529	Check for Vendor V00248			-350.00
04/26/2024	Payment	58530	Check for Vendor V00131			-250.00
Total Outstanding Checks						-1,693.01

PINEY-Z Community Development District

Payment Register by Bank Account

For the Period from 4/1/24 to 4/30/24

(Sorted by Check / ACH No.)

Pymt Type	Check / ACH No.	Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
TRUIST BANK - (ACCT# XXXXX2471)									
Check	58489	04/08/24	Vendor	ALLWAYS IMPROVING LLC	31905	MARCH MAINTENANCE	Contracts-Fitness Equipment	001-534071-57214	\$125.00
Check	58490	04/08/24	Vendor	RICK EVANS	033124	MARCH MILEAGE	Misc-Mileage Reimbursement	001-549951-57201	\$12.91
Check	58491	04/08/24	Vendor	TRUIST (BB&T)	032524-2229	PURCHASES 2/27/24-3/19/24	SAMS -EQUIP FUEL	001-546001-57240	\$20.75
Check	58491	04/08/24	Vendor	TRUIST (BB&T)	032524-2229	PURCHASES 2/27/24-3/19/24	HOME DEPOT-WIPES	001-552083-57201	\$13.78
Check	58491	04/08/24	Vendor	TRUIST (BB&T)	032524-2229	PURCHASES 2/27/24-3/19/24	HOME DEPOT-WIPES	001-552083-57214	\$13.78
Check	58491	04/08/24	Vendor	TRUIST (BB&T)	032524-2229	PURCHASES 2/27/24-3/19/24	HOME DEPOT-BONA	001-552083-57201	\$39.94
Check	58491	04/08/24	Vendor	TRUIST (BB&T)	032524-2229	PURCHASES 2/27/24-3/19/24	HOME DEPOT-RUSTOLEUM	001-546001-57205	\$16.48
Check	58491	04/08/24	Vendor	TRUIST (BB&T)	032524-2229	PURCHASES 2/27/24-3/19/24	HOME DEPOT-CAULKING GUN	001-546001-57201	\$13.28
Check	58491	04/08/24	Vendor	TRUIST (BB&T)	032524-2229	PURCHASES 2/27/24-3/19/24	HOME DEPOT-CRACK SEALANT	001-546001-57205	\$33.62
Check	58491	04/08/24	Vendor	TRUIST (BB&T)	032524-2229	PURCHASES 2/27/24-3/19/24	HOME DEPOT-PAINTERS CAULK	001-546001-57201	\$5.56
Check	58491	04/08/24	Vendor	TRUIST (BB&T)	032524-2229	PURCHASES 2/27/24-3/19/24	HOME DEPOT-PAINT BUCKET	001-552083-57201	\$4.48
Check	58491	04/08/24	Vendor	TRUIST (BB&T)	032524-2229	PURCHASES 2/27/24-3/19/24	SAMS-PAPER TOWELS	001-552083-57201	\$9.99
Check	58491	04/08/24	Vendor	TRUIST (BB&T)	032524-2229	PURCHASES 2/27/24-3/19/24	SAMS-PAPER TOWELS	001-552083-57214	\$9.99
Check	58491	04/08/24	Vendor	TRUIST (BB&T)	032524-2229	PURCHASES 2/27/24-3/19/24	SAMS-TOILET PAPER	001-552083-57201	\$7.66
Check	58491	04/08/24	Vendor	TRUIST (BB&T)	032524-2229	PURCHASES 2/27/24-3/19/24	SAMS-TOILET PAPER	001-552083-57214	\$7.66
Check	58491	04/08/24	Vendor	TRUIST (BB&T)	032524-2229	PURCHASES 2/27/24-3/19/24	SAMS-TOILET PAPER	001-552083-57240	\$7.66
Check	58491	04/08/24	Vendor	TRUIST (BB&T)	032524-2229	PURCHASES 2/27/24-3/19/24	TRACFONE-POOL PHONE	001-541005-57201	\$136.30
Check	58491	04/08/24	Vendor	TRUIST (BB&T)	032524-2229	PURCHASES 2/27/24-3/19/24	TRACFONE-POOL PHONE-RICK	001-541005-57205	\$136.30
Check	58491	04/08/24	Vendor	TRUIST (BB&T)	032524-2229	PURCHASES 2/27/24-3/19/24	AMAZON-WIPE DISPENSER	001-546001-57214	\$48.95
Check	58491	04/08/24	Vendor	TRUIST (BB&T)	032524-2229	PURCHASES 2/27/24-3/19/24	SAMS-ENTRANCE MATS	001-546001-57201	\$50.59
Check	58491	04/08/24	Vendor	TRUIST (BB&T)	032524-2229	PURCHASES 2/27/24-3/19/24	HOME DEPOT-SPRAY BOTTLES	001-552083-57201	\$11.94
Check	58491	04/08/24	Vendor	TRUIST (BB&T)	032524-2229	PURCHASES 2/27/24-3/19/24	LATE FEE & FIN CHG ADJ	115125	(\$27.56)
Check	58492	04/08/24	Vendor	RAINBOW OUTDOOR SERVICES	9563	LANDSCAPE MAINT MARCH 2024	Contr-Landscape-Amenities Area	001-534053-53901	\$1,378.00
Check	58492	04/08/24	Vendor	RAINBOW OUTDOOR SERVICES	9565	INSTALL PINE MULCH	Contr-Landscape-Amenities Area	001-534053-53901	\$2,786.54
Check	58493	04/08/24	Vendor	TALLAHASSEE FLOOR FINISHING	022724	INSTALL/REPAIR T-MOLD	R&M-General	001-546001-57201	\$360.00
Check	58494	04/08/24	Vendor	SUPERIOR AF CLEANING LLC	MARCH24	MAR24 ROUTINE WEEKLY CLEANING	Contracts-Janitorial Services	001-534026-57201	\$260.00
Check	58494	04/08/24	Vendor	SUPERIOR AF CLEANING LLC	MARCH24	MAR24 ROUTINE WEEKLY CLEANING	Contracts-Janitorial Services	001-534026-57214	\$208.00
Check	58494	04/08/24	Vendor	SUPERIOR AF CLEANING LLC	MARCH24	MAR24 ROUTINE WEEKLY CLEANING	Contracts-Janitorial Services	001-534026-57240	\$52.00
Check	58509	04/17/24	Vendor	MICHAEL GOMEZ	040524-REIM	REIMBURSEMENT-PLAYGROUND SURVEY	Postage and Freight	001-541006-57201	\$543.29
Check	58510	04/17/24	Vendor	CITY OF TALLAHASSEE ACH	040124	SVC 2/26/24-3/25/24	Utility - Irrigation	001-543014-57201	\$141.37
Check	58510	04/17/24	Vendor	CITY OF TALLAHASSEE ACH	040124	SVC 2/26/24-3/25/24	Utility - General	001-543001-57201	\$1,229.55

PINEY-Z Community Development District

Payment Register by Bank Account

For the Period from 4/1/24 to 4/30/24

(Sorted by Check / ACH No.)

Pymt Type	Check / ACH No.	Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
Check	58510	04/17/24	Vendor	CITY OF TALLAHASSEE ACH	040124	SVC 2/26/24-3/25/24	Utility - Refuse Removal	001-543020-57201	\$161.42
Check	58521	04/17/24	Vendor	OFFICE BUSINESS SYSTEMS INC	IN17223	CONTRACT USUAGE 2/29/24-3/29/24	Contract-Copier Maintenance	001-534097-57201	\$24.58
Check	58522	04/17/24	Vendor	TRI-STATE DEMOLITION LLC	4076	DEMOLISH/REMOVE GAZEBOS/PLAYGROUND	Reserve - Pavilion	001-568119-57240	\$8,500.00
Check	58523	04/26/24	Vendor	CITY OF TALLAHASSEE ACH	041224-COT	SVC 3/10/24-4/9/24	Electricity - Streetlighting	001-543013-57201	\$135.31
Check	58524	04/26/24	Vendor	MARPAN SUPPLY CO., INC.	1758034	RENTAL 5/1/24	Contract-Dumpster Rental	001-534098-57201	\$28.08
Check	58525	04/26/24	Vendor	1ST CHOICE PEST SERVICES	54624	QTRLY PEST CONTROL	Contract-Pest Control	001-534125-57240	\$36.25
Check	58525	04/26/24	Vendor	1ST CHOICE PEST SERVICES	54624	QTRLY PEST CONTROL	Contract-Pest Control	001-534125-57201	\$72.50
Check	58525	04/26/24	Vendor	1ST CHOICE PEST SERVICES	54624	QTRLY PEST CONTROL	Contract-Pest Control	001-534125-57214	\$36.25
Check	58526	04/26/24	Vendor	METAL BUILDING SERVICES INC	23-3762-4152024	QTRLY GUTTER/ROOF CLEANING	Contracts-Roof	001-534108-57240	\$150.00
Check	58527	04/26/24	Vendor	RAINBOW OUTDOOR SERVICES	9569	PRESSURE WASHING/CHEMICALS/CLEANING	R&M-General	001-546001-57201	\$2,395.00
Check	58528	04/26/24	Vendor	COMPLETE I.T SERVICE SOLUTIONS	12994	APR24 CDD/HOA EMAIL	Contracts-Archival of E-mails	001-534176-57201	\$134.55
Check	58529	04/26/24	Vendor	PAMELA Y BARNES	041824	RENTAL CANCELLATION 5/27/24	Lodge Rentals	369943	\$350.00
Check	58530	04/26/24	Vendor	FLORIDA DEPARTMENT OF HEALTH- ACH	04232024	#37-BID-7156922 SWIMMING POOL	Misc-Licenses & Permits	001-549066-57205	\$250.00
ACH	DD001191	04/26/24	Vendor	COMCAST -ACH	041124-3478 ACH	SVC 4/25/24-5/24/24	Utility - Other	001-543004-57201	\$270.48
Account Total									\$20,202.23

Total Amount Paid	\$20,202.23
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Sixth Order of Business

6A

PINEY-Z
Community Development District

Annual Operating Budget

Fiscal Year 2025

Proposed Budget
(V.4 - Printed 5/16/2024)

Prepared by:



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Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2025 Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	% +/- Budget	ANNUAL
	FY 2022	FY 2023	BUDGET FY 2024	THRU MAR 2024	April- 9/30/2024	PROJECTED FY 2024		BUDGET FY 2025
REVENUES								
Interest - Investments	\$ 714	\$ 7,126	\$ 2,000	\$ 8,965	\$ 2,000	\$ 10,965	448%	\$ 2,000
Interest - Tax Collector	38	745	1,500	794	-	794	-47%	800
Special Assmnts- Tax Collector	394,706	394,706	394,706	383,992	10,714	394,706	0%	508,217
Special Assmnts- Discounts	(14,716)	(14,810)	(15,788)	(14,657)	(1,131)	(15,788)	0%	(20,329)
Other Miscellaneous Revenues	1,269	1,254	100	425	430	855	755%	100
Access Cards	6,741	4,821	3,514	126	127	253	-93%	3,514
Pavilion Rental	1,545	2,120	2,000	1,025	1,036	2,061	3%	2,000
Insurance Reimbursements	32,263	5,947	-	-	-	-	0%	-
Lodge Rental	13,577	17,140	18,000	7,300	10,700	18,000	0%	18,000
TOTAL REVENUES	436,137	419,049	406,032	387,970	23,876	411,846		514,302
EXPENDITURES								
<i>Administrative</i>								
P/R-Board of Supervisors	2,800	2,600	6,000	800	5,200	6,000	0%	4,000
FICA Taxes	214	199	459	61	398	459	0%	306
ProfServ-Legal Services	24,000	24,000	24,000	12,000	12,000	24,000	0%	24,000
ProfServ-Mgmt Consulting	31,338	31,338	32,592	16,296	16,296	32,592	0%	33,896
Auditing Services	3,150	3,150	3,150	-	3,150	3,150	0%	3,150
Postage and Freight	192	207	200	61	139	200	0%	200
Insurance - General Liability	12,381	14,178	15,596	10,226	10,226	20,452	31%	22,497
Printing and Binding	1	17	50	6	44	50	0%	50
Legal Advertising	647	561	750	280	470	750	0%	750
Miscellaneous Services	409	430	400	60	340	400	0%	400
Misc-Assessment Collection Cost	11,400	11,397	11,841	11,080	761	11,841	0%	15,247
Misc-Contingency	49	-	50	-	50	50	0%	50

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2025 Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	% +/- Budget	ANNUAL
	FY 2022	FY 2023	BUDGET FY 2024	THRU MAR 2024	April- 9/30/2024	PROJECTED FY 2024		BUDGET FY 2025
Office Supplies	-	-	25	-	25	25	0%	25
Annual District Filing Fee	175	175	175	175	-	175	0%	175
Total Administrative	86,756	88,252	95,288	51,045	49,099	100,144		104,745
Field								
Contr-Landscape-Amenities Area	24,844	24,687	26,336	11,744	14,592	26,336	0%	27,126
R&M-Trees and Trimming	3,200	4,600	3,000	-	3,000	3,000	0%	3,000
Misc-Contingency	371	-	1,000	240	760	1,000	0%	1,000
Total Field	28,415	29,287	30,336	11,984	18,352	30,336		31,126
Parks and Recreation								
Payroll-Other	7,062	10,263	9,750	10,667	-	10,667	9%	12,480
Payroll-Maintenance	16,743	15,185	13,746	9,039	4,707	13,746	0%	14,186
Payroll-Administrative	62,395	65,132	60,002	21,231	38,771	60,002	0%	61,922
FICA Taxes	6,517	6,929	6,388	3,132	3,256	6,388	0%	6,777
Workers' Compensation	3,839	4,013	4,414	2,446	2,446	4,892	11%	5,381
Contracts-Janitorial Services	2,460	2,977	3,042	1,560	1,482	3,042	0%	3,042
Contracts-Security Services	780	780	1,230	195	1,035	1,230	0%	1,230
Contracts-Fire Exting. Insp.	325	390	390	195	195	390	0%	390
Contract-Copier Maintenance	133	121	150	77	73	150	0%	150
Contract-Dumpster Rental	314	338	337	168	169	337	0%	337
Contracts-Pest Control	499	985	497	295	202	497	0%	497
Contracts-Fire Insp Sprinkler System	200	200	200	-	200	200	0%	200
Contracts-Archival of E-mails	-	1,615	1,435	807	628	1,435	0%	1,435
Contract-Website Hosting	330	348	277	278	-	278	0%	277
Communication - Teleph - Field	38	70	100	136	-	136	36%	100
Postage and Freight	73	100	75	48	27	75	0%	75
Utility - General	16,111	16,088	17,898	8,304	9,594	17,898	0%	17,898

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2025 Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	% +/- Budget	ANNUAL
	FY 2022	FY 2023	BUDGET FY 2024	THRU MAR 2024	April- 9/30/2024	PROJECTED FY 2024		BUDGET FY 2025
Utility - Other	2,993	3,130	3,444	1,604	1,840	3,444	0%	3,444
Electricity - Streetlights	1,416	1,555	1,573	801	772	1,573	0%	1,573
Utility - Irrigation	3,341	3,524	3,711	2,152	2,200	4,352	17%	3,711
Utility - Refuse Removal	1,579	1,710	1,754	950	804	1,754	0%	1,754
R&M-General	6,335	16,696	1,000	2,931	-	2,931	193%	1,000
R&M-Electrical	104	49	200	174	26	200	0%	200
R&M-Roof	-	-	480	-	480	480	0%	480
R&M-Fire Equipment	195	-	-	-	-	-	0%	-
R&M-Plumbing	42	64	100	-	100	100	0%	100
Misc-Contingency	44,605	8,173	2,000	238	1,762	2,000	0%	2,000
Information Technology	420	-	420	-	420	420	0%	420
Mileage Reimbursement	342	384	350	144	206	350	0%	350
Office Supplies	2,810	1,931	2,200	1,867	333	2,200	0%	2,200
Supplies-Cleaning & Paper	362	357	375	214	161	375	0%	400
Reserves-Lodge	-	-	429	-	-	-	-100%	3,420
Total Parks and Recreation	182,363	163,107	137,967	69,653	71,889	141,542		147,429
Swimming Pool								
Payroll-Maintenance	15,177	16,590	21,993	6,203	15,790	21,993	0%	22,697
Payroll-Administrative	8,407	9,848	8,572	4,713	3,859	8,572	0%	8,846
Payroll-Pool Attendants	19,980	21,357	23,406	692	22,714	23,406	0%	24,155
FICA Taxes	3,207	3,656	4,129	888	3,241	4,129	0%	4,261
Contracts-Pest Control	-	-	50	-	50	50	0%	50
Communication - Teleph - Field	791	134	100	136	-	136	36%	125
R&M-General	552	15,586	400	175	225	400	0%	400
R&M-Electrical	47	85	60	-	60	60	0%	60
R&M-Pools	744	26,437	1,000	8,085	-	8,085	709%	1,000
Misc-Licenses & Permits	250	250	250	-	250	250	0%	250

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2025 Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	% +/- Budget	ANNUAL
	FY 2022	FY 2023	BUDGET FY 2024	THRU MAR 2024	April- 9/30/2024	PROJECTED FY 2024		BUDGET FY 2025
Misc-Contingency	9,120	6,657	3,000	226	2,774	3,000	0%	3,000
Op Supplies - Pool Chemicals	5,899	6,506	4,000	281	3,719	4,000	0%	4,000
Reserve - Pool	41,773	399	-	-	-	-	0%	40,000
Total Swimming Pool	105,947	107,505	66,960	21,399	52,682	74,081		108,844
Fitness Center								
Payroll-Maintenance	826	1,902	5,497	981	4,516	5,497	0%	5,673
Payroll-Administrative	2,147	1,969	8,572	738	7,834	8,572	0%	8,846
FICA Taxes	224	296	1,076	132	944	1,076	0%	1,111
Contracts-Janitorial Services	2,316	2,106	2,028	1,170	858	2,028	0%	2,028
Contracts-Fitness Equipment	1,300	1,500	1,500	756	744	1,500	0%	1,500
Contracts-Pest Control	214	377	215	148	67	215	0%	215
R&M-General	154	198	150	60	90	150	0%	150
R&M-Electrical	-	45	75	34	41	75	0%	75
R&M-Equipment	1,616	278	1,500	227	1,273	1,500	0%	1,500
Misc-Contingency	-	5	250	-	250	250	0%	250
Supplies-Cleaning & Paper	717	474	600	221	379	600	0%	600
Reserve - Equipment	11,400	-	4,000	4,000	-	4,000	0%	15,000
Total Fitness Center	20,914	9,150	25,463	8,467	16,996	25,463		36,948
Park & Grounds								
Payroll-Maintenance	16,219	18,720	13,746	10,454	3,292	13,746	0%	14,186
Payroll-Administrative	2,147	1,969	8,572	1,274	7,298	8,572	0%	8,846
FICA Taxes	1,611	1,583	1,707	897	810	1,707	0%	1,762
Contracts-Janitorial Services	1,254	1,547	1,690	520	1,170	1,690	0%	1,690
Contracts-Roof	-	-	480	300	180	480	0%	480
Contracts-Pest Control	145	145	146	148	-	148	1%	146
R&M-General	1,532	22,380	1,500	118	1,382	1,500	0%	1,500

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2025 Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	% +/- Budget	ANNUAL
	FY 2022	FY 2023	BUDGET FY 2024	THRU MAR 2024	April- 9/30/2024	PROJECTED FY 2024		BUDGET FY 2025
R&M-Electrical	18	29	100	224	-	224	124%	100
R&M-Irrigation	-	950	500	-	500	500	0%	500
R&M-Backflow Inspection	225	280	225	-	225	225	0%	225
Misc-Contingency	892	1,212	1,000	17	983	1,000	0%	1,000
Supplies-Cleaning & Paper	249	208	275	68	207	275	0%	275
Reserves - Irrigation System	-	640	-	-	-	-	0%	-
Reserve-Mulch	-	4,280	-	-	-	-	0%	-
Reserve - Parking Lot	-	-	1,200	-	-	-	-100%	4,500
Reserve - Pavilion	-	-	32,500	-	48,500	48,500	49%	40,000
Total Park & Grounds	24,292	53,943	63,641	14,020	64,547	78,567		75,210
Reserves								
Reserve - CDD Amenity	-	-	-	665	-	665	0%	10,000
Total Reserves	-	-	-	665	-	665		10,000
TOTAL EXPENDITURES & RESERVES	448,687	451,244	419,655	177,233	273,565	450,798		514,302
Excess (deficiency) of revenues								
Over (under) expenditures	(12,550)	(32,195)	(13,623)	210,737	(249,689)	(38,952)		-
FUND BALANCE, BEGINNING	322,520	309,974	277,782	277,782	-	277,782		238,830
FUND BALANCE, ENDING	\$ 309,970	\$ 277,779	\$ 264,159	\$ 488,519	\$ (249,689)	\$ 238,830		\$ 238,830

PINEY-Z

Community Development District

*General Fund***Budget Narrative**

Fiscal Year 2025

REVENUES**Interest - Investments (361001-3000)**

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.

Interest – Tax Collector (361006-3000)

The District will receive interest from the tax collector based on the timing of assessment distributions. The budget is based upon the estimated amount expected 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.

Miscellaneous Revenues (369900-3000)

Unanticipated miscellaneous revenues and fines for property damage.

Access Cards (369941-3000)

Revenue from access cards purchases, including from pass holders.

Pavilion Rental (369942-3000)

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

Lodge Rental (369943-3000)

Revenue from renting the lodge to residents and non-residents for private functions to the Leon County Supervisor of Elections for conducting precinct elections, etc.

PINEY-Z

Community Development District

General Fund

Budget Narrative
Fiscal Year 2025

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 Inframark Infrastructure Management 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 Inframark in accordance with the management contract.

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.

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.

PINEY-Z

Community Development District

General Fund

Budget Narrative
Fiscal Year 2025

Expenditures – Administrative (continued)

Miscellaneous Services (549001-51301)

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

Miscellaneous - 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 budgeted amount for collection costs is based on a maximum of 3% of the anticipated assessment collections.

Miscellaneous - 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.

R&M – Trees and Trimming (546099-53901)

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

Miscellaneous - Contingency (549900-53901)

Necessary services and repairs which fall outside those specified in the landscaping contract, including plantings, sod, irrigation repairs, application of chemicals for poison ivy, ants, etc.

PINEY-Z

Community Development District

*General Fund***Budget Narrative**

Fiscal Year 2025

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 - Other (512004-57201)

Compensation of one part time Office Assistant, if needed.

Payroll - Maintenance (512006-57201)

Compensation of one part time Buildings and Grounds Manager.

Payroll - Administrative (512009-57201)

Compensation of one full time CDD Manager.

FICA Taxes (521001-57201)

Payroll tax for staff above.

Workers' Compensation (524001-57201)

The District's policy is currently with Florida Municipal Insurance Trust.

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).

Contracts - Fire Inspection (534094-57201)

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

Contracts - Copier Maintenance (534097-57201)

Cost to maintain copier.

Contracts - Dumpster Rental (534098-57201)

Cost to rent lodge dumpster from Marpan.

PINEY-Z

Community Development District

General Fund

Budget Narrative

Fiscal Year 2025

Expenditures – Parks and Recreation - General (continued)

Contracts - Pest Control (534125-57201)

Annual termite inspection; quarterly treatment of the lodge.

Contracts - Fire Inspection Sprinkler System (534165-57201)

Inspection of the sprinkler system in the garage.

Contracts – Archival of Emails (534176-57201)

Cost to archive emails.

Contracts - Website Hosting (534384-57201)

Cost to maintain website including domain, back-up and security.

Communication - Telephone-Field (541005-57201)

Purchase of TracFone for use by Buildings and Grounds Manager.

Postage and Freight (541006-57201)

Routine correspondence.

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 electricity for the District's 10 decorative streetlights around the pool.

Utility - Irrigation (543014-57201)

City of Tallahassee charges for water for irrigation system and pool.

Utility - Refuse Removal (543020-57201)

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

PINEY-Z

Community Development District

*General Fund***Budget Narrative**

Fiscal Year 2025

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

Miscellaneous - Contingency (549900-57201)

Unanticipated operating expenses.

Miscellaneous - Information Technology (549942-57201)

IT support and website maintenance/assistance, to ensure the website continues to meet ADA goals.

Miscellaneous - Mileage Reimbursement (549951-57201)

Reimbursement of mileage expenses of Buildings and Grounds Manager.

Office Supplies (551002-57201)

Costs associated with operation of the CDD Manager's office, including copier and computer paper, computer ink and software, file folders, card stock for forms, notebooks, envelopes, pens, pencils, name plates for board members, computers and printers, as well as Office 365 and cloud storage.

Supplies - Cleaning and Paper (551083-57201)

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

Reserves - Lodge (568107-57201)

For sand and seal of wood flooring, lodge roof replacement, painting of the lodge exterior, etc.

PINEY-Z

Community Development District

General Fund

Budget Narrative

Fiscal Year 2025

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 - Maintenance (512006-57205)

Compensation of one part-time Buildings and Grounds Manager.

Payroll - Administrative (512009-57205)

Compensation of one full time CDD Manager.

Payroll – Pool Attendants (512028-57205)

Compensation of pool attendants.

FICA Taxes (521001-57205)

Payroll tax for above.

Contracts – Pest Control (534125-57205)

Pest and termite services for the exterior of the chemical shed.

Communication - Telephone-Field (541005-57205)

TracFone for attendant station; dedicated 911 phone.

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, etc.

Miscellaneous - License & Permits (549066-57205)

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

PINEY-Z

Community Development District

General Fund

Budget Narrative

Fiscal Year 2025

Expenditures – Swimming Pool (continued)

Miscellaneous - Contingency (549900-57205)

Unanticipated operating expenses, including replacement of any equipment, deck furniture, pool attendant training, etc.

Operating Supplies - Pool Chemicals (552009-57205)

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

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.

Payroll - Administrative (512009-57214)

Compensation of one full time CDD Manager.

FICA Taxes (521001-57214)

Payroll tax for above.

Contracts - Janitorial Services (534026-57214)

Twice weekly cleaning of the Fitness Center.

Contracts - Fitness Equipment (534071-57214)

Monthly preventative maintenance contract with FitnessPro.

Contracts - Pest Control (534125-57214)

Annual termite inspection; quarterly treatment of the fitness center.

R&M - General (546001-57214)

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

R&M - Electrical (546020-57214)

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

PINEY-Z

Community Development District

General Fund

Budget Narrative

Fiscal Year 2025

Expenditures – Fitness Center (Continued)

R&M - Equipment (546022-57214)

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

Miscellaneous - Contingency (549900-57214)

Unanticipated operating expenses.

Supplies - Cleaning and Paper (552083-57214)

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

Reserve - Equipment (568073-57214)

Purchase of exercise pieces for gym.

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.

Payroll - Administrative (512009-57240)

Compensation of one full time CDD Manager.

FICA Taxes (521001-57240)

Payroll tax for above.

Contracts - Janitorial Services (534026-57240)

Twice weekly cleaning of pavilion restrooms, in season.

PINEY-Z

Community Development District

General Fund

Budget Narrative

Fiscal Year 2025

Expenditures – Parks & Grounds (continued)

Contracts- Roof (534108-57240)

Regular cleaning of pavilion roof.

Contracts- Pest Control (534125-57240)

Quarterly treatment of the pavilion.

R&M - General (546001-57240)

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

R&M - Electrical (564020-57240)

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

R&M - Irrigation (546041-57240)

Repairs to the irrigation system.

R&M - Backflow Inspections (546459-57240)

Inspection of the backflows from the water/waste lines.

Miscellaneous - Contingency (549900-57240)

Unanticipated operating expenses.

Supplies - Cleaning and Paper (552083-57240)

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

Reserves - Parking Lots (568117-57240)

For re-sealing of all asphalt lots.

Reserves – Pavilion (568119-57240)

For resurfacing of pavilion deck & re-finish structural steel.

Piney-Z

Community Development District

Supporting Budget Schedules

Fiscal Year 2025

Exhibit "A"
Allocation of Fund Balances

AVAILABLE FUNDS

	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2025	\$ 238,830
Net Change in Fund Balance - Fiscal Year 2025	-
Reserves - Fiscal Year 2025 Additions	102,920
Total Funds Available (Estimated) - 9/30/2025	341,750

ALLOCATION OF AVAILABLE FUNDS

Assigned Fund Balance

Operating Reserve - First Quarter Operating Capital		85,717 ⁽¹⁾
Contribution CDD Amenity prior years	27,223	
Contribution CDD Amenity FY 2025	10,000	<u>37,223</u>
Reserve - Lodge prior years	16,721	
Reserve - Lodge FY 2025	3,420	<u>20,141</u>
Reserve - Park prior years (2)	3,059	
Reserve - Park FY 2025	44,500	<u>47,559</u>
Reserve - Fitness Equipment prior years	-	
Reserve - Fitness Equipment FY 2025	15,000	<u>15,000</u>
Reserve - Pool Acid Wash prior years	2,100	
Reserve - Pool Acid Wash FY 2025	-	<u>2,100</u>
Reserve - Pool Equipment prior years	1,345	
Reserve - Pool Equipment FY 2025	-	<u>1,345</u>
Reserve - Pool Fence & Deck prior years	20,000	
Reserve - Pool Fence & Deck FY 2025	20,000	<u>40,000</u>
Reserve - Pool Filters & Pumps prior years	3,064	

Exhibit "A"
Allocation of Fund Balances

Reserve - Pool Filters & Pumps FY 2025	-	<u>3,064</u>	
Reserve - Pool Shell prior years	30,000		
Reserve - Pool Shell FY 2025	20,000	<u>50,000</u>	
			216,432
		Subtotal	<u>302,149</u>

Total Allocation of Available Funds	302,149
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Total Unassigned (undesignated) Cash	<u>\$ 39,601</u>
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Notes

- (1) Represents approximately 2 months of operating expenditures.
- (2) \$48,500 deducted for playground demolition and replacement.

**Comparison of Non-Ad Valorem Assessment Rates
Fiscal Year 2025 vs. Fiscal Year 2024**

ASSESSMENTS PER UNIT					
Lot Size	# OF Units	Operations and Maintenance			
		FY 2025	FY 2024	Dollar Change	Percent Change
36	28	\$673	\$523	\$150	28.76%
40	104	\$673	\$523	\$150	28.76%
50	291	\$673	\$523	\$150	28.76%
60	62	\$673	\$523	\$150	28.76%
75	183	\$673	\$523	\$150	28.76%
90	67	\$673	\$523	\$150	28.76%
65	8	\$673	\$523	\$150	28.76%
50 gar	12	\$673	\$523	\$150	28.76%
	755				

ASSESSMENT TREND				
FY2025	FY2024	FY2023	FY2022	FY2021
\$673	\$523	\$523	\$523	\$523

RESOLUTION 2024-04

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF
THE PINEY-Z COMMUNITY DEVELOPMENT DISTRICT
SETTING A PUBLIC HEARING THEREON PURSUANT
TO FLORIDA LAW FOR THE FISCAL YEAR 2025
BUDGET**

WHEREAS, the District Manager has heretofore prepared and submitted to the Board a proposed operating budget for Fiscal Year 2025, as approved at the May 20, 2024 Meeting, 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 2025, as may have been amended by the Board at the May 20, 2024 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 29, 2024
Hour: 6:30 p.m.
Place: Piney-Z 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 20th day of May 2024.

Chairperson/Vice Chairperson

Janice Eggleton Davis
Secretary

6B.



MARK S. EARLEY
SUPERVISOR OF ELECTIONS
LEON COUNTY, FLORIDA

April 16, 2024

Sandra H. Demarco
210 N University Dr, Suite 702
Coral Springs, FL 33071
Re: Piney-Z Community Development District

Dear Ms. Demarco:

In response to your email we are happy to provide the number of registered voters for the Piney-Z CDD as of April 15, 2023. The voter registration total that you requested is as follows:

Piney-Z CDD: 1,372 registered voters

These determinations were made using our voter registration database and the current map of the district. We hope this information satisfies your requirements. If you need additional assistance please contact Johnny To, Demographics/GIS Manager at

(850) 606-8683 or via email at ToJ@leoncountyfl.gov.

Sincerely,

Mark Earley