



BAREFOOT BAY RECREATION DISTRICT

Barefoot Bay Recreation District Regular Meeting
May 23, 2023 at 1:00 PM

Agenda

Please turn off all cell phones

- 1. Thought of the Day**
- 2. Pledge of Allegiance to the Flag**
- 3. Roll Call**
- 4. Additions or Deletions to the Agenda**
- 5. Approval of the Agenda**
- 6. Presentations and Proclamations**
 - A. Oath of Office
- 7. Approval of Minutes**
 - A. BOT minutes dated May 11, 2023
- 8. Treasurer's Report**
 - A. Treasurer's Report
- 9. Audience Participation**
- 10. Unfinished Business**
- 11. New Business**
 - A. Selection of RFP Evaluation Committee Members for Golf Course Golf Cart Lease
 - B. FY24 Proposed Budget Mailout
- 12. Manager's Report**
 - A. May 11, 2023 Manager's Report
- 13. Attorney's Report**
- 14. Incidental Trustee Remarks**
- 15. Adjournment**

If an individual decides to appeal any decision made by the Recreation District with respect to any matter considered at this meeting, a record of the proceedings will be required and the individual will need to ensure that a verbatim transcript of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based (FS 286.0105). Such person must provide a method for recording the proceedings verbatim.



BAREFOOT BAY RECREATION DISTRICT

Board of Trustees Regular Meeting
May 11, 2023
1PM –Building D&E

Meeting Called to Order

The Barefoot Bay Recreation District Board of Trustees held a Meeting on May 11, 2023, Building D&E 1225 Barefoot Boulevard, Barefoot Bay, Florida. Mr. Amoss called the meeting to order at 1PM.

Pledge of Allegiance to the Flag

Led by Mr. Klosky.

Roll Call

Present: Mr. Grunow, Mr. Amoss, Mr. Brinker, Mr. Klosky. Also, present, Kent Cichon, Community Manager, Stephanie Brown, District Clerk, Garrett Olsen, General Counsel, Rich Armington, Resident Relations/HR Manager, Matt Goetz, Property Services Manager, Kathy Mendes, Food & Beverage Manager and Charles Henley, Finance Manager.

Additions or Deletions to the Agenda

Mr. Cichon requested item 12D (waiver of the BOT Budget Workshop) be added to the agenda.

Approval of the Agenda

Mr. Grunow made a motion to approve the agenda adding item 12D (waiver of the BOT Budget Workshop) to the agenda. Second by Mr. Klosky. Motion passed unanimously.

Presentations and Proclamation

None.

Approval of Minutes

Budget workshop minutes dated April 20th, 2023, and regular BOT minutes dated April 25th, 2023, were approved as submitted.

Treasurer's Report

Mr. Brinker submitted the Treasurer's Report for May 11, 2023, approved as written.



BAREFOOT BAY RECREATION DISTRICT

Audience Participation

William Frantz- 835 Vireo Drive- voiced his concern about raucous/low frequency noise from BBRD music events.

Bob Warner-1023 Ginger-asked various questions about Food & Beverage and Golf departments revenue and expenditures. He also spoke in favor of music expenditures being separate from maintenance.

Unfinished Business

Discussion of BOT Rules Amendment - Conflict of Interest

Mr. Olsen explained the example policy attached to the agenda and asked direction from the BOT as to whether they would like to pursue an amendment. Mr. Grunow spoke in favor of the amendment. Mr. Brinker spoke in favor of leaving the provision as is. Mr. Amoss agreed with Mr. Brinker.

Mr. Klosky made a motion to leave it. Second by Mr. Brinker. Motion passed 3-1. Mr. Grunow dissented.

New Business

Selection of a Qualified Elector to Fill the Unexpired Term of Trustee Lynn Tummolo

BOT consensus to abide by a coin toss if required.

Mr. Amoss nominated Robert Terrano.

Mr. Klosky nominated Luann Henderson.

Mr. Grunow nominated Ann Hansen.

Mr. Brinker nominated Luann Henderson.

A ballot vote was taken, two votes for Luann Henderson, one vote for Ann Hansen and one vote for Robert Terrano.

A coin toss was given between Ann Hansen and Robert Terrano. Ann Hansen won the coin toss (tails).

A second ballot vote was taken. Two votes for Luann Henderson, two votes for Ann Hansen.

Ms. Henderson withdrew her name for consideration.



BAREFOOT BAY RECREATION DISTRICT

The BOT appointed Ms. Hansen to fill the unexpired term (January 9, 2025) of Trustee formerly held by Lynn Tummolo.

Amending the Budget: Pool #1 Resurfacing Project

Resolution 2023-05 read by Mr. Olsen:

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE BAREFOOT BAY RECREATION DISTRICT AMENDING RESOLUTION 2022-14; AMENDING THE BUDGET.

Mr. Grunow made a motion to approve resolution 2023-05 as read. Second by Mr. Brinker. Motion passed unanimously.

DOR Violations

DOR Violation 20-001712 453 Egret Circle

Mr. Brinker made a motion to refer case #20-001712 Egret Circle to General Counsel Olsen for legal action, equitable or other appropriate action with failure to comply. If the BOT brings any such action to enforce DOR, the charge for such action shall be charged to the Respondents account and shall constitute as a lien. Second by Mr. Grunow. Motion passed unanimously.

DOR Violation 23-000104 907 Hemlock Street

Has come into compliance.

DOR Violation 22-001591 900 Hawthorn Circle

Mr. Grunow made a motion to refer case #22-001591 900 Hawthorn Circle to General Counsel Olsen for legal action, equitable or other appropriate action with failure to comply. If the BOT brings any such action to enforce DOR, the charge for such action shall be charged to the Respondents account and shall constitute as a lien. Second by Mr. Klosky. Motion passed unanimously.

DOR Violation 22-002059 720 Hyacinth Circle

Mr. Grunow made a motion to refer case #22-002059 720 Hyacinth Circle to General Counsel Olsen for legal action, equitable or other appropriate action with failure to comply. If the BOT brings any such action to enforce DOR, the charge for such action shall be charged to the Respondents account and shall constitute as a lien. Second by Mr. Klosky. Motion passed unanimously.



BAREFOOT BAY RECREATION DISTRICT

DOR Violation 22-001452 720 Hyacinth Circle

Mr. Grunow made a motion to refer case #22-001452 720 Hyacinth Circle to General Counsel Olsen for legal action, equitable or other appropriate action with failure to comply. If the BOT brings any such action to enforce DOR, the charge for such action shall be charged to the Respondents account and shall constitute as a lien. Second by Mr. Brinker. Motion passed unanimously.

DOR Violation 21-002472 900 Hawthorn Circle

Mr. Grunow made a motion to refer case #21-002472 900 Hawthorn Circle to General Counsel Olsen for legal action, equitable or other appropriate action with failure to comply. If the BOT brings any such action to enforce DOR, the charge for such action shall be charged to the Respondents account and shall constitute as a lien. Second by Mr. Brinker. Motion passed unanimously.

Waiver of BOT Budget Workshop

Consider and approve waiving the requirement to hold the Third Week of May budget workshop, identified in the BBRD Policy Manual's Section 2.8 Yearly Budget Schedule and Levy of Assessments, for the FY 2023-2024 Budget adoption process.

Mr. Grunow made a motion to waive the requirement to hold a budget workshop to present a proposed draft budget for mail out during the third week of May for the FY 2023-2024 budget adoption process as set out in the District's Policy Manual. Second by Mr. Klosky. Motion passed unanimously.

Manager's Report

Finance

Assessment received – 93.81% collected or \$3,949,279. Balance to collect \$260,762.

Resident Relations

ARCC Meeting 4/25/23

- 10 Consent Permits – 10 approved
- 19 Other Permits – 19 approved

VC Meeting 4/14/23

- 12 Cases – came into compliance prior to the meeting
- 7 Cases – DOR is working with the homeowner
- 7 Cases – found to be in violation



BAREFOOT BAY RECREATION DISTRICT

VC Meeting 4/28/23

- 9 Cases – came into compliance prior to the meeting
- 2 Cases – DOR is working with the homeowner
- 5 Cases – found to be in violation

Food & Beverage

- A Mother's Day brunch buffet will be held lake side of the Lounge this Sunday from 10:30am - 1pm. Royal Ink duo entertains from 10:30am - 12:30pm with songs you know by heart with a reggae twist, and The Kore will perform from 2 - 6pm for a great day whether you're a mom or not! Tickets on sale at the Lounge, the 19th Hole, and Administration.

Food & Beverage (continued)

- Memorial Day is Monday, May 29th, and the Flashbacks will play on the Lakeside of the Lounge Stage from 2-6. The food truck will be open with BBQ specials from 11am-7pm.

Flyers with all the details are posted.

Property Services

- Began repairs to the Miniature Golf Course (patch and paint)
- Continued to fabricate more posts to replace all of the rope fences
- Replaced a broken light at the 19th Hole facility
- Worked with the contractor to complete the Shopping Center electrical upgrades project
- Worked with Maxwell & Son Plumbing to repair the broken Building A sewer line
- Worked with the fire inspector to address fire violations
- Addressed all tree violations requiring a lift
- Removed a dangerous tree from the Building A traffic circle
- Removed other dead trees from the common grounds
- Cleaned up debris from multiple storms
- Investigated issues with the Beach lock again

Golf-Pro Shop

- 2023 Jr. Golf Camp
 - Grant application submitted
 - Scheduled for July 10th to July 27th
 - Participant applications available at the Pro Shop
 - Free to BBRD residents and their family only
- RFP for Golf Cart Fleet



BAREFOOT BAY RECREATION DISTRICT

- Documents are under development
- Current lease ends December 23, 2023
- Course Closures
 - May 8, 2023: Back Nine & Putting Green Aerification
 - May 9, 2023: Front Nine & Range Aerification
 - May 15, 2023: Brightview Maintenance total course chemical application for weed control
 - Close at 2pm
 - Last cart out at 10am
 - Includes Practice Area
 - Everyone must vacate property



BAREFOOT BAY RECREATION DISTRICT

Attorney's Report

Mr. Olsen stated that the last DOR case (526 Persimmon Drive) held by Mr. Repperger has an order for summary judgment. He also stated that a clerk's default judgment was received for 401 Osprey drive, and he will be filing a final default judgment.

Incidental Trustee Remarks

Mr. Klosky welcomed Ann Hansen to the BOT.

Mr. Grunow welcomed Ann to the BOT. He also spoke in favor of finding an easier method to tabulate revenue for the Food & Beverage Department. Mr. Klosky agreed with Mr. Grunow.

Mr. Brinker voiced his concern about hiring practices regarding medical marijuana.

Mr. Amoss welcomed Ann to the BOT. In response to Mr. Warner's audience participation question, he stated that amenities do not generate revenue.

Adjournment

The next regular meeting will be on May 23, 2023, at 1pm in Building D/E.

Mr. Amoss adjourned.

Meeting adjourned at 2:07pm.

Jeff Grunow, Secretary

Stephanie Brown, District Clerk

Barefoot Bay Recreation District

Treasurer's Report

May 23, 2023

Cash and Investments Balances in General Fund as of 5/15/23

Petty Cash **Total Petty Cash: \$ 2,500.00**

Non Interest Bearing Accounts

MB&T Operating Account \$ 351,286.75

Interest Bearing Accounts

MB&T Money Market Account \$ 2,287,771.45

Valley National Bank 50,093.75

FL Class 206,259.39

SBA Reserve Account 723,912.95

Investment Accounts

FL Trust - Short Term Bond Fund \$ 109,292.89

Total Cash Balances in General Fund: **\$ 3,731,117.18**

Total Daily Deposits and Assessments Received for 5/2/23 - 5/15/23

Daily Deposits: \$ 91,197.73

Assessments Received: 71,967.91

Total Deposits Received: **\$ 163,165.64**

Expenditures for 5/2/23 - 5/15/23

Check Number	Vendor	Description	Check Amount
61507	Vose Law Firm, LLP	Legal Fees	7,500.00
	Paychex	Net Payroll PPE 230507	72,858.65
	US Department of Treasury	Payroll Tax PPE 230507	20,927.05

Total Expenditures \$5,000 and above: **101,285.70**

Expenditures under \$5,000: **76,071.80**

Total Expenditures: **\$ 177,357.50**

Board of Trustees Meeting Agenda Memo

Date: Tuesday, May 23, 2023
Title: **Selection of RFP Evaluation Committee Members for Golf Course Golf Cart Lease**
Section & Item: 11.A
Department: Golf
Fiscal Impact: \$29,380
Contact: Ernie Cruz, Golf Manager, Kent Cichon, Community Manager
Attachments: RFP 2023-01 Golf Cart Lease
Reviewed by General Counsel: N/A
Approved by: Kent Cichon, Community Manager



Requested Action by BOT

Selection of one Trustee to serve as a voting member on the Request for Proposal (RFP) Evaluation Committee for the Golf Course Cart Lease RFP.

Background and Summary Information

Barefoot Bay Recreation District is home to the Barefoot Bay Recreation District Golf and Country Club. This course is a revenue-generating amenity open to the public. The location is perfect for community residents and has become a fun destination for the growing communities located in the area. The course hosts many events and outings for both competition and charity. The course has primarily leased golf carts from vendors and is currently under a lease with Yamaha Motor Finance Corporation, U.S.A.

On November 27, 2019, BBRD entered into a service agreement with Yamaha Motor Finance Corporation, U.S.A. for 33 golf carts. BBRD's final day to use these carts is January 28, 2024

Staff is now seeking RFPs with award of a contract in July, with a service commencement date of January 29, 2024.

The Policy Manual requires a request for proposal (RFP) process to be used for any project anticipated to cost over \$75,000. Additionally, the evaluation committee shall consist of three voting members (one Trustee, one employee from the user department and one non-employee resident as selected by the Community Manager) plus two non-voting members (Chairman of the BOT and the Community Manager).

The anticipated schedule is listed below.

Order	Task	Date (and Time if applicable)
1	Florida Today Advertisement	May 24, 2023
2	Advertisement	May 24, 2023, through June 23, 2023
3	Deadline for Written Questions	June 16, 2023
4	Submission Deadline (RFQ close date)	June 23, 2023 (4:00pm) at the Administration Bldg. 625 Barefoot Blvd.
5	RFQ Opening and Evaluation Committee Meeting Date (Discussion & Review)	June 26, 2023 (2:00pm Administration Bldg. 625 Barefoot Blvd.)
6	Evaluation Committee Meeting (Shortlist vendors for interviews, if needed, otherwise review of proposals and vote to recommend award to Board of Trustees)	July 3, 2023 (2:00pm Administration Bldg. 625 Barefoot Blvd.)
7	Evaluation Committee Meeting (interviews, if needed, review of proposals and vote to recommend award to Board of Trustees; otherwise, prior Evaluation Committee Meeting was their final meeting)	July 10, 2023 (2:00pm Administration Bldg. 625 Barefoot Blvd.)
8	Board of Trustees award of contract	July 25, 2023 (1:00pm, Bld. D/E, 1225 Barefoot Blvd.)

Weighted criteria to be used by the evaluation committee to select a recommended vendor shall be as follows:

Factor	Description	Points
1.	Summary of Desired Specifications: (3.5 X ____ ranking = maximum ____ points) a) Provide a summary of the Proposer's recommended vehicle (model, year, etc.) b) Provide a summary of the proposer's compliance with the desired specifications. c) Provide a list of any additional specifications the Proposer believes to be relevant.	
2.	Adequacy of Cart Service Plan: (2.5 X ____ ranking = maximum ____ points) a) Provide a description of Proposer's cart service plan at delivery, during lease, and upon lease completion. b) Provide details for cart service (e.g., where service of carts will be conducted, when cart will be serviced, who will repair the cart?) c) Provide details for cart service technicians (Proposer's technicians, sub-contracted service, etc.) d) If applicable, provide detailed information of subcontracted service technicians. e) Any other information the Proposer believes is applicable.	
3.	Cost Proposal: (4.0 X ____ ranking = maximum ____ points) a) Based on the bid price b) Based on the service plan of carts if applicable	
Maximum Total		100

The BOT needs to select one Trustee to serve as a voting member. Afterwards, the Community Manager will announce the 5 persons who will serve on the RFP evaluation committee and the start and end dates for the RFP. The RFP is attached and will be posted to BBRD.org and Demandstar.com.

If the BOT requests to alter the planned implementation of this project or make changes to the scope of work, the release of the RFP will be postponed until it can be revised according to the requests of the BOT.



REQUEST FOR PROPOSALS NO. 2023-01 (RFP)
FOR
GOLF COURSE GOLF CART LEASE

Issued by:

Barefoot Bay Recreation District
625 Barefoot Boulevard
Barefoot Bay, FL 32976
(772) 664-3141

Table of Contents

Section 1 Request for Proposals Notice	3 - 4
Section 2 Introduction/Information	5 - 7
Section 3 Submission Requirements	8 - 11
Section 4 Evaluation Criteria and Award Process.....	12 - 13
Section 5 General Information/Conditions.....	14 - 15
Section 6 Special Conditions.....	16 – 17
Non-Collusion Affidavit.....	18

SECTION 1 – REQUEST FOR PROPOSALS NOTICE

Barefoot Bay Recreation District Request for Proposals No. 2023-01 – Golf Course Golf Cart Lease

1.1. Public Notice

Public Notice is hereby given that Barefoot Bay Recreation District (the District), Barefoot Bay Florida, is seeking proposals from authorized golf cart manufacturers or distributors to meet the District's need for golf carts with battery chargers for its 18-hole executive golf course located at 1225 Barefoot Blvd, Barefoot Bay Florida, 32976.

All Proposals shall be SEALED and clearly MARKED "RFP 2023-01 for Golf Course Fleet Cart Lease". All Proposals shall clearly indicate the legal name, address, and telephone number of the Proposer (company, firm, partnership, or individual) on the outside of the envelope. All Proposals must be received by mail or hand delivered on or before **June 23, 2023, no later than 4:00 p.m.** local time.

The District's District Clerk Office must receive an original Proposal of six (6) original copies and one (1) electronic copy of RFP by the date and time identified above. Late Proposals and facsimile submissions will not be considered. Proposals delayed by the U.S. mail shall not be considered or opened at the public opening. The address for delivery is:

Barefoot Bay Recreation District
625 Barefoot Boulevard
Barefoot Bay, Florida, 32976
Attn: Stephanie Brown, District
Clerk

Please ensure that if a third-party carrier is used (Federal Express, Airborne, UPS, USPS, etc.) that they are properly instructed to deliver the Proposal ONLY to the District Clerk Department. To be considered, a Proposal must be accepted in District Clerk Department prior to the RFP closing time.

The District reserves the right at any time to modify, waive or otherwise vary the terms and conditions of the bid including but not limited to deadlines for submission, submission requirements, informalities or irregularities in any Proposals, and the Scope of Work. The District further reserves the right to reject any or all Proposals, to cancel or withdraw this RFP at any time or take any other such actions that may be deemed in the best interest of the District.

1.2. Interpretations and Inquiries

All Proposers shall carefully examine the RFP documents. Any ambiguities or inconsistencies shall be brought to the attention of the District or its agent in writing prior to the Proposal deadline.

Proposers may take on-site inspections of the District in connection with preparing Proposals. The time and extent of such inspections shall be set and coordinated by the District Clerk.

Any questions concerning the intent, meaning and interpretation of the RFP documents shall be requested in writing, via email or fax, and received by the District no less than five (5) working days prior to the Proposal deadline. Written inquiries shall be sent with the subject line "Golf Course Fleet Cart Lease, RFP No. 2023-01" to:

Stephanie Brown
District Clerk
Barefoot Bay Recreation District
625 Barefoot Blvd
Barefoot Bay, FL 32976
Email: sbrown@bbrd.org
Phone: (772) 664-3141
Fax: (772) 664-1928

The District will not respond to oral inquiries.

No person is authorized to give oral interpretations of, or make oral changes to, the RFP documents. Therefore, oral statements shall not be binding and should not be relied upon. Any changes to the RFP documents shall be made in the form of a written addendum to the RFP document and the District will furnish the revision by posting said addendum(s) on the District's website. Only those changes to the RFP document that are made in writing and furnished by the District may be relied upon.

SECTION 2 – INTRODUCTION/INFORMATION

2.1. Purpose & Intent

The Barefoot Bay Recreation District (the District) invites authorized golf cart manufacturers or distributors to submit proposals for the award of the District's golf course fleet lease to begin January 29, 2024 and within the period of January 29, 2024 through January 28, 2028.

2.2. Scope

The successful proposer will provide golf carts with battery chargers as outlined in this RFP. The following list of conditions and requirements should be included in the Request for Proposals package. In addition, these conditions and requirements should also be part of the final agreement.

2.2.1 Proposer agrees to furnish the District Thirty-three (33) new two-passenger, four-wheel electric golf carts with battery chargers to be delivered to Barefoot Bay Recreation District Golf Course at 1225 Barefoot Blvd, Barefoot Bay, Florida 32976 no later than January 29, 2024.

2.2.2 The District will consider three options:

2.2.3.1 Thirty-Six Month option commencing on January 29, 2024 and ending January 28, 2027.

2.2.3.2 Forty-Eight month option commencing on January 29, 2024 and ending January 28, 2028.

2.2.3.3 Other time frame not to exceed 48 Months beginning January 29, 2024.

2.2.3 The vendor shall submit their proposal on a fixed rate per car basis for all options.

2.2.4 If vendor chooses to propose maintenance included in monthly rates, clearly indicate so, and specifically detail what the maintenance covers, and what it does not cover. If cost for service is separate, please attach separate rate sheet for service.

2.3 Desired Specifications for Electric Golf Carts (33 Each)

Proposer: _____ Comply/Do Not Comply/Exceeds

- **Motor:** 48 Volt DC High Efficiency series wound, _____
Brazen armature, solid copper windings (or equal) _____
- **Batteries:** Six, 8-volt deep cycle storage (or equal) _____
- **Chargers:** Fully automatic, DC output at 48 volts, _____
UL Listed, CSA Certified (or equal) _____
- **Brakes:** Dual rear wheel, self-adjusting brakes with _____
Cast iron drums; Automatic park brake release with _____
Self-Compensating System _____
- **Suspension:** Leaf Springs with Hydraulic Shock _____
Absorbers _____
- **Steering:** Self-Adjusting rack and pinion _____
- **Speed:** 12 – 15 mph _____
- **Length:** 92.6 inches (Approximately) _____
- **Width:** 46 – 48 inches (Approximately) _____
- **Wheel Base:** 65.5 inches (Approximately) _____
- **Front Wheel Tread:** 33.5 inches (Approximately) _____
- **Rear Wheel Tread:** 38.0 inches (Approximately) _____
- **Load Capacity:** 800 lbs. including passengers, _____
Accessories, and cargo _____
- **Tires:** 18 x 8.5 x 8 standard (4-ply rated) _____
- **Design:** Stability of cart shall remain constant during _____
maximum turns. Such carts shall have an emergency _____
braking system to prevent movement while unattended, _____
and a reverse warning indicator. _____
- **Replacement Parts:** New Original Equipment (OEM) _____
Replacement parts _____

Please specify Manufacturer being quoted: _____

Please specify Model Number being quoted: _____

NOTE: Attach this sheet and Product Specifications to RFP Document

2.4 Options & Accessories: The Vendor agrees to furnish the following options for all carts:

	Comply/Do Not Comply/Exceeds
1. Tops, complete with frames and covers (canopy) for golf clubs	_____
2. Removable Information Holder	_____
3. Fold-down windshield	_____
4. Number Decals (two per cart)	_____
5. Club Logo (Front of Cart)	_____
6. Club Protector Rain Awning	_____
7. Sand Buckets (2)	_____
8. Scuff Guards on rear of cart	_____
9. Sweater basket	_____
10. Single point battery fill system with hose supply	_____
11. Drink Holders	_____
12. Wheel Cover (4)	_____
13. Installation of Battery Chargers	_____
14. Color Options	_____

2.5 Name & Address of company/person that will be maintaining the carts:

Company Name: _____
Address: _____
City/State/Zip: _____
Company Representative: _____
Phone Number: _____ **Fax:** _____

NOTE: Attach this sheet & Product Specifications to RFP Document

2.6 NOTE: A COPY OF THE VENDOR'S AGREEMENT OR CONTRACT, IF REQUIRED, MUST BE SUBMITTED WITH PROPOSAL, AND WILL BE CONSIDERED IN AWARD EVALUATION FOR SUITABILITY TO MEET THE DISTRICT'S REQUIREMENTS. BBRD RESERVES THE RIGHT TO AMEND SAID CONTRACTUAL AGREEMENT TO ENSURE LEGAL REQUIREMENTS AND THE NEEDS OF THE DISTRICT.

2.7 The vendor shall maintain the entire fleet of carts in good working condition at all times. All carts that are rendered out-of-condition as a result of poor mechanical condition or mechanical or structural failure not caused through normal use, shall be replaced by the Vendor if the "downtime" is longer than 24 hours and if the District requests the replacement.

2.8 Vendor agrees to furnish 24-hour service on carts, chargers, and batteries, and shall supply all parts as needed at no cost to the District.

2.9 Vendor agrees to replace all batteries that will not hold a 36-hole charge. All replacement batteries shall be new batteries.

SECTION 3 – SUBMISSION REQUIREMENTS

3.0 Submission Requirements: Firms responding to this Request for Proposals (RFP) shall complete all areas requesting information in the RFP, and address the following in the order listed:

NOTE: Please submit six (6) original copies and one (1) electronic copy of RFP response submitted in sealed package.

- 3.1** Qualifications and Experience of the firm in providing golf carts and maintenance support to private and public golf courses.
- 3.2** Proposed Sample Rental Agreement and list of any exceptions taken to any conditions proposed by the District in this RFP (Exceptions to be listed on company letterhead).
- 3.3** Provide references in accordance with attached reference sheet.
- 3.4** Complete the pricing quotation form in this RFP.
- 3.5** Provide policy for cart returns/response to maintenance call times, parts replacement, and hourly maintenance rate.
- 3.6** Provide maintenance history for proposed carts, hourly maintenance and industry rating performed by an independent body such as National Golf Foundation.
- 3.7** Provide specifications, year, make, and model of carts proposed.
- 3.8** Provide Cart Warranty Information (Standard & Extended Warranties)
- 3.9** Provide information as to the location of the service and maintenance operation and response times.
- 3.10** REQUESTS FOR ADDITIONAL INFORMATION: The proposer shall furnish such additional information as the District may reasonably require. The District reserves the right to make investigations of the qualifications of the proposer as it deems appropriate.
- 3.11** ACCEPTANCE/REJECTION/MODIFICATION TO PROPOSALS: The District reserves the right to request at any time before award that the proposer modify his proposal to more fully meet the needs of the District. The District also reserves the right to negotiate modifications to proposals it deems acceptable, reject any and all proposals, and to waive minor irregularities in the procedure.
- 3.12** INCURRED EXPENSES: The District is not responsible for any expenses that proposers may incur in preparing and submitting proposals called for this RFP.
- 3.13** INTERVIEWS: The District reserves the right to conduct personal interviews or require presentations of any or all proposers prior to selection. A formal oral presentation may be required of each firm that is selected during the initial review process (at the sole option of the District). If required, presentations should be in support of the firm's proposal or to exhibit or otherwise demonstrate the information contained therein. The District will not be liable for any costs incurred by the proposer in connection with such interviews/presentations (i.e. travel, accommodations, etc.)
- 3.14** PROPOSALS BINDING: All proposals submitted shall be binding for ninety (90) calendar days following the proposal opening.
- 3.15** ALTERNATE PROPOSALS: An alternate proposal is viewed by the District as a proposal

describing an approach to accomplishing the requirements of the RFP, which differs from the approach set forth in the solicitation. An alternate proposal may also be a second proposal submitted by the same proposer, which differs in degree from its basic or prime proposal. Alternate proposals may address the technical approach, or other provision or requirements set forth in the solicitation. The District will, during the initial evaluation process, consider all alternate proposals submitted.

- 3.16 ADDENDA AND AMENDMENTS TO REQUEST FOR PROPOSAL:** If it is necessary to revise or amend any part of this RFP, the District will post the addendum on DemandStar and/or on the District's website at www.bbrd.org. It is the proposer's responsibility, prior to submitting a proposal, to ascertain if any addenda have been issued, to obtain all such addenda, and to return any executed addenda with the proposal (or complete and sign addenda acknowledgement form). The failure of a Proposer to submit acknowledgement of any addenda that materially affects the proposal is considered a major irregularity and will be cause for rejection of the proposal.
- 3.17 ECONOMY OF PREPERATION:** Proposals should be prepared simply and economically, providing straightforward, concise description of the proposer's ability to fulfill the requirements of the RFP.
- 3.18 PROPIETARY INFORMATION:** In accordance with Chapter 119 of the Florida Statutes (Public Records Law), and except as may be provided by other applicable State and Federal Law, all proposers should be aware that RFPs and the responses thereto are public records and subject to public inspection. If a proposer believes that any information contained in a proposal is confidential or proprietary and exempt from public disclosure, the proposer shall **identify specifically in writing** any such information contained in their proposals and cite specifically the applicable exempting law.
- 3.19 PROPERTY OF THE DISTRICT:** All proposals received from proposers in response to this RFP will become the property of the Barefoot Bay Recreation District and will not be returned to the proposers. In the event of contract award, all documentation produced as part of the contract will become the exclusive property of the District.
- 3.20 CONTRACT AWARD:** The Proposer's proposal must be complete to be considered for award.
1. The District reserves the right to qualify, accept, or reject any or all vendors as deemed to be in the best interest of the District. The District reserves the right to accept or reject any or all proposals and to waive irregularities or technicalities in any proposal when in the best interest of the District. The District reserves the right to accept or reject any exception taken by the vendor to the terms and conditions of the Request for Proposal.
 2. Barefoot Bay Recreation District reserves the right to accept any submittal, or any part or parts thereof, or to reject any and all submittals.
 3. It is the District's intent to make an award within ninety (90) working days of the proposal due date.
 4. **EXECUTION OF AGREEMENT:** After award of contract, BBRD will work with the successful proposer to execute the Contract for Services and simultaneously provide any required bonds, indemnities, and insurance certificates, not

previously submitted. Failure to comply with the established deadline for submittal of required documents may be grounds for cancellation of the award.

3.21 RESPONSE TO SCOPE OF SERVICES:

1. Contact Restrictions for Proposers: All questions or request for additional information regarding this proposal MUST be directed to the District Clerk indicated below. Prospective Proposers shall not contact any member of the District Manager's Office or other District employees regarding this proposal prior to award recommendation by the Board of Trustees and posting of the final tabulation on the District's Website www.bbrd.org. Any such contact shall be cause for rejection of your proposal.
2. **All proposers shall direct communications and inquiries to:**
Stephanie Brown, District Clerk

625 Barefoot Blvd
Barefoot Bay, FL. 32976
Phone: (772) 664-3141
Fax: (772) 664-1928
Email: sbrown@bbird.org

3.22 Proposer Complaints & Disputes (Protests):

Barefoot Bay Recreation District encourages prompt and fair handling of all complaints and disputes with the business community. In order to resolve disputed matters in an equitable manner, the following procedures are adopted:

1. Posting of List of Proposers--No later than 24 hours after the RFP opening by the Evaluation Committee, the District Clerk or his/her designee shall post a list of Proposers by name of company only.
2. Posting of RFP Evaluation Committee Recommendation--No later than three (3) business days after the final meeting of the Evaluation Committee, the District Clerk or his/her designee shall post the intended award recommendation.
3. Proceedings for Protest of Award--Any Proposer who is allegedly aggrieved in connection with the solicitation or pending award of a contract must file a formal written protest with the Community Manager within five (5) business days of the posted Evaluation Committee's recommendation.

The formal written protest shall reference the RFP number and shall state with particularity the facts and laws upon which the protest is based, including full details of adverse effects and the relief sought. The Community Manager shall schedule the protest to be heard before the Board of Trustees prior to the Board's consideration of the intended award. The intended award vendor shall be given notice and an opportunity to be heard during the protest hearing.

The Board of Trustees shall have the sole discretion to reverse any ranking on the basis of a protest; to require re-evaluation by the evaluation committee, or to take any other action as determined by the Board to be appropriate and responsive to the protest.

4. Stay of Procurement During Protests--Failure to observe any or all of the above procedures shall constitute a waiver of the right to protest a contract award. In the event of a timely protest under the procedure, the District shall not proceed further with solicitation or with the authorization to negotiate until a protest is resolved.

3.23 Negotiations:

1. The District may award a contract on the basis of initial offers received, without further negotiations, or may negotiate a final contract. Therefore, each initial offer should contain the Proposer's best terms from a cost or price and technical standpoint.
2. The District reserves the right to enter into contract negotiations with the selected Proposer. If the District and the selected Proposer cannot negotiate a successful contract, the District may terminate said negotiations and begin negotiations with the next selected Proposer. This process will continue until a contract has been executed or all Proposers have been rejected. No Proposer shall have any rights against the District arising from such negotiations.

3.24 RFP Schedule:

1. 24May23 RFP issued
2. 23Jun23 Proposals due
3. 26Jun23 Evaluation Committee Meeting initial proposal review
4. 3Jul23 Evaluation Committee Meeting
5. 10Jul23 Evaluation Committee Meeting – if required (vendor presentations or question/answer sessions)
6. 25Jul23 BOT meeting: award of contract

3.25 Golf Carts Trial (Optional):

1. Any vendor wishing to provide a golf cart for membership to utilize and evaluate on a temporary basis, may contact the Golf Operations Manager to arrange the delivery of a golf cart to 1225 Barefoot Blvd., Barefoot Bay, FL 32976. The date of delivery may occur between June 26, 2023 and July 2, 2023.

Ernie J. Cruz
Golf Operations Manager
Barefoot Bay Recreation District
1225 Barefoot Blvd.
Barefoot Bay, FL 32976
Email: ecruz@bbrd.org
Phone: (772) 663-0631
Fax: (772) 663-0318

Section 4 - Evaluation Criteria and Award Process

4.0 Evaluation Process

All proposals will be subject to a review and evaluation process. It is the intent of BBRD that all Proposers responding to this RFP will be ranked in accordance with the criteria established in these documents. BBRD will consider all responsive and responsible submittals received in its evaluation and award process. Incomplete proposals may be disqualified by the evaluation committee.

Submittals shall include all of the information solicited in this RFP, and any additional data that the Proposer deems pertinent to the understanding and evaluation of the Proposals. Proposers will provide their best price and cost analysis and should not withhold any information from the written response in anticipation of presenting the information orally or in a demonstration, since oral presentations or demonstrations may not be solicited. Each submittal will be ranked based on the criteria herein addressed.

An adjective-based scoring system shall be applied to the non-price factors throughout the evaluation process for the evaluation of the written responses and the interviews (if requested). A score of 0 is the least favorable and a score of 10 is the most favorable in all sections.

The Proposer's response will be scored by Committee members in accordance with the following scale:

0 = Unsatisfactory: Not responsive to the requirement.

1-3 = Below Minimum Standards: Responsive to the requirement but below acceptable standards.

4-6 = Marginal: Minimal acceptable performance standards and responsive to the requirement.

7-8 = Satisfactory: Above minimum performance, Effective and Responsive to the requirement.

9-10 = Exceeds Expectations for effectiveness and responsiveness to the requirement.

NOTE: The Committee member's score times the "weighted value" assigned to the different sections listed under Criteria equals the total score for that section. (EXAMPLE: ranking score of 8 multiplied by weight of 3.0 equals 24 points).

Firms submitting the required criteria will have their Proposals evaluated by the Evaluation Committee and scored based on the following criteria.

1.1 Criteria

Proposals shall be evaluated based on the quality of information provided. Proposers are required to bid on all components of the golf course fleet lease request. Proposals should be prepared in sufficient detail to permit the District to evaluate the Proposer's understanding of the Scope of Services. The Proposal submitted must be specific and complete. Proposals will be all-inclusive; they should be practical; prepared simply and economically; and provide a straightforward, concise delineation of how the Proposer will satisfactorily perform the services being sought.

Any award to be made pursuant to this RFP will be based upon the proposal with appropriate consideration given to the summary of desired specifications, cart service plan, and cost requirements.

Proposers shall include the following information in their written Proposal document and should use the following format when compiling their responses. Sections should be labeled; pages should be sequentially numbered at the bottom of the page.

Summary of Desired Specifications: (3.5 X _____ ranking = maximum _____ points)

- a) Provide a summary of the Proposer's recommended vehicle (model, year, etc.)
- b) Provide a summary of the proposer's compliance with the desired specifications.
- c) Provide a list of any additional specifications the Proposer believes to be relevant.

Adequacy of Cart Service Plan: (2.5 X _____ ranking = maximum _____ points)

- a) Provide a description of Proposer's cart service plan at delivery, during lease, and upon lease completion.
- b) Provide details for cart service (e.g., where service of carts will be conducted, when cart will be serviced, who will repair the cart?)
- c) Provide details for cart service technicians (Proposer's technicians, sub-contracted service, etc.)
- d) If applicable, provide detailed information of sub-contracted service technicians.
- e) Any other information the Proposer believes is applicable.

Cost Proposal: (4.0 X _____ ranking = maximum _____ points)

- a) Based on the bid price
- b) Based on the service plan of carts if applicable

SECTION 5 – GENERAL INFORMATION/CONDITIONS

5.0. General Information

The Barefoot Bay Recreation District (the District) is a Special District in Brevard County, Florida created in 1984 by the Legislature of the State of Florida. The elected Board of Trustees (the Board) is enabled to acquire, construct, operate and maintain the District facilities, contract with third parties, issue bonds to finance operations, and to participate in other activities to promote the general health of the District.

The Board appoints a Community Manager who serves as a Chief Appointed Official to manage all aspects of the day-to-day operations of the District in accordance with the District Charter, the District Policies and Procedures, and all local, state, and federal laws, rules, and regulations. The Golf Operations Manager and all other department managers report directly to the Community Manager.

5.1. Verbal Agreements

No verbal agreement or conversation with any officer, committee member, or employee of the District, either before or after submittal of the Proposal, shall affect or modify any of the terms or obligations contained in the RFP. Any such verbal agreement or conversation shall be considered as unofficial information and in no way binding upon the District or the Proposer.

5.2. Assignment; Non-transferability of Proposal

Proposals shall not be assigned or transferred.

5.3. Legal Requirements

Proposers are required to comply with all provisions of federal, state, county and local laws, ordinances, rules, and regulations that are applicable to the services being offered in this RFP. Lack of knowledge of the Proposer shall in no way be a cause for relief from responsibility or constitute a cognizable defense against the legal effects thereof.

5.4. Familiarity with Laws and Ordinances

The submission of a Proposal on the services requested herein shall be considered as a representation that the Proposer is familiar with all federal, state and local laws, ordinances, rules and regulations which affect those engaged or employed in the provision of such services, or equipment used in the provision of such services, or which in any way affects the conduct of the provision of such services; and no plea of misunderstanding will be considered on account of ignorance thereof. If the Proposer discovers any provisions in the RFP documents that are contrary to or inconsistent with any law, ordinance, or regulation, he or she shall report it to the District in writing.

5.5. No Collusion

More than one Proposal from an authorized manufacturer or distributor under the same or different names will not be considered. Reasonable grounds for believing that a Proposer is involved in more than one Proposal for the same work will be cause for rejection of all Proposals in which such Proposers are believed to be involved.

5.6. Award of Contract

Award shall be made to the responsible Proposer whose Proposal is determined to be the most advantageous to the District by the Board of Trustees, taking into consideration price and the evaluation factors set forth in the RFP. No other factors or criteria shall be used in the evaluation.

5.7. Public Records

Florida Law provides that the District records shall, at all times, be open for personal inspection by any person. Information and materials received by the District in connection with a RFP response shall be deemed to be public records subject to public inspection upon award, recommendation for award, or 10 days after Proposals opening, whichever occurs first. However, certain exemptions to the public records law are statutorily provided for in Section 119.07, Florida Statutes. If the Proposer believes any of the information contained in his or her response is exempt from disclosure, then the Proposer, must in his or her response, specifically identify the material which is deemed to be exempt and cite the legal authority for the exemption, otherwise, the District will treat all materials received as public records.

5.8. Public Entities Crime

A person or affiliate as defined in Section 287.133, Florida Statutes, who or which has been placed on the convicted vendor list maintained by the Florida Department of Management Services following a conviction for a public entity crime, may not submit a Proposal on an Contract to provide any goods or services to the District and may not transact business with the District in an amount set forth in Section 287.017, Florida Statutes, for Category Two for a period of thirty-six (36) months from the date of being placed on the convicted vendor list. By submitting a response to this RFP, Proposer certifies that it is qualified under Section 287.133, Florida Statutes, to provide the Services set forth in this RFP.

5.9. Non-Collusion Affidavit

The Proposer shall include the Non-Collusion Affidavit as set forth in the form provided in this RFP and as described in this RFP. Proposer's failure to include the affidavit may result in disqualification.

SECTION 6 – SPECIAL CONDITIONS

6.1. The District Insurance Requirements

The Certificate of insurance shall be made to the Barefoot Bay Recreation District, 625 Barefoot Blvd., Barefoot Bay, FL 32976 and should reference the operation.

Prior to renewal, non-renewal, cancellation, or change or modification of any insurance policy, at least 30 days advance written notice shall be given to the District.

Minimum coverage with limits and provisions are as follows:

Proposers performing work on Barefoot Bay Recreation District property, regardless of value of the project or scope of work, are required to:

Be properly licensed under existing Federal, State and local laws.

Provide a Certificate of Insurance to assure the District's insurance provider will not be responsible for any losses in any way arising out of or resulting from the contractor's operations, activities, or services provided to the District. Further, Proposers must agree to hold harmless and indemnify the District for any claims whatsoever, which may arise as a result of the Proposer's actions. The amounts and types of insurance required will be specifically detailed in the bidding, purchase, and/or contract documents for each specific project. However, the amounts and types of insurance required shall be no less than those as provided for herein unless otherwise waived or approved by the District Board of Trustees:

Workers' Compensation Insurance: statutory benefits, as provided by statute;

Employer's Liability Insurance: \$1,000,000 per occurrence.

Comprehensive or Commercial General Liability Insurance (Including, but not limited to, the following Supplementary Coverages: (i) Contractual Liability to cover Liability assumed under this Agreement; (ii) Product and Completed Operations Liability Insurance; (iii) Broad Form Property Damage Liability Insurance; and, (iv) Explosion, Collapse, and Underground Hazards (Deletion of the X,C,U Exclusions), if such exposure exists):

Bodily Injury: \$1,000,000 per occurrence

Property Damage: \$1,000,000 per occurrence

Automobile Liability Insurance:

Bodily Injury: \$1,000,000 per occurrence

Property Damage: \$1,000,000 per occurrence

If a Combined Single Limit is provided, the total coverage shall not be less than \$2,000,000 per occurrence.

Professional Liability Insurance (For professional services as defined pursuant to Florida Law, environmental contractors, or as otherwise specifically required by the District): \$1,000,000 per occurrence.

The most recent Rating Classification Financial Size Category of the Insurer regarding any coverage's as required herein, as published in the latest edition of AM Best's Rating Guide (Property-Casualty), shall be a minimum of A.

Obtain any and all permits required for the project.

Have any onsite completed tasks inspected by appropriate staff to affirm correctness of the job before submitting the monthly invoice for payment.

6.2. Contracts, Billing and Payment

The District expects to sign a contract with the successful Proposer for a minimum of a 2-term lease period with optional year to year renewal. If the fee for services under this RFP will vary from year to year, the Proposer shall submit a flat fee for each of the years covered by the RFP.

Payments will be made monthly on a per car fixed basis beginning thirty (30) days after invoicing and the acceptance inspection of the fleet. Final payment shall be made upon completion of the terms set forth in the contract.

NON-COLLUSION AFFIDAVIT OF PRIME PROPOSER

State of _____

County of _____

_____, being duly sworn, deposes and says that:

1. Affiant is _____ of _____, the Proposer that has submitted the attached proposal:
2. Affiant is fully informed respecting the preparation and contents of the attached proposal and all pertinent circumstances respecting such proposal;
3. Such proposal is genuine and is not a collusive or sham proposal;
4. Neither the said Proposer nor any of its officers, partners, owners, agents, representative, employees or parties in interest, including this affiant, has in any way concluded, conspired, connived or agreed, directly or indirectly with any other Proposer, firm or person to submit a collusive or sham proposal in connection with such contract for which the attached proposal has been submitted or to refrain from proposing in connection with such contract, or has in any manner, directly or indirectly, sought by contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Proposer, firm or person to fix the price or prices in the attached proposal or of any other Proposer, or to fix any overhead, profit or cost element of the proposal price or the proposal price of any other Proposer, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Barefoot Bay Recreation District Board of Trustees, any of its agents, or any person interested in the contract; and
5. The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Proposer or any of its agents, representative, owners, employees or parties of interest, including affiant.

Signature

Title

Sworn to and subscribed before me
this ____ day of _____, _____.

Notary Public
My commission expires:

Personally known _____
Identification produced _____

Board of Trustees

Meeting Agenda Memo

Date: Tuesday, May 23, 2023
Title: **FY24 Proposed Budget Mailout**
Section & Item: 11.B
Department: Administration
Fiscal Impact: \$8,125,798
Contact: Kent Cichon, Community Manager
Attachments: FY24 Proposed Budget Mailout, FY24 Proposed Budget (Revised)

Reviewed by General Counsel:
Approved by: Kent Cichon, Community Manager



Requested Action by BOT

Approve FY24 Proposed Budget Mailout and announce date/time/location of Public Hearing for adoption of FY24 Assessment Rate and the adoption of the FY24 Budget.

Background and Summary Information

The BBRD Policy Manual requires the BOT, at a regular May meeting, to adopt a proposed draft for mailout to property owners of record and set a Public Hearing date.

The FY24 Proposed Budget was developed based upon:

- BOT held a townhall meeting in January 2023 to solicit input from the public
- BOT review and modification of the FY24 Proposed Budget during three workshops

The FY24 Proposed General Fund Budget is presented balanced with Total Revenues/Sources of \$8,125,798 and Total Expenditures/Uses of \$8,125,798.

The following revenue adjustments are included:

- \$336,476 from a total ~\$5.77 increase in the monthly assessment rate to ~\$77.84 (comprised of an 8.003% increase to offset the impact of inflationary pressures on operating costs)
- -\$156,000 from a \$50.00 increase in the one-time social membership fee from \$1,350.00 to \$1,400.00
- \$352,518 from an increase to various Resident Relations and Recreation fees and charges
- \$34,415 from an increase to various Golf fees and charges
- An average 7.50% increase in Food & Beverage prices

The FY24 Projects from the Five-Year Capital Improvement and Project Plan consists of the following:

Budget	FY24 Projects
150,000	Golf Course Enhancements (FRDAP)
59,500	Replacement shed and canopy - pickle ball/tennis courts
50,000	Softball Field tall outfield fence extension and grandstands canopy (FRDAP)
37,000	Lightning Detector Warning System
35,000	Building A parking lot seal coat
31,900	Veterans' Gathering Center/Water and Sewer Office roof replacement (w/ metal)
23,700	Building A, C, and Lounge Camera System
20,000	Administration Building interior repairs - floor and leaks
20,000	Building A Bar Rebuild
15,750	Lounge & 19th Hole Replacement Stools, Chairs, and Tables
13,300	Golf Pro Shop and 19th Hole Camera System
12,200	Building D/E parking lot repair & seal coat
12,000	Building A Chair Replacement
11,130	Replacement canopies on west side of lounge
10,200	Replacement Property Services utility cart (2018)
10,200	Replacement Property Services utility cart (2018)
10,000	Replacement damaged concrete
9,000	Golf Course Pond Fountains
8,000	Lounge Bar Renovation and New Large Ice Machine
5,720	19th Hole ground HVAC condensing unit replacement
5,000	Lakeside Stage Electrical Improvements
4,000	Building D/E New Portable Bar
3,300	19th Hole awning replacement
556,900	FY24 Sub-total

Additionally, the FY24 Proposed Budget contains a Reserve for Capital in the amount of \$100,000 (for future capital projects) and a Contingency budget of \$120,000 (for unforeseen or higher than anticipated costs of R&M/Capital projects).

The FY24 Proposed General Fund Budget contains 78.38 FTEs of which 38 are full-time plus 1.0 FTE via the contract with Special District Services, Inc.

Staff recommends the BOT approve the Proposed Budget Mailout as attached and announce 1pm in Building D/E on June 27, 2023, as date, time, and location of the public hearing for the adoption of the annual assessment in addition to the adoption of the FY24 Budget.



Barefoot Bay Recreation District
Proposed Budget - General Fund
Fiscal Year 24 (10/01/2023 – 9/30/2024)

The FY24 General Fund Proposed Budget is based on an assessment rate
of **\$934.05 (~\$77.84/month)** per year per lot.

	FY21	FY22	FY23	FY24
	Actual	Actual	Adopted	Proposed
			Budget	Budget
Revenues/Sources				
Administration	4,071,061	4,153,669	4,227,415	4,637,515
Resident Relations	73,063	91,931	89,775	300,829
Food & Beverage	510,623	1,090,090	1,470,305	1,434,730
Golf-Pro Shop	602,035	686,826	665,316	731,226
Property Services	440,398	600,190	629,550	629,872
Vehicle Storage	170,354	186,079	206,990	247,098
Shopping Center	122,827	33,236	139,365	144,528
Stormwater	-	-	-	-
R&M/Capital Projects	15,906	108,900	-	-
Total Revenues/Sources	6,006,266	6,950,921	7,428,716	8,125,798

Expenditures/Uses				
Administration	1,227,536	1,303,190	1,528,416	1,813,245
Resident Relations	496,296	568,329	600,214	665,799
Food & Beverage	518,575	1,112,922	1,518,248	1,636,684
Golf-Pro Shop	892,849	995,547	1,012,500	1,216,508
Property Services	1,669,965	1,874,497	2,011,947	2,162,468
Vehicle Storage	16,199	30,141	17,761	18,597
Shopping Center	56,916	54,399	45,045	47,731
Stormwater	42,371	16,430	22,625	22,920
R&M/Capital Projects	1,266,330	1,407,493	671,960	541,846
Total Expenditures/Uses	6,187,039	7,362,948	7,428,716	8,125,798

FY24 contains the following revenue adjustments:

- \$336,476 from a total ~\$5.77 increase in the monthly assessment rate to ~\$77.84 (comprised of 8.003% increase to offset the impact of inflationary pressures on operating costs)
- -\$156,000 from a \$50.00 increase in the one-time social membership fee from \$1,350.00 to \$1,400.00
- \$352,518 from an increase to various Resident Relations and Recreation fees and charges
- \$34,415 from an increase to various Golf fees and charges
- An average 7.50% increase in Food & Beverage prices

The public hearing to set the Assessment and Adopt the
Budget will be held on June 27, 2023, Building D/E at 1:00pm



General Fund Revenues/Sources

District Assessment Fee	4,544,153
Recreation Fees	478,800
Badge & Add. Social Membership	151,072
Guest Passes	252,767
Golf Memberships	292,804
Fleet Golf Cart Rentals	98,193
Private Golf Cart Fees	112,648
Handicap Fees	9,875
Golf Club Storage	375
Practice Range	2,216
Greens Fees	139,288
Golf Rental Equipment	3,294
Merchandise Sales	71,259
Coupons	(12,295)
Staff Discount	(3,235)
Beverage Sales	924,790
Food Sales	470,590
Building Rentals	10,050
DOR Enforcement Fees	26,752
Interest Income	90,125
Vending Machine Income	1,555
NSF Fees	40
Vendor Discount	212
Sales Tax Discounts	360
Delinquent Fee Collections	900
Lien Fee Reimbursement	350
Legal Fee Recovery	1,225
Ins. Proceeds (reimbursements)	-
Proceeds from Sale of Fixed Assets	150
(Golf) Youth Group Income	3,500
Misc. Income General	62,509
Vehicle Storage Income	244,608
Kayak Storage Income	2,340
Leasing Income	107,342
Common Area Maint. Income	21,816
Real Estate Taxes Income	15,370

Total G. F. Revenues: 8,125,798

General Fund Expenditures/Uses

F/T Salaries	1,713,876	Insurance	169,042
P/T Wages	1,013,132	Resident Activities	22,000
Overtime	20,756	Workers Comp. Insurance	39,223
Special Pay	13,200	Access System Service Fee	3,088
Payroll Taxes	211,215	Licenses, permits & lien fees	7,659
401 A Benefit	35,522	Printing	4,527
Medical/Dental/Life Insurance	445,943	Advertising	11,773
Payroll Fees	26,526	Employee Clothing Allowance	8,405
Professional Fees	59,490	Bank Charges	36,683
Legal Fees	90,270	Dues & Subscriptions	25,541
Management Fees	181,700	DOR Enforcement Expenses	1,650
Management Fees/Tax Roll	2,500	Election Expenses	25,014
Accounting & Auditing Fees	34,500	Reserve For Capital	100,000
Software/ IT Support	143,583	Golf Course Maintenance	514,734
Operating Supplies	74,939	R & M Misc	34,195
Cleaning Supplies	39,470	R & M Buildings	92,001
Chlorine	34,325	R & M Grounds	150,609
Chemicals	3,800	R & M Equipment	94,081
Beverage Supplies	8,955	R & M Pools	20,000
Paper Supplies	20,330	Vehicle Maintenance	3,970
Small Tools & Hardware	10,400	Contingency	139,803
Fuel	38,185	Capital Outlay	150,000
Collection Fees	90,883	Reserves For R&M / Capital Projects	14,946
Collection Discounts	149,957	Music & Entertainment	153,605
Property Taxes	34,018	Food Costs of Sales	276,905
ICMA Retirement	1,000	Beverage Costs of Sales	329,535
Employee Incentive	235,437	Soft Drinks & CO2	46,285
Employee Recruitment & Testing	6,700	Merchandise Cost of Sales	53,596
Lien & Recording Fees	1,440	Miscellaneous Expenditures	1,600
Travel & Training	33,935	Debt Service Principal	483
Telephone, Internet, Cable	37,292	Interest Expense	4
Postage	6,582	Capital Projects	406,900
Utilities/Electrical	121,501	Utilities/Portable Toilets	9,588
Utilities/Propane	39,950	CVO Utilities	4,152
Utilities/Water	55,229	Equipment Leasing	86,178
Utilities/Solid Waste-Garbage	42,227	Uniform Leasing	9,255

Total G. F. Expenditures: 8,125,798

FY24 Proposed Budget of the Five-Year Capital Improvement & Project Plan	
Golf Course Enhancements (FRDAP)	150,000
Replacement shed and canopy - pickle ball/tennis courts	59,500
Softball Field tall outfield fence extension and grandstands canopy (FRDAP)	50,000
Lightning Detector Warning System	37,000
Building A parking lot seal coat	35,000
Veteran's Gathering Center/Water and Sewer Office roof replacement (w/ metal)	31,900
Building A, C, and Lounge Camera System	23,700
Administration Building interior repairs - floor and leaks	20,000
Building A Bar Rebuild	20,000
Lounge & 19th Hole Replacement Stools, Chairs, and Tables	15,750
Golf Pro Shop and 19th Hole Camera System	13,300
Building D/E parking lot repair & seal coat	12,200
Building A Chair Replacement	12,000
Replacement canopies on west side of Lounge	11,130
Replacement Property Services utility cart (2018)	10,200
Replacement Property Services utility cart (2018)	10,200
Replacement damaged concrete	10,000
Golf Course Pond Fountains	9,000
Lounge Bar Renovation and New Large Ice Machine	8,000
19th Hole ground HVAC condensing unit replacement	5,720
Lakeside Stage Electrical Improvements	5,000
Building D/E New Portable Bar	4,000
Wrapping 19th Hole Cooler	3,300
Total Five-Year C.I. & P.P.:	556,900

FY23 Personnel Summary (FTEs):	
Full-time	35.00
Part-time	42.88
Total Positions:	77.88

Statement of Income and Disbursements From 10/1/2021 Through 9/30/2022 (In Whole Numbers)	
Revenues	Actual
Assessments	\$ 4,027,058
Charges for Service	2,420,410
Interest Income	15,800
Rents and Royalties	324,963
Other Income	162,690
Total Revenues:	\$ 6,950,921
Expenditures	
Personnel Expenses	\$ 2,749,667
Professional Expenses	523,776
Supplies	184,120
Other General & Administrative Expenses	861,444
Maintenance & Repairs	1,074,660
Operating Expenses	640,940
Debt Service Principal	33,107
Interest Expense	2,674
Miscellaneous Expenditures	1,547
Cash Over/Short	(50)
Capital Outlays	1,291,063
Total Expenditures:	\$ 7,362,948
Deficiency of Revenues Under Expenditures:	<u>\$ (412,027)</u>

Barefoot Bay Recreation District
625 Barefoot Blvd.
Barefoot Bay, FL 32976

For a complete department by department line-item budget, please go to <https://www.bbrd.org/finance-office/pages/budgets-1>;
for a complete Annual Financial Report, please go to https://www.bbrd.org/sites/g/files/vyhlft2761/f/uploads/bbrd_fs_9.30.22_-_signed.pdf;
or stop by the Administration Building for a paper copy.

Please direct any questions to:
Kent A. Cichon, BBRD Community Manager
772.664.3141
kcichon@bbrd.org
or
Charles Henley, Finance Manager
772.664.3141
charleshenley@bbrd.org

FY24

Proposed Budget



Presented to the
Board of Trustees
on May 23, 2023

Barefoot Bay Recreation District

Board of Trustees

Bruce Amoss, Chairman

Joseph Klosky, 1st Vice Chairman

Ann Hansen, 2nd Vice-Chairman

Hurrol Brinker, Treasurer

Jeff Grunow, Secretary

Garrett M. Olsen, Esq., General Counsel

Staff

Kent A. Cichon, Community Manager

Stephanie Brown, District Clerk

Charles Henley, Finance Manager

Rich Armington, Resident Relations/Human Resources Manager

Kathy Mendes, Food and Beverage Manager

Ernie J. Cruz, PGA Certified Professional, Golf Operations Manager

Matt Goetz, Property Services Manager

FY24 Proposed Budget Summary - General Fund

The FY24 General Fund Proposed Budget is based
on an assessment rate of \$934.05 per year per lot.

	FY21 Actual	FY22 Actual	FY23 Adopted Budget	FY24 Proposed Budget
Revenues/Sources				
District Clerk	15,370	3,850	3,000	-
Finance	4,055,691	4,043,645	4,224,415	4,637,515
Administration	4,071,061	4,047,495	4,227,415	4,637,515
Customer Service	58,277	82,040	80,185	274,077
DOR	14,786	9,891	9,590	26,752
Comm. Watch	-	-	-	-
Resident Relations	73,063	91,931	89,775	300,829
Administration	(5,227)	(11,751)	(20,577)	(15,530)
Lounge	191,448	444,949	499,134	514,490
19th Hole	217,480	338,143	563,754	531,060
Special Events	106,923	318,749	427,994	404,710
Food & Beverage	510,623	1,090,090	1,470,305	1,434,730
Golf-Pro Shop	602,035	686,826	665,316	731,226
Buildings	-	-	-	-
Grounds	40	1,088	-	-
Custodial	-	-	-	-
Pools	-	-	-	-
Recreation	440,358	599,102	629,550	629,872
Property Services	440,398	600,190	629,550	629,872
Vehicle Storage	170,354	186,079	206,990	247,098
Shopping Center	122,827	128,930	139,365	144,528
Stormwater	-	-	-	-
R&M/Capital Projects	15,906	108,900	-	-
Total Revenues/Sources	6,006,266	6,940,441	7,428,716	8,125,798

Note: All FY22 actual figures throughout this document reflect unaudited figures.

FY24 Proposed Budget Summary - General Fund

The FY24 General Fund Proposed Budget is based
on an assessment rate of \$934.05 per year per lot.

	FY21 Actual	FY22 Actual	FY23 Adopted Budget	FY24 Proposed Budget
Expenditures/Uses				
District Clerk	626,023	714,609	682,975	778,322
Finance	601,514	586,783	845,441	1,034,923
Administration	1,227,536	1,301,392	1,528,416	1,813,245
Customer Service	198,755	274,785	240,832	283,790
DOR	244,525	247,144	277,288	295,069
Comm. Watch	53,016	46,399	82,094	86,940
Resident Relations	496,296	568,328	600,214	665,799
Administration	97,766	108,173	112,646	122,930
Lounge	157,282	391,557	471,075	500,947
19th Hole	201,481	372,789	566,899	586,002
Special Events	62,046	240,405	367,628	426,805
Food & Beverage	518,575	1,112,924	1,518,248	1,636,684
Golf-Pro Shop	892,849	997,490	1,012,500	1,216,508
Buildings	563,592	622,647	652,424	674,671
Grounds	165,738	194,278	190,534	213,706
Custodial	278,990	285,179	327,252	380,069
Pools	524,354	504,284	583,701	586,507
Recreation	137,291	268,110	258,036	307,515
Property Services	1,669,965	1,874,498	2,011,947	2,162,468
Vehicle Storage	16,199	30,142	17,761	18,597
Shopping Center	56,916	54,399	45,045	47,731
Stormwater	42,371	16,430	22,625	22,920
R&M/Capital Projects	1,266,330	1,407,495	671,960	541,846
Total Expenditures/Uses	6,187,039	7,363,098	7,428,716	8,125,798

Note: All FY22 actual figures throughout this document reflect unaudited figures.

Administration

Administration is comprised of two sub-departments: District Clerk and Finance, which provides the overall administrative direction for BBRD operations via the Community Manager. The Community Manager works through a contract between BBRD and Special District Services, Inc. and is confirmed by the Board of Trustees. The Community Manager is BBRD's chief appointed official and provides the overall administrative direction for BBRD.

The District Clerk is the official records custodian, risk manager, and IT contract manager to the Barefoot Bay Recreation District. The District Clerk also provides support to the Board of Trustees which includes agenda preparation for regular board meetings and workshops, transcription of minutes, and trustee liaison activities. Additionally, the sub-department coordinates with all advisory committees (when they exist) to ensure that meetings are properly advertised, minutes transcribed, and that records are retained and published on Barefoot Bay Recreation District's website. As records custodian, the District Clerk is the main point of contact for all records requests and responsible for ensuring records are properly retained and disposed of according to Florida State Statute, Chapter 119.

The Finance Office is primarily an internal service provider; however, external services are provided to the public for the RV Storage Lots and Shopping Center lease billing services, accounts payable processing, and general financial inquiries. In mid-FY18, the management of the Shopping Center was transferred to the Finance Office from the Resident Relations Department. Other activities include cash management, accounts receivable, payroll disbursements, capital asset control, general ledger maintenance, purchasing services, budget monitoring, and financial analysis and forecasting. Additionally, Finance provides monthly statements to department managers and the BOT, cooperates with independent auditors to conduct the annual audit, and develops and implements financial management policies and procedures while maintaining internal accounting controls.

FY24 Proposed Budget

Dept.				
Sub-Department			FY23	FY24
Category		FY22	Adopted	Adopted
Description		Actual	Budget	Budget
Revenues				
Administration				
Assessments				
	District Assessment Fee	4,022,189	4,210,041	4,544,153
	Sub-Total:	4,022,189	4,210,041	4,544,153
Interest				
	Interest Income	15,800	8,887	90,125
	Sub-Total:	15,800	8,887	90,125
Other Income				
	NSF Fees	80	40	40
	Vendor Discount	488	212	212
	Sales Tax Discounts	330	360	360
	Delinquent Fee Collections	1,370	1,250	750
	Lien Fee Reimbursement	900	675	350
	Legal Fee Recovery	2,074	2,450	1,225
	Postage Revenue	-	-	-
	Insurance Proceeds	3,850	3,000	-
	Proceeds Sales of Fixed Assets	144	250	150
	Miscellaneous Income General	270	250	150
	Sub-Total:	9,506	8,487	3,237
	Total Revenues:	4,047,495	4,227,415	4,637,515
Expenditures				
Administration				
Personnel Expenses				
	F/T Salaries	335,512	337,166	359,195
	P/T Wages	-	4,166	-
	Overtime	1,321	150	2,000
	Special Pay	3,060	2,050	750
	Payroll Taxes	24,491	26,211	27,689
	401 A Benefit	5,868	6,035	11,519
	Medical/Dental/Life Insurance	80,703	91,132	92,244
	Sub-Total:	450,954	466,910	493,397

FY24 Proposed Budget

Dept.

Sub-Department

Category

Description

FY22
Actual

FY23
Adopted
Budget

FY24
Adopted
Budget

Professional Expenses

Payroll Fees	25,263	22,650	26,526
Professional Fees	30,225	11,801	13,200
Legal Fees	68,211	57,600	51,840
Management Fees	161,643	177,408	181,700
Management Fees/Tax Roll	5,000	5,000	2,500
Accounting & Auditing Fees	28,920	34,500	34,500
Software/IT Support	60,217	65,906	86,400
Sub-Total:	379,479	374,865	396,666

Supplies

Operating Supplies	9,147	9,763	11,085
Sub-Total:	9,147	9,763	11,085

Other Gen. & Admin. Expenses

Collection Fees	77,906	84,201	90,883
Collection Discounts	131,600	136,826	149,957
Property Taxes	15,506	16,591	16,450
ICMA Retirement	1,000	1,000	1,000
Employee Incentive	5,345	200,666	235,437
Employee Recruitment & Testing	-	150	400
Lien & Recording Fees	1,442	1,248	1,440
Travel and Training	7,206	13,352	14,890
Telephone, Internet, Cable	5,027	4,852	6,447
Postage	6,747	3,271	3,582
Utilities/Electricity	4,274	3,345	4,402
Utilities/Propane	1,314	-	1,512
Utilities/Water	1,336	1,441	1,392
Equipment Leasing	3,604	4,166	3,992
Insurance	124,005	130,032	169,042
Workers Comp. Insurance	470	716	698
Printing	13,738	3,036	3,327
Advertising	1,576	4,169	3,433
Bank Charges	34,949	33,500	36,683
Bad Debt	(20,873)	-	-
Licenses, permits, lien fees	-	175	175
Employee Clothing Allowance	49	-	-

FY24 Proposed Budget

Dept.				
Sub-Department			FY23	FY24
Category		FY22	Adopted	Adopted
Description		Actual	Budget	Budget
Dues and Subscriptions		5,310	5,555	5,660
Election Expenses		23,823	4,548	25,014
Sub-Total:		445,356	652,840	775,816
Maintenance & Repairs				
R & M - Misc.		-	-	-
R & M Buildings		2,348	2,520	2,678
R & M Equipment		14,108	6,315	13,800
Sub-Total:		16,456	8,835	16,478
Contingency				
Contingency		-	15,203	19,803
Sub-Total:		-	15,203	19,803
Miscellaneous				
Cash Over/Short		-	-	-
Miscellaneous Expenditures		-	-	-
Reserve				
Reserve for Capital				100,000
Sub-Total:		-	-	100,000
Capital Outlay				
Sub-Total:		-	-	-
Total Expenditures:		1,301,392	1,528,416	1,813,245
Total Revenues over Expenditures:		2,746,103	2,698,999	2,824,270

FY24 Proposed Budget

Dept. Sub-Department Category	FY22 Actual	FY23 Adopted Budget	FY24 Adopted Budget
Revenues			
Administration			
District Clerk			
Other Income			
Insurance Proceeds	3,850	3,000	-
Misc. Income General		-	-
Sub-Total:	3,850	3,000	-
Total Revenues:	3,850	3,000	-
Expenditures			
Administration			
District Clerk			
Personnel Expenses			
F/T Salaries	149,422	155,020	160,971
P/T Wages	-	4,166	-
Special Pay	2,160	1,300	-
Overtime	782	-	500
Payroll Taxes	10,763	12,277	12,353
401 A Benefit	3,060	3,304	3,500
Medical/Dental/Life Insurance	40,147	45,566	46,122
Sub-Total:	206,334	221,633	223,446
Professional Expenses			
Professional Fees	30,148	5,201	6,600
Legal Fees	65,789	54,900	49,410
Management Fees	161,643	177,408	181,700
Management Fees/Tax Roll	5,000	5,000	2,500
Software/ IT Support	42,147	43,147	68,869
Sub-Total:	304,727	285,656	309,079
Supplies			
Operating Supplies	6,978	7,000	8,060
Sub-Total:	6,978	7,000	8,060

FY24 Proposed Budget

Dept. Sub-Department Category	FY22 Actual	FY23 Adopted Budget	FY24 Adopted Budget
Other Gen. & Admin. Expenses			
Employee Recruitment & Testing		100	200
Lien & Recording Fees	30	235	260
Travel and Training	5,450	9,320	10,190
Telephone, Internet, Cable	2,281	2,040	3,368
Postage	5,560	1,947	2,132
Utilities/Electricity	2,137	1,800	2,201
Utilities/Propane	657		756
Utilities/Water	668	759	682
Equipment Leasing	882	1,015	937
Insurance	124,005	130,032	169,042
Workers Comp. Insurance	273	420	197
Printing	13,106	2,111	2,312
Advertising	944	2,783	2,783
Employee Clothing Allowance	49	-	-
Dues and Subscriptions	4,425	4,600	4,610
Election Expenses	23,823	4,548	25,014
Sub-Total:	184,291	161,710	224,684
Maintenance & Repairs			
R & M Buildings	1,139	1,226	1,303
R & M Equipment	11,140	5,750	11,750
Sub-Total:	12,279	6,976	13,053
Total Expenditures:	714,609	682,975	778,322
Total Revenues over Expenditures:	(710,759)	(679,975)	(778,322)

FY24 Proposed Budget

Dept. Sub-Department Category	FY22 Actual	FY23 Adopted Budget	FY24 Adopted Budget
Revenues			
Administration			
Finance			
Assessments			
District Assessment Fee	4,022,189	4,210,041	4,544,153
Sub-Total:	4,022,189	4,210,041	4,544,153
Interest			
Interest Income	15,800	8,887	90,125
Sub-Total:	15,800	8,887	90,125
Other Income			
NSF Fees	80	40	40
Vendor Discount	488	212	212
Sales Tax Discounts	330	360	360
Delinquent Fee Collections	1,370	1,250	750
Lien Fee Reimbursement	900	675	350
Legal Fee Recovery	2,074	2,450	1,225
Proceeds Sales of Fixed Assets	144	250	150
Miscellaneous Income General	270	250	150
Sub-Total:	5,656	5,487	3,237
Total Revenues:	4,043,645	4,224,415	4,637,515
Expenditures			
Administration			
Finance			
Personnel Expenses			
F/T Salaries	186,090	182,146	198,224
Overtime	539	150	1,500
Special Pay	900	750	750
Payroll Taxes	13,728	13,934	15,336
401 A Benefit	2,808	2,731	8,019
Medical/Dental/Life Insurance	40,556	45,566	46,122
Sub-Total:	244,620	245,277	269,951

FY24 Proposed Budget

Dept. Sub-Department Category	FY22 Actual	FY23 Adopted Budget	FY24 Adopted Budget
Professional Expenses			
Payroll Fees	25,263	22,650	26,526
Professional Fees	77	6,600	6,600
Legal Fees	2,422	2,700	2,430
Accounting & Auditing Fees	28,920	34,500	34,500
Software/IT Support	18,070	22,759	17,531
Sub-Total:	74,752	89,209	87,587
Supplies			
Operating Supplies	2,169	2,763	3,025
Sub-Total:	2,169	2,763	3,025
Other Gen. & Admin. Expenses			
Collection Fees	77,906	84,201	90,883
Collection Discounts	131,600	136,826	149,957
Property Taxes	15,506	16,591	16,450
ICMA Retirement	1,000	1,000	1,000
Employee Incentive	5,345	200,666	235,437
Employee Recruitment & Testing	-	50	200
Lien & Recording Fees	1,412	1,013	1,180
Travel and Training	1,756	4,032	4,700
Telephone, Internet, Cable	2,746	2,812	3,079
Postage	1,187	1,324	1,450
Utilities/Electricity	2,137	1,545	2,201
Utilities/Propane	657	-	756
Utilities/Water	668	682	710
Equipment Leasing	2,722	3,151	3,055
Workers Comp. Insurance	197	296	501
Printing	632	925	1,015
Advertising	632	1,386	650
Bank Charges	34,949	33,500	36,683
Bad Debt	(20,873)	-	-
Licenses, permits, lien fees	-	175	175
Dues and Subscriptions	884	955	1,050
Sub-Total:	261,065	491,130	551,132

FY24 Proposed Budget

Dept. Sub-Department Category	FY22 Actual	FY23 Adopted Budget	FY24 Adopted Budget
Maintenance & Repairs			
R & M Buildings	1,209	1,294	1,375
R & M Equipment	2,968	565	2,050
Sub-Total:	4,177	1,859	3,425
Contingency			
Contingency	-	15,203	19,803
Sub-Total:	-	15,203	19,803
Miscellaneous			
Cash Over/Short	-	-	-
Sub-Total:	-	-	-
Reserve			
Reserve for Capital			100,000
Sub-Total:	-	-	100,000
Transfers			
Transfer to Debt Service Fund	-	-	-
Sub-Total:	-	-	-
Total Expenditures:	586,783	845,441	1,034,923
Total Revenues over Expenditures:	3,456,862	3,378,974	3,602,592

Resident Relations

Resident Relations is comprised of three sub-departments: Customer Service, Deed of Restrictions (DOR) Enforcement, and Community Watch. The Resident Relations Manager/H.R. Coordinator is responsible for the overall management of the sub-departments, the Vehicle Storage Department, and the coordination of BBRD's human resources function. The management of the Shopping Center was transferred to Administration: Finance mid-FY18.

Customer Service provides external services to the Barefoot Bay residents in addition to internal services to BBRD employees and job applicants. Specific activities performed include new homeowner orientation, scheduling facilities, vehicle storage lessees, and administration of social membership needs of BBRD property owners, renters, and guests.

DOR Enforcement is responsible for inspection of all BBRD properties to ensure compliance of the DOR and ARCC permits, processing violations when necessary, and the support of the Architectural Review Control and DOR Violations Committees.

Community Watch, as established in FY17, provides evening and nighttime observation of the community by unarmed employees who coordinate their efforts with the Brevard County Sheriff's Office and various neighborhood watch groups. Starting in FY18, the administration of BBRD's Off-Duty Sheriff Deputy Program (previously administered by Administration: District Clerk) became a function of this sub-department.

FY23 Budget

Dept.				
Sub-Department			FY23	FY24
Category		FY22	Adopted	Proposed
Description		Actual	Budget	Budget
Revenues				
Resident Relations (rollup)				
Charges for Services				
	Guest Passes	72,970	68,550	252,767
	Building Rental	3,427	4,785	10,050
	DOR Enforcement Fees	9,891	9,590	26,752
	Sub-Total:	86,288	82,925	289,569
Other Income				
	Miscellaneous Income General	5,643	6,850	11,260
	Sub-Total:	5,643	6,850	11,260
	Total Revenues:	91,931	89,775	300,829
Expenditures				
Resident Relations (rollup)				
Personnel Expenses				
	F/T Salaries	262,356	262,642	300,580
	P/T Wages	79,387	98,140	104,970
	Overtime	2,129	703	817
	Special Pay	525	1,980	900
	Payroll Taxes	25,746	27,807	31,156
	401 A Benefit	7,748	7,860	10,196
	Medical/Dental/Life Insurance	51,322	61,118	61,788
	Sub-Total:	429,213	460,250	510,407
Professional Expenses				
	Professional Fees	4,134	28,500	29,500
	Legal Fees	28,096	39,700	35,730
	HR Consulting Fees	26,000	-	-
	Software/IT Support	27,879	19,849	28,072
	Sub-Total:	86,109	88,049	93,302
Supplies				
	Operating Supplies	8,134	9,076	11,350
	Fuel	9,141	10,150	10,900
	Sub-Total:	17,275	19,226	22,250

FY23 Budget

Dept.				
Sub-Department			FY23	FY24
Category		FY22	Adopted	Proposed
Description		Actual	Budget	Budget
Other Gen. & Admin. Expenses				
Employee Recruitment & Testing		878	956	900
Travel and Training		740	4,871	5,300
Telephone, Internet, Cable		3,540	3,793	4,030
Postage		4,481	2,784	3,000
Utilities/Electricity		4,274	3,663	4,402
Utilities/Propane		1,314	-	1,512
Utilities/Water		1,336	1,512	1,364
Equipment Leasing		5,296	4,936	5,622
Workers Comp. Insurance		582	739	1,170
Printing		521	762	1,200
Advertising		195	-	-
Employee Clothing Allowance		108	625	800
DOR Enforcement Expenses		1,800	1,657	1,650
Dues and Subscriptions		1,034	700	870
Sub-Total:		26,099	26,998	31,820
Maint. & Repairs				
R & M Buildings		2,278	2,631	2,795
R & M Equipment		2,414	1,553	2,750
Vehicle Maintenance		3,402	675	875
Sub-Total:		8,094	4,859	6,420
Miscellaneous				
Miscellaneous Expenditures		1,547	832	1,600
Cash Over/Short		(9)	-	-
Sub-Total:		1,538	832	1,600
Total Expenditures:		568,328	600,214	665,799
Total Revenues over Expenditures:		(476,397)	(510,439)	(364,970)

FY24 Proposed Budget

Dept.				
Sub-Department			FY23	FY24
Category		FY22	Adopted	Adopted
Description		Actual	Budget	Budget
Revenues				
Resident Relations				
Customer Service				
Charges for Services				
	Guest Passes	72,970	68,550	252,767
	Building Rental	3,427	4,785	10,050
	Sub-Total:	76,397	73,335	262,817
Other Income				
	Miscellaneous Income General	5,643	6,850	11,260
	Sub-Total:	5,643	6,850	11,260
	Total Revenues:	82,040	80,185	274,077
Expenditures				
Resident Relations				
Customer Service				
Personnel Expenses				
	F/T Salaries	135,760	121,676	144,414
	P/T Wages	46,024	55,411	59,455
	Overtime	820	164	250
	Special Pay	525	1,700	600
	Payroll Taxes	13,961	13,690	15,661
	401 A Benefit	4,717	3,651	5,777
	Medical/Dental/Life Insurance	13,156	15,425	15,666
	Sub-Total:	214,963	211,717	241,823
Professional Expenses				
	Professional Fees	310	-	-
	Legal Fees	3,614	4,500	4,050
	HR Consulting Fees	26,000	-	-
	Software/ IT Support	10,677	4,319	11,436
	Sub-Total:	40,601	8,819	15,486
Supplies				
	Operating Supplies	5,553	6,043	8,300
	Sub-Total:	5,553	6,043	8,300

FY24 Proposed Budget

Dept.				
Sub-Department			FY23	FY24
Category		FY22	Adopted	Adopted
Description		Actual	Budget	Budget
Other Gen. & Admin. Expenses				
Employee Recruitment & Testing		727	591	500
Travel and Training		-	2,493	2,700
Telephone, Internet, Cable		1,851	2,103	2,234
Postage		-	100	100
Utilities/Electricity		2,137	1,803	2,201
Utilities/Propane		657	-	756
Utilities/Water		668	752	682
Equipment Leasing		2,648	2,468	2,811
Workers Comp. Insurance		184	285	449
Printing		195	476	600
Advertising		195		-
Dues and Subscriptions		455	450	570
Sub-Total:		9,717	11,521	13,603
Maint. & Repairs				
R & M Buildings		1,139	1,250	1,328
R & M Equipment		1,274	650	1,650
Sub-Total:		2,413	1,900	2,978
Miscellaneous				
Miscellaneous Expenditures		1,547	832	1,600
Cash Over/Short		(9)	-	-
Sub-Total:		1,538	832	1,600
Total Expenditures:		274,785	240,832	283,790
Total Revenues over Expenditures:		(192,745)	(160,647)	(9,713)

FY24 Proposed Budget

Dept.				
Sub-Department			FY23	FY24
Category		FY22	Adopted	Proposed
Description		Actual	Budget	Budget
Revenues				
Resident Relations				
DOR Enforcement				
Charges for Services				
	DOR Enforcement Fees	9,891	9,590	26,752
	Sub-Total:	9,891	9,590	26,752
Other Income				
	Miscellaneous Income General	-	-	-
	Sub-Total:	-	-	-
	Total Revenues:	9,891	9,590	26,752
Expenditures				
Resident Relations				
DOR Enforcement				
Personnel Expenses				
	F/T Salaries	126,596	140,966	156,166
	Overtime	1,309	464	487
	Special Pay	-	280	300
	Payroll Taxes	8,996	10,841	12,007
	401 A Benefit	3,031	4,209	4,419
	Medical/Dental/Life Insurance	38,166	45,693	46,122
	Sub-Total:	178,098	202,453	219,501
Professional Expenses				
	Professional Fees	-	-	-
	Legal Fees	24,482	35,200	31,680
	Software/ IT Support	17,202	15,530	16,636
	Sub-Total:	41,684	50,730	48,316
Supplies				
	Operating Supplies	2,581	2,898	2,900
	Fuel	3,428	3,870	4,000
	Sub-Total:	6,009	6,768	6,900

FY24 Proposed Budget

Dept.				
Sub-Department			FY23	FY24
Category		FY22	Adopted	Proposed
Description		Actual	Budget	Budget
Other Gen. & Admin. Expenses				
Employee Recruitment & Testing		151	200	200
Travel and Training		740	2,378	2,600
Telephone, Internet, Cable		1,074	1,180	1,254
Postage		4,481	2,684	2,900
Utilities/Electricity		2,137	1,860	2,201
Utilities/Propane		657		756
Utilities/Water		668	760	682
Equipment Leasing		2,648	2,468	2,811
Workers Comp. Insurance		303	350	556
Printing		326	286	600
DOR Enforcement Expenses		1,800	1,657	1,650
Employee Clothing Allowance		108	305	400
Dues and Subscriptions		579	250	300
Sub-Total:		15,672	14,378	16,910
Maint. & Repairs				
R & M Buildings		1,139	1,381	1,467
R & M Equipment		1,140	903	1,100
Vehicle Maintenance		3,402	675	875
Sub-Total:		5,681	2,959	3,442
Total Expenditures:		247,144	277,288	295,069
Total Revenues over Expenditures:		(237,253)	(267,698)	(268,317)

FY24 Proposed Budget

Dept.				
Sub-Department			FY23	FY24
Category		FY22	Adopted	Proposed
Description		Actual	Budget	Budget
Expenditures				
Resident Relations				
Community Watch				
Personnel Expenses				
P/T Wages		33,363	42,729	45,515
Overtime		-	75	80
Payroll Taxes		2,789	3,276	3,488
Sub-Total:		36,152	46,080	49,083
Professional Expenses				
Professional Fees		3,824	28,500	29,500
Sub-Total:		3,824	28,500	29,500
Supplies				
Operating Supplies		-	135	150
Fuel		5,713	6,280	6,900
Sub-Total:		5,713	6,415	7,050
Other Gen. & Admin. Expenses				
Employee Recruitment & Testing		-	165	200
Telephone, Internet, Cable		615	510	542
Workers Comp. Insurance		95	104	165
Employee Clothing Allowance		-	320	400
Sub-Total:		710	1,099	1,307
Total Expenditures:		46,399	82,094	86,940
Total Revenues over Expenditures:		(46,399)	(82,094)	(86,940)

Food & Beverage

The Food & Beverage Department operates two fixed site facilities (Lounge and 19th Hole), numerous special events (street dances, holiday events, a variety of special music & food events, etc.), and a new themed dinner night in Building A (replaces Pasta night at the 19th Hole) and caters to BBRD clubs, organizations renting the facilities, and various golf tournaments as requested and contractually agreed upon. As the community and BOT deal with fiscal strain, staff anticipates either a growing subsidy or a shift away from previously provided services that are not profitable.

- The Lounge is a live entertainment venue that has historically offered beverages, sandwiches, salads, and snacks throughout the day to pool and Lounge patrons. There are also scheduled entertainment activities such as Karaoke and Trivia Night in the evenings.
- The 19th Hole located at the Golf course caters to golfers and residents desiring a full bar and table side restaurant service and has historically provided breakfast, lunch, and light dinner (hours vary per season). The breakfast offerings were originally limited to breakfast sandwiches, muffins and biscuits and gravy. The lunch menu is a mix of cold and hot sandwiches, salads, and daily blackboard specials. Every Friday, fish and chips is a popular menu item.
- Pasta Night was a weekly Wednesday night event at the 19th Hole featuring Italian sub sandwiches, pasta entrees, and two weekly pasta specials. This Sub-Department ceased to be used in FY22 and activities were rolled into a weekly themed dinner night in Special Events.
- Special Events include a variety of events held outside of regularly scheduled operations. Typically, a combination of live bands, a buffet, or outside grilling is planned to provide extra entertainment year-round to our residents. Additionally, Music Bingo, a very popular game, and Building A or D/E bar and/or catering requests are accounted for within Special Events. A new large-scale event called “Barefoot by the Lake”, a music, art, and food festival, was developed in FY18 and is now an annual event. A new themed dinner evening began in mid-2022 offering a variety of international and/or themed dinners according to holidays and seasons.

FY24 Proposed Budget

Dept.				
Sub-Department			FY23	FY24
Category		FY22	Adopted	Proposed
Description		Actual	Budget	Budget
Revenues				
Food & Beverage (roll-up)				
Charges for Services				
Beverage Sales		818,176	902,230	924,790
Food Sales		243,456	527,447	470,590
Coupons		(11,272)	(18,996)	(12,295)
Staff Discount		(102)	(1,581)	(1,455)
F&B Shift Discount		(377)	-	(1,780)
Sub-Total:		1,049,881	1,409,100	1,379,850
Other Income				
Vending Machine Income		868	1,552	1,555
Merchandise Sales		2,133	7,265	3,800
Donations		-	-	-
Miscellaneous Income General		37,208	52,388	49,525
Sub-Total:		40,209	61,205	54,880
Total Revenues:		1,090,090	1,470,305	1,434,730
Expenditures				
Food & Beverage (roll-up)				
Personnel				
F/T Salaries		157,457	221,406	292,598
P/T Wages		225,392	343,013	316,306
Overtime		2,784	3,900	4,135
Special Pay		1,292	705	400
Payroll Taxes		35,005	43,531	46,928
401 A Benefit		2,520	2,441	4,069
Medical/Dental/Life Insurance		36,809	75,943	76,914
Sub-Total:		461,259	690,939	741,350
Professional Expenses				
Professional Fees		369	11,680	12,330
Software/IT Support		24,020	11,198	8,780
Sub-Total:		24,389	22,878	21,110

FY24 Proposed Budget

Dept.

Sub-Department

Category

Description

FY22

Actual

FY23
Adopted
Budget

FY24
Proposed
Budget

Supplies

Operating Supplies	13,076	12,910	14,650
Cleaning Supplies	6,505	8,874	9,970
Beverage Supplies	6,197	6,346	8,955
Paper Supplies	18,676	22,608	20,330
Fuel	-	89	100
Sub-Total:	44,454	50,826	54,005

Other General & Administrative Expenses

Employee Recruitment & Testing	4,308	2,415	2,600
Travel & Training	250	4,348	5,805
Telephone, Internet, Cable	6,855	6,627	7,042
Utilities/Electricity	9,181	5,800	14,544
Utilities/Propane	8,138	9,087	9,359
Utilities/Water	2,637	3,630	2,705
Utilities/Solid Waste-Gar/Rec	5,323	5,215	5,711
Equipment Leasing	5,908	22,885	23,683
Uniform Leasing	7,177	9,036	9,255
Workers Comp. Insurance	5,321	6,298	10,444
Advertising	1,313	6,015	3,815
Licenses, permits, lien fees	3,509	5,057	5,414
Dues & Subscriptions	4,791	12,169	9,707
Sub-Total:	64,711	98,583	110,084

Maintenance & Repairs

R & M - Misc.	-	3,957	3,095
R & M Buildings	4,265	6,179	6,195
R & M Equipment	27,792	20,342	18,500
Sub-Total:	32,057	30,478	27,790

Operations

Music & Entertainment	14,144	29,322	25,635
Merchandise Cost of Sales	2,299	5,775	5,775
Food Cost of Sales	137,950	232,076	276,905
Beverage Cost of Sales	286,865	315,781	329,535
Soft Drink & CO2	44,838	41,590	46,285
Sub-Total:	486,096	624,544	684,135

FY24 Proposed Budget

Dept.				
Sub-Department			FY23	FY24
Category		FY22	Adopted	Proposed
Description		Actual	Budget	Budget
Miscellaneous				
	Cash Over/Short	(42)	-	-
	Sub-Total:	(42)	-	-
	Total Expenditures:	1,112,924	1,518,248	1,638,474
	Total Revenues over Expenditures:	(22,834)	(47,943)	(203,744)

FY24 Proposed Budget

Dept. Sub-Department Category	FY22 Actual	FY23 Adopted Budget	FY24 Adopted Budget
Revenues			
Food & Beverage			
Administration			
Charges for Services			
Coupons	(11,272)	(18,996)	(12,295)
Staff Discount	(102)	(1,581)	(1,455)
F&B Shift Discount	(377)	-	(1,780)
Sub-Total:	(11,751)	(20,577)	(15,530)
Total Revenues:	(11,751)	(20,577)	(15,530)
Expenditures			
Food & Beverage			
Administration			
Personnel			
F/T Salaries	80,664	76,773	82,472
P/T Wages	-	-	-
Overtime	-	-	-
Payroll Taxes	5,770	5,873	6,309
401 A Benefit	2,347	2,441	2,563
Medical/Dental/Life Insurance	13,604	15,189	15,374
Sub-Total:	102,385	100,276	106,718
Professional Expenses			
Professional Fees	-	6,292	6,855
Software/IT Support	4,275	2,050	4,780
Sub-Total:	4,275	8,342	11,635
Supplies			
Operating Supplies	41	223	215
Paper Supplies	-	136	175
Sub-Total:	41	359	390

FY24 Proposed Budget

Dept. Sub-Department Category	FY22 Actual	FY23 Adopted Budget	FY24 Adopted Budget
Other General & Administrative Expenses			
Employee Recruitment & Testing	-	183	-
Travel & Training	100	202	1,755
Telephone, Internet, Cable	878	1,021	1,085
Workers Comp. Insurance	83	108	172
Dues & Subscriptions	411	284	290
Sub-Total:	1,472	1,798	3,302
Maintenance & Repairs			
R & M Equipment	-	1,871	885
Sub-Total:	-	1,871	885
Total Expenditures:	108,173	112,646	122,930
Total Revenues over Expenditures:	(108,173)	(112,646)	(122,930)

FY24 Proposed Budget

Dept. Sub-Department Category	FY22 Actual	FY23 Adopted Budget	FY24 Proposed Budget
Revenues			
Food & Beverage			
Lounge			
Charges for Services			
Beverage Sales	393,216	417,474	427,910
Food Sales	49,617	78,180	82,090
Sub-Total:	442,833	495,654	510,000
Other Income			
Vending Machine Income	868	1,552	1,555
Miscellaneous Income General	1,248	1,928	2,935
Sub-Total:	2,116	3,480	4,490
Total Revenues:	444,949	499,134	514,490
Expenditures			
Food & Beverage			
Lounge			
Personnel			
F/T Salaries	26,409	33,912	37,660
P/T Wages	77,361	114,275	111,711
Overtime	636	628	700
Special Pay	411	378	200
Payroll Taxes	10,306	11,414	11,496
401 A Benefit	173	-	1,506
Medical/Dental/Life Insurance	12,034	30,377	30,748
Sub-Total:	127,330	190,984	194,021
Professional Expenses			
Professional Fees	-	2,021	2,210
Software/IT Support	7,481	4,574	2,000
Sub-Total:	7,481	6,595	4,210
Supplies			
Operating Supplies	2,801	1,768	2,790
Cleaning Supplies	3,239	3,222	4,315
Beverage Supplies	4,229	2,943	4,955
Paper Supplies	9,763	11,319	10,475
Sub-Total:	20,032	19,251	22,535

FY24 Proposed Budget

Dept. Sub-Department Category	FY22 Actual	FY23 Adopted Budget	FY24 Proposed Budget
Other General & Administrative Expenses			
Employee Recruitment & Testing	775	1,428	1,000
Travel & Training	-	1,849	1,655
Telephone, Internet, Cable	612	1,196	1,271
Utilities/Electricity	7,060	3,200	7,272
Utilities/Propane	2,412	1,540	2,773
Utilities/Water	1,160	1,650	1,184
Utilities/Solid Waste-Gar/Rec	2,253	2,000	2,190
Equipment Leasing	1,667	2,111	1,700
Uniform Leasing	3,589	3,492	3,600
Workers Comp. Insurance	1,853	2,590	4,308
Advertising	135	1,773	590
Licenses, permits, lien fees	1,723	2,362	2,586
Dues & Subscriptions	2,499	5,984	6,552
Sub-Total:	25,738	31,176	36,681
Maintenance & Repairs			
R & M - Misc.	-	3,468	2,570
R & M Buildings	2,883	3,289	3,545
R & M Equipment	10,768	7,338	7,120
Sub-Total:	13,651	14,095	13,235
Operations			
Music & Entertainment	-	4,567	3,135
Food Cost of Sales	27,962	34,399	45,160
Beverage Cost of Sales	137,867	146,116	153,425
Soft Drink & CO2	31,544	23,892	28,545
Sub-Total:	197,373	208,974	230,265
Miscellaneous			
Cash Over/Short	(48)	-	-
Sub-Total:	(48)	-	-
Total Expenditures:	391,557	471,075	500,947
Total Revenues over Expenditures:	53,392	28,060	13,543

FY24 Proposed Budget

Dept.				
Sub-Department			FY23	FY24
Category		FY22	Adopted	Adopted
Description		Actual	Budget	Budget
Revenues				
Food & Beverage				
19th Hole				
Charges for Services				
	Beverage Sales	241,913	291,188	298,470
	Food Sales	96,183	271,801	231,000
	Sub-Total:	338,096	562,989	529,470
Other Income				
	Miscellaneous Income General	47	765	1,590
	Sub-Total:	47	765	1,590
	Total Revenues:	338,143	563,754	531,060
Expenditures				
Food & Beverage				
19th Hole				
Personnel				
	F/T Salaries	33,707	75,669	85,452
	P/T Wages	95,500	136,608	130,141
	Overtime	856	1,784	1,873
	Special Pay	881	327	200
	Payroll Taxes	13,212	16,401	16,651
	401 A Benefit	-	-	-
	Medical/Dental/Life Insurance	11,171	30,377	30,792
	Sub-Total:	155,327	261,166	265,109
Professional Expenses				
	Professional Fees	369	2,021	-
	Software/IT Support	7,424	4,574	2,000
	Sub-Total:	7,793	6,595	2,000

FY24 Proposed Budget

Dept.

Sub-Department

Category

Description

**FY22
Actual**

**FY23
Adopted
Budget**

**FY24
Adopted
Budget**

Supplies

Operating Supplies	2,372	3,256	3,945
Cleaning Supplies	3,187	5,122	5,125
Beverage Supplies	1,877	1,896	2,385
Paper Supplies	7,900	9,074	8,115
Fuel	-	89	-
Sub-Total:	15,336	19,437	19,570

Other General & Administrative Expenses

Employee Recruitment & Testing	3,191	642	800
Travel & Training	150	1,981	2,105
Telephone, Internet, Cable	5,365	4,410	4,686
Utilities/Electricity	2,121	2,600	7,272
Utilities/Propane	2,696	3,709	3,101
Utilities/Water	1,477	1,980	1,521
Utilities/Solid Waste-Gar/Rec	2,090	1,270	1,391
Equipment Leasing	4,241	4,393	4,393
Uniform Leasing	3,588	3,788	3,790
Workers Comp. Insurance	1,990	1,875	3,096
Advertising	135	1,660	590
Licenses, permits, lien fees	1,408	1,026	1,123
Dues & Subscriptions	1,383	2,146	2,350
Sub-Total:	29,835	31,480	36,218

Maintenance & Repairs

R & M - Misc.	-	489	525
R & M Buildings	1,382	2,477	2,235
R & M Equipment	11,032	8,994	6,495
Sub-Total:	12,414	11,960	9,255

Operations

Food Cost of Sales	54,574	119,592	134,135
Beverage Cost of Sales	84,826	101,916	104,975
Soft Drink & CO2	12,673	14,754	14,740
Sub-Total:	152,073	236,262	253,850

FY24 Proposed Budget

Dept.				
Sub-Department			FY23	FY24
Category		FY22	Adopted	Adopted
Description		Actual	Budget	Budget
Miscellaneous				
Cash Over/Short		11	-	-
Sub-Total:		11	-	-
Total Expenditures:		372,789	566,900	586,002
Total Revenues over Expenditures:		(34,646)	(3,146)	(54,942)

FY24 Proposed Budget

Dept.				
Sub-Department			FY23	FY24
Category		FY22	Revised	Proposed
Description		Actual	Budget	Budget
Revenues				
Food & Beverage				
Special Events				
Charges for Services				
	Beverage Sales	183,047	193,568	198,410
	Food Sales	97,656	177,466	157,500
	Sub-Total:	280,703	371,034	355,910
Other Income				
	Merchandise Sales	2,133	7,265	3,800
	Miscellaneous Income General	35,913	49,695	45,000
	Sub-Total:	38,046	56,960	48,800
	Total Revenues:	318,749	427,994	404,710
Expenditures				
Food & Beverage				
Special Events				
Personnel				
	F/T Salaries	16,677	35,052	87,014
	P/T Wages	52,531	92,130	74,454
	Overtime	1,292	1,488	1,562
	Payroll Taxes	5,717	9,843	12,472
	Sub-Total:	76,217	138,513	175,502
Professional Expenses				
	Professional Fees	-	1,347	1,475
	Software/IT Support	4,840	-	-
	Sub-Total:	4,840	1,347	1,475
Supplies				
	Operating Supplies	7,862	7,663	7,700
	Cleaning Supplies	79	530	530
	Beverage Supplies	91	1,507	1,615
	Paper Supplies	1,013	2,079	1,565
	Fuel	-	-	100
	Sub-Total:	9,045	11,779	11,510

FY24 Proposed Budget

Dept. Sub-Department Category Description	FY22 Actual	FY23 Revised Budget	FY24 Proposed Budget
Other General & Administrative Expenses			
Employee Recruitment & Testing	342	162	800
Travel and Training	-	316	290
Telephone, Internet, Cable	-	-	-
Utilities/Propane	3,030	3,838	3,485
Utilities/Solid Waste-Gar/Rec	980	1,945	2,130
Equipment Leasing	-	16,381	17,590
Uniform Leasing	-	1,756	1,865
Workers Comp. Insurance	1,395	1,725	2,868
Advertising	1,043	2,582	2,635
Licenses, permits, lien fees	378	1,669	1,705
Dues & Subscriptions	498	3,755	515
Sub-Total:	7,666	34,129	33,883
Maintenance & Repairs			
R & M Buildings	-	413	415
R&M Equipment	5,992	2,139	4,000
Sub-Total:	5,992	2,552	4,415
Operations			
Music & Entertainment	14,144	24,755	22,500
Merchandise Cost of Sales	2,299	5,775	5,775
Food Cost of Sales	55,414	78,085	97,610
Beverage Cost of Sales	64,172	67,749	71,135
Soft Drink & CO2	621	2,944	3,000
Sub-Total:	136,650	179,308	200,020
Miscellaneous			
Cash Over/Short	(5)	-	-
Sub-Total:	(5)	-	-
Total Expenditures:	240,405	367,628	426,805
Total Revenues over Expenditures:	78,344	60,366	(22,095)

Golf - Pro Shop

BBRD Golf Course is comprised of an executive par 60 golf course, a Pro Shop, and a cart barn. The facility functions as the premier amenity of Barefoot Bay Recreation District. The membership of the course is primarily comprised of residents with a small number of non-resident members. Greens fee play (fee for play) supplements membership play throughout the year. Merchandise sales are available to all residents, guests, and non-resident golfers. Lessons and club repair are conducted by PGA professionals who also develop, operate, and oversee tournaments and other special events.

FY24 Proposed Budget

Dept.				
Sub-Department			FY23	FY24
Category		FY22	Adopted	Proposed
Description		Actual	Budget	Budget
Revenues				
Golf - Pro Shop				
Charges for Services				
Golf Memberships		265,876	262,834	292,804
Non Resident Golf User Fee		-	-	-
Fleet Golf Cart Rentals		90,243	84,127	98,193
Private Golf Cart Fees		99,306	97,013	112,648
Handicap Fees		9,276	8,350	9,875
Golf Club Storage		55	-	375
Practice Range		1,830	1,659	2,216
Greens Fees		144,723	136,421	139,288
Golf Rental Equipment		3,411	2,379	3,294
Sub-Total:		614,720	592,783	658,693
Other Income				
State Grant - Recreation		-	-	-
Merchandise Sales		67,377	67,459	67,459
Donations		2,921	-	-
Youth Group Income		-	3,500	3,500
Miscellaneous Income General		1,808	1,574	1,574
Sub-Total:		72,106	72,533	72,533
Total Revenues:		686,826	665,316	731,226
Expenditures				
Golf - Pro Shop				
Personnel Expenses				
F/T Salaries		154,079	152,121	155,537
P/T Wages		66,654	95,690	103,173
Overtime		1,074	1,089	1,143
Special Pay		-	-	-
Payroll Taxes		16,606	19,046	19,879
401 A Benefit		4,561	4,564	4,792
Medical/Dental/Life Insurance		13,508	15,281	15,462
Sub-Total:		256,482	287,791	299,986

FY24 Proposed Budget

Dept.				
Sub-Department			FY23	FY24
Category		FY22	Adopted	Proposed
Description		Actual	Budget	Budget
Professional Expenses				
Software/ IT Support		9,995	8,484	8,224
Sub-Total:		9,995	8,484	8,224
Supplies				
Operating Supplies		7,328	14,032	19,550
Sub-Total:		7,328	14,032	19,550
Other Gen. & Admin. Expenses				
Employee Recruitment & Testing		1,355	589	600
Travel and Training		45	2,500	2,500
Telephone, Internet, Cable		4,154	5,000	5,313
Utilities/Electricity		21,317	21,735	21,956
Utilities/Water		7,623	9,763	7,549
Utilities/Solid Waste - Gar/Rec.		8,642	7,350	8,048
Equipment Leasing		31,183	30,983	34,031
Workers Comp. Insurance		906	1,042	1,679
Advertising		1,800	4,025	4,025
Employee Clothing Allowance		1,173	695	1,275
Dues and Subscriptions		8,682	9,050	8,780
Sub-Total:		86,880	92,732	95,756
Maint. & Repairs				
Golf Course Maintenance		459,887	484,586	514,734
R & M Buildings		977	7,435	10,000
R & M Grounds		24,267	59,758	55,975
R & M Equipment		44,662	7,985	13,975
Sub-Total:		529,793	559,764	594,684
Operations				
Merchandise Cost of Sales		38,884	47,821	47,821
Sub-Total:		38,884	47,821	47,821
Miscellaneous				
Debt Service Principal		1,794	1,876	483
Debt Service Interest		150	-	4
Sub-Total:		1,944	1,876	487

FY24 Proposed Budget

Dept.				
Sub-Department			FY23	FY24
Category		FY22	Adopted	Proposed
Description		Actual	Budget	Budget
Capital Outlay				
Capital Outlay		66,184	-	150,000
Sub-Total:		66,184	-	150,000
Total Expenditures:		997,490	1,012,500	1,216,508
Total Revenues over Expenditures:		(310,664)	(347,184)	(485,282)

Property Services

Property Services is responsible for the beautification and continued maintenance of BBRD's facilities, grounds, and recreational areas. The department is comprised of the following sub-departments:

- Buildings maintain the appearance of all BBRD buildings, both structurally and aesthetically. Additional responsibilities include the video production of BBRD Board of Trustee meetings.
- Grounds provide landscaping and maintenance services to all recreation areas, as well as the parks, lakes, islands, and medians. Grounds also utilizes funding and equipment from storm water for the maintenance of BBRD canals.
- Custodial provides janitorial services to all buildings and prepares assembly rooms for use by the BOT, committees, clubs, residents, and the public for the various activities that are held in the meeting rooms as scheduled by the BBRD Calendar Coordinator.
- Pools provide the upkeep, safety, and cleanliness of BBRD's 3 pools. Pool technicians are licensed through the National Swimming Pool Foundation. Pool Hosts staff the pools during operating hours to check badges and ensure safety.
- Recreation provides funding for the operations, repair, and maintenance of outdoor recreational amenities. Additionally, the Building A parking lot courtesy golf cart operations and resident sponsored events (i.e., Memorial Day parade, Veterans Day ceremony, Christmas parade, etc.) are funded here.

FY24 Proposed Budget

Dept.				
	Sub-Department		FY23	FY24
	Category	FY22	Adopted	Proposed
		Actual	Budget	Budget
Revenues				
Property Services (roll-up)				
Charges for Services				
	Recreation Fees	559,781	597,000	478,800
	Badge & Additional SMF	38,544	32,550	151,072
	Sub-Total:	598,325	629,550	629,872
Other Income				
	Donations	1,865	-	-
	Sub-Total:	1,865	-	-
	Total Revenues:	600,190	629,550	629,872
Expenditures				
Property Services (roll-up)				
Personnel Expenses				
	F/T Salaries	476,420	528,994	605,966
	P/T Wages	419,630	488,294	488,683
	Overtime	20,769	12,063	12,661
	Special Pay	14,313	10,177	11,150
	Payroll Taxes	70,999	79,525	85,563
	401 A Benefit	4,630	4,710	4,946
	Medical/Dental/Life Insurance	145,001	192,590	199,535
	Sub-Total:	1,151,762	1,316,353	1,408,504
Professional Expenses				
	Professional Fees	77	6,000	6,000
	Software/ IT Support	17,197	11,465	11,857
	Sub-Total:	17,274	17,465	17,857
Supplies				
	Operating Supplies	21,176	16,866	18,120
	Cleaning Supplies	32,079	25,999	29,500
	Chlorine	22,714	34,323	34,325
	Chemicals	886	3,048	3,800
	Small Tools & Hardware	9,025	10,242	10,400
	Fuel	18,523	23,540	26,685
	Sub-Total:	104,403	114,018	122,830

FY24 Proposed Budget

Dept.				
	Sub-Department	FY22	FY23	FY24
	Category	Actual	Adopted	Proposed
			Budget	Budget
Other Gen. & Admin. Expenses				
	Employee Recruitment & Testing	3,880	2,246	2,200
	Travel and Training	1,707	3,738	5,440
	Telephone, Internet, Cable	10,452	10,345	10,992
	Utilities/Electricity	62,447	57,369	64,321
	Utilities/Water	37,037	38,580	38,575
	Utilities/Propane	23,552	38,500	27,567
	Utilities/Solid Waste - Garb/Rec.	21,825	20,062	21,968
	Utilities/Portable Toilets	9,238	4,201	9,588
	Equipment Leasing	16,009	9,705	18,000
	Resident Activities	19,670	21,464	22,000
	Workers Comp. Insurance	15,034	15,475	25,232
	Advertising	-	500	500
	Licenses, Permits, Lien Fees	1,170	2,000	2,070
	Employee Clothing Allowance	2,812	6,177	6,330
	Dues and Subscriptions	272	524	524
	Sub-Total:	225,105	230,886	255,307
Maint. & Repairs				
	R & M - Misc.	17,220	29,353	31,100
	R & M Buildings	59,809	60,185	60,185
	R & M Grounds	99,005	68,572	73,414
	R & M Equipment	61,717	39,708	42,206
	R & M Pools	21,315	19,320	20,000
	Vehicle Maintenance	927	3,095	3,095
	Sub-Total:	259,993	220,233	230,000
Operations				
	Music & Entertainment - Lounge	73,300	65,875	75,970
	Music & Entertainment - 19th Hole	4,500	4,800	9,600
	Music & Entertain. - Special Events	38,161	42,317	42,400
	Sub-Total:	115,961	112,992	127,970

FY24 Proposed Budget

Dept.			FY23	FY24
	Sub-Department		Adopted	Proposed
	Category	FY22	Budget	Budget
		Actual		
	Capital Outlay			
	Capital Outlay	-	-	-
	Sub-Total:	-	-	-
	Total Expenditures:	1,874,498	2,011,947	2,162,468
	Total Revenues over Expenditures:	(1,274,308)	(1,382,397)	(1,532,596)

FY24 Proposed Budget

Dept.			FY23	FY24
Sub-Department		FY22	Adopted	Proposed
Category		Actual	Budget	Budget
Expenditures				
Property Services				
Buildings				
Personnel Expenses				
F/T Salaries		278,199	280,410	294,850
P/T Wages		18,114	16,494	-
Overtime		13,110	9,563	10,041
Special Pay		2,275	500	600
Payroll Taxes		23,011	23,596	23,370
401 A Benefit		4,630	3,659	3,842
Medical/Dental/Life Insurance		101,281	116,601	122,992
Sub-Total:		440,620	450,823	455,695
Professional Expenses				
Professional Fees		77	-	-
Software/ IT Support		9,833	9,465	9,857
Sub-Total:		9,910	9,465	9,857
Supplies				
Operating Supplies		9,003	5,625	6,500
Chemicals		717	250	500
Small Tools & Hardware		8,721	9,702	9,700
Fuel		14,129	15,123	17,000
Sub-Total:		32,570	30,700	33,700

FY24 Proposed Budget

Dept.			FY23	FY24
Sub-Department		FY22	Adopted	Proposed
Category		Actual	Budget	Budget
Other Gen. & Admin. Expenses				
Employee Recruitment & Testing		181	200	200
Travel and Training		737	2,625	3,625
Telephone, Internet, Cable		4,272	3,892	4,135
Utilities/Electricity		22,597	15,605	23,275
Utilities/Water		6,902	8,225	7,052
Utilities/Solid Waste - Garb/Rec.		10,930	13,335	14,602
Equipment Leasing		151	2,641	2,000
Workers Comp. Insurance		5,652	6,500	10,300
Licenses, Permits, Lien Fees		120	700	770
Employee Clothing Allowance		1,264	1,575	1,575
Dues and Subscriptions		272	524	524
Sub-Total:		53,078	55,822	68,058
Maint. & Repairs				
R & M - Misc.		17,220	29,353	31,100
R & M Buildings		56,819	60,185	60,185
R & M Equipment		11,503	12,981	12,981
Vehicle Maintenance		927	3,095	3,095
Sub-Total:		86,469	105,614	107,361
Capital Outlay				
Capital Outlay		-	-	-
Sub-Total:		-	-	-
Total Expenditures:		622,647	652,424	674,671
Total Revenues over Expenditures:		(622,647)	(652,424)	(674,671)

FY24 Proposed Budget

Dept.			FY23	FY24
Sub-Department		FY22	Adopted	Proposed
Category		Actual	Budget	Budget
Revenues				
Property Services				
Grounds				
Other Income				
	Donations	1,088	-	-
	Sub-Total:	1,088	-	-
	Total Revenues:	1,088	-	-
Expenditures				
Property Services				
Grounds				
Personnel Expenses				
	F/T Salaries	74,021	76,589	86,934
	P/T Wages	8,649	23,899	23,462
	Overtime	12	100	100
	Payroll Taxes	6,171	7,695	8,453
	Medical/Dental/Life Insurance	13,521	15,235	15,418
	Sub-Total:	102,374	123,518	134,367
Professional Expenses				
	Professional Fees	-	6,000	6,000
	Sub-Total:	-	6,000	6,000
Supplies				
	Operating Supplies	167	501	500
	Chemicals	169	2,798	3,300
	Small Tools & Hardware	7	315	200
	Fuel	4,394	5,197	5,980
	Sub-Total:	4,737	8,811	9,980

FY24 Proposed Budget

Dept.			FY23	FY24
	Sub-Department	FY22	Adopted	Proposed
	Category	Actual	Budget	Budget
Other Gen. & Admin. Expenses				
	Employee Recruitment & Testing	-	200	200
	Utilities/Water	2,673	3,003	2,729
	Utilities/Solid Waste - Garb/Rec.	7,390	5,309	5,813
	Equipment Leasing	5,559	4,336	6,000
	Workers Comp. Insurance	2,281	2,623	4,167
	Licenses, Permits, Lien Fees	-	250	250
	Employee Clothing Allowance	-	700	700
	Sub-Total:	17,903	16,421	19,859
Maint. & Repairs				
	R & M Grounds	53,985	24,413	30,000
	R & M Equipment	15,279	11,371	13,500
	Sub-Total:	69,264	35,784	43,500
	Total Expenditures:	194,278	190,534	213,706
	Total Revenues over Expenditures:	(194,278)	(190,534)	(213,706)

FY24 Proposed Budget

Dept.			FY23	FY24
Sub-Department		FY22	Adopted	Proposed
Category		Actual	Budget	Budget
Expenditures				
Property Services				
Custodial				
Personnel Expenses				
	F/T Salaries	42,826	75,956	122,460
	P/T Wages	168,067	157,082	153,138
	Overtime	5,329	1,500	1,575
	Special Pay	1,525	500	500
	Payroll Taxes	16,804	17,868	21,242
	401 A Benefit	-	1,051	1,104
	Medical/Dental/Life Insurance	3,223	30,377	30,377
	Sub-Total:	237,774	284,334	330,396
Professional Expenses				
	Software/ IT Support	2,951	2,000	2,000
	Sub-Total:	2,951	2,000	2,000
Supplies				
	Operating Supplies	1,163	2,125	1,500
	Cleaning Supplies	32,079	25,999	29,500
	Small Tools & Hardware	297	225	500
	Fuel	-	3,220	3,705
	Sub-Total:	33,539	31,569	35,205
Other Gen. & Admin. Expenses				
	Employee Recruitment & Testing	2,255	1,015	1,000
	Travel and Training	45	-	700
	Telephone, Internet, Cable	1,846	1,855	1,971
	Workers Comp. Insurance	4,877	3,042	4,992
	Employee Clothing Allowance	650	2,002	2,005
	Sub-Total:	9,673	7,914	10,668

FY24 Proposed Budget

Dept.			FY23	FY24
	Sub-Department	FY22	Adopted	Proposed
	Category	Actual	Budget	Budget
Maint. & Repairs				
	R & M Equipment	1,242	1,435	1,800
	Sub-Total:	1,242	1,435	1,800
	Total Expenditures:	285,179	327,252	380,069
	Total Revenues over Expenditures:	(285,179)	(327,252)	(380,069)

FY24 Proposed Budget

Dept.			FY23	FY24
Sub-Department		FY22	Adopted	Proposed
Category		Actual	Budget	Budget
Expenditures				
Property Services				
Pools				
Personnel Expenses				
F/T Salaries		81,374	96,039	101,722
P/T Wages		208,543	250,779	256,443
Overtime		2,318	900	945
Special Pay		10,513	9,177	10,050
Payroll Taxes		23,048	27,303	28,241
Medical/Dental/Life Insurance		26,976	30,377	30,748
Sub-Total:		352,772	414,575	428,149
Professional Expenses				
Professional Fees		-	-	-
Software/ IT Support		1,471	-	-
Sub-Total:		1,471	-	-
Supplies				
Operating Supplies		8,889	7,618	7,620
Chlorine		22,714	34,323	34,325
Sub-Total:		31,603	41,941	41,945
Other Gen. & Admin. Expenses				
Employee Recruitment & Testing		1,083	650	600
Travel and Training		925	1,113	1,115
Telephone, Internet, Cable		2,579	2,795	2,970
Utilities/Electricity		25,437	31,680	26,200
Utilities/Propane		23,552	38,060	27,085
Utilities/Water		23,237	21,456	24,307
Workers Comp. Insurance		2,140	3,149	5,171
Licenses, Permits, Lien Fees		1,050	1,050	1,050
Employee Clothing Allowance		898	1,900	1,900
Sub-Total:		80,901	101,853	90,398

FY24 Proposed Budget

Dept.			FY23	FY24
Sub-Department		FY22	Adopted	Proposed
Category		Actual	Budget	Budget
Maint. & Repairs				
	R & M Equipment	16,222	6,012	6,015
	R & M Pools	21,315	19,320	20,000
	Sub-Total:	37,537	25,332	26,015
	Total Expenditures:	504,284	583,701	586,507
	Total Revenues over Expenditures:	(504,284)	(583,701)	(586,507)

FY24 Proposed Budget

Dept.			FY23	FY24
Sub-Department		FY22	Adopted	Proposed
Category		Actual	Budget	Budget
Revenues				
Property Services				
Recreation				
Charges for Services				
	Recreation Fees	559,781	597,000	478,800
	Badge & Additional SMF	38,544	32,550	151,072
	Donations	777	-	-
	Sub-Total:	599,102	629,550	629,872
	Total Revenues:	599,102	629,550	629,872
Expenditures				
Property Services				
Recreation				
Personnel Expenses				
	P/T Wages	16,257	40,040	55,640
	Payroll Taxes	1,965	3,063	4,257
	Sub-Total:	18,222	43,103	59,897
Professional Expenses				
	Professional Fees	-	-	-
	Software/ IT Support	2,942	-	-
	Sub-Total:	2,942	-	-
Supplies				
	Operating Supplies	1,954	997	2,000
	Sub-Total:	1,954	997	2,000

FY24 Proposed Budget

Dept.				
	Sub-Department	FY22	FY23	FY24
	Category	Actual	Adopted Budget	Proposed Budget
Other Gen. & Admin. Expenses				
	Employee Recruitment & Testing	361	181	200
	Travel and Training	-	-	-
	Telephone, Internet, Cable	1,755	1,803	1,916
	Utilities/Electricity	14,413	10,084	14,846
	Utilities/Propane	-	440	482
	Utilities/Water	4,225	5,896	4,487
	Utilities/Solid Waste - Garb/Rec.	3,505	1,418	1,553
	Utilities/Portable Toilets	9,238	4,201	9,588
	Equipment Leasing	10,299	2,728	10,000
	Resident Activities	19,670	21,464	22,000
	Workers Comp. Insurance	84	161	602
	Advertising	-	500	500
	Employee Clothing Allowance	-	-	150
	Sub-Total:	63,550	48,876	66,324
Maint. & Repairs				
	R & M Buildings	2,990	-	-
	R & M Grounds	45,020	44,159	43,414
	R & M Equipment	17,471	7,909	7,910
	Sub-Total:	65,481	52,068	51,324
Operations				
	Music & Entertainment - Lounge	73,300	65,875	75,970
	Music & Entertain. - 19th Hole	4,500	4,800	9,600
	Music & Entertain. - Special Events	38,161	42,317	42,400
	Sub-Total:	115,961	112,992	127,970
	Total Expenditures:	268,110	258,036	307,515
	Total Revenues over Expenditures:	330,992	371,514	322,357

Vehicle Storage

Vehicle storage and kayak storage is managed by Resident Relations and operated by Customer Service. There are three locations: Barefoot Bay pier for Kayak storage, consisting of 25 spaces; the west lot for RV, boats, and small trailers storage, consisting of 96 spaces; and the Micco lot for RV, boats, and small trailers storage, consisting of 269 spaces. The vacancy rate for kayak storage varies during the year from 0% to 35%, while the storage lots are always at capacity with a waiting list of 10-20 homeowners. The storage lots include security cameras and residents renting a space are issued electronic swipe cards to access these fenced in facilities.

FY24 Proposed Budget

Dept.				
Sub-Department				
Category				
Description	FY22 Actual	FY23 Adopted Budget	FY24 Proposed Budget	
Revenues				
Vehicle Storage				
Rents & Royalties				
Vehicle Storage Income	182,961	205,296	244,608	
Kayak Storage Income	2,618	1,548	2,340	
Sub-Total:	185,579	206,844	246,948	
Other Income				
Delinquent Fee Collections	500	146	150	
Sub-Total:	500	146	150	
Total Revenues:	186,079	206,990	247,098	
Expenditures				
Vehicle Storage				
Supplies				
Operating supplies	1,212	184	184	
Sub-Total:	1,212	184	184	
Other Gen. & Admin. Expenses				
Telephone, Internet, Cable	1,285	-	1,300	
Utilities/Electricity	9,021	8,668	9,291	
Utilities/Water	2,139	1,810	2,234	
Access System Service Fee	445	5,974	3,088	
Sub-Total:	12,890	16,452	15,913	
Maint. & Repairs				
R & M Equipment	1,250	1,125	2,500	
Sub-Total:	1,250	1,125	2,500	
Capital Outlay				
Capital Outlay	14,790	-	-	
Sub-Total:	14,790	-	-	
Total Expenditures:	30,142	17,761	18,597	
Total Revenues over Expenditures:	155,937	189,229	228,501	

Shopping Center

The Barefoot Bay Recreation District (BBRD) owns a centrally located 17,655 square feet, 3 building Neighborhood Shopping Center consisting of 12 Units, which it uses to subsidize and supplement amenities offered to residents of the Bay. Two of the buildings were built in the mid to late 1970s, while the other building was built in the early 1990s. BBRD both rents space to retailers and it allows various clubs to occupy space at no charge, thereby often maintaining a fully occupied complex. The retail tenants mainly offer day to day needs to residents including groceries, convenience items, personal services, food services, and health related services and items. The clubs, such as the Civic Volunteer Organization, the Brevard County Sheriff's Citizens Observer Patrol, and multiple veterans' groups, generally offer free or low-cost services to the residents of BBRD. The Shopping Center is jointly managed by the Finance Department and the Property Services Department.

FY24 Proposed Budget

Dept. Sub-Department Category	FY22 Actual	FY23 Adopted Budget	FY24 Proposed Budget
Revenues			
Shopping Center			
Rents & Royalties			
Leasing Income	98,591	106,532	107,342
Common Area Maint Income	17,562	18,951	21,816
Real Estate Taxes Income	12,752	13,882	15,370
Sub-Total:	128,905	139,365	144,528
Other Income			
Delinquent Fee Collections	25	-	-
Sub-Total:	25	-	-
Total Revenues:	128,930	139,365	144,528
Expenditures			
Shopping Center			
Professional Expenses			
Professional Fees	1,277	250	250
Legal Fees	2,414	2,700	2,700
Software/IT Support	938	-	250
Sub-Total:	4,629	2,950	3,200
Other Gen. & Admin. Expenses			
Property taxes	17,056	17,568	17,568
Telephone, Internet, Cable	1,967	2,040	2,168
Utilities/Electricity	2,710	2,104	2,585
Utilities/Water	1,368	2,035	1,410
Utilities/Solid Waste - Garb./Rec.	7,503	5,072	6,500
CVO Utilities	3,782	3,792	4,152
Sub-Total:	34,386	32,611	34,383
Maint. & Repairs			
R & M Buildings	10,169	8,284	10,148
R & M Grounds	-	1,200	-
Sub-Total:	10,169	9,484	10,148

FY24 Proposed Budget

Dept. Sub-Department Category	FY22 Actual	FY23 Adopted Budget	FY24 Proposed Budget
Capital Outlay			
Capital Outlay	5,215	-	-
Sub-Total:	5,215	-	-
Total Expenditures:	54,399	45,045	47,731
Total Revenues over Expenditures:	74,531	94,320	96,797

Stormwater

Stormwater is rain that washes off driveways, parking lots, roads, yards, rooftops, and other hard surfaces. Stormwater picks up pollutants, such as nutrients from fertilizers and grass clippings, chemicals, bacteria, sediment, and trash, then washes these things into ditches and storm drains.

The larger portion of Stormwater is managed by BBRD's Property Services Department. Barefoot Bay Stormwater systems are comprised of multiple small lakes on BBRD general grounds and Golf course with interconnecting waterways moving excess storm runoff to the Brevard County waterways.

BBRD Golf course consists of six interconnected bodies of water and BBRD general grounds consists of three large bodies of water, the largest of which is located at 625 Barefoot Blvd. The second largest is located at the end of East Drive with the smallest being located at the end of Tequesta Drive. The canals run along the entirety of BBRD, starting on Barefoot Boulevard continuing down Waterway Drive and around Barefoot Circle, where it then all flows into Brevard County managed waterways at the end of Dottie Lane.

Barefoot Bay Recreation District's stormwater system is a hybrid system in that Brevard County maintains the piped drainage and parameter canals, while BBRD maintains the interior surface drainage, the piped drainage back of Tamarind Circle, and Pocatella Drive. The three weirs in BBRD (Building A lake, and two by the garden club area) are the responsibility of BBRD. The pipe under Dottie Lane belongs to Brevard County.

Funds are annually allocated to repair and maintain the surface and piped drainage of Barefoot Bay's canals and lakes. BBRD contracts a waterway management company to maintain the health of the canals by treating the weeds and testing the overall health of the water. Additional funds are used to keep the canal banks clean (mowing and tree removal) as well as reconstruction of failing banks. Some funds are also allocated to repair and maintain the bobcat and boom mower purchased for stormwater maintenance, as well as the fuel needed to operate.

FY24 Proposed Budget

Dept.				
Sub-Department			FY23	FY24
Category		FY22	Adopted	Proposed
Description		Actual	Budget	Budget
Expenditures				
Stormwater				
Professional Expenses				
Professional Fees		-	525	-
Sub-Total:		-	525	-
Supplies				
Fuel		300	450	500
Sub-Total:		300	450	500
Other Gen. & Admin. Expenses				
Equipment Leasing		-	750	850
Sub-Total:		-	750	850
Maint. & Repairs				
R & M Grounds		16,130	20,600	21,220
R & M Equipment		-	300	350
Sub-Total:		16,130	20,900	21,570
Miscellaneous				
Debt Service Principal		-	-	-
Debt Service Interest		-	-	-
Sub-Total:		-	-	-
Total Expenditures:		16,430	22,625	22,920
Total Revenues over Expenditures:		(16,430)	(22,625)	(22,920)

R&M/Capital Projects

The R&M/Capital Department is used for transparency purposes to list where most “projects” are budgeted and expensed. Occasionally, a significant R&M/capital project will be budgeted and expensed in a different department. Additionally, routine R&M projects (i.e., computer replacements, equipment repairs, etc.) are expensed within the respective departments’ R&M line-items. A brief description of each of this department’s current fiscal year projects, as well as planned future projects, may be found in the Five-Year Capital Improvement and Project Plan within this budget document. This department also accounts for the revenue from the sale of various fixed assets.

FY24 Proposed Budget

Dept.				
Sub-Department			FY23	FY24
Category		FY22	Adopted	Proposed
Description		Actual	Budget	Budget
Revenues				
R&M/Capital Projects				
Other Income				
Sale of Fixed Assets		88,400	-	-
Insurance Proceeds		20,500	-	-
Sub-Total:		108,900	-	-
Total Revenues:		108,900	-	-
Expenditures				
R&M/Capital Projects				
Professional Expenses				
Professional Fees		1,900	-	-
Sub-Total:		1,900	-	-
Contingency				
Contingency		-	100,000	120,000
Reserves		-	400,410	14,946
Sub-Total:		-	500,410	134,946
Capital Outlay				
Neighborhood Revitalize Program		47,612	-	-
Replace Damaged Concrete				
Sidewalks/Assembly Areas		60,606	-	-
Comm. Center Electrical Repairs		14,672	-	-
Beach projects, Ph. 3 (Restrooms)		32,910	-	-
Bldg. A Renovations		65,737	-	-
Shopping Center Roof				
Replacement		6,800	-	-
Golf Course Cart Barn Repairs		11,630	-	-
Bldg. A Awning over "Terrace"				
Opposite Lounge		3,833	-	-
Bldg. D/E Restroom Upgrades		4,413	-	-
Restroom Trailer by Pickle				
Ball/Tennis Courts		31,965	-	-
ADA Pool Lifts (3)		24,839	-	-
Lounge Outside Bar		6,970	-	-

FY24 Proposed Budget

Dept.				
Sub-Department			FY23	FY24
Category		FY22	Adopted	Proposed
Description		Actual	Budget	Budget
Replace Sidewalks at D&E / 19th Hole		10,875	-	-
Shopping Center Electrical Infrastructure Upgrades		128,820	-	-
Bldg. A Interior Doors Replacement		2,392	-	-
VGC Building HVAC Condensing Unit Replacement		5,350	-	-
Shopping Ctr. (935) HVAC Ground Condensing Unit Replacement		4,755	-	-
Shopping Ctr. (937 [CVO]) HVAC Roof Condensing Unit Replacement		7,560	-	-
Shopping Ctr. (937) HVAC Roof Condensing Unit Replacement		6,325	-	-
New Food & Beverage Point of Sales (POS) System		11,302	-	-
Exterior Doors and Windows Replacement		67,510	-	-
Water and Sewer Office HVAC Condensing Unit Replacement		5,350	-	-
Replacement HD Utility Cart (2008) used by Softball Association		1,533	-	-
Kitchen Trailer (replaces Pool #1 grill area)		70,887	-	-
19th Hole Kitchen renovation and walk in cooler/freezer: New Hood and Stove		315,609	-	-
FY22 Golf Course Lake bank Restoration		237,277	-	-
Tennis Court Resurfacing		61,423	-	-
Bldg. A Retaining Wall Repairs		156,640	-	-
Replacement Backhoe (used)		-	40,100	-
Shopping Ctr. (937) Exterior Windows Replacement		-	30,000	-
Portable 20kw Emergency Backup Generator		-	25,000	-

FY24 Proposed Budget

Dept.				
Sub-Department			FY23	FY24
Category		FY22	Adopted	Proposed
Description		Actual	Budget	Budget
Golf Course Maintenance Facility				
(Green Building) Repairs	-	16,600	-	
Upgrade Golf Cart Parking Area				
(Lounge) to Crushed Concrete	-	13,400	-	
Pool #2 Tech Closet Electrical				
Panel Replacement	-	10,120	-	
Replacement P.S. Utility Cart				
(2016)	-	10,000	-	
Replacement Courtesy Golf Cart				
(2016)	-	10,000	-	
Pro Shop Cart Barn Electrical Panel				
Replacement	-	6,800	-	
19th Hole Ceiling Air Handling Unit				
Replacement	-	2,530	-	
Softball Field Shed Replacement			7,000	-
Golf Course Enhancements and				
Renovations (FRDAP) - Budget in				
Golf Dept.				-
Replacement shed and canopy -				
pickle ball/tennis courts				59,500
Softball Field tall outfield fence				
extension and grandstands canopy				
(FRDAP)				50,000
Lightning Detector Warning				
System				37,000
Building A parking lot seal coat				35,000
Veterans' Gathering Center/Water				
and Sewer Office roof replacement				
(w/ metal)				31,900
Building A, C, and Lounge Camera				
System				23,700
Administration Building interior				
repairs - floor and leaks				20,000
Building A Bar Rebuild				20,000
Lounge & 19th Hole Replacement				
Stools, Chairs, and Tables				15,750

FY24 Proposed Budget

Dept.				
Sub-Department			FY23	FY24
Category		FY22	Adopted	Proposed
Description		Actual	Budget	Budget
Golf Pro Shop and 19th Hole Camera System				13,300
Building D/E parking lot repair & seal coat				12,200
Building A Chair Replacement				12,000
Replacement canopies on west side of lounge				11,130
Replacement Property Services utility cart (2018)				10,200
Replacement Property Service utility cart (2018)				10,200
Replacement damaged concrete				10,000
Golf Course Pond Fountains				9,000
Lounge Bar Renovation and New Large Ice Machine				8,000
19th Hole ground HVAC condensing unit replacement				5,720
Lakeside Stage Electrical Improvements				5,000
Building D/E New Portable Bar				4,000
Wrapping 19th Hole Cooler				3,300
Sub-Total:		1,405,595	171,550	406,900
Total Expenditures:		1,407,495	671,960	541,846
Total Revenues over Expenditures:		(1,298,595)	(671,960)	(541,846)

Five-Year Capital Improvement and Project Plan

The following pages list the funded projects per fiscal year in an easy-to-read format and a concise justification of each project. The reader should note the projects are listed in order of cost per year; and capital and non-capital projects are intermingled.

Budget	FY24 Projects
150,000	Golf Course Enhancements (FRDAP)
59,500	Replacement shed and canopy - pickle ball/tennis courts
50,000	Softball Field tall outfield fence extension and grandstands canopy (FRDAP)
37,000	Lightning Detector Warning System
35,000	Building A parking lot seal coat
31,900	Veterans' Gathering Center/Water and Sewer Office roof replacement (w/ metal)
23,700	Building A, C, and Lounge Camera System
20,000	Administration Building interior repairs - floor and leaks
20,000	Building A Bar Rebuild
15,750	Lounge & 19th Hole Replacement Stools, Chairs, and Tables
13,300	Golf Pro Shop and 19th Hole Camera System
12,200	Building D/E parking lot repair & seal coat
12,000	Building A Chair Replacement
11,130	Replacement canopies on west side of lounge
10,200	Replacement Property Services utility cart (2018)
10,200	Replacement Property Services utility cart (2018)
10,000	Replacement damaged concrete
9,000	Golf Course Pond Fountains
8,000	Lounge Bar Renovation and New Large Ice Machine
5,720	19th Hole ground HVAC condensing unit replacement
5,000	Lakeside Stage Electrical Improvements
4,000	Building D/E New Portable Bar
3,300	19th Hole awning replacement
556,900	FY24 Sub-total

FY24 Project Details

Golf Course Enhancements

FY24 \$150,000 funded FRDAP grant project to include either (1) reconstruction of two greens to USGA specs or (2) reconstruction of one green to USGA specs, reconstruction of the tee boxes, and additional outdoor seating and landscaping. This grant is 75% reimbursement/25% match.

Replacement of Shed and Canopy – Pickle Ball/Tennis Courts

FY24 \$59,500 funded project to replace the current structures.

Softball Field Enhancements

FY24 \$50,000 funded FRDAP grant project to install a tall outfield fence extension and a shade canopy over the grandstands. This grant is 100% reimbursement.

Golf Course & Pool #1 Lightning Detector Warning System

FY24 \$37,000 unfunded project. A reliable lighting detector and warning system will increase the safety of the residents and guests enjoying the outdoor amenities.

Building A Parking Lot Seal Coat

FY24 \$35,000 funded project to seal coat the Building A parking lot to extend its useful life.

Veterans Gathering Center (VGC)/Water and Sewer Office Roof Replacement (with Metal Roof)

FY24 \$31,900 funded project. This project was identified through the capital replacement program populated by the 2019 Facilities Dude assessment of BBRD buildings and major amenities and on-going repair and maintenance expenses.

Buildings A, C, and Lounge Camera System

FY24 \$23,700 unfunded project. Additional and replacement interior and exterior cameras and supporting infrastructure.

Administration Building Repairs

FY24 \$20,000 funded project to replace original laminate flooring that has become unaffixed to the surface and prevent ongoing water intrusion.

Building A Bar Renovation / Rebuild

FY24 \$20,000 unfunded project. A renovation of the bar (\$10,000) consists of taking out old cabinets, installing lower storage cabinets or lockable multi-tiered liquor cabinets, installing shelving, fountain soda, and beer cooler. A rebuild of the physical bar (\$20,000) includes the above items.

Lounge & 19th Hole Replacement Stools, Chairs, and Tables

FY24 \$15,750 funded project. Stools (50 x \$125 - \$200ea. = \$6,250 - \$10,000) have reached the end of their useful life in the Lounge and 19th Hole; and chairs (50 x \$75ea. = \$3,750) and tables (20 x \$100ea. = \$2,000) have reached the end of their useful life in the Lounge.

Buildings Golf Pro Shop and 19th Hole Camera System

FY24 \$13,300 unfunded project. Additional and replacement interior and exterior cameras and supporting infrastructure.

Building D/E Parking Lot Repair & Seal Coat

FY24 \$12,200 funded project to repair & seal coat the Building D/E parking lot to extend its useful life.

Building A Chair Replacement

FY24 \$12,000 unfunded project. Stains in the chairs are unable to be removed and require replacement to provide stain free seating for Building A functions.

Replacement Canopies on West Side of the Lounge

FY24 \$11,130 funded project to replace the canopies that reached their useful lives.

Replacement Property Services Utility Cart (2018)

FY24 \$10,200 funded project in accordance with the fleet replacement schedule.

Replacement Property Services Utility Cart (2018)

FY24 \$10,200 funded project in accordance with the fleet replacement schedule.

Replacement Damaged Concrete (Location TBD)

FY24 Estimated \$10,000. The budget is used as needed.

Golf Course Pond Fountains

FY24 \$9,000 unfunded project. Fountains located in the ponds of the Golf Course will provide aeration to the waterbodies and add to the attractiveness of the amenity.

Lounge Bar Renovation and New Large Ice Machine

FY24 \$8,000 unfunded project. Remove overhead cabinets and install new shelving at far end; replace ice machine with larger unit; remove cabinets and sandwich station – install shelving, workspace, and lighting.

19th Hole Ground HVAC Condensing Unit Replacement

FY24 \$5,720 funded project. This project was identified through the capital replacement program populated by the 2019 Facilities Dude assessment of BBRD buildings and major amenities and on-going repair and maintenance expenses.

Lakeside Stage Electrical Improvements

FY24 \$5,000 unfunded project. Musical talent, entertaining on the Lakeside of the Lounge Stage, has stated that the stage's electrical system is inadequate for their instruments, sound systems, and monitors, which will result in the tripping of circuit breakers. There are currently 3 circuits; 5 separate 20 amp circuits are recommended.

Building D/E New Portable Bar

FY24 \$4,000 unfunded project. A new portable bar would better serve the venue; actual cost (\$2,000 - \$4,000) based on size and sophistication of storage.

Replacement 19th Hole Awning

FY24 \$3,100 funded project to replace the 19th Hole awning that reached its useful life and was damaged during removal for hurricane preparations.

Budget	FY25 Projects
110,000	Shopping Center parking lot milling & repavement
59,100	Shopping Center (937) sprinkler system and standpipe replacement
25,000	Replacement damaged concrete
15,000	Shopping Center (935) exterior doors replacement
6,200	Pro Shop exterior door replacement
6,000	Accessibility to buildings
5,000	Bldg. C ceiling tile replacement
3,600	Bldg. A HVAC ground mini-split system replacement
3,120	Veterans' Gathering Center exterior doors replacement
2,230	Bldg. D/E exterior walls repair/painting
1,210	Pro Shop ceiling repair/painting
236,460	FY25 Sub-total

FY25 Project Details

Shopping Center Parking Lot Milling & Repaving

FY26 \$116,000 funded project. The Shopping Center parking lot's asphalt will have reached the end of its useful life and should be milled, repaved and striped to prevent more costly repairs.

Shopping Center (937) Sprinkler System & Standpipe Replacement

FY25 \$59,100 funded project. This project was identified through the capital replacement program populated by the 2019 Facilities Dude assessment of BBRD buildings and major amenities and on-going repair and maintenance expenses. Due to the current and future fiscal strain facing BBRD and a 2022 internal assessment of the system, this project was deferred from last year's planned inclusion in the FY23 Budget.

Replacement Damaged Concrete (Location TBD)

FY25 Estimated \$25,000. The budget is used as needed.

Shopping Center (935) Exterior Doors Replacement

FY25 \$15,000 funded project. This project was identified through the capital replacement program populated by the 2019 Facilities Dude assessment of BBRD buildings and major amenities and on-going repair and maintenance expenses.

Pro Shop Exterior Door Replacement

FY25 \$6,200 funded project. This project was identified through the capital replacement program populated by the 2019 Facilities Dude assessment of BBRD buildings and major amenities and on-going repair and maintenance expenses.

Accessibility to Buildings

FY25 \$6,000 funded project. This project will primarily be in conjunction with door replacement projects to provide accessibility to buildings.

Building C Ceiling Tile Replacement

FY25 \$5,000 funded project. This project was identified through the capital replacement program populated by the 2019 Facilities Dude assessment of BBRD buildings and major amenities and on-going repair and maintenance expenses.

Building A HVAC Ground Mini-Split System Replacement

FY25 \$3,600 funded project. This project was identified through the capital replacement program populated by the 2019 Facilities Dude assessment of BBRD buildings and major amenities and on-going repair and maintenance expenses.

Veterans Gathering Center (VGC) Exterior Doors Replacement

FY25 \$3,120 funded project. This project was identified through the capital replacement program populated by the 2019 Facilities Dude assessment of BBRD buildings and major amenities and on-going repair and maintenance expenses.

Bldg. D/E Exterior Walls Repair/Painting

FY25 \$2,230 funded project. This project was identified through the capital replacement program populated by the 2019 Facilities Dude assessment of BBRD buildings and major amenities and on-going repair and maintenance expenses.

Pro Shop Ceiling Repair/Painting

FY25 \$1,210 funded project. This project was identified through the capital replacement program populated by the 2019 Facilities Dude assessment of BBRD buildings and major amenities and on-going repair and maintenance expenses.

Budget	FY26 Funded Projects
27,400	Replacement Property Services truck (2013 full-size)
25,000	Replacement damaged concrete
12,000	19th Hole exterior doors replacement
7,700	Pool #2 exterior doors replacement
6,500	Lawn Bowling gutter replacement
6,450	Building D/E air handler replacement
6,300	Accessibility to buildings
5,500	Property Services (Falcon) exterior walls repair
5,170	Veterans' Gathering Center HVAC ground condensing unit replacement
5,170	Shopping Center (937) HVAC roof condensing unit replacement
4,000	Property Services interior refurbishment
111,190	FY26 Sub-total

FY26 Project Details

Replace P.S. Truck (2013 full-size)

New \$27,400 funded project in accordance with the fleet replacement schedule.

Replacement Damaged Concrete (Location TBD)

FY26 Estimated \$25,000. The budget is used as needed.

19th Hole Exterior Doors Replacement

FY26 \$12,000 funded projects. This project was identified through the capital replacement program populated by the 2019 Facilities Dude assessment of BBRD buildings and major amenities and on-going repair and maintenance expenses.

Pool #2 Exterior Doors Replacement

FY26 \$7,700 funded projects. This project was identified through the capital replacement program populated by the 2019 Facilities Dude assessment of BBRD buildings and major amenities and on-going repair and maintenance expenses.

Replace Lawn Bowling Gutters

New FY26 \$6,500 funded project. This planned in-house project would replace the deteriorating wooden gutters (located around the parameter of the field and are an integral part of the game).

Building D/E Air Handler Replacement

FY26 \$6,450 funded projects. This project was identified through the capital replacement program populated by the 2019 Facilities Dude assessment of BBRD buildings and major amenities and on-going repair and maintenance expenses.

Accessibility to Buildings

FY26 \$6,300 funded project. This project will primarily be in conjunction with door replacement projects to provide accessibility to buildings.

Property Services (Falcon) Exterior Walls Repair

FY26 \$5,500 funded project. This project was identified through the capital replacement program populated by the 2019 Facilities Dude assessment of BBRD buildings and major amenities and on-going repair and maintenance expenses.

Veterans' Gathering Center HVAC Ground Condensing Unit Replacement

FY26 \$5,170 funded projects. This project was identified through the capital replacement program populated by the 2019 Facilities Dude assessment of BBRD buildings and major amenities and on-going repair and maintenance expenses.

Shopping Center (937) HVAC Roof Condensing Unit Replacement

FY26 \$5,170 funded projects. This project was identified through the capital replacement program populated by the 2019 Facilities Dude assessment of BBRD buildings and major amenities and on-going repair and maintenance expenses.

Property Services Interior Refurbishment

FY26 \$4,000 funded project. This project will refurbish staff lunchroom area, restrooms, plumbing, and other deteriorated interior.

Budget	FY27 Funded Projects
25,000	Replacement damaged concrete
14,500	Shopping Center exterior door system replacement
11,200	Pool #3 tool room electrical panel replacement
6,200	Bldg. C air handler tower condensing unit replacement
6,200	Shopping Center condensing unit - 1-5 rooftop replacement
63,100	FY27 Sub-total

FY27 Project Details

Replacement Damaged Concrete (Location TBD)

FY27 Estimated \$25,000. The budget is used as needed.

Shopping Center Exterior Door System Replacement

New FY27 \$14,500 funded project. This project was identified through the capital replacement program populated by the 2019 Facilities Dude assessment of BBRD buildings and major amenities and on-going repair and maintenance expenses.

Pool #3 Tool Room Electrical Panel Replacement

New FY27 \$11,200 funded project. This project was identified through the capital replacement program populated by the 2019 Facilities Dude assessment of BBRD buildings and major amenities and on-going repair and maintenance expenses.

Bldg. C Air Handler Tower Condensing Unit Replacement

New FY27 \$6,200 funded project. This project was identified through the capital replacement program populated by the 2019 Facilities Dude assessment of BBRD buildings and major amenities and on-going repair and maintenance expenses.

Shopping Center Condensing Unit - 1-5 RT Replacement

New FY27 \$6,200 funded project. This project was identified through the capital replacement program populated by the 2019 Facilities Dude assessment of BBRD buildings and major amenities and on-going repair and maintenance expenses.

Budget	FY28 Funded Projects
80,000	Pool #3 resurfacing
47,500	Replacement Food & Beverage Van (2013)
25,000	Replacement damaged concrete
6,850	Building D/E ground HVAC replacement
6,850	Administration Building mini-split system replacement
6,850	Bldg. C air handler tower condensing unit replacement
4,500	19th Hole interior doors replacement
4,325	Administration Building interior wall finishes and paint
3,415	Veterans Gathering Center ceiling tile replacement
185,290	FY28 Sub-total

FY28 Project Details

Pool #3 Resurfacing

FY28 \$80,000 funded project. The surface of Pool #3 will have reached the end of its useful life and should be resurfaced.

Replacement Food & Beverage Van (2013)

FY28 \$47,500 funded project in accordance with the fleet replacement schedule.

Replacement Damaged Concrete (Location TBD)

FY28 Estimated \$25,000. The budget is used as needed.

Building D/E Ground HVA Replacement

FY28 Estimated \$6,850. This project was identified through the capital replacement program populated by the 2019 Facilities Dude assessment of BBRD buildings and major amenities and on-going repair and maintenance expenses.

Administration Building Mini-Split System Replacement

FY28 \$6,850 funded project. This project was identified through the capital replacement program populated by the 2019 Facilities Dude assessment of BBRD buildings and major amenities and on-going repair and maintenance expenses.

Building C Air Handler Tower Condensing Unit Replacement

FY28 \$6,850 funded project. This project was identified through the capital replacement program populated by the 2019 Facilities Dude assessment of BBRD buildings and major amenities and on-going repair and maintenance expenses.

19th Hole Interior Doors Replacement

FY28 \$4,500 funded projects. This project was identified through the capital replacement program populated by the 2019 Facilities Dude assessment of BBRD buildings and major amenities and on-going repair and maintenance expenses.

Administration Building Interior Wall Finishes and Paint

FY28 \$4,325 funded projects. This project was identified through the capital replacement program populated by the 2019 Facilities Dude assessment of BBRD buildings and major amenities and on-going repair and maintenance expenses.

Veterans Gathering Center Ceiling Repair/Painting

FY28 \$3,415 funded project. This project was identified through the capital replacement program populated by the 2019 Facilities Dude assessment of BBRD buildings and major amenities and on-going repair and maintenance expenses.



Barefoot Bay Recreation District

625 Barefoot Boulevard
Administration Building
Barefoot Bay, FL 32976-9233

Phone 772-664-3141
www.bbrd.org

Memo To: Board of Trustees

From: Kent A. Cichon, Community Manager

Date: May 23, 2023

Subject: Manager's Report

Finance

Assessment received – 95.52% collected or \$4,021,247. Balance to collect \$188,794.

Resident Relations

ARCC Meeting 5/9/23

- 17 Consent Permits – 17 approved
- 33 Other Permits – 33 approved

VC Meeting 5/12/23

- 13 Cases – to be presented
- 7 Cases – DOR is working with the homeowner
- 7 Cases – found to be in violation

Food & Beverage

- Memorial Day is Monday, May 29th, and the Flashbacks will play on the Lakeside of the Lounge Stage from 2-6. The food truck will be open with BBQ specials from 11am-7pm.
- If you love the music of the Beatles, come out on Sunday, June 4th, lakeside of the Lounge from 2-6pm to listen to the "Day Trippers". This 5-piece band recreates the sound of those 4 famous men from Liverpool, England. People of all ages and musical preferences can't help but love the music of the Beatles. There are no costumes, wigs, or fake accents (although the drummer is from London), just great professional musicians recreating all the Beatles hits with no effects, no overdubs, no backing tracks. There is no charge for this event.
- Sunday, June 18th is Father's Day. A Father's Day buffet of ribs, chicken, and all the fixin's at 1pm. The Shelley Songer band will perform from 2 – 6pm lakeside of the Lounge.

Flyers with all the details are posted.

Property Services

- Continued to fabricate more posts to replace all of the rope fences
- Continued to work on the leak at pool #2
- Continued to address concerns for the Fire inspector
- Worked on replacement doors for the lounge restrooms
- Repaired broken lights in the traffic circle in front of Building A
- Completed the shopping center electrical upgrades project
- Mowed all current DOR violations
- Used a rental lift to trim multiple trees as well as removal of dangerous or dead trees

Golf-Pro Shop

- 2023 Jr. Golf Camp
 - Grant application submitted
 - Scheduled for July 10th to July 27th
 - Participant applications available at the Pro Shop
 - Free to BBRD residents and their family only
- RFP for Golf Cart Fleet
 - In Progress
- Brightview Maintenance total course chemical application for weed control completed
 - Golfers may see yellowing or browning effect as a result
 - This will occur throughout the summer months to help eliminate weeds