



**BAREFOOT BAY
RECREATION DISTRICT**

Barefoot Bay Recreation District Regular Meeting
June 23, 2020 at 7:00 PM
Building D&E

Agenda

Please turn off all cell phones

- 1. Thought of the Day**
- 2. Pledge of Allegiance to the Flag**
- 3. Roll Call**
- 4. Presentations and Proclamations**
- 5. Approval of Minutes**
 - A. June 12, 2020 minutes
- 6. Treasurer's Report**
 - A. Treasurer's Report
- 7. Audience Participation**
- 8. Unfinished Business**
 - A. Phased Re-Opening Discussion
 - B. Authorization for Chairman Klosky to Sign Shopping Center Lease for Building 1 Unit 2 and part of 3 (Old Barber Shop)
- 9. New Business**
 - A. Adoption of FY 21 Budget
 - B. Public Hearing and Adoption of FY 21 Assessment Rate
 - C. Discussion of Converting Area Behind the Shopping Center into a Passive Park
 - D. Discussion of Calling for a Referendum to Increase the Charter Limit of \$25,000
- 10. Manager's Report**
 - A. June 23, 2020 Community Manager's Report
- 11. Attorney's Report**
- 12. Incidental Trustee Remarks**
- 13. 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 Regular Meeting



BAREFOOT BAY RECREATION DISTRICT

Board of Trustees Regular Meeting

June 12, 2020 (closed to the public)

1PM –Building D&E

Available for viewing via livestream on www.bbrd.org and via simulcast in Building A

Meeting Called to Order

The Barefoot Bay Recreation District Board of Trustees held a Meeting on June 12, 2020 Building D&E 1225 Barefoot Boulevard, Barefoot Bay, Florida. Mr. Klosky called the meeting to order at 1PM.

Pledge of Allegiance to the Flag

Led by Mr. Coffey.

Roll Call

Present: Mr. Klosky, Ms. Henderson, Mr. Maino, Mr. Loveland, and Mr. Compton. Also, present, John W. Coffey, ICMA-CM, Community Manager, Cliff Repperger, General Counsel, and Stephanie Brown, District Clerk.

Presentations and Proclamations

None.

Approval of Minutes

Mr. Loveland made a motion to approve the minutes dated May 26, 2020. Second by Ms. Henderson. Motion passed unanimously.

Treasurer's Report

Ms. Henderson made a motion to approve the Treasurer's Report dated for June 12, 2020 as read. Second by Mr. Compton. Motion passed unanimously.

Audience Participation

Ms. Andrews-1221 Chippewa Drive-voiced her disapproval of having a golf cart pass and allowing parking on common areas.

Carol Joseph-966 Waterway Drive-spoke in favor of resuming water aerobics classes at their regular time. She also commended the BOT and staff for a good job in assisting in the community.

Unfinished Business

Phased Re-Opening Discussion

Mr. Coffey gave an overview of how phase 1 re-opening has gone and spoke about changes made to phase 2 re-opening timeline. Mr. Coffey reached out to the exercise groups to discuss options for resuming classes. Mr. Compton asked if exercise classes would be allowed in phase 2. Mr. Coffey responded no, but suggested changing it to allow classes to resume in phase 2 by using pool 3. Mr. Klosky agreed with Mr. Coffey's suggestion. Mr. Maino spoke in favor of staff creating a proposed schedule prior to making any changes. Mr. Loveland spoke



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in favor of groups being flexible with staff regarding scheduling. Ms. Henderson agreed with Mr. Loveland. Mr. Compton spoke in favor of following Florida state guidelines and immediately moving to Phase 2. Ms. Henderson voiced her concern about going into Phase 2 too quickly. Mr. Maino also voiced his concern about moving into Phase 2 too soon and believes we can protect residents by implementing rules and procedures related to COVID-19.

Mr. Compton made a motion to move into the modified version of Phase 2 Re-opening June 19, 2020 with the 19th Hole opening on June 26, 2020. Second by Ms. Henderson.

Mr. Compton Amended the motion to move forward with the modified version of Phase 2, with staff researching options to implement exercise groups into the phase. The Lounge will re-open on June 19, 2020 and the 19th Hole will re-open on June 26, 2020. Second by Mr. Loveland. Motion passes unanimously.

Steward Medical Group Proposed Land-Lease

Mr. Coffey gave an overview of the Land-Lease proposal. Mr. Neil, the Florida Market President spoke. Ms. Henderson voiced her concern that \$9,000 in rent yearly is too low. Mr. Neil responded that he is willing to negotiate terms that both parties will be comfortable with. Mr. Loveland stated that the terms of the land-lease were good. Mr. Maino asked if there was a staff recommendation. Mr. Coffey responded that the land-lease was a good offer. Mr. Repperger also responded that the offer is lower than other government ground leases and suggested getting an outside Lease Consultant. Mr. Maino spoke in favor of the land-lease if staff could come to agreeable terms. Mr. Compton voiced concerns about what happens to the property when it is no longer being leased. Mr. Neil responded that Steward Medical Group plans to be in the community for a long-time and was willing to offer assurance by making a longer land-lease or agreeing to restore the land back to usable space if the clinic was no longer there.

Mr. Maino made a motion to move forward with the approval of the Land-Lease with agreeable terms to be set by Staff. Second by Mr. Loveland. Motion passes unanimously (issue will come back to the BOT for conceptual approval prior to drafting the contract).

New Business

Community Manager Evaluation

Mr. Klosky went over the Community Manager Evaluation Summary. All the Trustees agreed that Mr. Coffey is a wonderful Community Manager who does a great job for the community.

General Counsel Evaluation

Mr. Klosky went over the General Counsel Evaluation Summary. All Trustees agreed that Mr. Repperger does a great job and thanked him for his work.

Discussion of Prohibiting Parking on Common Areas

Mr. Klosky spoke in favor of placing no parking signs on common areas. Mr. Compton asked if there must be no parking signs in all common areas. Mr. Repperger stated signs may need to be posted in all common areas so there are not issues regarding towing. Mr. Maino voiced his disapproval of towing vehicles. Mr. Loveland suggested other options outside of towing such as blocking the areas. Ms. Henderson agreed with Mr. Klosky about deterring people from parking in common areas. Mr. Compton suggested making a prohibitive parking policy. Mr. Coffey suggested putting it in the policy manual and bringing back verbiage for review.



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FY20 Budget Amendment:

Resolution read by Mr. Repperger:

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE BAREFOOT BAY RECREATION DISTRICT AMENDING RESOLUTION 2019-03; AMENDING THE BUDGET.

Mr. Maino asked questions regarding the \$25,000 cap. Mr. Repperger explained the process of raising the cap.

Mr. Maino made a motion to approve the resolution 2020-07 as read. Second by Mr. Compton. Motion passes unanimously.

NRP program Selection of RFP Evaluation Committee Member for Shopping Center Roof Replacement Project

Staff requests action from the BOT to select of one Trustee to serve as a voting member of the Request for Proposal Evaluation Committee for the Shopping Center Roof Replacement project.

Mr. Compton nominates Mr. Maino to serve on the Committee. Mr. Maino stated he will not be available.

Mr. Maino nominated Ms. Henderson. Second by Mr. Compton. Consensus from BOT.

Community Manager Mr. Coffey announced the RFP advertisement date and the additional members of the Committee: Trustee Luann Henderson, Property Services Manager Matt Goetz, and Gary Gesko, voting members. Chairman Joseph Klosky and Community Manager John Coffey, non-voting members.

Manager's Report

Finance

- 3,699,892.07 (gross) or 95.8% of the annual assessment receipts were received as of June 09, 2020. Details are attached.

Resident Relations

ARCC Meeting 05/26/20 agenda

- 17 Consent items (16 approved and 1 tabled)
- 8 Other items (3 approved, 1 denied and 3 tabled)
- 1 Old Business (approved)

ARCC Meeting 06/09/20

- 15 Consent items - approved
- 3 Other items – 1 withdrawn by the homeowner, 1 disapproved, and 1 tabled.
- 4 Old Business - tabled



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Violations Committee Meeting 06/12/20

- 35 cases on the agenda

Golf-Pro Shop

- In-House Lake Bank restoration will begin June 1
 - Left side #6 complete
 - Halted continuation due to excessive rain
- Pro Shop layout is now reorganized for people to practice social distancing while shopping for the latest BBRD logoed merchandise
- Course aerification completed
- Satellite Box Replacements Project Update – The vendor anticipates delivery of the equipment today with installation scheduled for next week.
- Irrigation Design Project Update – Staff continues soliciting bids.

Property Services

- Completed stripping and re waxing the floor in Building A
- Completed more than 1/2 stripping, cleaning & re waxing the floor in Building D/E
- Constructed plexi-glass shields for the pool re-opening
- Completed the set up at pools 1&3 for re-opening
- Meetings with pool hosts to devise & implement rules/strategies for re-opening
- Ordered new benches for around the lake near Building A
- Began cleaning out of the old barber shop/ beauty salon
- Began steam cleaning all the chairs in Building A
- Pool 3 replaced the main pump
- Replaced the rope on the Veterans' Gathering Center flag pole
- Assisted in the repair of an eroding bank at the Golf Course
- Re painted the coping around the pool edge
- Repaired bocce sun covers
- Made repairs to the AC in the 19th Hole
- Repaired window at D/E kitchen
- Addressed all current DOR violations
- Continued soliciting bids for various projects

General Information

- **Budget Mailout Typo** – The FY21 Proposed Budget mailout contains last year's date for the adoption of the budget and assessment. The correct date and time is Tuesday, June 23, 2020 at 7pm in Building D/E which will be closed to the public. The public may view the



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meeting at www.bbrd.org or the simulcast at Building A. The public may participate via the conference call system as in this meeting.

- **Building A Renovations Project Update** – The contractor has secured his bonding and will be submitting his building permit package to Brevard County early next week.
- **Lounge/Lakeside Expansion Design Project** – Staff reviewed and provided the design team feedback on a revised site plan and food prep/storage and exterior bar layouts. The next step will be for the design team to develop subsurface drawings and electrical infrastructure design for the food prep and storage areas.
- **Beach Restroom Project Update** – A vendor was on-site yesterday to perform core sampling to allow for the design of the drain field and to determine pad requirements for the structure.
- **Pool #2 Pit Replacement Project Update** – The vendor ordered the equipment last week and submitted the Department of Health permit application this week.
- **Pool #2 & #3 Restroom Roof Replacement Projects Update** – These projects were completed this week.
- **Lounge and Pool #1 Walkway Roof Replacement Projects Update** – These projects are expected to be completed next week.
- **Pods in Building A Parking Lot** – For folks who are wondering what the two pods are for in the parking lot, they are for storage of Building A kitchen equipment and supplies during the renovations project.
- **Pro Shop Father's Day Sale and Promotional Video** - The Trustees participated in a fashion show yesterday to showcase the variety and flexibility of the apparel and accessories in our Pro Shop. The event took place on the Course to advertise the great gifts and current deals you can get for Father's Day. A video is posted on the Golf Course and Food & Beverage Facebook page. There is a 30% discount on apparel, a 20% discount on accessories through Father's Day, but if you visit the Pro Shop through this Sunday and say "Video" you'll receive an extra \$5 off. The Trustees were great sports (and models) and we appreciate their making time to help us with this event.



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Attorney's Report

Mr. Repperger thanked BOT for the evaluation. He gave an overview of how General Counsel serves BBRD. Mr. Repperger gave updates on DOR cases and stated BOT will be given a spreadsheet with status for all cases in the future. Mr. Klosky asked about the status of 414 Barefoot Blvd and the Blissful Things case. Mr. Repperger stated that both cases are going to be filed at the end of June.

Incidental Trustee Remarks

Mr. Compton stated that he enjoyed the fashion show and to support the Pro Shop.

Ms. Henderson stated that she enjoyed the fashion show.

Mr. Maino stated that he enjoyed the fashion show. He also spoke about beach access and suggested to staff to put in a ramp at some point.

Mr. Klosky expressed his appreciation to the Property Services staff for all the building improvements. He asked residents to support the Pro Shop and Happy Father's Day to all the fathers.

Mr. Coffey thanked the BOT for the evaluations.

Adjournment

The next meeting will be on June 23, 2020 at 7pm in Building D/E

Mr. Loveland made a motion to adjourn. Second by Mr. Compton. Mr. Klosky adjourned.

Meeting adjourned at 3:07pm

Roger Compton, Secretary

Stephanie Brown, District Clerk

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Treasurer's Report

June 23, 2020

Cash Balances in General Fund as of 6/15/20

Petty Cash

Total Petty Cash: \$ 2,500.00

Operating Cash in Banks

MB&T Operating Account

2,741,264.49

Total Operating Accounts: 2,741,264.49

Interest Bearing Accounts

SBA Reserve Account

697,770.89

Total Interest Bearing Accounts 697,770.89

Total Cash Balances in General Fund:

\$ 3,441,535.38

Total Daily Deposits and Assessments Received for 6/5 - 6/15/20

Daily deposits: \$ 17,772.57

Assessments received: 41,800.00

Total Deposits Received \$ 59,572.57

Expenditures over \$5,000 for 6/5 - 6/15/20

Check Number	Vendor	Description	Check Amount
55586	Abila	Software Maintenance & Support - 7/20-7/21	5,282.00
55609	ABM Landscape & Turf Services	Golf Course & Ball Field Maint. - 6/2020	38,691.16
55619	Florida Municipal Insurance Trust	Insurance: 4th Installment	36,668.26
55623	Health First Health Plans Inc	Employee Health Insurance: 7/2020	28,355.14
55628	MB Enterprises	Final Payment - Roof Replace Pool 2 & Pool 3	14,250.00
55639	White Bird Law	Legal Fees: 5/2020	10,570.00
	US Treasury	Payroll Taxes - PPE 6/7/20	13,534.92
	Paychex	Net Payroll - PPE 6/7/20	45,119.83
Total Expenditures over \$5,000			<u>\$ 192,471.31</u>

Board of Trustees

Date: Tuesday, June 23, 2020
Title: **Phased Re-Opening Discussion**
Section & Item: 8.A
Department: Administration, District Clerk
Fiscal Impact: N/A
Contact: John W. Coffey ICMA-CM, Community Manager
Attachments: BBRD reopening timeline
Reviewed by
General Counsel: No
Approved by: John W. Coffey, ICMA-CM, Community Manager



Requested Action by BOT

Assessment of current conditions and consideration of further re-openings based on the conditions-based re-opening timeline.

Background and Summary Information

On May 8, 2020 the BOT reviewed the proposed conditions-based re-opening timeline and reached a consensus to re-open the beach, keep the pools closed, and revisit this issue at each meeting going forward. On May 26, 2020 the BOT approved the remainder of Phase 1 re-opening effective June 8, 2020.

On June 12, 2020, the BOT voted to move into Phase 2 with the following specific re-opening dates and conditions:

Monday, June 15th

- Pool #1 capacity will increase to 54 including staff
- Pool #3 capacity will increase to 27 people including staff

Wednesday, June 17th

- Group exercise programs will re-start at Pool #3
 - Lap swimmers 9-10am
 - Hydrotherapy 10:15-11:15am
 - Aquatic Exercise 11:30am-12:30pm

Friday, June 19th

- The Lounge will re-open with a capacity of 40 people including staff (hours of operations to be determined). Music, live entertainment, and street dances are still prohibited. Only prepackaged snack food will be available.

Monday, June 22nd

- Pool #1 Pavilion (capacity of 18) and Picnic areas (capacity of 29) will be open to use by reservation with the Calendar Coordinator
- The Administration Building will re-open to the public Monday through Thursday with an hour closure each day (Noon to 1pm) to clean and sanitize common areas
- Building D/E will re-open for residents' use (by reservations only) with a capacity of 35 people, including staff

Friday, June 26th

The 19th Hole will re-open with a capacity of 34 people including staff. The kitchen will remain closed, however, a daily snack special and grab and go items will be available (hours of operations to be determined). Pasta Night continues to be suspended.

The following information (in italic) was contained within the May 8, 2020 agenda memo.

Due to the impact of the Coronavirus pandemic, Chairman Klosky and staff incrementally closed amenities and buildings starting on March 16th in accordance with state and federal guidelines and executive orders. Staff developed the attached conditions-based re-opening timeline that is based on the 3-phase re-opening guidance from the White House last month and being followed loosely by Governor DeSantis. Readers should infer any specific dates and should understand the proposed timeline is not meant to be rigidly implemented but was developed to provide a transparent means of the multi-steps staff will take in re-opening specific amenities and buildings.

The likelihood of subsequent spikes in infections in Florida and/or Brevard County may necessitate the temporary reversal of openings (i.e. restricting or closing specific amenities/buildings that were in one of the early phases of re-opening. Additionally, the public should not confuse BBRD phases with elements of phases identified by national, state or local leaders. While the four-phase proposal for BBRD is built upon the White House's three-phase proposal, the overwhelming number of residents who fall within the "vulnerable population" category requires a more cautious and graduated approach in re-opening to ensure maximum personal protection from the spread of the virus to staff and the public. Hence, staff developed the attached conditions-based timeline for re-openings in an attempt to provide maximum use of facilities while following guidelines to ensure the safety of residents, guests and staff.

Lastly, the reader should clearly understand that staff will not under any circumstances make the decision to re-open specific amenities/buildings without direct BOT approval in a public meeting. Most people understand the diverse range of opinions in BBRD regarding closures and re-opening and it is simply poor public policy for staff to make a decision (which will be poorly received by one side or the other in this issue) and then flood the individual Trustees with complaints and attend the next scheduled BOT meeting to seek a reversal of staff's actions. The BOT by pre-approving all re-openings will allow the public to participate in the initial decision-making process rather than seek to the BOT to later reverse a decision by staff.

A Conditions Based “Reopening BBRD” Proposed Timeline

The following BBRD re-opening timeline is conditions based. No specific dates are included or inferred. BBRD phases shall not occur before the corresponding State of Florida phase and may begin well after the similarly number State phase due to the demographical nature of BBRD residents. The following is meant to communicate the planned re-opening of BBRD facilities to the public. In the case of resurgence of coronavirus infections in Brevard County, closures and/or limitations of services/amenities will be in reverse order. Implementation of specific elements may be staggered depending upon conditions and staff. The Community Manager will not implement any of the phased openings without explicit BOT consent at a public meeting.

Phase 1

- Assumes continuation of 6 feet social distancing in groups of 10 or more
- The public will be given 3-7 days’ notice of re-opening which shall only occur on a Monday, Tuesday, Wednesday or Thursday.
- All employees will be provided personal protective equipment and hand sanitizers. Their use is optional and not mandatory. Those requesting additional personal measures will be accommodated when feasible.
- Residents/guests will have their temperatures taken prior to entrance into facilities. Entrance will be denied for those above an acceptable reading.
- 2 pools can re-open with reduced capacity and additional pool hosts
 - Pools #1 and #2 have work to be performed this summer. Each pool will be closed for the duration of the work while the other one will be open.
 - Residents/guests will have their temperatures taken prior to entrance into the pools. Entrance will be denied for those above the acceptable number
 - Capacity at pools will be the following:
 - #1: 27 people including staff
 - Pavilion, Picnic area, and Lakeside/behind the Lounge areas will remain closed
 - #2: 17 people including staff
 - #3: 17 people including staff
 - Residents/guests will be limited to 90 minutes at the pools if there is a waiting line
 - Group activities are prohibited
 - Furniture will be spaced according to social distancing guidelines
- Beach parking will re-open
- Golf Course will remain on reduced tee times and one person per cart rule (two members of the same household may ride in the same cart)
- Pro Shop will continue to operate in a limited capacity basis
 - Members will continue to check in with Player Assistant
 - Entry will be limited to official business only
 - A maximum of 10 occupants and practiced social distance
 - Due to limited tee times, golfers will continue to be teamed up to complete a foursome
- Administration Building remain closed to the public
- Lounge and 19th Hole remain closed
- Meeting rooms remain closed

Phase 2

- Assumes continuation of social distancing and an increase in the number of people in groups exempt from guideline
- The public will be given 3-7 days' notice of implementation of phase which shall occur on a Monday.
- Residents/guests will have their temperatures taken prior to entrance into facilities. Entrance will be denied for those above an acceptable reading.
- A maximum of two pools will be open
 - Restrictions on capacity will be relaxed to "moderate" but not eliminated
 - Capacity at pools will be the following:
 - #1: 54 people including staff (excluding other areas listed below)
 - Pavilion: 18 people (reservations only)
 - Picnic area: 29 people (reservations only)
 - Lakeside/behind the Lounge areas will be open but will not have its own capacity (i.e. folks from the pool and Lounge can go there but there will be limited furniture set out)
 - #2: 27 people including staff
 - #3: 27 people including staff
 - Residents/guests will be limited to 90 minutes at the pools if there is a waiting line
 - Group activities are prohibited
 - Furniture will be spaced according to social distancing guidelines
- Golf Course will remain on reduced tee times and one person per cart rule (two members of the same household may ride in the same cart)
- Pro Shop will continue to operate in a limited capacity basis
 - Members will continue to check in with Player Assistant
 - Entry will be limited to official business only
 - A maximum of 10 occupants and practiced social distance
 - Due to limited tee times, golfers will continue to be teamed up to complete a foursome
- Administration Building re-open Monday through Thursday with a one-hour closure mid-day for sanitizing public areas
- Lounge and 19th Hole will open under the following conditions
 - Reduced capacity and limited hours of operations
 - Lounge: (30% capacity or 40 people including staff)
 - 19th Hole (30% capacity or 34 people including staff) (Chairs will not be available on the porch)
 - Staff at each site to ensure proper social distancing and that capacity is not exceeded
 - No live music or entertainment
 - Lounge will only serve beverages and pre-packaged snacks
 - 19th Hole will not have kitchen service. Very basic food items will be available on a limited basis (items that do not require a cook in the kitchen during service).
 - No Street Dances, Pasta Night or catering
- Meeting rooms remain closed with exception of Building A
 - Use of Building A will be limited to 50 people with a minimum one-hour gap between set up time and end of use by previous group for sanitizing purposes. Staff will be present during usage to ensure proper social distancing and that capacity is not exceeded

Phase 3

- Assumes continuation of social distancing and further increase in the number of people in groups exempt from guideline
- The public will be given 3-7 days' notice of implementation of phase which shall occur on a Monday.

- Residents/guests will have their temperatures taken prior to entrance into facilities. Entrance will be denied for those above an acceptable reading.
- A maximum of two pools will be open
 - Restrictions on capacity will be relaxed to “light” but not eliminated
 - Capacity at pools will be the following:
 - #1: 108 people including staff (excluding other areas listed below)
 - Pavilion: 37 people (reservations only)
 - Picnic area: 59 people (reservations only)
 - Lakeside/behind the Lounge areas will be open but will not have its own capacity (i.e. folks from the pool and Lounge can go there but there will be limited furniture set out)
 - #2: 37 people including staff
 - #3: 37 people including staff
 - Residents/guests will be limited to 90 minutes at the pools if there is a waiting line
 - Group activities are allowed if proper social distancing is followed. Staff shall have discretion to halt specific group activities if proper social distancing is not followed.
 - Furniture will be spaced according to social distancing guidelines
- Golf Course will remain on reduced tee times and one person per cart rule will be relaxed (two people can ride in a single cart but golfers will have the option of riding separately if they elect)
- Pro Shop will continue to operate in a limited capacity basis
 - Members will continue to check in with Player Assistant
 - Entry will be limited to official business only
 - A maximum of 10 occupants and practiced social distance
 - Due to limited tee times, golfers will continue to be teamed up to complete a foursome
 - All picnic tables outside of the 19th Hole will be reinstalled and available for use with a maximum of 24 individuals allowed seated
- Administration Building remains open Monday through Thursday with a one-hour closure mid-day for sanitizing public areas
- Lounge and 19th Hole remain open under the following conditions
 - Relaxed reduced capacity and limited hours of operations
 - Lounge: (50% capacity or 60 people including staff)
 - 19th Hole (50% capacity or 51 people including staff) (Chairs will not be available on the porch)
 - No live music or entertainment
 - Lounge will only serve beverages and pre-packaged snacks
 - 19th Hole will not have kitchen service. Very basic food items will be available on a limited basis.
 - No Street Dances, Pasta Night or catering
- Meeting rooms usage
 - Use of Building A will be limited to 75 people with a minimum one-hour gap between set up time and end of use by previous group for sanitizing purposes. Staff will be present during usage to ensure proper social distancing and that capacity is not exceeded.
 - Use of Building D/E will be limited to 50 people with a minimum one-hour gap between set up time and end of use by previous group for sanitizing purposes. Staff will be present during usage to ensure proper social distancing and that capacity is not exceeded.
 - Building C, Pool Room and Administration Conference Room will remain closed.

Phase 4

- Assumes an end to social distancing
- The public will be given 3-7 days' notice of implementation of phase which shall occur on a Monday. Implementation of specific elements may be staggered depending upon conditions and staff.
- All pools will be open
 - Capacity at pools will be the following:
 - #1: 509 including staff in all areas within metal fencing excluding the inside of buildings
 - #2: 54 people including staff
 - #3: 54 people including staff
- Golf Course will go back to standard tee times and two-person per cart rule
 - Picnic tables will resume full capacity
- Pro Shop will resume normal operating procedures
- Administration Building resumes normal hours of operations
- Lounge and 19th Hole resumes full indoor capacity, regular hours of operations and live music and entertainment
 - Lounge:
 - 119 capacity including staff
 - Lounge will only serve beverages and pre-packaged snacks (lunch permanently discontinued)
 - 19th Hole
 - 102 capacity including staff
 - 19th Hole will resume kitchen service
 - Seating will be available on the porch
 - Street Dances, Pasta Night and Catering will resume when demand is present and events are profitable
- Meeting rooms usage
 - All rooms are open
 - Staff for crowd monitoring will be limited to Music Bingo and other events as needed.

Board of Trustees

Meeting Agenda Memo

Date: Tuesday, June 23, 2020

Title: **Authorization for Chairman Klosky to Sign Shopping Center Lease for Building 1 Unit 2 and part of 3 (Old Barber Shop)**

Section & Item: 8.B

Department: Shopping Center

Fiscal Impact: \$11,841.61 Annual Rent, Property Taxes, and CAM minus sales tax

Contact: Cliff Repperger, General Counsel, General Counsel, Charles Henley, Finance Manager, John W. Coffey ICMA-CM, Community Manager

Attachments:

Reviewed by

General Counsel: Yes

Approved by: John W. Coffey, ICMA-CM, Community Manager



Requested Action by BOT

Authorization for Chairman Klosky to sign formal lease documents.

Background and Summary Information

On May 26, 2020 the BOT voted to accept the tentative lease proposal from Shaw Medical Group with specifics listed below:

- Lease starts August 1, 2020
- 2 months free rent \$10/square foot
- 5-year lease with 3 renewals
- BBRD staff to demo old barber added plumbing, remove old flooring and replace damaged ceiling tiles and vents

General Counsel Repperger is currently working with the future tenant on the leasing documents and will provide them to the BOT prior to the meeting.

The Community Manager recommends the BOT authorize Chairman Klosky to sign the leasing documents with Shaw Medical Group for Building 1 Unit 2 and part of 3 (Old Barber Shop).

Board of Trustees

Meeting Agenda Memo

Date: Tuesday, June 23, 2020
Title: **Adoption of FY 21 Budget**
Section & Item: 9.A
Department: Administration, Finance
Fiscal Impact: \$7,627,628.00
Contact: Charles Henley, Finance Manager, John W. Coffey ICMA-CM, Community Manager
Attachments: attachment Resolution Adoption of FY21 Budget, Exhibit A
FY21 Line-Item Budget 23Jun20
Reviewed by
General Counsel: Yes
Approved by: John W. Coffey, ICMA-CM, Community Manager



Requested Action by BOT

Adoption of Resolution 2020-08 which will implement the FY 21 Budget of \$7,627,628.00.

Background and Summary Information

The Board of Trustees (BOT) held a budget kick-off townhall style meeting on December 2, 2019 to solicit input from the public regarding the development of the FY 21 Budget and FY 21-25 Five-Year Financial Model and Capital Improvement Plan (5yrFM&CIP). The BOT then met once in a workshop to review the FY 21-25 5yrFM&CIP on January 30, 2020. The BOT held two budget workshops in April and May of 2020.

On May 26, 2020, the BOT authorized the mail out to property owners of the FY 21 Proposed Budget and proposed assessment of \$816.00 per lot.

The Proposed FY 21 General Fund Budget is balanced at \$7,627,628.00.

Revenue/Sources enhancements include:

- \$117,000 from a total \$2.00 increase in the monthly assessment rate to \$68.00 (comprised of two elements)
 - \$1.98 or 3.0% increase to maintain the ability to fund R&M/Capital project needs given the impact of inflationary pressures on operating costs
 - \$0.02 a month to "round up to the next integer" in the monthly assessment rate
- A 2.50% increase in Food & Beverage prices
- \$22,594 from a 10% increase in Golf-Pro Shop Membership Fees
- \$1,000,000 bank loan with a 7-year repayment to fund the cost of one-time projects

Expenditures/Uses include:

- \$104,471.00 in non-capital decision points (including debt service for aforementioned loan)
- \$1,198,200.00 in R&M/Capital projects
- \$160,300.00 in R&M/Capital Contingency projects
- Funding for 78.22 full-time equivalent positions (34 full-time and 44.22 part-time)
- Funding for 2 full-time positions within the contract with Special District Services, Inc.

Of note, a "public hearing" is not required to adopt the annual budget but is required to adopt the annual assessment rate.

Pursuant to Sec. 418.304(4)(a), F.S., the annual budget is required to be adopted prior to July 1.

Staff recommends the BOT approve Resolution 2020-08 adopting the FY 21 Budget as mailed out to the residents.

RESOLUTION 2020- 08

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE BAREFOOT BAY RECREATION DISTRICT ESTABLISHING AND ADOPTING A BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2020 AND ENDING SEPTEMBER 30, 2021; PROVIDING FOR CONFLICTS; PROVIDING AN EFFECTIVE DATE.

WHEREAS, Section 418.304 (4) (a), Florida Statutes, requires the Board of Trustees of the Barefoot Bay Recreation District (the “District”) to prepare and adopt an itemized budget on or before July 1 or each year, which budget shall show the amount of money necessary for the operation of the next ensuing fiscal year; and

WHEREAS, The Board of Trustees of the District has prepared said budget for the fiscal year beginning October 1, 2020 and ending September 30, 2021, a copy of which is attached as Exhibit “A” to this Resolution; and

WHEREAS, the initial proposed draft of Exhibit “A” has previously been furnished to each owner of an improved residential parcel within the District as required by the said Section 418.304 (4) (a); and

WHEREAS, The Board of Trustees of the District has also caused a copy of the said initial proposed draft budget to be made available for public inspection at the principal office of the District as required by the said Section 418.304 (4) (a); and

WHEREAS, The Board of Trustees of the District has found and determined that the budget which appears as Exhibit “A” of this Resolution is reasonably necessary to provide for the maintenance and operation of the District for the fiscal year beginning October 1, 2020 and ending September 30, 2021.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE BAREFOOT BAY RECREATION DISTRICT, BREVARD COUNTY, FLORIDA, that:

Section 1. The budget which appears as Exhibit “A” of this Resolution is hereby adopted by the District for the fiscal year of the District beginning October 1, 2020 and ending September 30, 2021; and the amounts set forth as revenues, expenses and costs of sales in the said budget are hereby appropriated for the said fiscal year.

Section 2. All Resolutions or parts of Resolutions in conflict herewith are hereby repealed.

Section 3. This Resolution shall become effective immediately upon its adoption, and the budget set forth in Exhibit “A” of this Resolution shall become effective October 1, 2020.

The foregoing resolution was moved for adoption by Trustee _____. The motion was seconded by Trustee _____ and, upon being put to a vote, that vote was as follows:

Chairman, Joseph Klosky
Trustee, Michael R. Maino
Trustee, Luann Henderson
Trustee, Roger Compton
Trustee, Randy Loveland

The Chairman thereupon declared this resolution Done, Ordered, and Adopted this 23rd Day of June, 2020.

BAREFOOT BAY RECREATION DISTRICT

By: _____
JOSEPH KLOSKY
CHAIRMAN

ROGER COMPTON
SECRETARY

Barefoot Bay Recreation District



Approved Line-item Budget

FY21 (10/01/2020 – 9/30/2021)

This document contains a summary of revenues/sources and expenditures/uses plus line item detail that forms the foundation for the FY21 Approved Budget as approved by the BOT on June 23, 2020. Pages D-67-70 are omitted due to their size. The comprehensive FY21 Approved Budget document will be available to the public via www.bbrd.org by October 1, 2020.

FY21 Approved Budget Summary - General Fund

The FY21 General Fund Approved Budget is based on an assessment rate of \$816.00
per year per lot.

	FY19 Actual	FY20 Original Budget	FY20 Year-end Estimate	FY21 Base Budget	FY21 Decision Points	FY21 Approved Budget
Revenues/Sources						
District Clerk	33,254	3,110	5,145	3,000	-	3,000
Finance	3,745,027	3,897,655	3,912,083	3,886,703	117,000	4,003,703
Administration	3,778,281	3,900,765	3,917,228	3,889,703	117,000	4,006,703
Customer Service	73,681	71,005	50,102	75,715	-	75,715
DOR	25,685	18,500	15,895	24,600	-	24,600
Comm. Watch	-	-	-	-	-	-
Resident Relations	99,366	89,505	65,997	100,315	-	100,315
Administration	(38,738)	-	(16,110)	(32,910)	-	(32,910)
Lounge	416,128	438,023	220,094	438,267	-	438,267
19th Hole	466,526	458,084	276,949	507,115	-	507,115
Pasta Night	71,269	72,764	34,895	76,982	-	76,982
Special Events	292,212	290,910	188,616	296,886	-	296,886
Food & Beverage	1,207,396	1,259,781	704,445	1,286,340	-	1,286,340
Golf-Pro Shop	682,939	614,234	584,244	626,923	22,594	649,517
Buildings	-	-	5,000	-	-	-
Grounds	-	-	-	-	-	-
Custodial	-	-	-	-	-	-
Pools	-	-	-	-	-	-
Recreation	401,850	382,550	310,382	317,200	-	317,200
Property Services	401,850	382,550	315,382	317,200	-	317,200
Vehicle Storage	157,710	157,500	157,391	157,449	-	157,449
Shopping Center	87,373	106,268	107,829	110,104	-	110,104
Stormwater	-	-	-	-	-	-
R&M/Capital Projects	148,505	33,975	-	-	1,000,000	1,000,000
Total Revenues/Sources	6,563,420	6,544,578	5,852,516	6,488,034	1,139,594	7,627,628

FY21 Approved Budget Summary - General Fund

	FY19 Actual	FY20 Original Budget	FY20 Year-end Estimate	FY21 Base Budget	FY21 Decision Points	FY21 Approved Budget
Expenditures/Uses						
District Clerk	581,871	656,663	531,106	635,640	-	635,640
Finance	542,220	714,343	569,289	704,850	-	704,850
Administration	1,124,091	1,371,006	1,100,395	1,340,490	-	1,340,490
Customer Service	183,400	184,656	181,756	198,131	-	198,131
DOR	213,440	245,245	226,742	265,359	-	265,359
Comm. Watch	55,647	82,485	75,232	80,151	-	80,151
Resident Relations	452,487	512,386	483,730	543,641	-	543,641
Administration	98,508	106,540	90,425	120,434	-	120,434
Lounge	406,130	408,825	217,579	363,539	-	363,539
19th Hole	500,311	483,465	296,094	520,861	-	520,861
Pasta Night	53,421	55,167	21,359	61,174	-	61,174
Special Events	246,023	250,723	177,465	231,907	-	231,907
Food & Beverage	1,304,392	1,304,720	802,922	1,297,915	-	1,297,915
Golf-Pro Shop	883,181	883,653	891,352	917,049	-	917,049
Buildings	474,186	526,126	574,742	577,224	-	577,224
Grounds	185,224	172,829	184,660	191,274	-	191,274
Custodial	279,635	274,188	271,153	273,749	20,468	294,217
Pools	442,227	412,242	404,125	422,598	-	422,598
Recreation	109,707	119,787	176,873	232,566	(800)	231,766
Property Services	1,490,978	1,505,172	1,611,553	1,697,411	19,668	1,717,079
Vehicle Storage	19,402	20,540	18,229	18,516	-	18,516
Shopping Center	47,224	36,022	47,463	36,073	-	36,073
Stormwater	48,304	56,579	55,785	50,547	-	50,547
R&M/Capital Projects	1,043,016	854,500	1,929,010	263,015	1,443,303	1,706,318
Total Expenditures/Uses	6,413,076	6,544,578	6,940,440	6,164,657	1,462,971	7,627,628

FY21 Budget

Dept.						
Sub-Department		FY20	FY20	FY21	FY21	FY21
Category		Revised	Est.	Base	Decision	Approved
Description	FY19 Actual	Budget	Year-end	Budget	Points	Budget
Revenues						
Administration						
Assessments						
District Assessment Fee	3,692,918	3,863,365	3,824,731	3,861,000	117,000	3,978,000
Sub-Total:	3,692,918	3,863,365	3,824,731	3,861,000	117,000	3,978,000
Interest						
Interest Income	28,147	14,500	73,862	16,800	-	16,800
Sub-Total:	28,147	14,500	73,862	16,800	-	16,800
Other Income						
NSF Fees	200	80	80	80	-	80
Vendor Discount	9	-	432	260	-	260
Sales Tax Discounts	360	360	360	360	-	360
Delinquent Fee Collections	1,035	4,620	3,360	3,575	-	3,575
Lien Fee Reimbursement	1,255	1,580	1,080	1,168	-	1,168
Legal Fee Recovery	7,813	1,545	975	1,225	-	1,225
Postage Revenue	-	105	-	-	-	-
Insurance Proceeds	6,988	3,000	5,145	3,000	-	3,000
Proceeds Sales of Fixed Assets	1,123	6,500	2,970	1,985	-	1,985
Miscellaneous Income General	38,433	5,110	4,233	250	-	250
Sub-Total:	57,215	22,900	18,635	11,903	-	11,903
Total Revenues:	3,778,280	3,900,765	3,917,228	3,889,703	117,000	4,006,703
Expenditures						
Administration						
Personnel Expenses						
F/T Salaries	229,946	275,912	216,323	291,636	-	291,636
P/T Wages	8,102	2,428	-	2,278	-	2,278
Overtime	8,967	-	160	-	-	-
Special Pay	1,771	2,300	1,213	2,140	-	2,140
Payroll Taxes	18,118	20,788	16,654	22,648	-	22,648
401 A Benefit	4,046	5,001	3,946	5,090	-	5,090
Medical/Dental/Life Insurance	37,264	44,376	36,438	55,319	-	55,319
Sub-Total:	308,214	350,805	274,734	379,111	-	379,111
Professional Expenses						
Payroll Fees	11,170	16,160	22,650	22,650	-	22,650
Professional Fees	40,577	17,290	33,480	9,723	-	9,723
Legal Fees	67,976	77,000	47,325	52,988	-	52,988
Management Fees	156,785	222,374	161,670	239,105	-	239,105
Management Fees/Tax Roll	5,000	5,000	5,000	5,000	-	5,000
Accounting & Auditing Fees	37,840	31,163	32,520	35,000	-	35,000
Software Renewal/Support Fees	36,635	31,070	41,335	36,760	-	36,760
Sub-Total:	355,983	400,057	343,980	401,226	-	401,226

FY21 Budget

Dept.

Sub-Department
Category
Description

	FY19 Actual	FY20 Revised Budget	FY20 Est. Year-end	FY21 Base Budget	FY21 Decision Points	FY21 Approved Budget
Supplies						
Operating Supplies	8,468	7,872	8,412	7,964	-	7,964
Sub-Total:	8,468	7,872	8,412	7,964	-	7,964
Other Gen. & Admin. Expenses						
Collection Fees	69,750	70,479	76,495	77,220	-	77,220
Collection Discounts	117,248	117,351	122,716	126,953	-	126,953
Property Taxes	15,772	16,246	17,385	15,235	-	15,235
ICMA Retirement	1,000	1,000	1,000	1,000	-	1,000
Employee Incentive	7,381	5,331	31,195	78,945	-	78,945
Employee Recruitment & Testing	430	509	557	415	-	415
Lien & Recording Fees	991	1,347	1,151	1,209	-	1,209
Travel and Training	9,017	8,180	11,095	8,945	-	8,945
Telephone, Internet, Cable	5,966	5,609	4,530	4,909	-	4,909
Postage	3,393	4,900	4,539	4,456	-	4,456
Utilities/Electricity	2,801	3,522	4,738	5,238	-	5,238
Utilities/Water	2,294	-	2,085	2,045	-	2,045
Equipment Leasing	4,550	5,261	3,955	4,024	-	4,024
Insurance	152,613	137,772	135,560	141,226	-	141,226
Workers Comp. Insurance	1,608	722	782	782	-	782
Printing	1,971	3,083	3,328	3,461	-	3,461
Advertising	2,209	4,796	2,573	2,740	-	2,740
Bank Charges	26,973	28,750	30,015	31,516	-	31,516
Bad Debt	3,608	-	-	-	-	-
Dues and Subscriptions	11,196	5,830	5,165	5,180	-	5,180
Election Expenses	2,352	7,935	8,346	2,500	-	2,500
Sub-Total:	443,123	428,623	467,210	517,999	-	517,999
Maintenance & Repairs						-
R & M - Misc.	-	-	-	-	-	-
R & M Buildings	2,534	2,346	2,742	3,111	-	3,111
R & M Equipment	5,749	1,150	3,317	5,149	-	5,149
Sub-Total:	8,283	3,496	6,059	8,260	-	8,260
Contingency						
Contingency	-	97,967	-	25,930	-	25,930
Sub-Total:	-	97,967	-	25,930	-	25,930
Miscellaneous						
Cash Over/Short	20	-	-	-	-	-
Miscellaneous Expenditures	-	-	-	-	-	-
Total Expenditures:	1,124,091	1,288,820	1,100,395	1,340,490	-	1,340,490
Total Revenues over Expenditures:	2,654,190	2,611,945	2,816,832	2,549,213	117,000	2,666,213

FY21 Budget

Dept. Sub-Department Category	FY19 Actual	FY20 Revised Budget	FY20 Est. Year-end	FY21 Base Budget	FY21 Decision Points	FY21 Approved Budget
Revenues						
Administration						
District Clerk						
Other Income						
Insurance Proceeds	6,988	3,000	5,145	3,000	-	3,000
FY20 Year-end Est.: Insurance claim						
FY21 Base Budget: Miscellaneous insurance claims based on history of claims						
Misc. Income General	26,266	110	-	-	-	-
FY20 Year-end Est.: Printing services no longer requested by residents						
Sub-Total:	33,254	3,110	5,145	3,000	-	3,000
Total Revenues:	33,254	3,110	5,145	3,000	-	3,000
Expenditures						
Administration						
District Clerk						
Personnel Expenses						
F/T Salaries	78,316	87,485	74,404	92,144	-	92,144
FY20 Year-end Est.: 1.0 FTE for 10 months District Clerk \$47,831, 1.0 FTE for 10 months Administrative Assistant \$26,573						
FY21 Base Budget: 1.0 FTE District Clerk \$58,444, 1.0 FTE Administrative Assistant \$33,700						
P/T Wages	8,102	2,428	-	2,278	-	2,278
FY20 Year-end Est.: 0.08 FTE Admin Assistant (Records Management Seasonal) not filled due to pandemic related hiring freeze						
FY21 Base Budget: 0.08 FTE Admin Assistant (Records Management Seasonal) \$2,278						
Special Pay	1,181	1,300	373	1,300	-	1,300
FY20 Year-end Est.: Acting pay during District Clerk vacancy						
FY21 Base Budget: Acting Community Manager pay during absence of Community Manager						
Overtime	1,266	-	30	-	-	-
Payroll Taxes	6,584	6,693	5,723	7,323	-	7,323
FY21 Base Budget: 7.65% of payroll (includes impact of hiring freeze)						
401 A Benefit	1,792	1,698	1,521	2,608	-	2,608
FY21 Base Budget: 2 employees contribution for 7 months						
FY21 Base Budget: 2 employees contribution						
Medical/Dental/Life Insurance	15,713	22,625	13,700	20,763	-	20,763
FY20 Year-end Est.: 8.5 Months of 1 Medical at \$11,308/person and 8.5 months of 1 Medical (Obamacare family) at \$7,471/person = \$13,302, 8.5 Months of 2 Dental \$240/person = \$340, 8.5 Months of 2 life \$41/person = \$58						
FY21 Base Budget: 1 Medical \$12,720/person & 1 Medical (Obamacare family) \$7,471 = \$20,191, 2 Dental \$245/person (2% increase) = \$490, 2 life \$41/person = \$82						
Sub-Total:	112,954	122,229	95,751	126,416	-	126,416

FY21 Budget

Dept. Sub-Department Category	FY19 Actual	FY20 Revised Budget	FY20 Est. Year-end	FY21 Base Budget	FY21 Decision Points	FY21 Approved Budget
Professional Fees	17,698	13,765	10,535	6,198	-	6,198
FY20 Year-end Est.: \$6,018 IT support and \$4,517 IT support for departmental operations						
FY21 Base Budget: IT support						
Legal Fees	65,333	77,000	44,855	50,000	-	50,000
FY21 Base Budget: Based on historic trends						
Management Fees	156,785	222,374	161,670	239,105	-	239,105
FY20 Year-end Est.: SDS contract \$159,170 and expenses \$2,500 (\$17,063 [3 months] Management Analyst removed due to pandemic related hiring freeze)						
FY21 Base Budget: SDS contract \$163,149, expenses \$6,000, and \$69,956 Management Analyst						
Management Fees/Tax Roll	5,000	5,000	5,000	5,000	-	5,000
FY21 Base Budget: Preparation of assessment roll (part of SDS contract)						
Software Renewal/Support Fees	31,565	25,640	35,190	31,440	-	31,440
FY20 Year-end Est.: \$8,640 Civic Clerk, \$7,000 Civic Plus (\$2,500 support \$4,500 website redesign), \$18,500 Applications and Backup services, and \$1,050 fixed asset management system						
FY21 Base Budget: \$8,640 Civic Clerk (agenda system), \$2,500 Civic Plus (website system), \$18,500 Applications and Backup services, and \$1,800 fixed asset management system						
Sub-Total:	276,381	343,779	257,250	331,743	-	331,743
Supplies						
Operating Supplies	6,290	4,969	6,700	5,195	-	5,195
FY20 Year-end Est.: Office supplies and equipment upgrades						
FY21 Base Budget: Supplies for office and summer records management program						
Sub-Total:	6,290	4,969	6,700	5,195	-	5,195
Other Gen. & Admin. Expenses						
Employee Recruitment & Testing	267	250	426	250	-	250
FY20 Year-end Est.: Both District Clerk and Administrative Assistant positions turned over in FY20						
FY21 Base Budget: Pre-employment expenses (background check, drug test, etc.) and return to work lift tests when applicable						
Lien & Recording Fees	30	235	95	100	-	100
FY21 Base Budget: Fees to County						
Travel and Training	4,517	4,680	5,495	5,545	-	5,545
FY20 Year-end Est.: \$4,295 FASD conference (4 people travel, lodging and meals) \$1,200 FL Assn of Clerks (travel, lodging and meals)						
FY21 Base Budget: \$4,295 FASD conference (4 people travel, lodging and meals) \$1,250 FL Assn of Clerks (registration, travel, lodging & meals)						
Telephone, Internet, Cable	2,716	2,231	2,592	2,643	-	2,643
FY21 Base Budget: Proration of Administration Building's internet charges and two emergency cell phones						
Postage	1,534	2,732	2,732	2,620	-	2,620
FY21 Base Budget: \$2,517 budget mail out and \$103 regular mail out						

FY21 Budget

Dept. Sub-Department Category	FY19 Actual	FY20 Revised Budget	FY20 Est. Year-end	FY21 Base Budget	FY21 Decision Points	FY21 Approved Budget
Utilities/Electricity	356	-	2,577	2,577	-	2,577
FY20 Year-end Est.: First year of shared cost with other departments in the Administration Building						
FY21 Base Budget: Proration of Administration Building expense (assumes no increase due to slight rate decrease announced in Jan.2020)						
Utilities/Water	1,147	-	705	624	-	624
FY20 Year-end Est.: Revised proration during the first year of shared cost with other departments occupying the Administration Building						
FY21 Base Budget: Proration of Administration Building expense						
Equipment Leasing	2,629	3,401	1,315	1,014	-	1,014
FY20 Year-end Est.: 25% of copier Lease + 10% of the overages						
FY21 Base Budget: 25% of copier Lease = \$622 + 10% of the overages = \$392						
Insurance	152,613	137,772	135,560	141,226	-	141,226
FY20 Year-end Est.: \$52,145 Liability, \$3,452 Auto, and \$79,963 Property						
FY21 Base Budget: \$53,709 Liability (3% increase in insured value), \$3,556 Auto (3% increase in insured value), and \$83,961 Property (5% increase in insured value)						
Workers Comp. Insurance	1,212	544	602	602	-	602
FY21 Base Budget: Assume no change in rate due to experience						
Printing	1,159	1,903	2,381	2,418	-	2,418
FY21 Base Budget: Annual proposed budget mailout						
Advertising	872	3,651	1,318	1,322	-	1,322
FY21 Base Budget: Required advertising expenses and Mailchimp						
Bank Charges	135	-	-	-	-	-
Dues and Subscriptions	9,913	4,910	4,245	4,245	-	4,245
FY21 Base Budget: Florida Association of City Clerks \$75, International Institute of Municipal Clerks \$170, and Florida Association of Special Districts \$4,000						
Election Expenses	2,352	7,935	8,346	2,500	-	2,500
FY20 Year-end Est.: Non federal election trend						
FY21 Base Budget: Federal election trend						
Sub-Total:	181,452	170,244	168,389	167,686	-	167,686
Maintenance & Repairs						
R & M Buildings	413	-	1,026	850	-	850
FY20 Year-end Est.: 25% of fire inspection \$455 and pest control \$571 of Administration Building						
FY21 Base Budget: 25% of fire inspection \$468 and pest control \$380 of Administration Building						
R & M Equipment	4,381	500	1,990	3,750	-	3,750
FY20 Year-end Est.: Replacement of miscellaneous equipment and Community Manager laptop (due to unforeseen failure)						
FY21 Base Budget: Replacement of miscellaneous equipment and 3 desktop units per replacement schedule						
Sub-Total:	4,794	500	3,016	4,600	-	4,600
Total Expenditures:	581,871	641,721	531,106	635,640	-	635,640
Total Revenues over Expenditures:	(548,617)	(638,611)	(525,962)	(632,640)	-	(632,640)

FY21 Budget

Dept. Sub-Department Category	FY19 Actual	FY20 Revised Budget	FY20 Est. Year-end	FY21 Base Budget	FY21 Decision Points	FY21 Approved Budget
Revenues						
Administration						
Finance						
Assessments						
District Assessment Fee	3,692,918	3,863,365	3,824,731	3,861,000	117,000	3,978,000
FY20 Year-end Est.: 4,878 lots at \$66 per month (99% collection rate)						
FY21 Base Budget: 4,875 lots at \$66 per month						
FY21 Decision Point: \$115,830 or 3% (\$1.98 per month per lot) annual increase for inflation						
FY21 Decision Point: \$1,170 or \$0.02 per month per lot round up to nearest whole number						
Sub-Total:	3,692,918	3,863,365	3,824,731	3,861,000	117,000	3,978,000
Interest						
Interest Income	28,147	14,500	73,862	16,800	-	16,800
FY20 Year-end Est.: \$17,282 Interest earned from bank accounts and \$61,962 from past due assessments						
FY21 Base Budget: Interest earned from bank accounts						
Sub-Total:	28,147	14,500	73,862	16,800	-	16,800
Other Income						
NSF Fees	200	80	80	80	-	80
FY21 Base Budget: Non sufficient fund check fee recovery						
Vendor Discount	9	-	432	260	-	260
FY21 Decision Point: Fuel rebates and payment discounts on non inventory purchases						
Sales Tax Discounts	360	360	360	360		360
FY21 Base Budget: Collection of sales tax for the State of Florida						
Delinquent Fee Collections	1,035	4,620	3,360	3,575	-	3,575
FY21 Base Budget: Fees charged on past due assessments, rents and storage fees						
Lien Fee Reimbursement	1,255	1,580	1,080	1,168	-	1,168
FY21 Base Budget: Fees charged to accounts for filing or amending liens.						
Legal Fee Recovery	7,813	1,545	975	1,225	-	1,225
FY21 Base Budget: Fees charged to accounts for legal fees incurred related to the account						
Postage Revenue	-	105	-	-	-	-
FY21 Base Budget: Charges for postage expenses incurred in mailing lien documents. Now done electronically therefore no cost to reimburse.						
Proceeds Sales of Fixed Assets	1,123	6,500	2,970	1,985	-	1,985
FY20 Year-end Est.: From the sale of vehicles, electronics and other assets						
FY21 Base Budget: From the sale of vehicles, electronics and other assets						
Miscellaneous Income General	12,167	5,000	4,233	250	-	250
FY20 Year-end Est.: Refund from 2018 Federal Unemployment Tax						
FY21 Base Budget: Based on historic trends excluding one-time events. Receipts that are not anticipated and do not fit into other general ledger descriptions.						
Sub-Total:	23,961	19,790	13,490	8,903	-	8,903
Total Revenues:	3,745,026	3,897,655	3,912,083	3,886,703	117,000	4,003,703

FY21 Budget

Dept. Sub-Department Category	FY19 Actual	FY20 Revised Budget	FY20 Est. Year-end	FY21 Base Budget	FY21 Decision Points	FY21 Approved Budget
Expenditures						
Administration						
Finance						
Personnel Expenses						
F/T Salaries	151,630	188,427	141,919	199,492	-	199,492
FY20 Year-end Est.: 1.0 FTE Finance Manager \$80,823 1.0 FTE Lead Accountant \$43,416 1.0 FTE (1 position for 6 months) Accounting Associate I \$17,680						
FY21 Base Budget: 1.0 FTE Finance Manager \$82,742 1.0 FTE Lead Accountant \$45,510 2.0 FTE Accounting Associate I \$71,240						
Overtime	7,701	-	130	-	-	-
Special Pay	590	1,000	840	840	-	840
FY21 Base Budget: Acting Finance Manager in the absence of Finance Manager						
Payroll Taxes	11,534	14,095	10,931	15,325	-	15,325
FY21 Base Budget: 7.65% of payroll						
401 A Benefit	2,254	3,303	2,425	2,482	-	2,482
FY21 Base Budget: 1 employee contribution						
Medical/Dental/Life Insurance	21,551	21,751	22,738	34,556	-	34,556
FY20 Year-end Est.: 2 Medical (1 full-year & 1 for 3 months) at \$11,307/person and 1 Medical (Obamacare family) at \$7,972/person 1 = \$22,106, 3 Dental (2 full-year & 1 for 3 months) \$240/person = \$540, 3 Life (2 full-year & 1 for 3 months) \$41/person = \$92						
FY21 Base Budget: 2 Medical \$12,720/person & 1 Medical (Obamacare family) \$7,972 = \$33,412, 4 Dental \$245/person (2% increase) = \$980, 4 Life \$41/person = \$164						
Sub-Total:	195,260	228,576	178,983	252,695	-	252,695
Professional Expenses						
Payroll Fees	11,170	16,160	22,650	22,650	-	22,650
FY20 Year-end Est.: Cost was split with Resident Relations: Customer Service in prior years						
FY21 Base Budget: \$450 per payroll, \$750 W2 and 1099 processing, and \$850 per month for time and attendance system and employee accounts						
Professional Fees	22,879	3,525	22,945	3,525	-	3,525
FY20 Year-end Est.: IT Support and temporary employment agency usage						
FY21 Base Budget: IT Support						
Legal Fees	2,643	-	2,470	2,988	-	2,988
FY21 Base Budget: Expense directly related to Finance issues/projects						
Accounting & Auditing Fees	37,840	31,163	32,520	35,000	-	35,000
FY20 Year-end Est.: \$22,000 audit expenses, \$2,000 OPEB, and \$8,520 accounting/audit support						
FY21 Base Budget: \$22,000 audit expense, \$7,000 OPEB, and \$6,000 accounting/audit support (planned reduction in use)						
Software Renewal/Support Fees	5,070	5,430	6,145	5,320	-	5,320
FY20 Year-end Est.: Accounting software and support. An additional modular (Form Designer) was purchased in FY20.						
FY21 Base Budget: Accounting software and support						
Sub-Total:	79,602	56,278	86,730	69,483	-	69,483

FY21 Budget

Dept. Sub-Department Category	FY19 Actual	FY20 Revised Budget	FY20 Est. Year-end	FY21 Base Budget	FY21 Decision Points	FY21 Approved Budget
Supplies						
Operating Supplies	2,178	2,903	1,712	2,769	-	2,769
FY21 Base Budget: Operating supplies used in daily operations						
Sub-Total:	2,178	2,903	1,712	2,769	-	2,769
Other Gen. & Admin. Expenses						
Collection Fees	69,750	70,479	76,495	77,220	-	77,220
FY21 Base Budget: 2% of Assessment collected paid to Brevard County						
Collection Discounts	117,248	117,351	122,716	126,953	-	126,953
FY21 Base Budget: Property tax discount for early payment of assessment						
Property Taxes	15,772	16,246	17,385	15,235	-	15,235
FY21 Base Budget: Property taxes owed by BBRD						
ICMA Retirement	1,000	1,000	1,000	1,000	-	1,000
FY21 Base Budget: Fees paid for administration of employee retirement plan						
Employee Incentive	7,381	5,331	31,195	78,945	-	78,945
FY20 Year-end Est.: \$455 for Flu Shots, \$3,450 for Christmas gift cards \$1,427 for Christmas Party plus \$25,863 for cost of COVID 19 severance package to laid off employees						
FY21 Base Budget: \$505 for Flu Shots, \$3,510 for Christmas gift cards \$1,430 for Christmas Party and \$73,500 for 5% maximum annual employee increase split between a COLA and merit increase. The budget for employee increases are transferred to the respective departments after the annual evaluations are processed.						
Employee Recruitment & Testing	163	259	131	165	-	165
FY21 Base Budget: Pre-employment expenses (background check, drug test, etc.) and return to work lift tests when applicable						
Lien & Recording Fees	961	1,112	1,056	1,109	-	1,109
FY21 Base Budget: Fees paid to Brevard County to record and release liens						
Travel and Training	4,500	3,500	5,600	3,400	-	3,400
FY20 Year-end Est.: \$2,800 training on accounting system and \$2,800 for professional and management training for Finance Manager and Lead Accountant						
FY21 Base Budget: Continuing education and training for Finance Manager and Lead Accountant						
Telephone, Internet, Cable	3,250	3,378	1,938	2,266	-	2,266
FY21 Base Budget: 5 land lines (telephone system shares 9 total land lines into the building) and proration (25%) of Administration Building's Internet charges and web hosting expense						
Postage	1,859	2,168	1,807	1,836	-	1,836
FY21 Base Budget: Correspondence with residents and vendors						
Utilities/Electricity	2,445	3,522	2,161	2,661	-	2,661
FY21 Base Budget: Proration of Administration Building expense (assumes no increase due to slight rate decrease announced in Jan.2020)						
Utilities/Water	1,147	-	1,380	1,421	-	1,421
FY21 Base Budget: 25% for Administration Building						
Equipment Leasing	1,921	1,860	2,640	3,010	-	3,010
FY21 Base Budget: \$1,803 (100%) postage machine and \$1,207 (25%) copier and overages						
Workers Comp. Insurance	396	178	180	180	-	180
FY21 Base Budget: Assume no change in rate due to experience						

FY21 Budget

Dept. Sub-Department Category	FY19 Actual	FY20 Revised Budget	FY20 Est. Year-end	FY21 Base Budget	FY21 Decision Points	FY21 Approved Budget
Printing	812	1,180	947	1,043	-	1,043
FY21 Base Budget: Checks, letterhead and envelopes						
Advertising	1,337	1,145	1,255	1,418	-	1,418
FY21 Base Budget: Notice of audited statement of revenues and expenditures						
Bank Charges	26,838	28,750	30,015	31,516	-	31,516
FY21 Base Budget: Bank and credit card fees						
Bad Debt	3,608	-	-	-	-	-
Dues and Subscriptions	1,283	920	920	935	-	935
FY21 Base Budget: Memberships in Sam's, Amazon, PayPal, Web Hosting						
Sub-Total:	261,671	258,379	298,821	350,313	-	350,313
Maintenance & Repairs						
R & M - Misc.	-	-	-	-	-	-
R & M Buildings	2,121	2,346	1,716	2,261	-	2,261
FY21 Base Budget: Fire alarm, annual inspection, pest control						
R & M Equipment	1,368	650	1,327	1,399	-	1,399
FY20 Year-end Est.: 1 desktop computer (Lead Accountant) and equipment repairs						
FY21 Base Budget: 1 desktop computer (Accounting Associate) and equipment repairs						
Sub-Total:	3,489	2,996	3,043	3,660	-	3,660
Contingency						
Contingency	-	97,967	-	25,930	-	25,930
FY21 Base Budget: Cost of 2 employee health insurance (approximately 1/3 of eligible employees do not elect coverage)						
Sub-Total:	-	97,967	-	25,930	-	25,930
Miscellaneous						
Cash Over/Short	20	-	-	-	-	-
Sub-Total:	20	-	-	-	-	-
Capital Outlay						
Capital Outlay	-	-	-	-	-	-
Sub-Total:	-	-	-	-	-	-
Transfers						
Transfer to Debt Service Fund	-	-	-	-	-	-
Sub-Total:	-	-	-	-	-	-
Total Expenditures:	542,220	647,099	569,289	704,850	-	704,850
Total Revenues over Expenditures:	3,202,806	3,250,556	3,342,794	3,181,853	117,000	3,298,853

FY21 Budget

Dept.						
Sub-Department						
Category						
Description	FY19 Actual	FY20 Revised Budget	FY20 Est. Year-end	FY21 Base Budget	FY21 Decision Points	FY21 Approved Budget
Revenues						
Resident Relations (rollup)						
Charges for Services						
Guest Passes	64,975	62,005	42,000	66,000	-	66,000
Building Rental	4,903	4,500	4,200	5,500	-	5,500
DOR Enforcement Fees	25,685	18,500	13,000	22,000	-	22,000
Sub-Total:	95,563	85,005	59,200	93,500	-	93,500
Other Income						
Miscellaneous Income General	3,803	4,500	6,797	6,815	-	6,815
Sub-Total:	3,803	4,500	6,797	6,815	-	6,815
Total Revenues:	99,366	89,505	65,997	100,315	-	100,315
Expenditures						
Resident Relations (rollup)						
Personnel Expenses						
F/T Salaries	141,003	188,654	182,490	198,015	-	198,015
P/T Wages	138,076	137,908	113,181	130,594	-	130,594
Overtime	634	365	1,215	475	-	475
Special Pay	2,914	1,200	1,700	1,830	-	1,830
Payroll Taxes	21,328	24,136	22,978	25,198	-	25,198
401 A Benefit	875	1,852	1,976	2,886	-	2,886
Medical/Dental/Life Insurance	25,233	45,397	35,329	52,310	-	52,310
Sub-Total:	330,063	399,511	358,869	411,308	-	411,308
Professional Expenses						
Professional Fees	20,113	36,250	24,385	33,210	-	33,210
Legal Fees	36,513	19,585	37,330	36,400	-	36,400
HR Consulting Fees	1,551	-	-	-	-	-
Software Renewal/Support Fees	10,968	11,356	12,641	12,680	-	12,680
Sub-Total:	69,145	67,191	74,356	82,290	-	82,290
Supplies						
Operating Supplies	7,596	6,729	8,274	7,997	-	7,997
Fuel	6,720	7,639	7,434	7,370	-	7,370
Sub-Total:	14,316	14,368	15,708	15,367	-	15,367

FY21 Budget

Dept.

Sub-Department Category Description	FY19 Actual	FY20 Revised Budget	FY20 Est. Year-end	FY21 Base Budget	FY21 Decision Points	FY21 Approved Budget
Other Gen. & Admin. Expenses						
Employee Recruitment & Testing	458	892	660	675	-	675
Travel and Training	1,895	5,441	3,063	4,156	-	4,156
Telephone, Internet, Cable	3,949	3,947	3,714	3,788	-	3,788
Postage	2,565	3,661	3,437	3,504	-	3,504
Utilities/Electricity	1,346	1,220	3,990	3,964	-	3,964
Utilities/Water	2,121	615	1,608	1,764	-	1,764
Equipment Leasing	4,587	5,025	5,470	5,545	-	5,545
Workers Comp. Insurance	762	443	474	478	-	478
Printing	988	710	1,061	1,080	-	1,080
Employee Clothing Allowance	71	608	608	674	-	674
DOR Enforcement Expenses	2,630	4,199	3,125	3,125	-	3,125
Dues and Subscriptions	10,646	9,105	200	200	-	200
Sub-Total:	32,018	35,866	27,410	28,953	-	28,953
Maint. & Repairs						
R & M Buildings	1,608	905	1,828	1,714	-	1,714
R & M Equipment	3,795	2,247	2,824	1,176	-	1,176
Vehicle Maintenance	547	884	2,095	2,133	-	2,133
Sub-Total:	5,950	4,036	6,747	5,023	-	5,023
Miscellaneous						
Miscellaneous Expenditures	1,000	650	650	700	-	700
Cash Over/Short	(6)	-	(10)	-	-	-
Sub-Total:	994	650	640	700	-	700
Total Expenditures:	452,486	521,622	483,730	543,641	-	543,641
Total Revenues over Expenditures:	(353,120)	(432,117)	(417,733)	(443,326)	-	(443,326)

FY21 Budget

Dept.						
Sub-Department						
Category						
Description	FY19 Actual	FY20 Revised Budget	FY20 Est. Year-end	FY21 Base Budget	FY21 Decision Points	FY21 Approved Budget
Revenues						
Resident Relations						
Customer Service						
Charges for Services						
Guest Passes	64,975	62,005	42,000	66,000	-	66,000
FY20 Year-end Est.: Current year income in line with prior years						
FY21 Base Budget: Do not anticipate significant change						
Building Rental	4,903	4,500	4,200	5,500	-	5,500
FY21 Base Budget: Do not anticipate significant change						
Sub-Total:	69,878	66,505	46,200	71,500	-	71,500
Other Income						
Miscellaneous Income General	3,803	4,500	3,902	4,215	-	4,215
FY21 Base Budget: Replacement keys and badges						
Sub-Total:	3,803	4,500	3,902	4,215	-	4,215
Total Revenues:	73,681	71,005	50,102	75,715	-	75,715

Expenditures

Resident Relations

Customer Service

Personnel Expenses

F/T Salaries	72,967	69,598	72,873	73,794	-	73,794
FY20 Year-end Est.: 0.6 FTE Resident Relations/H.R. Manager \$41,754, 1.0 FTE Calendar/RV Coordinator \$31,119						
FY21 Base Budget: 0.6 FTE Resident Relations/H.R. Manager \$42,282, 1.0 FTE Calendar/RV Coordinator \$31,512						
P/T Wages	53,033	72,480	58,750	72,399	-	72,399
FY20 Year-end Est.: 0.63 FTE Administrative Assistant \$21,546 (Administrative Assistant changed to H.R. Generalist/Office Coordinator to better reflect the duties of the position), 1.8 FTE Customer Service Clerk \$49,949						
FY21 Base Budget: 0.63 FTE H.R. Generalist/Office Coordinator \$21,818, 1.8 FTE Customer Service Clerk \$50,581						
Overtime	88	150	96	150	-	150
Special Pay	489	1,000	1,350	1,480	-	1,480
FY21 Base Budget: Acting department manager pay during Manager absence						
Payroll Taxes	9,541	10,601	10,077	11,198	-	11,198
FY21 Base Budget: 7.65% payroll taxes						
401 A Benefit	875	958	934	945	-	945
FY21 Base Budget: One employee contribution						

FY21 Budget

Dept.

Sub-Department Category Description	FY19 Actual	FY20 Revised Budget	FY20 Est. Year-end	FY21 Base Budget	FY21 Decision Points	FY21 Approved Budget
Medical/Dental/Life Insurance	8,003	11,448	11,758	13,178	-	13,178
FY20 Year-end Est.: 1 medical \$11,308, 1.6 dental \$240/person = \$384, and 1.6 life \$41/person = \$66						
FY21 Base Budget: 1 medical \$12,720 (12.5% increase), 1.6 dental \$245/person (2% increase) = \$392 and 1.6 life \$41/person = \$66						
Sub-Total:	144,997	166,234	155,838	173,144	-	173,144

Professional Expenses

Legal Fees	6,300	1,105	4,830	4,000	-	4,000
FY21 Base Budget: Human Resources related legal fees						
Professional Fees	1,551	-	-	-	-	-
Software Renewal/Support Fees	-	355	1,640	1,678	-	1,678
FY20 Year-end Est.: Badge updating software						
FY21 Base Budget: In house badge checker updates and continuing badge maker updates						
Sub-Total:	7,851	1,460	6,470	5,678	-	5,678

Supplies

Operating Supplies	6,056	3,813	5,724	5,400	-	5,400
FY21 Base Budget: Paper, office supplies, and miscellaneous						
Sub-Total:	6,056	3,813	5,724	5,400	-	5,400

Other Gen. & Admin. Expenses

Employee Recruitment & Testing	-	380	150	150	-	150
FY21 Base Budget: Cost of advertisement, background/drug checks and return to work lift tests						
Travel and Training	1,220	3,210	1,808	1,835	-	1,835
FY20 Year-end Est.: Resident Relations/H.R. Manager H.R. Conference \$1,460, H.R. Generalist/Office Coordinator miscellaneous training \$348						
FY21 Base Budget: HR Conference R.R./H.R. Manager \$1,475, HR Generalist/Office Coordinator \$360						
Telephone, Internet, Cable	1,849	1,315	2,052	2,093	-	2,093
FY21 Base Budget: 3 land lines (telephone system shares 9 total land lines into the building) and proration (25%) of Administration Building's Internet charges and 1 cell phone						
Postage	-	505	505	505	-	505
FY21 Base Budget: Expense for correspondences						
Utilities/Electricity	673	605	1,995	1,982	-	1,982
FY21 Base Budget: Proration of Administration Building expense 25% (assumes no increase due to slight rate decrease announced in Jan. 2020)						
Utilities/Water	1,185	330	804	882	-	882
FY21 Base Budget: Proration of Administration Building expense 25% (assumes no increase due to slight rate decrease announced in Jan. 2020)						
Equipment Leasing	2,002	2,033	3,113	3,156	-	3,156
FY21 Base Budget: 50% of front copier lease and 25% of back copier lease plus overages						

FY21 Budget

Dept.

Sub-Department Category Description	FY19 Actual	FY20 Revised Budget	FY20 Est. Year-end	FY21 Base Budget	FY21 Decision Points	FY21 Approved Budget
Workers Comp. Insurance	216	96	102	106	-	106
FY21 Base Budget: Assume no change in rate due to experience						
Printing	988	409	760	785	-	785
FY21 Base Budget: Brochures, badges, envelopes, etc.						
Dues and Subscriptions	10,596	8,670	-	-	-	-
FY20 Year-end Est.: Human Resources modular previously split between Finance and Resident Relations. Now 100% expensed in Finance.						
Sub-Total:	18,729	17,553	11,289	11,494	-	11,494
Maint. & Repairs						
R & M Buildings	979	540	1,410	1,325	-	1,325
FY21 Base Budget: Proration of Administration Building (pest control and security monitoring)						
R & M Equipment	3,795	400	385	390	-	390
FY21 Base Budget: Minor items as needed						
Sub-Total:	4,773	940	1,795	1,715	-	1,715
Miscellaneous						
Miscellaneous Expenditures	1,000	650	650	700	-	700
FY21 Base Budget: Keys for beach and pier						
Cash Over/Short	(6)	-	(10)	-	-	-
Sub-Total:	994	650	640	700	-	700
Total Expenditures:	183,400	190,650	181,756	198,131	-	198,131
Total Revenues over Expenditures:	(109,719)	(119,645)	(131,654)	(122,416)	-	(122,416)

FY21 Budget

Dept. Sub-Department Category Description	FY19 Actual	FY20 Revised Budget	FY20 Est. Year-end	FY21 Base Budget	FY21 Decision Points	FY21 Approved Budget
Revenues						
Resident Relations						
DOR Enforcement						
Charges for Services						
DOR Enforcement Fees	25,685	18,500	13,000	22,000	-	22,000
FY21 Base Budget: Based on current trend of non compliance						
Sub-Total:	25,685	18,500	13,000	22,000	-	22,000
Other Income						
Miscellaneous Income General	-	-	2,895	2,600	-	2,600
FY21 Base Budget: Legal fee recovery						
Sub-Total:	-	-	2,895	2,600	-	2,600
Total Revenues:	25,685	18,500	15,895	24,600	-	24,600

Expenditures

Resident Relations						
DOR Enforcement						
Personnel Expenses						
F/T Salaries	68,036	119,056	109,617	124,221	-	124,221
FY20 Year-end Est.: 0.4 FTE Resident Relations/H.R. Manager \$27,836, 1.0 FTE Administrative Assistant \$32,967, and 1.89 FTE DOR/ARCC Inspectors \$58,436 (2.0 FTE budgeted but vacancies and vacation payouts occurred)						
FY21 Base Budget: 0.4 FTE Resident Relations/H.R. Manager \$28,188, 1.0 FTE Administrative Assistant \$33,384, and 2.0 FTE DOR/ARCC Inspectors \$62,649						
P/T Wages	55,944	26,706	11,439	19,437	-	19,437
FY20 Year-end Est.: 0.3 FTE DOR/ARCC Inspector \$8,768 (0.7 budgeted but multiple vacancies occurred through the year)						
FY21 Base Budget: 0.7 FTE DOR/ARCC Inspector \$19,437						
Overtime	546	140	1,044	250	-	250
Special Pay	2,425	200	350	350	-	350
FY21 Base Budget: Acting Department Manager during absence						
Payroll Taxes	9,526	10,684	9,612	11,035	-	11,035
FY21 Base Budget: 7.65% of payroll						
401 A Benefit	-	894	1,042	1,941	-	1,941
FY20 Year-end Est.: Two employees contributions partial year						
FY21 Base Budget: Two employees contributions						

FY21 Budget

Dept.

Sub-Department Category Description	FY19 Actual	FY20 Revised Budget	FY20 Est. Year-end	FY21 Base Budget	FY21 Decision Points	FY21 Approved Budget
Medical/Dental/Life Insurance	17,230	33,949	23,571	39,132	-	39,132
FY20 Year-end Est.: 3 medical \$11,308/person = \$33,924, 3.4 dental \$240/person = \$816, and 3.4 life insurance \$41/person = \$139						
FY21 Base Budget: 3 medical \$12,720/person (12.5% increase)= \$38,160, 3.4 dental \$245/person (2% increase) = \$833, and 3.4 life insurance \$41/person = \$139						
Sub-Total:	153,707	191,630	156,675	196,366	-	196,366
Professional Expenses						
Professional Fees	642	250	1,385	810	-	810
FY20 Year-end Est.: Normal expense plus one-time support for new badging system						
FY21 Base Budget: IT Support						
Legal Fees	30,213	18,480	32,500	32,400	-	32,400
FY21 Base Budget: Legal expense for increase in involuntary DOR Enforcement						
Software Renewal/Support Fees	10,884	11,001	11,001	11,002	-	11,002
FY21 Base Budget: Citizen Serve fees for three DOR/ARCC inspectors, Resident Relations/H.R. Manager, H.R. Generalist/Office Coordinator and DOR/ARCC Administrative Assistant						
Sub-Total:	41,739	29,731	44,886	44,212	-	44,212
Supplies						
Operating Supplies	1,540	2,713	2,347	2,388	-	2,388
FY21 Base Budget: Paper, office supplies, wooden stakes for posting						
Fuel	2,542	2,903	2,750	2,671	-	2,671
FY21 Base Budget: For DOR truck						
Sub-Total:	4,082	5,616	5,097	5,059	-	5,059
Other Gen. & Admin. Expenses						
Employee Recruitment & Testing	307	362	360	375	-	375
FY21 Base Budget: Background check, lift test advertising						
Travel and Training	675	2,231	1,255	2,321	-	2,321
FY20 Year-end Est.: FACE class for new DOR Inspector partially paid FY19						
FY21 Base Budget: Florida Association of Code Enforcement training for one Inspector \$1,938 Continuing Education for Inspectors \$383						
Telephone, Internet, Cable	1,846	2,235	1,112	1,134	-	1,134
FY21 Base Budget: 1 land line (telephone system shares 9 total land lines into the building) and proration (25%) of Administration Building's Internet charges, 1 tablet and 1 cell phone						
Postage	2,565	3,156	2,932	2,999	-	2,999
FY21 Base Budget: Cost of mailing DOR violations						
Utilities/Electricity	673	615	1,995	1,982	-	1,982
FY21 Base Budget: Proration of Administration Building expense 25% (assumes no increase due to slight rate decrease announced in Jan.2020)						

FY21 Budget

Dept.

Sub-Department

Category

Description

FY19
Actual

FY20
Revised
Budget

FY20
Est.
Year-end

FY21
Base
Budget

FY21
Decision
Points

FY21
Approved
Budget

Utilities/Water	936	285	804	882	-	882
FY21 Base Budget: Proration of Administration Building expense 25%						
Equipment Leasing	2,585	2,992	2,357	2,389	-	2,389
FY21 Base Budget: 50% of front copier lease and 25% of back copier lease						
Workers Comp. Insurance	396	260	288	288	-	288
FY21 Base Budget: Assume no change in rate due to experience						
Printing	-	301	301	295	-	295
FY21 Base Budget: Envelopes and parking violation notices						
DOR Enforcement Expenses	2,630	4,199	3,125	3,125	-	3,125
FY21 Base Budget: Violation abatement costs (power wash, etc.)						
Employee Clothing Allowance	71	403	403	424	-	424
FY21 Base Budget: Shirts for DOR/ARCC Inspectors						
Dues and Subscriptions	50	435	200	200	-	200
FY21 Base Budget: Florida Association of Code Enforcement memberships (4) annual renewal						
Sub-Total:	12,735	17,474	15,132	16,414	-	16,414

Maint. & Repairs

R & M Buildings	630	365	418	389	-	389
FY21 Base Budget: Proration of Administration Building pest control and security monitoring expense						
R & M Equipment	-	1,847	2,439	786	-	786
FY20 Year-end Est.: Replacement tablets and 1 computer						
FY21 Base Budget: Replacement of minor equipment as needed						
Vehicle Maintenance	547	884	2,095	2,133	-	2,133
FY21 Base Budget: Expense incurred for departmental golf cart and mid-size truck						
Sub-Total:	1,177	3,096	4,952	3,308	-	3,308

Total Expenditures:	213,439	247,547	226,742	265,359	-	265,359
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Total Revenues over Expenditures:	(187,754)	(229,047)	(210,847)	(240,759)	-	(240,759)
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FY21 Budget

Dept.						
Sub-Department						
Category						
Description	FY19 Actual	FY20 Revised Budget	FY20 Est. Year-end	FY21 Base Budget	FY21 Decision Points	FY21 Approved Budget
Expenditures						
Resident Relations						
Community Watch						
Personnel Expenses						
P/T Wages	29,099	38,721	42,992	38,758	-	38,758
FY20 Year-end Est.: 1.4 FTE Community Watch Officers						
FY21 Base Budget: 1.4 FTE Community Watch Officers						
Overtime	-	75	75	75	-	75
Payroll Taxes	2,260	2,851	3,289	2,965	-	2,965
FY21 Base Budget: 7.65% of payroll						
Sub-Total:	31,359	41,647	46,356	41,798	-	41,798
Professional Expenses						
Professional Fees	19,471	36,000	23,000	32,400	-	32,400
FY21 Base Budget: Off-duty Brevard County Sheriff patrol program. 10% reduction due to effectiveness of Community Watch patrols.						
Software Renewal/Support Fees	84	-	-	-	-	-
Sub-Total:	19,555	36,000	23,000	32,400	-	32,400
Supplies						
Operating Supplies	-	203	203	209	-	209
FY21 Base Budget: Batteries, paper, printed violation stickers, truck decals, etc.						
Fuel	4,178	4,736	4,684	4,699	-	4,699
FY21 Base Budget: Fuel for mid-size truck patrols						
Sub-Total:	4,178	4,939	4,887	4,908	-	4,908
Other Gen. & Admin. Expenses						
Employee Recruitment & Testing	151	150	150	150	-	150
FY21 Base Budget: Cost of advertisements, background/drug checks and return to work physicals/lift tests						
Telephone, Internet, Cable	254	397	550	561	-	561
FY21 Base Budget: Community Watch Officers' shared cell phone						
Workers Comp. Insurance	150	87	84	84	-	84
FY21 Base Budget: Assume no change in rate due to experience						
Employee Clothing Allowance	-	205	205	250	-	250
FY21 Base Budget: Shirts for Community Watch Officers						
Sub-Total:	555	839	989	1,045	-	1,045
Total Expenditures:	55,647	83,425	75,232	80,151	-	80,151
Total Revenues over Expenditures:	(55,647)	(83,425)	(75,232)	(80,151)	-	(80,151)

FY21 Budget

Dept. Sub-Department Category Description	FY19 Actual	FY20 Revised Budget	FY20 Est. Year-end	FY21 Base Budget	FY21 Decision Points	FY21 Approved Budget
Revenues						
Food & Beverage (roll-up)						
Charges for Services						
Beverage Sales	773,111	844,823	455,227	798,703	-	798,703
Food Sales	445,636	388,306	245,288	501,374	-	501,374
Coupons	(19,885)	-	(9,372)	(17,988)	-	(17,988)
Staff Discount	(1,130)	-	(570)	(1,295)	-	(1,295)
F&B Shift Discount	(17,723)	-	(6,168)	(13,627)	-	(13,627)
Sub-Total:	1,180,009	1,233,129	684,405	1,267,167	-	1,267,167
Other Income						
Vending Machine Income	1,238	1,655	220	462	-	462
Merchandise Sales	1,692	-	2,404	2,895	-	2,895
Donations	2,000	-	-	-	-	-
Miscellaneous Income General	22,457	24,997	17,416	15,816	-	15,816
Sub-Total:	27,387	26,652	20,040	19,173	-	19,173
Total Revenues:	1,207,396	1,259,781	704,445	1,286,340	-	1,286,340
Expenditures						
Food & Beverage (roll-up)						
Personnel						
F/T Salaries	179,948	197,268	137,159	190,268	-	190,268
P/T Wages	273,153	222,084	164,085	302,496	-	302,496
Overtime	9,535	5,043	3,700	4,665	-	4,665
Special Pay	153	-	-	-	-	-
Payroll Taxes	39,377	28,115	25,360	38,081	-	38,081
401 A Benefit	1,877	1,885	2,071	2,089	-	2,089
Medical/Dental/Life Insurance	44,579	67,675	31,850	64,826	-	64,826
Sub-Total:	548,620	522,070	364,225	602,425	-	602,425
Professional Expenses						
Professional Fees	2,587	2,707	2,098	2,399	-	2,399
Sub-Total:	2,587	2,707	2,098	2,399	-	2,399
Supplies						
Operating Supplies	13,164	17,443	6,258	13,656	-	13,656
Cleaning Supplies	7,654	6,074	4,854	7,703	-	7,703
Beverage Supplies	5,329	9,017	3,213	5,771	-	5,771
Paper Supplies	18,775	16,145	9,605	19,165	-	19,165
Fuel	152	69	58	65	-	65
Sub-Total:	45,073	48,748	23,988	46,360	-	46,360

FY21 Budget

Dept.

Sub-Department

Category

Description

FY19

Actual

FY20

Revised

Budget

FY20

Est.

Year-end

FY21

Base

Budget

FY21

Decision

Points

FY21

Approved

Budget

Other General & Administrative Expenses

Employee Recruitment & Testing	2,944	1,649	1,792	2,712	-	2,712
Travel & Training	3,800	5,004	3,417	4,218	-	4,218
Telephone, Internet, Cable	9,892	15,054	11,388	10,867	-	10,867
Utilities/Electricity	3,935	3,978	2,320	3,607	-	3,607
Utilities/Propane	6,974	9,100	3,915	7,274	-	7,274
Utilities/Water	2,298	2,382	1,754	2,584	-	2,584
Utilities/Solid Waste-Gar/Rec	4,973	3,916	5,084	7,288	-	7,288
Equipment Leasing	16,271	14,326	16,585	18,113	-	18,113
Uniform Leasing	6,966	5,430	4,572	7,266	-	7,266
Workers Comp. Insurance	8,850	4,375	3,804	4,369	-	4,369
Advertising	4,404	5,177	1,366	4,655	-	4,655
Licenses, permits, lien fees	3,488	1,195	3,824	4,190	-	4,190
Dues & Subscriptions	3,791	7,255	6,239	6,572	-	6,572
Sub-Total:	78,586	78,841	66,059	83,715	-	83,715

Maintenance & Repairs

R & M - Misc.	-	369	-	374	-	374
R & M Buildings	6,259	5,448	2,220	5,659	-	5,659
R & M Equipment	15,325	18,544	16,806	16,441	-	16,441
Sub-Total:	21,584	24,361	19,026	22,474	-	22,474

Operations

Music & Entertainment	116,833	6,450	4,150	8,060	-	8,060
Merchandise Cost of Sales	3,425	-	1,962	1,985	-	1,985
Food Cost of Sales	189,858	199,242	122,342	231,868	-	231,868
Beverage Cost of Sales	251,581	280,757	173,453	257,313	-	257,313
Soft Drink & CO2	40,002	43,792	25,581	41,316	-	41,316
Sub-Total:	601,700	530,241	327,488	540,542	-	540,542

Miscellaneous

Cash Over/Short	16	-	39	-	-	-
Sub-Total:	16	-	39	-	-	-

Capital Outlay

Capital Outlay	6,225	-	-	-	-	-
Sub-Total:	6,225	-	-	-	-	-

Total Expenditures: 1,304,392 1,206,968 802,922 1,297,915 - 1,297,915

Total Revenues over Expenditures: (96,996) 52,813 (98,478) (11,575) - (11,575)

FY21 Budget

Dept. Sub-Department Category	FY19 Actual	FY20 Revised Budget	FY20 Est. Year-end	FY21 Base Budget	FY21 Decision Points	FY21 Approved Budget
Revenues						
Food & Beverage						
Administration						
Charges for Services						
Coupons	(19,885)	-	(9,372)	(17,988)	-	(17,988)
FY21 Base Budget: Value of redeemed coupons customers earned at Food & Beverage events or via promotional programs						
Staff Discount	(1,130)	-	(570)	(1,295)	-	(1,295)
FY21 Base Budget: Value of 30% employee discount available to all BBRD employees while at work						
F&B Shift Discount	(17,723)	-	(6,168)	(13,627)	-	(13,627)
FY21 Base Budget: Value of departmental program for employees (free sandwich or snack) while at work						
Sub-Total:	(38,738)	-	(16,110)	(32,910)	-	(32,910)
Total Revenues:	(38,738)	-	(16,110)	(32,910)	-	(32,910)
Expenditures						
Food & Beverage						
Administration						
Personnel						
F/T Salaries	71,773	67,943	69,049	69,638	-	69,638
FY20 Year-end Est.: 1.0 FTE FB Manager \$69,049						
FY21 Base Budget: 1.0 FTE FB Manager \$69,638						
P/T Wages	14,220	18,775	8,572	25,546	-	25,546
FY20 Year-end Est.:(following are original numbers before impact of COVID 19 pandemic) 0.70 FTE Administrative Assistant \$21,757, and 0.15 FTE Administrative Clerk \$3,573 (FY20 Y.E. Est. number is revised)						
FY21 Base Budget: 0.70 FTE Administrative Assistant \$21,942, and 0.15 FTE Administrative Clerk \$3,604						
Overtime	-	-	-	-	-	-
Payroll Taxes	6,464	6,169	5,877	7,281	-	7,281
FY21 Base Budget: 7.65% payroll taxes						
401 A Benefit	1,877	1,885	2,071	2,089	-	2,089
FY20 Year-end Est.:(following are original numbers before impact of COVID 19 pandemic) 0.20 FTE Kitchen Supervisor \$7,054, 0.20 FTE Bar Supervisor \$2,636, and 0.20 FTE Bartender \$2,880 (FY20 Y.E. Est. number is revised)						
Medical/Dental/Life Insurance	462	11,279	3,260	13,006	-	13,006
FY20 Year-end Est.: 2 months of 1 Medical \$11,308/person = \$1,885 , 2 months of 1 Dental \$240/person = \$40, and 2 months of 1 Life \$41/person = \$7						
FY21 Base Budget: 1 Medical \$12,720 (12.5% increase), 1 Dental \$245 (2% increase), and 1 Life \$41/person						
Sub-Total:	94,797	106,050	88,829	117,560	-	117,560
Professional Expenses						
Professional Fees	85	482	242	175	-	175
FY21 Base Budget: IT support						
Sub-Total:	85	482	242	175	-	175

FY21 Budget

Dept. Sub-Department Category	FY19 Actual	FY20 Revised Budget	FY20 Est. Year-end	FY21 Base Budget	FY21 Decision Points	FY21 Approved Budget
Revenues						
Supplies						
Operating Supplies	420	668	50	489	-	489
FY21 Base Budget: Office operating supplies						
Paper Supplies	-	125	-	98	-	98
FY21 Base Budget: Office card stock, pens, calendars, etc.						
Sub-Total:	420	793	50	587	-	587
Other General & Administrative Expenses						
Employee Recruitment & Testing	35	-	-	58	-	58
FY21 Base Budget: Pre-employment expenses (background check, drug test, etc.) and return to work lift tests when applicable						
Travel & Training	35	235	93	215	-	215
FY21 Base Budget: Continuing education for Food & Beverage Manager and/or Administrative Assistant						
Telephone, Internet, Cable	1,194	1,694	359	762	-	762
FY21 Base Budget: Food & Beverage Manager's office phone, Food & Beverage Manager and Administrative Assistant cell phones						
Workers Comp. Insurance	1,908	857	852	852	-	852
FY21 Base Budget: Assume no change in rate due to experience						
Dues & Subscriptions	30	-	-	-	-	-
Sub-Total:	3,202	2,786	1,304	1,887	-	1,887
Maintenance & Repairs						
R & M Equipment	-	275	-	225	-	225
FY21 Base Budget: Replacement/repair of office equipment as needed						
Sub-Total:	-	275	-	225	-	225
Miscellaneous						
Cash Over/Short	5	-	-	-	-	-
Sub-Total:	5	-	-	-	-	-
Total Expenditures:	98,508	110,386	90,425	120,434	-	120,434
Total Revenues over Expenditures:	(98,508)	(110,386)	(90,425)	(120,434)	-	(120,434)

FY21 Budget

Dept. Sub-Department Category	FY19 Actual	FY20 Revised Budget	FY20 Est. Year-end	FY21 Base Budget	FY21 Decision Points	FY21 Approved Budget
Revenues						
Food & Beverage						
Lounge						
Charges for Services						
Beverage Sales	349,222	371,609	190,165	364,638	-	364,638
FY20 Year-end Est.: Projections based on FYTD data and trend analysis (FY20 Y.E. Est. number is revised)						
FY21 Base Budget: 2.5% increase						
Food Sales	65,418	62,559	29,482	71,712	-	71,712
FY20 Year-end Est.: Projections based on FYTD data and trend analysis						
FY21 Base Budget: 2.5% increase						
Sub-Total:	414,640	434,168	219,647	436,350	-	436,350
Other Income						
Vending Machine Income	1,238	1,655	220	462	-	462
FY20 Year-end Est.: Leased new machines with new vendor. 90/10 revenue split between BBRD and vendor for 2 years.						
ATM user fees (20%) (FY20 Y.E. Est. number is revised)						
FY21 Base Budget: Dart machine and ATM receipts						
Miscellaneous Income General	250	2,200	227	1,455	-	1,455
FY21 Base Budget: New Year's Eve tickets and New Year's Eve Pool 1 (FY20 Y.E. Est. number is revised)						
Sub-Total:	1,488	3,855	448	1,917	-	1,917
Total Revenues:	416,128	438,023	220,094	438,267	-	438,267
Expenditures						
Food & Beverage						
Lounge						
Personnel						
F/T Salaries	9,736	22,419	5,605	12,677	-	12,677
FY20 Year-end Est.:(following are original numbers before impact of COVID 19 pandemic) 0.20 FTE Kitchen Supervisor \$7,054, 0.20 FTE Bar Supervisor \$2,636, and 0.20 FTE Bartender \$2,880 (FY20 Y.E. Est. number is revised)						
FY21 Base Budget: 0.20 FTE Kitchen Supervisor \$7,114, 0.20 FTE Bar Supervisor \$2,658, and 0.20 FTE Bartender \$2,905						
P/T Wages	89,398	66,207	64,209	90,803	-	90,803
FY20 Year-end Est.: (following are original numbers before impact of COVID 19 pandemic) 1.40 FTE Cook \$36,093, 2.24 FTE Bartender \$35,849, 0.92 Server \$10,683, 0.15 FTE Crowd Monitor/Bar Back \$2,895, and 0.25 FTE Dishwasher \$4,553 (FY20 Y.E. Est. number is revised)						
FY21 Base Budget: 1.40 FTE Cook \$36,401, 2.24 FTE Bartender \$36,115, 0.92 Server \$10,774, 0.15 FTE Crowd Monitor/Bar Back \$2,921, and 0.25 FTE Dishwasher \$4,592						
Overtime	620	227	392	495	-	495
Payroll Taxes	9,202	4,380	5,371	7,954	-	7,954
FY21 Base Budget: 7.65% payroll tax (FY20 Y.E. Est. number is revised)						

FY21 Budget

Dept. Sub-Department Category	FY19 Actual	FY20 Revised Budget	FY20 Est. Year-end	FY21 Base Budget	FY21 Decision Points	FY21 Approved Budget
Medical/Dental/Life Insurance	21,898	22,558	13,944	26,012	-	26,012
FY20 Year-end Est.: 2 medical (1 full-year & 1 for 6 months) \$11,308/person = \$16,692, 2 dental (1 full-year & 1 for 6 months) \$240/person = \$360, and 2 life (1 full-year & 1 for 6 months) \$41/person = \$62 (FY20 Y.E. Est. number is revised)						
FY21 Base Budget: 2 medical \$12,720/person = \$25,440 (12.5% increase), 2 dental \$245/person (2% increase) = \$490, and 2 life \$41/person = \$82						
Sub-Total:	130,854	115,791	89,520	137,941	-	137,941
Professional Expenses						
Professional Fees	1,156	633	461	761	-	761
FY21 Base Budget: IT support						
Sub-Total:	1,156	633	461	761	-	761
Supplies						
Operating Supplies	2,157	3,752	1,021	2,259	-	2,259
FY21 Base Budget: Glasses/flatware/utensils/tools/kitchen small wares/POS tape/toner						
Cleaning Supplies	2,326	1,667	1,006	2,633	-	2,633
FY21 Base Budget: Supplies to clean equipment, dishes, glasses, counter tops, Eco lab filters						
Beverage Supplies	2,719	5,041	1,604	2,842	-	2,842
FY21 Base Budget: Styrofoam and translucent cups, covers, straws, bar naps						
Paper Supplies	9,488	7,422	4,002	9,577	-	9,577
FY21 Base Budget: Paper boats, styrofoam plates, plastic utensils, take out containers, dinner napkins						
Sub-Total:	16,690	17,882	7,633	17,311	-	17,311
Other General & Administrative Expenses						
Employee Recruitment & Testing	2,204	755	1,249	1,977	-	1,977
FY21 Base Budget: Pre-employment expenses (background check, drug test, etc.) and return to work lift tests when applicable						
Travel & Training	1,555	2,223	1,365	1,692	-	1,692
FY21 Base Budget: Regulatory compliance training and shared expense for Hospitality Group industry specific service training for staff (FY20 Y.E. Est. number is revised)						
Telephone, Internet, Cable	845	736	1,420	816	-	816
FY21 Base Budget: Landline in Lounge, internet fees for POS service and payroll						
Utilities/Electricity	1,664	1,695	998	1,613	-	1,613
FY21 Base Budget: Lounge expense						
Utilities/Propane	1,768	2,934	778	1,893	-	1,893
FY21 Base Budget: Lounge expense and share of Building A kitchen expense (cost shared with Special Events)						
Utilities/Water	488	956	695	603	-	603
FY21 Base Budget: Lounge expense						
Utilities/Solid Waste-Gar/Rec	2,145	1,694	2,609	3,641	-	3,641
FY21 Base Budget: Lounge expense						
Equipment Leasing	1,606	2,056	1,431	1,822	-	1,822
FY21 Base Budget: Sirius radio, dishwasher						
Uniform Leasing	2,828	2,732	1,710	2,827	-	2,827
FY21 Base Budget: Ongoing uniform leasing program, towels and kitchen staff aprons						

FY21 Budget

Dept. Sub-Department Category	FY19 Actual	FY20 Revised Budget	FY20 Est. Year-end	FY21 Base Budget	FY21 Decision Points	FY21 Approved Budget
Workers Comp. Insurance	1,824	820	816	816	-	816
FY21 Base Budget: Assume no change in rate due to experience						
Advertising	705	275	618	1,565	-	1,565
FY21 Base Budget: Pro-rated cost of Tattler advertisements with the 19th Hole and Special Events						
Licenses, permits, lien fees	2,093	-	2,282	2,293	-	2,293
FY21 Base Budget: Food and Liquor licenses						
Dues & Subscriptions	1,783	4,263	3,681	2,692	-	2,692
FY20 Year-end Est.: Two year adjustment in ASCAP fee (FY20 Y.E. Est. number is revised)						
FY21 Base Budget: Pro-rated royalty fees, Regulatory Compliance training and membership, annual increase in ASCAP fee						
Sub-Total:	21,509	21,139	19,652	24,250	-	24,250

Maintenance & Repairs

R & M - Misc.	-	115	-	125	-	125
FY21 Base Budget: Repairs made that are not building or equipment related to the F&B operation (FY20 Y.E. Est. number is revised)						
R & M Buildings	2,981	3,078	1,377	3,114	-	3,114
FY21 Base Budget: Repairs made that are building related to the F&B operation						
R & M Equipment	5,603	7,567	9,347	6,026	-	6,026
FY20 Year-end Est.: Routine cleaning and repair of equipment, shared expense of outdoor bar & kegerator with Special Event sub department. Needed for Saturday night music and larger Lounge music events. Prorated cost of new ice machine with Special Events and replacement hood motor for Building A. (FY20 Y.E. Est. number is revised)						
FY21 Base Budget: Repairs to equipment, inspection and maintenance cleaning agreement for ice machine, equipment purchases for cooking food and/or beverages						
Sub-Total:	8,584	10,760	10,724	9,265	-	9,265

Operations

Music & Entertainment	64,495	1,500	-	1,650	-	1,650
FY20 Year-end Est.: Entertainment on Friday and Saturday nights. Karaoke, Trivia Night and Pop Up Thursdays. Budget for non-ticketed music moved to Property Services: Recreation mid-FY20 by Resolution 2020-03. (FY20 Y.E. Est. number is revised)						
FY21 Base Budget: Ticketed music for New Year's Eve & Margheritaville party						
Food Cost of Sales	27,871	32,530	11,792	33,704	-	33,704
FY21 Base Budget: Purchase of food for lunch menu items, tacos, pizzas and sliders						
Beverage Cost of Sales	113,639	130,063	65,765	116,684	-	116,684
FY21 Base Budget: Purchase of alcoholic beverages, beer and wine to prepare and serve drinks.						
Soft Drink & CO2	21,305	21,296	12,031	21,973	-	21,973
FY21 Base Budget: NuCO2 and non-alcoholic beverage purchases						
Sub-Total:	227,310	185,389	89,588	174,011	-	174,011

Miscellaneous

Cash Over/Short	28	-	-	-	-	-
Sub-Total:	28	-	-	-	-	-

Total Expenditures: 406,130 351,594 217,579 363,539 - 363,539

Total Revenues over Expenditures: 9,997 86,429 2,516 74,728 - 74,728

FY21 Budget

Dept.						
Sub-Department						
Category						
Description	FY19 Actual	FY20 Revised Budget	FY20 Est. Year-end	FY21 Base Budget	FY21 Decision Points	FY21 Approved Budget
Revenues						
Food & Beverage						
19th Hole						
Charges for Services						
Beverage Sales	249,539	288,487	155,438	254,335	-	254,335
FY20 Year-end Est.: Projections based on FYTD and trend analysis (FY20 Y.E. Est. number is revised)						
FY21 Base Budget: 2.5% increase						
Food Sales	216,663	168,472	121,034	252,545	-	252,545
FY20 Year-end Est.: Projections based on FYTD and trend analysis (FY20 Y.E. Est. number is revised)						
FY21 Base Budget: 2.5% increase (FY20 Y.E. Est. number is revised)						
Sub-Total:	466,202	456,959	276,472	506,880	-	506,880
Other Income						
Miscellaneous Income General	324	1,125	477	235	-	235
FY20 Year-end Est.: Leased new machines with new Vendor. 90/10 revenue split between BBRD and vendor for 2 years.						
ATM user fees (20%) (FY20 Y.E. Est. number is revised)						
FY21 Base Budget: Minor sales that do not fit into other accounts						
Sub-Total:	324	1,125	477	235	-	235
Total Revenues:	466,526	458,084	276,949	507,115	-	507,115

Expenditures						
Food & Beverage						
19th Hole						
Personnel						
F/T Salaries	88,616	77,885	60,040	85,546	-	85,546
FY20 Year-end Est.: (following are original numbers before impact of COVID 19 pandemic) 0.50 FTE Kitchen Supervisor \$17,634, 0.80 FTE Lead Cook \$29,792, 0.80 FTE Cook \$20,847, 0.54 FTE Bar Supervisor \$7,908, and 0.54 FTE Bartender \$8,642 (FY20 Y.E. Est. number is revised)						
FY21 Base Budget: 0.50 FTE Kitchen Supervisor \$17,784, 0.80 FTE Lead Cook \$30,046, 0.80 FTE Cook \$21,025, 0.54 FTE Bar Supervisor \$7,975, and 0.54 FTE Bartender \$8,716						
P/T Wages	96,476	86,957	47,413	111,368	-	111,368
FY20 Year-end Est.: (following are original numbers before impact of COVID 19 pandemic) 2.16 FTE Cook \$53,536, 1.42 FTE Bartender \$24,597, 1.98 FTE Server \$16,818, 0.30 FTE Crowd Monitor/Bar Back \$5,583, and 0.50 FTE Dishwasher \$9,755 (FY20 Y.E. Est. number is revised)						
FY21 Base Budget: 2.16 FTE Cook \$53,99, 1.42 FTE Bartender \$24,807, 1.98 FTE Server \$16,961, 0.30 FTE Crowd Monitor/Bar Back \$5,853, and 0.50 FTE Dishwasher \$9,755						
Overtime	3,409	2,138	2,118	2,154	-	2,154
FY21 Base Budget: Required when faced with part-time employees exceeding Obamacare cap of hours they can work						
Special Pay	153	-	-	-	-	-
Payroll Taxes	16,811	11,525	10,281	15,228	-	15,228
FY21 Base Budget: 7.65% payroll tax						
401 A Benefit	-	-	-	-	-	-

FY21 Budget

Dept.

Sub-Department

Category

Description

FY19
Actual

FY20
Revised
Budget

FY20
Est.
Year-end

FY21
Base
Budget

FY21
Decision
Points

FY21
Approved
Budget

Medical/Dental/Life Insurance	22,219	33,838	14,646	25,808	-	25,808
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FY20 Year-end Est.: (following are original numbers before impact of COVID 19 pandemic) 2 medical \$11,308/person = \$22,616, 2 dental/person \$240 = \$480, and 3 life \$41/person=\$123 (FY20 Y.E. Est. number is revised)

FY21 Base Budget: 2 medical \$12,720/person (12.5% increase) = \$25,440, 2 dental/person \$245 (2% increase) = \$490, and 3 life \$41/person = \$123

Sub-Total:	227,685	212,342	134,497	240,104	-	240,104
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Professional Expenses

Professional Fees	1,298	1,592	1,071	1,281	-	1,281
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FY21 Base Budget: IT support

Sub-Total:	1,298	1,592	1,071	1,281	-	1,281
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Supplies

Operating Supplies	3,951	4,933	1,706	3,394	-	3,394
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FY21 Base Budget: Glasses/flatware/dishes/utensils/tools/kitchen small wares/POS tape

Cleaning Supplies	5,216	4,407	3,811	4,864	-	4,864
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FY21 Base Budget: Supplies to clean floors, dishes, counter tops

Beverage Supplies	1,713	2,549	1,221	1,706	-	1,706
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FY21 Base Budget: Styrofoam and translucent cups, covers, straws, bar naps

Paper Supplies	7,638	7,874	5,067	7,794	-	7,794
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FY21 Base Budget: Paper boats, styrofoam plates, plastic utensils, take out containers, dinner napkins

Fuel	-	69	58	65	-	65
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FY21 Base Budget: Van expense

Sub-Total:	18,517	19,832	11,863	17,823	-	17,823
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Other General & Administrative Expenses

Employee Recruitment & Testing	705	862	543	621	-	621
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FY21 Base Budget: Pre-employment expenses (background check, drug test, etc.) and return to work lift tests when applicable

Travel & Training	2,162	2,546	1,846	2,199	-	2,199
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FY21 Base Budget: Regulatory Compliance alcohol training and shared cost of Hospitality group industry specific service training for staff

Telephone, Internet, Cable	7,599	12,624	9,371	9,289	-	9,289
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FY21 Base Budget: 19th Hole land line, Internet, Direct TV & NFL ticket

Utilities/Electricity	2,271	2,283	1,322	1,994	-	1,994
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FY21 Base Budget: 19th Hole expense

Utilities/Propane	3,484	4,267	2,126	3,489	-	3,489
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FY21 Base Budget: 19th Hole expense

Utilities/Water	1,809	1,426	1,059	1,981	-	1,981
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FY21 Base Budget: 19th Hole expense

Utilities/Solid Waste-Gar/Rec	1,229	1,097	1,770	1,496	-	1,496
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FY21 Base Budget: 19th Hole expense

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Equipment Leasing	3,535	3,271	3,523	3,592	-	3,592
FY21 Base Budget: Sirius radio and 2 dishwashers						
Uniform Leasing	2,733	2,698	1,710	2,748	-	2,748
FY21 Base Budget: Ongoing uniform leasing program-chef's uniforms, front of the house polos, towels and aprons						
Workers Comp. Insurance	3,498	1,569	1,572	1,572	-	1,572
FY21 Base Budget: Assume no change in rate due to experience						
Advertising	1,362	1,225	618	1,492	-	1,492
FY21 Base Budget: Pro-rated advertising fees in the Tattler with the Lounge and Special Events						
Licenses, permits, lien fees	723	-	952	998	-	998
FY21 Base Budget: Food and Liquor licenses						
Dues & Subscriptions	1,578	1,605	1,347	1,786	-	1,786
FY20 Year-end Est.: Prorated royalty fees, Regulatory Compliance training and membership fee, adjustment in ASCAP fee (FY20 Y.E. Est. number is revised)						
FY21 Base Budget: Increase in ASCAP fee						
Sub-Total:	32,687	35,473	27,759	33,257	-	33,257

Maintenance & Repairs

R & M - Misc.	-	254	-	249	-	249
FY21 Base Budget: Repairs made that are not building or equipment related to operations						
R & M Buildings	3,278	1,899	843	2,236	-	2,236
FY21 Base Budget: Ongoing pest control for facility and traps around building. Repairs to the building specific to operations						
R & M Equipment	7,326	8,156	6,507	8,176	-	8,176
FY21 Base Budget: Repairs to refrigeration and maintenance cleaning agreement for ice machine, equipment purchases for cooking food and/or beverages						
Sub-Total:	10,604	10,309	7,350	10,661	-	10,661

Operations

Music & Entertainment	13,245	-	-	655	-	655
FY20 Year-end Est.: Music on Thursdays and Karaoke on Saturdays. Budget for non-ticketed music moved to Property Services: Recreation mid-FY20 by Resolution 2020-03.						
FY21 Base Budget: New Year's Eve ticketed music						
Food Cost of Sales	92,309	87,605	48,369	118,696	-	118,696
FY21 Base Budget: Products purchased to prepare menu items						
Beverage Cost of Sales	81,210	89,430	53,939	81,387	-	81,387
FY21 Base Budget: Alcoholic beverages, beer and wine purchased to prepare and serve drinks						
Soft Drink & CO2	16,541	14,982	11,246	16,997	-	16,997
FY21 Base Budget: NuCO2 and non-alcoholic beverage purchases						
Sub-Total:	203,306	192,017	113,554	217,735	-	217,735

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Miscellaneous

Cash Over/Short

(11)

-

-

-

-

-

Sub-Total:

(11)

-

-

-

-

-

Capital Outlay

Capital Outlay

6,225

-

-

-

-

-

Sub-Total:

6,225

-

-

-

-

-

Total Expenditures:

500,311

471,565

296,094

520,861

-

520,861

Total Revenues over Expenditures:

(33,785)

(13,481)

(19,145)

(13,746)

-

(13,746)

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Revenues (FY20 Est. Year-End assumes closed through year end due to pandemic)

Food & Beverage

Pasta Night

Charges for Services

Beverage Sales	26,541	32,160	12,982	25,719	-	25,719
FY20 Year-end Est.: Projections based on FYTD data and trend analysis						
FY21 Base Budget: 2.5% increase						
Food Sales	44,720	40,604	21,897	51,263	-	51,263
FY20 Year-end Est.: Projections based on FYTD data and trend analysis. Fewer number of Pasta nights due to holidays and special events.						
FY21 Base Budget: 2.5% increase						
Sub-Total:	71,260	72,764	34,879	76,982	-	76,982

Other Income

Miscellaneous Income General	9	-	16	-	-	-
Sub-Total:	9	-	16	-	-	-

Total Revenues:	71,269	72,764	34,895	76,982	-	76,982
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Expenditures (FY20 Est. Year-End assumes closed through year end due to pandemic)

Food & Beverage

Pasta Night

Personnel

F/T Salaries	6,294	9,153	1,767	10,655	-	10,655
FY20 Year-end Est.: 0.20 FTE Lead Cook \$5,958, 0.12 FTE Bar Supervisor \$1,582, and 0.21 FTE Bartender \$3,025						
FY21 Base Budget: 0.20 FTE Lead Cook \$6,009, 0.12 FTE Bar Supervisor \$1,595, and 0.21 FTE Bartender \$3,051						
P/T Wages	12,753	7,669	4,981	14,334	-	14,334
FY20 Year-end Est.: 0.16 FTE Cook \$2,564, 0.21 FTE Bartender \$2,625, 0.28 FTE Server \$2,830, 0.08 FTE Host \$2,806, and 0.20 FTE Dishwasher \$2,869						
FY20 Year-end Est.:(following are original numbers before impact of COVID 19 pandemic) 0.20 FTE Kitchen Supervisor \$7,054, 0.20 FTE Bar Supervisor \$2,636, and 0.20 FTE Bartender \$2,880 (FY20 Y.E. Est. number is revised)						
Payroll Taxes	1,546	1,274	773	2,095	-	2,095
FY21 Base Budget: 7.65% payroll tax						
Sub-Total:	20,593	18,096	7,520	27,084	-	27,084

Supplies

Operating Supplies	128	55	49	159	-	159
FY21 Base Budget: Small wares purchases specific to Pasta Night						
Sub-Total:	128	55	49	159	-	159

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Other General & Administrative Expenses

Employee Recruitment & Testing	-	32	-	56	-	56
FY21 Base Budget: Pre-employment expenses (background check, drug test, etc.) and return to work lift tests when applicable						
Utilities/Solid Waste-Gar/Rec	273	224	182	462	-	462
FY21 Base Budget: Pasta Night expense						
Workers Comp. Insurance	480	238	120	241	-	241
FY21 Base Budget: Assume no change in rate due to experience						
Sub-Total:	753	494	302	759	-	759

Maintenance & Repairs

R & M Buildings	-	127	-	94	-	94
FY21 Base Budget: Pro-rated expense for building repairs specific to Pasta Night						
Sub-Total:	-	127	-	94	-	94

Operations

Music & Entertainment	4,275	-	-	-	-	-
FY20 Year-end Est.: Higher quality of music has led to diner satisfaction in D/E. Budget for non-ticketed music moved to Property Services: Recreation mid-FY20 by Resolution 2020-03.						
FY21 Base Budget: No ticketed music is planned						
Food Cost of Sales	19,043	21,114	8,754	24,093	-	24,093
FY21 Base Budget: Products purchased to prepare menu items						
Beverage Cost of Sales	8,629	11,256	4,558	8,821	-	8,821
FY21 Base Budget: Alcoholic beverages, beer and wine purchased to prepare and serve drinks						
Soft Drink & CO2	-	160	137	164	-	164
FY21 Base Budget: NuCO2 and non-alcoholic beverage purchases						
Sub-Total:	31,947	32,530	13,450	33,078	-	33,078

Miscellaneous

Cash Over/Short	-	-	39	-	-	-
Sub-Total:	-	-	39	-	-	-

Total Expenditures:	53,421	51,302	21,359	61,174	-	61,174
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Total Revenues over Expenditures:	17,848	21,462	13,536	15,808	-	15,808
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Revenues (FY20 Est. Year-End assumes closed through year end due to pandemic)

Food & Beverage

Special Events

Charges for Services

Beverage Sales	147,810	152,567	96,642	154,011	-	154,011
FY20 Year-end Est.: Projections based on FYTD data and trend analysis						
FY20 Year-end Est.: 2.5% increase						
Food Sales	118,836	116,671	72,875	125,854	-	125,854
FY20 Year-end Est.: Projections based on FYTD data and trend analysis						
FY21 Base Budget: 2.5% increase						
Sub-Total:	266,646	269,238	169,517	279,865	-	279,865

Other Income

Merchandise Sales	1,692	-	2,404	2,895	-	2,895
FY21 Base Budget: Barefoot By The Lake Festival merchandise and Sea of Pink sales						
Donations	2,000	-	-	-	-	-
Miscellaneous Income General	21,874	21,672	16,695	14,126	-	14,126
FY21 Base Budget: Ticket sales						
Sub-Total:	25,566	21,672	19,099	17,021	-	17,021

Total Revenues: 292,212 290,910 188,616 296,886 - 296,886

Expenditures (FY20 Est. Year-End assumes closed through year end due to pandemic)

Food & Beverage

Special Events

Personnel

FY20 Year-end Est.:	3,528	19,868	699	11,752	-	11,752
FY20 Year-end Est.: 0.18 FTE Kitchen Supervisor \$4,232, 0.20 FTE Cook \$5,360, and 0.14 FTE Bar Supervisor \$1,465						
FY21 Base Budget: 0.18 FTE Kitchen Supervisor \$4,268, 0.20 FTE Cook \$6,007, and 0.14 FTE Bar Supervisor \$1,477						
P/T Wages	60,306	42,477	38,910	60,445	-	60,445
FY20 Year-end Est.: 0.46 FTE Catering Coordinator \$16,935, 1.0 FTE Cook \$25,120, 1.0 FTE Bartender \$12,498, 0.20 FTE Server \$2,286, 0.08 FTE Crowd Monitor/Bar Back \$1,548; and 0.08 FTE Dishwasher \$1,548						
FY21 Base Budget: 0.46 FTE Catering Coordinator \$17,079, 1.0 FTE Cook \$25,334, 1.0 FTE Bartender \$12,605, 0.20 FTE Server \$2,304, 0.08 FTE Crowd Monitor/Bar Back \$1,561, and 0.08 FTE Dishwasher \$1,561						
Overtime	5,505	2,678	1,190	2,016	-	2,016
FY21 Base Budget: Required when faced with part-time employees exceeding Obamacare cap of hours they can work						
Payroll Taxes	5,354	4,767	3,059	5,523	-	5,523
FY21 Base Budget: 7.65% payroll tax						
401 A Benefit	-	-	-	-	-	-
Medical/Dental/Life Ins.	-	-	-	-	-	-
Sub-Total:	74,693	69,790	43,858	79,736	-	79,736

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Professional Expenses

Professional Fees	48	-	324	182	-	182
FY21 Base Budget: IT support, Web site development for festival site						
Sub-Total:	48	-	324	182	-	182

Supplies

Operating Supplies	6,508	8,035	3,432	7,355	-	7,355
FY21 Base Budget: Festival merchandise purchases, bar glasses, plates, utensils, plates, flatware, chafing dishes, serving dishes						
Cleaning Supplies	112	-	37	206	-	206
FY21 Base Budget: Cleaning supplies for Building A kitchen equipment						
Beverage Supplies	897	1,427	388	1,223	-	1,223
FY21 Base Budget: Styrofoam and translucent cups, covers, straws, bar naps						
Paper Supplies	1,650	724	537	1,696	-	1,696
FY21 Base Budget: Paper boats, Styrofoam plates, plastic utensils, take out containers, dinner napkins						
Fuel	152	-	-	-	-	-
Sub-Total:	9,319	10,186	4,393	10,480	-	10,480

Other General & Administrative Expenses

Employee Recruitment & Testing	-	-	-	-	-	-
FY21 Base Budget: Pre-employment expenses for new hires, background check, drug test and pre-employment physical						
Travel and Training	48	-	113	112	-	112
FY21 Base Budget: Prorated expense for industry specific training for catering culinary staff						
Telephone, Internet, Cable	254	-	237	-	-	-
Utilities/Propane	1,723	1,899	1,011	1,892	-	1,892
FY21 Base Budget: Propane used for special events grill. Bldg. A fryer and stove cost shared with Lounge.						
Utilities/Solid Waste-Gar/Rec	1,326	901	523	1,689	-	1,689
FY21 Base Budget: Special Events expense						
Equipment Leasing	11,130	8,999	11,631	12,699	-	12,699
FY21 Base Budget: Ice truck for special events, stage, generator, lights, portlets, refrigeration truck, chairs for festival						
Uniform Leasing	1,405	-	1,152	1,691	-	1,691
FY21 Base Budget: Uniform "staff" shirts for festival						
Workers Comp. Insurance	1,140	891	444	888	-	888
FY21 Base Budget: Assume no change in rate due to experience						
Advertising	2,337	3,677	130	1,598	-	1,598
FY21 Base Budget: Festival advertising, tattler ads, website domain fees						
Licenses, permits, lien fees	672	1,195	590	899	-	899
FY21 Base Budget: Three special event permits, three temporary license extensions						
Dues & Subscriptions	401	1,387	1,211	2,094	-	2,094
FY20 Year-end Est.: Food license, pro-rated cost of liquor license, pro-rated royalty fees, adjustment to ASCAP fee						
FY21 Base Budget: Increase in ASCAP fee						
Sub-Total:	20,436	18,949	17,042	23,562	-	23,562

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FY19 Actual	FY20 Revised Budget	FY20 Est. Year-end	FY21 Base Budget	FY21 Decision Points	FY21 Approved Budget
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Maintenance & Repairs

R & M Buildings	-	344	-	215	-	215
FY21 Base Budget: Repairs made that are not building or equipment related to the F&B operation						
R&M Equipment	2,397	2,546	952	2,014	-	2,014
FY20 Year-end Est.: Purchase of kegerator for outdoor special events, shared cost with Lounge for replacement ice machine and new hood motor in Building A						
FY21 Base Budget: Regularly scheduled inspection, cleaning and repairs for refrigeration equipment						
Sub-Total:	2,397	2,890	952	2,229	-	2,229

Operations

Music & Entertainment	34,818	4,950	4,150	5,755	-	5,755
FY20 Year-end Est.: Entertainment for street dances, Festival and other special events. Budget for non-ticketed music moved to Property Services: Recreation mid-FY20 by Resolution 2020-03.						
FY21 Base Budget: Ticketed entertainment and music only						
Merchandise Cost of Sales	3,425	-	1,962	1,985	-	1,985
FY21 Base Budget: Merchandise purchased for festival						
Food Cost of Sales	50,635	57,993	53,427	55,375	-	55,375
FY21 Base Budget: Products purchased for the execution of menu items						
Beverage Cost of Sales	48,102	50,008	49,191	50,421	-	50,421
FY21 Base Budget: Alcoholic beverages, beer and wine purchased to prepare and serve drinks						
Soft Drink & CO2	2,156	7,354	2,166	2,182	-	2,182
FY21 Base Budget: NuCO2 and non-alcoholic beverage purchases						
Sub-Total:	139,137	120,305	110,896	115,718	-	115,718

Miscellaneous

Cash Over/Short	(5)	-	-	-	-	-
Sub-Total:	(5)	-	-	-	-	-

Total Expenditures:	246,023	222,120	177,465	231,907	-	231,907
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Total Revenues over Expenditures:	46,189	68,790	11,151	64,979	-	64,979
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FY21 Budget

Dept.						
Sub-Department						
Category						
Description	FY19 Actual	FY20 Revised Budget	FY20 Est. Year-end	FY21 Base Budget	FY21 Decision Points	FY21 Approved Budget
Revenues						
Golf - Pro Shop						
Charges for Services						
Golf Memberships	216,576	214,587	229,345	225,939	22,594	248,533
FY20 Year-end Est.: Slight increase in memberships (some new residents and others who paid greens fees last year)						
FY21 Base Budget: Based on current membership with no net change						
FY21 Decision Point: 10% increase in membership fees						
Non Resident Golf User Fee	1,150	1,000	800	950	-	950
FY21 Base Budget: Based on historical usage of course						
Fleet Golf Cart Rentals	89,926	82,002	75,120	84,965	-	84,965
FY21 Base Budget: Based on golfers historical data of fleet rentals						
Private Golf Cart Fees	87,051	86,995	91,675	87,050	-	87,050
FY21 Base Budget: Based on current membership with no net change						
Handicap Fees	8,120	6,980	8,600	7,980	-	7,980
FY20 Year-end Est.: Based on number of players who currently purchased handicap for league play						
FY21 Base Budget: Based on historical fees collected						
Golf Club Storage	-	385	275	255	-	255
FY21 Base Budget: Based on usage trends						
Practice Range	2,210	2,478	968	2,489	-	2,489
FY20 Year-end Est.: Based on installation of new hitting cages requested by the membership						
FY21 Base Budget: Based on full season usage of new improved range						
Greens Fees	147,817	143,650	118,588	139,000	-	139,000
FY20 Year-end Est.: A portion of seasonal residents did not return this year and many golfers paying daily green fees in FY19 have elected to become golf course members in FY20						
FY21 Base Budget: Assume return to historical average level of receipts						
Golf Rental Equipment	2,469	2,395	876	1,986	-	1,986
FY21 Base Budget: Based on increase of seasonal visitors to members which need rental clubs for play						
Sub-Total:	555,319	540,472	526,247	550,614	22,594	573,208
Other Income						
State Grant - Recreation	50,000	-	-	-	-	-
Merchandise Sales	71,997	71,987	56,000	70,935	-	70,935
FY21 Base Budget: Based on continued best practice sales and events						
Donations from Private Sources	380	-	-	-	-	-
Youth Group Income	3,425	-	-	3,500	-	3,500
FY21 Base Budget: Golf Grant for Jr. Camp						
Miscellaneous Income General	1,818	1,775	1,997	1,874	-	1,874
FY21 Base Budget: Based on receipts that do not fit into other line items (membership processing fees, copy etc.)						
Sub-Total:	127,620	73,762	57,997	76,309	-	76,309
Total Revenues:	682,939	614,234	584,244	626,923	22,594	649,517

FY21 Budget

Dept.						
Sub-Department						
Category						
Description	FY19 Actual	FY20 Revised Budget	FY20 Est. Year-end	FY21 Base Budget	FY21 Decision Points	FY21 Approved Budget
Expenditures						
Golf - Pro Shop						
Personnel Expenses						
F/T Salaries	134,881	138,112	136,140	139,069	-	139,069
FY20 Year-end Est.: 1.0 FTE Golf Operations Manager \$70,113, 1.0 FTE PGA Golf Professional \$40,592, 1.0 FTE (Golf) Clerk \$25,436						
FY21 Base Budget: 1.0 FTE Golf Operations Manager \$71,490, 1.0 FTE PGA Golf Professional \$41,891, 1.0 FTE (Golf) Clerk \$25,689						
P/T Wages	53,675	55,427	84,214	85,034	-	85,034
FY20 Year-end Est.: 1.30 FTE (Golf) Clerk \$29,990 0.30 FTE increase from additional seasonal position to improve counter customer service), 2.25 FTE Player Assistant \$43,769 (1.05 FTE increase due to Dept. of Labor evolving concept of wage theft - volunteer positions no longer legal), 0.50 FTE Player Assistant/Cart Tech \$10,455 (0.07 FTE increase due to Dept. of Labor evolving concept of wage theft - volunteer positions no longer legal)						
FY21 Base Budget: 1.30 FTE (Golf) Clerk \$30,283, 2.25 FTE Player Assistant \$44,195, 0.50 FTE Player Assistant/Cart Tech \$10,556						
Overtime	761	-	875	919	-	919
Special Pay	1,300	-	-	-	-	-
Payroll Taxes	14,483	15,483	16,924	17,214	-	17,214
FY21 Base Budget: 7.65% of payroll						
401 A Benefit	4,891	4,143	4,084	4,172	-	4,172
FY21 Base Budget: 3 employees contribution						
Medical/Dental/Life Insurance	11,193	12,635	11,671	13,545	-	13,545
FY20 Year-end Est.: 1 Medical \$11,308, 1 Dental \$240, 3 Life \$41/person = \$123						
FY21 Base Budget: 1 Medical \$12,720 (12.5% increase), 3 Dental \$245/person(2% increase) = \$735, 3 Life \$30/person = \$90						
Sub-Total:	221,185	225,800	253,908	259,953	-	259,953
Professional Expenses						
Professional Fees	1,810	825	825	825	-	825
FY21 Base Budget: IT Maintenance						
Software Renewal/Support Fees	1,860	1,860	1,860	1,860	-	1,860
FY21 Base Budget: Toro irrigation software						
Sub-Total:	3,670	2,685	2,685	2,685	-	2,685
Supplies						
Operating Supplies	8,192	10,000	9,757	10,459	-	10,459
FY21 Base Budget: Items for daily operations and tournament expenses						
Sub-Total:	8,192	10,000	9,757	10,459	-	10,459
Other Gen. & Admin. Expenses						
Employee Recruitment & Testing	686	450	480	880	-	880
FY21 Base Budget: Pre-employment expenses (background check, drug test, etc.) and return to work lift tests when applicable						
Licenses, Permits, Lien Fees	242	-	-	-	-	-

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Category

Description

	FY19 Actual	FY20 Revised Budget	FY20 Est. Year-end	FY21 Base Budget	FY21 Decision Points	FY21 Approved Budget
Travel and Training	1,353	2,450	2,500	2,500	-	2,500
FY21 Base Budget: Educational conferences or seminars needed for Golf Operations Manager and Golf Professional to maintain current certification						
Telephone, Internet, Cable	4,050	4,073	3,759	3,871	-	3,871
FY21 Base Budget: Land lines, Wi-Fi and internet speed capability for POS systems						
Utilities/Electricity	22,301	23,096	19,890	19,890	-	19,890
FY21 Base Budget: Pro shop, cart barn, restrooms on course, and ABM facilities (assumes no increase due to slight rate decrease announced in Jan 2020)						
Utilities/Water	7,496	7,203	7,113	7,326	-	7,326
FY21 Base Budget: For pro shop, cart barn, restrooms on course, and ABM facilities						
Utilities/Solid Waste - Gar/Rec.	8,127	8,731	8,429	8,682	-	8,682
FY21 Base Budget: For pro shop, cart barn, restrooms on course, and ABM facilities						
Equipment Leasing	29,863	30,617	30,811	30,271	-	30,271
FY20 Year-end Est.: Yamaha Fleet Lease \$25,715/year, ABM Office Trailer Rental \$1,080/year, copier lease \$4,016/year						
FY21 Base Budget: Yamaha Fleet Lease \$24,156/year, ABM Office Trailer Rental \$540 (6 months), copier lease \$4,016 /year						
Workers Comp. Insurance	4,368	4,590	2,172	2,172	-	2,172
FY21 Base Budget: Assume no change in rate due to experience						
Advertising	1,596	2,891	3,520	3,950	-	3,950
FY21 Base Budget: Advertisement costs for newspapers, flyers, banners, and electronic media						
Employee Clothing Allowance	131	-	650	695	-	695
Dues and Subscriptions	7,048	7,350	7,455	7,455	-	7,455
FY21 Base Budget: FSGA dues \$150, GHIN Handicap Fees \$5,675, USGA \$150, PGA \$1,192, Web Hosting \$288						
Sub-Total:	87,260	91,451	86,778	87,692	-	87,692

Maint. & Repairs

Golf Course Maintenance	443,465	456,769	443,465	456,769	-	456,769
FY21 Base Budget: ABM contract for maintenance of course						
R & M Buildings	3,348	5,900	6,175	6,459	-	6,459
FY21 Base Budget: Repairs to Pro Shop and ABM worksite facilities						
R & M Grounds	39,405	39,000	39,805	35,691	-	35,691
FY20 Year-end Est.: Golf course repairs not covered by ABM service contract to include drainage, tree service, mulching tee stations, bunker sand for annual maintenance upkeep, annual nematode infestation treatment \$6,000, irrigation components, and golf course safety issues that may arise spontaneously.						
FY21 Base Budget: Golf course repairs not covered by ABM service contract to include drainage, tree service, mulching tee stations, bunker sand for annual maintenance upkeep, annual nematode infestation treatment \$6,000, irrigation components, and golf course safety issues that may arise spontaneously.						
R & M Equipment	26,120	7,100	9,697	7,850	-	7,850
FY20 Year-end Est.: \$1,450 Irrigation Pump System Maintenance, \$3,900 Anchor Marine Environmental Services Dredge and replacement of Jockey Pump Intake piping, \$1,800 replacement of 2 POS Systems and miscellaneous						
FY21 Base Budget: Annual irrigation pumps service to maintain pumps in optimal working order, irrigation intake service and dredging to ensure shells and waste does not enter intake, servicing of pump shafts, packing, and electrical components if needed.						
Sub-Total:	512,337	508,769	499,142	506,769	-	506,769

FY21 Budget

Dept.

Sub-Department

Category

Description

FY19
Actual

FY20
Revised
Budget

FY20
Est.
Year-end

FY21
Base
Budget

FY21
Decision
Points

FY21
Approved
Budget

Operations

Merchandise Cost of Sales	50,540	45,625	39,079	49,491	-	49,491
FY21 Base Budget: Cost of merchandise sold to golfers and increased sales opportunities through street dances and the Festival						
Sub-Total:	50,540	45,625	39,079	49,491	-	49,491

Miscellaneous

Cash Over/Short	(2)	-	2	-	-	-
Sub-Total:	(2)	-	2	-	-	-

Total Expenditures:	883,181	884,330	891,352	917,049	-	917,049
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Total Revenues over Expenditures:	(200,242)	(270,096)	(307,108)	(290,126)	22,594	(267,532)
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FY21 Budget

Dept. Sub-Department Category	FY19 Actual	FY20 Revised Budget	FY20 Est. Year-end	FY21 Base Budget	FY21 Decision Points	FY21 Approved Budget
Revenues						
Property Services (roll-up)						
Charges for Services						
Recreation Fees	369,871	338,250	273,110	283,200	-	283,200
Badge & Additional SMF	31,979	44,300	37,242	34,000	-	34,000
Sub-Total:	401,850	382,550	310,352	317,200	-	317,200
Other Income						
Donations	-	-	5,000	-	-	-
Miscellaneous Income General	47	-	30	-	-	-
Sub-Total:	47	-	5,030	-	-	-
Total Revenues:	401,897	382,550	315,382	317,200	-	317,200
Expenditures						
Property Services (roll-up)						
Personnel Expenses						
F/T Salaries	407,766	494,800	485,561	489,199	-	489,199
P/T Wages	373,113	407,412	384,475	414,424	16,598	431,022
Overtime	26,846	2,843	11,097	10,493	-	10,493
Special Pay	9,608	6,815	10,895	8,262	-	8,262
Payroll Taxes	61,751	67,128	67,552	70,985	1,270	72,255
401 A Benefit	3,005	2,427	2,747	2,590	-	2,590
Medical/Dental/Life Insurance	101,434	101,385	132,445	146,630	-	146,630
Sub-Total:	983,522	1,082,811	1,094,773	1,142,583	17,868	1,160,451
Professional Expenses						
Professional Fees	12,981	724	582	732	-	732
Sub-Total:	12,981	724	582	732	-	732
Supplies						
Operating Supplies	14,643	11,354	11,466	11,130	900	12,030
Cleaning Supplies	38,088	23,128	22,699	25,026	100	25,126
Chlorine	36,676	35,033	33,313	35,353	-	35,353
Chemicals	165	2,374	2,134	2,331	-	2,331
Small Tools & Hardware	9,930	11,042	9,776	10,482	-	10,482
Fuel	14,368	14,403	15,278	14,471	1,600	16,071
Sub-Total:	113,869	97,334	94,666	98,793	2,600	101,393
Other Gen. & Admin. Expenses						
Employee Recruitment & Testing	2,728	1,961	1,400	1,475	-	1,475
Travel and Training	2,581	5,248	5,877	4,014	-	4,014
Telephone, Internet, Cable	11,376	10,196	11,769	12,145	-	12,145
Utilities/Electricity	46,439	44,495	44,947	44,947	-	44,947
Utilities/Water	25,097	24,517	27,313	24,994	-	24,994
Utilities/Propane	10,120	9,493	7,296	7,816	-	7,816

FY21 Budget

Dept.		FY20	FY20	FY21	FY21	FY21
Sub-Department	FY19	Revised	Est.	Base	Decision	Approved
Category	Actual	Budget	Year-end	Budget	Points	Budget
Utilities/Solid Waste - Garb/Rec.	13,874	12,359	13,859	14,042	-	14,042
Utilities/Portable Toilets	8,514	8,102	7,570	7,400	(3,300)	4,100
Equipment Leasing	8,793	8,992	9,433	10,455	-	10,455
Resident Activities	16,383	14,750	16,275	16,985	-	16,985
Workers Comp. Insurance	33,372	14,985	14,833	14,833	-	14,833
Licenses, Permits, Lien Fees	1,050	1,776	1,640	1,625	-	1,625
Employee Clothing Allowance	4,495	5,088	5,006	5,325	-	5,325
Dues and Subscriptions	3,580	3,886	3,886	4,002	-	4,002
Sub-Total:	188,403	165,848	171,104	170,058	(3,300)	166,758
Maint. & Repairs						
R & M - Misc	2,814	22,473	10,438	15,664	-	15,664
R & M Buildings	52,664	41,591	55,993	48,295	-	48,295
R & M Grounds	65,541	42,845	62,577	61,960	-	61,960
R & M Equipment	31,653	27,706	34,181	26,521	2,500	29,021
R & M Pools	28,769	15,601	20,616	18,896	-	18,896
Vehicle Maintenance	5,368	4,821	5,697	4,499	-	4,499
Sub-Total:	186,810	155,037	189,503	175,835	2,500	178,335
Operations						
Music & Entertainment - Lounge	-	55,494	30,090	65,275	-	65,275
Music & Entertainment - 19th Hole	-	15,655	7,825	15,570	-	15,570
Music & Entertain. - Pasta Night	-	3,599	2,700	4,385	-	4,385
Music & Entertain. - Special Events	-	28,274	20,310	24,180	-	24,180
Sub-Total:	-	103,022	60,925	109,410	-	109,410
Miscellaneous						
Cash Over/Short	-	-	-	-	-	-
Sub-Total:	-	-	-	-	-	-
Capital Outlay						
Capital Outlay	5,394	-	-	-	-	-
Sub-Total:	5,394	-	-	-	-	-
Total Expenditures:	1,490,978	1,604,776	1,611,553	1,697,411	19,668	1,717,079
Total Revenues over Expenditures:	(1,089,081)	(1,222,226)	(1,296,171)	(1,380,211)	(19,668)	(1,399,879)

FY21 Budget

Dept.		FY20	FY20	FY21	FY21	FY21
Sub-Department	FY19	Revised	Est.	Base	Decision	Approved
Category	Actual	Budget	Year-end	Budget	Points	Budget
Revenues						
Property Services						
Other Income						
Donations	-	-	5,000	-	-	-
FY20 Year-end Est.: Donation from Little Theater for Bldg. A sound system upgrade						
Sub-Total:	-	-	5,000	-	-	-
Total Revenues:	-	-	5,000	-	-	-
Expenditures						
Property Services						
Buildings						
Personnel Expenses						
F/T Salaries	197,400	253,636	256,910	259,101	-	259,101
FY20 Year-end Est.: 3.0 FTE Building Tech III \$114,650, 1.0 FTE Building Tech II \$32,999, 1.0 FTE Building Tech I \$27,739, 1.0 FTE Property Services Crew Leader \$43,599, 0.5 FTE Pools Supervisor/Office Coordinator \$20,995, 0.25 FTE Property Services Manager \$16,928						
FY21 Base Budget: 3.0 FTE Building Tech III \$115,628, 1.0 FTE Building Tech II \$33,280, 1.0 FTE Building Tech I \$27,976, 1.0 FTE Property Services Crew Leader \$43,971, 0.5 FTE Pools Supervisor/Office Coordinator \$21,174, 0.25 FTE Property Services Manager \$17,072						
P/T Wages	11,644	25,378	25,440	25,657	-	25,657
FY20 Year-end Est.: 0.5 FTE Building Tech II \$20,366, 0.11 FTE Maintenance/Audio-Visual Tech \$3,748, 0.05 FTE Custodian/ Audio-Visual Tech \$1,326						
FY21 Base Budget: 0.5 FTE Building Tech II \$20,540, 0.11 FTE Maintenance/Audio-Visual Tech \$3,780, 0.05 FTE Custodian/ Audio-Visual Tech \$1,337						
Overtime	20,497	1,050	8,985	8,800	-	8,800
FY21 Base Budget: Unanticipated after hours emergency work						
Special Pay	968	300	100	300	-	300
FY21 Base Budget: Acting Property Services Manager pay during absences of the Property Services Manager						
Payroll Taxes	16,919	20,920	21,607	22,693	-	22,693
FY21 Base Budget: 7.65% of the total payroll						
401 A Benefit	3,005	2,427	2,747	2,590	-	2,590
FY21 Base Budget: 2 employee contributions						
Medical/Dental/Life Insurance	64,431	56,207	89,240	99,164	-	99,164
FY20 Year-end Est.: 7 medical \$11,308/person and 1 Obamacare medical with dependent \$7,836 = \$86,992 (Budget based on only 5 employees electing coverage), 8 dental \$240/person = \$1,920, 8 life \$41/person = \$328						
FY21 Base Budget: 7 medical \$12,720/person (12.5% increase) and 1 Obamacare medical with dependent \$7,836 = \$96,876, 8 dental \$245/person (2% increase) = \$1,960, 8 life \$41/person = \$328						
Sub-Total:	314,864	359,918	405,029	418,305	-	418,305

FY21 Budget

Dept.		FY20	FY20	FY21	FY21	FY21
Sub-Department	FY19	Revised	Est.	Base	Decision	Approved
Category	Actual	Budget	Year-end	Budget	Points	Budget
Professional Expenses						
Professional Fees	784	525	432	505	-	505
FY21 Base Budget: IT support						
Sub-Total:	784	525	432	505	-	505
Supplies						
Operating Supplies	8,767	6,652	6,438	6,525	-	6,525
FY21 Base Budget: Office equipment, office supplies, keys, safety equipment as needed						
Chemicals	-	325	267	303	-	303
FY21 Base Budget: WD40, graffiti remover, grease, wasp & hornet spray						
Small Tools & Hardware	9,683	10,043	9,240	9,842	-	9,842
FY21 Base Budget: Nuts, bolts, screws, turnbuckles, cable, various hardware, and tools as needed						
Fuel	10,473	10,300	11,331	10,300	-	10,300
FY20 Year-end Est.: For trucks and equipment and extra for monitoring beach restroom project						
FY21 Base Budget: Fuel for trucks and equipment						
Sub-Total:	28,923	27,320	27,276	26,970	-	26,970
Other Gen. & Admin. Expenses						
Employee Recruitment & Testing	520	395	461	211	-	211
FY21 Base Budget: Pre-employment expenses (background check, drug test, etc.) and return to work lift tests when applicable						
Travel and Training	1,074	4,249	5,277	3,206	-	3,206
FY20 Year-end Est.: Dude University, APWA/FRPA annual membership, APWA professional conference, National Seminars Training for 2 supervisors						
FY21 Base Budget: \$368 APWA/FRPA annual membership, \$1,638 AWP professional conference for P.S. Manager, \$1,200 National Seminars Training for supervisors						
Telephone, Internet, Cable	5,366	5,299	5,425	5,491	-	5,491
FY21 Base Budget: 5 cell phones, 1 telephone line, 1 fax line, internet/wi-fi/cable						
Utilities/Electricity	18,623	18,201	18,809	18,809	-	18,809
FY21 Base Budget: Buildings A, C, D/E, Property Services (assumes no increase due to slight rate decrease announced in Jan. 2020)						
Utilities/Water	4,403	5,599	4,524	4,555	-	4,555
FY21 Base Budget: For facilities (Buildings A, C, D&E, and Property Services)						
Utilities/Solid Waste - Garb/Rec.	7,076	5,950	7,206	7,350	-	7,350
FY21 Base Budget: Roll off trash and recycling dumpsters for buildings and related work						
Equipment Leasing	3,029	3,381	2,987	3,127	-	3,127
FY21 Base Budget: For various routine projects						
Workers Comp. Insurance	10,908	4,901	4,896	4,896	-	4,896
FY21 Base Budget: Assume no change in rate due to experience						

FY21 Budget

Dept.		FY20	FY20	FY21	FY21	FY21
Sub-Department	FY19	Revised	Est.	Base	Decision	Approved
Category	Actual	Budget	Year-end	Budget	Points	Budget
Licenses, Permits, Lien Fees	-	226	340	325	-	325
FY21 Base Budget: Fire inspections (extinguishers, range hood, fire suppression systems, emergency exit lights)						
Employee Clothing Allowance	1,080	1,410	956	1,575	-	1,575
FY21 Base Budget: Safety shoes for 9 employees \$675, shirts for 9 employees \$900						
Dues and Subscriptions	3,580	3,886	3,886	4,002	-	4,002
FY21 Base Budget: Facilitydude.com/dudesolutions.com (web based work order system \$2,993 and capital forecasting system \$1,009)						
Sub-Total:	55,659	53,497	54,767	53,547	-	53,547
Maint. & Repairs						
R & M - Misc.	2,814	22,473	10,438	15,664	-	15,664
FY20 Year-end Est.: Emergency repairs, large appliance replacement/repair, vandalism, etc., and 4th year of the 6 year replacement plan of tables and chairs \$5,000						
FY21 Base Budget: Emergency repairs, large appliance replacement/repair, vandalism, etc., and 5th year of the 6 year replacement plan of tables and chairs \$5,000						
R & M Buildings	52,580	41,591	55,779	48,295	-	48,295
FY21 Base Budget: AC repairs & replacements, lights, interior doors, carpet where needed, improvements to BBRD buildings, general maintenance, plumbing equipment, supplies for projects, painting and repairs, etc.						
R & M Equipment	7,800	9,751	15,324	9,439	-	9,439
FY20 Year-end Est.: Maintenance cost for Building A lift, golf carts, backhoe, trailer, ladders and Bldg. A sound system upgrade (offset by Little Theater donation)						
FY21 Base Budget: Maintenance cost for Building A lift, golf carts, backhoe, trailer, ladders						
Vehicle Maintenance	5,368	4,821	5,697	4,499	-	4,499
FY21 Base Budget: Preventative maintenance such as tires for trucks, replacement hoses and belts, oil changes, etc.						
Sub-Total:	68,561	78,636	87,238	77,897	-	77,897
Capital Outlay						
Capital Outlay	5,394	-	-	-	-	-
Sub-Total:	5,394	-	-	-	-	-
Total Expenditures:	474,186	519,896	574,742	577,224	-	577,224
Total Revenues over Expenditures:	(474,186)	(519,896)	(574,742)	(577,224)	-	(577,224)

FY21 Budget

Dept.		FY20	FY20	FY21	FY21	FY21
Sub-Department	FY19	Revised	Est.	Base	Decision	Approved
Category	Actual	Budget	Year-end	Budget	Points	Budget
Expenditures						
Property Services						
Grounds						
Personnel Expenses						
F/T Salaries	71,920	79,869	75,782	75,926	-	75,926
FY20 Year-end Est.: 2.0 FTE Groundskeeper \$58,854, 0.25 FTE Property Services Manager \$16,928						
FY21 Base Budget: 2.0 FTE Groundskeeper \$58,854, 0.25 FTE Property Services Manager \$17,072						
P/T Wages	18,587	39,135	41,084	41,343	-	41,343
FY20 Year-end Est.: 1.0 FTE Groundskeeper \$17,531, 0.85 FTE Groundskeeper (seasonal) \$20,388						
FY21 Base Budget: 1.0 FTE Groundskeeper \$17,680, 0.85 FTE Groundskeeper (seasonal) \$20,562						
Overtime	31	100	57	85	-	85
Payroll Taxes	6,777	8,991	8,945	8,978	-	8,978
FY21 Base Budget: 7.65% of total payroll						
Medical/Dental/Life Insurance	11,052	11,310	11,629	13,046	-	13,046
FY20 Year-end Est.: 1 medical \$11,307/person, 1 dental \$240/person, 2 life \$41/person = \$82						
FY21 Base Budget: 1 medical \$12,720/person (12.5% increase), 1 dental \$245/person (2% increase), 2 life \$41/person = \$82						
Sub-Total:	108,368	139,405	137,497	139,378	-	139,378
Professional Expenses						
Professional Fees	12,197	-	-	-	-	-
Sub-Total:	12,197	-	-	-	-	-
Supplies						
Operating Supplies	700	649	535	511	-	511
FY21 Base Budget: Blades, oil, chains, string trimmer line, etc.						
Chemicals	118	2,049	1,867	2,028	-	2,028
FY21 Base Budget: Concentrate herbicide, preemergent for licensed users						
Small Tools & Hardware	33	799	333	455	-	455
FY21 Base Budget: Nuts, bolts, screws, chains, straps, etc.						
Fuel	3,895	3,302	3,295	3,444	-	3,444
FY21 Base Budget: Diesel fuel for equipment						
Sub-Total:	4,746	6,799	6,030	6,438	-	6,438
Other Gen. & Admin. Expenses						
Employee Recruitment & Testing	206	400	140	100	-	100
FY21 Base Budget: Pre-employment expenses (background check, drug test, etc.) and return to work lift tests when applicable						
Utilities/Solid Waste - Garb/Rec.	5,461	5,000	4,999	5,239	-	5,239
FY21 Base Budget: Landscape debris dumpster disposal cost						

FY21 Budget

Dept.						
Sub-Department	FY19	FY20	FY20	FY21	FY21	FY21
Category	Actual	Revised Budget	Est. Year-end	Base Budget	Decision Points	Approved Budget
Equipment Leasing	4,558	4,352	4,065	4,875	-	4,875
FY21 Base Budget: Lift for trimming trees and outdoor light repairs						
Workers Comp. Insurance	5,244	2,356	2,352	2,352	-	2,352
FY21 Base Budget: Assume no change in rate due to experience						
Licenses, Permits, Lien Fees	-	500	250	250	-	250
FY20 Year-end Est.: License \$250 for 1 staff member to get herbicide spray license						
FY21 Base Budget: Licenses \$250 for 1 staff member to get herbicide spray license						
Employee Clothing Allowance	286	825	700	700	-	700
FY21 Base Budget: Safety shoes for 4 employees \$300, shirts for 4 employees \$ 400						
Sub-Total:	15,757	13,433	12,506	13,516	-	13,516
Maint. & Repairs						
R & M Grounds	33,863	3,255	22,987	24,420	-	24,420
FY21 Base Budget: Signs, posts, benches, special projects on common grounds, increased fertilized fertilization and mulch						
R & M Equipment	10,294	7,501	5,640	7,522	-	7,522
FY21 Base Budget: Replacement equipment as needed, such as string trimmers, blowers, chain saws, pole saws, etc.						
Sub-Total:	44,157	10,756	28,627	31,942	-	31,942
Total Expenditures:	185,224	170,393	184,660	191,274	-	191,274
Total Revenues over Expenditures:	(185,224)	(170,393)	(184,660)	(191,274)	-	(191,274)

FY21 Budget

Sub-Department Category Description	FY19 Actual	FY20 Revised Budget	FY20 Est. Year-end	FY21 Base Budget	FY21 Decision Points	FY21 Approved Budget
Expenditures						
Property Services						
Custodial						
Personnel Expenses						
F/T Salaries	62,530	75,038	72,601	73,220	-	73,220
FY20 Year-end Est.: 1.0 FTE Custodian \$22,159, 1.0 FTE Custodian Supervisor \$33,514, 0.25 FTE Property Services Manager \$16,928						
FY21 Base Budget: 1.0 FTE Custodian \$22,348, 1.0 FTE Custodian Supervisor \$33,800, 0.25 FTE Property Services Manager \$17,072						
P/T Wages	140,259	139,839	136,026	137,185	16,598	153,783
FY20 Year-end Est.: 5.82 FTE Custodian \$118,521, 0.66 FTE Custodian AV Tech \$17,505						
FY21 Base Budget: 5.82 FTE Custodian \$119,531, 0.66 FTE Custodian AV Tech \$17,654						
FY21 Decision Point: 0.67 FTE for Beach restroom cleaning						
Overtime	3,730	564	1,504	999	-	999
FY21 Base Budget: Coverage for street dances and special events						
Special Pay	64	-	593	520	-	520
FY21 Base Budget: Call out pay for critical events						
Payroll Taxes	15,958	15,847	16,120	16,212	1,270	17,482
FY21 Base Budget: 7.65% of total payroll						
FY21 Decision Point: 0.67 FTE for Beach restroom cleaning						
401 A Benefit	-	-	-	-	-	-
Medical/Dental/Life Insurance	3,788	11,310	8,398	8,408	-	8,408
FY20 Year-end Est.: 1 Obamacare medical with dependent \$7,836, 2 dental \$240/person = \$480, 2 life \$41/person = \$82						
FY21 Base Budget: 1 Obamacare medical with dependent \$7,836, 2 dental \$245/person (2% increase) = \$490, 2 life \$41/person = \$82						
Sub-Total:	226,329	242,598	235,242	236,544	17,868	254,412
Professional Expenses						
Professional Fees	-	199	150	227	-	227
FY21 Base Budget: IT support						
Sub-Total:	-	199	150	227	-	227
Supplies						
Operating Supplies	1,931	2,204	1,814	1,945	900	2,845
FY21 Base Budget: Ink, paper, brooms, dusters, labor law posters, misc. supplies						
FY21 Decision Point: Beach restroom cleaning						
Cleaning Supplies	38,088	23,128	22,699	25,026	100	25,126
FY21 Base Budget: Hand soap, paper products, garbage bags, various cleaning supplies for meeting rooms, buildings and offices						
FY21 Decision Point: Beach restroom cleaning						
Small Tools & Hardware	214	200	203	185	-	185
FY21 Base Budget: Items needed for cleaning and minor maintenance						

FY21 Budget

Sub-Department Category Description	FY19 Actual	FY20 Revised Budget	FY20 Est. Year-end	FY21 Base Budget	FY21 Decision Points	FY21 Approved Budget
Fuel	-	801	652	727	1,600	2,327
FY21 Base Budget: For custodial truck (also used by District Clerk personnel) and utility carts						
FY21 Decision Point: Fuel for Beach restroom cleaning vehicle						
Sub-Total:	40,233	26,333	25,368	27,883	2,600	30,483
Other Gen. & Admin. Expenses						
Employee Recruitment & Testing	1,432	625	280	620	-	620
FY21 Base Budget: Pre-employment expenses (background check, drug test, etc.) and return to work lift tests when applicable						
Travel and Training	105	-	-	-	-	-
Telephone, Internet, Cable	1,150	547	1,668	1,749	-	1,749
FY21 Base Budget: 2 cell phones, 1 telephone line, internet, Wi-Fi						
Workers Comp. Insurance	8,244	3,705	3,708	3,708	-	3,708
FY21 Base Budget: Assume no change in rate due to experience						
Employee Clothing Allowance	2,143	1,751	1,900	1,600	-	1,600
FY21 Base Budget: Safety shoes for 12 employees \$900, shirts for 12 employees \$700						
Sub-Total:	13,074	6,628	7,556	7,677	-	7,677
Maint. & Repairs						
R & M Equipment	-	737	2,837	1,418	-	1,418
FY20 Year-end Est.: New carpet machine (\$2,100) and minor equipment replacement						
FY21 Base Budget: Minor equipment replacement (vacuums, Billygoat, etc.)						
Sub-Total:	-	737	2,837	1,418	-	1,418
Total Expenditures:	279,635	276,495	271,153	273,749	20,468	294,217
Total Revenues over Expenditures:	(279,635)	(276,495)	(271,153)	(273,749)	(20,468)	(294,217)

FY21 Budget

Sub-Department Category Description	FY19 Actual	FY20 Revised Budget	FY20 Est. Year-end	FY21 Base Budget	FY21 Decision Points	FY21 Approved Budget
Expenditures						
Property Services						
Pools						
Personnel Expenses						
F/T Salaries	75,915	86,257	80,268	80,952	-	80,952
FY20 Year-end Est.: 2.0 FTE Pool Host \$43,645, 0.5 FTE Pools Supervisor/Office Coordinator \$20,995, 0.25 FTE Property Services Manager \$16,928						
FY21 Base Budget: 2.0 FTE Pool Hosts \$42,706, 0.5 FTE Pools Supervisor/Office Coordinator \$21,174, 0.25 FTE Property Services Manager \$17,072						
P/T Wages	182,210	170,909	157,325	177,158	-	177,158
FY20 Year-end Est.: 2.5 FTE Pool Tech \$64,047, 5.25 FTE Pool Host \$111,213 (partial year increase to check for badges at Music Bingo)						
FY21 Base Budget: 2.5 FTE Pool Tech \$64,593, 5.31 FTE Pool Host \$112,565 (full year increase to check for badges at Music Bingo)						
Overtime	2,588	1,129	551	609	-	609
FY21 Base Budget: Pool Host coverage for street dances and special events, Pool Tech coverage for maintaining health standards for Brevard County						
Special Pay	8,576	6,515	10,203	7,442	-	7,442
FY20 Year-end Est.: Increased relief Pool Tech coverage due to new Health Department standards						
FY21 Base Budget: Pool Tech coverage expected to decrease with the addition of new equipment however still will be necessary for pool chemical checks, shocking and pool emergencies						
Payroll Taxes	20,481	18,992	18,998	20,361	-	20,361
FY21 Base Budget: 7.65% of payroll						
Medical/Dental/Life Insurance	22,164	22,558	23,178	26,012	-	26,012
FY20 Year-end Est.: 2 medical \$11,308/person = \$22,616, 2 dental \$240/person = \$480, 2 life insurance \$413/person = \$82						
FY21 Base Budget: 2 medical \$12,720/person (12.5% increase) = \$25,440, 2 dental \$245/person (2.0% increase) = \$490, 2 life insurance \$410/person = \$82						
Sub-Total:	311,933	306,361	290,523	312,534	-	312,534
Supplies						
Operating Supplies	2,638	1,349	2,264	1,663	-	1,663
FY21 Base Budget: Tile soap, cleaning chemicals, pH testing chemicals, miscellaneous office supplies for pool operations						
Chlorine	36,676	35,033	33,313	35,353	-	35,353
FY21 Base Budget: Treatment of pools per Brevard County Health Department standards						
Chemicals	47	-	-	-	-	-
Sub-Total:	39,361	36,382	35,577	37,016	-	37,016

FY21 Budget

Sub-Department Category Description	FY19 Actual	FY20 Revised Budget	FY20 Est. Year-end	FY21 Base Budget	FY21 Decision Points	FY21 Approved Budget
Other Gen. & Admin. Expenses						
Employee Recruitment & Testing	534	441	424	449	-	449
FY21 Base Budget: Pre-employment expenses (background check, drug test, etc.) and return to work lift tests when applicable						
Travel and Training	1,402	999	600	808	-	808
FY20 Year-end Est.: 2 Pool Tech's certification						
FY21 Base Budget: Certification and recertification for Pool Techs and crowd management training for Pool Hosts						
Telephone, Internet, Cable	2,882	2,689	2,672	2,880	-	2,880
FY21 Base Budget: 1 telephone, internet/Wi-Fi, 3 cell phones						
Utilities/Electricity	19,800	18,703	18,533	18,533	-	18,533
FY21 Base Budget: Pool buildings and pumps (assumes no increase due to slight rate decrease announced in Jan.2020)						
Utilities/Propane	9,551	8,788	6,708	7,214	-	7,214
FY21 Base Budget: Fuel for pool heaters						
Utilities/Water	15,659	13,968	17,734	15,368	-	15,368
FY20 Year-end Est.: Regular usage plus projects at Pool 1 & 2						
FY21 Base Budget: Pools and pool buildings						
Workers Comp. Insurance	8,160	3,666	3,672	3,672	-	3,672
FY21 Base Budget: Assume no change in rate due to experience						
Licenses, Permits, Lien Fees	1,050	1,050	1,050	1,050	-	1,050
FY21 Base Budget: Pool inspections (health and safety fees)						
Employee Clothing Allowance	986	1,102	1,450	1,450	-	1,450
FY21 Base Budget: Safety shoes for 6 employees \$450, shirts for 18 employees \$1,000						
Sub-Total:	60,024	51,406	52,843	51,424	-	51,424
Maint. & Repairs						
R & M Buildings	84	-	-	-	-	-
R & M Equipment	2,055	4,766	4,566	2,728	-	2,728
FY21 Base Budget: Replacement pumps, motors, pipes, etc.						
R & M Pools	28,769	15,601	20,616	18,896	-	18,896
FY21 Base Budget: Tables, chairs, umbrellas, ladders, tile, pavers, etc.						
Sub-Total:	30,908	20,367	25,182	21,624	-	21,624
Total Expenditures:	442,227	414,516	404,125	422,598	-	422,598
Total Revenues over Expenditures:	(442,227)	(414,516)	(404,125)	(422,598)	-	(422,598)

FY21 Budget

Dept.		FY20	FY20	FY21	FY21	FY21
Sub-Department	FY19	Revised	Est.	Base	Decision	Approved
Category	Actual	Budget	Year-end	Budget	Points	Budget
Revenues						
Property Services						
Recreation						
Charges for Services						
Recreation Fees	369,871	338,250	273,110	283,200	-	283,200
FY20 Year-end Est.: Peak year in receipts until the proposed fee increase in FY22						
FY21 Base Budget: One-time social membership fees for genuine sale of properties						
Badge & Additional SMF	31,979	44,300	37,242	34,000	-	34,000
FY21 Base Budget: Receipts from renters badges and additional one time social memberships						
Sub-Total:	401,850	382,550	310,352	317,200	-	317,200
Other Income						
Miscellaneous Income General	47	-	30	-	-	-
Sub-Total:	47	-	30	-	-	-
Total Revenues:	401,897	382,550	310,382	317,200	-	317,200
Expenditures						
Property Services						
Recreation						
Personnel Expenses						
P/T Wages	20,413	32,151	24,601	33,081	-	33,081
FY20 Year-end Est.: 1.75 FTE Courtesy Cart Driver \$32,801						
FY21 Base Budget: 1.75 FTE Courtesy Cart Driver \$33,081						
Overtime	-	-	-	-	-	-
Payroll Taxes	1,615	2,378	1,882	2,741	-	2,741
FY21 Base Budget: 7.65% of payroll						
Sub-Total:	22,028	34,529	26,483	35,822	-	35,822
Supplies						
Operating Supplies	606	500	415	486	-	486
Sub-Total:	606	500	415	486	-	486
Other Gen. & Admin. Expenses						
Employee Recruitment & Testing	35	100	95	95	-	95
FY21 Base Budget: Pre-employment expenses (background check, drug test, etc.) and return to work lift tests when applicable						
Travel and Training	-	-	-	-	-	-
Telephone, Internet, Cable	1,978	1,661	2,004	2,025	-	2,025
FY21 Base Budget: Phones at pickleball, tennis courts, and soft ball field, plus cost for internet access for CCTV system at the beach						

FY21 Budget

Dept.		FY20	FY20	FY21	FY21	FY21
Sub-Department	FY19	Revised	Est.	Base	Decision	Approved
Category	Actual	Budget	Year-end	Budget	Points	Budget
Utilities/Electricity	8,016	7,591	7,605	7,605	-	7,605
FY21 Base Budget: Pickleball courts, tennis courts, softball field, beach, pier, etc. (assumes no increase due to slight rate decrease announced in Jan.2020)						
Utilities/Propane	569	705	588	602	-	602
FY21 Base Budget: Grill usage by residents and propane heaters behind the lounge						
Utilities/Water	5,036	4,950	5,055	5,071	-	5,071
FY21 Base Budget: Usage for amenities (softball field, garden club, etc.)						
Utilities/Solid Waste - Garb/Rec.	1,337	1,409	1,654	1,453	-	1,453
FY21 Base Budget: Solid waste disposal expense						
Utilities/Portable Toilets	8,514	8,102	7,570	7,400	(3,300)	4,100
FY21 Base Budget: Port-a-potties at the beach and tennis courts						
FY21 Decision Point: Decreased cost associated with new Beach restroom cleaning service as port-a-potties will be removed						
Equipment Leasing	1,206	1,259	2,381	2,453	-	2,453
FY21 Base Budget: Lift rental for Christmas decorations						
Resident Activities	16,383	14,750	16,275	16,985	-	16,985
FY21 Base Budget: Memorial Day, 4th of July, kids swim, Veteran's Day, and one-time events						
Workers Comp. Insurance	816	357	205	205	-	205
FY21 Base Budget: Assume no change in rate due to experience						
Sub-Total:	43,889	40,884	43,432	43,894	(3,300)	40,594
Maint. & Repairs						
R & M Buildings	-	-	214	-	-	-
R & M Grounds	31,678	39,590	39,590	37,540	-	37,540
FY20 Year-end Est.: Maintenance to softball field and lawn bowling \$20,829, over 60 softball field care \$8,736, beach lawncare \$4,400, miscellaneous repairs to amenities						
FY21 Base Budget: Maintenance to softball field and lawn bowling \$21,454, over 60 softball field care \$8,736, beach lawncare \$4,400, miscellaneous repairs to amenities						
R & M Equipment	11,505	4,951	5,814	5,414	2,500	7,914
FY21 Base Budget: All recreational equipment: bocce ball, lawn bowling, shuffleboard, tennis, basketball, pickle ball, handball, etc.						
FY21 Decision Point: Repair and maintenance of major Christmas decorations as requested by Deck the Halls						
Sub-Total:	43,183	44,541	45,618	42,954	2,500	45,454
Operations						
Music & Entertainment - Lounge	-	55,494	30,090	65,275	-	65,275
FY20 Year-end Est.: Entertainment on Friday and Saturday nights. Karaoke, Trivia Night and Pop Up Thursdays. Budget for non-ticketed music moved from Food & Beverage: Lounge to Property Services: Recreation mid-FY20 by Resolution 2020-03.						
Music & Entertain. - 19th Hole	-	15,655	7,825	15,570	-	15,570
FY20 Year-end Est.: Music on Thursdays and Karaoke on Saturdays. Budget for non-ticketed music moved from Food & Beverage: 19th Hole to Property Services: Recreation mid-FY20 by Resolution 2020-03.						

FY21 Budget

Dept.		FY20	FY20	FY21	FY21	FY21
Sub-Department	FY19	Revised	Est.	Base	Decision	Approved
Category	Actual	Budget	Year-end	Budget	Points	Budget
Music & Entertain. - Pasta Night	-	3,599	2,700	4,385	-	4,385
FY20 Year-end Est.: Higher quality of music has led to increased customer satisfaction in D/E. Budget for non-ticketed music moved from Food & Beverage: Pasta Night to Property Services: Recreation mid-FY20 by Resolution 2020-03.						
Music & Entertain. - Special Events	-	28,274	20,310	24,180	-	24,180
FY20 Year-end Est.: Entertainment for street dances, Barefoot by the Lake Festival and other special events. Budget for non-ticketed music moved from Food & Beverage: Special Events to Property Services: Recreation mid-FY20 by Resolution 2020-03.						
Sub-Total:	-	103,022	60,925	109,410	-	109,410
Total Expenditures:	109,707	223,476	176,873	232,566	(800)	231,766
Total Revenues over Expenditures:	292,190	159,074	133,509	84,634	800	85,434

FY21 Budget

Dept.						
Sub-Department		FY20	FY20	FY21	FY21	FY21
Category		Revised	Est.	Base	Decision	Approved
Description	FY19	Budget	Year-end	Budget	Points	Budget
	Actual					
Revenues						
Vehicle Storage						
Rents & Royalties						
Vehicle Storage Income	155,352	154,705	155,373	155,373	-	155,373
FY21 Base Budget: Based on 98% occupancy and historic trends						
Kayak Storage Income	1,699	1,995	1,368	1,426	-	1,426
FY21 Base Budget: Assumes occupancy continues at 50%						
Sub-Total:	157,050	156,700	156,741	156,799	-	156,799
Other Income						
Delinquent Fee Collections	660	800	650	650	-	650
FY21 Base Budget: Based on historic trend						
Sub-Total:	660	800	650	650	-	650
Total Revenues:	157,710	157,500	157,391	157,449	-	157,449
Expenditures						
Vehicle Storage						
Supplies						
Operating supplies	-	140	95	100	-	100
FY21 Base Budget: Purchase of miscellaneous items						
Sub-Total:	-	140	95	100	-	100
Other Gen. & Admin. Expenses						
Utilities/Electricity	9,625	10,522	8,977	8,977	-	8,977
FY21 Base Budget: Electricity for street lights and use of electric outlets by customers						
Utilities/Water	1,849	2,550	1,885	1,933	-	1,933
FY21 Base Budget: Water used by customers and maintenance staff						
Access System Service Fee	5,072	5,328	5,348	5,506	-	5,506
FY21 Base Budget: Access gates and card system service fee						
Sub-Total:	16,546	18,400	16,210	16,416	-	16,416
Maint. & Repairs						
R & M Equipment	2,856	2,000	1,924	2,000	-	2,000
FY21 Base Budget: Repairs to gate access system, water supply and electric supply						
Sub-Total:	2,856	2,000	1,924	2,000	-	2,000
Total Expenditures:	19,402	20,540	18,229	18,516	-	18,516
Total Revenues over Expenditures:	138,308	136,960	139,162	138,933	-	138,933

FY21 Budget

Dept. Sub-Department Category	FY19 Actual	FY20 Revised Budget	FY20 Est. Year-end	FY21 Base Budget	FY21 Decision Points	FY21 Approved Budget
Revenues						
Shopping Center						
Rents & Royalties						
Leasing Income	66,245	82,127	83,918	84,253	-	84,253
FY20 Year-end Est.: Based on 2 vacancies through June 2020 and 1 vacancy for balance of FY20 and 3 units used by non-profits (CVO, Veterans' Service Office and Veterans' Gathering Center) who do not pay rent						
FY21 Base Budget: Based on 1 vacancies for entire year and 3 units used by non-profits (CVO, Veterans' Service Office and Veterans's Gathering Center) who do not pay rent						
Common Area Maint Income	12,654	14,205	14,559	14,790	-	14,790
FY20 Year-end Est.: Based on 2 vacancies through June 2020 and 1 vacancy for balance of FY20 and 3 units used by non-profits (CVO, Veterans' Service Office and Veterans' Gathering Center) who do not pay rent						
FY21 Base Budget: Based on 1 vacancies for entire year and 3 units used by non-profits (CVO, Veterans' Service Office and Veterans's Gathering Center) who do not pay rent						
Real Estate Taxes Income	8,474	9,536	9,352	11,061	-	11,061
FY20 Year-end Est.: Based on 2 vacancies through June 2020 and 1 vacancy for balance of FY20 and 3 units used by non-profits (CVO, Veterans' Service Office and Veterans' Gathering Center) who do not pay rent						
FY21 Base Budget: Based on 1 vacancies for entire year and 3 units used by non-profits (CVO, Veterans' Service Office and Veterans's Gathering Center) who do not pay rent						
Sub-Total:	87,373	105,868	107,829	110,104	-	110,104
Other Income						
Delinquent Fee Collections	-	400	-	-	-	-
FY21 Base Budget: Based on current tenants payment history						
Sub-Total:	-	400	-	-	-	-
Total Revenues:	87,373	106,268	107,829	110,104	-	110,104
Expenditures						
Shopping Center						
Professional Expenses						
Professional Fees	6,402	-	4,421	-	-	-
FY21 Base Budget: Commission on rental of old doctor's office						
Legal Fees	7,675	-	7,500	-	-	-
FY20 Year-end Est.: Cost of pursuing default judgement against former tenant who was evicted and drafting of new leases						
Sub-Total:	14,077	-	11,921	-	-	-
Other Gen. & Admin. Expenses						
Property taxes	15,607	16,153	15,776	16,328	-	16,328
FY21 Base Budget: A 3.5% increase is anticipated						

FY21 Budget

Dept. Sub-Department Category	FY19 Actual	FY20 Revised Budget	FY20 Est. Year-end	FY21 Base Budget	FY21 Decision Points	FY21 Approved Budget
Telephone, Internet, Cable	1,517	1,933	2,856	2,457	-	2,457
FY20 Year-end Est.: Historically included Veterans' Service Office and common area usage. Increased due to addition of Veterans' Gathering Center unit						
FY21 Base Budget: Includes Veterans' Service Office, Veterans' Gathering Center and common areas						
Utilities/Electricity	2,329	3,069	2,420	2,420	-	2,420
FY20 Year-end Est.: Historically included Veterans' Service Office and common area usage. Increased due to addition of Veterans' Gathering Center unit						
FY21 Base Budget: Includes Veterans' Service Office, Veterans' Gathering Center and common areas						
Utilities/Water	1,042	1,296	1,132	1,166	-	1,166
FY20 Year-end Est.: Historically included Veterans Service Office and common area usage. Increased due to addition of Veterans' Gathering Center unit						
FY21 Base Budget: Includes Veterans' Service Office, Veterans' Gathering Center (VGC) and common areas (assumes slight increase due to a full-year of VGC and no increase due to slight rate decrease announced in Jan.2020)						
Utilities/Solid Waste - Garb./Rec.	3,711	4,408	4,420	4,496	-	4,496
FY21 Base Budget: Expense for dumpster service						
CVO Utilities	3,463	2,833	2,604	2,682	-	2,682
FY21 Base Budget: Includes all utilities for Citizens Volunteer Organization per the two-year lease renewed by the BOT on February 26, 2019						
Sub-Total:	27,669	29,692	29,208	29,549	-	29,549
Maint. & Repairs						
R & M Buildings	5,478	6,105	6,108	6,291	-	6,291
FY21 Base Budget: Anticipated to remain stable						
R & M Grounds	-	225	226	233	-	233
FY21 Base Budget: Anticipated to remain stable						
Sub-Total:	5,478	6,330	6,334	6,524	-	6,524
Total Expenditures:	47,224	36,022	47,463	36,073	-	36,073
Total Revenues over Expenditures:	40,149	70,246	60,366	74,031	-	74,031

FY21 Budget

Dept.						
Sub-Department			FY20	FY20	FY21	FY21
Category		FY19	Revised	Est.	Base	Decision
Description		Actual	Budget	Year-end	Budget	Points
						FY21
						Approved
						Budget
Expenditures						
Stormwater						
Professional Expenses						
Professional Fees		452	750	565	500	-
FY21 Base Budget: Engineering fees for canal bank stabilization and other related projects						500
Sub-Total:		452	750	565	500	-
						500
Supplies						
Fuel		-	295	305	305	-
FY21 Base Budget: For Skid Steer						305
Sub-Total:		-	295	305	305	-
						305
Other Gen. & Admin. Expenses						
Equipment Leasing		-	500	475	490	-
FY21 Base Budget: Items needed for specific projects						490
Sub-Total:		-	500	475	490	-
						490
Maint. & Repairs						
R & M Grounds		13,068	20,000	19,401	20,000	-
FY20 Year-end Est.: Canal and lake spraying and removal of nuisance vegetation in addition to minor canal stabilization projects						20,000
FY21 Base Budget: \$14,000 for canal and lake spraying, \$2,000 for tree/shrub removals, \$4,000 for minor stabilization projects						
R & M Equipment		-	250	255	265	-
FY21 Base Budget: Preventative maintenance for steed skid and boom mower arm plus purchase of sickle mower arm for deep canal bank maintenance						265
Sub-Total:		13,068	20,250	19,656	20,265	-
						20,265
Miscellaneous						
Debt Service Principal		33,103	31,603	31,603	26,336	-
FY20 Year-end Est.: 12 months payment						26,336
FY21 Base Budget: 10 monthly payments of \$26,336 (last payment scheduled for July 2021)						
Debt Service Interest		1,681	3,181	3,181	2,651	-
FY20 Year-end Est.: 12 month payment						2,651
FY21 Base Budget: 10 monthly payments of \$265.05 (last payment scheduled for July 2021)						
Sub-Total:		34,784	34,784	34,784	28,987	-
						28,987
Total Expenditures:		48,304	56,579	55,785	50,547	-
						50,547
Total Revenues over Expenditures:		(48,304)	(56,579)	(55,785)	(50,547)	-
						(50,547)

FY21 Budget

Dept.

Sub-Department

Category

Description

FY19

Actual

FY20

Revised

Budget

FY20

Est.

Year-end

FY21

Base

Budget

FY21

Decision

Points

FY21

Approved

Budget

Revenues

R&M/Capital Projects

Other Income

Use of Fund Balance	-	33,975	-	-	-	-
Bond/Loan Proceeds	-	-	-	-	1,000,000	1,000,000
FY21 Decision Point: \$1,000,000 bank loan (with the last payment in March 2028) to offset cash flow associated with Lounge/Lakeside Expansion and Golf Course Irrigation projects						
Sub-Total:	-	33,975	-	-	1,000,000	1,000,000
Total Revenues:	-	33,975	-	-	1,000,000	1,000,000

Expenditures

R&M/Capital Projects

Professional Expenses

Professional Fees	-	-	-	-	-	-
Sub-Total:	-	-	-	-	-	-

Contingency

Contingency	-	191,425	-	263,015	-	263,015
FY21 Base Budget: \$100,000 for unforeseen expenses and \$163,015 reserves to help return Fund Balance to 20% minimum.						
Neighborhood Revitalize Program	-	-	-	-	25,000	25,000
Replace Damaged Concrete Sidewalks/Assembly Areas	-	-	-	-	25,000	25,000
Bldg. A Awning over "Terrace" Opposite Lounge	-	-	-	-	6,900	6,900
Bldg. D/E Restroom Upgrades	-	-	-	-	8,600	8,600
Pro Shop Exterior Windows Replacement	-	-	-	-	6,000	6,000
P.S. (Falcon) Exterior Windows Replacement	-	-	-	-	6,000	6,000
Softball Field Building Plumbing Fixtures Replacement	-	-	-	-	7,900	7,900
Restroom Trailer by Pickle Ball/Tennis Courts	-	-	-	-	50,000	50,000
Additional Sound Dampening Panels for Building A	-	-	-	-	8,000	8,000
Electrical Outlets Under the Oaks East of the Building A Lake	-	-	-	-	16,900	16,900
Sub-Total:	-	191,425	-	263,015	160,300	423,315

FY21 Budget

Dept.

Sub-Department

Category

Description

FY19
Actual

FY20
Revised
Budget

FY20
Est.
Year-end

FY21
Base
Budget

FY21
Decision
Points

FY21
Approved
Budget

Repair & Maintenance Projects

Facilities Assessment and Capital Forecasting Implementation	37,689	-	-	-	-	-
Lounge Expansion Conceptual Design	14,134	-	-	-	-	-
Pool #1 Walkway Roof Replacement, Ph. 2	-	66,000	49,900	-	-	-
Veterans' Gathering Center (Conversion of Old Res. Relations Office)	7,134	7,866	7,866	-	-	-
Marquee Sign at Shopping Ctr.	16,989	2,100	2,100	-	-	-
Bldg. C Exterior Rehabilitation	110,844	6,381	6,381	-	-	-
Sub-Total:	186,789	82,347	66,247	-	-	-

Capital Outlay

Christmas Decorations Ph. 2	7,500	-	-	-	-	-
Replace P.S. Truck (2005 F-250-size)	32,757	-	-	-	-	-
Replace P.S. Golf Cart (2013)	8,476	-	-	-	-	-
CCTV Upgrade at RV Storage Lots	1,976	-	-	-	-	-
Long-term Records Storage Unit (replaces rental unit)	199	-	-	-	-	-
Sails (Sun Shades) South of Lounge	5,713	-	-	-	-	-
Additional 4 Pickle Ball Courts	9,330	-	-	-	-	-
Restore Golf Course Bunkers Ph. 3	28,800	-	-	-	-	-
Pavilion Behind Building A (Donated by CVO)	78,715	-	-	-	-	-
New Carpet and Flooring in Pro Shop	5,067	-	-	-	-	-
AED for Tennis/Pickle Courts	1,275	-	-	-	-	-
Bleacher for Softball Field	7,879	-	-	-	-	-
POS for Bldgs. A & D/E	1,520	-	-	-	-	-
19th Hole Sandwich Station	1,717	-	-	-	-	-
Bldg. A Retaining Wall Assessment	4,200	-	-	-	-	-
Neighborhood Revitalize Program	105,002	96,498	96,498	-	-	-
Replace Damaged Concrete Sidewalks/Assembly Areas	2,500	89,215	15,000	-	-	-
Replace Pit Building at Pool #1 and Add Salt Water System	-	61,200	61,200	-	-	-
Relocate Heater Equipment into New Pit Building at Pool #1	-	44,900	-	-	-	-
Replace Pit at Pool #2	-	41,600	41,600	-	-	-
Admin. Building Replacement	515,891	-	41,651	-	-	-

FY21 Budget

Dept.

Sub-Department

Category

Description

FY19
Actual

FY20
Revised
Budget

FY20
Est.
Year-end

FY21
Base
Budget

FY21
Decision
Points

FY21
Approved
Budget

Bldg. A Renovation Design	5,332	28,400	23,068	-	-	-
Bldg. A FPE Electrical Panel Replacement	10,670	18,230	18,230	-	-	-
Bldg. C & Lounge: Electrical Panel and Transformer Replacement	2,220	5,180	5,180	-	-	-
Additional Parking Lights at the Shopping Center	-	19,100	19,100	-	-	-
Lounge Roof Replacement	-	-	48,000	-	-	-
Comm. Ctr. Projects: Convert West Shuffle Board Area to Miniature Golf	12,474	15,030	15,030	-	-	-
Pool #2 Canopy on Grass	-	14,000	14,000	-	-	-
Pool 2 Restrooms Roof Replacement (w/ metal)	-	25,000	14,250	-	-	-
Pool 3 Restrooms Roof Replacement (w/metal)	-	25,000	14,250	-	-	-
Bandshell Lakeside of Lounge	-	20,000	19,200	-	-	-
Lounge/Lakeside Expansion	-	145,000	97,000	-	750,000	750,000
Replace Sidewalks at D&E / 19th Hole	-	21,800	-	-	-	-
Replace P.S. truck (2006 F-250 size)	-	35,000	35,000	-	-	-
Additional P.S. Truck	-	24,000	24,000	-	-	-
Utility Cart for Custodian Supervisor	-	8,500	8,752	-	-	-
Replace Lawnmower	-	32,000	32,332	-	-	-
Golf Course Lake Bank Repairs	-	75,000	15,000	-	-	-
(Golf) Irrigation System Replacement, Ph. 1 (6 satellite boxes)	-	60,000	48,000	-	-	-
Golf Course Irrigation System Replacement, Ph. 2 (design, engineering, etc.)	-	-	40,000	-	-	-
Beach projects, Ph. 3 (Restrooms)	-	95,700	135,000	-	-	-
Bench Covers for (26) Benches at Shuffleboard Courts	-	24,000	-	-	-	-
8 Benches for Miniature Golf Course	-	-	2,400	-	-	-
Bldg. A Renovations	-	571,000	600,000	-	-	-
Shopping Center Roof Design	6	25,995	31,970	-	-	-
Shopping Center Roof Replacement	-	-	130,000	-	-	-
Shopping Center Electrical Design	-	-	18,360	-	-	-

FY21 Budget

Dept.

Sub-Department

Category

Description

FY19
Actual

FY20
Revised
Budget

FY20
Est.
Year-end

FY21
Base
Budget

FY21
Decision
Points

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Approved
Budget

Shopping Center Electrical Infrastructure Replacement	-	82,400	82,400	-	-	-
Golf Course Lake Bank Restoration, Ph. 6 (Holes 10, 12, 14 & 17)	-	113,792	113,792	-	-	-
Utility Trailer	-	2,500	2,500	-	-	-
Bldg. A Retaining Wall Repairs	-	-	-	-	-	-
Bldg. A Interior Doors Replacement	-	-	-	-	5,400	5,400
Lounge HVAC Supply Fan Replacement	-	-	-	-	6,600	6,600
Bldg. D/E Exterior Doors and Windows Replacement	-	-	-	-	30,400	30,400
19th Hole Walk in Cooler/Freezer	-	-	-	-	52,300	52,300
Pro Shop Roof Replacement	-	-	-	-	16,900	16,900
Pro Shop Electrical Panel Replacement	-	-	-	-	5,900	5,900
P.S. (Falcon) Electrical Panel Replacement	-	-	-	-	8,800	8,800
VGC Building HVAC Condensing Unit Replacement	-	-	-	-	4,900	4,900
Shopping Ctr. (935) HVAC Ground Condensing Unit Replacement	-	-	-	-	4,900	4,900
Shopping Ctr. (937) HVAC Roof Condensing Unit Replacement	-	-	-	-	5,800	5,800
Softball Field Building Roof Replacement	-	-	-	-	3,500	3,500
Replacement P.S. Truck (2006 full-size)	-	-	-	-	24,500	24,500
Vehicle for Beach Restroom Custodial Personnel	-	-	-	-	21,800	21,800
Golf Course Irrigation System Replacement, Ph. 3 (front nine, range, and practice greens piping/heads)	-	-	-	-	250,000	250,000
Golf Course Cart Barn Repairs	-	-	-	-	6,500	6,500
Sub-Total:	849,219	1,820,040	1,862,763	-	1,198,200	1,198,200

FY21 Budget

Dept.

Sub-Department

Category

Description

FY19 Actual	FY20 Revised Budget	FY20 Est. Year-end	FY21 Base Budget	FY21 Decision Points	FY21 Approved Budget
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Miscellaneous

Debt Service Principal	-	-	-	-	59,803	59,803
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FY21 Decision Point: 6 months payment of a 7-year \$1,000,000 bank loan obtained in Spring 2021

Debt Service Interest	-	-	-	-	25,000	25,000
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FY21 Decision Point: 6 months payment of a 7-year \$1,000,000 bank loan with the last payment in 2028

Sub-Total:	-	-	-	-	84,803	84,803
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Total Expenditures:	1,036,008	2,093,812	1,929,010	263,015	1,443,303	1,706,318
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Total Revenues over Expenditures:	(1,036,008)	(2,059,837)	(1,929,010)	(263,015)	(443,303)	(706,318)
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FY21 General Fund Approved Budget Decision Point List

				D.P. Form (Y/N)		Included in FY21 (Y/N)
Type	Project Name	Department	Amount		NOTES	
Revenues/Sources						
1	Increase in Assessment by \$2.00 per Month	Administration: Finance	117,000	N	\$1.98/month or 3.00% to off-set inflationary increases and \$0.02/month to round assessment up to the next integer.	Y
2	Increase in Golf Membership Fees by 10%	Golf-Pro Shop	22,594	N	To off-set inflationary increases in operations of the department.	Y
3	Bank Loan Proceeds	R&M/Capital	1,000,000	N	To finance the cost of major capital projects with a repayment period of 7 years.	Y
Total Requested G.F. Revenue/Sources Decision Points			1,139,594			
Total G.F. Rev./Sources Decision Points within FY21 Budget			1,139,594			
Expenditures/Uses						
1	Additional R&M Funding	Golf-Pro Shop	10,000	Y	Additional funding for minor projects not foreseen in advance of the start of FY21.	N
2	Bldg. A Sound System Upgrades	Property Services: Buildings	10,000	Y	To continue the upgrade of the sound system	N
3	Part-time Landscape/Irrigation Technician (0.50 FTE)	Property Services: Grounds	15,674	Y	To increase the quality of common area landscaping	N
4	Custodial Service for Beach Restrooms (0.67 FTE)	Property Services: Custodial	17,168	Y	To provide custodial services to new restrooms at the Beach	Y
5	Christmas Decorations Maintenance	Property Services: Recreation	2,500	N	For repair and maintenance of recently purchased decorations as requested by the Deck the Halls Club.	Y
6	Debt Service (for \$1,000,000 bank loan)	R&M/Capital	84,803	N	The first 6 months payments of a 7 year bank loan to finance major capital projects.	Y
7	Vehicle for Beach restroom custodial personnel	R&M/Capital	21,800	N	To provide transportation for cleaning crew to travel to and from the Beach	Y
8	R&M/Capital Projects (as presented to the BOT as part of the Proposed FY21-25 5yrFM&CIP)	R&M/Capital	1,436,700	N	Various projects as detailed in the Five-Year Financial Model & Capital Improvement Plan Section of this document	Y
Total Requested G.F. Expenditure/Uses Decision Points			1,598,645			
Total G.F. Exp./Uses Decision Points within FY21 Budget			1,562,971			

Barefoot Bay Recreation District

FY21 Approved Budget

Decision Point

Title: Additional R&M Funding
Department: Golf - Pro Shop
Sub-Dept.:
FY21 Revenues: \$10,000

Justification:

Repair & Maintenance (R&M) Budgets (used to address deficiencies or repairs and maintenance not foreseen 18 months in advance [timing of the budget preparation cycle]) averaged between \$10,000 and \$15,000 prior to FY15. Since then total R&M funding (discounting maintenance vendor contract costs) within the Golf-Pro Shop Department has been between \$40,000 and \$50,000. With renewed interest in the Golf Course among the BOT, this Decision Point would provide for additional funding.

The Community Manager did not include this Decision Point in the FY21 WDPB due to the cost of golf related R&M/Capital Department projects and other BBRD-wide priorities.

Budget Detail:

R & M Grounds		10,000
Total:		10,000

Barefoot Bay Recreation District

FY21 Approved Budget

Decision Point

Title: Bldg. A Sound System Upgrades
Department: Property Services
Sub-Dept.: Buildings
FY21 Revenues: \$10,000

Justification:

The sound system (used primarily for voice amplification) in Building A has long been a source of complaints by residents. In circa FY15 BBRD procured sound dampening panels for the Building which dramatically reduced the echo effect. As new residents have arrived this improvement has largely been forgotten. Additionally, the cordless microphones used in the building are directional (i.e. pick up voices best when held at a 90 degree angle to the speaker's mouth) but many residents refuse to hold the microphones properly. In early FY20, Little Theater donated \$5,000 to off-set improvements in the Building. As of the date of the drafting of this Decision Point staff had not yet procured an analysis of the sound system from a professional company (although some residents have attempted to make repairs themselves and have submitted their ideas of what to do). This Decision Point would provide additional funding for this on-going initiative.

The Community Manager did not include this Decision Point in the FY21 WDPB since an \$8,000 "Additional Sound Panels" project is already included in the R&M/Capital Departmental Budget for FY21. If the BOT desires not to add additional sound dampening panels said R&M/Capital Budget could be redirected toward other sound system improvements.

Budget Detail:

Custodial Sub-Department	
R & M Buildings	10,000
Total:	10,000

Decision Point

FY21 Revenues: \$15,674

Although this Decision Point is worthy of funding, the Community Manager did not include it in the FY21 WDPB due to other higher priorities and his belief that the community on average is satisfied with the level of landscaping in the common areas.

P/T Wages	0.50 FTE	14,560
Payroll Taxes		1,114
Total:		15,674

Barefoot Bay Recreation District

FY21 Approved Budget

Decision Point

Title:	Custodial Service for Beach Restroom
Department:	Property Services
Sub-Dept.:	Custodial and Recreation
FY21 Revenues:	\$17,168

Justification:

The transition from port-a-potties at the Beach to permanent restroom require a cleaning service to be added in lieu of the weekly port-a-potty cleaning service provided by the port-a-potty vendor. Staff had planned on using the private cleaning vendor assumed to be used by Brevard County for their beach facilities. In Mid-FY20 staff learned Brevard County uses county staff for said service. Considering the remoteness of the BBRD Beach to population centers, staff believes it is the most cost effective and resident (complaints for extra cleaning) friendly to hire additional custodians to provide the service. This Decision Point is based on the following parameters:

- A. Collective 90 minutes travel to and from the beach
- B. 2.5 hours for cleaning the restrooms and building
- C. Collective travel and cleaning time 4 hours per day
- D. 4 days per week (with average 1.3 extra trips per week due to complaints)
- E. Additional midsize truck or small sedan \$21,800 (budgeted separately in R&M/Capital Department)

Budget Detail:

Custodial Sub-Department		
P/T Wages	0.67 FTE	16,598
Payroll Taxes		1,270
Operating Supplies		900
Cleaning Supplies		100
Fuel		1,600
Recreation Sub-Department		
Utilities/Portable Toilets		(3,300)
Total:		17,168

Board of Trustees Meeting Agenda Memo

Date: Tuesday, June 23, 2020
Title: **Public Hearing and Adoption of FY 21 Assessment Rate**
Section & Item: 9.B
Department: Administration, Finance
Fiscal Impact: \$3,978,000.00
Contact: Charles Henley, Finance Manager, John W. Coffey ICMA-CM, Community Manager
Attachments: attachment~Resolution Setting FY21 Assessment Rate
Reviewed by
General Counsel: Yes
Approved by: John W. Coffey, ICMA-CM, Community Manager



Requested Action by BOT

Public Hearing for community input and Adoption of Resolution 2020-09 implementing the FY 21 Assessment of \$816.00 per lot.

Background and Summary Information

The Board of Trustees (BOT) held a budget kick-off townhall style meeting on December 2, 2019 to solicit input from the public regarding the development of the FY 21 Budget and FY 21-25 Five-Year Financial Model and Capital Improvement Plan (5yrFM&CIP). The BOT then met once in a workshop to review the FY 21-25 5yrFM&CIP on January 30, 2020. The BOT held two budget workshops in April and May of 2020.

On May 26, 2020, the BOT authorized the mail out to property owners of the FY 21 Proposed Budget and proposed assessment of \$816.00 per lot.

Per BBRD Policy Manual 2.8 Yearly Budget Schedule and Levy of Assessments, the BOT is required to hold a public hearing and adopt an assessment rate in June. However, Section 418.304(4)(b), F.S., specifically provides, "The trustees shall, on or before July 30 of each year, by resolution, fix the amount of the assessment for the next ensuing year. These special assessments may be collected in the manner provided for ad valorem taxes under chapter 197, subject to the conditions of s. 197.363. Prior to the adoption of the resolution fixing the amount of the assessment, the trustees shall hold a public hearing at which time qualified electors of the district may appear and be heard. Notice of the time and place of the public hearing shall be published once in a newspaper of general circulation within the county at least 21 days prior to the public hearing." Hence, if the BOT desires, the assessment adoption could be deferred one or two meetings.

Procedure:

1. The Chairman shall have General Counsel read the resolution.
2. The Chairman shall instruct the Community Manager to open the Conference Call system for public input.
3. The Chairman shall open the Public Hearing regarding FY 21 Proposed Assessment Rate.
4. The Chairman shall ask if any residents wish to comment on the FY 21 Proposed Assessment Rate of \$816.00
5. When the public comment is completed, the Chairman shall close the public hearing and entertain a motion from the BOT.

Staff recommends the BOT approve Resolution 2020-09 adopting the FY 21 Assessment of \$816.00 as mailed out to the property owners.

RESOLUTION 2020- 09

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE BAREFOOT BAY RECREATION DISTRICT ESTABLISHING AN ASSESSMENT OF \$816.00 FOR EACH IMPROVED RESIDENTIAL LOT WITHIN THE SAID DISTRICT TO FUND THE 2020/21 FISCAL YEAR OPERATING BUDGET OF THE DISTRICT; PROVIDING FOR THE COLLECTION OF SAID ASSESSMENT IN THE MANNER PROVIDED FOR AD VALOREM TAXES PURSUANT TO SECTION 197.363, FLORIDA STATUTES; PROVIDING THAT SAID ASSESSMENT SHALL BE A VALID LIEN UPON EACH IMPROVED RESIDENTIAL LOT SO ASSESSED UNTIL SUCH ASSESSMENT HAS BEEN PAID IN FULL; PROVIDING THAT SAID ASSESSMENT SHALL BE CONSIDERED PART OF THE COUNTY TAX SUBJECT TO THE SAME PENALTIES, CHARGES, FEES, AND REMEDIES PROVIDED FOR THE ENFORCEMENT AND COLLECTION OF COUNTY TAXES; PROVIDING FOR CONFLICTS; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of Trustees of the Barefoot Bay Recreation District (the "District") has, by adoption of Resolution No. 2020-08; approved an operating budget for the District for fiscal year 2020/21 which requires total revenues in the amount of \$7,627,628.00 for the said fiscal year; and

WHEREAS, The Board of Trustees has reasonably determined that the sum of \$3,978,000 must necessarily be obtained through an assessment upon each improved residential lot within the District to fund the said operating budget; and

WHEREAS, the said total of \$3,978,000 can be attained by an assessment of \$816.00 for each of the estimated 4,875 improved residential lots within the District for the fiscal year beginning October 1, 2020 and ending September 30, 2021; and

WHEREAS, The Board of Trustees has determined that it is in the best interests of the District to collect said assessment in the manner provided for ad valorem taxes as provided in Sec. 197.363, F.S.; and

WHEREAS, The Board of Trustees of the District has also found and determined that it is reasonable and prudent to set forth (i) the lien rights of the District with respect to each improved residential lot so assessed until such assessment has been paid (ii) the method of enforcing the said assessment as provided by statute; and

WHEREAS, all affected property owners have been provided notice of the public hearing on this Resolution in accordance with Sec. 418.304(4)(b), F.S.; and

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE BAREFOOT BAY RECREATION DISTRICT, BREVARD COUNTY, FLORIDA, that:

Section 1. An assessment in the amount of \$816.00 annually is hereby assessed for the fiscal year beginning October 1, 2020 and ending September 30, 2021 upon each improved residential lot within the Barefoot Bay Recreation District. The said assessment shall be for

funding of the 2020/21 fiscal year operating budget of the District adopted by the District's Resolution No. 2020-08.

Section 2. The Board of Trustees hereby elects to collect said assessment in the manner provided for ad valorem taxes pursuant to the conditions of Sec. 197.363, F.S. as authorized by Sec. 418.304(4)(b), F.S.

Section 3. Pursuant to Sec. 418.304 (4)(e)1, F.S., the assessment levied in Section 1 this Resolution, shall be a valid lien upon each improved residential lot within the District until it has been paid in full; shall be considered a part of the county tax; and is subject to the same penalties, charges, fees, and remedies provided for the enforcement and collection of county taxes.

Section 4. All Resolutions or parts of Resolutions in conflict herewith are hereby repealed.

Section 5. This Resolution confirms the assessment as reflected in the 2020/21 Budget which was adopted by the Board in Resolution 2020-08 on June 23, 2020.

Section 6. This Resolution shall become effective immediately upon adoption.

The foregoing resolution was moved for adoption by Trustee _____. The motion was seconded by Trustee _____ and, upon being put to a vote, that vote was as follows:

Chairman, Joseph Klosky
Trustee, Michael R. Maino
Trustee, Luann Henderson
Trustee, Roger Compton
Trustee, Randy Loveland

The Chairman thereupon declared this resolution Done, Ordered, and Adopted this 23rd Day of June 2020.

BAREFOOT BAY RECREATION DISTRICT

By: _____
JOSEPH KLOSKY
CHAIRMAN

ROGER COMPTON
SECRETARY

Board of Trustees

Meeting Agenda Memo

Date: Tuesday, June 23, 2020

Title: **Discussion of Converting Area Behind the Shopping Center into a Passive Park**

Section & Item: 9.C

Department: Property Services, Grounds

Fiscal Impact: TBD

Contact: Luann Henderson, Trustee, 2nd Chair, Matt Goetz, Property Services Manager, John W. Coffey ICMA-CM, Community Manager

Attachments: area picture

Reviewed by

General Counsel: No

Approved by: John W. Coffey, ICMA-CM, Community Manager



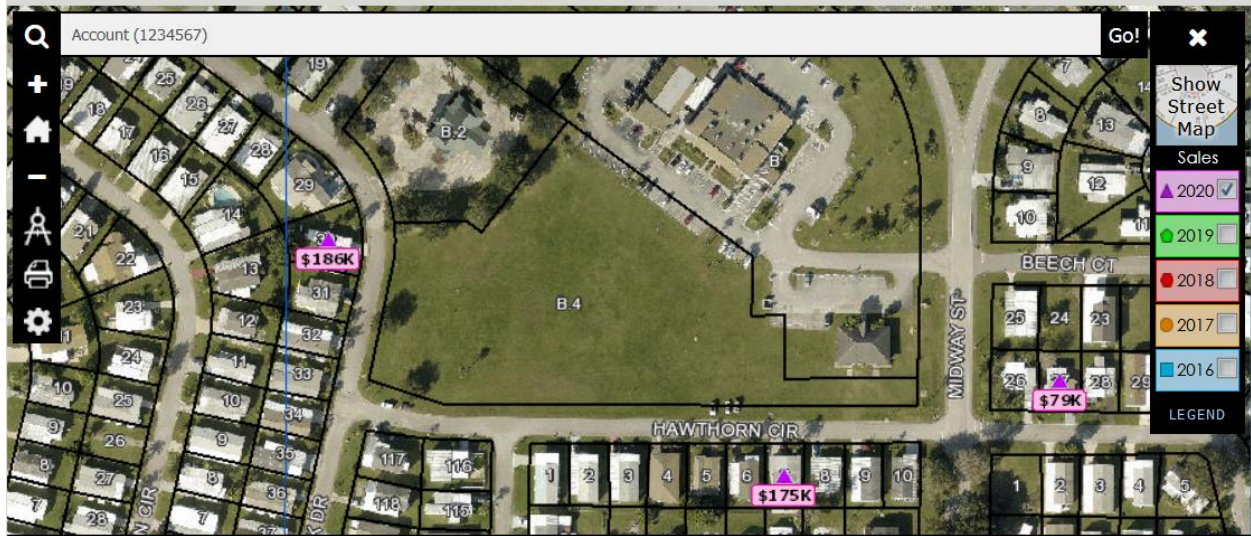
Requested Action by BOT

Discussion of Trustee Henderson's proposal to convert the open area behind the Shopping Center into a passive park. mechanisms, and direction to staff.

Background and Summary Information

The area behind the Shopping Center is comprised of 2.76 acres and is currently empty with the exception of two soccer posts installed a few years ago at the request of the BOT. Prior to 2014, a playground with a small shade structure and picnic tables were located on the western end of the space. Trustee Henderson previously stated her interest in planting trees and shrubs to beautify the area. Costs would depend upon the scope and size of enhancements.

Staff requests direction regarding this matter.



Board of Trustees

Meeting Agenda Memo

Date: Tuesday, June 23, 2020

Title: **Discussion of Calling for a Referendum to Increase the Charter Limit of \$25,000**

Section & Item: 9.D

Department: Administration, District Clerk

Fiscal Impact: TBD

Contact: Luann Henderson, Trustee, 2nd Chair, Cliff Repperger, General Counsel, General Counsel, John W. Coffey ICMA-CM, Community Manager

Attachments:

Reviewed by

General Counsel: N/A

Approved by: John W. Coffey, ICMA-CM, Community Manager



Requested Action by BOT

Discussion of Trustee Henderson's proposal to submit a referendum to the Supervisor of Elections to place a referendum on the November ballot to increase the Charter limitation of \$25,000.

Background and Summary Information

The BBRD Charter, initially written in 1984, contains a \$25,000 cap on new acquisitions (a very simple characterization of a complex legal issue that has been further defined by two court cases and legal opinions). In 2017, the Florida Legislature passed a special Act to allow BBRD to increase the cap up to \$125,000 as approved by a referendum of the voters. Multiple referendums to increase the cap have failed. Trustee Henderson has requested the BOT consider placing another referendum on the November 2020 ballot to increase the cap.

Staff requests direction regarding this matter.