

**Barefoot Bay Recreation District
Regular Meeting of the Board of Trustees**

Tuesday, June 27, 2017

7:00 PM

1225 Barefoot Boulevard, Building D/E



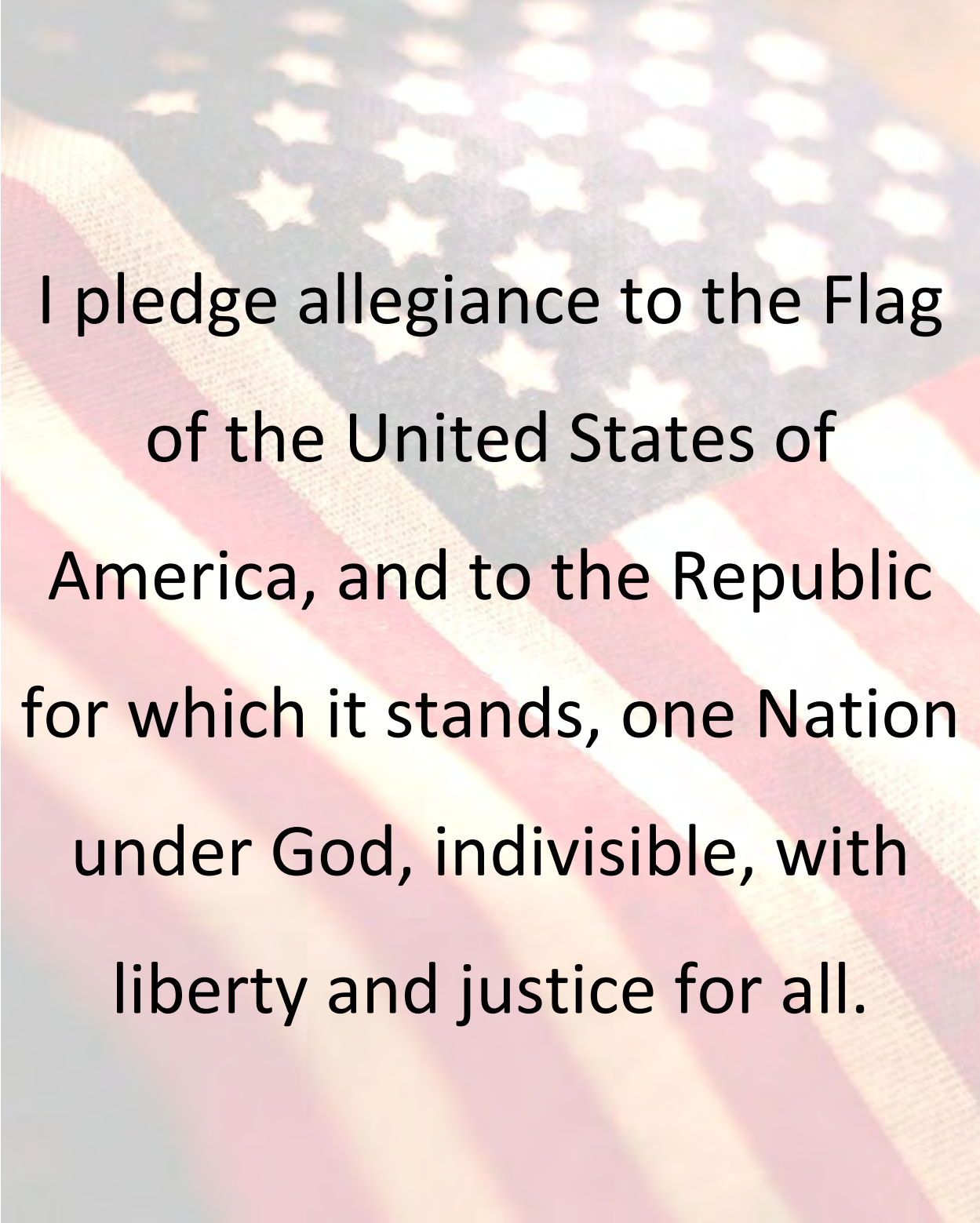
BAREFOOT BAY RECREATION DISTRICT

Barefoot Bay Recreation District Regular Meeting
Tuesday, June 27, 2017 at 7 P.M.
Building D/E

AGENDA

Please turn off all cell phones

1. Thought for the Day
2. Pledge of Allegiance to the Flag
3. Roll Call
4. Presentations and Proclamations
5. Approval of Minutes
6. Treasurer's Report
7. Audience Participation
8. Unfinished Business
 - A. 19th Hole Carpet Replacement Change Order Confirmation
9. New Business
 - A. Adoption of Fiscal Year 18 Budget
 - B. Public Hearing: Fiscal Year 18 Assessment Rate
 - C. DOR Ballot Mail Out Award of Contract Confirmation
 - D. Shopping Center Lease Amendment: Florist Request to Provide Post Office Services
 - E. Removal of Violations Committee Member
 - F. Appointment to Violations Committee
 - G. Building A Roof Replacement Award of Contract
 - H. Authorization to Procure Hurricane Preparation Storage Shed
 - I. Golf Course Drainage Award of Contract
 - J. Golf Course Pump House Award of Contract
 - K. Resumption of Replacement Building F Project Design
10. Manager's Report
11. Attorney's Report
12. Incidental Trustee Remarks
13. Adjournment



I pledge allegiance to the Flag
of the United States of
America, and to the Republic
for which it stands, one Nation
under God, indivisible, with
liberty and justice for all.

Roll Call

Trustees

Chairman - Mr. Diana

1st Vice Chair - Mr. Lavier

2nd Vice Chair – Mr. Cavaliere

Secretary - Mr. Klosky

Treasurer – Mr. Geier

Also Present

General Counsel- Cliff Repperger, Jr., Esq.

Community Manager - John W. Coffey

District Clerk - Dawn Myers

Approval of Minutes



BAREFOOT BAY RECREATION DISTRICT

Board of Trustees Regular Meeting

June 9, 2017

1 P.M. –Building D/E

Meeting Called to Order

The Barefoot Bay Recreation District held a Regular Meeting on June 9, 2017 in Building D&E, 1225 Barefoot Boulevard, Barefoot Bay, Florida. Mr. Diana called the meeting to order at 1:00 P.M.

Thought for the Day

Mr. Diana asked for a moment of silence to honor our service personnel both past and present who have helped protect our country. He also asked that we remember our Barefoot Bay residents both past and present.

Pledge of Allegiance to the Flag

Led by Mr. Lavier.

Roll Call

Present: Mr. Diana, Mr. Lavier, Mr. Cavaliere, Mr. Geier and Mr. Klosky. Also present: Jason Pierman, SDS, John W. Coffey, Community Manager, Cliff Repperger, General Counsel, and Dawn Myers, District Clerk.

Presentations

None brought forward

Minutes

Mr. Klosky made a motion to approve the minutes dated May 23, 2017. Second by Mr. Lavier. Motion carried unanimously.

Treasurer's Report

Mr. Geier presented the Treasurer's Report for June 9, 2017.

Mr. Klosky made a motion to accept the Treasurer's Report. Second by Mr. Lavier. Motion carried unanimously.

Audience comment on Agenda Items

None brought forward

New Business

Request to Relocate the Veteran's Service Office

Mr. Coffey presented a letter from Ms. Sandy Lobello, BBRD employee and longtime Veterans Services volunteer, requesting use of the soon to be vacated sheriff's office for the Veteran's office. The sheriff's office is currently located at the shopping center. Mr. Coffey stated that the office has the potential to collect approximately \$7500 in rental fees annually, however due to the small square footage and recent exclusivity clause applied to the new barber/beauty shop, the type of vendor that would potentially be interested in this space is limited. Ms. Lobello's request included approval from the District to continue to cover utility expenses



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as is the current practice for their existing office located in Building D. Ms. Lobello confirmed Mr. Cavaliere's question regarding the Veteran's office plans to extend their hours currently available to the public.

Mr. Laver made a motion allowing the Veteran's Service Office to relocate from Building D/E to the Shopping Center Building #1, Space #6 with BBRD paying for the utilities. Second by Mr. Geier. Motion carried unanimously.

Use of Temporary Employment Agency

Mr. Coffey informed the Board that a temporary position is needed in the Finance Department. Mr. Geier stated that the process to place requests for temporary personnel on the agenda for approval by the Board is unnecessary and creates a delay in fulfilling the employment need. He suggested the Board change any requirements that staff bring these items to the Board as this is a personnel issue. Mr. Cavaliere suggested postponing discussion on policy changes for now and address the current request to approve the use of the agency as presented.

Mr. Klosky made a motion to approve the Client Services Agreement provided by Vaco Orlando and authorize Chairman to sign the agreement. Second by Mr. Geier. Motion carried unanimously.

Award of Contract for Rough Order Magnitude Cost Estimates for Projects to be Financed

Mr. Coffey elaborated on the topic discussed at the May 11th workshop regarding proposed projects and their financing options. Fifteen of the projects discussed were complex and required further cost estimates. He presented a quote from BBRD engineer firm TLC in the amount of \$12,600 for a rough cost estimate for the projects. Mr. Klosky voiced his opinion stating the Board should address the projects on a step by step process rather than awarding the contract to TLC to research pricing for all the proposed projects at one time. Ms. Jeanne Osborne requested clarification on why some of these projects are being proposed even though they are not on the 5yr Plan. Mr. Cavaliere and Mr. Diana explained that the proposal is simply to investigate the feasibility for pursuing the various proposed projects per costs and not a guarantee that the District will pursue.

Mr. Cavaliere made a motion to award contract to TLC Engineering for Rough Order Magnitude Cost Estimating Services of \$12,600 and instruct staff to transfer said amount from Contingency to Professional Services in the R&M/Capital Department. Second by Mr. Geier. Mr. Klosky opposed. Motion passed. 4-1

Discussion of Beach Projects and Grant Program Section

Mr. Coffey discussed the \$200,000, 50% reimbursement grant awarded to BBRD from the Land Water Conservation Fund (LWCF) last year. He also discussed the award of \$60,000 from the Florida Department of Environmental Protection's Coastal Partnership Initiative (CPI) which was terminated recently due to federal disapproval of BBRD's plan regarding execution of the program. He explained that currently he is not confident that we can pursue the resident suggestions obtained from the town hall meeting last year while also meeting the LWCF grant requirement of 50% active projects. At this point approximately \$30,000 reimbursement rather than the full 50% is possible given resident priorities. He maintained that with the lengthy administrative process necessary to retrieve the \$30,000, it may not be worthwhile to continue to pursue the grant. Mr. Coffey stated that the improvements at the beach are underway and we have \$75,000 in FY18 to continue with the projects prioritized by the residents (electronic gate and restrooms) at the town hall meeting. Mr. Klosky voiced his support regarding halting pursuit of the LWCF grant as we have not seen significant return on any of the grants since the onset of the program. He referenced the reimbursement from the grant for the Community Complex



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that we are still awaiting though we have completed all requirements in that program. Mr. Cavaliere and Mr. Diana both agreed that the administrative hoops and rigid project requirements leave much to be desired. They also supported halting pursuit of the LWCF grant at this point. Mr. Geier agreed on this issue but recommended the Board remain selective for future grants rather than rejecting all grants going forward.

Ms. Louise Crouse voiced her disapproval regarding halting the grants. She stated that we have completed the planning and surveys necessary, much effort and work has gone into pursuing the active projects as required. Even some of the anticipated 50% reimbursement is a welcome return on our investment into this project thus far as \$30,000 is still a significant return. She cautioned against withdrawing from the LWCF grant program at this time.

Mr. Klosky made a motion to terminate the grants and use our own funds to complete the beach funds. Second by Mr. Cavaliere. Motion carried unanimously.

Manager's Report

Office of District Clerk

FY18 Proposed Budget Mailout Update – Document was finalized and printed and should be mailed out by 02Jun17.

DOR Ballot Update – The official parameters for the DOR Ballot was approved the week ending 02Jun17 as well as the final printing cost of \$3,859.23 and sent back to the SOE Office. The ballot is set to be mailed out by 15Jun17 with a return deadline of noon on 01Aug17.

Upcoming BOT Workshops:

- Thurs. 22Jun17, D/E, 2:30pm (deferred items from 23May17 BOT meeting)
- Thurs., 29Jun17, D/E, 2:30pm (lots with excessive back taxes/liens and implementation of removal of derelict homes program)

Resident Relations

ARCC Update:

- 30May17 had 16 permits reviewed and approved.
- The next ARCC meeting is scheduled for 13Jun17.

Violations Committee Update:

- 12May17 had 25 cases on the agenda and 8 came into compliance prior to the meeting
- 26May17 had 19 cases on the agenda and 8 came into compliance prior to the meeting.
- The next meeting is scheduled for 09Jun17 with 7 cases on the agenda.

Food and Beverage

Father's Day Clam Bake Update – Tickets are now on sale. Flyers with all the details are posted in our facilities and tickets may be purchased at the Lounge, the 19th Hole and Resident Relations.

19th Hole Closure Update – The facilities are closed for air conditioning repairs, ceiling tile and runner repairs and new carpet installation through Thurs., 15Jun17. Individual beer and other beverages will be available for purchase in D/E during the closure.



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Staff Training Update:

- The full staff professional service training provided by Service with Style in May was well received by staff.
- Culinary training for kitchen staff is scheduled for 02Aug17. Darren Denington, a Certified Food & Beverage executive with over 30 years of experience in the hospitality industry will conduct the training. Darren has extensive background as an Executive Chef, Food & Beverage Director, General Manager, Restaurant Owner, Staff Trainer and Consultant. He founded Service with Style in 1998. All kitchen staff will participate in this hands on training. Darren will work with the staff right in the kitchen as opposed to a power point presentation. A few of the training topics include chef line set up, organization, quality, presentation, speed & efficiency and knife skills. There will also be a follow up session on the same day with management and key personnel.

Golf-Pro Shop

Tournaments

- Nine and Dine (29Jun17 @ 5:00 pm then food in D&E after) Sign up begins 12Jun17
- Jr. Golf (15Jul17 @ 8:30 Shotgun) Sign up begins 01Jul17

New Golf Course Summer Rates effective 08Jun17

- See attachment for breakdown
- Golf and Lunch rate will be added when the 19th Hole opens (\$25.00 + tax includes 18 holes, cart, and lunch at 19th hole)

Special Projects

- Range upgrade began (tee box and hitting cage). Staff expects completion of the project by 13Jun17.
- Junior Golf Camp begins 06Jun17 and end 01Aug17 (details at the Pro Shop 664-3174)
 - 06Jun17 12:30pm welcome to juniors luncheon was a great success
- Initial irrigation consultant has been on site. Awaiting design recommendation and rough order magnitude cost estimates
- In-house bunker repair to begin 12Jun17
- Awaiting second bid for FY17 R&M drainage project

Property Services

Routine Work Update:

- Successful set up and tear down for Memorial Day parade and ceremony
- Assisted Golf Operations Manager in multiple minor projects
- Croquet field is now open. Pool #1 host has playing equipment and irrigation times are posted.

Special Projects

- Began renovations at the 19th Hole (Repair ceiling tile track, replace all ceiling tiles, replace all ceiling fans, upgrade lighting to LED and install new A/C for the building).
- Received Long-term Records Storage Facility and began assessing customization materials needed.
- Daily site inspections of the beach and stormwater drainage projects.
 - Beach: Berm is completed and irrigation work is in progress
 - Stormwater: Inspections show piping sections working as designed. Grading sections remain to be accomplished.



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- Addressed minor restoration needs of homeowners along stormwater drainage project.
- Continue to seek bids for Building A roof Replacement and Pool #2 pit replacement projects.
- Replacement of Shuffle Board Light work commenced today.
- Proposal from TLC to resume Replacement Building F Project design will be on the 27Jun17 BOT meeting agenda for consideration

Mr. Coffey presented the Board with a draft article to the Barefoot Tattler which illustrates the timeline of the Building F project from discussion phase to the current planning phases. He asked if any trustees are opposed to his submittal. Board was not opposed.

Attorneys Report

General Counsel Repperger updated the Board on the Ballot mailing status. With the assistance of the Supervisors of Elections office, the ballots will be printed using an outside vendor and are scheduled to be mailed on June 16, 2017. The official election date is August 1, 2017. This is the date when the returned ballots will be tabulated. He stressed that the envelope must be signed in order to be counted. General Counsel thanked staff at the Supervisor of Elections office for assistance in the production of the ballots without any additional charge with exception of the printing and postage costs. He updated the Board on the recent ruling on the Guinther vs. BBRD case effectively confirming that Judge Rainwater ruled in favor of BBRD this past Tuesday at the Viera courthouse. We are awaiting a final written order from Judge Rainwater. General Council will forward the written judgement as soon as he receives it at that time the case will be closed. Mr. Diana thanked General Counsel for his work in getting this matter resolved. The Term Limit Bill was signed into law by the Governor this week.

Incidental Trustee Remarks

Mr. Cavaliere discussed the Facebook controversy regarding the final judgement in the case against the District. Based on the comments he has heard, he stated he felt the need to clarify discussion alluding to a less stringent decision making process on the Board now that this judgement has been handed down. He maintained that the court ruling has no bearing on future financial decision making as this was specifically meant to be a clarification of the years long quandary that was connected to the Replacement Building F Project. He reminded residents that the trustees are also part of the community and the financial decisions they make also impact them. Mr. Geier and Mr. Klosky agreed with Mr. Cavaliere's statements. Mr. Geier maintained that the recent ruling in no way indicates that there is now an open checkbook on the Board of Trustees. Mr. Geier wished a Happy Father's Day to all the Barefoot Bay fathers. Mr. Lavier and Mr. Diana echoed Mr. Cavaliere's words and assured the residents that any decisions will be carefully thought out as these decisions also affect them. Mr. Diana stated that this Board will continue to be a fiscally responsible Board for at least another year.

Adjournment

The next meeting will be on June 27, 2017 at 7PM in Building D/E.

Mr. Cavaliere made a motion to adjourn. Second by Mr. Lavier. Motion carried unanimously.



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Meeting adjourned 3PM.

Joe Klosky, Secretary

Dawn Myers, District Clerk

Treasurer's Report

Barefoot Bay Recreation District

Treasurer's Report

June 27, 2017

Cash Balances in General Fund

as of 6/19/2017

Bank of America:

Operating Account	\$	444,087.10
Money Market Account	\$	105,631.76
Total Cash Balances @BOA in General Fund:	\$	549,718.86

Marine Bank & Trust

Operating Account	\$	1,896,797.49
Total Cash Balances @Marine Bank & Trust in General Fund:	\$	1,896,797.49

SBA:

as of 6/19/2017

Reserve Account	\$	554,808.34
Total Cash Balances @SBA in General Fund:	\$	554,808.34

Total Cash Balances in General Fund: \$ 3,001,324.69

* Participant Return for SBA in May 2017 was 1.11%

Total Daily Deposits and Assessments Rec'd (from County Only) from June 1 to June 18, 2017:

Daily deposits:	\$	69,321.42
Assessments received (from County only):	\$	179,493.58
	\$	248,815.00

Expenditures over \$5,000 from June 1 to June 18, 2017:

<u>Vendor</u>	<u>Description</u>	<u>Check Amount</u>
Employees	Employees Salaries and Wages 6/1/17	\$ 65,878.63
Federal and State Payroll Taxes	Employer Tax Liabilities 6/1/17	\$ 5,316.84
Employees	Employees Salaries and Wages 6/15/17	\$ 63,652.14
Preferred Government Insurance	Worker Comp.	\$ 5,844.10
ABM Landscape & Turf Services	Golf course, softball field, lawn bowling	\$ 37,954.84
Gray Robinson	Legal Fees May 2017	\$ 13,390.82
Southwest Direct	Printing and Postage for DOR ballot mailout	\$ 8,505.51
Total of Expenditures over \$5,000		\$ 200,542.88

*6/15/17 Employer Tax Liabilities was only \$4,996.69, and therefore, was not listed above

Barefoot Bay Recreation District
Monthly Summary - BOT Monthly Summary Treasurer Report
From 10/1/2016 Through 5/31/2017

	10/1/2016 - 10/31/2016	11/1/2016 - 11/30/2016	12/1/2016 - 12/31/2016	1/1/2017 - 1/31/2017	2/1/2017 - 2/28/2017	3/1/2017 - 3/31/2017	4/1/2017 - 4/30/2017	5/1/2017 - 5/31/2017	Total
Revenues									
Daily Revenue/Deposits	380,966.21	182,991.18	223,961.43	267,170.00	219,863.85	265,916.20	194,382.57	134,752.01	1,870,003.45
Assessments	<u>200.00</u>	<u>973,421.36</u>	<u>1,511,155.27</u>	<u>152,048.69</u>	<u>192,236.64</u>	<u>143,298.82</u>	<u>291,146.37</u>	<u>71,906.59</u>	<u>3,335,413.74</u>
Total Revenues	<u>381,166.21</u>	<u>1,156,412.54</u>	<u>1,735,116.70</u>	<u>419,218.69</u>	<u>412,100.49</u>	<u>409,215.02</u>	<u>485,528.94</u>	<u>206,658.60</u>	<u>5,205,417.19</u>
General Fund Expenditures									
Payroll									
Salaries & Waqes	73,534.43	125,874.95	205,161.83	146,714.79	138,425.74	135,708.57	135,473.99	133,187.84	1,094,082.14
Other Pay & Benefit	2,943.48	2,224.85	3,233.11	2,672.99	2,854.99	3,918.03	3,100.92	2,121.86	23,070.23
Payroll Taxes	5,913.20	9,925.82	16,117.56	14,505.27	13,036.23	12,067.96	9,825.01	11,028.11	92,419.16
Payroll Fees	<u>990.66</u>	<u>1,030.28</u>	<u>1,323.35</u>	<u>2,144.30</u>	<u>1,837.68</u>	<u>362.34</u>	<u>769.33</u>	<u>726.73</u>	<u>9,184.67</u>
Total Payroll	83,381.77	139,055.90	225,835.85	166,037.35	156,154.64	152,056.90	149,169.25	147,064.54	1,218,756.20
Professional Expenses									
SDS	13,916.00	11,650.57	17,273.07	11,800.26	11,698.96	11,650.28	11,748.21	11,495.98	101,233.33
Gray Robinson	14,514.82	13,307.39	8,780.84	13,950.82	11,265.00	16,252.32	13,856.72	13,390.82	105,318.73
Other Prof. Fees	<u>11,261.70</u>	<u>20,005.70</u>	<u>18,314.29</u>	<u>22,438.45</u>	<u>7,306.90</u>	<u>8,086.90</u>	<u>7,530.83</u>	<u>7,914.89</u>	<u>102,859.66</u>
Total Professional Expenses	39,692.52	44,963.66	44,368.20	48,189.53	30,270.86	35,989.50	33,135.76	32,801.69	309,411.72
Insurance									
Employees Health, Dental & Life	14,822.13	19,186.57	12,413.92	14,710.59	14,710.59	14,113.30	14,116.70	14,116.70	118,190.50
Liabilities Ins.	18,715.50	11,890.50	12,809.50	11,890.50	11,890.50	11,890.50	11,890.50	11,890.50	102,868.00
Worker Comp. Ins.	<u>17,732.25</u>	<u>5,844.08</u>	<u>5,844.08</u>	<u>7,332.08</u>	<u>5,844.08</u>	<u>5,844.08</u>	<u>5,844.08</u>	<u>5,844.08</u>	<u>60,128.81</u>
Total Insurance	51,269.88	36,921.15	31,067.50	33,933.17	32,445.17	31,847.88	31,851.28	31,851.28	281,187.31
Utilities									
Telephone, Internet & Cable	6,097.23	3,583.47	3,822.29	2,450.51	1,798.29	3,049.41	2,898.66	1,872.23	25,572.09
Electricity - FPL	6,869.79	6,723.99	6,851.53	7,206.76	6,707.13	7,816.06	7,257.36	8,081.44	57,514.06
Propane	919.45	2,225.80	2,756.42	3,199.64	2,140.05	2,951.13	1,662.70	1,082.77	16,937.96
Water & Sewer	3,248.64	3,902.97	3,357.29	3,713.81	3,433.57	3,843.95	3,986.38	0.00	25,486.61
Garbage & Recycling	1,846.75	3,580.23	2,079.62	2,086.42	1,882.06	2,173.39	2,011.34	1,554.82	17,214.63
Portable Toilets	<u>709.06</u>	<u>572.90</u>	<u>573.89</u>	<u>670.92</u>	<u>576.17</u>	<u>878.07</u>	<u>576.42</u>	<u>575.90</u>	<u>5,133.33</u>
Total Utilities	19,690.92	20,589.36	19,441.04	19,328.06	16,537.27	20,712.01	18,392.86	13,167.16	147,858.68
Operations									
Music and Entertainment	5,330.00	6,365.00	8,315.00	8,700.00	6,780.00	9,770.00	6,330.00	6,725.00	58,315.00
Cost of Sales	<u>33,681.84</u>	<u>27,010.42</u>	<u>50,370.43</u>	<u>55,621.16</u>	<u>44,093.40</u>	<u>72,744.42</u>	<u>50,140.37</u>	<u>36,549.80</u>	<u>370,211.84</u>
Total Operations	39,011.84	33,375.42	58,685.43	64,321.16	50,873.40	82,514.42	56,470.37	43,274.80	428,526.84
Repairs and Maintenance									
Golf Course - ABM	36,252.13	36,252.13	36,252.13	72,504.26	36,252.13	0.00	36,252.13	36,252.13	290,017.04
Canal/Lake	479.00	0.00	0.00	0.00	0.00	1,288.00	0.00	0.00	1,767.00
Other R&Ms	<u>25,714.26</u>	<u>24,692.42</u>	<u>14,453.63</u>	<u>28,456.68</u>	<u>26,759.82</u>	<u>13,628.80</u>	<u>14,739.64</u>	<u>88,612.50</u>	<u>237,057.75</u>
Total Repairs and Maintenance	62,445.39	60,944.55	50,705.76	100,960.94	63,011.95	14,916.80	50,991.77	124,864.63	528,841.79
Stormwater Loan Expenditures									
Loan Principal	2,624.44	2,619.96	2,633.59	2,629.73	2,633.94	2,664.08	2,643.65	2,652.74	21,102.13
Loan Interest	<u>274.20</u>	<u>278.68</u>	<u>265.05</u>	<u>268.91</u>	<u>264.70</u>	<u>234.56</u>	<u>254.99</u>	<u>245.9</u>	<u>2,086.99</u>
Total Stormwater Loan Expenditures	2,898.64	2,898.64	2,898.64	2,898.64	2,898.64	2,898.64	2,898.64	2,898.64	23,189.12
Property Taxes	0.00	15,711.48	14,919.34	1,005.36	0.00	0.00	0.00	0.00	31,636.18
Bank Fees	1,085.88	4,030.11	2,305.40	2,286.20	3,069.54	2,710.70	2,816.03	2,193.33	20,497.19
Capital Expenses	31,732.73	23,227.28	10,129.87	13,798.50	21,364.49	2,278.92	7,593.00	10,955.00	121,079.79
Other Misc. Expenditures	36,204.39	67,655.35	152,691.47	33,974.14	38,243.01	28,373.07	24,075.19	28,112.33	409,328.95
Transfer to Debt Service Fund	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>430,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>430,000.00</u>
Total General Fund Expenditures	<u>367,413.96</u>	<u>449,372.90</u>	<u>613,048.50</u>	<u>916,733.05</u>	<u>414,868.97</u>	<u>374,298.84</u>	<u>377,394.15</u>	<u>437,183.40</u>	<u>3,950,313.77</u>
Debt Service Fund Expenditures									
Debt Service Principal	0.00	0.00	58,768.86	695,892.89	0.00	0.00	0.00	0.00	754,661.75
Debt Service Interest	<u>0.00</u>	<u>0.00</u>	<u>1,296.11</u>	<u>43,265.16</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>44,561.27</u>
Total Debt Service Fund Expenditures	<u>0.00</u>	<u>0.00</u>	<u>60,064.97</u>	<u>739,158.05</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>799,223.02</u>

Audience Participation Agenda items only

Unfinished Business

Board of Trustees Meeting Agenda Memo

Date: June 27, 2017

**Title: Confirmation of 19th Hole
Carpet Replacement Change
Order Approval**

Section & Item: 8A

Department: R&M/Capital

Fiscal Impact: \$1,000.00

Contact: Matt Goetz, Property Services Manager;
John W. Coffey, Community Manager

Attachments: Change Order, 09Dec16 BOT agenda
memo and minutes, Policy Manual
Excerpt

Reviewed by
General Counsel: N/A

Approved by:



Requested Action by BOT

Confirmation of approval of change order to 19th Hole carpet replacement project.

Background and Summary Information

When the vendor arrived onsite earlier this month, staff was informed they could not manually remove the carpet due to the glue used in the previous installation and they would need to rent a mechanical remover at a cost of \$1,000. The BOT originally approved the award of contract to the vendor in the amount of \$3,669.00 on 09Dec16 with the understanding that the project would commence in May or later.

The Policy Manual requires BOT pre-approve all change orders exceeding 10% of the project cost prior to work commencing. The Community Manager acknowledges that he exceeded his authority in approving a change order increasing the cost 27%. His rationale was to get the project done while the 19th Hole was already closed and delaying the project to seek BOT direction at this meeting would end up costing some if not all of the \$1,000 if the 19th Hole was closed later in the summer after BOT had approved the change order or given other direction to staff.

Staff recommends the BOT confirm the approval of the change order to Empire Today of \$1,000.00.

Additional Work Authorization/Amendment

Job #: ME01058 - 4786832

Product: Carpet Tile

Installed At: 19TH HOLE/ BAREFOOT BAY REE DISTRICT
1225 BAREFOOT BLVD; KATHY MENDES
BAREFOOT BAY, FL 32976

Customer: 19TH HOLE/ BAREFOOT BAY REE DISTRICT
1225 BAREFOOT BLVD; KATHY MENDES
BAREFOOT BAY, FL 32976

Install #: 7726644801 H #: 7726644801 W #: Other #: 7725717121

Sales Rep: 38Q TIMOTHY COLGAN

This amendment ("Amendment") is to the Empire Today® Contract No. **031FAAY738** ("Contract"), entered by and between Empire Today, LLC and **19TH HOLE/ BAREFOOT BAY REE DISTRICT** ("Customer"), which amendment adds, modifies, or otherwise alters the products, services, materials, and/or labor as detailed below. Except as specifically detailed in this Amendment, all terms of the Contract remain in full force and effect. No verbal understanding otherwise modifies the terms of the Contract or this Amendment (together, the "Agreement"). If there is no change, the item below will be blank or marked as "N/A". This Amendment may be executed and delivered by fax, email or .pdf scan with an electronic format signature, which shall create a valid and binding obligation with the same force and effect as if such electronic signature were an original received by Empire. Customer acknowledges that Customer has read, understands and agrees with this Amendment, agrees to be bound by its terms and has received a completed copy hereof.

Additional work Rip up old Carpet
900 S/F

Additional charge for the above described work is: \$ 1000.00

Installation Approval/Verification

Empire Today® phone approval received _____ (Installer's Initials)

Acceptance of Additional Work

Date of Acceptance 13 Jun 17

Customer Signature [Signature]

Payment Receipt

Job #: ME01058 - 4786832

Product: Carpet Tile

Installed At: 19TH HOLE/ BAREFOOT BAY REE DISTRICT
1225 BAREFOOT BLVD; KATHY MENDES
BAREFOOT BAY, FL 32976

Customer: 19TH HOLE/ BAREFOOT BAY REE DISTRICT
1225 BAREFOOT BLVD; KATHY MENDES
BAREFOOT BAY, FL 32976

Install #: 7726644801 H #: 7726644801 W #: Other #: 7725717121

Sales Rep: 38Q TIMOTHY COLGAN

Additional Work
Collect Amount:

\$

☐ Cash, Money Order, Certified Check Amount _____

☐ Card Type _____

Card / Account Number:

Exp:

Auth:

☐ No Payment Received (explain): _____

Financing:

Amount Financed: \$ 0.00

I N V O I C E

DISCOUNT CARPET & TILE, INC.

3106 North U.S. #1 • Vero Beach, FL 32960

(772) 778-4634

Fax (772) 778-4639

Invoice No.

10769

Sheet No.

Date 11-21-16

Invoice Submitted To

Name BAREFOOT BAY 19TH HOLE
 Street 1225 BAREFOOT BLVD
 City _____
 State _____
 Telephone Number 772-571-7121

Work To Be Performed At

Street _____
 City _____ State _____
 Date of Plans _____
 Architect Email

We hereby propose to furnish all the materials and perform all the labor necessary for the completion of

MOHAWK STYLE ENERGIZED 24x24

13 Boxes @ 8 yds 104 yds @ 24.61 yds 2559.44

Tax 179.16

Labor @ 3.00 yds

312.00

TAKE UP CARPET

104.00

MUSHROOM CAP 48" @ 3.00

144.00

FREIGHT

110.00

TOTAL

3408.60

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of 50% DEPOSIT REQUIRED Dollars (\$ _____)

with payments to be made as follows:

Any alteration or deviation from the above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance.

Respectfully Submitted

Bill Moran

NOTE: This invoice may be withdrawn by us if not accepted within 30 days.

ACCEPTANCE OF INVOICE

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. Please note: Any cancellation can result in up to a 25% restocking fee.

Accepted _____ Signature _____

Date _____ Signature _____

SAVINGS WORKSHEET

	Option 1	Option 2	Option 3	Option 4	Option 5
Style/Product	carpet tile MAIN ST ONE.		Broadloom (12 wide) Gateway 2402 cPT		
Regular Price	\$9702.	\$	\$	\$	\$
Promotional Savings	\$	\$	\$	\$	\$
Multi-Product Savings	\$	\$	\$	\$	\$
YOUR EMPIRE PRICE TODAY:	\$3669.00	\$	\$2043.00	\$	\$
Line of Credit	\$ Nightwork - 1000 -				\$
Deposit / COD	\$	\$	\$	\$	\$
___ Month Financing	\$	\$	\$	\$	\$

Project Notes

Price includes; carpet, installation, glue, removal + haul away, FF metal or vinyl + empires guarantee.



ALL-INCLUSIVE PRICING

FLOORING

Carpet • Hardwood • Laminate • Tile • Vinyl



PROFESSIONAL INSTALLATION

PADDING & MATERIALS

Padding / Underlayment
Moldings • Thresholds / Transitions • Tackstrips



STANDARD FURNITURE MOVING

TAKE-UP & HAUL AWAY

CLEAN UP



WE WON'T BE UNDERSOLD!†

Licensure information can be found at EmpireToday.com/licencing

Sales and installation of products are provided by qualified and experienced independent contractors.

No interest if paid in full within 12 months.* Interest will be charged to your account from the purchase date if the purchase balance is not paid in full within the promotional period. 48 monthly payments with a special rate of 9.99% APR.**

* Offer applies only to single-receipt qualifying purchases. No interest will be charged on the promo purchase if you pay the promo purchase amount in full within 12 Months. If you do not, interest will be charged on the promo purchase from the purchase date. Depending on purchase amount, promotion length and payment allocation, the required minimum monthly payments may or may not pay off purchase by end of promotional period. Regular account terms apply to non-promotional purchases and, after promotion ends, to promotional balance. For new accounts: Purchase APR is 29.99%; Minimum Interest Charge is \$2. Existing cardholders should see their credit card agreement for their applicable terms. Subject to credit approval.

** Offer applies only to single-receipt qualifying purchases. Interest will be charged on promo purchases from the purchase date at a reduced 9.99% APR, and fixed monthly payments are required equal to 2.536% of initial promo purchase amount until promo is paid in full. The fixed monthly payment will be rounded to the next highest whole dollar and may be higher than the minimum payment that would be required if the purchase was a non-promotional purchase. Regular account terms apply to non-promotional purchases. For new accounts: Purchase APR is 29.99%; Minimum Interest Charge is \$2. Existing cardholders should see their credit card agreement for their applicable terms. Subject to credit approval. Offer not available at all Empire Today service areas and subject to change.

† Conditions apply. See empiretoday.com for details.

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Call - Tim 516-526-6355

Meeting Date
Dec. 09, 2016




Agenda	
Section	9
Item No	K

Agenda Report
Barefoot Bay Recreation District Board of Trustees

Subject: 19th Hole Carpet Replacement

Dept/Office: R&M/Capital

Requested Action: Direction to Staff
<p>Summary Explanation and Background:</p> <p>On 27Sep16, the BOT authorized staff to proceed with flooring replacement in the 19th Hole which was completed last month. Trustee Klosky asked that staff solicit quotes for the carpet replacement and place the issue on this agenda for consideration by the BOT.</p> <p>Staff solicited the following quotes for tile carpet:</p> <ul style="list-style-type: none"> • \$3,408.60 Discount Carpet & Tile, Inc. • \$3,669.00 Empire Today (vendor who installed vinyl flooring) <p>For comparative purposes, staff requested a quote from Empire Today for regular carpet (\$2,043), although staff believes the tile carpet is a better value due to longer useful economic life as stained or torn sections can easily be replaced versus replacing the entire carpet as has been previous practice of BBRD.</p> <p>Currently, there is \$69,548 in available balance in the R&M/Capital Contingency line item budget.</p> <p>Staff requests direction from the BOT regarding this matter.</p>
Exhibits Attached: Quotes from Discount Carpet & Tile and Empire Today
Contact: Kimi Cheng, Finance Manager; or John W. Coffey, Community Manager
Fiscal Impact: No to exceed \$3,669.
Contract/Agreement Reviewed by Attorney: No
<p>Community Manager's Approval:</p> <div style="text-align: center;">  </div> <div style="font-size: small; margin-top: 10px;"> Digitally signed by John W. Coffey DN: cn=John W. Coffey, o=Barefoot Bay Recreation District, ou=Community Manager, email=jcoffey@bbrd.org, c=US Date: 2016.12.03 00:21:16 -05'00' </div>



BAREFOOT BAY RECREATION DISTRICT

Board of Trustees Regular Meeting

December 9, 2016

1 P.M. –Building D&E

Called to Order

The Barefoot Bay Recreation District held a Regular Meeting on December 9, 2016 in Building D&E, 1225 Barefoot Boulevard, Barefoot Bay, Florida. Mr. Klosky called the meeting to order at 1:00 P.M.

Thought for the Day

Mr. Klosky asked for a moment of silence to honor our service personnel both past and present who have helped protect our country. He also asked that we remember our Barefoot Bay residents both past and present.

Mr. Lavier led the Pledge of Allegiance to the Flag.

Roll Call

Present: Mr. Klosky, Ms. Wright, Mr. Lavier, Mr. Diana and Mr. Cavaliere. Also present: John W. Coffey, Community Manager, General Counsel Cliff Repperger, and Dawn Myers, District Clerk.

Presentations

Retirement Recognition

Mr. Klosky and Golf Manager, Ernie Cruz presented Luann Henderson with a plaque in recognition of her retirement and thanked her for 12 years of outstanding contribution to the golf community and to the Barefoot Bay Recreation District.

Barefoot Bay Song

Mr. Ray Spencer performed his own song written about the joy and simple pleasures of living in Barefoot Bay. Mr. Spencer stated that he would like to donate the song, giving up all rights to it in exchange for the Board adopting it as the official Barefoot Bay song. He requested an official proclamation stating the song's dedication to the Bay. Mr. Klosky asked that the song dedication get placed on the next Board agenda for a formal presentation of the proclamation.

FPL Presentation

Mr. Jeffery West of FPL Solar Development Group, presented the plan for expansion of clean solar energy in Florida as it relates to Brevard County and Barefoot Bay. He informed the residents that FPL has switched to lean natural gas resulting in lower costs and cleaner emissions. FPL plans to continue to invest in solar as a cleaner alternative for energy. Mr. West introduced colleagues, Mark Getchens and Erin Walkowiak speak on the solar facility planned for the area close to Barefoot Bay. Ms. Walkowiak discussed the facility already in Brevard near the space center and the three large scaled plants near Tampa. FPL is proposing a solar project near Barefoot Bay and wanted to introduce the plans to the residents. A seventy-four and a half megawatt (equivalent to power the entire community) facility is planned for the area near Micco and Fleming Grant Rd. She explained the plant will offer the residents some solar energy use simply by being in close proximity. The plants are quiet and are surrounded with a natural barrier so



BAREFOOT BAY RECREATION DISTRICT

they are not easily seen. They would like to work with the residents of Barefoot Bay during the development of the project. Updates will appear on their website and in the Tattler in the near future. They will be back in January for further information at an open house.

Minutes

Mr. Lavier made a motion to approve the minutes November 11, 2016. Second by Mr. Cavaliere. Motion carried unanimously.

Treasurer's Report

Mr. Cavaliere presented the Treasurer's Report for December 9, 2016.

Mr. Diana made a motion to accept the Treasurer's Report. Second by Ms. Wright. Motion carried unanimously.

Mr. Klosky asked the Board to approve amending the agenda allowing for the Audience Participation section at the end of the meeting to be brought up to the Audience Comments on Agenda Items section now, move the Unfinished Business Item 8B Safety Deposit Box Location after 9E Finance Committee Recommendation: New Banking and move Item 9P Guinther v. Barefoot Bay Recreation District up to the beginning of the New Business discussion. Ms. Wright made a motion to amend the agenda. Mr. Diana clarified that item 9B is not a resolution to a lawsuit rather it is a declaratory statement. Mr. Diana was in agreement and stated a motion is not needed. Board consensus to amend the agenda.

Audience comment on Agenda Items

Mr. Tom Guinther reiterated his statement regarding the significance of maintaining the committees from the last meeting. He stated that the residents appreciate having a voice on the committees that affect their community. Mr. Guinther stated he submitted a petition of over 100 golf members in favor of keeping the Golf committee as it is to Mr. Lavier. He commented on the recent declaration on the Guinther vs. Barefoot Bay case and why he filed this claim in the first place. He stated that his intention was to further clarify the question of the \$25,000 spending limit. The judge's denial of the summary judgment has left the subject unclear in his opinion leaving many unanswered questions. He recommended moving forward with the case while gathering ideas from the trustees and residents alike. He urged discussion for multiple plans of action for Building F and to not wait until the last minute for a resolution.

Ms. Jeanne Osborne asked that the committees be left alone as the trustees just installed them within the last year. She urged the Board to give them a chance to see where they are going in the future.

Mr. Greg Deslandes commented on the Replacement Building F Project. He urged the trustees to either formulate a discussion about moving the office to the current vacant office at the shopping center or develop at least three referendum questions to present to the residents: 1. repair the building 2. replace with a similar structure or 3. build a new concrete building.



BAREFOOT BAY RECREATION DISTRICT

Unfinished Business

Review of Advisory Committees

Ms. Wright read a previous statement from Mr. Cavaliere regarding the significance of the committees in designing the new replacement Building F. She reiterated that she advocates for the committees as they are beneficial to the community. She stated that among other things, they are necessary for the review of the 5 year plan, the budget and other improvements in Barefoot Bay. Mr. Cavaliere stated that he is not proposing abolishment of the committees but would like to see a greater influence and direction from the Board of Trustees about where the committees stand and when they meet. He would like to see them under the HOA. Mr. Lavier reiterated that regarding the Golf Committee, he has attended these meetings for the last two years with no significant decisions being made. He stated that the Golf by-laws are part of the Golf Manager's job description therefore the golf committee should be obsolete. Mr. Diana stated that he appreciated the role of the committees and acknowledged that, though there have been missteps, he is against abolishment of the committees. He recommended tabling this discussion until the new Board of Trustees is sworn in and the new HOA Board is in place so discussion about the future of the committees can take place.

Mr. Diana made a motion to table this item until the second meeting in January. Second by Mr. Cavaliere. Motion carried unanimously.

New Business

DOR Violations

Case # 16-003542 944 PECAN CIRCLE

ARTICLE III, SECT. 2 (C) Condition of Prop. (C) Unauthorized items Occupied

Mr. Diana made a motion to send Case # 16-003542 944 PECAN CIRCLE to the attorney's office for equal and equitable action but hold until after the tax sale. Second by Mr. Cavaliere. Motion carried unanimously.

Lounge Canopies Replacement Award of Contract

Due to age and condition of the pool and lakeside canopies, they were unable to be reinstalled after being removed in preparation for Hurricane Matthew. Staff solicited a quote for \$7,515 from ABC Awning & Canvas and is awaiting a second quote from another vendor next week. Mr. Lavier questioned the canopy still being off at the 19th Hole. Matt Goetz, Property Services Manager, stated that time constraints have prevented the maintenance crew from reinstalling the canopy. Mr. Lavier suggested getting assistance from the final selected vendor.

Ms. Wright made a motion to award the contract to the lowest cost vendor. Second by Mr. Lavier. Motion carried unanimously.



BAREFOOT BAY RECREATION DISTRICT

BFBHOA Fountain Request

The HOA is requesting the Board waive Barefoot Bay Policy Guideline #2 for Gift or Memorials (page 3-22) which requires all donors to provide the financial means to staff for procurement of the intended donation and subsequent installation. On behalf of the HOA, Mr. Bob Kahl stated that he would prefer to pay directly for the fountain and subsequent installation. Mr. Cavaliere stated that the incoming officers on the HOA Board have voiced a request to table this item until they can review the purchase further and determine whether the residents actually want to spend the money on the fountain or on something else. He suggested removing this item from the agenda as requested as this is a HOA matter. Mr. Diana suggested tabling the item until the second meeting in January after the new Board is in place so they have the opportunity to discuss what they want to do.

Mr. Greg Deslandes stated that the subject will be presented to the homeowners for their input at the December 13th HOA meeting.

Mr. Randy Loveland stated that the new Board plans to reach more homeowners than just the ones that show up to the meetings thereby getting a better idea of how the majority of the homeowners would like to spend this money.

Mr. Cavaliere made a motion to remove the water fountain donation request from the agenda. Second by Mr. Lavier. Ms. Wright opposed. Motion carried.

Golf Advisory Committee Recommendation: Membership Rates

The Golf Committee addressed a resident concern regarding the disparity between single and family membership fees. The Golf Committee discussed the subject at their last meeting but declined to make a decision. Mr. Lavier reiterated that Barefoot Bay membership fees are the lowest in the area according to a number of the members and suggested keeping the rates as they are. Mr. Cavaliere clarified that the resident concern was regarding the disparity between single and family member rates not the rates themselves. He asked that the Board ensure that the specific resident concern is addressed.

Mr. Lavier made a motion to keep the rates as they are. Second by Mr. Cavaliere. Motion carried unanimously.

Finance Advisory Committee Recommendation: New Banking

The Finance Committee have heard presentations regarding alternate banking options from several banks for the last six months. The committee recommends going with Oculina Bank. Mr. Cavaliere stated that we should not lock ourselves into one bank for all banking needs and suggested we give this decision back to staff to issue a RFP.

Mr. Cavaliere made a motion to leave the decision up to staff to issue a RFP. Second by Mr. Lavier. Motion carried unanimously.

Safety Deposit Box Relocation

Mr. Cavaliere made a motion for staff to authorize moving the safety deposit box to another branch of Bank of America while staff is researching RFP options, Second by Ms. Wright. Motion carried unanimously.



BAREFOOT BAY RECREATION DISTRICT

Recreation Advisory Committee Recommendation: Soccer Field

The Recreation Committee was directed to pursue the costs and feasibility for a mini soccer field by the Board. At their last meeting the Committee made a recommendation not to investigate the soccer field option any further. Mr. Cavaliere suggested the District purchase cones, soccer balls and footballs for use by the Barefoot Bay youth.

Mr. Cavaliere made a motion to accept the Recreation Committee's recommendation and also purchase cones, soccer balls and footballs for the use by the Barefoot Bay youth. Second by Mr. Diana. Motion carried unanimously.

Replacement Golf Cart Award of Contract

Staff is requesting authorization to procure a Toro Workman GTX utility golf cart as a replacement for the current 2011 utility golf cart currently in use by Property Services. State bid pricing is \$8,679.73 and 21% less than retail.

Mr. Lavier made a motion to award contract of \$8,679.73 to WestcoTurf, based on state contracting price, for a Toro Workman GTX utility vehicle. Second by Mr. Cavaliere. Motion carried unanimously.

Resident Relations Postage Machine Lease Renewal

In the past staff has utilized one-year leases for the Resident Relations' Postage machine. Current annual renewal rate is \$357.00 plus tax (property tax). Recently a staff member discovered that Neopost, offers a two-year renewal at \$267.72 plus tax saving \$89.28 per year.

Mr. Diana made a motion to approve the two-year lease renewal with Neopost for \$267.72 plus tax. Second by Ms. Wright. Motion carried unanimously.

Confirmation of 2016 CCTV Project Change Order

Additional fiber and electrical needs for a third camera at the playground resulted in a change order for the fiber installation. A quote was solicited and approved however, requirements for the approval of the change order and total cost of the fiber were not followed per Barefoot Bay policy. Staff inadvertently signed off on the change order prior to receiving Board approval. Staff recommends the confirmation of the change order approval for additional fiber optic installation to Hunter Communications in the amount of \$2,711.23. Discussion ensued regarding the project delays.

Mr. Cavaliere made a motion to approve the change order with the stipulation that we look carefully at the CCTV system budget before spending on more cameras going forward. Second by Ms. Wright. Mr. Klosky and Mr. Diana opposed. Motion carried.

Building A Sound System Upgrade

Staff is currently working with vendors to solicit quotes which are anticipated to be under \$7,500 in costs for the ongoing sound issues in Building A. Due to the lack of a specific budget for the project the Board will need to authorize either use from contingency or from another project's available budget. Matt Goetz explained that the vendors are not in agreement about what the sound issue is but he is in process of working with them to investigate further.

Mr. Jack Reddy suggested the vendors attend a large meeting to evaluate the problems with the sound in Building A firsthand.



BAREFOOT BAY RECREATION DISTRICT

Mr. Cavaliere made a motion that staff proceed with research for this project not to exceed \$7500. Second by Mr. Diana. Motion carried unanimously.

19th Hole Carpet Replacement

Trustee Klosky requested staff solicit quotes for the carpet replacement and place the issue on this agenda for consideration. Staff solicited the following quotes for tile carpet: \$3,408.60 Discount Carpet & Tile, Inc. and \$3,669.00 Empire Today.

Mr. Cavaliere made a motion to approve the quote for \$3,669.00 Empire Today at this meeting but wait for installation until May at which time we will address possible replacement ceiling tiles. Second by Mr. Lavier. Motion carried unanimously.

Appointment to the Facilities Planning Advisory

Mr. Diana made a motion to table this item until the first meeting in January. Second by Mr. Lavier. Mr. Diana moved for a recess due to the absence of Mr. Cavaliere.

Appointment to the Finance Advisory Committee

Appointment to the Security Advisory Committee

Appointment to the Violations Committee

Mr. Cavaliere made a motion to put all committee appointments on hold until the second meeting in January. Second by Mr. Diana. Motion carried unanimously.

Guinther v. Barefoot Bay Recreation District

On November 28, 2016, Judge George Maxwell III executed an Order denying BBRD's Motion for Summary Judgment in the above referenced case. There are numerous strategic options available to BBRD to address the Order. General Counsel Repperger desires the Board's advice concerning the litigation. He explained the order is not a final order as it doesn't address the issues in the order. Further clarification is needed. General Counsel recommends an Attorney-Client Session which will be held on December 19, 2016 beginning at 2:30 p.m. in Building A.

Mr. Cavaliere made a motion to approve the attorney-client session, Second by Mr. Lavier. Motion carried unanimously.

Manager's Report

Finance

Independent auditors from MSL will be on-site doing fieldwork on December 13-16, 2016.

As of November 23, 2016, \$933,183.24 in net receipts were received, representing 28% of the FY17 Budget

Resident Relations

Community Watch Program Update – The program started last month and is now in operation. Hours of operations will vary according to day of week and season to avoid establishing a pattern of patrol. The additional eyes on BBRD has been well received by BCSO deputies and concerned citizens.

Violations Committee Meeting – 17 cases were scheduled for today's meeting: 14 homeowners and 3 renters (2 came into compliance before the meeting).

ARCC Update:

November 15, 2016 meeting reviewed and approved 51 applications.



BAREFOOT BAY RECREATION DISTRICT

November 29, 2016 meeting reviewed 41 applications and approved 40. One was denied and is pending additional information.

Badge Renewal Update – In an effort to give seasonal residents more time to update badges prior to leaving, beginning Monday 6Feb17, Resident Relations staff will issue the new 04/2018 stickers to property owners who have paid their 2016 taxes in full and are not on the restriction list.

Food & Beverage

Christmas Eve Hours

Lounge

Saturday, 24Dec16-Closes at 6pm.

Sunday, 25Dec16-Closed all day

19th Hole

Saturday, 24Dec16-Closes at 6pm.

Sunday, 25Dec16-Closed all day

New Year Eve Events

Lounge

In response to requests by residents, this year the New Year's Eve party will be an open event without tickets. There will be a pot luck buffet with music by Bob Coleman and the Coolers.

Weather permitting; the Coolers will set up Lakeside of the Lounge. Seats in the Lounge will not be reserved.

Sunday, January 1, 2017-Open from 3:00-9:00 p.m.

19th Hole

Tickets for the New Year's Eve party go on sale Monday, 12Dec16 at 10am at the 19th Hole. A 3 course small plate meal will be served. Steve Cole is playing 7:30pm until midnight.

Sunday, January 1, 2016-Open from 7:00 a.m.-9:00 p.m.

There will be another Motown Show on Saturday, 28Jan17 in Building A from 7-10pm. Tickets will go on sale Monday, December 26, 2016 at the Lounge, the 19th Hole and Resident Relations for \$10.

New tables and chairs have been ordered for the 19th Hole and are expected to be delivered on Monday, December 12, 2016.

Golf

Golf for Tots and Sadie Hawkins Tournaments were a great success.

The Bag Drop and signs were moved to the former site of the 10 minute parking area for golf visitor convenience. The 10 minute parking area will not be relocated.

ABM has added extra watering cycles to help to cool off over-seed during the unseasonably warm weather. Unfortunately, this will result in softer turf conditions until the irrigation settings are equalized.

Parking lot and driving range netting is back up and it looks great.

Working with Attorney Repperger regarding new fleet golf cart lease and swap out of carts (ETA is December 29, 2016).

"Golf Course Member Only Sale" Will be held on Wednesday December 14, 2016 from 5-8pm.



BAREFOOT BAY RECREATION DISTRICT

Attorneys Report

General Counsel gave a status on the terms limit initiative requested by the Board and Mr. Diana specifically. The term limit imposed offers 3-2 year terms and after a full 2 year passes the individual becomes eligible to run again. General Counsel and Mr. Diana will meet with Representative Fine to confirm the support of the bill. He would suggest Mr. Diana attend the legislative delegation meeting on December 16th. Unanimous legislative vote is needed for it to move forward. He does not foresee any issues with support of the bill. General Counsel wished the Board and Barefoot Bay a Merry Christmas. He announced his donation to the Barefoot Bay Deck the Halls Committee in the name of the Trustees.

HOA Report

Mr. Harold Wortman reported the HOA served over 200 Thanksgiving dinners and made 24 home deliveries. At the next HOA meeting on December 13th please bring badges for voting purposes. A speaker from Alert Red will be on hand to discuss the emergency notification system. New Year's Eve tickets sold out within 3 days. The Bar will open at 6:30pm and the party goes until midnight with NiteFire providing the musical entertainment. Election Day for HOA is January 10th from 9am-6pm. Absentee ballots can be obtained at the HOA office on Monday and Wednesday 1pm-3pm.

Incidental Trustee Remarks

Mr. Klosky thanked everyone that participated in the 11th Annual Barefoot Bay Christmas Parade. He wished everyone a Merry Christmas and Happy Hanukah.

Mr. Diana thanked the Deck the Halls Decorating for continuing the Christmas decorations tradition started by Tim and Jan Hannify solely based donations. He also commended them for meeting and exceeding his challenge to the residents of Barefoot Bay to expand on what we already started. He thanked Mr. Klosky for all his work on the Christmas parade and wished the residents and staff a Merry Christmas and Happy New Year.

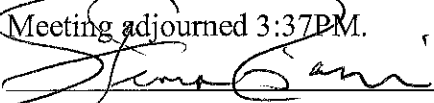
Ms. Wright read a written statement about her first year experience as a Trustee. She felt prepared to represent the residents and agreed to disagree with different ideas and opinions but was disappointed with the name calling and accusations made by Trustees and articles written in a local periodical. She asked for everyone to think, before they speak or write things. She said we all have different life experiences which makes us unique and gives us the ability to see things differently and wished everyone a Merry Christmas and a Happy Healthy New Year.

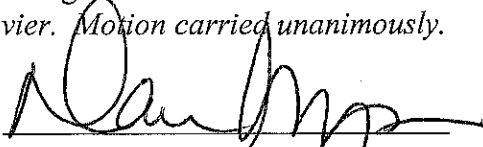
Adjournment

The next meeting will be on January 13, 2017 at 1PM in Building D/E.

Mr. Cavaliere made a motion to adjourn. Second by Mr. Lavier. Motion carried unanimously.

Meeting adjourned 3:37PM.


Steve Diana, Secretary


Dawn Myers, District Clerk

Barefoot Bay Recreation District Policy Manual
GENERAL FINANCIAL POLICIES

Waiver of Irregularities

The Board of Trustees shall have the authority to waive irregularities in any proposal, and/or bid.

Signatures on Contracts

The Community Manager must execute all contracts for on-going and/or routine purchases of goods and services.

The Board of Trustees must approve and the Chair of the Board must execute contracts that exceed one year (1) in duration, including renewal term or that exceed \$7,500 in value.

Change Orders or Amendments

Change order means changes, due to unanticipated conditions or developments, made to a contract, which do not substantially alter the character of the work contracted for and which do not vary so substantially from the original specifications as to constitute a new undertaking. Such changes must be reasonably and conscientiously viewed as being in fulfillment of the original scope of the contract. Further, such changes when viewed against the background of the work described in the contract and the language used in the specifications, must clearly be directed either to the achievement of a more satisfactory result of the elimination of work not necessary to the satisfactory completion of the contract.

The Community Manager is hereby authorized to approve and initiate work on the following types of change orders determined in his or her judgment to be in the best interest of the public and which do not materially alter the scope of the work contemplated by the initial contract.

1. All change orders resulting in a cumulative net decrease to the initial cost of the contract to Barefoot Bay Recreation District.
2. All change orders increasing the initial contract cost by under 10%, provided sufficient documentation is provided.
3. All change orders or amendments involving procedural or other matters that will not result in any change to the contract's cost.

The Board of Trustees must formally approve all other change orders before work may be authorized to begin.

Purchase of Computer, Related Equipment and Supplies

Purchase of any IT related product or service will be coordinated through the IT services contract manager for vendor analysis and approval. ³⁶

Receiving and Approving Goods and Services

It is the responsibility of each department to inspect all goods or services to determine their conformance with the specifications set forth in the purchase agreement.

If goods or services are not acceptable, the department manager take appropriate action and if necessary, notify the Community Manager.

Services Performed on BBRD Property

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

1. Be properly licensed under existing Federal, State and local laws.
2. Provide a Certificate of Insurance to assure BBRD's insurance provider will not be responsible for any losses in any way arising out of or resulting from the contractor's operations, activities, or services provided to BBRD. Further, contractors must agree to hold harmless and indemnify BBRD for any claims whatsoever, which may arise as a result of the contractor's actions. The

New Business

Board of Trustees Meeting Agenda Memo

Date: June 27, 2017

Title: Adoption of FY18 Budget

Section & Item: 9A

Department: Finance

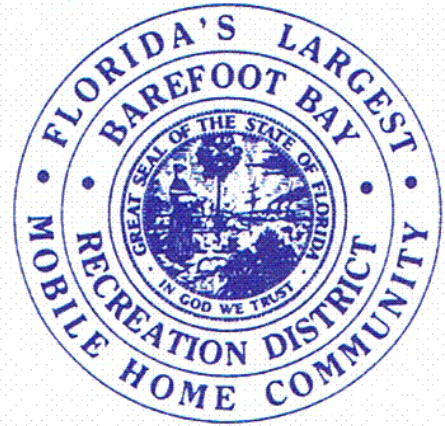
Fiscal Impact: \$6,223,707.00

Contact: Kimi Cheng, CGFO, Finance Manager;
Dawn Myers, District Clerk; or John W.
Coffey, Community Manager

Attachments: Resolution 2017-10 and FY18 Proposed
Budget

Reviewed by
General Counsel: Yes

Approved by:



Requested Action by BOT

Public Hearing for community input and Adoption of FY18 Budget of \$6,223,707.00 and its Resolution

Background and Summary Information

The Board of Trustees (BOT) met once in a workshop to review and revise the Five-year FY18-22 Financial Model & Capital Improvement Plan and met three times in workshops to review the FY18 Working Draft Proposed Budget as submitted by the Community Manager on 31Mar17. Additionally, the BOT adjusted the FY18 Proposed Budget during a regular BOT meeting.

On 23May17, the BOT authorized the mail out to property owners of the FY18 Proposed Budget and proposed assessment of \$738.00 per lot. The Proposed FY18 General Fund Budget is \$6,223,707.00, containing \$70,095.00 in non-capital decision points, \$1,062,100.00 in R&M/Capital projects and funding for 68.04 full-time equivalent positions (31 full-time and 37.04 part-time).

Staff recommends the BOT approve the accompanying Resolution to adopt FY 18 Budget.

Procedure:

- The Chairman shall have General Counsel read the resolution
- The Chairman shall open the Public Hearing regarding FY18 Budget.
- The Chairman shall ask if any residents wish to comment on the FY18 Budget.
- 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 2017-10 adopting the FY18 Budget as mailed out to the residents.

RESOLUTION 2017 - 10

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, 2017 AND ENDING SEPTEMBER 30, 2018; 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, 2017 and ending September 30, 2018, 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, 2017 and ending September 30, 2018.

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, 2017 and ending September 30, 2018; 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, 2017.

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, Steve Diana
Trustee, Brian Lavier
Trustee, Frank Cavaliere
Trustee, Ed Geier
Trustee, Joseph Klosky

The Chairman thereupon declared this resolution Done, Ordered, and Adopted this 27th Day of June, 2017.

BAREFOOT BAY RECREATION DISTRICT

By: _____
STEVE DIANA
CHAIRMAN

JOSEPH KLOSKY
SECRETARY

Barefoot Bay Recreation District



FY18 (10/01/2017 – 9/30/2018)

Summary Proposed Budget

This document contains the line-items and Decision Points comprising the FY18 Proposed Budget the BOT voted to mail out to homeowners on 23May17. To view the full FY18 Working Draft Proposed Budget please stop by Building F or Resident Relations or go to www.bbrd.org.

The BOT is scheduled to vote on the FY18 Assessment Rate and FY18 Budget on 27Jun17 in Building D/E at 7pm.

FY18 Proposed Budget Summary - General Fund
(excluding inter-departmental transfers)

The FY18 Proposed Budget is based on an assessment rate of \$738.00 per year per lot.

	FY 16 Actual	FY17 Original Budget	FY 17 Est. Year-end	FY 18 Base Budget	FY 18 Decision Points	FY 18 Proposed Budget
Revenues/Sources						
District Clerk	16,965	3,385	5,550	5,750	-	5,750
Finance	3,575,502	3,535,700	3,550,939	3,533,225	87,822	3,621,047
Administration	3,592,467	3,539,085	3,556,489	3,538,975	87,822	3,626,797
Customer Service	69,653	81,709	77,884	77,800	-	77,800
DOR	21,550	8,000	16,135	9,300		9,300
Comm. Watch	-	-	-	-	-	-
Resident Relations	91,203	89,709	94,019	87,100	-	87,100
Administration	-	-	-	-	-	-
Lounge	331,636	273,190	376,129	385,592	-	385,592
19th Hole	384,673	386,301	369,715	378,965	-	378,965
Pasta Night	64,019	71,789	50,650	51,916	-	51,916
Special Events	147,157	174,049	174,405	178,951	-	178,951
Food & Beverage	927,485	905,329	970,899	995,424	-	995,424
Golf-Pro Shop	629,506	826,306	616,338	617,761	30,452	648,213
Buildings	-	-	-	-	-	-
Grounds	-	-	-	-	-	-
Custodial	-	-	-	-	-	-
Pools	-	-	-	-	-	-
Recreation	257,845	260,000	249,500	245,000	127,400	372,400
Property Services	257,845	260,000	249,500	245,000	127,400	372,400
Vehicle Storage	127,676	147,590	145,790	147,162	14,240	161,402
Shopping Center	124,797	114,435	92,024	115,063	-	115,063
Stormwater	165,000	-	-	-	-	-
R&M/Capital Projects*	-	287,000	198,222	50,000	167,308	217,308
Total Revenues/Sources	5,915,979	6,169,454	5,923,281	5,796,485	427,222	6,223,707

FY18 Proposed Budget Summary - General Fund
(excluding inter-departmental transfers)

	FY 16 Actual	FY17 Original Budget	FY 17 Est. Year-end	FY 18 Base Budget	FY 18 Decision Points	FY 18 Proposed Budget
Expenditures/Uses						
District Clerk	590,615	621,369	669,062	586,082	11,074	597,156
Finance	1,046,886	1,129,976	984,417	670,871	-	670,871
Administration	1,637,501	1,751,345	1,653,479	1,256,953	11,074	1,268,027
Customer Service	116,361	125,690	129,598	138,645	-	138,645
DOR	195,603	175,028	187,902	202,446	(4,000)	198,446
Comm. Watch	N/A	50,000	33,153	80,766	-	80,766
Resident Relations	311,964	350,718	350,653	421,857	(4,000)	417,857
Administration	79,535	76,081	90,225	94,388	-	94,388
Lounge	331,218	276,151	344,067	350,210	-	350,210
19th Hole	419,575	421,115	381,043	392,942	-	392,942
Pasta Night	52,598	55,033	42,283	44,712	-	44,712
Special Events	105,649	140,198	135,714	140,833	-	140,833
Food & Beverage	988,576	968,578	993,332	1,023,085	-	1,023,085
Golf-Pro Shop	837,826	922,505	911,279	848,962	56,141	905,103
					-	-
Buildings	390,183	416,605	447,548	460,576	4,680	465,256
Grounds	167,404	185,297	170,446	167,187	-	167,187
Custodial	280,594	281,171	257,679	284,219	-	284,219
Pools	376,461	377,995	366,599	378,641	-	378,641
Recreation	91,684	90,822	97,114	98,246	2,200	100,446
Property Services	1,306,326	1,351,890	1,339,386	1,388,869	6,880	1,395,749
Vehicle Storage	17,097	18,579	15,095	15,602	-	15,602
Shopping Center	31,027	40,469	32,127	32,100	-	32,100
Stormwater	111,862	70,870	196,934	54,084	-	54,084
R&M/Capital Projects*	313,395	694,500	1,005,810	50,000	1,062,100	1,112,100
Total Expenditures/Uses	5,555,573	6,169,454	6,498,095	5,091,512	1,132,195	6,223,707
					surplus/deficit	-

* Indicates Grant Department was closed at end of FY16 and FY16 expenditures are combined into R&M/Capital Department for said fiscal year.

FY18 Budget

Dept.						
Sub-Department		FY 17	FY 17	FY 18	FY 18	FY 18
Category	FY 16	Revised	Est.	Base	Decision	WDPB
Description	Actual	Budget	Year-end	Budget	Points	Budget
Revenues						
Administration						
Assessments						
District Assessment Fee	3,511,560	3,516,480	3,514,320	3,512,880	87,822	3,600,702
Sub-Total:	3,511,560	3,516,480	3,514,320	3,512,880	87,822	3,600,702
Interest						
Interest Income	12,155	3,500	6,500	6,500	-	6,500
Sub-Total:	12,155	3,500	6,500	6,500	-	6,500
Other Income						
NSF Fees	320	-	120	-	-	-
Sales Tax Discounts	360	360	360	360	-	360
Delinquent Fee Collections	6,550	5,760	5,340	5,040	-	5,040
Lien Fee Reimbursement	1,395	2,000	2,610	2,250	-	2,250
Legal Fee Recovery	6,046	2,300	2,180	2,079	-	2,079
Postage Revenue	179	300	309	266	-	266
Insurance Proceeds	16,429	3,000	5,000	5,000	-	5,000
Proceeds Sales of Fixed Assets	300	-	5,200	2,850	-	2,850
Donations from Private Sources	178	-	-	-	-	-
Miscellaneous Income General	36,995	5,385	14,550	1,750	-	1,750
Sub-Total:	68,752	19,105	35,669	19,595	-	19,595
Total Revenues:	3,592,467	3,539,085	3,556,489	3,538,975	87,822	3,626,797
Expenditures						
Administration						
Personnel Expenses						
F/T Salaries	169,011	226,175	229,965	236,351	-	236,351
P/T Wages	35,385	18,923	18,025	17,985	6,240	24,225
Overtime	-	80	401	535	-	535
Special Pay	2,800	1,250	750	750	-	750
Payroll Taxes	16,963	19,479	22,423	23,006	562	23,568
401 A Benefit	4,016	4,017	4,893	6,240	-	6,240
Medical/Dental/Life Insurance	29,714	41,650	36,718	47,530	-	47,530
Sub-Total:	257,890	311,574	313,175	332,397	6,802	339,199
Professional Expenses						
Payroll Fees	12,820	14,308	16,600	17,145	-	17,145
Professional Fees	50,265	70,329	56,162	27,682	959	28,641
Legal Fees	134,322	128,000	190,000	131,000	-	131,000
Management Fees	146,753	172,632	153,000	157,500	-	157,500
Management Fees/Tax Roll	5,000	5,000	5,000	5,000	-	5,000
Accounting & Auditing Fees	24,500	32,500	31,000	31,000	-	31,000
Software Renewal/Support Fees	4,646	5,304	9,159	9,566	-	9,566
Sub-Total:	378,306	428,073	460,921	378,893	959	379,852

FY18 Budget

Dept.

Sub-Department
Category
Description

FY 16
Actual

FY 17
Revised
Budget

FY 17
Est.
Year-end

FY 18
Base
Budget

FY 18
Decision
Points

FY 18
WDPB
Budget

Supplies

Operating Supplies	15,756	11,440	11,280	11,588	400	11,988
Fuel	32	390	-	-	-	-
Sub-Total:	15,787	11,830	11,280	11,588	400	11,988

Other Gen. & Admin. Expenses

Collection Fees	64,755	66,000	68,946	71,243	-	71,243
Collection Discounts	109,351	114,000	113,600	117,900	-	117,900
Property Taxes	14,142	15,200	15,712	17,900	-	17,900
ICMA Retirement	1,000	1,000	1,000	1,000	-	1,000
Employee Incentive	4,887	22,561	5,502	58,718	-	58,718
Employee Recruitment & Testing	101	100	262	120	200	320
Lien & Recording Fees	2,349	3,550	2,560	2,760	-	2,760
Travel and Training	3,554	8,470	6,075	7,440	2,690	10,130
Telephone, Internet, Cable	4,165	5,025	4,978	5,673	-	5,673
Postage	4,479	9,450	8,645	4,945	-	4,945
Utilities/Electricity	3,989	4,680	3,840	4,080	-	4,080
Equipment Leasing	6,278	6,800	6,280	5,325	-	5,325
Insurance	142,296	140,754	140,754	151,000	-	151,000
Workers Comp. Insurance	6,845	2,614	2,211	2,666	23	2,689
Printing	2,503	5,130	8,779	2,795	-	2,795
Advertising	1,832	4,140	3,750	3,759	-	3,759
Bank Charges	20,124	28,800	31,750	31,200	-	31,200
Bad Debt	799	-	-	-	-	-
Dues and Subscriptions	936	4,864	1,064	1,064	-	1,064
Election Expenses	8,150	2,300	2,400	10,000	-	10,000
Sub-Total:	402,535	445,438	428,108	499,588	2,913	502,501

Maintenance & Repairs

R & M - Misc.	-	200	180	180	-	180
R & M Buildings	1,867	2,500	2,115	2,220	-	2,220
R & M Equipment	79	11,650	7,700	3,075	-	3,075
Sub-Total:	1,946	14,350	9,995	5,475	-	5,475

Contingency

Contingency	-	40,055	-	29,012	-	29,012
Sub-Total:	-	40,055	-	29,012	-	29,012

Miscellaneous

Cash Over/Short	1	-	-	-	-	-
Miscellaneous Expenditures	100	-	-	-	-	-
Sub-Total:	101	-	-	-	-	-

Capital Outlay

Capital Outlay	10,936	-	-	-	-	-
Sub-Total:	10,936	-	-	-	-	-

FY18 Budget

Dept.						
Sub-Department		FY 17	FY 17	FY 18	FY 18	FY 18
Category	FY 16	Revised	Est.	Base	Decision	WDPB
Description	Actual	Budget	Year-end	Budget	Points	Budget
Transfers						
Transfer to Debt Service Fund	570,000	430,000	430,000	-	-	-
Sub-Total:	570,000	430,000	430,000	-	-	-
Total Expenditures:	1,637,501	1,681,320	1,653,479	1,256,953	11,074	1,268,027
Total Revenues over Expenditures:	1,954,966	1,857,765	1,903,010	2,282,022	76,748	2,358,770

FY18 Budget

Dept.						
Sub-Department		FY 17	FY 17	FY 18	FY 18	FY 18
Category	FY 16	Revised	Est.	Base	Decision	WDPB
Description	Actual	Budget	Year-end	Budget	Points	Budget
Revenues						
Administration						
District Clerk						
Other Income						
Insurance Proceeds	16,429	3,000	5,000	5,000	-	5,000
FY17 Year-end Est.: Insurance incentive up to \$5,000						
FY18 Base Budget: TIPS program Insurance Reimbursement						
Misc. Income General	536	385	550	750	-	750
FY17 Year-end Est.: Printing services for HOA						
FY18 Base Budget: Increase in printing services						
Sub-Total:	16,965	3,385	5,550	5,750	-	5,750
Total Revenues:	16,965	3,385	5,550	5,750	-	5,750
Expenditures						
Administration						
District Clerk						
Personnel Expenses						
F/T Salaries	40,131	48,372	50,144	52,312	-	52,312
FY17 Year-end Est.: 1.00 FTE District Clerk \$50,144						
FY18 Base Budget: 1.00 FTE District Clerk \$52,312						
P/T Wages	16,790	18,458	18,025	17,985	6,240	24,225
FY17 Year-end Est.: 0.85 FTE Receptionist \$18,025						
FY18 Base Budget: 0.85 FTE Receptionist \$17,985 (cost lower due to turnover)						
FY18 Decision Point: 0.23 FTE Summer Intern (Records Retention)						
Overtime	-	80	40	40	-	40
Payroll Taxes	4,752	5,211	6,139	6,330	562	6,892
FY18 Base Budget: 9% payroll taxes						
FY18 Decision Point: 0.23 FTE Summer Intern (Records Retention) 9% payroll taxes						
401 A Benefit	1,196	1,196	1,504	1,570	-	1,570
FY18 Base Budget: One employee						
Medical/Dental/Life Insurance	7,466	8,330	8,329	9,506	-	9,506
FY17 Year-end Est.: 1 medical @ \$7,960; 1 dental @ \$322; 1 life insurance @ \$47						
FY18 Base Budget: 1 medical @ \$9,154; 1 dental @ \$309; 1 life insurance @ \$43						
Sub-Total:	70,336	81,647	84,181	87,743	6,802	94,545
Professional Expenses						
Professional Fees	46,815	56,329	53,862	16,682	959	17,641
FY17 Year-end Est.: IT Maintenance: Pro Shop \$1,679 + Cloud Server \$3,312 + Google Apps \$2,520 + Sage Cloud Server \$5,999 Trend Antivirus \$350 + Misc. \$2,000 and off duty deputy program \$36,000						
FY18 Base Budget: IT Maintenance: Cloud Server \$3,312 + Google Apps \$2,520 + Sage Cloud Server \$6,000 Trend Antivirus \$350 + Misc. \$4,500 (off duty deputy program \$36,000 transferred to Resident Relations: Community Watch)						
FY 18 Decision Point: Monthly Microsoft Office 365 Annual Rate for 8 senior staff						

FY18 Budget

Dept.

Sub-Department

Category

Description

FY 16
Actual

FY 17
Revised
Budget

FY 17
Est.
Year-end

FY 18
Base
Budget

FY 18
Decision
Points

FY 18
WDPB
Budget

Legal Fees	134,322	128,000	190,000	131,000	-	131,000
FY17 Year-end Est.: Based on YTD average and special legal fees (i.e. \$70,000 for Guinther lawsuit)						
FY18 Base Budget: Based on average YTD						
Management Fees	146,753	172,632	153,000	157,500	-	157,500
FY17 Year-end Est.: Based on SDS Contract Year 3						
FY18 Base Budget: SDS contract to be renewed starting FY18. Previously approved Management Analyst position not included due to Replacement Building F project being shifted to FY19 by BOT.						
Management Fees/Tax Roll	5,000	5,000	5,000	5,000	-	5,000
FY18 Base Budget: Based on SDS Contract						
Software Renewal/Support Fees	-	-	3,945	3,999	-	3,999
FY18 Base Budget: Clerkbase retrieval system						
Sub-Total:	332,890	361,961	405,807	314,181	959	315,140

Supplies

Operating Supplies	8,642	5,500	5,390	5,600	400	6,000
FY18 Base Budget: Office Supplies, paper, etc.						
FY18 Decision Point: Boxes, labels, etc. for 0.23 FTE Summer Intern (Records Retention)						
Fuel	32	190	-	-	-	-
FY18 Base Budget: Fuel for District vehicle mail run/bank run. Due to minuscule nature of costs, future expense will be absorbed by Property Services Department.						
Sub-Total:	8,673	5,690	5,390	5,600	400	6,000

Other Gen. & Admin. Expenses

Employee Recruitment & Testing	-	-	142	-	200	200
FY18 Decision Point: 0.23 FTE Summer Intern (Records Retention)						
Lien & Recording Fees	1,259	2,050	1,300	1,310	-	1,310
FY18 Base Budget: County recording for resolutions and other District documents						
Travel and Training	1,925	3,220	1,424	1,790	2,690	4,480
FY17 Year-end Est.: Florida Association of Clerks Conference \$784, Space Coast League of Cities \$490, FL Institute of Gov. \$150						
FY18 Base Budget: Florida Association of Clerks Conference \$800, Space Coast League of Cities \$840, FL Institute of Gov. \$150						
FY18 Decision Point: Florida Association of Special District Annual Conference (for 2 trustees)						
Telephone, Internet, Cable	757	825	1,450	1,965	-	1,965
FY18 Base Budget: Increased cost for cable service to Bldg. F for breaking news/hurricane prep awareness.						
Postage	1,432	6,200	5,450	1,550	-	1,550
FY17 Year-end Est.: Regular Mail \$50, Budget Mail out \$1,400 and DOR Ballot \$4,000						
FY18 Base Budget: Regular Mail \$100, Budget Mail out \$1,450						
Equipment Leasing	3,158	3,500	3,160	3,465	-	3,465
FY18 Base Budget: Copier lease and annual property tax payment						
Insurance	142,296	140,754	140,754	151,000	-	151,000
FY18 Base Budget: BBRD's general insurance premiums (assume 7% increase)						

FY18 Budget

Dept.						
Sub-Department		FY 17	FY 17	FY 18	FY 18	FY 18
Category	FY 16	Revised	Est.	Base	Decision	WDPB
Description	Actual	Budget	Year-end	Budget	Points	Budget
Workers Comp. Insurance	6,349	2,053	1,654	2,003	23	2,026
FY18 Base Budget: Assumes 0% increase in premiums (due to experience) but affected by FY17 Pay Plan Adjustments.						
FY18 Decision Point: 0.23 FTE Summer Intern (Records Retention)						
Printing	1,134	3,450	7,300	1,300	-	1,300
FY17 Year-end Est.: Budget printing costs and DOR ballot mail out printing costs (\$3,800)						
FY18 Base Budget: Ballot/Budget printing costs and misc.						
Advertising	498	2,650	2,300	2,350	-	2,350
FY17 Year-end Est.: Regular advertising and referendum						
FY18 Base Budget: Regular advertising and anticipated referendum						
Dues and Subscriptions	722	4,650	850	850	-	850
FY18 Base Budget: Special District Fee \$175, FL. Association of City Clerks \$75, Mailchimp (bulk email) \$600						
Election Expenses	8,150	2,300	2,400	10,000	-	10,000
FY17 Year-end Est.: Federal year election trend						
FY18 Base Budget: Non-federal year election trend with charter amendment vote						
Sub-Total:	167,680	171,652	168,184	177,583	2,913	180,496
Maintenance & Repairs						
R & M Equipment	-	9,350	5,500	975	-	975
FY17 Year-end Est.: Replacement laptops for 5 trustees, Community Manager and District Clerk and misc.						
FY18 Base Budget: Replacement of equipment as needed						
Sub-Total:	-	9,350	5,500	975	-	975
Miscellaneous						
Cash Over/Short	100	-	-	-	-	-
Sub-Total:	100	-	-	-	-	-
Capital Outlay						
Capital Outlay	10,936	-	-	-	-	-
Sub-Total:	10,936	-	-	-	-	-
Total Expenditures:	590,615	630,300	669,062	586,082	11,074	597,156
Total Revenues over Expenditures:	(573,650)	(626,915)	(663,512)	(580,332)	(11,074)	(591,406)

FY18 Budget

Dept.						
Sub-Department		FY 17	FY 17	FY 18	FY 18	FY 18
Category	FY 16	Revised	Est.	Base	Decision	WDPB
Description	Actual	Budget	Year-end	Budget	Points	Budget
Revenues						
Administration						
Finance						
Assessments						
District Assessment Fee	3,511,560	3,516,480	3,514,320	3,512,880	87,822	3,600,702
FY17 Year-end Est.: Based on 4,881 lots at \$60.00 per month						
FY18 Base Budget: Based on 4,879 lots at \$60.00 per month						
FY18 Decision Point: Based on 4,879 lots at \$1.50 per month increase as set by BOT during 3rd budget workshop						
Sub-Total:	3,511,560	3,516,480	3,514,320	3,512,880	87,822	3,600,702
Interest						
Interest Income	12,155	3,500	6,500	6,500	-	6,500
FY18 Base Budget: Interest income earned from District's bank accounts						
Sub-Total:	12,155	3,500	6,500	6,500	-	6,500
Other Income						
NSF Fees	320	-	120	-	-	-
Sales Tax Discounts	360	360	360	360	-	360
FY18 Base Budget: Discounts given for utilizing online filing service						
Delinquent Fee Collections	6,550	5,760	5,340	5,040	-	5,040
FY18 Base Budget: Monthly \$10 late fees charged to past due accounts for outstanding assessment						
Lien Fee Reimbursement	1,395	2,000	2,610	2,250	-	2,250
FY18 Base Budget: Lien recording fees charged to accounts for filing new or amended liens						
Legal Fee Recovery	6,046	2,300	2,180	2,079	-	2,079
FY18 Base Budget: Legal fees collected from past due accounts						
Postage Revenue	179	300	309	266	-	266
FY18 Base Budget: Postage fees charged to accounts for filing new or amended liens						
Proceeds Sales of Fixed Assets	300	-	5,200	2,850	-	2,850
FY17 Year-end Est.: Auction Sales of Assets replaced in FY17. Dump Truck, Lawnmower and misc.						
FY18 Base Budget: Auction Sales of Assets replaced in FY18. 2002 Truck, 2008 HD Utility Cart, 3 Golf Carts, and a Lawnmower						
Donations	178	-	-	-	-	-
Miscellaneous Income General	36,459	5,000	14,000	1,000	-	1,000
FY17 Year-end Est.: Estimated net proceeds price for 635 Hyacinth Cir (\$13,000) plus misc.						
Sub-Total:	51,787	15,720	30,119	13,845	-	13,845
	3,575,502	3,535,700	3,550,939	3,533,225	87,822	3,621,047

FY18 Budget

Dept.						
Sub-Department						
Category						
Description	FY 16 Actual	FY 17 Revised Budget	FY 17 Est. Year-end	FY 18 Base Budget	FY 18 Decision Points	FY 18 WDPB Budget
Expenditures						
Administration						
Finance						
Personnel Expenses						
F/T Salaries	128,880	177,803	179,821	184,039	-	184,039
FY17 Year-end Est.: 1.0 FTE Finance Manager \$64,598; 1.0 FTE Lead Accountant \$48,375; 1.0 FTE Accounting Associate II \$33,942; 1.0 FTE Accounting Associate I \$32,906						
FY18 Base Budget: 1.0 FTE Finance Manager \$65,770; 1.0 FTE Lead Accountant \$51,043; 1.0 FTE Accounting Associate II \$34,320; 1.0 FTE Accounting Associate I \$32,906						
P/T Wages	18,595	465	-	-	-	-
Overtime	-	-	361	495	-	495
FY18 Base Budget: Estimated 20 hours overtime						
Special Pay	2,800	1,250	750	750	-	750
FY18 Base Budget: 6 weeks Acting Finance Manager special pay (2 weeks for conference and 4 weeks for vacation or sick)						
Payroll Taxes	12,211	14,268	16,284	16,676	-	16,676
FY18 Base Budget: 9% payroll taxes						
401 A Benefit	2,820	2,821	3,389	4,670	-	4,670
FY17 Year-end Est.: 2 Employees						
FY18 Base Budget: 3 Employees						
Medical/Dental/Life Insurance	22,248	33,320	28,389	38,024	-	38,024
FY17 Year-end Est.: 3.42 medical \$7,960/person = \$27,223, 3.42 dental \$300/person = \$1026 and 3.42 life insurance \$41/person = \$140 (5 months medical, dental and life insurance for Accounting Associate II position)						
FY18 Base Budget: 4 medical \$9,154/person = \$36,616; 4 dental \$309/person = \$1,236; 4 life insurance 172 (estimated 15% increase in medical, 3% increase in dental and 5% increase in life insurance)						
Sub-Total:	187,554	229,927	228,994	244,654	-	244,654
Professional Expenses						
Payroll Fees	12,820	14,308	16,600	17,145	-	17,145
FY17 Year-end Est.: \$525 per payroll (increase in # of employees) plus \$1,950 year end processing fees (1099s and W2s) plus \$1,000 maintenance fees for Paychex						
FY18 Base Budget: \$535 per payroll (increase in # of employees) plus \$2,235 year end processing fees (1099s and W2s) plus \$1,000 maintenance fees for Paychex						
Professional Fees	3,450	14,000	2,300	11,000	-	11,000
FY17 Year-end Est.: \$2,300 for Milestone						
FY18 Base Budget: \$5,000 for Milestone (Initial CAFR assistance) plus \$5,000 for engineering (not associated with a specific project) and \$1,000 for GFOA						
Accounting & Auditing Fees	24,500	32,500	31,000	31,000	-	31,000
FY17 Year-end Est.: \$21,000 for audit plus \$7,000 for OPEB plus \$3,000 for GASB 53						
FY18 Base Budget: \$23,000 for audit (including initial CAFR fee) plus \$8,000 for OPEB						
Software Renewal/Support Fees	4,646	5,304	5,214	5,567	-	5,567
FY18 Base Budget: Estimated increase in SAGE support fees						
Sub-Total:	45,416	66,112	55,114	64,712	-	64,712
Supplies						
Operating Supplies	7,114	5,940	5,890	5,988	-	5,988
FY18 Base Budget: Office supplies for daily operations						

FY18 Budget

Dept.

Sub-Department

Category

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Fuel	-	200	-	-	-	-
FY18 Base Budget: Fuel for District vehicle mail run/bank run. Due to minuscule nature of costs, future expense will be absorbed by Property Services Department.						
Sub-Total:	7,114	6,140	5,890	5,988	-	5,988

Other Gen. & Admin. Expenses

Collection Fees	64,755	66,000	68,946	71,243	-	71,243
FY17 Year-end Est.: Paid to Brevard County for collection of assessment						
FY18 Base Budget: Estimated anticipated increase						
Collection Discounts	109,351	114,000	113,600	117,900	-	117,900
FY17 Year-end Est.: Discounts to residents when property taxes are paid early						
FY18 Base Budget: Estimated anticipated increase						
Property Taxes	14,142	15,200	15,712	17,900	-	17,900
FY17 Year-end Est.: For property owned by the District						
FY18 Base Budget: Estimated anticipated increase						
ICMA Retirement	1,000	1,000	1,000	1,000	-	1,000
FY18 Base Budget: Administrative fee for retirement plan						
Employee Incentive	4,887	22,561	5,502	58,718	-	58,718
FY17 Year-end Est.: \$563 for employees flu shots plus \$3,390 for employees gift cards plus \$1,549 for employees Christmas party						
FY18 Base Budget: \$52,558 for salaries increase (1.5% COLA and max of 2.5% merit increase effective 01Jan17 to align BBRD increases with timing of state minimum age increases. A combined 4% increase over 9 months equals a 3% increase over 12 months.) plus \$765 for employees flu shots plus \$3,600 for employees gift cards (120 employees and volunteers) plus \$1,795 for employees Christmas party.						
Employee Recruitment & Testing	101	100	120	120	-	120
FY17 Year-end Est.: For Accounting Associate II position						
Lien & Recording Fees	1,090	1,500	1,260	1,450	-	1,450
FY18 Base Budget: Fees paid to have liens and satisfactions recorded in Brevard County public record						
Travel and Training	1,629	5,250	4,651	5,650	-	5,650
FY17 Year-end Est.: \$1,301 for Fall 2016 School of Governmental Finance plus \$1,850 for Spring 2017 FGFOA Annual Conference plus \$750 for Lead Accountant continuing education plus \$750 for Finance staff						
FY18 Base Budget: \$2,150 for Fall 2017 School of Governmental Finance (will be held at Jacksonville) plus \$1,750 for Spring 2018 FGFOA Annual Conference plus \$1,250 for Lead Accountant continuing education plus \$500 for Finance staff						
Telephone, Internet, Cable	3,408	4,200	3,528	3,708	-	3,708
FY18 Base Budget: Telephone charges plus internet						
Postage	3,047	3,250	3,195	3,395	-	3,395
FY17 Year-end Est.: Mailing checks and letters plus other correspondence to residents						
FY18 Base Budget: Estimated anticipated increase in AP						
Utilities/Electricity	3,989	4,680	3,840	4,080	-	4,080
FY18 Base Budget: For Building F						
Equipment Leasing	3,120	3,300	3,120	1,860	-	1,860
FY18 Base Budget: Postage machine leasing only						
Workers Comp. Insurance	496	561	557	663	-	663
FY18 Base Budget: Assumes 0% increase in premiums (due to experience) but affected by FY17 Pay Plan Adjustments						
Printing	1,369	1,680	1,479	1,495	-	1,495
FY18 Base Budget: Checks, Letterhead, and Envelopes						

FY18 Budget

Dept.

Sub-Department

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Advertising	1,334	1,490	1,450	1,409	-	1,409
FY17 Year-end Est.: Notice of Audited Statement of Revenues and Expenditures and Notice of RFP Banking Services						
FY18 Base Budget: Notice of Audited Statement of Revenues and Expenditures						
Bank Charges	20,124	28,800	31,750	31,200	-	31,200
FY17 Year-end Est.: Increase in credit cards usage and increase in bank fees						
FY18 Base Budget: Increase in credit cards usage						
Bad Debt	799	-	-	-	-	-
Dues and Subscriptions	214	214	214	214	-	214
FY18 Base Budget: \$70 for FGFOA membership (Finance Manager & Lead Accountant); \$45 for Sam's; \$99 for Amazon Prime Membership						
Sub-Total:	234,855	273,786	259,924	322,005	-	322,005

Maintenance & Repairs

R & M - Misc.	-	200	180	180	-	180
R & M Buildings	1,867	2,500	2,115	2,220	-	2,220
FY18 Base Budget: Fire alarm, pest control, and annual inspection						
R & M Equipment	79	2,300	2,200	2,100	-	2,100
FY18 Base Budget: Repairs and replacement of computers and office equipment						
Sub-Total:	1,946	5,000	4,495	4,500	-	4,500

Contingency

Contingency	-	40,055	-	29,012	-	29,012
FY18 Base Budget: \$19,012 for cost of two full-time employees electing to use employee benefits (currently, approximately 1/3 of full-time employees do not elect to use benefits plus \$10,000 for unanticipated items)						
Sub-Total:	-	40,055	-	29,012	-	29,012

Miscellaneous

Cash Over/Short	1	-	-	-	-	-
Sub-Total:	1	-	-	-	-	-

Capital Outlay

Capital Outlay	-	-	-	-	-	-
Sub-Total:	-	-	-	-	-	-

Transfers

Transfer to Debt Service Fund	570,000	430,000	430,000	-	-	-
FY17 Year-end Est.: Final debt service payment made in FY17						
Sub-Total:	570,000	430,000	430,000	-	-	-

Total Expenditures: 1,046,886 1,051,020 984,417 670,871 - 670,871

Total Revenues over Expenditures: 2,528,616 2,484,680 2,566,522 2,862,354 87,822 2,950,176

FY18 Budget

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Sub-Department

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Revenues

Resident Relations (rollup)

Charges for Services

Guest Passes	59,139	74,000	68,200	68,200	-	68,200
Building Rental	5,886	4,609	6,000	6,000	-	6,000
DOR Enforcement Fees	19,414	8,000	14,800	9,300	-	9,300
Sub-Total:	84,439	86,609	89,000	83,500	-	83,500

Other Income

Miscellaneous Income General	6,764	3,350	5,019	3,600	-	3,600
Sub-Total:	6,764	3,350	5,019	3,600	-	3,600

Total Revenues: 91,203 89,959 94,019 87,100 - 87,100

Expenditures

Resident Relations (rollup)

Personnel Expenses

F/T Salaries	150,645	141,969	135,080	145,765	-	145,765
P/T Wages	73,006	113,034	92,750	115,148	-	115,148
Overtime	127	300	275	300	-	300
Special Pay	-	-	1,800	2,700	-	2,700
Payroll Taxes	18,823	21,015	21,389	23,509	-	23,509
401 A Benefit	3,758	3,937	4,051	4,372	-	4,372
Medical/Dental/Life Ins.	15,623	17,400	18,460	19,406	-	19,406
Sub-Total:	261,982	297,655	273,805	311,200	-	311,200

Professional Expenses

Professional Fees	-	-	-	36,000	-	36,000
Legal Fees	-	6,000	14,870	17,505	-	17,505
HR Consulting Fees	3,088	-	4,913	-	-	-
Software Renewal/Support Fees	9,760	11,300	11,050	11,155	-	11,155
Sub-Total:	12,848	17,300	30,833	64,660	-	64,660

Supplies

Operating Supplies	7,287	14,142	10,150	8,570	-	8,570
Fuel	6,570	10,350	8,880	9,550	(4,000)	5,550
Sub-Total:	13,857	24,492	19,030	18,120	(4,000)	14,120

FY18 Budget

Dept.						
Sub-Department		FY 17	FY 17	FY 18	FY 18	FY 18
Category	FY 16	Revised	Est.	Base	Decision	WDPB
Description	Actual	Budget	Year-end	Budget	Points	Budget
Other Gen. & Admin. Expenses						
Employee Recruitment & Testing	399	725	625	600	-	600
Travel and Training	3,956	3,870	3,300	4,340	-	4,340
Telephone, Internet, Cable	2,343	3,100	3,239	3,420	-	3,420
Postage	4,403	3,320	4,200	3,900	-	3,900
Utilities/Electricity	1,297	1,380	1,249	1,480	-	1,480
Utilities/Water	599	620	616	665	-	665
Equipment Leasing	4,304	4,965	4,582	4,626	-	4,626
Workers Comp. Insurance	911	1,193	1,134	1,261	-	1,261
Printing	905	600	975	910	-	910
Advertising	-	165	-	-	-	-
Employee Clothing Allowance	-	485	445	485	-	485
DOR Enforcement Expenses	3,429	2,100	1,875	2,300	-	2,300
Dues and Subscriptions	105	-	140	140	-	140
Sub-Total:	22,651	22,523	22,380	24,127	-	24,127
Maint. & Repairs						
R & M Buildings	606	1,000	873	1,025	-	1,025
R & M Equipment	-	3,090	2,575	1,325	-	1,325
Vehicle Maintenance	-	-	645	800	-	800
Sub-Total:	606	4,090	4,093	3,150	-	3,150
Miscellaneous						
Miscellaneous Expenditures	-	1,200	500	600	-	600
Cash Over/Short	20	-	12	-	-	-
Sub-Total:	20	1,200	512	600	-	600
Total Expenditures:	311,964	367,260	350,653	421,857	(4,000)	417,857
Total Revenues over Expenditures:	(220,760)	(277,301)	(256,634)	(334,757)	4,000	(330,757)

FY18 Budget

Dept.						
Sub-Department		FY 17	FY 17	FY 18	FY 18	FY 18
Category	FY 16	Revised	Est.	Base	Decision	WDPB
Description	Actual	Budget	Year-end	Budget	Points	Budget
Revenues						
Resident Relations						
Customer Service						
Charges for Services						
Guest Passes	59,139	74,000	68,200	68,200	-	68,200
FY17 Year-end Est.: Prices changed mid-FY16 by BOT from \$1-3 to \$3-7. Current prices \$3-5 depending upon length and event						
FY18 Base Budget: No anticipated changes to revenue stream						
Building Rental	5,886	4,609	6,000	6,000	-	6,000
Sub-Total:	65,025	78,609	74,200	74,200	-	74,200
Other Income						
Miscellaneous Income General	4,628	3,100	3,684	3,600	-	3,600
FY17 Year-end Est.: Income decrease compared to FY16 YTD, keys and replacement badges						
Sub-Total:	4,628	3,100	3,684	3,600	-	3,600
Total Revenues:	69,653	81,709	77,884	77,800	-	77,800
Expenditures						
Resident Relations						
Customer Service						
Personnel Expenses						
F/T Salaries	49,889	59,695	56,353	60,394	-	60,394
FY17 Year-end Est.: 0.60 FTE Resident Relations Manager \$32,075, 1.0 FTE Calendar Coordinator \$24,278						
FY18 Base Budget: 0.60 FTE Resident Relations Manager \$34,020, 1.0 FTE Calendar Coordinator \$26,374						
P/T Wages	34,307	35,844	33,739	39,260	-	39,260
FY17 Year-end Est.: 0.25 FTE Administrative Assistant \$5,715 , 1.25 FTE Customer Service Clerk \$28,024						
FY18 Base Budget: 0.25 FTE Administrative Assistant \$6,760, 1.25 FTE Customer Service Clerk \$32,500						
Overtime	35	150	150	150	-	150
FY18 Base Budget: Overtime for RV Storage/Calendar Coordinator						
Payroll Taxes	7,212	7,799	8,982	8,982	-	8,982
FY18 Base Budget: 9% of payroll						
401 A Benefit	1,654	1,619	1,690	1,811	-	1,811
FY17 Year-end Est.: 1.6 FTE employees						
FY18 Base Budget: 1.6 FTE employees						
Medical/Dental/Life Ins.	7,681	8,552	9,301	9,717	-	9,717
FY17 Year-end Est.: 60% of Resident Relations Manager dental life; 100% Calendar/RV Coordinator dental , health insurance, life						
FY18 Base Budget: 1 medical \$9,154/person (Calendar/RV Coordinator) = \$9,154, 1.6 dental \$309/person (Calendar Coordinator and 60% of Resident Relations Manager)= \$494 and 1.6 life \$43/person (Calendar Coordinator and 60% of Resident Relations Manager)= \$69						
Sub-Total:	100,777	113,659	110,215	120,314	-	120,314

FY18 Budget

Dept.

Sub-Department

Category

Description

FY 16
Actual

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Revised
Budget

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Year-end

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Professional Expenses

Legal Fees	-	6,000	2,870	4,505	-	4,505
FY17 Year-end Est.: Expenses for H.R. legal services previously expended under Administration: Office of the District Clerk with all other legal fees. Fees broken out by type starting in FY17.						
FY18 Base Budget: Legal expenses for Human Resources legal services						
HR Consulting Fees	3,088	-	4,913	-	-	-
FY17 Year-end Est.: Balance of H.R. consulting FY 16 contract paid in 2017. Service discontinued in FY17 in lieu of use of in-house expertise.						
Software Renewal/Support Fees	160	500	250	355	-	355
FY17 Year-end Est.: Support for badge update software						
Sub-Total:	3,248	6,500	8,033	4,860	-	4,860

Supplies

Operating Supplies	4,496	4,495	3,150	3,350	-	3,350
FY17 Year-end Est.: Office supplies, small office equipment, misc.						
Sub-Total:	4,496	4,495	3,150	3,350	-	3,350

Other Gen. & Admin. Expenses

Employee Recruitment & Testing	202	225	245	300	-	300
FY18 Base Budget: Background checks and advertising						
Travel and Training	1,936	300	300	2,175	-	2,175
FY17 Year-end Est.: Local H.R. meetings for Resident Relations Manager						
FY18 Base Budget: H.R. Florida conference \$875, lodging \$700; travel \$250 and Treasure Coast H.R. meetings \$100 for Resident Relations Manager, Continuing education for Customer Service staff \$250						
Telephone, Internet, Cable	1,298	1,050	1,359	1,500	-	1,500
FY17 Year-end Est.: Telephone and internet costs for the department						
Utilities/Electricity	648	685	554	730	-	730
FY18 Base Budget: 50% of Resident Relations building						
Utilities/Water	299	305	308	340	-	340
FY18 Base Budget: 50% of Resident Relations building						
Equipment Leasing	1,974	2,979	2,112	2,132	-	2,132
FY18 Base Budget: 60% of copier lease costs						
Workers Comp. Insurance	255	281	324	359	-	359
FY18 Base Budget: Assumes 0% increase in premiums (due to experience) but affected by FY17 Pay Plan Adjustments						
Printing	905	300	525	560	-	560
FY18 Base Budget: Brochures, badges, etc.						
Advertising	-	165	-	-	-	-
Sub-Total:	7,517	6,290	5,727	8,096	-	8,096

FY18 Budget

Dept.

Sub-Department

Category

Description

FY 16

Actual

FY 17

Revised

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FY 17

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Budget

FY 18

Decision

Points

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WDPB

Budget

Maint. & Repairs

R & M Buildings	303	500	436	500	-	500
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FY18 Base Budget: 50% Pest control and security monitoring fees for building

R & M Equipment	-	2,315	1,525	925	-	925
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FY17 Year-end Est.: Replaced one computer (50% expensed here and 50% expensed in DOR), replacement desk/chair and misc.

FY18 Base Budget: Purchase laptop for sub-department and misc. repairs/replacement

Sub-Total:	303	2,815	1,961	1,425	-	1,425
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Miscellaneous

Miscellaneous Expenditures	-	950	500	600	-	600
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FY18 Base Budget: Keys for beach and pier

Cash Over/Short	20	-	12	-	-	-
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Sub-Total:	20	950	512	600	-	600
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Total Expenditures:	116,361	134,709	129,598	138,645	-	138,645
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Total Revenues over Expenditures:	(46,707)	(53,000)	(51,714)	(60,845)	-	(60,845)
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FY18 Budget

Dept.						
Sub-Department		FY 17	FY 17	FY 18	FY 18	FY 18
Category	FY 16	Revised	Est.	Base	Decision	WDPB
Description	Actual	Budget	Year-end	Budget	Points	Budget
Revenues						
Resident Relations						
DOR Enforcement						
Charges for Services						
DOR Enforcement Fees	19,414	8,000	14,800	9,300	-	9,300
FY18 Base Budget: Anticipated actual receipts						
Sub-Total:	19,414	8,000	14,800	9,300	-	9,300
Other Income						
Miscellaneous Income General	2,136	250	1,335	-	-	-
FY18 Base Budget: Administrative fees to be recorded under DOR Enforcement Fees due to complexity of work and small dollar value						
Sub-Total:	2,136	250	1,335	-	-	-
Total Revenues:	21,550	8,250	16,135	9,300	-	9,300
Expenditures						
Resident Relations						
DOR Enforcement						
Personnel Expenses						
F/T Salaries	100,757	82,274	78,727	85,371	-	85,371
FY17 Year-end Est.: 0.40 FTE Resident Relations Manager \$18,789 1.0 FTE DOR Administrative Assistant \$32,098 , 1.0 FTE DOR Enforcement Officer \$27,840						
FY18 Base Budget: 0.40 FTE Resident Relations Manager \$22,680 1.0 FTE DOR Administrative Assistant \$33,488 , 1.0 FTE DOR/ARCC Inspector \$29,203						
P/T Wages	38,698	42,246	34,851	40,741	-	40,741
FY17 Year-end Est.: 1.05 FTE DOR Enforcement Officers \$25,216 , 0.38 FTE Administrative Assistant \$9,635						
FY18 Base Budget: 1.20 FTE DOR/ARCC Inspector \$30,601 , 0.38 FTE Administrative Assistant \$10,140						
Overtime	92	150	125	150	-	150
Special Pay	-	-	1,800	1,800	-	1,800
FY18 Base Budget: For one DOR/ARCC Inspector to be Lead Inspector						
Payroll Taxes	11,611	10,543	10,233	11,364	-	11,364
FY18 Base Budget: 9% of payroll						
401 A Benefit	2,104	2,318	2,361	2,561	-	2,561
FY18 Base Budget: 3% contribution of 3 employees						
Medical/Dental/Life Ins.	7,943	8,848	9,159	9,689	-	9,689
FY17 Year-end Est.: 100% DOR Administrative Assistant Health, dental and life. 0.40 Resident Relations Manager Dental and life						
FY18 Base Budget: 1 medical \$9,154/person (DOR Administrative Assistant), 1.4 dental \$309/person (DOR Administrative Assistant and 40% of Resident Relations Manager)= \$432, 2.4 life \$43/person (DOR Administrative Assistant, DOR/ARCC Inspector) = \$103						
Sub-Total:	161,205	146,379	137,256	151,676	-	151,676

FY18 Budget

Dept.

Sub-Department

Category

Description

FY 16

Actual

FY 17

Revised

Budget

FY 17

Est.

Year-end

FY 18

Base

Budget

FY 18

Decision

Points

FY 18

WDPB

Budget

Professional Expenses

Legal Fees	-	-	12,000	13,000	-	13,000
FY17 Year-end Est.: Expenses for DOR enforcement legal services previously expended under Administration: Office of the District Clerk with all other legal fees. Fees broken out by type starting in FY17.						
FY18 Base Budget: Legal expenses for DOR Enforcement						
Software Renewal/Support Fees	9,600	10,800	10,800	10,800	-	10,800
FY18 Base Budget: User fees for CitizenServe (DOR Field support system) for three DOR/ARCC Inspectors, RR Manager, Administrative Assistant and DOR Administrative Assistant						
Sub-Total:	9,600	10,800	22,800	23,800	-	23,800

Supplies

Operating Supplies	2,792	2,990	3,800	3,895	-	3,895
FY18 Base Budget: Certified mail envelopes, paper, office supplies, etc.						
Fuel	6,570	6,350	6,360	6,450	(4,000)	2,450
FY17 Year-end Est.: Increase expense due to hurricane recovery						
FY18 Base Budget: ARCC inspectors are paid \$10 for each completed permit and fuel for DOR truck						
FY18 Decision Point: Delete ARCC volunteer inspectors inspection stipend (DOR staff will assume responsibility for ARCC inspections)						
Sub-Total:	9,361	9,340	10,160	10,345	(4,000)	6,345

Other Gen. & Admin. Expenses

Employee Recruitment & Testing	197	100	100	100	-	100
Travel and Training	2,020	3,570	3,000	2,165	-	2,165
FY18 Base Budget: Florida Association of Code Enforcement (FACE) training course for one DOR/ARCC Inspector (\$565) Travel and lodging for one Officer (\$1,000) and continuing education for staff (\$600)						
Telephone, Internet, Cable	1,046	1,150	1,380	1,420	-	1,420
FY18 Base Budget: Telephone, cable and data access for DOR/ARCC Inspectors' field tablets						
Postage	4,403	3,320	4,200	3,900	-	3,900
FY17 Year-end Est.: Increase expense due to hurricane recovery						
FY18 Base Budget: Regular and certified mail for DOR violations						
Utilities/Electricity	648	695	695	750	-	750
FY18 Base Budget: 50% of Resident Relations building utilities expenses						
Utilities/Water	299	315	308	325	-	325
FY18 Base Budget: 50% of Resident Relations building utilities expenses						
Equipment Leasing	2,331	1,986	2,470	2,494	-	2,494
FY18 Base Budget: 40% of copier lease and 100% of postage machine lease						
Workers Comp. Insurance	656	671	641	656	-	656
FY18 Base Budget: Assumes 0% increase in premiums (due to experience) but affected by FY17 Pay Plan Adjustments						
Printing	-	300	450	350	-	350
FY18 Base Budget: Cost of printing envelopes						
DOR Enforcement Expenses	3,429	2,100	1,875	2,300	-	2,300
FY18 Base Budget: Contractor fees to power wash homes						

FY18 Budget

Dept.

Sub-Department

Category

Description

FY 16

Actual

FY 17

Revised

Budget

FY 17

Est.

Year-end

FY 18

Base

Budget

FY 18

Decision

Points

FY 18

WDPB

Budget

Employee Clothing Allowance

-

300

295

300

-

300

FY18 Base Budget: Shirts for DOR/ARCC Inspectors

Dues and Subscriptions

105

-

140

140

-

140

FY18 Base Budget: DOR/ARCC Inspector's professional membership dues

Sub-Total:

15,134

14,507

15,554

14,900

-

14,900

Maint. & Repairs

R & M Buildings

303

500

437

525

-

525

FY18 Base Budget: 50% Pest control, and security monitoring fees for building

R & M Equipment

-

775

1,050

400

-

400

FY17 Year-end Est.: Replaced one computer (50% expensed here and 50% in Customer Service), chair and misc

FY18 Base Budget: Misc. equipment replacement

Vehicle Maintenance

-

-

645

800

-

800

FY18 Base Budget: For DOR/Community Watch truck and golf cart

Sub-Total:

303

1,275

2,132

1,725

-

1,725

Miscellaneous

Miscellaneous Expenditures

-

250

-

-

-

-

Sub-Total:

-

250

-

-

-

-

Total Expenditures:

195,603

182,551

187,902

202,446

(4,000)

198,446

Total Revenues over Expenditures:

(174,053)

(174,301)

(171,767)

(193,146)

4,000

(189,146)

FY18 Budget

Dept.						
Sub-Department		FY 17	FY 17	FY 18	FY 18	FY 18
Category	FY 16	Revised	Est.	Base	Decision	WDPB
Description	Actual	Budget	Year-end	Budget	Points	Budget

Expenditures

Resident Relations

Community Watch

Personnel Expenses

P/T Wages	N/A	34,944	24,160	35,147	-	35,147
FY17 Year-end Est.: Reduction due to unanticipated delay in startup. 1.2 FTE Community Watch Officers \$24,160						
FY18 Base Budget: 1.4 FTE Community Watch Officers \$35,147						
Payroll Taxes	N/A	2,673	2,174	3,163	-	3,163
FY18 Base Budget: 9% for employee payroll						
Special Pay	-	-	-	900	-	900
FY18 Base Budget: For one Community Watch Officer to be Lead Community Watch Officer						
Sub-Total:	N/A	37,617	26,334	39,210	-	39,210

Professional Expenses

Professional Fees	-	-	-	36,000	-	36,000
FY18 Base Budget.: Off duty deputy program \$36,000 (previously budgeted in Administration: Office of the District Clerk)						
Sub-Total:	-	-	-	36,000	-	36,000

Supplies

Operating Supplies	N/A	6,657	3,200	1,325	-	1,325
FY18 Base Budget: Misc. office supplies						
Fuel	N/A	4,000	2,520	3,100	-	3,100
FY17 Year-end Est.: Reduced cost due to unanticipated delay in startup						
FY18 Base Budget: Fuel for patrols						
Sub-Total:	N/A	10,657	5,720	4,425	-	4,425

Other Gen. & Admin. Expenses

Employee Recruitment & Testing	N/A	400	280	200	-	200
Telephone, Internet, Cable	N/A	900	500	500	-	500
FY18 Base Budget: One cell phone for use of Community Watch Officers while on patrol						
Workers Comp. Insurance	N/A	241	169	246	-	246
FY18 Base Budget: Assumes 0% increase in premiums (due to experience) but affected by FY17 Pay Plan Adjustments						
Employee Clothing Allowance	N/A	185	150	185	-	185
FY18 Base Budget: Shirts for Community Watch Officers						
Sub-Total:	N/A	1,726	1,099	1,131	-	1,131

Total Expenditures: N/A 50,000 33,153 80,766 - 80,766

Total Revenues over Expenditures: N/A (50,000) (33,153) (80,766) - (80,766)

FY18 Budget

Dept.						
Sub-Department		FY 17	FY 17	FY 18	FY 18	FY 18
Category	FY 16	Revised	Est.	Base	Decision	Proposed
Description	Actual	Budget	Year-end	Budget	Points	Budget
Revenues						
Food & Beverage (roll-up)						
Charges for Services						
Beverage Sales	641,839	634,602	661,608	678,198	-	678,198
Food Sales	281,699	269,177	305,322	313,008	-	313,008
Sub-Total:	923,538	903,779	966,930	991,206	-	991,206
Other Income						
Vending Machine Income	1,303	1,550	1,350	1,350	-	1,350
Miscellaneous Income General	2,644	-	2,619	2,868	-	2,868
Sub-Total:	3,947	1,550	3,969	4,218	-	4,218
Total Revenues:	927,485	905,329	970,899	995,424	-	995,424
Expenditures						
Food & Beverage (roll-up)						
Personnel						
F/T Salaries	134,250	143,723	141,671	150,343	-	150,343
P/T Wages	203,234	216,344	185,949	193,769	-	193,769
Overtime	3,702	775	1,845	1,100	-	1,100
Payroll Taxes	31,315	30,303	29,562	31,292	-	31,292
401 A Benefit	1,332	1,371	2,117	2,443	-	2,443
Medical/Dental/Life Insurance	23,405	33,279	24,997	28,604	-	28,604
Sub-Total:	397,238	425,795	386,141	407,551	-	407,551
Supplies						
Operating Supplies	6,750	5,182	7,210	7,280	-	7,280
Cleaning Supplies	6,050	5,556	4,935	5,065	-	5,065
Beverage Supplies	7,464	7,000	7,460	7,590	-	7,590
Paper Supplies	10,073	8,078	9,173	9,503	-	9,503
Fuel	353	450	345	355	-	355
Sub-Total:	30,690	26,266	29,123	29,793	-	29,793
Other General & Administrative Expenses						
Employee Recruitment & Testing	3,037	1,950	2,022	2,286	-	2,286
Travel & Training	1,881	1,660	2,600	2,875	-	2,875
Telephone, Internet, Cable	13,675	11,345	12,068	12,700	-	12,700
Utilities/Electricity	4,138	4,095	4,050	4,250	-	4,250
Utilities/Propane	5,083	2,430	5,786	6,210	-	6,210
Utilities/Water	2,594	2,795	2,375	2,440	-	2,440
Utilities/Solid Waste-Gar/Rec	3,802	3,010	3,809	3,950	-	3,950
Equipment Leasing	4,532	5,189	5,214	5,254	-	5,254
Uniform Leasing	6,829	6,555	5,547	5,560	-	5,560
Workers Comp. Insurance	9,936	12,835	12,944	14,028	-	14,028
Clothing Allowance	80	-	-	-	-	-
Advertising	263	95	-	-	-	-

FY18 Budget

Dept.

Sub-Department

Category

Description

FY 16

Actual

FY 17

Revised

Budget

FY 17

Est.

Year-end

FY 18

Base

Budget

FY 18

Decision

Points

FY 18

Proposed

Budget

Dues & Subscriptions

5,664

6,357

6,599

6,223

-

6,223

Sub-Total:

61,515

58,316

63,014

65,776

-

65,776

Maintenance & Repairs

R & M - Misc.

-

1,230

425

450

-

450

R & M Buildings

2,513

6,167

4,045

4,725

-

4,725

R & M Equipment

10,654

24,855

14,045

16,375

-

16,375

Sub-Total:

13,167

32,252

18,515

21,550

-

21,550

Operations

Music & Entertainment

74,400

59,950

64,620

65,324

-

65,324

Food Cost of Sales

150,601

131,226

149,941

150,245

-

150,245

Beverage Cost of Sales

217,853

225,794

248,285

248,205

-

248,205

Soft Drink & CO2

29,390

32,512

33,646

34,641

-

34,641

Sub-Total:

472,243

449,482

496,492

498,415

-

498,415

Miscellaneous

Cash Over/Short

(12)

-

48

-

-

-

Sub-Total:

(12)

-

48

-

-

-

Capital Outlay

Capital Outlay

13,736

-

-

-

-

-

Sub-Total:

13,736

-

-

-

-

-

Total Expenditures:

988,576

992,111

993,332

1,023,085

-

1,023,085

Total Revenues over Expenditures:

(61,091)

(86,782)

(22,433)

(27,661)

-

(27,661)

FY18 Budget

Dept.						
Sub-Department						
Category						
Description	FY 16 Actual	FY 17 Revised Budget	FY 17 Est. Year-end	FY 18 Base Budget	FY 18 Decision Points	FY 18 Proposed Budget
Expenditures						
Food & Beverage						
Administration						
Personnel						
F/T Salaries	45,527	55,720	55,720	58,115	-	58,115
FY17 Year-end Est.: 1.0 FTE Food & Beverage Manager; mid year adjustment in accordance with approved pay plan \$55,720						
FY18 Base Budget: 1.0 FTE Food & Beverage Manager \$58,115						
P/T Wages	22,157	20,160	20,316	20,316	-	20,316
FY17 Year-end Est.: 0.13 FTE Administrative Clerk \$2,686; 0.63 FTE Administrative Assistant \$17,631						
FY18 Base Budget: 0.13 FTE Administrative Clerk \$2,686; 0.63 FTE Administrative Assistant \$17,631						
Overtime	130	-	200	-	-	-
Payroll Taxes	5,817	5,730	6,843	7,300	-	7,300
FY18 Base Budget: 9% payroll taxes						
401 A Benefit	1,332	1,371	1,672	1,743	-	1,743
FY18 Base Budget: Food & Beverage Manager contribution						
Medical/Dental/Life Insurance	46	55	55	43	-	43
FY17 Year-end Est.: 1 life insurance \$43/person						
FY18 Base Budget: 1 life insurance \$43/person						
Sub-Total:	75,009	83,036	84,806	87,517	-	87,517
Supplies						
Operating Supplies	775	325	1,000	950	-	950
FY18 Base Budget: Food & Beverage Manager's office operating supplies-printer toner, batteries, etc.						
Cleaning Supplies	-	50	-	-	-	-
Paper Supplies	24	450	200	250	-	250
FY18 Base Budget: Food & Beverage Manager's office card stock, file folders, pens, note books, etc.						
Sub-Total:	798	825	1,200	1,200	-	1,200
Other General & Administrative Expenses						
Employee Recruitment & Testing	-	80	-	100	-	100
Travel & Training	-	300	200	300	-	300
FY18 Base Budget: Workshop or training for Food & Beverage Manager and/or Admin. Assistant						
Telephone, Internet, Cable	1,692	1,600	1,568	1,575	-	1,575
FY18 Base Budget: Food & Beverage Manager's office phone, Food & Beverage Manager and Administrative Assistant cell phones						
Workers Comp. Insurance	2,036	2,451	2,451	3,196	-	3,196
FY18 Base Budget: Assumes 0% increase in premiums (due to experience) but affected by FY17 Pay Plan Adjustments						
Sub-Total:	3,728	4,431	4,219	5,171	-	5,171
Maintenance & Repairs						
R & M Equipment	-	-	-	500	-	500
FY18 Base Budget: Replacement of minor office equipment as needed						
Sub-Total:	-	-	-	500	-	500
Total Expenditures:	79,535	88,292	90,225	94,388	-	94,388
Total Revenues over Expenditures:	(79,535)	(88,292)	(90,225)	(94,388)	-	(94,388)

FY18 Budget

Dept.						
Sub-Department						
Category						
Description	FY 16 Actual	FY 17 Revised Budget	FY 17 Est. Year-end	FY 18 Base Budget	FY 18 Decision Points	FY 18 Proposed Budget
Revenues						
Food & Beverage						
Lounge						
Charges for Services						
Beverage Sales	286,127	242,467	313,057	320,933	-	320,933
FY17 Year-end Est.: Projection based on 5 months of FY17 being \$38,203 over last year						
FY18 Base Budget: 2.5% increase (assumes continued strong growth in sales)						
Food Sales	41,698	29,173	60,022	61,566	-	61,566
FY17 Year-end Est.: Taco Tuesday and Trivia Night began after budget prep in FY16						
FY18 Base Budget: 2.5% increase (assumes continued strong growth in sales)						
Sub-Total:	327,825	271,640	373,079	382,499	-	382,499
Other Income						
Vending Machine Income	1,303	1,550	1,350	1,350	-	1,350
FY18 Base Budget: Vending income depends on number of people playing darts						
Miscellaneous Income General	2,508	-	1,700	1,743	-	1,743
FY17 Year-end Est.: Ticket sales, gift certificates						
FY18 Base Budget: 2.5% increase						
Sub-Total:	3,811	1,550	3,050	3,093	-	3,093
Total Revenues:	331,636	273,190	376,129	385,592	-	385,592
Expenditures						
Food & Beverage						
Lounge						
Personnel						
F/T Salaries	32,342	31,312	24,531	25,546	-	25,546
FY17 Year-end Est.: 0.28 FTE Food & Beverage Team Lead (Cook) \$8,341; 0.57 FTE Lead Bartender \$11,673; 0.33 FTE Bartender \$4,517						
FY18 Base Budget: 0.28 FTE Food & Beverage Team Lead (Cook) \$9,175; 0.57 FTE Lead Bartender \$11,673; 0.33 FTE Bartender \$4,698						
P/T Wages	57,631	41,730	50,573	51,926	-	51,926
FY17 Year-end Est.: 1.59 FTE Bartender \$21,006; 1.05 FTE Cook \$25,165; 0.23 FTE Server \$1,593; 0.17 FTE Crowd Monitor/Bar Back \$2,808;						
FY18 Base Budget: 1.59 FTE Bartender \$22,029; 1.05 FTE Cook \$24,231; 0.23 FTE Server \$2,390; 0.17 FTE Crowd Monitor/Bar Back \$3,276						
Overtime	1,189	250	300	250	-	250
Payroll Taxes	8,529	6,286	6,786	6,995	-	6,995
FY18 Base Budget: 9% payroll taxes						
Medical/Dental/Life Insurance	15,355	16,612	16,612	19,012	-	19,012
FY17 Year-end Est.: 2 medical \$7,960/person = \$15,920, 2 dental \$322/person = \$644, 1 life \$48						
FY18 Base Budget: 2 medical \$9,154/person = \$18,308, 2 dental \$309/person = \$618, 2 life \$43/person = \$86						
Sub-Total:	115,046	96,190	98,802	103,729	-	103,729

FY18 Budget

Dept.

Sub-Department

Category

Description

FY 16
Actual

FY 17
Revised
Budget

FY 17
Est.
Year-end

FY 18
Base
Budget

FY 18
Decision
Points

FY 18
Proposed
Budget

Supplies

Operating Supplies	1,786	2,150	1,990	2,195	-	2,195
FY18 Base Budget: Glasses/flatware/utensils/tools/kitchen small wares/POS tape						
Cleaning Supplies	1,005	1,560	1,300	1,350	-	1,350
FY18 Base Budget: Supplies to clean floors, dishes, counter tops						
Beverage Supplies	3,760	3,250	3,900	3,995	-	3,995
FY17 Year-end Est.: Increase in sales results in more products used. Styrofoam and translucent cups, covers, straws, bar naps						
Paper Supplies	3,810	2,828	4,300	4,450	-	4,450
FY18 Base Budget: Higher usage of propane due to increased events						
Sub-Total:	10,361	9,788	11,490	11,990	-	11,990

Other General & Administrative Expenses

Employee Recruitment & Testing	766	725	750	750	-	750
FY18 Base Budget: Pre-employment expenses for new hires, background check, drug test and pre-employment physical						
Travel & Training	898	660	1,250	1,350	-	1,350
FY17 Year-end Est.: Regulatory compliance training and shared expense for Hospitality Group industry specific service training for staff						
FY18 Base Budget: Alcohol training program through Department of Business and Professional Regulation, Regulatory Compliance and industry specific trainings						
Telephone, Internet, Cable	670	845	500	525	-	525
FY17 Year-end Est.: Landline in Lounge, cost of tablet (Time & Attendance system)						
Utilities/Electricity	1,832	1,800	1,750	1,800	-	1,800
Utilities/Propane	382	980	1,306	1,360	-	1,360
FY17 Year-end Est.: Higher usage of propane due to increased food service						
Utilities/Water	880	1,150	800	825	-	825
Utilities/Solid Waste-Gar/Rec	1,513	1,225	1,500	1,550	-	1,550
Equipment Leasing	1,795	1,850	1,910	1,950	-	1,950
FY18 Base Budget: Sirius radio, dishwasher						
Uniform Leasing	3,414	3,800	2,772	2,780	-	2,780
FY17 Year-end Est.: Uniform leasing program-reduced uniform cost as planned						
FY18 Base Budget: Ongoing uniform leasing program						
Workers Comp. Insurance	2,693	2,828	2,828	3,052	-	3,052
FY18 Base Budget: Assumes 0% increase in premiums (due to experience) but affected by FY17 Pay Plan Adjustments						
Clothing Allowance	23	-	-	-	-	-
Advertising	-	95	-	-	-	-
Dues & Subscriptions	3,697	3,155	3,317	2,433	-	2,433
FY17 Year-end Est.: Pro-rated royalty fees, food & liquor license fees						
FY18 Base Budget: Pro-rated royalty fees for music \$839.50, food license Lounge \$273, liquor license \$1,320. Moved Building A food license expense to Special Events						
Sub-Total:	18,562	19,113	18,683	18,375	-	18,375

Maintenance & Repairs

R & M - Misc.	-	230	100	125	-	125
FY17 Year-end Est.: Any repairs made that are not building or equipment related to the F&B operation						

FY18 Budget

Dept.

Sub-Department

Category

Description

FY 16
Actual

FY 17
Revised
Budget

FY 17
Est.
Year-end

FY 18
Base
Budget

FY 18
Decision
Points

FY 18
Proposed
Budget

R & M Buildings	1,259	2,542	2,300	2,250	-	2,250
FY18 Base Budget: Ongoing pest control for facility and traps around building. Repairs to the building specific to the F&B operation						
R & M Equipment	3,256	9,553	5,325	6,850	-	6,850
FY17 Year-end Est.: Repairs to ice machines, stoves and refrigeration units. Maintenance agreement for cleaning ice machines.						
FY18 Base Budget: Repairs ice machines, stoves and refrigeration units. Maintenance agreement for cleaning ice machines.						
Replacement ice machine for Building A (P.S.-Recreation Sub-Department pays 25%) total cost of \$4,000.						
Sub-Total:	4,515	12,325	7,725	9,225	-	9,225

Operations

Music & Entertainment	39,705	29,500	38,995	38,999	-	38,999
FY17 Year-end Est.: Added trivia night, additional Karaoke hours						
FY18 Base Budget: Karaoke, Trivia night, Friday and Saturday music						
Food Cost of Sales	23,011	10,250	29,711	29,552	-	29,552
FY17 Year-end Est.: Taco Tuesday, Trivia night pizza and Saturday sliders added after FY17 Budget prep						
FY18 Base Budget: Purchase of food for lunch menu items, tacos, pizzas and sliders						
Beverage Cost of Sales	99,016	86,732	118,962	118,745	-	118,745
FY18 Base Budget: Purchase of alcoholic beverages, beer and wine to prepare and serve drinks						
Soft Drink & CO2	15,455	15,100	19,117	19,595	-	19,595
FY18 Base Budget: NuCO2 and non-alcoholic beverage purchases						
Sub-Total:	177,188	141,582	206,785	206,891	-	206,891

Miscellaneous

Cash Over/Short	1,056	-	582	-	-	-
FY16 Actual: Private party pays for all guests at a Building A function using a credit card. The card is processed in the Lounge and gratuity is taken from Lounge, cash is balanced by reporting cash under in the Lounge and cash over in Special Events.						
FY17 Year-end Est.: A Special Event bill was paid at the Lounge instead of at the Special Event. Offsetting number can be found in the Special Events Sub-department.						
Sub-Total:	1,056	-	582	-	-	-

Capital Outlay

Capital Outlay	4,490	-	-	-	-	-
Sub-Total:	4,490	-	-	-	-	-

Total Expenditures:	331,218	278,998	344,067	350,210	-	350,210
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Total Revenues over Expenditures:	418	(5,808)	32,062	35,382	-	35,382
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FY18 Budget

Dept.						
Sub-Department						
Category						
Description	FY 16 Actual	FY 17 Revised Budget	FY 17 Est. Year-end	FY 18 Base Budget	FY 18 Decision Points	FY 18 Proposed Budget
Revenues						
Food & Beverage						
19th Hole						
Charges for Services						
Beverage Sales	239,079	249,826	222,995	228,570	-	228,570
FY17 Year-end Est.: Reduction in revenue due to closing for floor installation, 5 day closing in June for carpet installation and HVAC repairs. Music Bingo also moved to Building A after the FY17 Budget was prepared and approved.						
FY18 Base Budget: 2.5% increase (based on 51 weeks of operations in FY17 to allow for slight decrease in sales due to unusually high FY17 winter season peak. Sales projects lower than FY16 but due to activities being moved from 19th Hole and not decreased sales with sale activities offered).						
Food Sales	145,494	136,475	146,595	150,270	-	150,270
FY17 Year-end Est.: Reduction due to closed for floor installation, five day closing for carpet installation and HVAC repairs. Music Bingo also moved to "A". Change made after FY17 Budget preparation.						
FY18 Base Budget: 2.5% increase (based on 51 weeks of operations in FY17 to allow for slight decrease in sales due to unusually high FY17 winter season peak. Sales projects lower than FY16 but due to activities being moved from 19th Hole and not decreased sales with sale activities offered).						
Sub-Total:	384,573	386,301	369,590	378,840	-	378,840
Other Income						
Miscellaneous Income General	100	-	125	125	-	125
FY17 Year-end Est.: Gift certificate sales						
Sub-Total:	100	-	125	125	-	125
Total Revenues:	384,673	386,301	369,715	378,965	-	378,965
Expenditures						
Food & Beverage						
19th Hole						
Personnel						
F/T Salaries	40,574	43,312	50,927	55,772	-	55,772
FY17 Year-end Est.: 0.62 FTE Food & Beverage Team Lead (Cook) \$19,128; 0.33 FTE Lead Bartender \$5,950; 0.88 FTE Cook \$19,483; 0.50 FTE Bartender \$6,366						
FY18 Base Budget: 0.62 FTE Food & Beverage Team Lead (Cook) \$20,852; 0.33 FTE Lead Bartender \$6,598; 0.88 FTE Cook \$21,094; 0.50 FTE Bartender \$7,228						
P/T Wages	101,866	103,754	75,981	79,228	-	79,228
FY17 Year-end Est.: 2.04 FTE Bartender \$22,157; 1.98 FTE Cook \$42,217 FTE 1.01 Server \$10,203; 0.08 FTE Crowd Monitor/Bar Back \$1,404						
FY18 Base Budget: 1.37 FTE Bartender \$24,046; 1.98 FTE Cook \$42,217; 0.99 FTE Server \$10,702; 0.08 FTE Crowd Monitor/Bar Back \$1,404; 0.05 FTE Dish Washer \$859						
Overtime	2,081	325	795	325	-	325
Payroll Taxes	13,555	12,803	11,449	12,179	-	12,179
FY18 Base Budget: 9% payroll taxes						
401 A Benefit	-	-	445	700	-	700

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Medical/Dental/Life Insurance	8,004	16,612	8,330	9,549	-	9,549
FY17 Year-end Est.: 1 medical \$7,960/person; 1 dental \$322/person; 1 life \$48						
FY18 Base Budget: 1 medical \$9,154/person; 1 dental \$309/person; 2 life \$43/person = \$86						
Sub-Total:	166,079	176,806	147,927	157,753	-	157,753

Supplies

Operating Supplies	3,100	2,225	3,150	3,100	-	3,100
FY18 Base Budget: Glasses/flatware/dishes/utensils/tools/kitchen small wares/POS tape						
Cleaning Supplies	4,965	3,753	3,500	3,550	-	3,550
FY18 Base Budget: Supplies to clean floors, dishes, counter tops						
Beverage Supplies	3,606	3,455	3,195	3,200	-	3,200
FY18 Base Budget: Styrofoam and translucent cups, covers, straws, bar naps						
Paper Supplies	6,165	4,475	4,400	4,500	-	4,500
FY18 Base Budget: Paper boats, styrofoam plates, plastic utensils, take out containers, dinner napkins						
Fuel	353	450	345	355	-	355
FY18 Base Budget: Gas for department's van						
Sub-Total:	18,189	14,358	14,590	14,705	-	14,705

Other General & Administrative Expenses

Employee Recruitment & Testing	2,271	1,145	700	750	-	750
FY18 Base Budget: Pre-employment expenses for new hires, background check, drug test and pre-employment physical						
Travel & Training	983	700	1,150	1,225	-	1,225
FY17 Year-end Est.: Regulatory Compliance alcohol training and shared cost of Hospitality group industry specific service training for staff						
FY18 Base Budget: Regulatory Compliance alcohol training and continued hospitality service training						
Telephone, Internet, Cable	11,313	8,900	10,000	10,600	-	10,600
FY18 Base Budget: 19th Hole Land line, 50% cost of cell phone for Supervisor, Internet, Direct TV & NFL ticket						
Utilities/Electricity	2,307	2,295	2,300	2,450	-	2,450
Utilities/Propane	2,472	200	2,500	2,600	-	2,600
Utilities/Water	1,635	1,525	1,475	1,500	-	1,500
Utilities/Solid Waste-Gar/Rec	1,286	975	1,305	1,345	-	1,345
Equipment Leasing	2,538	3,339	3,304	3,304	-	3,304
FY18 Base Budget: Sirius radio \$95.85 quarter, 2 dishwashers \$2,921 annual cost. Bar glass washer installed February, 2016						
Uniform Leasing	3,414	2,755	2,775	2,780	-	2,780
FY17 Year-end Est.: Uniform leasing program-reduction in number of uniforms per employee						
Workers Comp. Insurance	3,974	5,089	5,089	5,319	-	5,319
FY18 Base Budget: Assumes 0% increase in premiums (due to experience) but affected by FY17 Pay Plan Adjustments						
Clothing Allowance	58	-	-	-	-	-
Dues & Subscriptions	1,332	2,375	2,375	2,375	-	2,375
FY17 Year-end Est.: Prorated royalty fees, food and liquor license						
FY18 Base Budget: Prorated royalty fees, food license \$273, liquor license \$1,817						
Sub-Total:	33,583	29,298	32,973	34,248	-	34,248

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Maintenance & Repairs

R & M - Misc	-	1,000	325	325	-	325
FY18 Base Budget: Repairs made that are not building or equipment related to the F&B operation						
R & M Buildings	817	3,325	1,350	2,100	-	2,100
FY18 Base Budget: Ongoing pest control for facility and traps around building. Repairs to the building specific to the F&B operation.						
R & M Equipment	6,484	14,552	7,995	8,225	-	8,225
FY18 Base Budget: Repairs to refrigeration and maintenance cleaning agreement for ice machine						
Sub-Total:	7,301	18,877	9,670	10,650	-	10,650

Operations

Music & Entertainment	12,845	14,450	7,300	7,325	-	7,325
FY18 Base Budget: Thursday night music, New Year's Eve. Music Bingo and 6 months of Karaoke was originally budgeted in this sub-department but moved to Special Events after the FY17 Budget was prepared and approved.						
Food Cost of Sales	78,212	69,212	72,565	72,130	-	72,130
FY18 Base Budget: All products purchased to prepare menu items						
Beverage Cost of Sales	80,505	89,254	82,508	82,285	-	82,285
FY18 Base Budget: Alcoholic beverages, beer and wine purchased to prepare and serve drinks						
Soft Drink & CO2	13,615	13,994	13,509	13,846	-	13,846
FY18 Base Budget: NuCO2 and non-alcoholic beverage purchases						
Sub-Total:	185,176	186,910	175,882	175,586	-	175,586

Miscellaneous

Cash Over/Short	1	-	1	-	-	-
Sub-Total:	1	-	1	-	-	-

Capital Outlay

Capital Outlay	9,246	-	-	-	-	-
Sub-Total:	9,246	-	-	-	-	-

Total Expenditures:	419,575	426,249	381,043	392,942	-	392,942
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Total Revenues over Expenditures:	(34,902)	(39,948)	(11,328)	(13,977)	-	(13,977)
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FY18 Budget

Dept.						
Sub-Department		FY 17	FY 17	FY 18	FY 18	FY 18
Category	FY 16	Revised	Est.	Base	Decision	Proposed
Description	Actual	Budget	Year-end	Budget	Points	Budget
Revenues						
Food & Beverage						
Pasta Night						
Charges for Services						
Beverage Sales	27,260	29,508	22,000	22,550	-	22,550
FY17 Year-end Est.: Reduction in revenue due to closing for floor installation, carpet installation and HVAC repairs scheduled in June						
FY18 Base Budget: 2.5% increase						
Food Sales	36,759	42,281	28,650	29,366	-	29,366
FY17 Year-end Est.: Reduction in revenue due to closing for floor installation, carpet installation and HVAC repairs. Closed 1 week scheduled in June.						
FY18 Base Budget: 2.5% increase						
Sub-Total:	64,019	71,789	50,650	51,916	-	51,916
Total Revenues:	64,019	71,789	50,650	51,916	-	51,916
Expenditures						
Food & Beverage						
Pasta Night						
Personnel						
F/T Salaries	6,874	5,684	7,740	8,157	-	8,157
FY17 Year-end Est.: 0.10 FTE Food & Beverage Team Lead (Cook) \$2,919; 0.12 FTE Cook \$3,013; and 0.12 FTE Bartender \$1,808						
FY18 Base Budget: 0.10 FTE Food & Beverage Team Lead (Cook) \$3,336; 0.12 FTE Cook \$3,013; and 0.12 FTE Bartender \$1,807						
P/T Wages	9,417	12,075	8,768	10,677	-	10,677
FY17 Year-end Est.: 0.19 FTE Bartender \$1,428; 0.13 FTE Cook \$2,530; 0.24 FTE Server \$2,392; and 0.10 FTE Dish Washer \$1,718						
FY18 Base Budget: 0.19 FTE Bartender \$2,075; 0.13 FTE Cook \$2,730; 0.10 FTE Host \$1,762; 0.24 FTE Server \$2,392; and 0.10 FTE Dish Washer \$1,718						
Payroll Taxes	1,475	1,562	1,486	1,695	-	1,695
FY18 Base Budget: 9% payroll tax						
Sub-Total:	17,766	19,321	17,994	20,529	-	20,529
Supplies						
Operating Supplies	168	82	80	85	-	85
Cleaning Supplies	-	43	35	40	-	40
Beverage Supplies	-	45	40	45	-	45
Paper Supplies	-	25	23	28	-	28
Sub-Total:	168	195	178	198	-	198
Other General & Administrative Expenses						
Employee Recruitment & Testing	-	-	72	86	-	86
Utilities/Propane	-	250	-	-	-	-
Utilities/Water	-	120	100	115	-	115
Utilities/Solid Waste-Gar/Rec	309	210	204	205	-	205
Workers Comp. Insurance	631	677	786	790	-	790
FY18 Base Budget: Assumes 0% increase in premiums (due to experience) but affected by FY17 Pay Plan Adjustments						

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Dues & Subscriptions	100	77	100	-	-	-
FY17 Year-end Est.: Prorated royalty fees for music (discontinued)						
Sub-Total:	1,040	1,334	1,262	1,196	-	1,196

Maintenance & Repairs

R & M Buildings	188	150	145	125	-	125
FY18 Base Budget: Pro-rated expense to sub department for building repairs specific to F&B						
R & M Equipment	-	50	-	-	-	-
Sub-Total:	188	200	145	125	-	125

Operations

Music & Entertainment	4,200	1,000	-	-	-	-
FY17 Year-end Est.: Install speakers in D/E to Sirius radio at the 19th Hole						
Food Cost of Sales	20,003	21,140	14,039	14,096	-	14,096
FY18 Base Budget: Products purchased to prepare menu items						
Beverage Cost of Sales	9,154	10,328	8,140	7,893	-	7,893
FY18 Base Budget: Alcoholic beverages, beer and wine purchased to prepare and serve drinks						
Soft Drink & CO2	80	1,918	525	675	-	675
FY18 Base Budget: NuCO2 and non-alcoholic beverage purchases						
Sub-Total:	33,437	34,386	22,704	22,664	-	22,664

Miscellaneous

Cash Over/Short	0	-	-	-	-	-
Sub-Total:	0	-	-	-	-	-

Total Expenditures:	52,598	55,436	42,283	44,712	-	44,712
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Total Revenues over Expenditures:	11,420	16,353	8,367	7,204	-	7,204
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FY18 Budget

Dept.						
Sub-Department						
Category						
Description	FY 16 Actual	FY 17 Revised Budget	FY 17 Est. Year-end	FY 18 Base Budget	FY 18 Decision Points	FY 18 Proposed Budget
Revenues						
Food & Beverage						
Special Events						
Charges for Services						
Beverage Sales	89,373	112,801	103,556	106,145	-	106,145
FY17 Year-end Est.: Increased sales through FTYD over last year. Revenue sources for special events change due to space issues. An event may start in the Lounge or the 19th Hole, however, due to popularity, create capacity problems and are moved to a function room to accommodate number of participants. This results in special staffing and set up categorizing it as a Special Event.						
FY18 Base Budget: 2.5% increase						
Food Sales	57,748	61,248	70,055	71,806	-	71,806
FY17 Year-end Est.: Increase in number of catering requests						
FY18 Base Budget: 2.5% increase						
Sub-Total:	147,122	174,049	173,611	177,951	-	177,951
Other Income						
Miscellaneous Income General	35	-	794	1,000	-	1,000
Sub-Total:	35	-	794	1,000	-	1,000
Total Revenues:	147,157	174,049	174,405	178,951	-	178,951
Expenditures						
Food & Beverage						
Special Events						
Personnel						
F/T Salaries	8,933	7,695	2,753	2,753	-	2,753
FY17 Year-end Est.: 0.10 FTE Lead Bartender \$2,030; 0.05 FTE Bartender \$723						
FY18 Base Budget: 0.10 FTE Lead Bartender \$2,030; 0.05 FTE Bartender \$723						
P/T Wages	12,163	38,625	30,310	31,622	-	31,622
FY17 Year-end Est.: 0.35 FTE Catering Coordinator \$7,540; 0.47 FTE Bartender \$4,825; 0.54 FTE Cook \$11,274; 0.38 FTE Server \$4,018; 0.05 FTE Crowd Monitor/Bar Back \$936; and 0.04 FTE Dish Washer \$1,718						
FY18 Base Budget: 0.35 FTE Catering Coordinator \$7,540; 0.47 FTE Bartender \$5,649; .69 FTE Cook \$11,762 0.38 FTE Server \$4,017; 0.05 FTE Crowd Monitor/Bar Back \$936; and 0.10 FTE Dish Washer \$1,718						
Overtime	302	200	550	525	-	525
Payroll Taxes	1,939	3,922	2,998	3,123	-	3,123
FY18 Base Budget: 9% payroll taxes						
Sub-Total:	23,338	50,442	36,611	38,023	-	38,023
Supplies						
Operating Supplies	921	400	990	950	-	950
FY17 Year-end Est.: Small ware expenses for catering						
FY18 Base Budget: Plates, flatware, chafing dishes, utensils, serving dishes						
Cleaning Supplies	80	150	100	125	-	125
Beverage Supplies	98	250	325	350	-	350
FY18 Base Budget: Styrofoam and translucent cups, covers, straws, bar naps						

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Paper Supplies	74	300	250	275	-	275
FY18 Base Budget: Paper boats, styrofoam plates, plastic utensils, take out containers, dinner napkins						
Sub-Total:	1,173	1,100	1,665	1,700	-	1,700

Other General & Administrative Expenses

Employee Recruitment & Testing	-	-	500	600	-	600
FY17 Year-end Est.: Recruitment of part time cooks for special events and catering						
Utilities/Propane	2,229	1,000	1,980	2,250	-	2,250
FY18 Base Budget: Higher usage of propane due to increased events						
Utilities/Water	80	-	-	-	-	-
Utilities/Solid Waste-Gar/Rec	693	600	800	850	-	850
Equipment Leasing	199	-	-	-	-	-
Workers Comp. Insurance	603	1,790	1,790	1,671	-	1,671
FY18 Base Budget: Assumes 0% increase in premiums (due to experience) but affected by FY17 Pay Plan Adjustments						
Advertising	263	-	-	-	-	-
Dues & Subscriptions	535	750	807	1,415	-	1,415
FY17 Year-end Est.: Pro-rated cost of Regulatory Compliance Alcohol training and food license						
FY18 Base Budget: Food license \$415, Pro-rated liquor license \$500, Pro-rated royalty fees \$500						
Sub-Total:	4,602	4,140	5,877	6,786	-	6,786

Maintenance & Repairs

R & M Buildings	249	150	250	250	-	250
R&M Equipment	914	700	725	800	-	800
Sub-Total:	1,163	850	975	1,050	-	1,050

Operations

Music & Entertainment	17,650	15,000	18,325	19,000	-	19,000
FY17 Year-end Est.: Music Bingo moved to Bldg. A for 6 months. Music for events such as Mother's Day, Father's Day, Luau, New Year's Eve, etc.						
FY18 Base Budget: Music Bingo and music for street dances and special events						
Food Cost of Sales	29,375	30,624	33,626	34,467	-	34,467
FY18 Base Budget: Products purchased for the execution of menu items						
Beverage Cost of Sales	29,178	39,480	38,675	39,282	-	39,282
FY18 Base Budget: Alcoholic beverages, beer and wine purchased to prepare and serve drinks						
Soft Drink & CO2	240	1,500	495	525	-	525
FY18 Base Budget: NuCO2 and non-alcoholic beverage purchases						
Sub-Total:	76,442	86,604	91,121	93,274	-	93,274

Miscellaneous

Cash Over/Short	(1,068)	-	(535)	-	-	-
FY16 Actual: Private party pays for all guests at a Building A function using a credit card. The card is processed in the Lounge and gratuity is taken from Lounge, cash is balanced by reporting under in the Lounge and over in Special Events.						
FY17 Year-end Est.: A Special Event bill was paid at the Lounge instead of at the Special Event. Offsetting number can be found in the Lounge Sub-department.						
Sub-Total:	(1,068)	-	(535)	-	-	-
Total Expenditures:	105,649	143,136	135,714	140,833	-	140,833

Total Revenues over Expenditures:	41,507	30,913	38,691	38,118	-	38,118
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FY18 Budget

Dept.						
Sub-Department		FY 17	FY 17	FY 18	FY 18	FY 18
Category	FY 16	Revised	Est.	Base	Decision	Proposed
Description	Actual	Budget	Year-end	Budget	Points	Budget
Revenues						
Golf - Pro Shop						
Charges for Services						
Guest Passes	1,118	2,797	-	-	-	-
FY18 Base Budget: Golf prices now are resident/non-resident only (BOT removed guest fees in 2016)						
Golf Memberships	227,881	294,301	233,000	230,670	23,067	253,737
FY17 Year-end Est.: Based on actual 2016/2017 memberships and attrition through sickness, moving and death						
FY18 Base Budget: Based on 1% decrease in membership (1.92% of new homeowners in 2016 became members which is below the rate of membership loses due to medical cancelations)						
FY 18 Decision Point: Additional revenue as a result of 10% rate increase						
Non Resident Golf User Fee	5,266	10,670	1,200	-	-	-
FY17 Year-end Est.: Fee eliminated by Board of Trustees in October 2016						
Non Resident-Golf Initiation Fee	590	850	650	650	-	650
FY17 Year-end Est.: Based on new seasonal memberships and resident cards sold in season						
FY18 Base Budget: Based on historical purchases of new seasonal memberships and resident cards						
Fleet Golf Cart Rentals	94,662	109,496	90,500	90,500	-	90,500
FY17 Year-end Est.: Based on higher member weekly play who own private carts and 10 minute tee times vs. 7/8 minute tee times						
Private Golf Cart Fees	75,658	90,670	74,600	73,854	7,385	81,239
FY17 Year-end Est.: Estimated from current annual private cart owners paid through the FY17 season						
FY18 Base Budget: Based on 1% decrease in membership						
FY 18 Decision Point: Additional revenue as a result of Trail Fee Rate increase						
Handicap Fees	7,065	7,040	6,300	6,237	-	6,237
FY17 Year-end Est.: Based on number of players whom currently purchased handicap for league play						
FY18 Base Budget: Based on 1% decrease in membership						
Golf Club Storage	509	466	500	500	-	500
FY18 Base Budget: Based on usage trends						
Practice Range	1,512	1,856	1,600	1,980	-	1,980
FY18 Base Budget: Based on improved range facility after grant and drainage repairs						
Greens Fees	133,967	218,545	133,800	133,800	-	133,800
FY18 Base Budget: Based on historical data and tee time available						
Golf Rental Equipment	1,348	1,485	1,388	1,350	-	1,350
FY17 Year-end Est.: Based on percentage of rental club usage per visitors needing clubs for rounds of golf						
FY18 Base Budget: Analysis based on rental club usage for guests						
Sub-Total:	549,575	738,176	543,538	539,541	30,452	569,993
Other Income						
Merchandise Sales	77,600	78,782	70,100	76,000	-	76,000
FY17 Year-end Est.: Based on current sales program and expanding to other areas; merchandise now visible at resident relations, Bldg. A, and street dances						
FY18 Base Budget: Based on increasing BBRD sales for non-golfers in community through street dances, Bldg. A and Resident Relations						

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Miscellaneous Income Golf	751	1,056	1,080	600	-	600
FY18 Base Budget: Projected decline due to only charging installment fee on memberships paid in cash/check over multiple months. Fees for electronic payment recurring payments proposed to be waived.						
Donations	-	5,495	-	-	-	-
FY17 Year-end Est.: No donations anticipated						
Miscellaneous Income General	1,580	2,797	1,620	1,620	-	1,620
FY18 Base Budget: Based on receipts that do not fit into other line items						
Sub-Total:	79,931	88,130	72,800	78,220	-	78,220
Total Revenues:	629,506	826,306	616,338	617,761	30,452	648,213

Expenditures

Golf - Pro Shop

Personnel Expenses

F/T Salaries	138,674	165,498	118,151	114,514	31,699	146,213
FY17 Year-end Est.: 1.0 FTE Golf Operations Manager \$62,934; 1.0 FTE Pro Shop Coordinator \$31,966; 1.0 FTE (Golf) Clerks \$23,251						
FY18 Base Budget: 1.0 FTE Golf Operations Manager \$62,941; 1.0 FTE Pro Shop Coordinator \$30,685; 1.0 FTE (Golf) Clerk \$20,888						
FY18 Decision Point: 1.0 FTE Associate Golf Professional						
P/T Wages	44,350	32,458	73,900	73,907	(5,300)	68,607
FY17 Year-end Est.: 2.0 FTE (Golf) Clerk \$42,400; 1.29 FTE Player Assistant \$22,641; 0.41 FTE Player Assistant Cart Tech \$8,859						
FY18 Base Budget: 2.0 FTE (Golf) Clerk \$42,401; 1.29 FTE Player Assistant \$22,648 0.41 FTE Player Assistant Cart Tech \$8,858						
FY18 Decision Point: Deletion of 0.25 (Golf) Clerk due to additional of 1.0 FTE (F/T) Associate Golf Professional						
Overtime	199	-	12	-	-	-
Special Pay	2,372	-	5,200	-	-	-
FY17 Year-end Est.: Utilized to assign duties above and beyond scope of job description to other Clerks while Pro Shop Coordinator is accomplishing duties at reassigned position						
Payroll Taxes	15,529	17,314	17,816	16,957	2,376	19,333
FY18 Base Budget: 9% of payroll.						
FY18 Decision Point: 1.0 FTE Associate Golf Professional						
401 A Benefit	2,441	2,445	2,619	2,698	951	3,649
FY18 Decision Point: 1.0 FTE Associate Golf Professional						
Medical/Dental/Life Insurance	4,532	8,522	78	82	8,329	8,411
FY17 Year-end Est.: Life Insurance for 3 employees; \$78						
FY18 Base Budget: Life Insurance for 3 employees; \$82 (estimated 5% increase)						
FY18 Decision Point: 1.0 FTE Associate Golf Professional (1 medical @ \$9,154; 1 dental @ \$309; 1 life insurance @ \$43)						
Sub-Total:	208,098	226,237	217,776	208,158	38,055	246,213

Professional Expenses

Professional Fees	-	-	-	1,679	-	1,679
FY18 Base Budget: IT maintenance \$1,679 (previously budgeted and expensed in Administration: Office of the District Clerk)						
Software Renewal/Support Fees	1,668	2,450	1,668	1,668	-	1,668
FY18 Base Budget: Toro irrigation system software						
Sub-Total:	1,668	2,450	1,668	3,347	-	3,347

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Supplies

Operating Supplies	10,493	19,985	11,100	11,500	-	11,500
FY18 Base Budget: Items for daily operations and tournaments/events						
Small Tools & Hardware	-	250	-	-	-	-
Sub-Total:	10,493	20,235	11,100	11,500	-	11,500

Other Gen. & Admin. Expenses

Property Taxes	1,435	-	1,005	1,300	-	1,300
FY18 Base Budget: Paid on leased equipment						
Employee Recruitment & Testing	337	100	600	300		300
FY18 Base Budget: Based on hiring seasonal employees if current seasonal employees do not return for employment						
Travel and Training	500	1,250	950	1,250	1,250	2,500
FY18 Base Budget: Educational conferences as needed to maintain Golf Operations Manager's current certification						
FY18 Decision Point: 1.0 FTE Associate Golf Professional						
Telephone, Internet, Cable	5,039	3,655	4,740	4,800	-	4,800
FY17 Year-end Est.: Additional phone line, Wi-Fi and increased internet speed/capacity						
FY18 Base Budget: Phone line and Wi-Fi						
Tournament Expenses	7,265	-	-	-	-	-
FY17 Year-end Est.: Line item removed to accurately reflect total golf operating costs under operating supplies						
Utilities/Electricity	16,372	18,990	18,300	18,900	-	18,900
FY18 Base Budget: For use with Golf Course Pro Shop, Cart Barn, Restrooms on course, and ABM facilities						
Utilities/Water	6,864	7,285	6,700	7,030	-	7,030
FY18 Base Budget: For use with Golf Course Pro Shop, Cart Barn, Restrooms on course, and ABM facilities						
Utilities/Solid Waste - Gar/Rec.	7,838	5,390	8,200	8,000	-	8,000
FY18 Base Budget: For use with Golf Course Pro Shop, Cart Barn, Restrooms on course, and ABM facilities						
Equipment Leasing	34,110	33,140	30,701	30,101	-	30,101
FY18 Base Budget: EZGO Lease \$7,029; Yamaha Lease \$18,117/year; Office trailer rental \$1,080/year; Copier lease \$3,875/year						
Workers Comp. Insurance	6,334	5,835	5,830	6,256	1,052	7,308
FY18 Base Budget: Assumes 0% increase in premiums (due to experience) but affected by FY17 Pay Plan Adjustments						
FY18 Decision Point: 1.0 FTE Associate Golf Professional						
Printing	-	325	-	-	-	-
FY18 Base Budget: Printing for events, leagues etc.						
Advertising	6,553	6,072	5,850	2,900	-	2,900
FY18 Base Budget: Based on advertisement cost for newspapers, flyers, banners and electronic media (changing strategy to focus on summer green fee play)						
Licenses, Permits, Lien Fees	550	-	-	-	-	-
Employee Clothing Allowance	489	1,100	1,078	1,050	250	1,300
FY18 Base Budget: Analysis based on employee shirts and hats for immediate recognition to guests						
FY18 Decision Point: 1.0 FTE Associate Golf Professional						
Dues and Subscriptions	4,923	4,645	4,923	4,993	534	5,527
FY18 Base Budget: FSGA dues \$150; GHIN Handicap Fees \$4,204 ; USGA \$110; PGA \$529						
FY18 Decision Point: 1.0 FTE Associate Golf Professional						
Sub-Total:	98,609	87,787	88,877	86,880	3,086	89,966

FY18 Budget

Dept.

Sub-Department

Category

Description

FY 16
Actual

FY 17
Revised
Budget

FY 17
Est.
Year-end

FY 18
Base
Budget

FY 18
Decision
Points

FY 18
Proposed
Budget

Maint. & Repairs

Golf Course Maintenance	430,463	443,377	435,026	448,077	-	448,077
FY18 Base Budget: Based on maximum 3% increase per ABM contract dated January 21, 2014						
R & M - Misc.	-	-	-	-	-	-
R & M Buildings	3,072	24,985	24,985	3,500	-	3,500
FY17 Year-end Est.: Aging air conditioning/heating unit freezes, plumbing may need repairs as necessary; FRDAP Grant Projects						
FY18 Base Budget: Set funding to deal with unexpected emergencies to building or on course restrooms repair						
R & M Grounds	24,565	64,605	62,985	32,500	15,000	47,500
FY17 Year-end Est.: Golf course repairs not covered by ABM service contract to include drainage, tree service to remove stumps from fallen trees during Matthew, mulching tee stations, bunker sand for maintenance of bunkers until phase repair can be accomplished, annual over seeding of fairways \$10,000, annual nematode infestation treatment \$5,852, FRDAP grant projects \$35,000, Irrigation pump intake cleaning and reservoir reshaping \$2,880, and golf course safety issues of netting by parking lot and fencing repair \$2,000, and misc.						
FY18 Base Budget: Golf course repairs not covered by ABM service contract to include drainage issues which arise, mulching as desired by golf committee, bunker sand to continue repairing bunkers until phase project complete, annual over seeding of fairways \$10,000, annual nematode infestation treatment \$5,852, #13 green repair \$1,650, bunker repair \$2,064 and golf course safety issues of erosion along bunkers or lake banks which may arise with aging facility.						
FY18 Decision Point: Increased R&M funding for unforeseen repairs to the golf course.						
R & M Equipment	1,410	19,910	19,910	4,000	-	4,000
FY17 Year-end Est.: 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, and \$5,000 FRDAP grant project, etc.						
FY18 Base Budget: Annual Irrigation pumps service to maintain pumps in optimal working order						
Sub-Total:	459,509	552,877	542,906	488,077	15,000	503,077

Operations

Merchandise Cost of Sales	53,294	38,500	49,000	51,000	-	51,000
FY17 Year-end Est.: Based on buying plan for merchandise sales to golfers and increased sales opportunities through street dances and Bldg. A						
FY18 Base Budget: Based on buying plan for merchandise sales to golfers, green fee paying customers and non-golfing residents						
Sub-Total:	53,294	38,500	49,000	51,000	-	51,000

Miscellaneous

Misc. Expenditures	240	-	-	-	-	-
Cash Over/Short	(1)	-	(48)	-	-	-
FY17 Year-end Est.: New cashier mistake while in training						
Sub-Total:	239	-	(48)	-	-	-

Capital Outlay

Capital Outlay	5,917	-	-	-	-	-
Sub-Total:	5,917	-	-	-	-	-

Total Expenditures: 837,826 928,086 911,279 848,962 56,141 905,103

Total Revenues over Expenditures: (208,320) (101,780) (294,941) (231,201) (25,689) (256,890)

FY18 Budget

Dept.		FY 17	FY 17	FY 18	FY 18	FY 18
Sub-Department	FY 16	Revised	Est.	Base	Decision	Proposed
Category	Actual	Budget	Year-end	Budget	Points	Budget
Revenues						
Property Services (roll-up)						
Charges for Services						
Recreation Fees	257,845	260,000	249,500	245,000	127,400	372,400
Total Revenues:	257,845	260,000	249,500	245,000	127,400	372,400
Expenditures						
Property Services (roll-up)						
Personnel Expenses						
F/T Salaries	390,819	417,498	401,848	406,441	-	406,441
P/T Wages	308,830	335,028	333,858	347,206	-	347,206
Overtime	774	1,082	2,601	1,506	-	1,506
Special Pay	1,536	1,100	1,704	1,859	-	1,859
Payroll Taxes	59,867	65,732	62,381	68,181	-	68,181
401 A Benefit	2,690	4,435	2,896	4,647	-	4,647
Medical/Dental/Life Insurance	81,197	100,152	89,025	113,497	-	113,497
Sub-Total:	845,714	925,027	894,313	943,337	-	943,337
Supplies						
Operating Supplies	17,209	15,345	19,000	19,255	-	19,255
Cleaning Supplies	23,402	19,700	21,402	21,650	-	21,650
Chlorine	33,647	26,210	26,400	28,113	-	28,113
Chemicals	4,382	1,274	1,400	1,500	-	1,500
Small Tools & Hardware	9,342	6,030	10,622	7,185	-	7,185
Fuel	12,251	17,890	14,526	14,301	-	14,301
Sub-Total:	100,234	86,449	93,350	92,004	-	92,004
Other Gen. & Admin. Expenses						
Employee Recruitment & Testing	4,032	5,900	3,543	3,700	-	3,700
Travel and Training	985	2,800	2,700	2,800	-	2,800
Telephone, Internet, Cable	9,160	9,147	9,132	9,445	-	9,445
Utilities/Electricity	46,208	38,773	46,745	47,559	-	47,559
Utilities/Water	39,954	35,270	19,705	21,750	-	21,750
Utilities/Propane	1,399	13,800	13,730	13,850	-	13,850
Utilities/Solid Waste - Garb/Rec.	9,782	9,124	12,151	10,440	-	10,440
Utilities/Portable Toilets	6,058	6,100	7,423	6,100	-	6,100
Equipment Leasing	3,098	2,284	3,802	3,250	-	3,250
Resident Activities	694	2,900	2,900	2,900	-	2,900
Workers Comp. Insurance	44,535	51,119	50,443	50,471	-	50,471
Licenses, Permits, Lien Fees	1,050	1,050	1,800	1,800	-	1,800
Employee Clothing Allowance	2,830	7,326	7,196	7,334	-	7,334
Dues and Subscriptions	2,409	2,620	2,529	2,649	-	2,649
Sub-Total:	172,194	188,213	183,800	184,048	-	184,048
Maint. & Repairs	-	-				
Repairs and Maintenance - Misc.	1,019	26,000	22,180	22,500	-	22,500

FY18 Budget

Dept.		FY 17	FY 17	FY 18	FY 18	FY 18
Sub-Department	FY 16	Revised	Est.	Base	Decision	Proposed
Category	Actual	Budget	Year-end	Budget	Points	Budget
R & M Buildings	48,286	38,000	37,468	37,800	-	37,800
R & M Grounds	78,520	66,000	67,849	70,300	2,200	72,500
R & M Equipment	21,435	31,770	25,644	24,330	4,680	29,010
R & M Pools	12,722	8,800	8,800	9,000	-	9,000
Vehicle Maintenance	5,278	6,000	5,983	5,550	-	5,550
Sub-Total:	167,259	176,570	167,924	169,480	6,880	176,360
Miscellaneous						
Cash Over/Short	(6)	-	-	-	-	-
Sub-Total:	(6)	-	-	-	-	-
Capital Outlay						
Capital Outlay	20,932	-	-	-	-	-
Sub-Total:	20,932	-	-	-	-	-
Total Expenditures:	1,306,326	1,376,259	1,339,386	1,388,869	6,880	1,395,749
Total Revenues over Expenditures:	(1,048,481)	(1,116,259)	(1,089,886)	(1,143,869)	120,520	(1,023,349)

FY18 Budget

Dept.		FY 17	FY 17	FY 18	FY 18	FY 18
Sub-Department	FY 16	Revised	Est.	Base	Decision	Proposed
Category	Actual	Budget	Year-end	Budget	Points	Budget
Expenditures						
Property Services						
Buildings						
Personnel Expenses						
F/T Salaries	172,674	190,995	192,324	192,956	-	192,956
FY17 Year-end Est.: 2.0 FTE Bldg. Tech III \$68,621; 1.0 FTE Bldg. Tech II \$33,079; 1.0 FTE Bldg. Tech I \$27,040; 1.0 FTE P.S. Crew Leader \$34,150; 0.5 FTE Pool Host Supervisor/Admin. Clerk \$16,572; 0.25 FTE Property Services Manager \$12,862						
FY18 Base Budget: 2.0 FTE Bldg. Tech III \$68,618; 1.0 FTE Bldg. Tech II \$33,072; 1.0 FTE Bldg. Tech I \$27,040; 1.0 FTE PS Crew leader \$32,635; 0.5 FTE Pool Host Supervisor/Admin. Clerk \$18,210; 0.25 FTE Property Services Manager \$13,380						
P/T Wages	14,919	22,358	22,358	23,103	-	23,103
FY17 Year-end Est.: 0.5 FTE Bldg. Tech III \$18,210; 0.11 FTE Maintenance/Audio-Visual \$3,724; 0.05 FTE Custodian/Audio-Visual \$424						
FY18 Base Budget: 0.5 FTE Bldg. Tech III \$18,210; 0.11 FTE Maintenance/Audio-Visual \$3,726; FTE 0.05 Custodian/Audio-Visual \$1,166						
Overtime	538	700	2,100	950	-	950
FY17 Year-end Est.: Due to Hurricane Matthew and staff used for after hour emergency work						
FY18 Base Budget: Cost of unanticipated after hours emergency work						
Special Pay	71	300	214	300	-	300
FY18 Base Budget: Additional pay for the property service crew leader in the absence of the Property Service Manager; call outs for facility issues						
Payroll Taxes	15,259	18,764	18,429	19,562	-	19,562
FY18 Base Budget: 9% of payroll						
401 A Benefit	1,466	2,465	1,958	3,662	-	3,662
FY17 Year-end Est.: 2 employees						
FY18 Base Budget: 3 employees						
Medical/Dental/Life Insurance	40,264	50,446	51,956	66,233	-	66,233
FY17 Year-end Est.: 7 medical \$7,107/person = \$49,749; 6 dental \$313/person = \$1,878; 7 life insurance \$47/person = \$329						
FY18 Base Budget: 7 medical \$9,154/person = \$64,078; 6 dental \$309/person = \$1,854; 7 life insurance \$43/person = \$301						
Sub-Total:	245,193	286,028	289,339	306,766	-	306,766
Supplies						
Operating Supplies	10,269	6,485	10,790	11,300	-	11,300
FY17 Year-end Est.: Upgraded safety equipment (hard hats, rain gear, safety vests, safety goggles, etc.) for 10 people; all safety equipment in addition to ladders, lumber, metal, paint, light bulbs						
FY18 Base Budget: Safety cones, ladders, lumber, paint, spray solvents, safety equipment, light bulbs						
Chemicals	37	485	300	325	-	325
FY18 Base Budget: WD-40, graffiti remover, grease, wasp/hornet spray						
Small Tools & Hardware	7,176	2,810	8,674	5,005	-	5,005
FY18 Base Budget: Nuts, bolts, screws, turnbuckle, cable, various hardware as needed						
Fuel	10,101	7,000	9,579	9,000	-	9,000
FY17 Year-end Est.: Increased trips to the beach for projects (fuel for trucks)						
FY18 Base Budget: Anticipated beach projects; fuel for trucks and equipment						
Sub-Total:	27,584	16,780	29,343	25,630	-	25,630

FY18 Budget

Dept.		FY 17	FY 17	FY 18	FY 18	FY 18
Sub-Department	FY 16	Revised	Est.	Base	Decision	Proposed
Category	Actual	Budget	Year-end	Budget	Points	Budget
Other Gen. & Admin. Expenses						
Employee Recruitment & Testing	867	1,900	805	800	-	800
FY18 Base Budget: background tests, drug test, lift test (incl. after any unanticipated injury)						
Travel and Training	35	2,100	2,000	2,100	-	2,100
FY18 Base Budget: 2 supervisor training seminars; Property Services Manager Professional Membership and continuing education for FRPA (Florida Recreation and Parks Association) & APWA (American Public Works Association)						
Telephone, Internet, Cable	5,243	4,825	5,400	5,555	-	5,555
FY18 Base Budget: 3 cell phones, 1 telephone line, 1 fax line, internet/Wi-Fi, cable						
Utilities/Electricity	19,185	6,251	17,488	17,800	-	17,800
FY18 Base Budget: Power for Buildings A, C, D&E						
Utilities/Water	5,652	5,301	5,400	5,650	-	5,650
Utilities/Solid Waste - Garb/Rec.	4,252	4,194	5,535	4,300	-	4,300
FY18 Base Budget: Roll off trash dumpsters and recycling dumpsters for Property Service crews						
Equipment Leasing	133	1,434	2,977	2,400	-	2,400
FY17 Year-end Est.: Lift rental for various projects in Bldgs.						
FY18 Base Budget: Lift rental and other various equipment for anticipated projects in Bldgs.						
Workers Comp. Insurance	12,422	14,795	14,872	15,751	-	15,751
FY18 Base Budget: Assumes 0% increase in premiums (due to experience) but affected by FY17 Pay Plan Adjustments.						
Licenses,Permits, Lien Fees	-	250	250	250	-	250
FY18 Base Budget: Fire inspections (extinguishers, range hood and fire suppression systems)						
Employee Clothing Allowance	1,495	1,792	1,789	1,875	-	1,875
FY17 Year-end Est.: Safety shoes for 8 employees \$600; shirts for 8 employees \$1,192						
FY18 Base Budget: Safety shoes for 8 employees \$600; shirts from anticipated uniform company \$1,300						
Dues and Subscriptions	2,409	2,620	2,529	2,649	-	2,649
FY18 Base Budget: Facility Dude/Dude Solutions (web-based work order system)						
Sub-Total:	51,692	45,462	59,045	59,130	-	59,130
Maint. & Repairs						
R & M - Misc.	1,019	26,000	22,180	22,500	-	22,500
FY17 Year-end Est.: Emergency repairs, large appliance replacement/repair, vandalism, etc.; 6 year replacement plan YEAR 1 tables and chairs \$5,000						
FY18 Base Budget: Emergency repairs, large appliance replacement/repair, vandalism, etc.; 6 year replacement plan YEAR 2 tables and chairs \$5,000						
R & M Buildings	46,986	38,000	37,468	37,800	-	37,800
FY17 Year-end Est.: A/C repairs and replacements, lights, interior doors, carpet where needed, improvements to BBRD bldgs., general maintenance, painting and repair, etc.						
FY18 Base Budget: A/C repairs and replacements, lights, interior doors, carpet where needed, improvements to BBRD bldgs., general maintenance, painting and repair, etc.						
R & M Equipment	1,631	4,200	4,190	3,200	4,680	7,880
FY17 Year-end Est.: Repair and/or maintenance of Bldg. A lift, golf carts, backhoe, trailers, etc.						
FY18 Base Budget: Repair and/or maintenance of golf carts, heavy equipment						
FY18 Decision Point: Radio System						
Vehicle Maintenance	5,278	6,000	5,983	5,550	-	5,550
FY18 Base Budget: Tires for trucks, replacement hoses, belts, oil changes, hoses, etc. (decreased due to replacement of old dump truck in FY17)						
Sub-Total:	54,913	74,200	69,821	69,050	4,680	73,730

FY18 Budget

Dept.		FY 16	FY 17	FY 17	FY 18	FY 18	FY 18
Sub-Department		Actual	Revised	Est.	Base	Decision	Proposed
Category			Budget	Year-end	Budget	Points	Budget
Capital Outlay							
Capital Outlay		10,801	-	-	-	-	-
Sub-Total:		10,801	-	-	-	-	-
Total Expenditures:		390,183	422,470	447,548	460,576	4,680	465,256
Total Revenues over Expenditures:		(390,183)	(422,470)	(447,548)	(460,576)	(4,680)	(465,256)

FY18 Budget

Dept.		FY 17	FY 17	FY 18	FY 18	FY 18
Sub-Department	FY 16	Revised	Est.	Base	Decision	Proposed
Category	Actual	Budget	Year-end	Budget	Points	Budget
Expenditures						
Property Services						
Grounds						
Personnel Expenses						
F/T Salaries	72,155	70,998	71,111	71,515	-	71,515
FY17 Year-end Est.: 2.0 FTE Grounds Keeper \$58,248; 0.25 FTE Property Services Manager \$12,863						
FY18 Base Budget: 2.0 FTE Grounds Keeper \$58,135; 0.25 FTE Property Services Manager \$13,380						
P/T Wages	24,675	26,016	26,016	19,458	-	19,458
FY17 Year-end Est.: 1.0 FTE Grounds Keeper \$26,016						
FY18 Base Budget: 1.0 FTE Grounds Keeper \$19,458 (lower costs due to turnover of long-term employee)						
Overtime	55	-	-	-	-	-
Payroll Taxes	8,328	8,664	7,171	8,188	-	8,188
FY18 Base Budget: 9% of payroll						
Medical/Dental/Life Insurance	7,493	8,378	7,514	9,549	-	9,549
FY17 Year-end Est.: 1 medical \$7,107/person = \$7,107; 1 dental \$313/person = \$313; 2 life insurance \$47/person = \$94						
FY18 Base Budget: 1 medical \$9,154/person = \$9,154; 1 dental \$309/person = \$309; 2 life insurance \$43/person = \$86						
Sub-Total:	112,707	114,056	111,812	108,710	-	108,710
Supplies						
Operating Supplies	1,405	2,650	1,864	1,970	-	1,970
FY18 Base Budget: Blades, oil, chains, weed wacker line, etc.						
Chemicals	4,345	789	1,100	1,175	-	1,175
FY17 Year-end Est.: Unanticipated use of pre-mixed herbicide spray - changed to concentrate						
FY18 Base Budget: Concentrate herbicide and pre-emergent for licensed user						
Small Tools & Hardware	1,949	2,780	1,750	1,980	-	1,980
FY18 Base Budget: Nuts, bolts, screws, chains, straps, etc.						
Fuel	299	8,500	3,000	3,300	-	3,300
FY18 Base Budget: Cost of diesel fuel for grounds equipment						
Sub-Total:	7,999	14,719	7,714	8,425	-	8,425
Other Gen. & Admin. Expenses						
Employee Recruitment & Testing	-	1,000	543	600	-	600
FY18 Base Budget: Background check, drug screen, lift test for new and returning employees						
Utilities/Solid Waste - Garb/Rec.	4,200	4,195	5,483	5,000	-	5,000
FY18 Base Budget: Yard debris dumpsters (climb due to canal and lake bank cleanings)						
Equipment Leasing	2,965	850	825	850	-	850
FY18 Base Budget: Lift for trimming trees						
Workers Comp. Insurance	7,357	7,969	7,968	7,121	-	7,121
FY18 Base Budget: Assumes 0% increase in premiums (due to experience) but affected by FY17 Pay Plan Adjustments						
Licenses, Permits, Lien Fees	-	500	500	500	-	500
FY17 Year-end Est.: \$500 for 2 staff members to get herbicide spray licenses						
FY18 Base Budget: \$500 for 2 staff members to get herbicide spray licenses						
Employee Clothing Allowance	460	1,181	1,147	1,181	-	1,181
FY17 Year-end Est.: Safety shoes for 5 employees \$375; Shirts for 5 employees \$772						
FY18 Base Budget: Safety shoes for 5 employees \$375; for 5 employees \$806						
Sub-Total:	14,983	15,695	16,466	15,252	-	15,252

FY18 Budget

Dept.						
Sub-Department	FY 16	FY 17	FY 17	FY 18	FY 18	FY 18
Category	Actual	Revised Budget	Est. Year-end	Base Budget	Decision Points	Proposed Budget
Maint. & Repairs						
R & M Grounds	20,866	29,000	25,000	25,300	-	25,300
FY18 Base Budget: Signs, posts, benches, special projects on common grounds, increased fertilization, mulch						
R & M Equipment	10,850	12,580	9,454	9,500	-	9,500
FY18 Base Budget: Weedwackers, edgers, blowers, chain saws, pole saws, etc.						
Sub-Total:	31,716	41,580	34,454	34,800	-	34,800
Total Expenditures:	167,404	186,050	170,446	167,187	-	167,187
Total Revenues over Expenditures:	(167,404)	(186,050)	(170,446)	(167,187)	-	(167,187)

FY18 Budget

Dept.		FY 17	FY 17	FY 18	FY 18	FY 18
Sub-Department	FY 16	Revised	Est.	Base	Decision	Proposed
Category	Actual	Budget	Year-end	Budget	Points	Budget
Expenditures						
Property Services						
Custodial						
Personnel Expenses						
F/T Salaries	73,147	85,012	67,415	69,339	-	69,339
FY17 Year-end Est.: 1.0 FTE Custodian \$23,266; 1.0 FTE Custodian Supervisor \$31,286; 0.25 FTE Property Services Manager \$12,863						
FY18 Base Budget: 1.0 FTE Custodian \$23,275; 1.0 FTE Custodian Supervisor \$32,684; 0.25 FTE Property Services Manager \$13,380						
P/T Wages	127,188	114,928	114,928	132,659	-	132,659
FY17 Year-end Est.: 5.82 FTE Custodian \$102,041; 0.65 FTE Custodian/AV Tech \$12,887						
FY18 Base Budget: 5.82 FTE Custodian \$117,503; 0.65 FTE Custodian/AV Tech \$15,156						
Overtime	29	280	237	306	-	306
FY18 Base Budget: Additional coverage for street dances and special events						
Special Pay	50	200	90	134	-	134
Payroll Taxes	17,341	17,409	16,440	18,242	-	18,242
FY18 Base Budget: 9% of payroll						
401 A Benefit	1,224	1,970	938	985	-	985
FY17 Year-end Est.: 1 employee						
FY18 Base Budget: 1 employee						
Medical/Dental/Life Insurance	18,716	24,668	14,621	18,703	-	18,703
FY17 Year-end Est.: 2 medical \$7,107/person = \$14,214; 1 dental \$313/person = \$313; 2 life insurance \$47/person = \$94						
FY18 Base Budget: 2 medical \$9,154/person = \$18,308; 1 dental \$309/person = \$309; 2 life insurance \$43/person = \$86						
Sub-Total:	237,694	244,467	214,669	240,368	-	240,368
Supplies						
Operating Supplies	1,924	1,970	1,971	1,985	-	1,985
FY18 Base Budget: Printer ink, paper, office supplies, printer, etc.						
Cleaning Supplies	23,402	19,700	21,402	21,650	-	21,650
FY18 Base Budget: Various cleaning supplies for meeting rooms, buildings and offices						
Small Tools & Hardware	217	440	198	200	-	200
FY18 Base Budget: Items needed for cleaning and minor maintenance						
Fuel	1,851	2,390	1,947	2,001	-	2,001
FY18 Base Budget: Fuel for custodial truck (also used by Administration Department personnel)						
Sub-Total:	27,394	24,500	25,518	25,836	-	25,836
Other Gen. & Admin. Expenses						
Employee Recruitment & Testing	1,940	1,900	1,200	1,200	-	1,200
FY18 Base Budget: Background check, drug screen, lift test for new and returning employees						
Travel and Training	105	-	-	-	-	-
Telephone, Internet, Cable	418	883	450	460	-	460
FY18 Base Budget: 1 telephone line, 1 fax line, internet/wi-fi, cable						
Workers Comp. Insurance	11,982	12,765	12,759	12,572	-	12,572
FY18 Base Budget: Assumes 0% increase in premiums (due to experience) but affected by FY17 Pay Plan Adjustments						

FY18 Budget

Dept.						
Sub-Department	FY 16	FY 17	FY 17	FY 18	FY 18	FY 18
Category	Actual	Revised Budget	Est. Year-end	Base Budget	Decision Points	Proposed Budget
Employee Clothing Allowance	589	2,658	2,583	2,583	-	2,583
FY17 Year-end Est.: Safety shoes for 12 employees = \$900; uniforms for 17 employees = \$1,683						
FY18 Base Budget: Safety shoes for 12 employees = \$900; uniforms for 17 employees = \$1,683						
Sub-Total:	15,034	18,206	16,992	16,815	-	16,815
Maint. & Repairs						
R & M Equipment	472	990	500	1,200	-	1,200
FY18 Base Budget: Leaf vacuum \$1,100 and other unanticipated equipment replacement						
Sub-Total:	472	990	500	1,200	-	1,200
Total Expenditures:	280,594	288,163	257,679	284,219	-	284,219
Total Revenues over Expenditures:	(280,594)	(288,163)	(257,679)	(284,219)	-	(284,219)

FY18 Budget

Dept.		FY 17	FY 17	FY 18	FY 18	FY 18
Sub-Department	FY 16	Revised	Est.	Base	Decision	Proposed
Category	Actual	Budget	Year-end	Budget	Points	Budget
Expenditures						
Property Services						
Pools						
Personnel Expenses						
F/T Salaries	72,843	70,493	70,998	72,631	-	72,631
FY17 Year-end Est.: 2.0 FTE Pool Host \$41,561; 0.5 FTE Pool Host Supervisor \$16,574; 0.25 FTE Property Services Manager \$12,863						
FY18 Base Budget: 2.0 FTE Pool Host \$41,041; 0.5 FTE Pool Host Supervisor \$18,210; 0.25 FTE Property Services Manager \$13,380.						
P/T Wages	136,055	150,796	149,626	150,727	-	150,727
FY17 Year-end Est.: 5.13 FTE Pool Host \$97,149; 2.5 FTE Pool Technician \$52,477						
FY18 Base Budget: 5.13 FTE Pool Host \$98,072; 2.5 FTE Pool Technician \$52,655						
Overtime	152	102	264	250	-	250
Special Pay	1,414	600	1,400	1,425	-	1,425
FY18 Base Budget: Pool tech call-outs outside of normally scheduled hours						
Payroll Taxes	18,337	19,011	18,457	20,276	-	20,276
FY18 Base Budget: 9% of payroll						
Medical/Dental/Life Insurance	14,724	16,660	14,934	19,012	-	19,012
FY17 Year-end Est.: 2 medical \$7,107/person = \$14,214; 2 dental \$313/person = \$626; 2 life insurance \$47/person = \$94						
FY18 Base Budget: 2 medical \$9,154/person = \$18,308; 2 dental \$309/person = \$618; 2 life insurance \$43/person = \$86						
Sub-Total:	243,525	257,662	255,679	264,321	-	264,321
Supplies						
Operating Supplies	1,146	2,740	2,500	2,500	-	2,500
FY18 Base Budget: Tile soap, cleaning chemicals, pH testing chemicals, misc. office supplies for pool operations						
Chlorine	33,647	26,210	26,400	28,113	-	28,113
FY18 Base Budget: For treatment of pools per Brevard County Health Department standards						
Sub-Total:	34,793	28,950	28,900	30,613	-	30,613
Other Gen. & Admin. Expenses						
Employee Recruitment & Testing	502	1,100	995	1,000	-	1,000
FY18 Base Budget: Background checks, drug screens, lift test for new and returning employees						
Travel and Training	845	700	700	700	-	700
FY18 Base Budget: Certification and recertification for Pool Techs; crowd management training for Pool Hosts						
Telephone, Internet, Cable	3,056	3,124	3,060	3,115	-	3,115
FY18 Base Budget: 1 telephone line, 1 fax line, internet/wi-fi, cable						
Utilities/Electricity	19,850	25,000	21,568	22,000	-	22,000
FY18 Base Budget: Operate pool pumps at all 3 pools						
Utilities/Propane	1,299	13,800	13,680	13,800	-	13,800
FY18 Base Budget: Propane to heat all 3 pools						
Utilities/Water	30,377	25,633	11,004	12,600	-	12,600
FY18 Base Budget: Leaks in pools were repaired and now water usage is back to normal						
Workers Comp. Insurance	12,773	13,490	13,486	13,667	-	13,667
FY18 Base Budget: Assumes 0% increase in premiums (due to experience) but affected by FY17 Pay Plan Adjustments						

FY18 Budget

Dept.						
Sub-Department	FY 16	FY 17	FY 17	FY 18	FY 18	FY 18
Category	Actual	Revised Budget	Est. Year-end	Base Budget	Decision Points	Proposed Budget
Licenses,Permits, Lien Fees	1,050	300	1,050	1,050	-	1,050
FY18 Base Budget: Pool inspections (health and safety)						
Employee Clothing Allowance	240	1,695	1,677	1,695	-	1,695
FY18 Base Budget: Safety shoes for 5 Pool Techs for \$375; uniforms for 5 Pool Techs and 12 Pool Hosts \$1,320						
Sub-Total:	69,992	84,842	67,220	69,627	-	69,627
Maint. & Repairs						
R & M Equipment	5,984	8,500	6,000	5,080	-	5,080
FY18 Base Budget: Pumps, motors, pipes, etc.						
R & M Pools	12,722	8,800	8,800	9,000	-	9,000
FY18 Base Budget: Tables, chairs, ladders, tile, pavers, etc.						
Sub-Total:	18,705	17,300	14,800	14,080	-	14,080
Miscellaneous						
Cash Over/Short	(6)	-	-	-	-	-
Sub-Total:	(6)	-	-	-	-	-
Capital Outlay						
Capital Outlay	9,451	-	-	-	-	-
Sub-Total:	9,451	-	-	-	-	-
Total Expenditures:	376,461	388,754	366,599	378,641	-	378,641
Total Revenues over Expenditures:	(376,461)	(388,754)	(366,599)	(378,641)	-	(378,641)

FY18 Budget

	FY 16 Actual	FY 17 Revised Budget	FY 17 Est. Year-end	FY 18 Base Budget	FY 18 Decision Points	FY 18 Proposed Budget
Revenues						
Property Services						
Recreation						
Charges for Services						
Recreation Fees	257,845	260,000	249,500	245,000	127,400	372,400
FY17 Year-end Est.: Based on FYTD data and impact of expanded exceptions and very slight slow down in home sales						
FY18 Base Budget: Projected new plateau of receipts						
FY18 Decision Point: Increase one-time new home owner social membership fee by \$255 as added by BOT during 3rd budget workshop.						
FY18 Decision Point: \$3,500. Increase in seasonal monthly renter social membership fee by \$5 by BOT at 3rd budget workshop						
FY18 Decision Point: \$1,500. Increase in adult annual renter social membership renewal fee by \$25 BOT at 3rd budget workshop						
Sub-Total:	257,845	260,000	249,500	245,000	127,400	372,400
Total Revenues:	257,845	260,000	249,500	245,000		
Expenditures						
Property Services						
Recreation						
Personnel Expenses						
P/T Wages	5,993	20,930	20,930	21,259	-	21,259
FY17 Year-end Est.: 1.25 FTE Courtesy Cart Driver \$20,930						
FY18 Base Budget: 1.25 FTE Courtesy Cart Driver \$21,259						
Payroll Taxes	601	1,884	1,884	1,913	-	1,913
FY18 Base Budget: 9% of payroll						
Sub-Total:	6,595	22,814	22,814	23,172	-	23,172
Supplies						
Operating Supplies	2,464	1,500	1,875	1,500	-	1,500
FY18 Base Budget: Safety equipment and various supplies						
Sub-Total:	2,464	1,500	1,875	1,500	-	1,500
Other Gen. & Admin. Expenses						
Employee Recruitment & Testing	724	-	-	100	-	100
Telephone, Internet, Cable	444	315	222	315	-	315
FY18 Base Budget: 1 telephone line, 1 fax line, internet/wi-fi, cable						
Utilities/Electricity	7,174	7,522	7,689	7,759	-	7,759
FY18 Base Budget: Tennis courts, softball field, beach, etc.						
Utilities/Propane	100	-	50	50	-	50
Utilities/Water	3,925	4,336	3,301	3,500	-	3,500
FY18 Base Budget: Water for softball field and garden club						
Utilities/Solid Waste - Garb/Rec.	1,330	735	1,133	1,140	-	1,140
FY18 Base Budget: Garbage pick up from beach						
Utilities/Portable Toilets	6,058	6,100	7,423	6,100	-	6,100
FY18 Base Budget: Portable toilets at the beach and tennis courts						
Employee Clothing Allowance	45	-	-	-	-	-

FY18 Budget

	FY 16 Actual	FY 17 Revised Budget	FY 17 Est. Year-end	FY 18 Base Budget	FY 18 Decision Points	FY 18 Proposed Budget
Resident Activities	694	2,900	2,900	2,900	-	2,900
FY18 Base Budget: Resident events TBD						
Workers Comp. Insurance	-	2,100	1,358	1,360	-	1,360
FY18 Base Budget: Assumes 0% increase in premiums (due to experience) but affected by FY17 Pay Plan Adjustments						
Sub-Total:	20,493	24,008	24,076	23,224	-	23,224

Maint. & Repairs

R & M Buildings	1,300	-	-	-	-	-
R & M Grounds	57,654	37,000	42,849	45,000	2,200	47,200
FY17 Year-end Est.: Maintenance for softball and lawn bowling by ABM, over 60 softball field care, beach lawn care, etc.; paid for overseeding this year to perfect the bowling green						
FY18 Base Budget: Maintenance for softball and lawn bowling by ABM, over 60 softball field care, beach lawn care, etc.						
FY 18 Decision Point: Lawnbowling/Softball nematode and overseed treatment						
R & M Equipment	2,499	5,500	5,500	5,350	-	5,350
FY18 Base Budget: All recreational equipment: bocci ball, lawn bowling, shuffle board, tennis courts, basketball court, handball/pickleball court, etc.						
Sub-Total:	61,453	42,500	48,349	50,350	2,200	52,550

Capital Outlay

Capital Outlay	680	-	-	-	-	-
Sub-Total:	680	-	-	-	-	-
Total Expenditures:	91,684	90,822	97,114	98,246	2,200	100,446
Total Revenues over Expenditures:	166,161	169,178	152,386	146,754	(2,200)	(100,446)

FY18 Budget

Dept.						
Sub-Department		FY 17	FY 17	FY 18	FY 18	FY 18
Category	FY 16	Revised	Est.	Base	Decision	Proposed
Description	Actual	Budget	Year-end	Budget	Points	Budget
Revenues						
Vehicle Storage						
Rents & Royalties						
Vehicle Storage Income	124,201	146,300	140,588	142,000	14,240	156,240
FY17 Year-end Est. 97% occupancy for the year of 366 lots						
FY18 Base Budget: Estimated 98% occupancy for the year						
FY18 Decision Point: 10% increase in monthly rental to \$36.30						
Kayak Storage Income	2,040	-	3,892	3,922	-	3,922
FY17 Year-end Est. 94% occupancy of 23 spaces at \$45 per quarter						
FY18 Base Budget: 95% occupancy of 23 spaces at \$45 per quarter						
Sub-Total:	126,241	146,300	144,480	145,922	14,240	160,162
Other Income						
Delinquent Fee Collections	1,435	1,290	1,310	1,240	-	1,240
Sub-Total:	1,435	1,290	1,310	1,240	-	1,240
Total Revenues:	127,676	147,590	145,790	147,162	14,240	161,402
Expenditures						
Vehicle Storage						
Supplies						
Operating supplies	16	350	120	100	-	100
FY18 Base Budget: Replacement access cards						
Sub-Total:	16	350	120	100	-	100
Other Gen. & Admin. Expenses						
Utilities/Electricity	7,639	7,600	7,884	8,100	-	8,100
FY18 Base Budget: Electricity for street lights, and use of renters						
Utilities/Water	1,998	1,890	1,707	1,814	-	1,814
FY18 Base Budget: Water used by renters and maintenance staff						
Utilities/Solid Waste - Garb./Rec.	-	-	-	-	-	-
Access System Service Fee	3,029	4,199	3,084	3,238	-	3,238
FY18 Base Budget: Monitoring of access gates and card system						
Sub-Total:	12,666	13,689	12,675	13,152	-	13,152
Maint. & Repairs						
R & M - Misc.	644	640	300	350	-	350
R & M Grounds	-	100	-	-	-	-
R & M Equipment	3,771	3,800	2,000	2,000	-	2,000
FY18 Base Budget: Repairs to access gate system						
Sub-Total:	4,415	4,540	2,300	2,350	-	2,350
Total Expenditures:	17,097	18,579	15,095	15,602	-	15,602
Total Revenues over Expenditures:	110,579	129,011	130,695	131,560	14,240	145,800

FY18 Budget

Dept.						
Sub-Department		FY 17	FY 17	FY 18	FY 18	FY 18
Category	FY 16	Revised	Est.	Base	Decision	Proposed
Description	Actual	Budget	Year-end	Budget	Points	Budget
Revenues						
Shopping Center						
Rents & Royalties						
Leasing Income	95,599	89,664	71,652	89,698	-	89,698
FY17 Year-end Est.: Based on 2 units unoccupied for 8 months and new HOA office						
FY18 Base Budget: Based on full occupancy minus HOA office						
Common Area Maint Income	16,414	15,377	12,396	14,742	-	14,742
FY17 Year-end Est.: Based on 2 units unoccupied for 8 months and new HOA office						
FY18 Base Budget: Based on full occupancy minus HOA office						
Real Estate Taxes Income	12,009	9,319	7,901	10,623	-	10,623
FY17 Year-end Est.: Based on 2 units unoccupied for 8 months and new HOA office						
FY18 Base Budget: Based on full occupancy minus HOA office						
Sub-Total:	124,022	114,360	91,949	115,063	-	115,063
Other Income						
Delinquent Fee Collections	775	75	75	-	-	-
FY17 Year-end Est.: Pattern of consistent late payments from one tenant with two units						
FY18 Base Budget: Tenant with history of late payments lease ended in FY17						
Sub-Total:	775	75	75	-	-	-
Total Revenues:	124,797	114,435	92,024	115,063	-	115,063
Expenditures						
Shopping Center						
Other Gen. & Admin. Expenses						
Property taxes	14,329	14,600	14,919	14,919	-	14,919
FY18 Base Budget: Brevard County property taxes for the shopping center						
Utilities/Electricity	1,177	1,289	2,085	1,294	-	1,294
FY18 Base Budget: Electric for common area and vacant units						
Utilities/Water	165	165	565	178	-	178
FY18 Base Budget: Water for common area and vacant units						
Utilities/Solid Waste - Garb./Rec.	3,796	3,905	3,828	4,019	-	4,019
FY18 Base Budget: Charges for dumpsters used by tenants						
HOA Utilities	-	-	1,920	3,840	-	3,840
FY18 Base Budget: Cost of all utilities provided by BBRD for BFBHOA Office (started mid-FY17)						
Sub-Total:	19,467	19,959	23,317	24,250	-	24,250
Maint. & Repairs						
R & M Buildings	7,360	20,000	8,300	7,500	-	7,500
FY18 Base Budget: Roof, air condition, etc. repairs						
R & M Grounds		510	510	350	-	350
FY18 Base Budget: Landscape maintenance and replacement as needed						
Sub-Total:	7,360	20,510	8,810	7,850	-	7,850

FY18 Budget

Dept.						
Sub-Department		FY 17	FY 17	FY 18	FY 18	FY 18
Category	FY 16	Revised	Est.	Base	Decision	Proposed
Description	Actual	Budget	Year-end	Budget	Points	Budget
Capital Outlay						
Capital Outlay	4,200	-	-	-	-	-
Sub-Total:	4,200	-	-	-	-	-
Total Expenditures:	31,027	40,469	32,127	32,100	-	32,100
Total Revenues over Expenditures:	93,770	73,966	59,897	82,963	-	82,963

FY18 Budget

Dept.						
Sub-Department						
Category						
Description	FY 16 Actual	FY 17 Revised Budget	FY 17 Est. Year-end	FY 18 Base Budget	FY 18 Decision Points	FY 18 Proposed Budget
Revenues						
Stormwater						
Other Income						
Debt Proceeds	165,000	-	-	-	-	-
FY16 Actual: Debt receipts authorized by BOT to finance equipment and projects						
Sub-Total:	165,000	-	-	-	-	-
Total Revenues:	165,000	-	-	-	126,167	-
Expenditures						
Stormwater						
Professional Expenses						
Professional Fees	16,717	5,000	2,500	-	-	-
FY17 Year-end Est.: Balance of engineering fees for stormwater projects						
Sub-Total:	16,717	5,000	2,500	-	-	-
Supplies						
Fuel	-	800	650	800	-	800
FY17 Year-end Est.: For skid steer (partial year)						
FY18 Base Budget: For skid steer						
Sub-Total:	-	800	650	800	-	800
Other Gen. & Admin. Expenses						
Equipment Leasing	-	-	3,000	1,500	-	1,500
FY17 Year-end Est.: Budget transferred to Debt Service line items mid-FY17 so no expenditures for this line-item except for short-term equipment rental						
Sub-Total:	-	-	3,000	1,500	-	1,500
Maint. & Repairs						
R & M Grounds	13,573	17,070	14,000	14,500	-	14,500
FY18 Base Budget: Approx. \$14,000 for canal and lake spraying and \$2,000 for tree/shrub removals						
R & M Equipment	-	1,000	4,000	1,500	-	1,500
FY17 Year-end Est.: Preventative maintenance for steed skid and boom mower arm and cost of purchasing a sickle cutting attachment for Bobcat.						
Canal/Lake Restoration	75,775	18,000	138,000	1,000	-	1,000
FY17 Year-end Est.: \$135,000 for Stormwater projects scheduled for Tamarind Cir. & Cherokee Ct. and \$3,000 misc.						
FY18 Base Budget: Misc. repairs to drainage system						
Sub-Total:	89,348	36,070	156,000	17,000	-	17,000

FY18 Budget

Dept.						
Sub-Department		FY 17	FY 17	FY 18	FY 18	FY 18
Category	FY 16	Revised	Est.	Base	Decision	Proposed
Description	Actual	Budget	Year-end	Budget	Points	Budget
Miscellaneous						
Debt Service Principal	5,273	26,379	31,603	31,603	-	31,603
FY17 Year-end Est.: Budget transferred from equipment leasing line-item where originally budgeted last year						
FY18 Base Budget: 12 monthly payments of \$2,633.59 (last payment scheduled for July 2021)						
Debt Service Interest	524	2,621	3,181	3,181	-	3,181
FY17 Year-end Est.: Budget transferred from equipment leasing line-item where originally budgeted last year						
FY18 Base Budget: 12 monthly payments of \$265.05 (last payment scheduled for July 2021)						
Sub-Total:	5,797	29,000	34,784	34,784	-	34,784
Total Expenditures:	111,862	70,870	196,934	54,084	-	54,084
Total Revenues over Expenditures:	53,138	(70,870)	(196,934)	(54,084)	126,167	(54,084)

FY18 Budget

Dept. Sub-Department Category Description	FY 16 Actual	FY 17 Revised Budget	FY 17 Est. Year-end	FY 18 Base Budget	FY 18 Decision Points	FY 18 Proposed Budget
Revenues						
R&M/Capital Projects (FY16 data includes closed Grants Department)						
Other Income						
Donations	-	-	-	-	-	-
Grants and Loans	-	-	198,222	50,000	-	50,000
FY17 Year-end Est.: LWCF reimbursable						
FY18 Base Budget: FRDAP Golf Grant reimbursable.						
Use of Fund Balance	-	287,000	-	-	167,308	167,308
FY18 Decision Point: One-time use of fund balance to reduce fund balance to minimum fund balance policy of 20%						
Prior Year Carry-Over Balances	-	44,029	-	-	-	-
Sub-Total:	-	331,029	198,222	50,000	167,308	217,308
Total Revenues:	-	331,029	198,222	50,000	167,308	217,308

Expenditures

R&M/Capital Projects (FY16 data includes closed Grants Department)

Professional Expenses

Professional Fees	-	-	-	-	-	-
FY17 Year-end Est.: Design costs for Bldg. A & 19th Hole kitchen projects are anticipated but amount is unknown at this time so costs are included in project costs below but will be expensed here as incurred.						
Sub-Total:	-	-	-	-	-	-

Contingency

Contingency	-	82,000	-	50,000	-	50,000
Sub-Total:	-	82,000	-	50,000	-	50,000

Repair & Maintenance Projects

Repay Reserves (Parking Lot Repave)	-	50,000	-	-	-	-
Softball Field Repair	16,139	-	-	-	-	-
FY 16 Other Completed Projects	36,290	-	-	-	-	-
Removal of Undesirable Homes	7,531	10,669	30,000	-	100,000	100,000
Replace Damaged Concrete Sidewalks/Assembly Areas	8,285	41,715	41,715	-	25,000	25,000
Replace 19th Hole Tables & Chairs	-	12,000	8,355	-	-	-
Comm. Ctr. Projs.: Resurface Shuffleboard Concrete/Curbs (grant match)	-	15,000	6,500	-	-	-
Comm. Ctr. Projs.: Shuffle Board /Bocce benches and covers (grant)	-	20,500	21,500	-	-	-
Comm. Ctr. Projs.: Replace 4 Bocce Ball Courts (grant match)	-	7,500	15,000	-	-	-
Replace Concrete & Pavers Lounge (West Side)	-	-	-	-	55,000	55,000

FY18 Budget

Dept.

Sub-Department

Category

Description

FY 16
Actual

FY 17
Revised
Budget

FY 17
Est.
Year-end

FY 18
Base
Budget

FY 18
Decision
Points

FY 18
Proposed
Budget

Replace Sidewalks at D&E / 19th Hole	-	-	-	-	21,000	21,000
Relocate Heater Equipment into New Pit Building at Pool 1	-	-	-	-	44,000	44,000
Replace Golf Cart Path Ph. 3	-	-	-	-	20,000	20,000
Christmas Decorations Ph. 1	-	-	-	-	10,000	10,000
Sub-Total:	68,245	157,384	123,070	-	275,000	275,000

Capital Outlay

Softball Field Scoreboard	8,900	-	-	-	-	-
Freshwater Observation Deck	14,137	-	-	-	-	-
Replace Pit at Pool #3	10,024	-	-	-	-	-
Replacement Lawnmower	18,021	-	-	-	-	-
FY 16 Other Completed Projects	18,454	-	-	-	-	-
Upgrade Elec. Infrast. in Bldg. A	23,526	76,474	76,474	-	70,000	70,000
Replace Shed for Garden Club	4,010	-	-	-	-	-
Restoration of (Golf Course) Bunkers Ph. 1	27,403	-	-	-	-	-
Expansion of #11 Tee Box	8,769	-	-	-	-	-
F&B POS System	9,813	-	-	-	-	-
Courtesy Golf Cart	9,654	-	-	-	-	-
Bldg. D/E Fire Alarm System	10,951	-	-	-	-	-
CCTV Replace. & Expansion	19,382	-	-	-	-	-
Bldg. D/E Projector/Screen	5,968	-	-	-	-	-
Building F Replacement	50,038	3,591	5,000	-	150,000	150,000
Replace Pit at Pool #2	-	40,000	40,000	-	-	-
Replace Roof on Bldg. A	-	60,000	60,000	-	-	-
Misc. F&B Equipment	-	9,500	9,500	-	-	-
Replace P.S. Dump Truck	-	55,000	67,452	-	-	-
Replace P.S. Golf Cart (2011)	-	9,000	8,101	-	-	-
Bleachers for Softball Field (2)	-	6,000	5,219	-	-	-
Golf Course Drainage (1,345 ft.)	-	16,500	16,500	-	-	-
Restoration of Golf Course Bunkers Ph. 2	-	30,000	30,000	-	-	-
Hi-Def CCTV Cameras	-	25,000	25,000	-	-	-
Upgrade Golf Cart Parking Area (Lounge) to Crushed Concrete	-	11,000	11,000	-	-	-
Long-term Records Storage Unit (replaces rental unit)	-	5,500	5,500	-	-	-
Golf Course Pump House	-	60,000	24,999	-	-	-
Beach Projects (grant) Ph. 2	6,101	75,000	75,000	-	-	-
Replace Golf Irr. Control Unit	-	11,806	11,806	-	-	-
Replace 19th Hole Floor	-	4,774	4,774	-	-	-
Replace Lounge Awnings	-	-	7,515	-	-	-

FY18 Budget

Dept. Sub-Department Category Description	FY 16 Actual	FY 17 Revised Budget	FY 17 Est. Year-end	FY 18 Base Budget	FY 18 Decision Points	FY 18 Proposed Budget
Bldg. A Kitchen Remodel	-	-	130,000	-	-	-
Bldg. A kitchen pass through door to hallway	-	-	13,000	-	-	-
Bldg. A kitchen/prep area/storage footprint expansion	-	-	110,000	-	-	-
Bldg. A kitchen assembly room entrance renovation	-	-	15,000	-	-	-
Bldg. A kitchen exterior walk-in cooler/freezer	-	-	24,900	-	-	-
19th Hole kitchen equipment	-	-	72,000	-	-	-
19th Hole interior renovations	-	-	14,000	-	-	-
19th Hole exterior walk-in cooler/freezer	-	-	20,000	-	-	-
Additional parking lights @ shopping center	-	-	-	-	18,000	18,000
Expand paver area west of Lounge by 20 feet	-	-	-	-	31,000	31,000
Replace pit building at Pool 1 and add salt water system	-	-	-	-	60,000	60,000
Replace roof on Lounge	-	-	-	-	32,000	32,000
Sails (sun shades) south of Lounge	-	-	-	-	10,000	10,000
New awning and panels west of Lounge	-	-	-	-	20,000	20,000
Replace P.S. truck (2002 mid-size)	-	-	-	-	17,000	17,000
Replace P.S. HD Utility Cart (2008)	-	-	-	-	15,000	15,000
Replace P.S. Golf Cart (2000)	-	-	-	-	9,200	9,200
Replace P.S. Golf Cart (2012)	-	-	-	-	9,200	9,200
Replace P.S. Golf Cart (2003)	-	-	-	-	9,200	9,200
Replace Lawnmower	-	-	-	-	30,500	30,500
Additional 4 Pickle Ball Courts	-	-	-	-	75,000	75,000
Restore Golf Course Bunkers Ph. 3	-	-	-	-	30,000	30,000
Lake bank restoration, Ph. 6 (left of 11 tee box, right of 16 green)	-	-	-	-	90,000	90,000
Comm. Ctr. Projects: Convert west shuffle board area to miniature golf (FRDAP grant funded)	-	-	-	-	22,500	22,500
Beach Projects, LWCF (50% match), Ph. 3	-	-	-	-	75,000	75,000
D/E Emergency Backup Generator (added after 5yrFM&CIP review)	-	-	-	-	13,500	13,500
Sub-Total:	245,149	499,145	882,740	-	787,100	787,100
Total Expenditures:	313,395	738,529	1,005,810	50,000	1,062,100	1,112,100
Total Revenues over Expenditures:	(313,395)	(407,500)	(807,588)	-	(894,792)	(894,792)

FY18 Proposed Budget Decision Point List

Type	No.	Project Name	Department	Receipts or Cost	D.P. Form (Y/N)	NOTES	Included in FY18 (Y/N)
Revenues/Sources							
	1	Use of Fund Balance	R&M/Capital Projects	167,308	N	Used to fund one-time projects and reduce fund balance toward minimum fund balance policy of 20%.	Y
	2	Increase in Assessment by \$1.50 per Month	Administration: Finance	87,822	N	Originally proposed by Community Manager at \$1.00 per month and increased to \$1.50 per month by BOT during 3rd budget workshop	Y
	3	Increase Seasonal Monthly Renter Social Membership Fee by \$5	Resident Relations: Customer Service	3,500	N	Added by BOT during 3rd budget workshop	Y
	4	Social Membership Renewal Fee by \$25	Resident Relations: Customer Service	1,500	N	Added by BOT during 3rd budget workshop	Y
	5	Increase New Homeowner Social Membership Fee by \$255	Property Services: Recreation	122,400	N	Added by BOT during 3rd budget workshop	Y
	6	10% increase in Vehicle Storage Fees	Vehicle Storage	14,240	N	To generate additional revenue while keeping rates below area businesses.	Y
	7	10% increase in Golf Membership Fees	Golf-Pro Shop	23,067	Y	To generate additional revenue while keeping rates below area courses.	Y
	8	10% increase in Private Golf Cart Fees	Golf-Pro Shop	7,385	Y	To generate additional revenue while keeping rates below area courses.	Y
Total Revenue/Sources Decision Points				427,222			
Total Revenue/Sources Decision Points within FY18 WDPB				427,222			
Expenditures/Uses							
	1	MS Office 365 for Senior Staff	Administration: District Clerk	959	Y	Provides latest software releases for monthly fee which will decrease software conflicts among senior staff.	Y
	2	Summer Intern (Records Retention)	Administration: District Clerk	7,425	Y	To assist District Clerk in re-organizing old records for easier retrieval and/or destruction.	Y
	3	Florida Association of Special Districts (FASD) Annual Conference (2 trustees)	Administration: District Clerk	2,690	Y	Attendance of two trustees each year at FASD Conference	Y
	4	Electronic Resident Badging System	Resident Relations: Customer Service	63,581	Y	Not meant to replace pool hosts, but to provide better screening of users at pools and better security at beach and pier.	N
	5	Delete ARCC Volunteer inspectors' stipend	Resident Relations: DOR Enforcement	(4,000)	Y	Staff will assume inspection responsibilities	Y
	6	Reduced 19th Hole Summer Food Service	Food & Beverage: 19th Hole	(29,665)	Y	Requested by Community Manager due to repeated requests by residents/trustees for F&B to eliminate annual operating subsidy.	N
	7	Eliminate Summer Pasta Night Service	Food & Beverage: Pasta Night	(856)	Y	Requested by Community Manager due to repeated requests by residents/trustees for F&B to eliminate annual operating subsidy.	N
	8	Additional Golf R&M Budget	Golf-Pro Shop	15,000	Y	To return discretionary R&M budget to previous level (FY18 R&M contains \$15,852 for overseeding and nematode treatment)	Y
	9	Associate Golf Professional	Golf-Pro Shop	41,141	Y	Added by BOT at 12May17 BOT meeting.	Y
	10	P. S. Radio System	Property Services: Building	4,680	Y	Handheld units for staff working out of Falcon Drive.	Y
	11	Lawn Bowling & Softball Field Annual Over Seeding and Nematode Treatment	Property Services: Recreation	2,200	Y	To improve playability in wintertime and control of nematodes (which eat grass roots during the summer months)	Y
	12	Micco RV Lot CCTV System Repairs/Replacement	R&M/Capital Projects	12,000	Y	Submitted by R.R. Mgr. after 5yrFM&CIP draft was completed.	N
	13	D/E Emergency Backup Generator	R&M/Capital Projects	13,500	Y	Submitted by P.S. Mgr. after 5yrFM&CIP draft was completed.	Y
	14	R&M/Capital Projects endorsed by BOT at 5yrFM&CIP review workshop	R&M/Capital Projects	1,048,600	N	See 5yrFM&CIP section for details	Y
Total Expenditure/Uses Decision Points				1,166,181			
Total Expenditure/Uses Decision Points within FY18 WDPB				1,132,195			

Barefoot Bay Recreation District

FY18 WDPB Budget

Decision Point

Title: 10% Increase in Golf Membership Fees
Department: Golf - Pro Shop
Sub-Dept.:
FY18 Rev.: \$23,067

Justification:

Per a recent rate survey of neighboring golf courses, it was determined that BBRD golf course membership rates are well below market levels. Currently, members comprise 71% of the rounds played. A 10% increase, is projected to generate an additional \$23,067 annually as follows:

Single	Year 1	Renewal
Current	642.50	612.70
Proposed	706.75	673.97
Increase	64.25	61.27

Family		
Current	973.50	913.00
Proposed	1,070.85	1,004.30
Increase	97.35	91.30

Seasonal Single		
Current	512.00	462.00
Proposed	563.20	508.20
Increase	51.20	46.20

Seasonal Family		
Current	829.90	779.90
Proposed	912.89	857.89
Increase	82.99	77.99

Budget Detail:

Golf Memberships		23,067
Total:		23,067

Barefoot Bay Recreation District

FY18 WDPB Budget

Decision Point

Title: 10% Increase in Private Golf Cart Fees
Department: Golf - Pro Shop
Sub-Dept.:
FY18 Rev.: \$7,385

Justification:

Private Golf Cart (aka Trail) Fees are proposed to be increased to offset the maintenance cost resulting from the wear and tear to the golf course created by excessive golf cart traffic.

A 10 % increase for FY18 is projected to generate a total of \$7,385 in revenue (for a total FY18 Private Golf Cart Fees of \$81,239).

Budget Detail:

Private Golf Cart Fees		7,385
Total:		7,385

Decision Point

Barefoot Bay Recreation District

FY18 WDPB Budget

Decision Point

Title: Summer Intern (Records Retention)
Department: Administration
Sub-Dept.: District Clerk
FY18 Costs: \$7,425

Justification:

To assist the District Clerk in organizing existing archived records to decrease time involved in future records retrieval and/or destruction. This Decision Point will fund a one-time seasonal position (0.23 FTE) based on an Administrative Assistant (NE-13) position for 12 weeks and then in subsequent fiscal years an annual 4 week minimum wage position (0.08 FTE).

Due to the workload of the District Clerk's Office and staffing level (one full-time manager and two part-time receptionists) staff is currently unable to progress beyond the historic pattern of records retention and periodic purging. This decision point will permit the reorganization of records into single packages/containers based on purge date with contents labeled on exterior of packages/containers. Current purging requires staff to sort through boxes with documents of varying purge dates. Annual purging of records would then occur each summer with the assistance of a 4 week temporary position.

Budget Detail:

P/T Wages	6,240
Payroll Taxes	562
Employee Recruitment & Testing	200
Operating Supplies	400
Workers Comp. Insurance	23
Total:	7,425

Barefoot Bay Recreation District

FY18 WDPB Budget

Decision Point

Title: FL Assoc. of Special District Conf. (1 Trustee)
Department: Administration
Sub-Dept.: District Clerk
FY18 Costs: \$1,345

Justification:

(This decision point was requested by the Community Manager)

The Florida Association of Special Districts is the state-wide advocacy, educational and networking group for special districts' elected and appointed officials (similar to the Florida League of Cities). Annual membership (based on size of an organization's budget) for BBRD would be \$5,000. However, one or more trustees can attend their events (i.e. certified district official training, legislative forum, annual conference, etc.) for only \$100 over member rates. This decision point would fund one trustee's attendance at the annual FASD conference (4 days) and not the annual membership for BBRD.

Specific costs include:

\$540 lodging

\$525 registration

\$180 mileage reimbursement (high end, actual costs depends on location)

\$100 meal per diem (may be higher if reimbursement is selected)

Budget Detail:

Travel and Training		1,345
Total:		1,345

Barefoot Bay Recreation District

FY18 WDPB Budget

Decision Point

Title:	Electronic Resident Badging System
Department:	Resident Relations
Sub-Dept.:	Customer Service
FY18 Costs:	\$63,581

Justification:

Currently residents renew their badges annually. The current badges are created and laminated in Resident Relations. When a home is sold, new badges are created for the new owners, but the prior owners cards remain in circulation until their annual sticker expires. Using access cards would allow badges to be deactivated at the time of sale and when a resident is placed on the restriction list. It would deactivate key access to the beach and pier, eliminating duplicate keys remaining in circulation when access gates are added to the beach and pier.

Pool hosts would have card readers to be able to check the status of the residents privileges quickly with up to date information.

The cost of the printed card in house averages \$ 4.70. Alternatively - The costs of the cards could be passed onto each resident.

Staff would frequently monitor the list of active badge holders to assure cards are updated as needed.

With access cards updated as needed, the current practice of updating badges annually would be eliminated, as cards would remain active until the homeownership changes or the owners are placed on the restrictions list.

Prices include 1. access card printer, 2. printer cartridges to print 8,000 cards, 3. 8,000 cards, 4. access card readers (4) & annual service for the pool hosts access systems, 5. access system for pier and beach (gates not included), access systems for the pools gates, 2 at Pool 1, 1 at Pools 2 and 3.

Budget Detail:

Operating Supplies	Printer cartridges	3,040
Operating Supplies	8,000 Printable card	31,600
Access System Service Fee	Annual service charges	6,852
R & M Equipment	Card readers for (4) pools	6,600
Capital Outlay	Access card printer	2,825
Capital Outlay	Access system for gates at (3) pools, beach and pier	12,664
Total:		63,581

Barefoot Bay Recreation District

FY18 WDPB Budget

Decision Point

Title: Delete ARCC Volunteer Inspectors' Stipend
Department: Resident Relations
Sub-Dept.: DOR Enforcement
FY18 Costs: -\$4,000

Justification:

Historically, members of Architecture Review Control Committee (ARCC) have volunteered to conduct ARCC permit inspections and have been paid a stipend for their services. At the 7Feb17 joint BOT-BFBHOA workshop, the BOT directed staff to revise the Policy Manual to remove said enabling language and for the DOR staff to take over the responsibilities of the inspections. This Decision Point removes the budget for said stipends.

Budget Detail:

Fuel	(4,000)
Total:	(4,000)

Barefoot Bay Recreation District

FY18 WDPB Budget

Decision Point

Title: Reduced 19th Hole Summer Food Service
Department: Food & Beverage
Sub-Dept.: 19th Hole
FY18 Costs: -\$29,665

Justification:

(This decision point was requested by the Community Manager and is not a request or recommendation of the Food & Beverage Manager)

Although the BOT adopted a Revised Food and Beverage Principles of Operations document in 2016 which clearly states maximum hours of service in the 19th Hole is more important than breaking even financially, due to ongoing criticism of the required subsidy needed to operate the 19th Hole during the summer months, limited food service is proposed to reduce expenses for the months of May through September.

Lunch will be available from 11am-3pm Monday through Saturday. The immediate impact of this plan will be the suspension of breakfast service during these months and Sunday food service. Specifically, this proposal discontinues food service during Thursday night music and Fridays after 3pm. The bar will open at 9:30am Monday through Saturday rather than 7:30am when breakfast is served. The bar will continue to open at 8am on Sundays to accommodate the Sunday morning scramble league.

Specifically, this decision point would reduce 2.24 FTEs (part-time) as follows: 0.83 FTE Bartender \$9,744; 0.81 FTE Cook \$12,306; 0.56 FTE Server \$5,637; 0.03 FTE Crowd Monitor/Bar Back \$468; 0.01 FTE Dish Washer \$107

Budget Detail:

Beverage Sales	(1,500)
Food Sales	(7,200)
Total Revenue	(8,700)
P/T Wages	(28,262)
Payroll Taxes	(2,543)
Operating Supplies	(200)
Cleaning Supplies	(500)
Paper Supplies	(1,500)
Utilities/Electricity	(400)
Utilities/Water	(200)
Util./Solid Waste - Garb. & Recy.	(50)
Workers Comp. Insurance	(384)
Beverage Cost of Sales	(510)
Food Cost of Sales	(3,816)
Total Expenditures	(38,365)
Total:	(29,665)

Barefoot Bay Recreation District

FY18 WDPB Budget

Decision Point

Title:	Eliminate Pasta Night Service
Department:	Food & Beverage
Sub-Dept.:	Pasta Night
FY18 Costs:	-\$856

Justification:

(This decision point was requested by the Community Manager and is not a request or recommendation of the Food & Beverage Manager)

Although the BOT adopted a Revised Food and Beverage Principles of Operations document in 2016 which clearly states maximum hours of service in the 19th Hole is more important than breaking even financially, due to ongoing criticism of the required subsidy needed to operate the Food and Beverage Department during the summer months, elimination of Pasta Night from May through September is proposed. Although this decision point does not significantly reduce costs to the department, the provision of Pasta Night services cannot occur without current food service hours of the 19th Hole. This decision point should only be considered as a tandem proposal along with the reduced 19th Hole summer time food service proposal.

Specifically 0.61 FTEs would be reduced as follows:

Full-time: 0.03 FTE Team Lead (Cook) \$1,084; 0.08 FTE Cook \$1,898; 0.08 FTE Bartender \$1,125

Part-time: 0.08 FTE Bartender \$982; 0.08 FTE Cook \$1,638; 0.08 FTE F&B Host \$1,321; 0.08 FTE Server \$827; 0.10 FTE Dish Washer \$859

Budget Detail:

Beverage Sales	(6,992)
Food Sales	(11,281)
Total Revenue	(18,273)
F/T Salaries	(4,107)
P/T Wages	(5,627)
Payroll Taxes	(876)
Operating Supplies	(20)
Cleaning Supplies	(15)
Beverage Supplies	(20)
Paper Supplies	(8)
Workers Comp. Insurance	(384)
Beverage Cost of Sales	(2,657)
Food Cost of Sales	(5,415)
Total Expenditures	(19,129)
Total:	(856)

Barefoot Bay Recreation District

FY18 WDPB Budget

Decision Point

Title: Additional Golf R&M Budget
Department: Golf - Pro Shop
Sub-Dept.:
FY18 Costs: \$15,000

Justification:

Since mid-FY14, the Golf-Pro Shop Department has received a minimum \$40,000 in R&M budget (spread out over Buildings, Grounds and Equipment line-items). Due to the inclusion of the cost of annual overseeding and nematode treatment (\$15,852), the effective discretionary R&M budget is now substantially lower. Inclusion of this Decision Point would return the Golf-Pro Shop R&M Budget to historic levels to address maintenance and repair needs as they occur.

Budget Detail:

R&M Grounds		15,000
	Total:	15,000

Barefoot Bay Recreation District

FY18 Proposed Budget

Decision Point

Title: Associate Golf Profession
Department: Golf - Pro Shop
Sub-Dept.:
FY18 Costs: \$41,141

Justification:

The addition of 1.0 FTE Associate Golf Professional and the deletion of 0.25 FTE Clerk position will increase consistency of player and customer experiences by have a professional staff person at work seven days a week (as opposed to the five days a week the Golf Operations Manager now works). The BOT added this Decision Point to the FY18 Proposed Budget at the 12May17 BOT meeting.

Budget Detail:

F/T Salaries	31,699
P/T Wages	(5,300)
Payroll Taxes	2,376
401 A Benefit	951
Medical/Dental/Life Ins.	8,329
Travel and Training	1,250
Workers Comp. Insurance	1,052
Employee Clothing Allowance	250
Dues and Subscriptions	534
Total:	41,141

Barefoot Bay Recreation District

FY18 WDPB Budget

Decision Point

Title: Property Services Radio System
Department: Property Services
Sub-Dept.: Buildings
FY18 Costs: \$4,680

Justification:

With the constant need for better communication and response to issues, Property Services is always looking for better communications. Approximately 10 years ago the department had a radio system that worked very well however as with most electronics, heavy usage and newer technology renders the system obsolete. Prior management did not approve replacing the system. Radio systems have come a long way from CB radios and have even gone digital. This decision point will enable the procurement of handheld units for staff located at Falcon Drive.

Budget Detail:

R & M Equipment	4,680
Total:	4,680

Barefoot Bay Recreation District

FY18 WDPB Budget

Decision Point

Title: Lawn Bowling & Softball Field Over Seeding and Nematode Treatment
Department: Property Services
Sub-Dept.: Recreation
FY18 Costs: \$2,200

Justification:

The lawn bowling court and softball field have Bermuda grass which can go dormant in winter months if cold weather occurs. Under ideal winter weather the Bermuda grass grows very slowly when there is maximum wear and tear from residents' use. Annual over seeding of a winter rye grass enables residents to have a higher quality playing surface and safe guards against the impact of cold weather on the Bermuda.

Likewise, during the hot growing summer season nematodes multiply and eat the roots of the Bermuda grass thereby hampering and even killing the grass. There is no applicable cure for nematodes but annual treatment can keep their numbers low and enable the Bermuda grass to flourish.

Budget Detail:

R & M Grounds		2,200
Total:		2,200

Barefoot Bay Recreation District

FY18 WDPB Budget

Decision Point

Title:	Micco RV Lot CCTV Replacement
Department:	Vehicle Storage
Sub-Dept.:	N/A
FY18 Costs:	\$12,000

Justification:

Our current camera system in the Micco lot was installed circa 2012. During the summer of 2014 the camera and gate system sustained multiple lightning strikes. The damaged yet functional cameras and wires were not replaced at that time. The current image of the cameras system is poor. Recordings do not provide clear footage due to the quality of the cameras and the wiring. The cost is to replace the cameras and all wiring and install amps to improve quality due to the length of the wiring.

In addition, if work is performed, additional cameras can be installed to increase visisblity of vehicles and people in vehicle storage lots.

Budget Detail:

R & M Equipment	12,000
Total:	12,000

Barefoot Bay Recreation District

FY18 WDPB Budget

Decision Point

Title:	D/E Emergency Backup Generator
Department:	R&M/Capital
Sub-Dept.:	N/A
FY17 Costs:	\$13,500

Justification:

Procurement of a propane powered emergency backup generator for Building D/E to use in emergency situations. Per the BOT adopted Emergency Management Plan, essential staff bunker in place in Building D/E during storm events to ensure access to BBRD immediately after winds go below 40 MPH. In 2016, 5 souls bunkered in place during Hurricane Matthew which saw the loss of electrical power to the building for approximately 8-10 hours. A portable generator was used to power the reach-in coolers and provide limited lighting. If a more severe storm is experienced, staff could be required to operate out of Building D/E for multiple days (until roads are cleared and a curfew is lifted) and the portable generator is insufficient for said need.

The procurement of an emergency backup generator could power essential needs (refrigeration, lights, fans, etc.) but would not be powerful enough to power the 19th Hole and Pro Shop simultaneously.

Budget Detail:

Capital Outlay	13,500
Total:	13,500



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Board of Trustees Meeting Agenda Memo

Date: June 27, 2017

Title: Public Hearing and Adoption of FY18 Assessment Rate

Section & Item: 9B

Department: Finance

Fiscal Impact: \$3,600,702.00

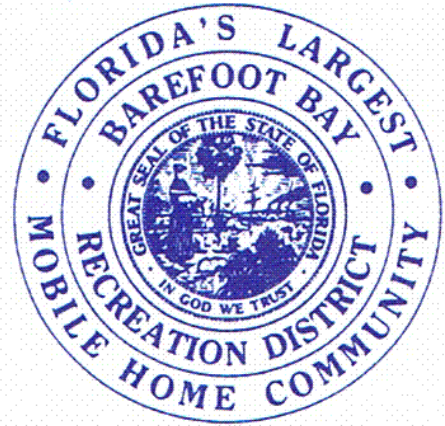
Contact: Kimi Cheng, CGFO, Finance Manager;
Dawn Myers, District Clerk; or John W. Coffey, Community Manager

Attachments: Resolution and FY18 Proposed Budget
Mail Out

Reviewed by

General Counsel: Yes

Approved by:



Requested Action by BOT

Public Hearing for community input and Adoption of FY18 Assessment of \$738.00 per lot and accompanying Resolution

Background and Summary Information

The Board of Trustees (BOT) met three times in workshops to review and revise the FY18 Working Draft Proposed Budget as submitted by the Community Manager on 31Mar17.

On 23May17, the BOT authorized the mail out to property owners of the FY18 Proposed Budget and assessment of \$738.00 per lot. The Proposed FY18 General Fund Budget is \$6,223,707.00.

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.

Procedure:

- The Chairman shall have General Counsel read the resolution.
- The Chairman shall open the Public Hearing regarding FY18 Proposed Assessment Rate.
- The Chairman shall ask if any residents wish to comment on the FY18 Proposed Assessment Rate of \$738.00
- 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 2017-11 adopting the FY18 Assessment of \$738.00 as mailed out to the residents.

RESOLUTION 2017 - 11

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE BAREFOOT BAY RECREATION DISTRICT ESTABLISHING AN ASSESSMENT OF \$738.00 FOR EACH IMPROVED RESIDENTIAL LOT WITHIN THE SAID DISTRICT TO FUND THE 2017/18 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. 2017-10; approved an operating budget for the District for fiscal year 2017/18 which requires total revenues in the amount of \$6,223,707.00 for the said fiscal year; and

WHEREAS, The Board of Trustees has reasonably determined that the sum of \$3,600,702.00 must necessarily be obtained through an assessment upon each improved residential lot within the District in order to fund the said operating budget; and

WHEREAS, the said total of \$3,600,702.00 can be attained by an assessment of \$738.00 for each of the estimated 4,879 improved residential lots within the District for the fiscal year beginning October 1, 2017 and ending September 30, 2018; 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 \$738.00 annually is hereby assessed for the fiscal year beginning October 1, 2017 and ending September 30, 2018 upon each improved residential lot within the Barefoot Bay Recreation District. The said assessment shall be for the

purpose of funding the 2017/18 fiscal year operating budget of the District adopted by the District's Resolution No. 2017-10.

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 2017/18 Budget which was adopted by the Board in Resolution 2017-10 on June 27, 2017.

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, Steve Diana
Trustee, Brian Lavier
Trustee, Frank Cavaliere
Trustee, Ed Geier
Trustee, Joseph Klosky

The Chairman thereupon declared this resolution Done, Ordered, and Adopted this 27th Day of July, 2017.

BAREFOOT BAY RECREATION DISTRICT

By:

STEVE DIANA
CHAIRMAN

JOSEPH KLOSKY
SECRETARY

Exhibit A



**Barefoot Bay Recreation District
Proposed Budget - General Fund
Fiscal Year 18 (10/01/2017 – 9/30/2018)**

The FY18 Proposed Budget is based on an assessment rate of **\$738.00**
(\$61.50/month) per year per lot.

	FY 16 Actual	FY17 Original Budget	FY 17 Est. Year-end	FY 18 Base Budget	FY 18 Decision Points	FY 18 Proposed Budget
Revenues/Sources						
Administration	3,592,467	3,539,085	3,556,489	3,538,975	87,822	3,626,797
Resident Relations	91,203	89,709	94,019	87,100	-	87,100
Food & Beverage	927,485	905,329	970,899	995,424	-	995,424
Golf-Pro Shop	629,506	826,306	616,338	617,761	30,452	648,213
Property Services	257,845	260,000	249,500	245,000	127,400	372,400
Vehicle Storage	127,676	147,590	145,790	147,162	14,240	161,402
Shopping Center	124,797	114,435	92,024	115,063	-	115,063
Stormwater	165,000	-	-	-	-	-
R&M/Capital Projects*	-	287,000	198,222	50,000	167,308	217,308
Total Revenues/Sources	5,915,979	6,169,454	5,923,281	5,796,485	427,222	6,223,707
Expenditures/Uses						
Administration	1,637,501	1,751,345	1,653,479	1,256,953	11,074	1,268,027
Resident Relations	311,964	350,718	350,653	421,857	(4,000)	417,857
Food & Beverage	988,576	968,578	993,332	1,023,085	-	1,023,085
Golf-Pro Shop	837,826	922,505	911,279	848,962	56,141	905,103
Property Services	1,306,326	1,351,890	1,339,386	1,388,869	6,880	1,395,749
Vehicle Storage	17,097	18,579	15,095	15,602	-	15,602
Shopping Center	31,027	40,469	32,127	32,100	-	32,100
Stormwater	111,862	70,870	196,934	54,084	-	54,084
R&M/Capital Projects*	313,395	694,500	1,005,810	50,000	1,062,100	1,112,100
Total Expenditures/Uses	5,555,573	6,169,454	6,498,095	5,091,512	1,132,195	6,223,707
surplus/deficit						-

* Indicates Grant Department was closed at end of FY16 and FY16 expenditures are combined into R&M/Capital Department for said fiscal year.

FY18 contains the following revenue increases:

\$167,308 Use of fund balance
 \$87,822 Increase monthly assessment by \$1.50
 \$3,500 Increase monthly renters social membership fee by \$5
 \$1,500 Increase annual renter social membership renewal fee by \$25
 \$122,400 Increase one-time social membership fee by \$255
 \$14,240 Increase vehicle storage fees by 10%
 \$23,067 Increase golf membership fees by 10%
 \$7,385 Increase golf course private cart fee by 10%
 2.5% Food & Beverage price increase

**The public hearing to set the Assessment will be held
on June 27, 2017, Building D&E at 7:00pm**

Exhibit A

Revenues		401 A Benefit	21,351
District Assessment Fee	3,600,702	Medical/Dental/Life Insurance	217,448
Recreation Fees	372,400	Payroll Fees	17,145
Guest Passes	68,200	Professional Fees	66,320
Golf Memberships	253,737	Legal Fees	148,505
Non Resident Golf Initiation Fees	650	Management Fees	157,500
Fleet Golf Cart Rentals	90,500	Management Fees/Tax Roll	5,000
Private Golf Cart Fees	81,239	Accounting & Auditing Fees	31,000
Handicap Fees	6,237	Software Renewal/Support Fees	22,389
Golf Club Storage	500	Operating Supplies	58,693
Practice Range	1,980	Cleaning Supplies	26,715
Greens Fees	133,800	Chlorine	28,113
Golf Rental Equipment	1,350	Chemicals	1,500
Merchandise Sales	76,000	Beverage Supplies	7,590
Beverage Sales	678,198	Paper Supplies	9,503
Food Sales	313,008	Small Tools & Hardware	7,185
Building Rentals	6,000	Fuel	21,006
DOR Enforcement Fees	9,300	Collection Fees	71,243
Grants and Loans	50,000	Collection Discounts	117,900
Interest Income	6,500	Property Taxes	34,119
Miscellaneous Income Golf	600	ICMA Retirement	1,000
Vending Machine Income	1,350	Employee Incentive	58,718
Sales Tax Discounts	360	Employee Recruitment	7,206
Delinquent Fee Collections	6,280	Lien & Recording Fees	2,760
Lien Fee Reimbursement	2,250	Travel & Training	22,645
Legal Fee Recovery	2,079	Telephone, Internet, Cable	36,038
Postage Revenue	266	Postage	8,845
Ins. Proceeds (reimbursements)	5,000	Utilities/Electrical	85,663
Proceeds from Sale of Fixed Assets	2,850	Utilities/Propane	20,060
Misc. Income General	9,838	Utilities/Water	33,877
Vehicle Storage Income	156,240	Utilities/Solid Waste-Garbage	26,409
Kayak Storage Income	3,922	Utilities/Portable Toilets	6,100
Leasing Income	89,698	HOA Utilities	3,840
Common Area Maint. Income	14,742	Equipment Leasing	50,056
Real Estate Taxes Income	10,623	Uniform Leasing	5,560
Use of Fund Balance	167,308	Insurance	151,000
Total Revenues:	6,223,707	Resident Activities	2,900
Expenditures		Workers Comp. Insurance	75,757
F/T Salaries	1,085,113	Access System Service Fee	3,238
P/T Wages	748,955	Licenses, permits & lien fees	1,800
Overtime	4,341	Printing	3,705
Special Pay	4,409	Advertising	6,659
Payroll Taxes	165,883	Employee Clothing Allowance	9,119

Exhibit A

Bank Charges	31,200
Dues & Subscriptions	15,603
DOR Enforcement Expenses	2,300
Election Expenses	10,000
Golf Course Maintenance	448,077
R & M Misc	23,480
R & M Buildings	56,770
R & M Grounds	142,730
R & M Equipment	49,405
R & M Pools	9,000
Vehicle Maintenance	6,350
Canal/Lake Restoration	1,000
Contingency	79,012
Music & Entertainment	65,324
Food Costs of Sales	150,245
Beverage Costs of Sales	248,205
Soft Drinks & CO ₂	34,641
Merchandise Cost of Sales	51,000
Miscellaneous Expenditures	600
Debt Service Principal	31,603
Debt Service Interest	3,181
R&M Projects	275,000
Capital projects	787,100
Total Expenditures:	6,223,707

Non-Capital Decision Point Summary:

MS Office 365 for Senior Staff	959
Summer Intern (Records Retention)	7,425
Florida Association of Special Districts (FASD) Annual Conference (2 trustees)	2,690
Delete ARCC Volunteer inspectors' stipend	(4,000)
Associate Golf Professional	41,141
Additional Golf R&M Budget	15,000
P. S. Radio System	4,680
Lawn Bowling & Softball Field Annual Over Seeding and Nematode Treatment	2,200
Total Expenditure Non-Capital D.P.s	70,095

Repair & Maint. Project Summary:

Removal of Undesirable Homes	100,000
Replace Damaged Concrete	25,000
Replace Concrete & Pavers (Lounge)	55,000
Replace Sidewalks (D/E/19th Hole)	21,000
Relocate Heater (Pool #1)	44,000
Replace Golf Cart Paths, Ph. 3	20,000
Christmas Decorations, Ph. 1	10,000
Sub-Total:	275,000

Capital Project Summary:

Upgrade Elec. Infrast. in Bld. A, Ph. 3	70,000
Replace. Bldg. F, Ph. 1	150,000
Add. Parking Lights (Shopping Ctr.)	18,000
Extend Pavers (west of Lounge)	31,000
Replace Pool #1 Pit (Salt Water Sys.)	60,000
Replace Lounge Roof	32,000
Sun Shades (west side of Lounge)	10,000
New Awning/Panels (west of Lounge)	20,000
Replace 2002 Mid-Size Truck	17,000
Replace Heavy Duty Utility Cart	15,000
Replace 3 golf carts (Prop. Services)	27,600
Replace Lawnmower	30,500
4 Pickle Ball Courts	75,000
Golf Bunker Restoration, Ph. 3	30,000
Golf Lake Bank Restoration, Ph. 6	90,000
Miniature Golf (grant funded)	22,500
D/E Emergency Backup Generator	13,500
Beach Projects, Ph. 3 (50% grant)	75,000
Sub-Total:	787,100

FY18 Personnel Summary (FTEs):

Full-time	31.00
Part-time	37.04
Total Positions:	68.04



Exhibit A

For a complete department by department line-item budget, please go to <http://bbrd.org/wp-content/uploads/FY18-Proposed-Budget-Line-Items-09May17.pdf> or stop by Building F for a paper copy.

Please direct any questions to:
John W. Coffey, BBRD Community Manager
772.664.3141
jcoffey@bbrd.org

or
Kimi Cheng, CGFO, Finance Manager
772.664.3141
kimicheng@bbrd.org

Board of Trustees Meeting Agenda Memo

Date: June 27, 2017

Title: DOR Ballot Mail Out Confirmation Award of Contract

Section & Item: 9C

Department: Administration/District Clerk

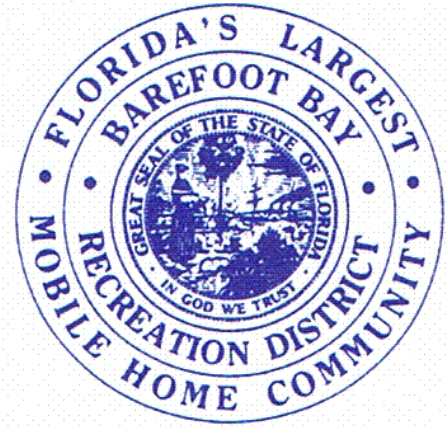
Fiscal Impact: \$8505.51

Contact: Dawn Myers, District Clerk; John W. Coffey, Community Manager; General Counsel Cliff Repperger

Attachments: 2017 Election Parameters, Cost Estimates and Final Invoice

Reviewed by General Counsel: Yes

Approved by:



Requested Action by BOT

Confirm the final Ballot Printing and Postage Amount of \$8505.51 from Southwest Direct.

Background and Summary Information

On February 13, 2017 the Supervisors of Election Office (SOE) and BBRD began discussion regarding having the SOE handle production of the 2017 DOR Ballot Mail out.

On February 28, 2017 the Board consensus was to proceed the SOE to handle the production and coordination of ballot printing and mailing.

On May 25, 2017 the Supervisor of Elections office provided the District with a cost estimate of \$3,859.23 for printing and mailing, excluding postage from Southwest Direct as well as the remaining ballot mail out parameters.

On June 14, 2017 Southwest Direct provided the District with the final invoice of \$8505.51 to include postage. Subsequently, staff processed payment to expedite the mail out.

Staff Recommends confirmation of the final invoice amount of \$8505.51 for the DOR Ballot Mail out.

2017 ELECTION PARAMETERS



AGENCY: Barefoot Bay Homeowners Association

BAREFOOT BAY CONTACT:

Dawn Myers

BAREFOOT BAY BILLING ADDRESS:

625 Barefoot Bay Blvd
Barefoot Bay, FL 32976

ELECTION DATE: August 1, 2017

- Voting Method: Mail Ballots
- SOE will tabulate Mail Ballots and provide Certificate of Election to Barefoot Bay by 5:00pm on August 2, 2017.

ELECTION ESTIMATE (BAREFOOT BAY to incur all election costs) :

- Vendor will produce 5,100 ballots and envelopes.
- Approximately 4,900 ballots will be mailed to Barefoot Bay property owners and remaining ballots/envelopes will be shipped to SOE.
- Estimate for printing and mailing, excluding postage is \$3,859.23. Barefoot Bay will be responsible for payment to vendor for all print/mail costs, including postage.
- Barefoot Bay will supply SOE with postage stamps to cover mailing replacement ballots.

BALLOT PROOF:

- SOE to provide to Barefoot Bay on Thursday May 25, 2017.
- Barefoot Bay to approve ballot proof by Thursday, June 1, 2017.

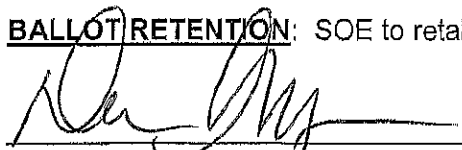
LIST OF VOTERS (Voting Roster)

- Barefoot Bay to provide mailing list for all eligible voters to SOE by June 1, 2017.

MAIL BALLOTS:

- Vendor will print, fold, insert and send Mail Ballots to all Barefoot Bay property owners,
- Ballots will be mailed from the vendor June 15-16, 2017.
- Vendor will pre-print Barefoot Bay mailing address and property address on each envelope to ensure only one ballot is tabulated for each property address.
- Ballots will be returned to SOE Post Office Box with address pre-printed on return envelope.
- SOE will notify Barefoot Bay of any Mail Ballot received as undeliverable. Barefoot Bay will notify voter, obtain correct mailing address, and provide SOE with new voter information as soon as possible
- Any voter requesting a replacement Mail Ballot must send request to:
BarefootBayElection@VoteBrevard.com.
- Deadline to request a replacement Mail Ballot is 5:00pm, July 21, 2017.
- Ballots may be mailed back to SOE or dropped off at any of the 4 SOE administrative offices.
- SOE will record all Mail Ballots returned.
- All Mail Ballots must be received by the SOE by noon, August 1, 2017.
- Mail Ballot envelopes must be **signed by the voter** for ballot to be counted.
- Any ballots received after the August 1, 2017 deadline will be stamped as void.
- Ballots received unsigned will be stamped as void.

BALLOT RETENTION: SOE to retain voting ballots in accordance with Florida Record Retention law.


Barefoot Bay Signature Authorization

Date

6/1/17
01 Jun 17





Estimate

Estimate#: 13038

Est Date: 02/15/2017

Cust Code: B1111

SouthWest Direct - 2129 Andrea Ln. - Fort Myers, FL 33912

Phone: (239) 768-9588 Fax: (239) 768-0408

CUSTOMER INFO

Attn: Tim Bobanic
Brevard County Supervisor of Elections
27254 Judge Fran Jamieson Way Building C
Melbourne, FL 32940-6605

Phone:

Fax:

Terms: NET30

Email: tbobanic@votebrevard.com

JOB INFO

Estimate #: 13038

Account Rep: Ricki Black

Email: ricki@swdirect.com

Job Name: HOA Ballot Mailing 6 x 9.5 Mailing

Data Due:

Pstg Due:

Material Due :

Due Date:

Artwork Due:

Time Due: 12:00 PM

Quantity	Description
----------	-------------

Data

4,900 NCOA/CASS/Presort Customer Supplied File-

Printing

5,100 Print 6 x 9.5 Window Envelope Black-

5,100 Print 5.75 x 8.875 Return Envelope 1 Color-

5,100 Print 8.5 x 11 Instruction Sheet Simplex Black-

5,100 Print 5.5 x 8.5 Information Sheet Simplex Black on Colored Vellum Stock-

5,100 Print 1 8.5 x 14 Simplex Ballots-

5,100 Print 1 11 x 17 Insert 1/1-

300 Supply Client with 300 Sheets of 8.5 x 17 Ballot Stock- No Charge -

Bindery

5,100 Trim Ballots to Final Size 8.5 x 14-

5,100 Fold 8.5 x 14 Ballots -

5,100 Folding 11 x 17 Insert to 5.5 x 8.5-

Addressing

4,900 Apply Live Stamp to Return Envelope-

Inserting

4,900 Machine Insert-1 8.5 x 14 Ballots, Instruction Sheet, Information Sheet, 11 x 17 Insert and Return Envelope into 6 x 9.5 Outgoing Window Envelope

Mailing

4,900 Meter Outgoing 6 x 9.5 Envelope-

4,900 Sort Mail-

4,900 Tray-

4,900 Deliver to Post Office-

*Postage must be received 24 hours in advance of mail date
*This estimate is valid for 30 days and is subject to change based
on review of "live" data and material

Comments

Ship 200 of each component to client.

Sub Total:	\$3,859.23
Tax:	\$0.00
Total Services:	\$3,859.23

SOUTHWEST DIRECT, INC.2129 ANDREA LANE
FORT MYERS, FL 33912**INVOICE****Invoice No.: 48688****Invoice Date: Jun 14, 2017****Page: 1****Voicemail: 800-968-5798****Fax: 239-768-0408****Bill To:**BAREFOOT BAY RECREATION DISTRICT
ATTN: DISTRICT CLERK
625 BAREFOOT BLVD
BAREFOOT BAY, FL 32976

Customer ID		Customer PO	Payment Terms	
B1131			Upon Receipt	
Sales Rep ID		Shipping Method	Ship Date	Due Date
RB				6/14/17
Quantity	Item	Description	Amount	
4	GRAPHICS	HOA BALLOT MAILING 6 X 9.5 MAILING		
4,895	LIST-C	DESIGN		
5,100	PRINTING-C	NCOA/CASS/PRESORT CUSTOMER SUPPLIED FILE		
5,100	PRINTING-C	PRINT 6 X 9.5 ENVELOPE BLACK		
5,100	PRINTING-C	PRINT 5.75 X 8.875 RETURN ENVELOPE 1 COLOR		
5,100	PRINTING-C	PRINT 8.5 X 11 INSTRUCTION SHEET SIMPLEX BLACK		
5,100	PRINTING-C	PRINT 5.5 X 8.5 INFORMATION SHEET SIMPLEX BLACK ON CANARY STOCK		
5,100	PRINTING-C	PRINT 1 8.5 X 14 SIMPLEX BALLOT		
5,100	PRINTING-C	PRINT 1 11 X 17 INSERT 1/1		
300	PRINTING-C	SUPPLY CLIENT WITH 300 SHEETS OF 8.5 X 17 BALLOT STOCK - NO CHARGE		
5,100	PRINTING-C	TRIM BALLOTS TO FINAL SIZE 8.5 X 14, FOLD 8.5 X 14 BALLOTS		
4,895	MAILING-C	APPLY LIVE STAMP TO RETURN ENVELOPE, MACHINE INSERT, SORT MAIL, TRAY, DELIVER TO POST OFFICE.	4,121.30	
4,895	POSTAGE-C	POSTAGE - RETURN ENVELOPE STAMPS	2,398.79	
4,895	POSTAGE-C	POSTAGE - 1ST CLASS PRESORT	1,985.42	

Subtotal	8,505.51
Sales Tax	
Total Invoice Amount	8,505.51
Payments/Credits	
TOTAL	8,505.51

Check/Credit Memo No:

All credit card transactions are subject to a 3% surcharge

Board of Trustees Meeting Agenda Memo

Date: June 27, 2017

**Title: Shopping Center Lease
Amendment: Florist (Blissful
Things) Request to Provide
Post Office Services**

Section & Item: 9D

Department: Shopping Center

Fiscal Impact: N/A

Contact: Susan Cuddie, Resident Relations
Manager

Attachments: N/A

Reviewed by
General Counsel: N/A

Approved by:



Requested Action by BOT

Add "Contract Postal Unit" to the item 11(a) in the lease agreement approved at the May 12, 2017.

Background and Summary Information

Item 11(a) of Blissful Things lease allows for the use as "Floral Shop, Retail Shop and Classes". Since signing the lease, the tenant has been investigating adding postal services at the rental space.

With the recent closing of the local "Contract Postal Unit" we have received many request to add this to the Shopping Center. Since this has been a much requested service by our residents, adding "Contract Postal Unit" to this lease will benefit both the tenant and the residents, as well as bring additional traffic to the shopping center, which will benefit all tenants.

Jennifer Bliss-Ganz has been speaking with the Postal Service, and she has stated that they feel her unit would be well suited to add postal services.

Staff recommends the BOT approve the additional use of Contact Postal Service to Blissful Things lease.

Board of Trustees Meeting Agenda Memo

Date: June 27, 2017

Title: Removal of Violations Committee Member

Section & Item: 9E

Department: Office of District Clerk

Fiscal Impact: TBD

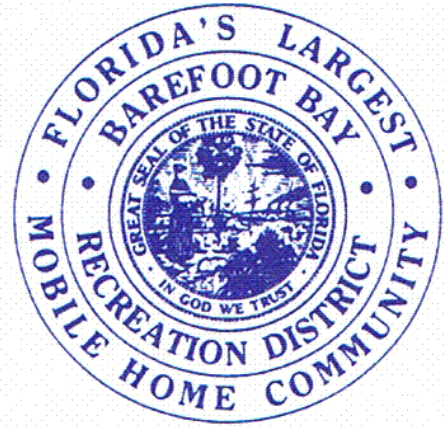
Contact: Dawn Myers, District Clerk; John W. Coffey, Community Manager

Attachments: Violations Committee Roster and 13Jan17 BOT Meeting Minutes

Reviewed by

General Counsel: N/A

Approved by:



Requested Action by BOT

Removal of Ms. Charette from the Violations Committee.

Background and Summary Information

On 13Jan17, the BOT voted to implement a "three strikes and you're out" clause for committee members whereas if a committee member is absent (unexcused) for three consecutive meetings the person shall forfeit her/his position.

On 10Mar17, the BOT appointed Ms. Beverly Charette to the term of Alternate on the Violations Committee. Ms. Charette has missed the following Violations Committee meetings:

- 12May17
- 26May17
- 09Jun17

Hence, staff recommends the BOT remove Ms. Charette from the Violations Committee for missing three consecutive meetings.



BAREFOOT BAY RECREATION DISTRICT

Board of Trustees Regular Meeting

January 13, 2017

1 P.M. –Building D&E

Called to Order

The Barefoot Bay Recreation District held a Regular Meeting on January 13, 2017 in Building D&E, 1225 Barefoot Boulevard, Barefoot Bay, Florida. Mr. Klosky called the meeting to order at 1:00 P.M.

Thought for the Day

Mr. Klosky asked for a moment of silence to honor our service personnel both past and present who have helped protect our country. He also asked that we remember our Barefoot Bay residents both past and present.

Mr. Lavier led the Pledge of Allegiance to the Flag.

Roll Call

Present: Mr. Klosky, Ms. Wright, Mr. Lavier, Mr. Diana and Mr. Cavaliere. Also present: Jason Pierman, SDS, John W. Coffey, Community Manager, General Counsel Cliff Repperger, and Dawn Myers, District Clerk.

Presentations

Mr. Klosky presented Mr. Raymond Spencer with a formal proclamation accepting his donation of the original Barefoot Bay Song written by Mr. Spencer, as the official song of Barefoot Bay.

Mr. Diana made a motion to approve proclamation for the Barefoot Bay Song. Second by Brian Lavier Motion carried unanimously.

Minutes

Mr. Lavier made a motion to approve the minutes December 9, 2017. Second by Mr. Cavaliere. Motion carried unanimously.

Treasurer's Report

Mr. Cavaliere presented the Treasurer's Report for January 13, 2017.

Mr. Diana made a motion to accept the Treasurer's Report. Second by Ms. Wright. Motion carried unanimously.

Trustee Oath and Reorganization of the Board

Ms. Myers, District Clerk administered the Oath of Office to Mr. Cavaliere, Mr. Lavier and Mr. Klosky.

Ms. Wright nominated Mr. Diana for Chairman of the Board. None opposed.

Mr. Steve Diana – Chair

Mr. Cavaliere nominated Mr. Lavier for 1st Vice Chair. None opposed

Mr. Lavier – 1st Vice Chair



BAREFOOT BAY RECREATION DISTRICT

Ms. Wright nominated herself for 2nd Vice Chair. Mr. Lavier nominated Mr. Cavaliere for 2nd Vice Chair. Mr. Cavaliere rejected the nomination. None opposed for Ms. Wright.

Ms. Wright – 2nd Vice Chair.

Mr. Cavaliere nominated Mr. Klosky for Secretary. None opposed.

Mr. Klosky – Secretary

Mr. Cavaliere – Treasurer

Audience Participation

Ms. Lizzann Taylor requested a change on the Treasurer's report. Cash expenditures should read December 1st to December 31st.

Mr. Richard Schwaltow was opposed to using the vacant shopping center space for the Building F replacement as we will lose the revenue of that space and will spend more money trying to convert it to useable offices. He recommended staying with the original plan to completion rather than jumping to an alternate plan too soon.

Mr. Ed Geier, newly selected Finance Advisory Committee Chairman, addressed the Board regarding the direction he will lead the committee in. He stated that he has a history of working in public office and his purpose is to lead the Finance Committee with the intention of the betterment of the Bay. Mr. Geier stated that emergencies should not be sent to Finance Committee. Staff is capable of making pertinent decisions. He commented on the banking RFP process stating it should have been sent out for RFP before the interview process by the Finance committee. He asked that the Board send direction to the committee for analysis as the committee will not meet without the Board's direction. Mr. Geier announced there are three openings on the Finance committee.

New Business

DOR Violations

Case # 16-004161 890 PECAN CIRCLE ARTICLE II, SECT.3 (A) (15) ADIR (Lamp Post)

Mr. Cavaliere made a motion to bring Case # 16-004161 890 PECAN CIRCLE to the attorney for legal, equitable or other appropriate action with failure to comply. Second by Ms. Wright. Motion carried unanimously.

Case # 16-004253 453 EGRET CIRCLE ARTICLE II, SECT.3 (A) (15) ADIR (Lamp Post)

Mr. Cavaliere made a motion to bring Case # 16-004253 453 EGRET CIRCLE to the attorney for legal, equitable or other appropriate action with failure to comply. Second by Mr. Lavier. Motion carried unanimously.

Case # 16-003412 715 BAREFOOT BOULEVARD ARTICLE III, SECT.2 (C) Condition of Prop. Mr.

Cavaliere made a motion to bring 16-003412 715 BAREFOOT BOULEVARD to the attorney for legal, equitable or other appropriate action with failure to comply. Second by Mr. Lavier. Motion carried unanimously.

Case # 16-004248 890 PECAN CIRCLE ARTICLE III, SECT.2 (C) Condition of Prop.



BAREFOOT BAY RECREATION DISTRICT

Mr. Cavaliere made a motion to bring 16-004248 890 PECAN CIRCLE to the attorney for legal, equitable or other appropriate action with failure to comply. Second by Mr. Lavier. Motion carried unanimously.

Case # 16-004248 526 PERSIMMON DRIVE ARTICLE III, SECT.11 Exterior Maintenance.

Mr. Cavaliere made a motion to bring 16-004248 526 PERSIMMON DRIVE to the attorney for legal, equitable or other appropriate action with failure to comply. Second by Mr. Lavier. Motion carried unanimously.

Beach Planning Discussion

Mr. Jim Rigg presented his plan for accomplishing the projects at the beach with the use of volunteers and independent contractors at a vastly reduced cost to the District. Mr. Cavaliere inquired about where Mr. Rigg received his figures. Ms. Wright and Mr. Diana thanked Mr. Rigg for his work on the beach over the years. Board consensus that we are under a time constraint and will need to move forward with the plan if we are to receive the beach grant award.

Mr. Cavaliere made a motion for staff to continue to pursue the beach grant and proceed with the required projects. Second by Mr. Lavier. Motion carried unanimously.

Use of Vacant Shopping Center Units for Replacement Building F Project.

Ms. Wright commented on the need to make a decision on the Building F replacement project as the current building is in deplorable condition and not fit for the workers. She recommended reconfiguring the vacant space in the shopping center for Building F offices. Mr. Coffey presented a sample layout if the current space was reconfigured to hold the offices. Mr. Cavaliere voiced his opinion on continuing with the appeal in an effort to clarify the language for referendum for future reference as it has not been clearly defined. He stated that moving into the shopping center will waste a lot of money and we will still have no firm decision on the referendum issue.

Mr. Klosky made a motion not to move forward with pursuing the shopping center as an option for the Building F replacement project. Second by Mr. Cavaliere. Ms. Wright opposed. Motion carried 4-1.

Budget Amendments: FY17 Pay Plan

On November 10, 2016, the Board approved Resolution 2016-25 to adopt an Employee Pay Classification Plan. Staff recommends the Board approve the above budget amendments reallocating the funding in different departments/sub-departments and approve the accompanying Resolution.

Mr. General Counsel read the resolution:

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE BAREFOOT BAY RECREATION DISTRICT AMENDING RESOLUTION 2016-10; AMENDING THE BUDGET; PROVIDING FOR AN EFFECTIVE DATE.

Mr. Lavier made a motion to approve resolution the budget amendment for the FY17 Pay Plan. Second by Ms. Wright. Motion carried unanimously.



BAREFOOT BAY RECREATION DISTRICT

Confirmation of Award of Contract for Golf Course Overseeding

The FY17 Budget contains funding for the annual overseeding of the golf course, which the BOT authorized beginning in FY16. Staff recommends the BOT confirm the award of contract to ABM for \$9,622.50 for annual overseeding of the golf course and waive the 2nd quote requirement.

Mr. Klosky made a motion to confirm the award of contract to ABM for \$9,622.50 for annual overseeding of the golf course and waive the 2nd quote requirement. Second by Mr. Cavaliere. Motion carried unanimously.

Resignation of Mr. E.J. Wright from Facilities Planning Advisory Committee & Security Advisory Committee

On December 19, 2016, Mr. Wright submitted his resignation letter to Community Manager Coffey and District Clerk Myers. Said letter was promptly forwarded to the BOT and this agenda item is needed to officially accept Mr. Wright's resignation.

Mr. Klosky made a motion to accept Mr. Wright's resignation from all the committees he is currently sitting on. Second by Mr. Cavaliere. Motion carried unanimously.

Donation Request: Tree for Golf Course

Golf Operations Manager Ernie Cruz received a donation request form from Ms. Leslie Nulty and worked with her to identify her desired location on hole #8, type and cost of the tree. Ms. Nulty requests donation of \$450 for installation of a Christmas Palm.

Mr. Lavier made a motion to approve Ms. Nulty's donation request. Second by Mr. Klosky. Motion carried unanimously.

Confirmation of Building D/E Air Condition Replacement Award of Contract

Currently, Building D is cooled by two residential 4 ton units outside and a 10 ton commercial air handler in the ceiling. These units run on an outdated refrigerant which can no longer be installed. One of the 4 ton units has failed and needs replacing. Florida Breeze, an A/C vendor who BBRD has had good experience within in the last year, recommends replacing both 4 ton units with a new 10 ton unit and is willing to replace a problematic unit in the 19th Hole with the remaining 4 ton unit from D/E. 19th Hole with the remaining 4 ton unit from D/E. Staff recommends the Board confirm the award of contract in the amount of \$8,900.00 for the replacement of the D/E air conditioning unit and the swap out of the units in the 19th Hole.

Mr. Cavaliere made a motion to award of contract in the amount of \$8,900.00 for the replacement of the D/E air conditioning unit and the swap out of the units in the 19th Hole. Second by Ms. Wright. Motion carried unanimously.

FY17 General Fund Transfer from Operating Account to Committed Fund Balance-CIP and its Resolution

General Counsel read the Resolution:

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE BAREFOOT BAY RECREATION DISTRICT; APPROVING AND AMENDING COMMITTED FUND



BAREFOOT BAY RECREATION DISTRICT

BALANCES FOR CAPITAL IMPROVEMENT PROJECTS IN FISCAL YEAR 2016-2017; AND AUTHORIZING THE TRASFER OF SIX HUNDRED FORTY FOUR THOUSAND AND FIVE HUNDRED DOLLARS FROM THE DISTRICT'S OPERATING ACCOUNT TO SBA CAPITAL IMPROVEMENT ACCOUNT; PROVIDING FOR CONFLICTS; PROVIDING AN EFFECTIVE DATE.

Mr. Klosky made a motion to approve the Resolution to commit \$644,500 of General Fund Unassigned Fund Balance for the purpose of FY17 Capital Improvement Projects purpose. Second by Ms. Wright. Motion carried unanimously.

FY17 General Fund Transfer from Operating Account to Debt Service Fund and Resolution
A RESOLUTION OF THE BOARD OF TRUSTEES OF THE BAREFOOT BAY RECREATION DISTRICT; AUTHORIZING THE TRANSFER OF FOUR HUNDRED THIRTY THOUSAND DOLLARS (\$430,000.00) FROM THE DISTRICT'S OPERATING ACCOUNT TO THE DISTRICT'S STATE BOARD OF ADMINISTRATION DEBT ACCOUNT; PROVIDING FOR CONFLICTS; PROVIDING AN EFFECTIVE DATE.

Mr. Klosky made a motion to approve the Resolution to authorize the transfer of \$430,000 from General Fund BOA Operating Account to Debt Service Fund SBA Debt Account. Second by Mr. Cavaliere. Motion carried unanimously.

Finance Advisory Committee Recommendation: Removal of Absent Member

At the Jan. 5, 2017 Finance Advisory Committee meeting the committee voted to recommend the BOT remove Ms. Linda Pellegrino from her 3 year term due to excessive absenteeism. The motion passed 4-0. Ms. Jean Osborne asked that the Board establish a policy about excessive absenteeism on the committees.

Ms. Lizzann Taylor asked to consider the members that are not full-time residents when making this motion. Mr. Cavaliere was opposed as part of accepting a role on the committees is the obligation to attend the meetings.

Mr. Cavaliere made a motion to remove a committee member from the committee after three consecutive absences. Second by Ms. Wright. Motion carried unanimously.

Mr. Cavaliere made a motion to approve removing the absent committee member from the Finance Advisory Board and seek a replacement to fill her unexpired 3-year term. Second by Ms. Wright. Motion carried unanimously.

ClerkBase Demonstration

District Clerk Myers demonstrated the newly implemented agenda and minutes search engine now located on the bbrd.org website.

Manager's Report

District Clerk

C.O.P.S. Authorization to Patrol RV Lots – Per the request of the Security

Committee, staff will contact BCSO to see what type of authorization is needed to allow the C.O.P.S. to patrol the RV lots.



BAREFOOT BAY RECREATION DISTRICT

FEMA meeting – Staff will meet with a FEMA representative on January 10, 2017 regarding funding for Hurricane Mathew damages.

Insurance Coverage Research – Staff is soliciting quotes for wave damage coverage for the pier. After Hurricane Matthew, staff learned the pier is not currently covered for damages except by fire.

Project Updates:

Long-term Records Storage Unit – Staff is currently soliciting quotes. CCTV System Change Order – Per the request of Trustee Wright, staff is soliciting a quote for a change order to add additional cameras. This proposed change order will be placed on the next available BOT agenda.

Finance

Assessment Receipts Update – As of Dec. 12, 2016, \$2,182,188.18 in net receipts were received, representing 65% of the FY17 Budget

Resident Relations

ARCC Update:

Meeting of 13Dec16 – 19 Permits were reviewed and 18 were approved. One permit was tabled for need of additional information. Meeting of Dec. 27, 2016 – 34 Permits were reviewed and approved. The majority of the permits were for repairs to hurricane damage. The committee will meet on 10Jan17 to review 19 new applications and the application tabled on Dec 13, 2016. Next meeting – Jan. 23, 2017 at 9am in the Lounge. The ARCC Committee meets every second week. Permits must be received by noon the Tuesday prior to the meeting.

DOR Update:

Meeting of Dec. 09, 2016 – 17 Violations were on the agenda. 3 came into compliance prior to that meeting. 14 were found in violation. Next Meeting – The Violation Committee is back to its regular schedule of meeting on the 2nd and 4th Friday of each month at 10am in D/E.

Food & Beverage

19th Hole New Tables & Chairs – Were received and set out. Motown Show – Tickets are sold out.

Wednesdays @ the 19th Hole – \$1 grilled hot dog days from 11-3 p.m.

Golf-Pro Shop

Fleet Golf Cart Update – Received Yamaha cart fleet (awaiting stormcovers [back-ordered] and decals to be installed). Covers and decals should arrive next week.

January Golf Course Tournaments (Contact Pro Shop at 772.664.3174 for information): Veteran's Tournament – Jan. 21, 2017...Even if you're not a golfer, come out and watch the Sebastian Sky Dive Team perform a spectacular tribute to our veterans at 12:30pm. Bayside High School Football Program Benefit – Jan. 28, 2017. This is your chance to play golf scramble style, help your local high school sports program and meet some potential future NFL players.

R&M Projects Update:

Driving Range netting improvements are complete (hitting bay for long shots), and drainage will be completed during the off-season.

Restroom on hole #16 is closed for emergency sewer line repairs.

Pro Shop News:



BAREFOOT BAY RECREATION DISTRICT

Hat sale while supplies last (Buy 1 get 10% off and/or Buy 2 get 20%off)

Tervis Tumblers and license plate frames are now available.

Property Services

R&M/Capital Projects Updates: Continued to solicit quotes for various projects.

Installed new bleachers at the softball field and added stone around them

Routine/Special Projects Updates:

Procured New rototiller for the Kubota and tilled the softball infield. Straightened fence at the tennis courts and reset them with new concrete. Windscreens will be reinstalled soon. Removed all Christmas decorations and built brackets to hang them up in the new sheds. Reinstalled canopy at the 19th Hole. Repaired broken shower at pool 1 and repainted the stall. Second shower will be repainted soon. Repainted Property Service office and replaced ceiling tiles. Prepared the Bobcat for canal/lake bank mowing which will begin Tuesday Jan. 17, 2017.

General Information

Hurricane Repairs to Pier Update – Staff obtained sufficient detail from a vendor to sign a quote for repairs to the pier Dec. 22, 2016. Per Board consensus in November, I signed the quote and will place it on the Jan. 24, 2017 Board agenda for confirmation. Hurricane Repairs Beach Walkover Update – Due to shifting sand and Brevard County's emergency sand replenishment scheduled for the next two months, an extension of the walkover is no longer needed. American Red Cross Home Fire Campaign Offer – A representative of the American Red Cross has inquired if the Board would be interested in BBRD partnering with them and Brevard County Fire Department to host a Home Fire Campaign where volunteers go door to door offering to install free smoke detectors. Staff seeks direction from the Board regarding this proposal. Board consensus to defer to HOA. Joint BOT-HOA meeting date – In response the Board wanting to schedule a joint workshop with the new HOA Executive Board, the following dates and times were sent to the Board Feb. 21, 2017 at 1pm or 21Feb17 at 1pm Staff requests direction from the BOT regarding which date to use. Consensus to use Feb 7, 2017

5-Year Financial Model and Capital Improvement Plan Review Meetings Update:

Facilities Planning Advisory Committee

16Jan17, D, 1-3pm (canceled)

19Jan17, C, 10am-noon

24Jan17, D, 10am-noon

Finance Advisory Committee

18Jan17, D, 1-3pm

26Jan17, D, 10am-noon

BOT

31Jan17, D&E, 2-4pm

Attorney Report

General Counsel announced that the local Bill for the Term Limits was accepted by the Representative Fines office. Rep. Randy Fine has agreed to sponsor the local bill in the 2017 Legislative Session.



BAREFOOT BAY RECREATION DISTRICT

Assuming the bill receives unanimous support from the delegation the bill will be advertised and filed prior to the start of the session on March 7, 2017. General Counsel is working with the Lizzann Taylor on reviewing the Ballot amendments. He reported that a notice of appeal has been filed on the order denying summary judgement in the Guinther vs BBRD case. He will advise the Board once the appeal courts rules on the notice.

Trustee Incidental Remarks

Ms. Wright commended Mr. Gary Gresko, President on the Artist's Guild on his commitment and contributions to Barefoot Bay. Mr. Gresko is not only an artist with work frequently displayed in building A but he is a veteran and skilled sailboat/yacht restoration expert. On behalf of the Board Ms. Wright personally thanked him for all his help restoring the Barefoot Bay sailboat that was on the entrance wall for many year and all that Mr. Gresko does for the community. This is a great example of the community working together to make barefoot Bay a better place to live.

Tom Granholm asked about the buffer that will be used between the resident property and the FPL solar farm soon to be built in the area off Micco Road. He was concerned about the type of buffers that will be used. Mr. Diana urged all the residents to send a letter to the county to ensure that FPL will follow through with their promise to use natural non evasive buffers.

Al Keely thanked the Board for the work done to beautify the BBRD Beach. He commented on RVs at the beach stating that he was opposed to them parking at the beach. Mr. Coffey stated that the plan is not to have the area open for campers in the future.

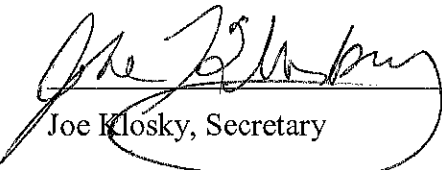
Brian Belanger commented on the great job ABM and John Coffey has done for the softball league and the softball field.

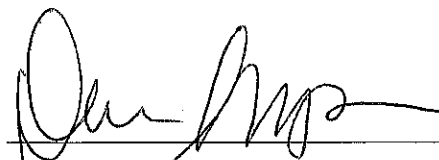
Adjournment

The next meeting will be on January 24, 2017 at 7PM in Building D/E.

Mr. Lavier made a motion to adjourn. Second by Mr. Cavaliere. Motion carried unanimously.

Meeting adjourned 3:37PM.



Joe Klosky, Secretary

Dawn Myers, District Clerk

Last Name	First Name	Committee	Seat	Term	Original Appointment
Liddy	Joy	Violations	Chair	3	Sunday, February 8, 2015
Grunow	Albert	Violations	Vice Chair	3	Tuesday, June 23, 2015
Maguire	Arlene	Violations	CM	3	Sunday, October 11, 2015
Firlein	Mary	Violations	CM	3	Friday, May 12, 2017
Atta	John	Violations	CM	3	Monday, September 12, 2016
Dunham	Ed	Violations	Alt	3	Tuesday, July 28, 2015
Charette	Beverly	Violations	Alt	3	Friday, March 10, 2017

Board of Trustees Meeting Agenda Memo

Date: June 27, 2017

Title: **Appointment to Violations Committee**

Section & Item: 9F

Department: Office of District Clerk

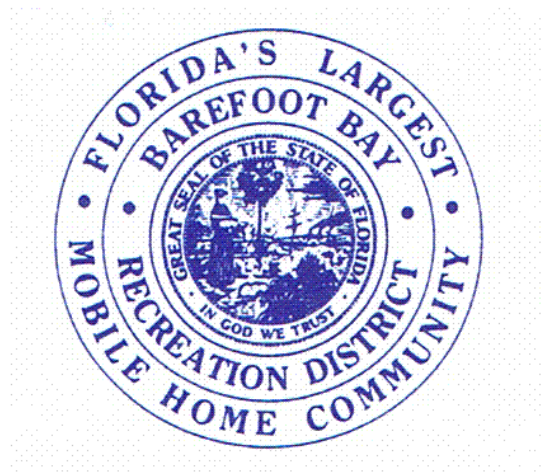
Fiscal Impact: TBD

Contact: Dawn Myers, District Clerk; John W. Coffey, Community Manager

Attachments: Resumes

Reviewed by
General Counsel: N/A

Approved by:



Requested Action by BOT

Appointment of a resident to the Violations Committee as an Alternate

Background and Summary Information

The following individual(s) submitted resumes/letters of interest for the vacant position of Alternate.

- Wilma Weglein
- Hurrol Brinkler

Staff recommends the BOT appoint a resident to the Violations Committee as an alternate.

April 28, 2017

To: Dawn Myers

From: Hurrol Brinker

554 Tarpon Dr.

Barefoot Bay, FL 32976

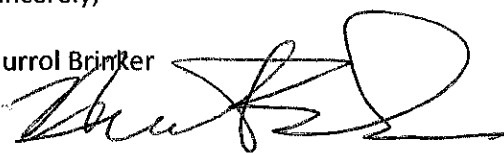
Re: Violations Committee

Dear Ms. Myers,

I, Hurrol Brinker would like to be appointed to the violations committee. Thank you for your time.

Sincerely,

Hurrol Brinker

A handwritten signature in black ink, appearing to read 'Hurrol Brinker', written over the printed name.

February 16, 2016

Good Afternoon,

My feelings for wanting to continue on this Committee is to work for the betterment of the homeowners.

Thank you,

Wilma Weglein

1204 Chipewa Drive

Barefoot Bay, FL

Finance
Cable

WILMA C. WEGLEIN, 1204 Chipewa Drive, Barefoot Bay, FL 32976

EDUCATION:

High School: Bergenfield, NJ. Academic Diploma

Berkley Secretarial School, N.Y.C.

St. Petersburg Jr. College, St. Petersburg, FL Night Classes

1957 – Daggett & Ramsdell, Inc. - Secretary to the Executive Vice President

When the company was sold I was asked to go to the NYC office, which I did. Promoted to Office Manager and held that position until the company was sold in 1966.

1966 – Motion Picture Association of America, Inc. – Secretary to Executive Vice President

Worked for Mr. G. Griffith Johnson, a former Undersecretary of State under President John F. Kennedy. When Mr. Jack Valenti was hired as President, I assisted him whenever he was in our N.Y. office. Mr. Valenti prior to coming to our company was a Special Assistant to President Lyndon Johnson. I worked in various positions, including office manager, and ending up as an Assistant Vice President for the International Division. In this position I handled a \$200,000 line of credit for the member companies of the MPEAA, and handled the sending of films by letter of credit to Burma (Myanmar now).

When the company decided to move to California in 1994, my husband and I (having gone to California for meetings) decided not to move with the company.

Moved to Florida in 1994 from New Jersey to Cocoa Beach and then to Barefoot Bay in 1999. I worked in Cocoa Beach for an auto motive company in part time for a couple of years handling invoicing, monies received, payroll. Also worked for a short period for a realtor part time.

2003 - 2004 - Barefoot Bay HOA – Director and President in 2004 (during the Hurricanes)

2004 – 2008 – Barefoot Bay Recreation District – Trustee (Served twice a Chairman)

Presently President of the BBHOA – completing a 3 year term this year.

Board of Trustees Meeting Agenda Memo

Date: June 27, 2017

**Title: Building A Roof Replacement
Award of Contract**

Section & Item: 9G

Department: R&M/Capital

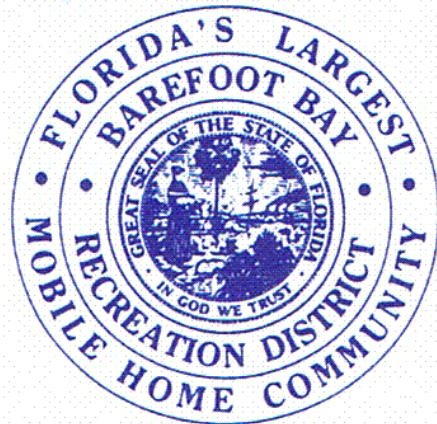
Fiscal Impact: TBD

Contact: Matt Goetz, Property Services Manager;
John W. Coffey, Community Manager

Attachments: Bids, 12May17 BOT meeting minutes

Reviewed by
General Counsel: N/A

Approved by:



Requested Action by BOT

Award of contract for the replacement of Building A Roof with a metal roof.

Background and Summary Information

The replacement of Building A roof with a metal roof project is funded at \$60,000 in the FY17 R&M/Capital Department Budget. On 3Apr17, staff issued a request for proposal (RFP) compliant with BBRD procurement policies. On 12May17, the BOT, by consensus, instructed staff to solicit bids for the project rather than re-advertise the RFP.

The following firms submitted bids for the project (permitting if included in all prices):

- Hough Roofing & Screens Room, Inc. \$47,500
- Atlantic Roofing II \$50,815
- Leeward Roofing \$79,800

Based on an analysis of the three bids, staff recommends the BOT award a contract to Atlantic Roofing II in the amount of \$50,815 for the replacement of the Building A roof with a metal roof.

Proposal and Contract



Hough Roofing , Inc & Screens Rooms

All Aluminum Contractors
CCC05-7414 - RX11066878

2642 Palm Bay Rd. Palm Bay, FL 32905

P:321-837-1838 / F:321-984-0414

HoughRoofingInc@aol.com

[Find Us On Facebook](#)

Name: Barefoot Bay Recreation District **Phone:** 772-664-7020 **Date:** 5.25.17

Address: 625 Barefoot Blvd. Barefoot Bay, FL 32976

Site Address: 625 Barefoot Blvd. Barefoot Bay, FL 32976

Description

MattGoetz@bbrd.org

Job will consist of work and material requested by owner or trustee & includes the cost of the following: Materials, Labor, Tax, Insurance, Workers Comp, Warranties.

Remove and replace 100 sq. roof.

Renail all decking with ring shank nails.

Install peel and stick underlayment.

Use 26 gauge galvalume 5v crimp metal.

New drip edge, vents and pipe stacks.

Clean up on a daily basis.

Permit.

Deposit.	\$	4,000.00
1st draw when roof is dried in.	\$	14,500.00
2nd draw when roof panels are installed.	\$	14,500.00
Final payment when all trim and flat roofs have final inspection.	\$	14,500.00
	\$	47,500.00

Estimate Given By: Alan Hough

Any unforeseen damaged/rotten roof members are repaired on a time & material basis (costs of materials plus \$100.00 per man hour)

CONDITIONS: It is understood and agreed that Hough Roofing, Inc & All Aluminum Contractors, Inc. shall not be held liable for any loss, damage or delays occasioned by fire, strikes, lockouts or Acts of God. Prices quoted in this Contract are based upon CURRENT BUILDING CODE, current pricing, and general conditions which are standard for Specialty Contractors in the construction industry. This estimate is VALID FOR 30 days and shall become void thereafter at the sole discretion of the Contractor. CONTRACT TERMS: See reverse side. Signature required

Payment is expected upon job completion, a \$25.00 per day late fee after three days will be applied. Waiting for inspections is not permitted to complete payment.

PAYMENT TERMS: 10% () at signing, 10% () upon delivery of material and balance due upon completion ()

Signature : _____

Date : _____

Upon signing this Proposal it becomes a Contract, Owner specifically acknowledges and agrees to abide by the terms & conditions on the reverse side of this Contract and authorizes work to commence.

The Contractor agrees to commence work hereunder within ninety (90) days after the last to occur of the following: (1) the building site has been properly prepared for construction by the Owner, and (2) the materials required are available to Contractor. Contractor agrees to prosecute work thereafter to completion, and to complete the work within a reasonable time, subject to such delays as are permissible under this Contract

No payment under this Contract shall be construed as an acceptance of any work done up to the time of such payment, except as to such items as are plainly evident to anyone not experienced in construction work. Payments made to Contractor by Owner as deposits prior to work commencing are intended for permitting and scheduling and are non-refundable.

In the event that any conflict exists between any estimate of costs of construction and the terms of this Contract, this Contract shall be controlling.

Owner agrees to pay Contractor its normal selling price for all additions, alterations or deviations. No additional work shall be done without the prior written authorization of Owner. Any such authorization shall be on a change-order form, approved by both parties, which shall become a part of this Contract. Where such additional work is added to this Contract, it is agreed that the total price under this Contract shall be increased by the price of the additional work and that all terms and conditions of this Contract shall apply equally to such additional work.

Any change in specification or construction necessary to conform to existing or future building codes, zoning laws, or regulations of inspecting Public Authorities shall be considered additional work to be paid for

by the Owner as additional work. If the quantities of materials required under this Contract are so altered as to create a hardship on the Contractor, the Owner shall be obligated to reimburse Contractor for same, and it shall be charged to the Owner. Any charge made under this Contract will not affect the validity of the Contract.

The time during which the Contractor is delayed in his work by (a) the acts of Owner or his agents or employees or those claiming under agreement with or grant from Owner or by (b) any acts of God which Contractor

could not have reasonably foreseen and provided against, or by (c) stormy or inclement weather which necessarily delays the work, or by (d) any strikes, boycotts or like obstructive actions by employees or labor organizations and which are beyond the control of Contractor and which he cannot reasonably overcome, or by (e) extra work requested by the Owner, or by (f) failure of Owner to promptly pay for any extra or additional work as authorized, shall be added to the time for completion by a fair and reasonable allowance. Should work be stopped for more than 30 days by order of any agency of government, the Contractor may terminate this Contract and collect for all work completed plus a reasonable profit and overhead.

Contractor shall at his own expense carry all workers' compensation insurance and liability insurance. Owner agrees to procure at his own expense, prior to the commencement of any work, fire insurance with Course of Construction, all Physical Loss and Vandalism and Malicious Mischief clauses attached naming Contractor as an additional insured, and Lien Holder, as their interest may appear. Should Owner fail to do so, then Owner agrees on demand to reimburse Contractor in cash for the cost thereof.

Where colors are to be matched, Contractor shall make every reasonable effort to do so using standard colors and materials, but does not guarantee a perfect match. The Contractor may also substitute materials that are equal in quality to those specified if the Contractor deems it advisable to do so.

The Contract is being executed and delivered in the State of Florida and shall be governed by, construed, and enforced in accordance with the laws of the State of Florida. Any dispute or other legal action concerning this Contract, shall be conducted exclusively in Brevard County, Florida.

Should either party hereto bring suit in Court to enforce the terms of this Contract, any judgment awarded shall include court costs and reasonable attorney's fees to the successful party plus interest at the legal rate. Upon request by Owner, Contractor will issue a lien waiver for work performed once final payment is made to Contractor and proof of payment is received.

Unless otherwise noted in this Contract, the price quoted does not include removing or replacing fascia, trim sheathing, rafters, structural members, siding, masonry, vents, caulking, metal edging, or flashing of any type. If, during the course of work, it should become apparent that any such portions of the structure should be repaired or replaced, Owner may authorize Contractor to do such additional work and charge Owner for the additional labor and materials required plus a reasonable profit and overhead. If an unforeseen, second layer of roofing is found once the work has commenced, Owner shall pay an additional charge equal to \$65.00 per roofing square (100 square feet) for removal and disposal of the additional, second layer of roofing.

The Owner is solely responsible for providing Contractor, prior to the commencement of construction with such water and electricity at the job site as may be required by Contractor to effect the construction covered by this Contract. Owner shall provide a toilet during the course of construction when required by law.

The Contractor shall not be responsible for damage to existing walks, curbs, driveways, structures, cesspools, septic tanks, sewer lines, lawn, shrubbery or other vegetation, etc. by Contractor, subcontractor, or supplier incurred in the performance of work or in the delivery of materials for the job. Owner hereby warrants and represents that he/she shall be solely responsible for the conditions of the building site over which the Contractor has no control and subsequently results in damage or injury to persons or property.

Contractor agrees to complete the work in a substantial and workmanlike manner but is not responsible for failures or defects that result from work done by others prior, at the time of, or subsequent to work done under this Contract, failure to keep gutters, down spouts and valleys reasonably clear of leave or other obstructions, or failure of the Owner to authorize Contractor to undertake needed repairs or replacement of fascia, vents, defective or deteriorated roofing or roofing underlayment, trim sheathing, rafters, structural members, siding masonry, caulking, metal edging, or flashing of any type.

The leak warranty expressed for this Contract does not include any consequential or incidental damage and only extends to the Owner executing this Contract. Contractor shall not be responsible for water damage except during the period of Contractor's work and only to that portion of damage that Owner's insurance does not cover. Contractor makes no warranty of fitness for particular purpose or merchantability. Any warranty or limited warranty for materials shall be as provided by the manufacturer of the products and materials used in construction. Contractor does not warrant any products or materials used.

Owner hereby grants to Contractor the right to display signs and advertise at the building site for a period of one (1) calendar month before commencement of work, during work, and one (1) calendar month after completion of contracted work.

Contractor shall have the right to stop work and keep the job idle if payments are not made when due. If any payments are not made to Contractor when due, Owner shall pay to Contractor an additional charge of 10% of the amount of such payment. If the work shall be stopped by the Owner for a period of sixty (60) days, then the Contractor may, at Contractor's option, upon five (5) days written notice, demand and receive payment for all work executed and materials ordered or supplied and any other loss sustained, including overhead and a profit of 10% of the contract price. In the event of work stoppage for any reason, Owner shall provide for protection of, and be responsible for any damage or loss of material on the premises.

Within ten (10) days of this Contract, Contractor shall have the right to cancel this Contract should he determine that there is any uncertainty that all payments due under this Contract will be made when due.

The price quoted for completion of the structure is subject to change to the extent of any difference in the cost of labor and materials as of this date and the actual costs to Contractor at the time materials are purchased and work is done. If there is an unforeseen, secondary roof system beneath the first that was not known at the time this Contract was made between Owner and the Contractor, an additional charge as provided above will be assessed for the required labor necessary to remove such secondary roof system per building code.

This Contract constitutes the entire Contract and the parties are not bound by oral expression or representation by any party or agent of either party. This Contract shall not be amended or changed unless it is in writing and signed by Contractor and Owner.

ATLANTIC ROOFING II

OF VERO BEACH, INC.
Lic. # CCC1326188

4020 43rd Ave
Vero Beach, FL 32960

Ph: 772-492-8493 Fax: 772-257-5740 E-Mail: jmalivuk@aol.com

Date: 05/23/17

To: Matt Goetz
mattgoetz@bbrd.org
(772) 664-3141

RE: Reroof Sloped roof only
Barefoot Bay Recreation District
BUILDING "A" ROOF
625 Barefoot Boulevard Barefoot Bay, FL 32976

We propose the following furnished and installed;

- ** Remove existing shingle roof down to wood deck.
- ** Re fasten plywood deck to meet current building code requirements.
- ** Install one ply self adhering high temperature underlayment adhered directly to the plywood deck.
- ** Install in 26 gauge galvalume non-painted all eave drip, wall flashing, hip cap & gable and closures and sealants.
- ** Install in 26 gauge galvalume non-painted 5V crimp metal roofing.
- ** Install neoprene boots on plumbing vents.
- ** Install stainless steel crickets with soldered seams.
- ** Clean up all debris and haul away.
- ** Furnish 2 year workmanship warranty.

TOTAL LABOR AND MATERIAL \$50,815.00

To install roof in .032 aluminum standard kynar finish ADD: \$15,919.00
Aluminum 5V comes with a 25 year manufacturers warranty

Note: Any solar panels and/or satellite dishes will have to be removed by owner prior to work starting.

Payment terms: **25% DOWN 25% UPON COMPLETION OF ROOF REMOVAL 25% ON METAL ROOF DELIVERY 25% UPON COMPLETION **

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above. Owner is to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workers Compensation Insurance.

With the consent of the Buyer, any rotten lumber or unsuitable substrate materials, which are disclosed as the work progresses and which are not specifically mentioned in this proposal and agreement will be replaced or made suitable and any additional costs will be added to the contract. Plywood replacement will be an additional \$2.85 per square foot with a 32 square foot minimum.

OFFER VALID 15 DAYS FROM ISSUANCE

Authorized Signature: Jerry Malivuk

Date: 05/23/17

ACCEPTANCE of PROPOSAL

The above specifications, prices and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified.

Accepted by: _____ Date of Acceptance: _____

Leeward Roofing

Quotation

9577 Gator Drive Unit #4
Sebastian, Florida 32958
Phone 772- 589-2400
CCC#1326409

DATE June 15, 2017
Quotation # 13454
Customer ID
Customer Name Barefoot Bay

Quotation valid until: May 30, 2016
Prepared by: Robert Diedrich

Work to be performed at:

Barefoot Bay
Community Center Bldg A
Barefoot Bay, FL

Attn: Matt Goetz

We will provide the labor and materials necessary for the completion of the following:

Description
Scope of work for re-roof: Installation of 26 Gauge 5V Galvalume metal: Building A
1. Tear off existing roofing to wood deck, fasten all decking to code using stainless steel nails.
2. Install self adhesive modified sheet to entire deck [secondary water barrier]
3. Install 26 Gauge 5V Metal to current building code and manufacturer specs
4. Roof package includes all drip edge, metal valley, stacks and ridge
5. Dispose of all waste (Does not include flat roofs)
Permit included
Rotted plywood decking replace @ \$2.50 per sq ft Rotted 2x6 T&G replaced @ \$2.50 per lin ft.

All material is guaranteed to be as specified, and the above work to be performed in accordance and completed in a substantial workmanlike manner for the sum of

Seventy nine thousand eight hundred Dollars **\$79,800.00**

With payments to be made as follows:

\$	27,930.00	35% Due Upon Commencement
\$	27,930.00	35% Due Upon Delivery of Shingles
\$	23,940.00	30% Due Upon Completion
\$	79,800.00	Total

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order and will become an extra charge over and above this estimate. All agreements contingent upon weather, accidents or delays beyond our control.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. Work is authorized to be completed as specified in agreement with the payment schedule above.

Signature _____ Date _____



BAREFOOT BAY RECREATION DISTRICT

Board of Trustees Regular Meeting May 12, 2017 1 P.M. –Building D&E

Meeting Called to Order

The Barefoot Bay Recreation District held a Regular Meeting on May 12, 2017 in Building D&E, 1225 Barefoot Boulevard, Barefoot Bay, Florida. Mr. Diana called the meeting to order at 1:00 P.M.

Thought for the Day

Mr. Diana asked for a moment of silence to honor our service personnel both past and present who have helped protect our country. He also asked that we remember our Barefoot Bay residents both past and present.

Pledge of Allegiance to the Flag

Roll Call

Present: Mr. Diana, Mr. Lavier, Mr. Cavaliere, Mr. Geier and Mr. Klosky. Also present: Jason Pierman, SDS, John W. Coffey, Community Manager, Cliff Repperger, General Counsel, and Dawn Myers, District Clerk.

Presentations

Employee Milestones

The Board presented Dawn Myers and Kimi Cheng with a Certification of Appreciation for 5 years of service to Barefoot Bay.

Certification of Recognition

Mr. Diana, on behalf of the Board of Trustees, presented Kimi Cheng with a Certification of Accomplishment for achieving the Certified Government Finance Officer designation. Mr. Diana commended Ms. Cheng for leading the Finance Department into clean audits for the past two years and thanked her for her service to the Bay.

Mr. Klosky made a motion to approve the certificate. Second by Mr. Geier. Motion carried unanimously.

Minutes

Mr. Cavaliere made a motion to approve the minutes dated April 25, 2017. Second by Mr. Lavier. Motion carried unanimously.

Treasurer's Report

Mr. Geier presented the Treasurer's Report for May 12, 2017 with one correction.

Mr. Lavier made a motion to accept the Treasurer's Report. Second by Mr. Cavaliere. Motion carried unanimously.



BAREFOOT BAY RECREATION DISTRICT

Audience comment on Agenda Items

None brought forward.

New Business

Lease Proposal

Ms. Sue Cuddie presented a 39-month proposed lease requested by Jennifer Bliss-Gray who desires to place a florist shop in the vacant space at the shopping center. Ms. Cuddie elaborated that the proposal states a rental rate of \$9 per sq. ft. the first year, \$10 per sq. ft. the second year and a 3% increase in the third year. Mr. Cavaliere expressed dissatisfaction at the proposed \$9 rate the first year as Barefoot Bay has been working to get all their tenants to a uniform \$10 a sq. ft. for some time now. Barefoot Bay Realtor, Mr. Brian Hernandez of Lightle, Beckner & Robinson, explained that the proposed tenant will pay for their own buildout to the space and agrees to increased CAM charges with whatever the current rate may be over the 39-month lease period and reiterated that the rate will go up to \$10 in the second year.

Mr. Klosky made a motion to approve to the proposed lease at \$9 per square foot the first year, \$10 per square foot the second year with a 3% increase in the third year and CAM charges increase with current rates. Second by Mr. Geier. Motion carried unanimously.

Transfer of Shopping Center Lease

Ms. Cuddie presented a proposal from long time tenant, Ms. Joann Morris to transfer her lease to Mr. Walter Schmidt for use as a beauty/barber shop. Mr. Cavaliere pointed out that the lease includes a request for inclusion of a non-compete clause. Mr. Geier voice his opposition to amending the current lease to include exclusivity language in the lease unless the lease amount is increased. Mr. Lavier agreed with Mr. Geier. Mr. Diana stated that he agreed with the thought process for not including the exclusivity clause. He encouraged discussion regarding this proposal. Ms. Cuddie stated that there is another potential proposal for a barber shop in one of the other vacant spaces in the shopping center. Ms. Morris stated that in the last 14 years she has seen the hardship in running her business during the summer months at a 50-60% client base loss in a shopping center with only seven available spaces. She maintained that another similar vendor would increase the potential for failure from both businesses. Mr. Cavaliere noted that the other vendor is not present to argue his side and recognizes the sensibility in including the non-compete clause.

Mr. Cavaliere made a motion to accept the lease with addition of the exclusivity language in the lease. Second by Mr. Klosky. Mr. Geier opposed. Motion carried 4-1.

DOR Violations

DOR Violation 16-004202 836 Hawthorn Circle

ARTICLE III, SECT. 3 (A) (B) (C) (D) (E) Vehicle Violations Boats/Trailer/RV/Comm. Vehicles, Etc.

Mr. Cavaliere made a motion to forward to the attorney's office for legal and equitable action. Second by Mr. Klosky. Motion carried unanimously.

DOR Violation 16-004317 715 BAREFOOT BOULEVARD

ARTICLE III, SECT. 3 (A) (B) (C) (D) (E) Vehicle Violations Boats/Trailer/RV/Comm. Vehicles, Etc.



BAREFOOT BAY RECREATION DISTRICT

Mr. Lavier made a motion to forward to the attorney's office for legal and equitable action. Second by Mr. Cavaliere. Motion carried unanimously.

DOR Violation 16-004576 903 WREN CIRCLE

ARTICLE II, SECT. 5 (A) (B) ADIR - Unapproved Fence

Mr. Cavaliere made a motion to send to the attorney's office for legal and equitable action with the stipulation that any future legal fees will not be waived once filed in a court of law Second by Mr. Geier. Motion passed unanimously.

Revised Rules for the BOT

Ms. Jeanne Osborne asked the Board to reconsider reducing the meeting days from twice a month to once a month in the evening as many people cannot make it to the evening meeting. She stated that she is not opposed to one meeting a month but would suggest keeping the daytime meeting.

Ms. Louise Crouse voiced her position against reducing the meeting times to once a month. As an alternative, she offered several reasons against one meeting per month including revisiting the 7-day turnaround time if they are interested in assisting staff with timely agenda preparation. She also brought up concerns about the potential for not being able to notice workshops within the legal notice period. She stated that these meetings are crucial for the residents as it is their opportunity to come out and comment on a variety of topics on the agenda.

Ms. Nancy Eisele stated if the meeting remained at once a month at least keep it as a day meeting.

Board considered keeping the dates already scheduled for the meeting but discussed leaving the second meeting as optional perhaps as use for a workshop. Discussion ensued.

Board did not motion to accept the resolution. No action taken.

Confirmation of Remaining 2017 BOT Meeting dates

No Action

Definition of "Amenity"

Mr. Cavaliere requested the Board concur on one agreed upon definition as a means of clarification for consideration, particularly, for the Golf and Food and Beverage departments. He maintained that a collectively agreed upon definition will help determine whether the term amenity is considered a "break-even" service or worthy of a subsidy in Barefoot Bay. Board discussed several definitions presented in the agenda package and provided by General Counsel.

Mr. Cavaliere made a motion to approve the Cambridge definition "Something, such as a swimming pool or shopping center that is intended to make life more pleasant or comfortable for the people in a community." Second by Mr. Geier. Mr. Klosky opposed. Motion carried 4-1.

FY17 Transfer from SBA Debt Account to Operating Account and Resolution

Staff recommended the Board transfer the remaining balance from the SBA Debt Account of \$914,150.58 to the BBRD Operating Account and close out the SBA account.

General Counsel read the resolution:



BAREFOOT BAY RECREATION DISTRICT

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE BAREFOOT BAY RECREATION DISTRICT; AUTHORIZING THE TRANSFER OF REMAINING BALANCE FROM THE DISTRICT'S STATE BOARD OF ADMINISTRATION DEBT ACCOUNT TO THE DISTRICT'S OPERATING ACCOUNT; PROVIDING FOR CONFLICTS; PROVIDING AN EFFECTIVE DATE.

Mr. Klosky made a motion to approve the resolution to transfer the balance of the SBA Debt Account to Operating Account and close out the SBA account. Second by Mr. Geier. Motion carried unanimously.

General Fund Transfer from SBA CIP Account to Operating Account and Resolution

Staff recommended the transfer of the remaining balance from SBA Capital Improvement Account of \$678,664.26 to the BBRD Operating Account and approve closing out the SBA Capital Improvement Account.

General Counsel read the resolution:

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE BAREFOOT BAY RECREATION DISTRICT; AUTHORIZING THE TRANSFER OF REMAINING BALANCE FROM THE DISTRICT'S STATE BOARD OF ADMINISTRATION CAPITAL IMPROVEMENT ACCOUNT TO THE DISTRICT'S OPERATING ACCOUNT; PROVIDING FOR CONFLICTS; PROVIDING AN EFFECTIVE DATE.

Mr. Lavier made a motion to approve the resolution to transfer of the remaining balance from SBA Capital Improvement Account to the BBRD Operating Account and approve closing out the SBA Capital Improvement Account. Second by Mr. Klosky. Motion carried unanimously.

Violations Committee Member Appointment

Board approved the reappointment of current Violations Committee member Mary Firlein.

Mr. Klosky made a motion to approve reappointing Ms. Mary Firlein on the Violation's committee. Second by Mr. Lavier. Motion carried unanimously.

Golf-Pro Shop Procedures

The Board discussed Mr. Ernie Cruz's proposal containing the topics of defining membership, lottery system for players who do not get their requested tee times, limited group play, flexible green fee rates and nine-hole play as discussed at a prior workshop. Mr. Cruz also requested an assistant golf pro when he is not here in an effort to support continuity on the golf course.

Mr. Cavaliere made a motion to accept Mr. Cruz's formal proposal and to add a include a full-time associate golf professional position to the FY18 proposed budget and to fund the position by increasing use of fund balance. Second by Mr. Geier. Motion carried unanimously.

Stormwater Project Change Order #1

M. Coffey presented a change order for a 16 inch riser in the amount of \$900.

Mr. Klosky made a motion to confirm the Community Manager's approval of the change order amount of \$900. Second by Mr. Lavier. Motion carried unanimously.



BAREFOOT BAY RECREATION DISTRICT

Manager's Report

Finance

Bank Switch Update – Staff has established an Operating Account with Marine Trust & Bank and received its deposit slips, bank stamp and bank bags so deposit to new account will start on 08May17. The next step will be setting up online banking for staff and Trustees. Staff is currently working on signature forms on all SBA accounts to change bank account information. Also, staff is in the process of transferring the safety deposit box items to the new bank.

Assessment Update – As of 5May17, \$3,332,666.42 in gross receipts were received which represents 95% of the FY17 Budget.

Resident Relations

ARCC Update:

- 2May17 ARCC Meeting: 26 permits were reviewed and approved
- The next ARCC meeting is on 16May17 in the new BFBHOA office.

Violations Committee Update:

- 28Apr17 Meeting: 33 cases were on the agenda 9 came into compliance prior to the meeting.
- The next meeting is scheduled for Fri., 12May17 at 10am in Bldg. D/E.

Misc.

- Brevard County Sheriff's office is giving warnings to vehicles that are parked on the street between the hours of 2-6am. Those who do not comply will be given parking tickets.
- DOR staff asks that residents remember to trim your trees/palms and pick up your yard prior to the arrival of storm season.

Food & Beverage

Mother's Day Brunch Update – Tickets for Mother's Day brunch on 14May17 at Pool #1 are still available at the Lounge, the 19th Hole and Resident Relations.

Father's Day Clam Bake Update – Tickets go on sale Monday 22May17. Flyers with all the details are posted in our facilities and tickets may be purchased at the Lounge, the 19th Hole and Resident Relations.

The 19th Hole will be closed for air conditioning repairs and a new carpet installation from Tues., 30May17 through Thurs., 15Jun17.

Golf-Pro Shop

May Tournament Updates:



BAREFOOT BAY RECREATION DISTRICT

- HOA event was a big league success. Over \$3,800 was raised for the HOA and the Pro Shop sold over \$1,250 in merchandise.
- 3rd Annual Employee Tournament is 20May17 (8:30 Shotgun)

Call or stop by the Pro Shop for more information about any of the tournaments, tee times or merchandise specials.

Special Projects

- Course aerified on 1&2May17
- Grant Projects
 - Wall on 8 started 2May17 (ground cover restoration still to be done)
 - Range upgrade will begin 15May17 (tee box and hitting cage)
- Grant Request for Junior Golf Camp was approved for \$3,425 and needs Chairman Diana's signature. Board consensus to have Mr. Diana sign the grant proposal.
- Researching experts for irrigation repairs evaluation
- Soliciting quotes for pump house installation

Property Services

Routine Work Update:

- Installed new smoking areas at pools 2 and 3 outside the gate

Special Projects Update:

- Installed new retaining wall behind #8 green. Filled and graded area. Installed crushed concrete drive paths
- Stormwater projects began on 25May17. The Tamarind piping part of the project was completed on 8May17. The contractor is now working on the Cherokee Court piping portion of the project. Grading and restore portions will follow to complete the projects.
- Beach Project:
 - Grubbing, berm, irrigation and sodding contractor will begin mobilizing within the next 2-3 weeks. Snipe signs and other means of conveyance will be used to notify residents of the closure.
 - Pervious driving and parking areas will be completed in-house after the berm is completed. Beach will remain closed during this work.
 - Handicap parking spaces and CCTV system will then be installed. Beach will remain closed until concrete work is completed and then will re-open.
 - CPI \$60,000 50% grant scope of work modification request was denied by NOAA and the grant was subsequently terminated.
 - Staff will place an agenda memo on a future BOT meeting to discuss whether the BOT wishes to continue to pursue the \$200,000 50% match LWCF beach grant given resident's top priorities do not qualify for reimbursement.

General



BAREFOOT BAY RECREATION DISTRICT

Building A Roof Replacement RFP Update – No proposals were received by the deadline of 3May17. Staff requests direction whether the BOT wishes to re-advertise the RFP or solicit bids. Board consensus for staff to proceed with solicitation of bids.

Selection of New Insurance Broker – Staff has determined it is in the best interest of BBRD to obtain a new insurance broker (firm that solicits proposals from insurance companies and provides services to BBRD and employees throughout the year. BBRD does not pay for the services. The broker is compensated by commissions paid from the insurance companies the BOT elects to use.). Staff requests direction whether the BOT wishes to interview brokers or allow staff to select a new broker. Board consensus for staff to proceed with selection of brokers.

Old Community Center \$400,000 50% match LWCF grant Reimbursement Update – Staff submitted reimbursement paperwork for \$198,222 in early 2016 and have battled DEP over the last 1.5 years. Due to administrative rule changes, DEP now says our reimbursement is only going to be approximately \$150,000. Since appealing to our elected officials did not help (they did not even bother to acknowledge receipt of my letters), I have instructed the grant writer to put together the paperwork to receive the \$150,000. The closeout request paperwork will not be ready for my signature until next week so if you want me to proceed with a different course of action please advise. Board consensus for Community manager to proceed with the grant reimbursement request.

District Clerk

BBRD Community Art Program Update – New exhibits are displayed in Building A which are available for purchase.

3rd Annual Employee Picnic Update – The Department Managers and Community Manager fed over 50 employees and guests as their way of saying thank you for staff's hard work during the busy winter season.

Attorneys Report

General Counsel reported on the status of House Bill 0905 on Trustee Term Limits which passed on May 4, 2017. The Board will now need to call for a referendum to change the Charter for placement on the ballot in November. The deadline for submission to the Supervisor of Elections office is September 1, 2017. DOR Violation update on 823 Wren Circle and 628 Marlin Circle, both have come into compliance prior to taking any legal action.

Incidental Trustee Remarks

Mr. Cavaliere reminded the residents that as property owners we pay for our amenities with our assessments fee, Barefoot Bay is a lifestyle. Even though the golf course may lose revenue at times it adds value to all our properties and that is what is important.

Mr. Diana clarified that when he uses the term 'our Bay' he is including our long term residents, seasonal, renters, etc. He reiterated that Barefoot Bay is a lifestyle and we are all part of the Barefoot Bay family.



BAREFOOT BAY RECREATION DISTRICT

Mr. Geier and the rest of the Trustees wished all the mothers in Barefoot Bay a very Happy Mother's Day.

Adjournment

The next meeting will be on May 23, 2017 at 7PM in Building D/E.

Mr. Cavaliere made a motion to adjourn. Second by Mr. Lavier. Motion carried unanimously.

Meeting adjourned 3PM.

Joe Klosky, Secretary

Dawn Myers, District Clerk

Board of Trustees Meeting Agenda Memo

Date: June 27, 2017

Title: Authorization to Procure Hurricane Preparation Shed

Section & Item: 9H

Department: R&M/Capital

Fiscal Impact: \$5,000.00

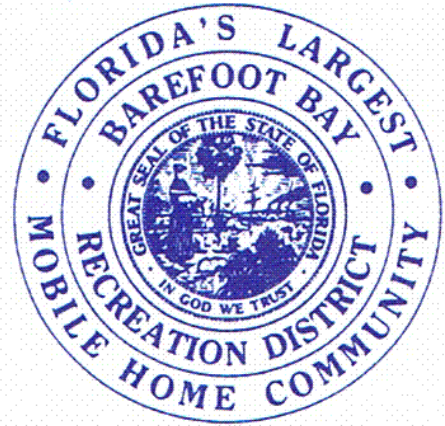
Contact: Matt Goetz, Property Services Manager;
John W. Coffey, Community Manager

Attachments: Emergency Management Plan Excerpt
and quotes

Reviewed by

General Counsel: N/A

Approved by:



Requested Action by BOT

Authorize staff to execute budget transfer R&M/Capital Contingency to a new line item and procure shed.

Background and Summary Information

On 25May17, the BOT adopted the Revised Emergency Management Plan based on lessons learned from BBRD's experiences with Hurricane Matthew in 2016. One of the lessons learned was the need for consolidated storage of emergency management supplies and thus the procurement of a storage shed to house said items at Property Services' location off of Falcon Drive. Staff solicited two quotes for a 12x20 shed as follows:

- \$4,160.00 Superior Sheds (wood stud construction)
- \$5,000.00 Shedmovers (metal stud construction)

Both prices include delivery and anchoring. Due to the nature of the use of the shed, staff believes the strong metal stud construction is warranted.

Currently, the R&M/Capital Contingency account has an available budgetary balance of \$17,919.00. While the procurement cost is within the spending authority for the Community Manager to execute, no current dedicated budget exists for the purchase.

Hence, staff recommends the BOT authorize staff to execute a budget transfer of \$5,000.00 from R&M/Capital Contingency to a new line item and procure the needed shed.

SHEDMOVERS



15 DAY QUOTE

521 N. WASHINGTON AVE. (U.S 1)

TITUSVILLE, FLORIDA 32796

PHONE: 321-567-4935

Date: 10.12.17 Sales Person: Talatha

Customer Name: Matt Goeth Bayfoot Bay Rec. District

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: (____) _____ Cell Phone: (____) _____

Customer Email Address: Mattgoeth@bbrd.org

STYLE:	<u>Lumberjack - Steel - End.</u>	\$	<u>4705.</u>
SHED SIZE:	<u>12x20</u>	\$	
DOOR SIZE:	<u>36" 9x7 roll up</u>	\$	<u>600 -</u>
WINDOWS:	<u>2</u>	\$	
LIGHTS:	<u>0</u>	\$	<u>-140.</u>
VENTS:	<u>2</u>	\$	
OUTLETS:	<u>0</u>	\$	
INSULATION:	<u>No.</u>	\$	
TY-VAC WRAP:	<u>No.</u>	\$	
A.C Frameout:	<u>No.</u>	\$	
ANCHORING SURFACE?	<u>Ground.</u>	\$	
NO ANCHORING INTO ASPHALT		\$	
FREE DELIVERY AND SETUP/ ALL SHED FLOORS ARE 16" ON CENTER		\$	
		SUB TOTAL	\$ <u>5305.</u>
		TOTAL BEFORE TAX	\$ <u>-305.</u>
			\$ <u>5000.</u>
	COLOR	TAX - 7%	\$ <u>350.</u>
	SIDING	TOTAL	\$ <u>5350.</u>
	TRIM	RAMP SIZE:	\$
	ROOF	LOFT SIZE:	\$
		DEPOSIT	\$
		DUE UPON DELIVERY	\$



BY MY SIGNATURE I DO AGREE TO THE FOLLOWING: THIS IS A CONTRACT TO PURCHASE. AS THE CUSTOMER I AM RESPONSIBLE FOR OBTAINING ANY AND ALL PERMITS AS REQUIRED BY MY CITY OR COUNTY. THERE WILL BE AN ADDITIONAL CHARGE IF SHEDMOVERS HAS TO REMOVE ANY OTHER OBSTRUCTION. COMPLETE DELIVERY AND SETUP DOES NOT INCLUDE THE COST OF CRANE IF NEEDED. BY MY SIGNATURE, I AGREE TO ALL TERMS AND CONDITIONS ON THE BACK SIDE OF THIS FORM.

CUSTOMER SIGNATURE: _____



2323 S. Volusia Avenue
Orange City, Florida 32763
386-774-9861

4/14/17

To: Matt Goetz
Barefoot Bay Recreation District
772-664-2063

Bungalow styled shed:

A 12 x 20 is priced at \$4160 plus tax \$291.20 = \$4451.20

The additional mileage fee = \$93

The grand total is \$4544.20

Options included:

36" x 80" door

8' x 6'3" roll up garage door

Ridge vent

Two small windows

Aluminum siding & roofing with a baked on enamel finish

Discounts are applied

Set up is included (asphalt anchoring is at a fee of \$80). The turnaround time is approximately two and a half weeks. The delivery will be coordinated with you. Permits are Buyers responsibility. Superior Sheds provides engineered sealed prints and calculations.

Give me a call with any questions or to place an order.

Thank You,
Connie Sibila
Corporate Office / Internet Sales Specialist
386-801-7522 (weekdays from 8am till 4:45pm)

QUOTES ARE GOOD FOR 30 DAYS.

Appendix

Hurricane Matthew Lessons Learned

1. June all hands staff meeting
2. Annual pre-hurricane cross-department team building event to be held in the summer
3. District Clerk, acting as Public Information Officer, to focus on Mail Chimp email blasts before event (may require some normal tasks to be postponed)
4. Phone system
 - a. Assign specific employees task of answering the phone before event and immediately after roads are cleared as many residents who evacuated will call wanting update on conditions before returning
 - b. Use of BBRD hot line phone numbers (two cell phones) to call after the event and have a recording with updated information
5. Stock up on minor hurricane needs (flash lights, batteries, tarps, etc. at start of hurricane season)
6. Purchase pallet of water at beginning of hurricane season
7. Procure shed to consolidate emergency preparedness material storage
8. Procure MRE type meals in case of failure or destruction of D/E
9. Maintain supply of boxes sufficient to move items from Building F
10. Procure additional first aid supplies (for immediate post event needs)
11. Move up preparation time frame as majority of employees needed for storm prep will leave BBRD before the event
12. Remove wind/sun nets at tennis/pickle ball courts earlier
13. Revise language for alternate financial system requirements based on known variables (i.e. day of the week, anticipated vendors, etc.)
14. Procure discrete secure bag for post event alternate financial system
15. Shift as many processes from paper to electronic (reduces papers needing to be moved)
16. Procure emergency backup generator for D/E

Board of Trustees Meeting Agenda Memo

Date: June 27, 2017

Title: Golf Course Drainage Award of Contract

Section & Item: 9I

Department: Golf-Pro Shop

Fiscal Impact: \$15,996.00

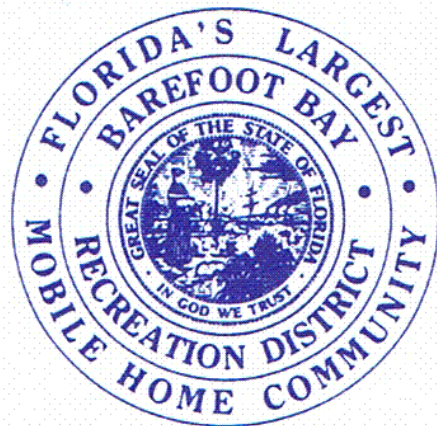
Contact: Ernie Cruz, Golf Operations Manager;
John W. Coffey, Community Manager

Attachments: Policy Manual Excerpt, History of effort to obtain second quote, and ABM quote

Reviewed by

General Counsel: N/A

Approved by:



Requested Action by BOT

Award of contract for drainage project.

Background and Summary Information

The FY17R&M/Capital Department Budget contains a project for golf course drainage improvements with a budget of \$16,500.00. Staff attempted to find multiple quotes for the project (contacted 8 vendors over a six week period), but as the attachment indicates, only ABM supplied a quote as follows:

- ABM: \$15,996.00 (for 1,333 linear feet of drainage)

The Policy Manual (page 7) authorizes the Community Manager's use of Exception to Competition, #8 "Under other documented and justified circumstances approved by the Community Manager" when staff is unable to obtain more than one quote or bid after a reasonable time.

ABM performs the daily maintenance of the golf course and would be the entity required to repair any minor issues which may arise from said work regardless of who performed the work. They are also the very knowledgeable as to the design, care, and maintenance of the golf course.

Staff recommends the BOT award a contract for drainage improvements on the golf course in the amount of \$15,996.00 to ABM.



EXTRA WORK PROPOSAL

Date: 06/16/17 Job # 52360062
Cust # 6470114
Work Order # _____

912 Avenida Central
The Villages, FL 32159
352-259-7717 Phone
352-259-7722 Fax

Proposal submitted to: Barefoot Bay
Mailing Address: _____
1225 Barefoot Blvd

City Barefoot Bay FL _____ Zip Code 32976

Attn: Ernie Cruz
Job Location _____
Golf Course

Phone No. (407) 321-5264 Cell / Fax No. (407) 791-0469

Scope/Description of Work:

This proposal combines the entire drainage install price into a per linear foot price for easy discussion. This proposal price includes; cutting back sod in future trench line, trenching to proper grade for positive drainage flow, installation of 89 stone (pea gravel) which surrounds a 4 inch perforated drain pipe. The trench will then be refilled with the sod re-layed on top and tamped. Below is the breakdown of discussed areas.

Furnish & Install/Repair/Demolition:

QUANTITY	ITEM DESCRIPTION	SIZE	UNIT PRICE	
248	Driving Range & Hole 3	4 inch	\$ 12.00	\$ 2,976.00
335	Holes 4 & 5	4 inch	\$ 12.00	\$ 4,020.00
340	Hole 6	4 inch	\$ 12.00	\$ 4,080.00
245	Holes 11 & 16	4 inch	\$ 12.00	\$ 2,940.00
70	Hole 15	4 inch	\$ 12.00	\$ 840.00
95	Hole 18	4 inch	\$ 12.00	\$ 1,140.00
				\$ -
				\$ -
				\$ -
TOTAL:				\$ 15,996.00

We propose hereby to furnish material, labor and insurances - complete in accordance with above specifications, for the sum of:

Sixteen thousand one hundred forty & 00/100 dollars.

Terms of this proposal are valid for 30 days from date of proposal. All material is guaranteed to be as specified. All work to be completed in a workman-like manner according to standard practices. Any alteration or deviation from the above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimates. Any verbal authorizations given by the customer will be treated the same as a written order even if authorization is not written. ABM Landscape & Turf Services workers are fully covered by worker's compensation insurance. Payment is due upon completion of job.

Matt Hill

Proposal submitted by: Matt Hill, Branch Manager

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to proceed with the new work specified. Payment will be made as outlined above.

Customer Authorized Signature

Date of Acceptance

For Office Use Only:	Date work completed _____	Reviewed by _____	Yes _____
Branch Manager Approval _____			No _____
	Date Billed _____		

Barefoot Bay Recreation District Policy Manual
GENERAL FINANCIAL POLICIES

If staff is unable to obtain more than one quote or bid after a reasonable time, the Community Manager may authorize the procurement based on the Department Manager's recommendation and use of Exception to Competition, #8 "Under other documented and justified circumstances approved by the Community Manager." When this exception to competition (a second quote cannot be found in a reasonable time)²³ is used, the Community Manager shall notify the Board of Trustees at the next regularly scheduled Board meeting and notate the date, vendor and price on an "Exception to Competition log" as maintained by the District Clerk.²⁴

Blanket Purchase Orders

Blanket purchase orders may be used for small repetitive specified goods or services from the same vendor that requires numerous orders / shipments over specified periods of time. The use of blanket purchase orders to by-pass the competitive pricing or bid policies is not allowed.

Exceptions to the use of Purchase Orders

Some recurring obligations, which are exempt from the competitive bidding process and the purchasing approval process, are as follows:

- Utilities
- Travel and Training (reimbursements are handled through A/P)
- Insurance Premiums
- Debt Service Costs
- Certain refunds and reimbursements
- Inventory purchases for retail sale ²⁵

Approval and payments for these items will be processed using the Monthly invoices as back up. These items require the approval of the Community Manager or Designee and require separate verification that funds are budgeted and available before the expenditure can be made. If funds are not available, a budget transfer shall be made upon approval of the Board of Trustees.

Exceptions to Competition

The competitive procurement process may be waived:

1. In defined emergencies, documented in accordance with the Emergency Purchases section of these policies.
2. For sole source procurements documented and approved in accordance with the Sole Source Purchases section of these policies.
3. For seminars registrations and professional membership dues and fees.
4. For purchase of local utility services for BBRD owned or operated facilities.
5. Postage expense, when billed by a vendor at the currently prevailing postage rates established by the U.S. Postal Service.
6. Repair or services for proprietary equipment, software, hardware, etc.²⁶
7. Repairs that require action within 72 hours.²⁷
8. Under other documented and justified circumstances approved by the Community Manager.

Emergency Purchases

In cases of a declared emergency which require the immediate purchase of supplies or contractual services, the Community Manager may waive normal purchasing procedures.

In the event of the need to repair existing infrastructure that impacts the health welfare and safety of residents, the Community Manager may waive normal purchasing procedures. The Community Manager

Timeline of Effort to Obtain Quotes

- 4May17 called Golf Preservations Inc (Would not be able to mobilize before October 1)
- 10May17 called Total Golf Construction and set up a site visit for 17May17. Later an employee (Kevin) cancelled and said he could come back on June 7th. The same employee called later and cancelled stating his boss said we require a current or as built drainage survey for them to provide a quote. I searched our document storage facilities and could not find as built so he cancelled his visit all together.
- 17May17 called Salvatore Pecoraro, LLC and was told they only do minor grading. The scope of project is too large for his equipment.
- 2Jun17 called Turf Drainage Company of America (Requires a Master Draining Plan which they can schedule for a future date in September)
- 12Jun17 called Turf Drainage Company of the West (Requires master plan and survey for quote)
- 14Jun17 called Double Eagle Golf Works (Involved in too many projects to provide bid)
- 15Jun17 called Sunset Landscape Naples (Will not provide bid without site survey)

Board of Trustees Meeting Agenda Memo

Date: June 27, 2017

**Title: Golf Course Pump House
Award of Contract**

Section & Item: 9J

Department: Golf-Pro Shop

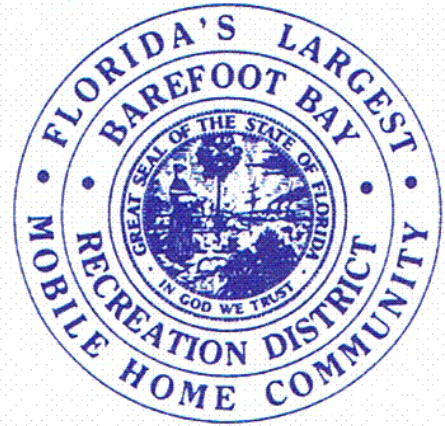
Fiscal Impact: \$18,740.00

Contact: Ernie Cruz, Golf Operations Manager;
John W. Coffey, Community Manager

Attachments: Quotes and E-mail from Mr. Cruz

Reviewed by
General Counsel: N/A

Approved by:



Requested Action by BOT

Award of contract for construction of a pump house on the Golf Course.


Background and Summary Information

The FY17 R&M/Capital Department Budget contains a project for construction of a building to shelter the irrigation pumps on the golf course with a budget of \$60,000.00. Staff initially sought to procure a custom designed building but TLC stated total cost would probably exceed double the budget and advised staff to solicit bids for either a fiber glass structure or combination steel/composite structure. Staff solicited the following bids:

- \$19,190.00 Virtual Polymer Compounds, LLC (VPC) for a 18x7 fiberglass structure (permitting, customization and assembly extra)
- \$18,740.00 Barefoot Services, Inc. for a 20x20 structure (metal, wood, composite combination)

Although both structures would meet the needs of BBRD, the VPC bid is only for the structure and staff would have to find an additional vendor to obtain permitting and install/customize the structure.

Hence, staff recommends the BOT award a contract for construction of a pump house building on the golf course in the amount of \$18,740.00 to Barefoot Services, Inc.

 VIRTUAL POLYMER COMPOUNDS, LLC		Sales Quotation	
Virtual Polymer Compounds, LLC 10478 Ridge Road Medina, NY 14103 Phone: 888-290-9522 Fax: 585-735-9965 Web: www.vpcfiberglass.com E-Mail: info@vpcfiberglass.com		CUSTOMER NO. B00535	Date 5/9/2017 Quote # 44263

BILL TO:**Barefoot Bay Recreation District**

1225 Barefoot Blvd
 Sebastian, FL 32976
 US
 Phone: (772)663-0631 Fax: (772)663-0318

SHIP TO:**Barefoot Bay Recreation District**

Ernie Cruz
 1225 Barefoot Blvd
 Sebastian FL 32976
 US

REP	P.O. NUMBER	TERMS	QUOTE DATE	EXPIRATION DATE	SHIP VIA
Dan Bryndle		Credit Card	5/9/2017	6/9/2017	

Qty	Description	Each	Amount
1	Custom Shelter 8 x 7 x 7. The shelter will have double doors three feet by six feet.	\$9,000.00	\$9,000.00
1	Shipping & Handling prepay and add to 32976	\$595.00	\$595.00
Virtual Polymer Compounds reserves the right to a final review and modification of any price quote prior to acceptance of the purchase order. For Custom Orders - This is a best estimate based upon the information available to us at this time. This good faith estimate of pricing is subject to change upon review or receipt of additional information during the submittal process. If final pricing exceeds this estimate by more than 10%, the Customer is under no obligation to purchase from Virtual Polymer Compounds. Any purchase order or approved submittal sent to Virtual Polymer Compounds, LLC shall be deemed as acceptance in full by Purchaser of attached Terms and Conditions.		Sales Tax (%)	\$0.00
		Discounts	\$0.00
		Total	\$9,595.00



10478 Ridge Road | Medina, New York 14103

Phone: 585-735-9668 | Toll Free: 888-290-9522 | Fax: 585-735-9665

www.vpcfiberglass.com

TERMS & CONDITIONS

Revised November 2012

The following standard terms and conditions shall govern the transaction described in documents appurtenant hereto and shall constitute the entire agreement between Virtual Polymer Compounds, LLC and the Purchaser.

1. All sales will originate in the State of New York, County of Orleans. Any disputes and claims of any nature related to/or generated from this proposal will be governed by the laws of the State of New York and resolved solely in the jurisdictions of the County of Orleans or County of Erie, State of New York.
2. All costs and expenses incurred by the Company and/or its principals of any kind and/or nature in the enforcement of these terms and conditions (including but not limited to attorneys' fees and costs), plus interest at the applicable rate (2% per month), will be paid by the Purchaser.
3. Unless otherwise agreed in writing by the Company, terms of payment for all domestic purchases of goods and services shall be as follows:
 - o Purchases of \$1,500 or less shall be paid in full, without retainage, at the time of the order.
 - o Purchases exceeding \$1,500 shall be paid in two installments, without retainage: 50% at the time of the order and the remaining 50% net 30 days from the date of invoice as prepared by the Company.

All international purchases of goods and services require prepayment by credit card or bank wire transfer, subject to the terms herein.
4. Credit card payments or wire transfers between banks will be collected at the time of purchase of product or rendering of the service described in the submittal. Should payment be refused by the credit card issuer, full payment will be immediately due and payable in cash or by certified check.
5. Returned checks will be subject to a \$100.00 handling fee. In the event of a returned check, payment shall be by money order, certified check or cash.
6. Late payments, in whole or in part, will be considered breach of the agreement. All late payments will be subject to interest from the invoice date of 2% per month (24% annually) on the principal balance due.
7. Performance is not contingent on the happening of any event or action by any third party. Payment for products or services provided is not subject to payment by and/or approval of any third party.
8. All sales are F.O.B. Medina, NY with no allowance for freight, taxes, customs or import duty charges unless otherwise stated in writing. Any such allowances provided by the Company in writing are estimates and subject to change at the time of delivery.
9. All price quotes for goods and services include a single set of drawings and one revision thereof. Subsequent drawings and revisions are available for a fee subject to these terms and conditions. Any stamp required from a licensed P.E. is not included in this price unless otherwise stated in writing. Any price quote, or purchase order older than 60 days, may be subject to change. Company reserves the right to a final review and modification of any price quote prior to acceptance of the purchase order and upon each submittal revision requested by Purchaser.
10. Cancellation Policy - Company reserves the right to cancel any purchase order within 30 days of receipt thereof or within 30 days of submittal approval, whichever occurs later, due to design change, additional or revised information that was unavailable or not provided to Company at the time of quotation or credit approval or any other reason that would have a detrimental impact on the Company, in Company's sole discretion.
11. Officers of the Company are the only parties with authority to modify this agreement. All modifications must be in writing to be enforceable and must bear the signature of an Officer of the Company. Any purchase order or approved submittal sent to the Company shall be deemed as Purchaser's acceptance in full of these standard terms and conditions.
12. All materials, equipment and services provided by the Company are warranted to be as submitted and approved without material deviation. In all cases, the method of correction of warranty claims is at the sole discretion of the Company, and damages are limited to the purchase price, not including any charges for original shipping/handling. For full disclosure of warranty terms, see attached Warranty Policy. There are no warranties which extend beyond the face of the written Warranty Policy.
13. From time to time, the Company may offer advice to the Purchaser or their agents. At no time shall such advice be considered engineering services, nor shall the Company or its agents be liable in any way for this advice.
14. The product and/or service provided are for the express purpose provided. Any use other than the express purpose voids all warranties. Any modification to the equipment without the express approval of the Company will void the warranty. For full disclosure of warranty terms, see attached Warranty Policy.

WARRANTY POLICY

The Company warrants its products to the original Purchaser against any defects that are due to faulty material or workmanship for a period of TWO years from the date of shipment, unless otherwise noted in the product manual. There are no warranties which extend beyond the description on the face of this Warranty Policy.

In the event that a defect is discovered during the warranty period, the company agrees that at its option, it will repair or replace the defective product or refund the purchase price, excluding original shipping and handling charges. Any product repaired or replaced under this warranty policy will be warranted only for the remainder of the original product warranty period and shall not be extended by such repair, replacement or refund. The remedy selected for any given warranty claim shall be in the sole discretion of the Company.

Contact the company or our local Sales Agent to initiate warranty support. Products may not be returned without authorization.

LIMITATIONS OF WARRANTY

This warranty does not cover:

- Products delivered or shipped outside the continental United States.
- Damage caused by acts of God, natural disaster, labor unrest, acts of war (declared or undeclared), terrorism, civil strife or acts of any governmental actor.
- Damage caused by misuse, neglect, accident or improper application or installation.
- Damage due to incorrect or incomplete information provided by the Purchaser (i.e. specifications, environmental conditions, etc.)
- Damage caused by any repair or attempted repair not authorized by the Company.
- Any product not used in accordance with the instructions furnished by the Company.
- Freight charges for return merchandise to the Company.
- Freight charges to expedited or express shipment of warranted parts or products.
- Travel costs associated with on-site warranty repair.
- Consumable products such as chemical reagents or consumable components of a product.

This warranty constitutes the sole express warranty made by the Company in connection with its products and services. All implied warranties, including without limitation, the warranties of merchantability and fitness for a particular purpose, are expressly disclaimed.

Some states within the United States do not allow the disclaimer of implied warranties. If this is true in your state, the above limitation may not apply to you. This warranty gives you specific rights, and you may also have other rights that vary from state to state.

This warranty constitutes the final, complete and exclusive statement of warranty terms, and no person is authorized to make any other warranties or representations on behalf of the Company.

LIMITATIONS OF REMEDIES

The remedies of repair, replacement or refund of the purchase price as stated above are the exclusive remedies for the breach of this warranty. In no event shall the Company be liable for any incidental, consequential or punitive damages of any kind for breach of warranty, negligence or any other claim made against the Company.

Barefoot Services, Inc.

State Certified Builder • SCC131149832

P.O. Box 195, Grant, FL 32949

(772) 633-1772

Date 6-19-17

Customer Name

Barefoot Bay Golf Course

Address**City, State, Zip.****Phone**

772-663-0631

[illegible]

Thank You

John Coffey

From: Ernie Cruz
Sent: Monday, June 19, 2017 2:35 PM
To: John Coffey
Subject: FW: VPC Fiberglass Quote
Attachments: Quotation_44263.html; Pump House Quote.pdf

John,

Two Quotes:

First quote is for one fiberglass pump shelter. We would need two shelters and we would need to modify them for roof access, side ventilation, electricity, lighting and rear wall adjustments for piping. We would have to find a local vendor to install.

Second quote for complete pump house. Dwayne (Barefoot Services, Inc.) can build the shed with roof access and all options needed including engineer design specs and building permit for \$18,740.00.

I say we go with Barefoot Services, Inc.

Ernie J. Cruz, PGA Certified Professional
Golf Operations Manager
Barefoot Bay Recreation District
1225 Barefoot Blvd, Barefoot Bay, FL 32976
Office (772) 663-0631
Fax (772) 663-0318



From: dan@vpcfiberglass.com [mailto:dan@vpcfiberglass.com]
Sent: Thursday, May 11, 2017 11:17 AM
To: ecruz@bbrd.org
Subject: VPC Fiberglass Quote

Ernie,

Thank you very much for your interest in our quality fiberglass products. Attached is Quote #44263 - VPC custom Enclosure 8 L x 7 x 7. We look forward to working with you on this project. If you have any questions or concerns please don't hesitate to contact me.

Thank you,

Dan Bryndle

Board of Trustees Meeting Agenda Memo

Date: June 27, 2017

Title: Resumption of Building F Design

Section & Item: 9K

Department: R&M/Capital

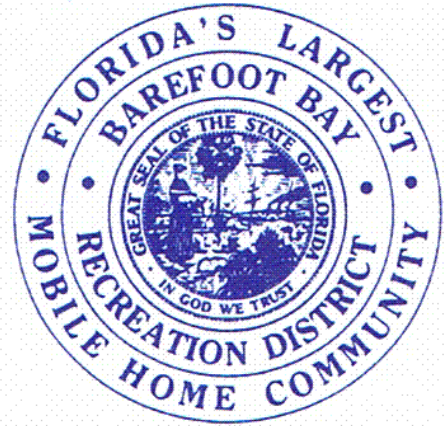
Fiscal Impact: TBD

Contact: Matt Goetz, Property Services Manager;
John W. Coffey, Community Manager

Attachments: TLC Proposal

Reviewed by
General Counsel: N/A

Approved by:



Requested Action by BOT

Award of contract for the completion of Replacement Building F design and construction drawings.

Background and Summary Information

On 13Nov15 the BOT approved a proposal from TLC for architectural/engineering services related to the design, site plan and partial engineering inspections (during construction) in the amount of \$65,000. The work was halted due to the Guinther lawsuit in 2016 and TLC subsequently closed out the project due to the lengthy delay.

Due to unforeseen circumstances TLC was unable to provide a proposal by the agenda submittal deadline. Staff will forward the proposal to the Trustees and post on bbrd.org when it is received.

Manager's Report



Barefoot Bay Recreation District

625 Barefoot Boulevard, Building "F"
Barefoot Bay, FL 32976-9233

Phone 772-664-3141
Fax 772-664-1928

Memo To: Board of Trustees

From: John W. Coffey, Community Manager

Date: June 27, 2017

Subject: Manager's Report

Office of District Clerk

1. Upcoming BOT Workshops:

- Thurs. 22Jun17, D/E, 2:30pm (deferred items from 23May17 BOT meeting)
- Thurs., 29Jun17, D/E, 2:30pm (lots with excessive back taxes/liens and implementation of removal of derelict homes program)

Finance

- 2. Assessment Update** – As of 16Jun17, \$3,512,160.00 in gross receipts were received which represents 99.88% of the FY17 Budget (see attached for details). This is the final update of the fiscal year regarding this matter.

Resident Relations

3. ARCC Update:

- 13Jun17 had 9 permits reviewed and approved.
- The next ARCC meeting is scheduled for 27Jun17.

4. Violations Committee Update:

- 09Jun17 had 7 cases on the agenda and 2 came into compliance prior to the meeting
- The next meeting is scheduled for 23Jun17 with 22 cases on the agenda. 4 cases came into compliance prior to the meeting.

Food and Beverage

- 5. 19th Hole Update** – Everything looks good after a minor face lift and will be cooler once new air conditioning unit is tweaked by the vendor. Customers (from 19-21Jun17) had a lot of fun trying their luck at spinning the wheel at

the 19th Hole re-opening event. There were chances to win a complementary drink, burger or extra punch on their loyalty card.

6. **Summer Pasta Night Specials** – During this summer, residents can enjoy a great deal on smaller portions of pasta dishes for \$5.95 and \$6.95.
7. **Independence Day Weekend Street Dance and Entertainment** – There will be a Street Dance on Sunday, 02Jul17 with Collins & Company playing from 2-6pm. The grill opens at noon. On July 4th there will be a D.J. by the pool from 2-6pm. The grill will also open at noon with All American Hot dog specials starting at \$1 until 5pm.
8. **Annual Island Escape Party** – The event of the summer will be held Saturday, 26Aug17. Tickets will go on sale 10Jul17 at the Lounge, the 19th Hole and Resident Relations. Flyers with all the details are posted.

Golf-Pro Shop

9. Tournaments

- Nine and Dine (29Jun17 @ 5:00 pm then food in D&E after) Sign up begins 12Jun17
- Jr. Golf (July 15th @ 8:30 Shotgun) Sign up begins July 1st

10. New Golf Course Summer Rates effective 08Jun17

- See attachment for breakdown
- Golf and Lunch rate will be added when the 19th Hole opens (\$25.00 + tax includes 18 holes, cart, and lunch at 19th hole)

11. Special Projects

- Grant Projects
 - Range Tee Box complete (awaiting sod grow in)
 - Hitting cage should be complete by 22Jun17 weather permitting.
- Initial irrigation consultant has been on site. Awaiting design recommendation and rough cost estimate.
- In-house bunker repair (#10 greenside) began 15Jun17: Expected completion by 23Jun17.
- Driving range drainage repairs are underway. Expected complete by 25Jun17 weather permitting.

Property Services

12. Routine Work Update:

- Set up and restoration of flag retirement ceremony
- Cut all DOR grass violations
- Cutting grass as fast as possible but Mother Nature is growing it faster than we can mow in some areas.

13. Special Projects

- Daily site inspections of the beach and stormwater drainage projects.

- Beach:
 - Privacy hedge is planted on the berm
 - Irrigation system installed
 - Conduit for CCTV system installed
- Stormwater:
 - Grading of Tamarind portion of project is underway. Heavy rains are delaying progress.
 - Continue to address minor restoration issues for residents.
- Finished work in the 19th hole (new carpet , A/C , paint, lights, ceiling tiles and fans)
- Hosted fire extinguisher use training for staff
- Hosted CPR training for staff
- Continued customization of long-term records storage unit.

Pictures of the Beach as of 07Ju17



Attorney's Report

Incidental Remarks from Trustees

Adjournment