

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

Tuesday, June 28, 2016

7:00 PM

1225 BAREFOOT BOULEVARD, BUILDING D/E



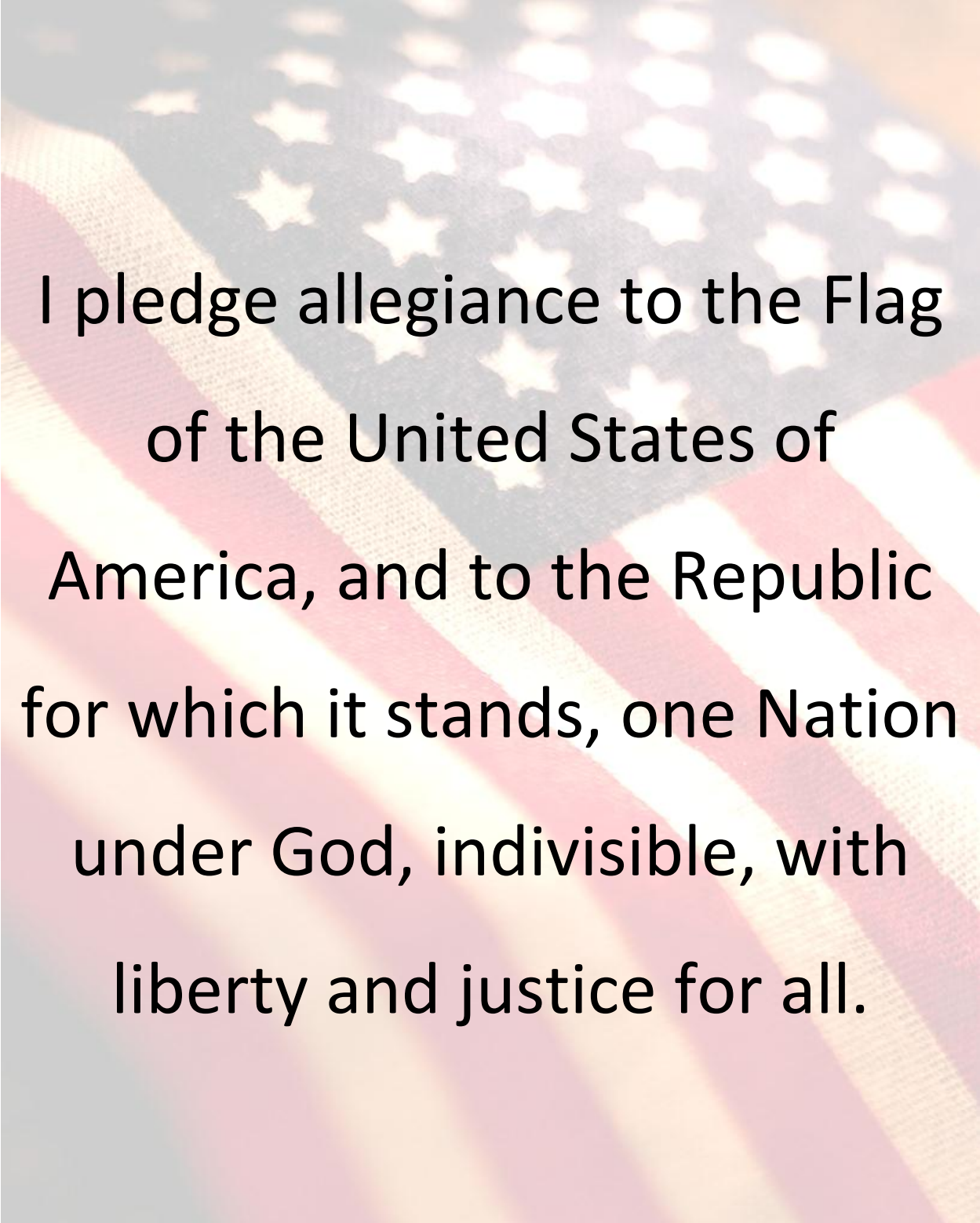
BAREFOOT BAY RECREATION DISTRICT

Barefoot Bay Recreation District Regular Meeting
Tuesday, June 28, 2016 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 comment on Agenda Items
8. Unfinished Business
 - A. Bunker Replacement
9. New Business
 - A. Adoption of FY17 Budget
 - B. Adoption of Minimum General Fund Balance Policy
 - C. Rescind "Committed Fund Balance" designation from Reserve Account in General Fund
 - D. DOR Powerwash Award of Contract
 - E. Recreation Committee Recommendation: Youth Swim Times
 - F. Lawnmower Replacement
 - G. Beach Site Plan
 - H. Position on Abolishment of BBRD
10. Manager's Report
11. Attorney's Report
12. Committee/Liaison Reports
13. Incidental Trustee Remarks
14. Audience Participation
15. Adjournment

A close-up, slightly blurred image of the American flag, showing the stars and stripes in a diagonal orientation. The colors are muted, with a soft, painterly quality.

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. Klosky

1st Vice Chair - Ms. Wright

2nd Vice Chair - Mr. Lavier

Secretary - Mr. Diana

Treasurer - Mr. Cavaliere

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 Friday, June 10, 2016 1 P.M. –Building D&E

The Barefoot Bay Recreation District held a Regular Meeting on June 10, 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.

Ms. Wright led the Pledge of Allegiance to the Flag.

Roll Call

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

Employee Milestones

Mr. Klosky recognized those employees that exemplified commitment and dedication to their position by presenting certificates, service pin and Barefoot Bay Bucks, which are negotiable for one regular workday off.

Virginia Evans – 10 years

Leslie Kadlec – 10 years

Ruth “Cookie” Simon-Shaw – 5 years

Special Employee Milestone

The Board recognized Paul Ingardia for 21 years of service to Barefoot Bay Recreation District. Mr. Klosky thanked Mr. Ingardia for his exemplary dedication to the Barefoot Bay Community and presented him with a commemorative retirement plaque.

Minutes

Mr. Diana made a motion to approve the minutes from May 24, 2016. Second by Mr. Cavaliere. Motion carried unanimously.

Treasurer’s Report

Mr. Diana presented the Treasurer’s Report for June 10, 2016.

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



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Audience Participation (Agenda items only)

Ms. Dawn Forrester thanked the Board for allowing her Aqua Zumba class to continue practicing on Tuesday, Wednesday and Thursday at Pool 3. She discussed the history of her Aqua Zumba course here in Barefoot Bay and the successive growth and popularity of the class since she started five years ago. Ms. Forrester informed the Board that she has donated a lot of time and money to this community. She strongly encouraged the continued support of the Board to help her keep her members healthy by maintaining the current schedule as approved at the previous meeting.

Old Business

Mr. Cavaliere suggested that the Board reconsider using the cumbersome Robert's Rules of Order as a platform to run the Board of Trustee meetings. He was confident that the residents are satisfied with the meetings as long as the agenda items are addressed and completed. Mr. Diana stated that he recommended the use of Robert's Rules as a way to run the meetings more effectively. Ms. Wright was in agreement with Mr. Diana's statement as Robert's Rules have greatly improved the movement of the discussion in the meetings. Mr. Cavaliere stated that the meetings are not run any faster, as an example at a recent meeting, an hour and a half was spent discussing the BBRD logo in the trustee column of the Tattler. Mr. Klosky stated he would like to continue the use of the Rules in the Board meetings as well. Board discussed the benefits of using the Rules to encourage efficiency in the meetings.

Ms. Lizzann Taylor encouraged the Board to continue the use of Robert's Rules as the benefits far exceed the initial confusion. She has noticed a difference in how well the meetings are run recently compared to how they used to run a year ago.

Ms. Carol Joseph stated the Board should continue use of the Rules as the meetings have been more efficient and she has seen a marked improvement in the movement of the meetings in the last few months since they have been adopted.

Mr. Diana made a motion to continue using Roberts's Rules of Order to run the Board of Trustee meetings. Second by Ms. Wright. Mr. Cavaliere opposed. Motion carried. 3-1

CCTV Replacement and Expansion Project - Change Order

Advanced Total Protection (ATP), the vendor selected by the Board to install the new CCTV system informed the District Clerk that they will need to provide an additional quote for the NVR in the Building D/E location. The explanation provided was due to a miscalculation in the distance that the existing fiber extended. In order to have remote access to the cameras at the Pro Shop/Building D/E area an additional NVR is needed. Staff recommended the Board accept the quote ATP has provided for a Digital Watchdog 16 Channel NVR with 8 TB of storage for an additional \$2,135.00. Mr. Cavaliere voiced his concern about advisory committee members overstepping their boundaries and spending too much time with staff during the development of these projects. Ms. Wright opposed Mr. Cavaliere's statement about the advisory committee members, as in her opinion, the majority of the members have much to offer in their advisory role. Most are perfectly suited for their seats on the committees due to education and experience.

Mr. Cavaliere made a motion to accept the change order for a Digital Watchdog 16 Channel NVR for \$2,135.00. Second by Mr. Diana. Motion carried unanimously.



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Aqua Zumba

Mr. Cavaliere stated that he did not bring this item back to the agenda to change anything but to bring attention to the way the topic was handled at the previous meeting. He reiterated that the decision regarding the scheduling of this class should have remained at the staff level. It should never have been brought to the Board for deliberation

Ms. Mary Walker opposed the three days that was allotted to the Aqua Zumba class on Tuesday, Wednesday and Thursday. She encouraged the Board to rescind the decision to allow the class to have three days as this takes time away from residents who would like to use the pool at this time.

New Business

DOR Violations

Case # 16-000032, Case # 16-000033, Case # 16-001177 - 400 EAGLE DRIVE

ARTICLE III, SECTION (1) Residential Use - Unauthorized Structure

ARTICLE II, SECTION (3) (A)(2) ADIR (Garage or carport roof)

ARTICLE II, SECTION (3) (A)(15)ADIR (Lamp Post)

Mr. Cavaliere made a motion to forward Case # 16-000032, Case # 16-000033, Case # 16-001177 - 400 EAGLE DRIVE to the attorney's office for legal and equitable action. Second by Ms. Wright. Motion carried unanimously.

Case # 16-001117 - 580 MARLIN CIRCLE

ARTICLE III, SECTION (10) Condition of Skirting

Mr. Cavaliere made a motion to forward Case # 16-001117 - 580 MARLIN CIRCLE to the attorney's office for legal and equitable action. Second by Mr. Diana. Motion carried unanimously.

Building A Electrical Panel Award of Contract

The FY16 Budget contains \$30,000 in the Capital Department for Upgrade Electrical Infrastructure in Bldg A, Phase I. Tasks completed so far include: Needs assessment of the building, In-house minor repairs/replacement, Miscellaneous work.

Based on the assessment, staff solicited quotes for the replacement of a transformer that is obsolete for which reliable replacement parts cannot be procured. Advanced Electrical Systems, Inc. \$12,600 and Complete Electric, Inc. \$11,800

Staff recommended award of \$11,800, plus permitting costs to Complete Electric, Inc. for replacement of the Building A replacement transformer.

Mr. Diana made a motion to award the contract to Complete Electric for \$11,800. Second by Mr. Cavaliere. Motion carried unanimously.

Request for Dismissal of Lawsuit and Waiver of Fees and Costs

DOR Violation Enforcement Case Number: 16-000217 -748 Canary Drive

At the Board's meeting held on March 11, 2016, the Board referred DOR Violation

Enforcement Case Number 16-000217 to Attorney Repperger for Legal or Equitable Action. After several attempts to notice the property owner failed to result in compliance, on April 22, 2016. A Complaint was filed in Brevard County Circuit Court. On May 7, 2016, the property came into compliance. On May 13, 2016 the Board discussed dismissal of the lawsuit and waiver of the fees and



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costs. The Board requested that a property owner representative appear before the Board to make the request. Staff has requested a property representative attend or submit a statement (to be provided if submitted).

Mr. Diana made a motion to dismiss Case Number: 16-000217 -748 Canary Drive and waive fees. Second by Ms. Wright. Motion carried unanimously.

Request for Dismissal of Lawsuit and Waiver of Fees and Costs

DOR Violation Enforcement Case Number: 16-000052 - 466 Egret Circle

At the Board's meeting held on March 11, 2016, the Board referred DOR Violation Enforcement Case Number 16-000052 to Attorney Repperger for Legal or Equitable Action. After attempts to notice the property owner failed to result in compliance, on May 2, 2016 a Complaint was filed in Brevard County Circuit Court. Pam Talamantez is the personal representative for the property. Ms. Talamantez is the daughter of the deceased owners. Ms. Talamantez advises that she did not receive notice of the violation until April 9, 2016. Ms. Talamantez advises that she was told by a property manager that the violation would be cured by April 13, 2016. The initial attempt to cure the violation was unsatisfactory to staff. Service of the lawsuit occurred on May 9, 2016. Ms. Talamantez filed the attached answer/response to the lawsuit on or about May 25, 2016. The property was found to be in compliance by staff on May 27, 2016. Ms. Talamantez now requests a dismissal of the lawsuit and waiver of fees and costs incurred. Dan Fast spoke on behalf of the property owner.

Ms. Wright made a motion to dismiss Case Number: 16-000052 - 466 Egret Circle and waive fees. Second by Mr. Cavaliere. Motion carried unanimously.

Revision to Policy Manual Guest Fees and Resolution

On a workshop held on May 12, 2016, the Board approved the changes to guest fees in the BBRD Policy Manual as well as changes to some of the language. The fees are listed below.

Residents and guests must display their badges and/or guest passes at any event or meeting in the Lounge, 19th Hole or Pool #1 Pavillion.

Guest Passes/Temporary Social Membership (All active military and children under 5 exempt)

One Day Guest Pass

- a. Regular (purchased at Resident Relations or any of the pools) \$3.00 per person. Street dance or other special events (purchased at Pool #1) \$5.00 per person

Two to Seven Day (week) Guest Pass

- a) Purchased at Pools \$7.00 per person
- b) Purchased at Resident Relations Office \$5.00 per person

Grandchild Pass (with picture)

- a. Quarterly \$10.00 per child
- b. Annually \$25.00 per child

.Non-Residents (Visitor) Pass

\$15.00 per person per day

Temporary Lounge/Business Pass

\$0.00 (No Charge)

Additional Fees

Rental of building/spaces for any Barefoot Bay club, organization, or resident except for clubs and organizations registered with the District before July 1, 2016, are based on the following fee schedule.

- 1. Bldg A. \$100.00 & tax up to 8 hours
\$50.00 fee for use of kitchen (non-refundable)
- 2. Bldg. C \$25.00 up to 8 hours



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- | | |
|----------------------------------|--------------------------------------|
| 3. Bldg. D or E | \$40.00 & tax up to 8 hours per side |
| 4. Bldg. D&E | \$80.00 & tax up to 8 hours |
| 5. Pool #1 Pavilion | (exclusive use) \$50 |
| 6. Pool #1 (exclusive use) | (exclusive use) \$500 for 4 hours |
| 7. Pool #2 or #3 (exclusive use) | (exclusive use) \$500 for 4 hours |

Ms. Lizzann Taylor voiced opposition for the rule regarding exclusive use of the pools. Mr. Coffey stated this language was not recently changed and has been an established rule in the manual.

Ms. Louise Crouse cautioned about the appearance of changing the fees for the passes and facilities as a means to generate revenue as these facilities and amenities are here for the residents. She also explained the reasoning behind the original placement of the language “resident group” was an attempt by the previous Board to define an invited group unlike a fixed club which meets regularly. She was opposed to changing this term. Ms. Wright requested the Board table the discussion until the upcoming workshop due to the recommendations heard here tonight. Mr. Cavaliere was opposed to tabling the discussion as these topics were already brought up at a workshop. General Counsel read the resolution.

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE BAREFOOT BAY RECREATION DISTRICT; PROVIDING FOR THE ADOPTION OF VARIOUS COMPREHENSIVE REVISIONS TO THE POLICY MANUAL ADOPTING NEW GUEST PASS REQUIREMENTS; PROVIDING FOR CONFLICTS; AND PROVIDING AN EFFECTIVE DATE

Mr. Cavaliere made a motion to approve the resolution amending the Policy Manual. Second by Mr. Diana. Ms. Wright opposed. Motion carried 3-1.

Discuss and Authorize Procurement of New Restroom Trailer

Staff presented used and new restroom trailers for the area by the tennis carts. Ms. Sherry Arnold asked the Board to consider this purchase as they currently have to contend with vandalism to the portable restroom in place now. At this point golf carts are required during tennis tournaments for the guests to use proper facilities in Building A. The current portable restroom is not up to the standards of the clubs that use the amenities in this area.

Ms. Susie White asked the Board to replace the restroom trailer that she and her husband purchased years ago for the community complex area.

Mr. E.J. Wright invited the residents to come to the Facilities Planning Committee to voice any concerns or requests regarding the facilities.

Mr. Diana made a motion that staff research ADA compliant restroom trailers and bring a proposal back to the Board for consideration. Second by Mr. Diana. Motion carried unanimously.

Barefoot Bay Slogan

Mr. Diana was approached from a resident about suggestions for a community slogan. He requested the Board support a community wide contest to come up with a slogan to represent the Barefoot Bay community.

Ms. Wright made a motion to accept Mr. Diana’s idea for a Barefoot Bay Slogan. Second by Mr. Cavaliere.

Loretta Dorn voiced her dissatisfaction with this agenda topic. She stated her opinion that the subject is unimportant.



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Advisory Committees Purpose

Mr. Cavaliere explained that the advisory committees should meet to discuss topics that the trustee liaisons task them to discuss rather than meeting to discuss their own agendas. Recently, the committees have been taking the lead on projects that are better served by staff. Ms. Wright suggested that the staff lead, Mr. Coffey, should become involved in the interaction and ensure staff is not getting interrupted. Ms. Wright recommended Mr. Coffey meet with the Committee Chair and Trustee Liaison to discuss a more effective interaction between committees, staff and the Board.

Ms. Jeanne Osborne clarified that not all committee members are guilty of overstepping their bounds.

Mr. Bill Sherwood stated that he has requested some direction from the Community manager on topics they may discuss and he did get feedback from Mr. Coffey and the committee liaison.

Ms. Louise Crouse commented on the original intention of the Trustee Liaison was to have one line of communication from residents back to the Board. She stated in her opinion there are too many people involved now which dilutes the original intention of the committees as they were established several years ago.

Manager's Report

The Projector and screen was successfully installed in Building D/E on June 1, 2016. The CCTV Contract was signed and returned to the District Clerks office this week. Installation is scheduled to begin on June 6, 2016. The FY17 Budget mailout is currently at the printer and will be mailed out to all property owners on June 6, 2016. Topics of Interest email communications are underway please sign up at Resident Relations or Building F if you wish to receive District communication via email. At the date of this meeting 96% of the assessment has been received. The 19th Hole maintenance work has been completed a day early and Mr. Coffey has signed an agreement with the mechanical engineers at TLC to give direction regarding the condensation problem at the 19th Hole due to discrepancies between vendors about the nature of the drips. The Lounge will be closed for 2-3 days next week in order to replace a water meeting for Building A complex. Residents will be notified about the exact dates of the closure. The Lounge Walk-In cooler floor will also be replaced during the closure. The FY17 Budget will be adopted at the next meeting on June 28th. The assessment rate will not be adopted due to it not being properly advertised and will be adopted in July.

Attorney's Report

General Counsel stated that check from Traveler's Insurance was released today and should be received by the next meeting. He discussed the property on 710 Barefoot Blvd. which has been transferred to another owner. He recommended pursuing recovery of the court fees. The Board discussed not pursuing the case as the individual has shown that he cannot be depended on to pay the fees. Mr. Cavaliere and Mr. Diana were in favor of pursuing collection of the fees as we do not want to send the wrong message to any future potential violators.

Ms. Carole Kennedy asked if the property was liened prior to closing. General Counsel stated that there was no closing as the transfer was a quit claim.

Ms. Anna Reed was concerned about waiving fees as this sends the wrong message to violators of the DOR. She agreed with the attorney that we should pursue the fees in this case.



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Harold Wortman stated that we have all worked together very diligently to get this resolved. A precedent should be set now to discourage any future cases like these from happening again.

County fees have been reduced and maybe waived entirely on 635 Hyacinth in the court date coming up next week. General Counsel responded to the claim regarding Building F and is currently working on the Summary Judgment.

Trustee Liaison Report

Mr. Klosky read the Violations report. The Violations Committee met on May 27, 2016. Twenty-two cases were presented and found to be in violation. Committee met this morning, June 10, 2016. Three cases were presented and found in violation. The next Violation Committee meeting will be on June 24, at 10 AM in D/E. The ARCC Committee met on May 31, 2016. Eighteen permits were submitted, all were approved. The next ARCC committee meeting will be held on June 14, 2016 at 9AM in the Lounge.

Mr. Wright gave the Food and Beverage report. Karaoke has a new time at 6-10PM on Tuesdays in the Lounge. The Father's Day Clam Bake still has tickets available for Sunday June 19th. Tickets are \$12 and available in the Lounge, 19th Hole and Resident Relations. The 19th Hole has a fresh makeover with new ceiling tiles, newly painted walls and a new stove. The Belmont Stakes Party will take place at the 19th Hole from 4-7PM with food and beverages. No tickets are needed.

Mr. Cavaliere is looking forward to meeting with Mr. Coffey and Mr. Bill Sherwood, Finance Committee Chairman, to discuss guidelines for the upcoming Finance committee meetings.

Mr. Diana announced that karaoke will also be on Sundays in the Lounge due to requests from the residents. He thanked the Property Services department for their work on getting the 19th Hole open a day earlier than scheduled. He requested clarification on the term limit for trustees item submitted to General Counsel for presentation to the legislature. He responded that he is aiming for the next legislative agenda after the elections in November. He will discuss further with the Board and local representatives to ensure placement on the agenda in the coming weeks.

Trustee's Incidental Remarks

Ms. Wright thanked the residents Board and staff for coming together to get the new large screen and projector installed and in use for the meeting today. This was all due to a resident stating that they did not know what the trustees were talking about as they have no access to the documents they were looking at. Today the audience has access to the same information the trustees do thanks to everyone working together. She thanked Joe Ziegler, Brian Belanger, Rob Shepard and Mr. Cavaliere for their efforts with the youth of Barefoot Bay as they are meeting twice a week to teach softball to kids ages 7-17. Mr. Brian Belanger encouraged the residents to come out on Tuesdays and Thursdays. He has a great time so far working with them. Mr. Cavaliere also encouraged the kids and residents to come out and participate with the softball.

Audience Participation

Ms. Loretta Dorn commented on the Food and Beverage Principles of Operation document provided to her to answer her questions. She stated that the document did not have recent information and did not



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provide any answers. Mr. Coffey stated that she is welcome to come to his office to discuss her questions however she has not taken this opportunity. A workshop will be held next month regarding making updates to the Food and Beverage, Principles of Operations.

Ms. Jeanne Osborne commented on the Proposed Barefoot Bay Flag. She stated that she is working on this and will have something to present to the Board soon. She also informed the Board that there was once a slogan in Barefoot Bay, "I Live In Beautiful Barefoot Bay".

Ms. Louise Crouse announced the summer youth camp now going on at Indian River Fitness Center. She discussed her long time support of the Aqua Zumba class.

Ms. Carol Pasquarosa commented on the decision to allow Aqua Zumba to continue practicing three days a week.

Ms. Mary Baker discussed past discrepancies at Pool 2 with the Aqua Zumba class. Ms. Wright invited the Zumba instructor to come to the Recreation Committee to discuss this issue further.

Ms. Dawn Forsman clarified why she requested three days during the week at Pool 3. She stated the conflict that is presented is due to a clerical error and she is very distressed about it. Aqua Zumba supporters requested clarification regarding the outcome of this agenda item. Mr. Coffey stated that there is no change from the decision made at the last meeting.

The next meeting will be on June 28, 2016 at 7PM in Building D/E.

Mr. Cavaliere made a motion to adjourn. Second by Ms. Wright.

Meeting adjourned at 3:20PM.

Steve Diana, Secretary

Dawn Myers, District Clerk

Treasurer's Report

Audience Participation Agenda items only

Unfinished Business

Meeting Date
June 28, 2016



Agenda	
Section	8
Item No	A

Agenda Report
Barefoot Bay Recreation District Board of Trustees

Subject: Award of Contract: Restoration of Bunkers, Phase 1

Dept/Office: Golf-Pro Shop

Requested Action: Rescind Award of Contract to Double Eagle Golf Works and consideration award of contract to ABM to perform Phase 1 of the golf course restoration bunker project

On 13May16, the BOT awarded a contract for bunker replacement, phase 1 to Double Eagle Golf Works for \$24,336.16. Subsequently, the vendor declined to execute a contract with BBRD citing an over-commitment of work for the summer. Golf Operations Manager Cruz then solicited additional quotes, with multiple vendors not able to perform the work in BBRD's desired timeframe (before November).

Based on discussions with multiple vendors, Golf Operations Manager Ernie Cruz, PGA now believes the previously included liner portion of the project is no longer needed due to soil dynamics and improved drainage methods. Therefore the below quotes are similar to previous quotes with the exception of liner installation.

This project is planned to continue until all bunkers are restored (estimated to be completed in FY20 if funded each year).

Revised quotes are listed below:

\$24,916.80 ABM

\$30,625.00 Iron/Horse Equipment, Inc.

Staff recommends the BOT Rescind award of contract to Double Eagle Golf Works for \$24,336.16 and award contract to ABM for \$24,916.80 for Phase 1 completion of bunker restoration.

Exhibits Attached: Quotes ABM and IronHorse Equipment, Inc.

Contact: Ernie Cruz, PGA; Golf Operations Manager

Fiscal Impact: \$24,916.80 (FY16 Budget of \$30,000 in Capital Department)

Contract/Agreement Reviewed by Attorney: N/A

Community Manager's Approval:



EXTRA WORK PROPOSAL

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

Date: 06/13/16 Job # 52360062
Cust # 6470114
Work Order # _____

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

City Barefoot Bay FL Zip Code 32976

Attn: Ernie Cruz
Job Location Golf Course Bunkers

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

Scope/Description of Work:

- ** Below is a breakdown to renovate bunkers on holes 4(2),11(2), 14,18, PG . The price below will be per square foot of bunker area. This price includes removing existing bunker sand and disposing on site. A popular option is to topdress tees and fairways. The next step is to add drainage at proper spacing and grade to create positive drainage out of bunker.
- ** The bunker is completed by adding 4" of approved USGA bunker sand.
- **

Furnish & Install/Repair/Demolition:

QUANTITY	ITEM DESCRIPTION	SIZE	UNIT PRICE	
6,048	Bunkers per Customer request	sq ft	\$ 4.00	\$ 24,192.00
906	Sod strip around Bunkers	lin feet	\$ 0.80	\$ 724.80
				\$ -
				\$ -
TOTAL:				\$ 24,916.80

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

Twenty four thousand nine hundred sixteen and 80/100 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.

Proposal submitted by: Matt Nieder, Golf Course Superintendent

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		

IronHorse Equipment, Inc.

2021 SW Lance Ave.
Port Saint Lucie FL 34953

Cell: 772-260-0287
Fax: 772-336-5163
Jeff@ihequipment.com

Estimate**Estimate No:**

76

Date:

June 15, 2016

For:

Barefoot Bay Golf Course
1225 Barefoot Bay Blvd
Barefoot Bay FL 32976

Description	Quantity	Rate	Amount
Bunker Repair Project Remove old bunker sand from predetermined bunkers, install new drainage, define bunker edges, add new bunker sand at 5", compacted to 4", install new sod where needed. Quantities: 132 tons of approved bunker sand 660 L.F. of bunker drainage 2,000 S.F. sod allowance Estimated Start Date: 9/10/2016	1	\$30,625.00	\$30,625.00

* Indicates non-taxable item

Thanks

Subtotal	\$30,625.00
TAX (0.00%)	\$0.00
Total	\$30,625.00

New Business

Meeting Date
June 28, 2016



Agenda	
Section	9
Item No	A

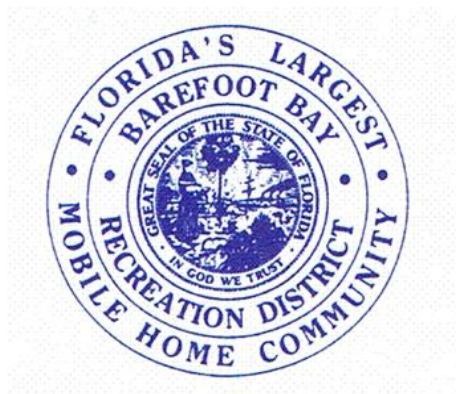
Agenda Report
Barefoot Bay Recreation District Board of Trustees

Subject: Adoption of FY17 Budget

Dept/Office: Administration- Finance Office

Requested Action: Adoption of FY17 Budget of \$6,169,454 and its Resolution
<p>Summary Explanation and Background:</p> <p>The Board of Trustees (BOT) met three times in workshops to review and revise the FY17 Working Draft Proposed Budget as submitted by the Community Manager on 1Mar16.</p> <p>On 24May16, the BOT authorized the mail out to property owners of the draft FY17 Budget and proposed assessment of \$720.00 per lot. The Proposed FY17 General Fund Budget is \$6,169,454.00, containing \$299,658 in non-capital decision points, \$612,500 in R&M/Capital projects and funding for 67.96 full-time equivalent positions (33 full-time and 34.96 part-time).</p> <p>Staff recommends the <u>BOT approve the accompanying Resolution to adopt FY 2016-17 Proposed Budget.</u></p>
Exhibits Attached: Resolution and Exhibit "A" FY17 Proposed Budget
Contact: John W. Coffey, Community Manager; Kimi Cheng, Finance Manager
Fiscal Impact: \$6,169,454.00 in FY17 Revenues and Expenditures
Contract/Agreement Reviewed by Attorney: N/A
Community Manager's Approval:

Barefoot Bay Recreation District



FY17 Proposed Budget Line-items

FY17 (10/01/2016 – 9/30/2017)

This document contains the revised revenue-expenditure summary, Decision Point Summary and line-items of the FY17 Proposed Budget as revised by the Board of Trustees during their budget workshops.

FY17 Proposed Budget Summary - General Fund
(excluding inter-departmental transfers and as amended by BOT)

The FY17 Proposed Budget is based on an assessment rate of \$720.00 per year per lot.

	FY 15 Actual	FY16 Original Budget	FY 16 Est. Year-end	FY 17 Base Budget	FY 17 Decision Points	FY 17 Proposed Budget
Revenues/Sources						
District Clerk	8,218	35	10,123	3,385		3,385
Finance	3,404,136	3,541,020	3,545,226	3,535,700		3,535,700
Administration	3,412,354	3,541,055	3,555,349	3,539,085	-	3,539,085
Customer Service	N/A	35,975	44,981	81,709		81,709
DOR	N/A	55,000	18,356	8,000	-	8,000
Community Watch	N/A	N/A	N/A	-	-	-
Resident Relations*	73,531	90,975	63,337	89,709	-	89,709
Administration	N/A	-	-	-	-	-
Lounge	248,283	240,838	268,275	273,190	-	273,190
19th Hole	349,672	312,315	376,880	386,301	-	386,301
Pasta Night	68,630	70,725	68,033	71,789	-	71,789
Special Events	154,728	138,375	169,805	174,049	-	174,049
Food & Beverage	821,312	762,253	882,993	905,329	-	905,329
Golf-Pro Shop	652,295	634,158	741,313	799,306	27,000	826,306
Maintenance	-	N/A	N/A	N/A	-	N/A
Custodial	-	N/A	N/A	N/A	-	N/A
Pools	-	N/A	N/A	N/A	-	N/A
Recreation	288,326	N/A	N/A	N/A	-	N/A
Buildings	N/A	-	-	-	-	-
Grounds	N/A	-	-	-	-	-
Custodial	N/A	-	-	-	-	-
Pools	N/A	-	-	-	-	-
Recreation	N/A	232,000	268,020	260,000	-	260,000
Property Services	N/A	232,000	268,020	260,000	-	260,000
Vehicle Storage	116,635	106,000	134,061	134,290	13,300	147,590
Shopping Center	126,741	128,117	123,238	114,435	-	114,435
Stormwater	-	-	-	-	-	-
R&M/Capital Projects	2,600	-	-	-	287,000	287,000
Grants	-	-	198,222	-	-	-
Total Revenues/Sources	5,493,795	5,494,558	5,966,533	5,842,154	327,300	6,169,454

FY17 Proposed Budget Summary - General Fund
(excluding inter-departmental transfers and as amended by BOT)

Expenditures/Uses

District Clerk	519,669	635,206	593,892	597,729	23,640	621,369
Finance	1,263,653	1,209,960	1,072,349	1,016,973	113,002	1,129,975
Administration	1,783,322	1,845,166	1,666,241	1,614,702	136,642	1,751,344
Customer Service	N/A	105,674	117,787	118,014	7,676	125,690
DOR	N/A	183,305	181,162	175,028	-	175,028
Community Watch	N/A	N/A	N/A	-	50,000	50,000
Resident Relations*	273,309	288,979	298,949	293,042	57,676	350,718
Administration	N/A	67,394	75,330	76,081	-	76,081
Lounge	284,711	263,839	274,474	276,151	-	276,151
19th Hole	390,068	329,671	415,292	421,115	-	421,115
Pasta Night	58,706	53,259	57,467	55,033	-	55,033
Fish Fry						-
Special Events	111,448	82,017	104,396	111,858	28,340	140,198
Food & Beverage	844,933	796,180	926,958	940,238	28,340	968,578
Golf-Pro Shop	883,556	873,648	834,377	853,005	69,500	922,505
					-	-
Maintenance	467,538	N/A	N/A	N/A	-	N/A
Custodial	274,063	N/A	N/A	N/A	-	N/A
Pools	373,896	N/A	N/A	N/A	-	N/A
Recreation	82,843	N/A	N/A	N/A	-	N/A
						-
Buildings	N/A	400,654	386,641	411,605	5,000	416,605
Grounds	N/A	194,389	178,351	185,297	-	185,297
Custodial	N/A	276,930	278,390	281,171	-	281,171
Pools	N/A	364,436	370,359	377,995	-	377,995
Recreation	N/A	62,255	70,916	88,322	2,500	90,822
Property Services	N/A	1,298,664	1,284,657	1,344,390	7,500	1,351,890
Vehicle Storage	26,396	17,287	17,828	18,579	-	18,579
Shopping Center	40,451	35,966	32,001	40,469	-	40,469
Stormwater	18,960	98,668	82,870	70,870	-	70,870
R&M/Capital Projects	259,832	240,000	737,137	82,000	612,500	694,500
Grants	108,740	-	15,637	N/A	N/A	N/A
Total Expenditures/Uses	5,437,838	5,494,558	5,896,655	5,257,295	912,158	6,169,454

* included Building A costs in FY15

surplus/deficit
0

Decision Point List (as amended by BOT)

Type	No.	Project Name	Department	Receipts or Cost	D.P. Form (Y/N)	NOTES	Included in FY17 (Y/N)
Revenues							
1		Use of Fund Balance	R&M/Capital Projects	287,000	N	Used to fund one-time projects and reduce fund balance toward minimum fund balance policy of 20%.	Y
2		Additional Catering Food & Beverage Sales	Food & Beverage: Special Events	52,813	N	Revenue from additional catering.	N
3		10% increase in Vehicle Storage Fees	Vehicle Storage	13,300	N	Added by BOT	Y
4		10% increase in Golf Membership Fees	Golf-Pro Shop	27,000	N	Added by BOT	Y
Total Revenue Decision Points				380,113			
Total Revenue Decision Points within FY17 Proposed Budget				327,300			
Expenditures							
	1	Full-time (40 hrs./wk. contracted) Deputy	Administration: District Clerk	100,000	Y	Requested by Trustees for increased security. Total 1st year cost is \$130,055 with \$56,668 in one-time costs.	N
	2	Key word searchable web-based minutes/agendas	Administration: District Clerk	4,400	Y	BOT agenda and minutes indexed searchable web-hosted service	Y
	3	Management Analyst position (4 months)	Administration: District Clerk	19,240	Y	To assist Comm. Mgr. in budget preparation, resident issue resolution, agenda preparation, serve as Rec. Coordinator and etc.	Y
	4	Convert P/T Accounting Associate Position into a F/T Position	Administration: Finance	19,502	Y	To address increasing workload.	Y
	5	Pay Plan Adjustment	Administration: Finance	66,500	Y	To establish deficiencies in current pay system based on salary survey findings	Y
	6	Contingency for Golf Projects	Administration: Finance	27,000	N	Added by BOT	Y
	7	Reclassify Calendar Coordinator position into Calendar/RV Storage Coordinator Position	Resident Relations: Customer Service	7,676	Y	Addition of new duties of RV Storage Coordination to current Calendar Coordinator Position	Y
	8	1.4 FTE Comm. Watch Officers	Resident Relations: Security	50,000	N	Added by BOT	Y
	9	P/T Catering Coordinator and Seasonal Cook	Food & Beverage: Special Events	28,340	Y	P/T Catering Coordinator and seasonal Cook position added by BOT on 19Apr16	Y
	10	Pro Shop Building Upgrades	Golf	10,000	Y	Lighting, member corner workstation and flat screen TV, and kitchen repair	Y
	11	Winter overseed of Fairways	Golf	9,500	N	To improve appearance of course during high volume business season	Y
	12	Ph. 1 Tables/Chairs Replacement	Property Services: Buildings	5,000	N	Year 1 of 6 year replacement plan	Y
	13	P/T Rec. Coordinator position	Property Services: Recreation	13,356	Y	Request of Recreation Committee	N
	14	Christmas Decorations	Property Services: Recreation	2,500	N	Added by BOT	Y
	15	R&M/Capital Projects	R&M/Capital Projects	612,500	N	As set by BOT at 5yrFM&CIP workshop	Y
	16	Grant - Golf Course	Golf	50,000	N	100% grant funded Added by BOT	Y
	17	Reserve for minimum wage increase	Admin.: Finance	33,500	N	Added by BOT & then removed	N
Total Expenditure Decision Points				1,059,014			
Total Expenditure Decision Points within FY17 Proposed Budget				912,158			

FY17 Budget

Dept.						
Sub-Department		FY 16	FY 16	FY 17	FY 17	FY 17
Category	FY 15	Revised	Est.	Base	Decision	Proposed
Description	Actual	Budget	Year-end	Budget	Points	Budget
Revenues						
Administration						
Assessments						
District Assessment Fee	3,365,491	3,519,360	3,527,200	3,516,480	-	3,516,480
Sub-Total:	3,365,491	3,519,360	3,527,200	3,516,480	-	3,516,480
Interest						
Interest Income	11,647	3,000	4,500	3,500	-	3,500
Sub-Total:	11,647	3,000	4,500	3,500	-	3,500
Other Income						
NSF Fees	480	-	200	-	-	-
Sales Tax Discounts	360	360	360	360	-	360
Delinquent Fee Collections	7,250	12,000	6,150	5,760	-	5,760
Lien Fee Reimbursement	3,420	2,000	2,250	2,000	-	2,000
Legal Fee Recovery	4,393	2,500	2,300	2,300	-	2,300
Postage Revenue	417	300	266	300	-	300
Insurance Proceeds	7,961	35	9,748	3,000	-	3,000
Donations from Private Sources	100	-	-	-	-	-
Miscellaneous Income General	10,727	1,500	2,375	5,385	-	5,385
Sub-Total:	35,108	18,695	23,649	19,105	-	19,105
Total Revenues:	3,412,246	3,541,055	3,555,349	3,539,085	-	3,539,085
Expenditures						
Administration						
Personnel Expenses						
F/T Salaries	179,608	166,203	165,964	165,964	32,240	198,204
P/T Wages	15,711	40,379	39,891	39,891	(21,866)	18,025
Overtime	175	757	633	545	-	545
Special Pay	425	1,000	3,375	1,250	-	1,250
Payroll Taxes	14,689	18,266	18,881	18,681	798	19,479
401 A Benefit	554	4,248	4,017	4,017	-	4,017
Medical/Dental/Life Insurance	34,448	31,335	29,868	33,320	8,330	41,650
Sub-Total:	245,610	262,188	262,628	263,668	19,502	283,170
Professional Expenses						
Payroll Fees	6,839	20,820	18,263	14,308	-	14,308
Professional Fees	41,799	94,880	90,940	70,329	-	70,329
Legal Fees	103,154	130,000	110,000	128,000	-	128,000
Management Fees	138,932	150,800	150,800	154,892	17,740	172,632
Management Fees/Tax Roll	5,000	5,000	5,000	5,000	-	5,000
Accounting & Auditing Fees	31,500	30,500	24,500	32,500	-	32,500
Software Renewal/Support Fees	4,434	5,000	5,051	5,304	-	5,304
Sub-Total:	331,658	437,000	404,554	410,332	17,740	428,072

FY17 Budget

Dept.						
Sub-Department		FY 16	FY 16	FY 17	FY 17	FY 17
Category	FY 15	Revised	Est.	Base	Decision	Proposed
Description	Actual	Budget	Year-end	Budget	Points	Budget
Supplies						
Operating Supplies	11,094	11,800	11,250	11,440	-	11,440
Fuel	240	550	350	390	-	390
Sub-Total:	11,334	12,350	11,600	11,830	-	11,830
Other Gen. & Admin. Expenses						
Collection Fees	64,338	66,500	64,800	66,000	-	66,000
Collection Discounts	103,411	107,000	108,500	114,000	-	114,000
Property Taxes	14,088	15,500	14,142	15,200	-	15,200
Sales Taxes	350	-	-	-	-	-
ICMA Retirement	1,000	1,000	1,000	1,000	-	1,000
Employee Incentive	4,373	5,172	5,052	54,490	66,500	120,990
Employee Recruitment	526	300	-	100	-	100
Lien & Recording Fees	3,661	3,800	3,200	3,550	-	3,550
Travel and Training	3,211	7,210	7,010	8,470	-	8,470
Telephone, Internet, Cable	6,738	5,415	4,560	5,025	-	5,025
Postage	8,823	11,700	6,200	9,450	-	9,450
Utilities/Electricity	4,111	4,660	4,400	4,680	-	4,680
Equipment Leasing	5,844	7,075	6,565	6,800	-	6,800
Insurance	137,726	142,076	140,754	140,754	-	140,754
Workers Compensation Insurance	2,838	2,761	2,549	2,614	-	2,614
Printing	4,839	4,650	3,900	5,130	-	5,130
Advertising	4,135	4,200	3,900	4,140	-	4,140
Bank Charges	20,630	23,000	26,000	28,800	-	28,800
Bad Debt	(2,052)	-	-	-	-	-
Dues and Subscriptions	441	330	464	464	4,400	4,864
Election Expenses	2,158	8,300	8,400	2,300	-	2,300
Sub-Total:	391,189	420,649	411,396	472,967	70,900	543,867
Maintenance & Repairs						
R & M - Misc.	-	300	197	200	-	200
R & M Buildings	53	3,490	1,941	2,500	-	2,500
R & M Equipment	3,370	5,050	3,925	10,150	1,500	11,650
Sub-Total:	3,423	8,840	6,063	12,850	1,500	14,350
Contingency						
Contingency	-	23,362	-	13,055	27,000	40,055
Sub-Total:	-	23,362	-	13,055	27,000	40,055
Miscellaneous						
Cash Over/Short	10	-	-	-	-	-
Miscellaneous Expenditures	99	-	-	-	-	-
Sub-Total:	109	-	-	-	-	-

FY17 Budget

Dept.						
Sub-Department		FY 16	FY 16	FY 17	FY 17	FY 17
Category	FY 15	Revised	Est.	Base	Decision	Proposed
Description	Actual	Budget	Year-end	Budget	Points	Budget
Transfers						
Transfer to Debt Service Fund	800,000	570,000	570,000	430,000	-	430,000
Transfer to Reserve	-	50,000	-	-	-	-
Sub-Total:	800,000	620,000	570,000	430,000	-	430,000
Total Expenditures:	1,783,322	1,784,389	1,666,241	1,614,702	136,642	1,751,344
Total Revenues over Expenditures:	1,628,923	1,756,666	1,889,108	1,924,383	(136,642)	1,787,741

FY17 Budget

Dept.							
Sub-Department			FY 16	FY 16	FY 17	FY 17	FY 17
Category		FY 15	Revised	Est.	Base	Decision	Proposed
Description		Actual	Budget	Year-end	Budget	Points	Budget
Revenues							
Administration							
District Clerk							
Other Income							
Insurance Proceeds		7,961	35	9,748	3,000	-	3,000
FY16 Year-end Est.: Insurance proceeds for lightening damage and insurance safety grant receipts.							
FY17 Base Budget: Insurance safety grant receipts.							
Misc. Income General		257	-	375	385	-	385
FY17 Base Budget: Income from providing printing services for a fee.							
Sub-Total:		8,218	35	10,123	3,385	-	3,385
Total Revenues:		8,218	35	10,123	3,385	-	3,385
Expenditures							
Administration							
District Clerk							
Personnel Expenses							
F/T Salaries		57,073	39,965	39,874	39,874	-	39,874
FY16 Year-end Est.: 1.00 FTE District Clerk \$39,874							
FY17 Base Budget: 1.00 FTE District Clerk \$39,874							
P/T Wages		1,352	17,857	18,025	18,025	-	18,025
FY16 Year-end Est.: 0.85 FTE Receptionist \$18,025							
FY17 Base Budget: 0.85 FTE Receptionist \$18,025							
Overtime		136	75	75	80	-	80
Payroll Taxes		4,409	5,096	5,211	5,211	-	5,211
401 A Benefit		393	1,229	1,196	1,196	-	1,196
Medical/Dental/Life Insurance		12,930	8,055	7,467	8,330	-	8,330
FY16 Year-end Est.: 1 medical @ \$7107; 1 dental @ \$313; 1 life insurance @ \$47							
FY17 Base Budget: 1 medical @ \$7,960, 1 dental @ \$322 and 1 life insurance \$48 (estimated 12% increase in medical, 3% increase in dental and 5% increase in life insurance)							
Sub-Total:		76,292	72,277	71,848	72,716	-	72,716
Professional Expenses							
Professional Fees		27,982	81,480	79,940	56,329	-	56,329
FY16 Year-end Est.: IT projects/maintenance \$43,240 and off duty deputy program \$36,000							
FY17 Base Budget: Recurring monthly IT costs/maintenance, \$20,329 and off duty deputy program \$36,000							
Legal Fees		103,154	130,000	110,000	128,000	-	128,000
FY16 Year-end Est.: Based on YTD Average, and prior your costs.							

FY17 Budget

Dept.						
Sub-Department			FY 16	FY 16	FY 17	FY 17
Category		FY 15	Revised	Est.	Base	Decision
Description		Actual	Budget	Year-end	Budget	Points
Management Fees		138,932	150,800	150,800	154,892	17,740
FY16 Year-end Est.: Based on SDS Contract Year 2						
FY17 Base Budget: Based on SDS Contract Year 3						
FY17 D.P.: 4 months of Management Analyst position added to SDS Contract.						
Management Fees/Tax Roll		5,000	5,000	5,000	5,000	-
FY17 Base Budget: Based on SDS Contract						
Sub-Total:		275,068	367,280	345,740	344,221	17,740
361,961						
Supplies						
Operating Supplies		5,414	4,800	5,400	5,500	-
FY17 Base Budget: Office supplies, replacement equipment, etc.						
Fuel		209	250	175	190	-
FY16 Year-end Est.: Fuel needed for District vehicle						
Sub-Total:		5,624	5,050	5,575	5,690	-
5,690						
Other Gen. & Admin. Expenses						
Employee Recruitment		217	-	-	-	-
Lien & Recording Fees		2,021	2,000	2,050	2,050	-
FY16 Year-end Est.: County recording for resolutions and official documents						
Travel and Training		640	2,860	2,860	3,220	-
FY16 Year-end Est.: District Clerk continuing education \$2860						
FY17 Base Budget: Space Coast League of Cities meetings \$1,260, Florida Association of City Clerks Conference \$1,020 & Florida Institute of Government Training Program \$3,220						
Telephone, Internet, Cable		-	1,011	792	825	-
FY16 Year-end Est.: Based on avg monthly bill						
Postage		5,991	8,200	3,200	6,200	-
FY16 Year-end Est.: Budget mail out \$3,000, Reg use \$200,						
FY17 Base Budget: Budget mail out \$3,000, Reg use 200, anticipated bulk mail out \$3,000						
Equipment Leasing		2,699	3,000	3,420	3,500	-
FY16 Year-end Est.: \$285 per month plus additional use of resources to provide services to the community						
Insurance		137,726	142,076	140,754	140,754	-
FY17 Base Budget: The BOT locked in the rate for 2 years in 2015.						
Workers Compensation Insurance		2,838	2,224	2,053	2,053	-
FY16 Year-end Est.: Received from Finance Office.						
Printing		3,323	2,450	2,400	3,450	-
FY16 Year-end Est.: Budget mail out trend FY15 cost \$2165.76						
FY17 Base Budget: Budget mail out and regular print work						
Advertising		2,877	2,700	2,600	2,650	-
FY16 Year-end Est.: Reduction in employment advertising in newspaper						
FY17 Base Budget: Meeting notices, budget notice, tax roll						
Dues and Subscriptions		396	250	250	250	4,400
FY16 Year-end Est.: Special District fee, FACC \$250						
FY17 Decision Point: Web-based searchable minutes/agenda						
Election Expenses		2,158	8,300	8,400	2,300	-
FY16 Year-end Est.: Federal election year trend						
FY17 Base Budget: Non Federal election year trend						
Sub-Total:		160,886	175,071	168,779	167,252	4,400
171,652						

FY17 Budget

Dept.

Sub-Department

Category

Description

FY 15 Actual	FY 16 Revised Budget	FY 16 Est. Year-end	FY 17 Base Budget	FY 17 Decision Points	FY 17 Proposed Budget
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Maintenance & Repairs

R & M - Misc.	-	100	-	-	-	-
R & M Equipment	1,700	2,400	1,950	7,850	1,500	9,350
FY17 Base Budget: \$1,900 for routine expenditures and \$5,950 for replacement of 7 laptops (5 trustees, 1 Comm. Mgr. & 1 District Clerk)						
FY17 DP.: Computer, phone, etc. for Management Analyst position.						
Sub-Total:	1,700	2,500	1,950	7,850	1,500	9,350

Miscellaneous

Miscellaneous Expenditures	99	-	-	-	-	-
Sub-Total:	99	-	-	-	-	-

Total Expenditures:	519,669	622,178	593,892	597,729	23,640	621,369
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Total Revenues over Expenditures:	(511,451)	(622,143)	(583,769)	(594,344)	(23,640)	(617,984)
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FY17 Budget

Dept.						
Sub-Department						
Category						
Description	FY 15 Actual	FY 16 Revised Budget	FY 16 Est. Year-end	FY 17 Base Budget	FY 17 Decision Points	FY 17 Proposed Budget
Revenues						
Administration						
Finance						
Assessments						
District Assessment Fee	3,365,491	3,519,360	3,527,200	3,516,480	-	3,516,480
FY17 Base Budget: Based on 4.884 lots at \$60 month.						
Sub-Total:	3,365,491	3,519,360	3,527,200	3,516,480	-	3,516,480
Interest						
Interest Income	11,647	3,000	4,500	3,500	-	3,500
Sub-Total:	11,647	3,000	4,500	3,500	-	3,500
Other Income						
NSF Fees	480	-	200	-	-	-
Sales Tax Discounts	360	360	360	360	-	360
Delinquent Fee Collections	7,250	12,000	6,150	5,760	-	5,760
Lien Fee Reimbursement	3,420	2,000	2,250	2,000	-	2,000
Legal Fee Recovery	4,393	2,500	2,300	2,300	-	2,300
Postage Revenue	417	300	266	300	-	300
Donations from Private Sources	100	-	-	-	-	-
Miscellaneous Income General	10,471	1,500	2,000	5,000	-	5,000
FY17 Base Budget: Auction sales of assets replaced in FY17. Dump truck est. \$3,500 and \$1,500 misc.						
Sub-Total:	26,891	18,660	13,526	15,720	-	15,720
Total Revenues:	3,404,028	3,541,020	3,545,226	3,535,700	-	3,535,700
Expenditures						
Administration						
Finance						
Personnel Expenses						
F/T Salaries	122,535	126,238	126,090	126,090	32,240	158,330
FY16 YE Est.: 1.0 FTE 1 Finance Manager \$57,928; 1.0 FTE Lead Accountant \$36,088; and 1.0 FTE Accounting Associate \$32,074						
FY17 Base Budget: 1.0 FTE Finance Manager \$57,928; 1.0 FTE Lead Accountant \$36,088; and 1.0 FTE Accounting Associate \$32,074						
FY17 DP: Conversion of P/T Acct. Assoc. position to F/T.						
P/T Wages	14,359	22,522	21,866	21,866	(21,866)	-
FY16 YE Est.: 0.73 FTE Accounting Associate \$21,866						
FY17 Base Budget: 0.73 FTE Accounting Associate \$21,866						
FY17 DP: Conversion of P/T Acct. Assoc. position to F/T.						
Overtime	40	682	558	465	-	465
FY17 Base Budget: estimated 20 hours overtime (primarily during audit)						
Special Pay	425	1,000	3,375	1,250	-	1,250
FY17 Base Budget: 10 weeks Acting Finance Mgr. special pay during Finance Mgr. FGFOA conference & continuing ed.						
Payroll Taxes	10,280	13,170	13,670	13,470	798	14,268
FY17 Base Budget: 9% of (FT+PT+OT+SP)						
FY17 DP: Conversion of P/T Acct. Assoc. position to F/T.						
401 A Benefit	161	3,018	2,821	2,821	-	2,821
FY17 Base Budget: 2 employees						

FY17 Budget

Dept.

Sub-Department
Category

Description	FY 15 Actual	FY 16 Revised Budget	FY 16 Est. Year-end	FY 17 Base Budget	FY 17 Decision Points	FY 17 Proposed Budget
Medical/Dental/Life Insurance	21,518	23,280	22,401	24,990	8,330	33,320
FY16 Year-end Est.: 3 medical @ \$7,107 = \$21,321; 3 dental \$313 = \$939; 3 life insurance @ \$47 = \$141						
FY17 Base Budget: 3 medical @ \$7,960 = \$23,880; 3 dental @ \$322 = \$966; 3 life insurance @ \$48 = \$144 (estimated 12% increase in medical, 3% increase in dental and 5% increase in life insurance)						
FY17 DP: Conversion of P/T Acct. Assoc. position to F/T with additional health, dental and life insurance coverage.						
Sub-Total:	169,318	189,910	190,780	190,952	19,502	210,454

Professional Expenses

Payroll Fees	6,839	20,820	18,263	14,308	-	14,308
FY16 Year-end Est.: New Payroll System (PayChex)						
FY17 Base Budget: \$450 per payroll, plus \$1,608 year end processing fees (1099s and W2s) plus \$1,000 maintenance fees for Paychex						
Professional Fees	13,817	13,400	11,000	14,000	-	14,000
FY16 Year-end Est.: \$6,000 for Milestone (advanced audit support), plus \$5,000 for engineer						
FY17 Base Budget: \$8,000 for Milestone (Initial CAFR assistance) plus \$5,000 for engineer plus \$1,000 for GFOA (CAFR filing)						
Accounting & Auditing Fees	31,500	30,500	24,500	32,500	-	32,500
FY16 Year-end Est.: \$22,000 for audit and \$2,500 for GASB 53						
FY17 Base Budget: \$22,000 for audit (out for RFP, including CAFR), \$8,000 for OPEB and \$2,500 for GASB 53						
Software Renewal/Support Fees	4,434	5,000	5,051	5,304	-	5,304
FY17 Base Budget: Estimated increase in SAGE support fees						
Sub-Total:	56,590	69,720	58,814	66,111	-	66,111

Supplies

Operating Supplies	5,679	7,000	5,850	5,940	-	5,940
FY16 Year-end Est.: Paper, pens, printer cartridges, clips, binders, storage boxes, all other supplies needed for daily operations						
Fuel	31	300	175	200	-	200
Sub-Total:	5,710	7,300	6,025	6,140	-	6,140

Other Gen. & Admin. Expenses

Collection Fees	64,338	66,500	64,800	66,000	-	66,000
FY16 Year-end Est.: Paid to Brevard county for collection of assessments						
FY17 Base Budget: estimated anticipated increase						
Collection Discounts	103,411	107,000	108,500	114,000	-	114,000
FY16 Year-end Est.: Discounts to residents when property taxes are paid early						
FY17 Base Budget: estimated anticipated increase						
Property Taxes	14,088	15,500	14,142	15,200	-	15,200
FY16 Year-end Est.: Paid on property owned by the District						
FY17 Base Budget: estimated anticipated increase						
Sales Taxes	350	-	-	-	-	-
ICMA Retirement	1,000	1,000	1,000	1,000	-	1,000
FY16 Year-end Est.: Administrative fee						
Employee Incentive	4,373	5,172	5,052	54,490	66,500	120,990
FY16 Year-end Est.: \$562 for employee flu shots, \$3,300 for employees gift cards (110 employees and volunteers), \$1,190 for Christmas party						
FY17 Base Budget: \$48,800 for salaries increase (proposed: 1.0% COLA and max of 2% merit increase), \$700 for employee flu shots, \$3,600 for employees gift cards (120 employees and volunteers), \$1,390 for Christmas party (number of employees increases over the years)						
FY17 DP: Pay Plan Adjustment						
Employee Recruitment	309	300	-	100	-	100

FY17 Budget

Dept.

Sub-Department
Category

Description	FY 15 Actual	FY 16 Revised Budget	FY 16 Est. Year-end	FY 17 Base Budget	FY 17 Decision Points	FY 17 Proposed Budget
Lien & Recording Fees	1,640	1,800	1,150	1,500	-	1,500
FY16 Year-end Est.: Fees paid to have liens and satisfactions recorded in public record						
Travel and Training	2,571	4,350	4,150	5,250	-	5,250
FY17 Base Budget: Fall 2016 School of Governmental Finance (cont. ed.) \$1,900; Spring 2017 FGFOA Annual Conference \$1,850; \$750 - continuing ed. for Lead Acct, \$750 for finance staffs						
Telephone, Internet, Cable	6,738	4,404	3,768	4,200	-	4,200
FY16 Year-end Est.: Decrease in telephone bills						
FY17 Base Budget: Estimated monthly telephone charges plus internet						
Postage	2,832	3,500	3,000	3,250	-	3,250
FY16 Year-end Est.: Mailing letters and other correspondence to residents						
Utilities/Electricity	4,111	4,660	4,400	4,680	-	4,680
Equipment Leasing	3,145	4,075	3,145	3,300	-	3,300
FY16 Year-end Est.: Copier and postage machine leasing						
Workers Compensation Insurance	-	537	496	561	-	561
Printing	1,516	2,200	1,500	1,680	-	1,680
FY16 Year-end Est.: Letterhead, envelopes, bank deposit slips						
Advertising	1,258	1,500	1,300	1,490	-	1,490
FY16 Year-end Est.: Newspaper article informing of audit completion						
Bank Charges	20,630	23,000	26,000	28,800	-	28,800
FY16 Year-end Est.: Increase in credit cards usage and increase in sales						
FY17 Base Budget: Based on current year trend and expect sales to be continued to increase						
Bad Debt	(2,052)	-	-	-	-	-
Dues and Subscriptions	45	80	214	214	-	214
FY17 Base Budget: FGFOA membership for Finance Manager & Lead Accountant						
Sub-Total:	230,302	245,578	242,617	305,715	66,500	372,215

Maintenance & Repairs

R & M - Misc.	-	200	197	200	-	200
FY16 Year-end Est.: Maintenance that does not classify as R&M buildings or equipment						
R & M Buildings	53	3,490	1,941	2,500	-	2,500
FY16 Year-end Est.: Fire alarm and pest control plus \$1,269 annual inspection						
FY17 Base Budget: Based on current year trend and small increase for allowance						
R & M Equipment	1,670	2,650	1,975	2,300	-	2,300
FY16 Year-end Est.: Repairs and replacement of computers and office equipment						
Sub-Total:	1,723	6,340	4,113	5,000	-	5,000

Contingency

Contingency	-	23,362	-	13,055	27,000	40,055
FY17 Base Budget: For unanticipated cost increases (i.e. higher audit contract, additional employees electing health insurance, etc.)						
FY17 DP: \$27,000 TBD for Golf Projects (off-set to 10% increase in membership fees)						
Sub-Total:	-	23,362	-	13,055	27,000	40,055

Miscellaneous

Cash Over/Short	10	-	-	-	-	-
Sub-Total:	10	-	-	-	-	-

FY17 Budget

Dept.						
Sub-Department		FY 16	FY 16	FY 17	FY 17	FY 17
Category	FY 15	Revised	Est.	Base	Decision	Proposed
Description	Actual	Budget	Year-end	Budget	Points	Budget
Transfers						
Transfer to Debt Service Fund	800,000	570,000	570,000	430,000	-	430,000
FY17 Base Budget: Final debt service payment. Debt Service fund balance to be used for remainder of payment.						
Transfer to Reserve	-	50,000	-	-	-	-
FY17 Base Budget: No monies budgeted due to planned use of fund balance for projects in FY17.						
Sub-Total:	800,000	620,000	570,000	430,000	-	430,000
Total Expenditures:	1,263,653	1,162,210	1,072,349	1,016,973	113,002	1,129,975
Total Revenues over Expenditures:	2,140,375	2,378,810	2,472,877	2,518,727	(113,002)	2,405,725

FY17 Budget

Dept.						
Sub-Department		FY 16	FY 16	FY 17	FY 17	FY 17
Category	FY 15	Revised	Est.	Base	Decision	Proposed
Description	Actual	Budget	Year-end	Budget	Points	Budget

Revenues

Resident Relations (rollup)

Charges for Services

Guest Passes	36,343	29,250	37,500	74,000	-	74,000
Building Rental	7,670	4,000	4,506	4,609	-	4,609
DOR Enforcement Fees	25,670	55,000	18,000	8,000	-	8,000
Sub-Total:	69,682	88,250	60,006	86,609	-	86,609

Other Income

Miscellaneous Income General	3,849	2,725	3,331	3,100	-	3,100
Sub-Total:	3,849	2,725	3,331	3,100	-	3,100

Total Revenues: 73,531 90,975 63,337 89,709 - 89,709

Expenditures

Resident Relations (rollup)

Personnel Expenses

F/T Salaries	114,820	133,317	131,115	124,542	6,708	131,250
P/T Wages	57,142	75,756	72,267	72,267	34,944	107,211
Overtime	389	150	150	150	150	300
Payroll Taxes	14,201	18,457	18,318	17,725	3,290	21,015
401 A Benefit	679	3,443	3,933	3,736	201	3,937
Medical/Dental/Life Ins.	8,989	15,964	15,654	17,400	-	17,400
Sub-Total:	196,220	247,087	241,437	235,820	45,293	281,113

Professional Expenses

HR Consulting Fees	9,114	8,400	8,400	-	-	-
Legal Fees	-	-	-	6,000	-	6,000
Software Renewal/Support Fees	8,806	10,800	11,400	11,300	-	11,300
Sub-Total:	17,920	19,200	19,800	17,300	-	17,300

Supplies

Operating Supplies	7,647	7,000	7,418	7,485	6,657	14,142
Fuel	5,899	6,600	6,300	6,350	4,000	10,350
Sub-Total:	13,545	13,600	13,718	13,835	10,657	24,492

FY17 Budget

Dept.

Sub-Department

Category

Description

FY 15
Actual

FY 16
Revised
Budget

FY 16
Est.
Year-end

FY 17
Base
Budget

FY 17
Decision
Points

FY 17
Proposed
Budget

Other Gen. & Admin. Expenses

Employee Recruitment	553	450	300	325	400	725
Travel and Training	1,733	9,585	3,870	3,870	-	3,870
Telephone, Internet, Cable	5,290	2,472	2,095	2,200	900	3,100
Postage	3,100	3,000	3,200	3,320	-	3,320
Utilities/Electricity	13,177	1,000	1,324	1,380	-	1,380
Utilities/Water	4,750	600	608	620	-	620
Utilities/Solid Waste - Garb./Rec.	1,309	-	-	-	-	-
Equipment Leasing	3,726	4,627	4,627	4,965	-	4,965
Workers Comp. Insurance	770	987	911	952	241	1,193
Printing	763	500	550	600	-	600
Advertising	390	650	150	165	-	165
Employee Clothing Allowance	-	-	-	300	185	485
Code Enforcement Expenses	1,650	1,500	2,100	2,100	-	2,100
Sub-Total:	37,211	25,371	19,735	20,797	1,726	22,523

Maint. & Repairs

R & M Buildings	4,907	720	1,782	1,000	-	1,000
R & M Equipment	3,431	1,000	1,362	3,090	-	3,090
Sub-Total:	8,338	1,720	3,144	4,090	-	4,090

Miscellaneous

Miscellaneous Expenditures	60	300	1,115	1,200	-	1,200
Cash Over/Short	14	-	-	-	-	-
Sub-Total:	74	300	1,115	1,200	-	1,200

Total Expenditures: 273,309 307,278 298,949 293,042 57,676 350,718

Total Revenues over Expenditures: (199,778) (216,303) (235,612) (203,333) (57,676) (261,009)

FY17 Budget

Dept.						
Sub-Department			FY 16	FY 16	FY 17	FY 17
Category		FY 15	Revised	Est.	Base	Decision
Description		Actual	Budget	Year-end	Budget	Points
						FY 17 Proposed Budget
Revenues						
Resident Relations						
Customer Service						
Charges for Services						
Guest Passes		N/A	29,250	37,500	74,000	-
FY16 Year-end Est.: FY14 Actual was \$49,613, in FY15 the \$1 guest pass was introduced which resulted in a reduction in pass income for subsequent years. Doubled by BOT due to guest pass price increase.						
FY17 Base Budget: Current year income in line with FY15.						
Building Rental		N/A	4,000	4,506	4,609	-
FY16 Year-end Est.: Reduction from FY 16 (actual 7,670) due to no Home Show, which will not be planned in the future.						
Sub-Total:		N/A	33,250	42,006	78,609	-
Other Income						
Miscellaneous Income General		N/A	2,725	2,975	3,100	-
FY16 Year-end Est.: Keys and replacement badges						
Sub-Total:		N/A	2,725	2,975	3,100	-
Total Revenues:		N/A	35,975	44,981	81,709	-
81,709						
Expenditures						
Resident Relations						
Customer Service						
Personnel Expenses						
F/T Salaries		N/A	47,262	47,252	47,262	6,708
FY16 Year-end Est.: 0.60 FTE Resident Relations Manager \$27,961, 1.0 FTE Calendar Coordinator \$19,291						
FY17 Base Budget: 0.60 FTE Resident Relations Manager \$27,961, 1.0 FTE Calendar Coordinator \$19,291						
FY17 D.P.: Conversion of Calendar Coordinator position to Calendar/RV Storage Coordinator position (increase in pay and hours)						
P/T Wages		N/A	32,719	32,550	32,550	
FY16 Year-end Est.: 0.25 FTE Admin Assistant \$6,110; 1.25 FTE Customer Service Clerk \$26,440						
FY17 Base Budget: 0.25 FTE Admin Assistant \$6,110; 1.25 FTE Customer Service Clerk \$26,440						
Overtime		N/A	-	-	0	150
FY17 D.P.: Overtime for Calendar/RV Storage Coordinator						
Payroll Taxes		N/A	7,058	7,182	7,182	617
FY17 D.P.: Conversion of Calendar Coordinator position to Calendar/RV Storage Coordinator position (increase in pay and hours)						
401 A Benefit		N/A	1,019	1,418	1,418	201
FY16 Year-end Est.: 1.60 FTE employees						
FY17 Base Budget: 1.60 FTE employees						
FY17 D.P.: Conversion of Calendar Coordinator position to Calendar/RV Storage Coordinator position (increase in pay and hours)						
Medical/Dental/Life Ins.		N/A	12,122	7,683	8,552	
FY16 Year-end Est.: 60% of RR Mgr dental \$313 & life \$47; 100% Calendar Coordinator dental \$313, health insurance \$7,107, life \$47						
FY17 Base Budget: 60% of RR Mgr dental \$322 & life \$48, Calendar Coordinator dental \$322, medical \$7,960 and life \$48 (estimated 12% increase in medical, 3% increase in dental and 5% increase in life insurance)						
Sub-Total:		N/A	100,180	96,085	96,964	7,676
104,640						

FY17 Budget

Dept.

Sub-Department

Category

Description

FY 15 Actual	FY 16 Revised Budget	FY 16 Est. Year-end	FY 17 Base Budget	FY 17 Decision Points	FY 17 Proposed Budget
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Professional Expenses

HR Consulting Fees	N/A	8,400	8,400	-	-	-
FY16 Year-end Est.: Contract with Contract Trainers, Inc. to be terminated effective 30Sep16.						
Legal Fees	N/A	-	-	6,000		6,000
FY17 Base Budget: Utilize Grey Robinson for HR needs						
Software Renewal/Support Fees	N/A	-	-	500		500
FY17 Base Budget: Support for Customer Service programs						
Sub-Total:	N/A	8,400	8,400	6,500	-	6,500

Supplies

Operating Supplies	N/A	4,200	4,491	4,495		4,495
FY17 Base Budget: Office supplies, small office equipment						
Sub-Total:	N/A	4,200	4,491	4,495	-	4,495

Other Gen. & Admin. Expenses

Employee Recruitment	N/A	150	150	225		225
FY16 Year-end Est.: Fee for background tests and physicals for new hires.						
Travel and Training	N/A	325	300	300		300
FY16 Year-end Est.: Society for Human Resource Management training and membership (\$125) and training sessions						
FY17 Base Budget: FY16 Year-end Est.: Society for Human Resource Management training and membership (\$125) and training sessions						
Telephone, Internet, Cable	N/A	972	995	1,050		1,050
FY17 Base Budget: Telephone and internet cost for department						
Utilities/Electricity	N/A	500	662	685		685
Utilities/Water	N/A	300	301	305		305
FY16 Year-end Est.: 50% of Resident Relations building, based on first quarter.						
Equipment Leasing	N/A	2,410	2,776	2,979		2,979
FY17 Base Budget: 60% of anticipated copier lease costs						
Workers Comp. Insurance	N/A	276	255	281		281
FY17 Base Budget: Estimate provided by Finance Office						
Printing	N/A	500	550	300		300
FY17 Base Budget: Print resident badges						
Advertising	N/A	650	150	165		165
FY16 Year-end Est.: Home show discontinued.						
Sub-Total:	N/A	6,083	6,139	6,290	-	6,290

FY17 Budget

Dept.

Sub-Department

Category

Description

FY 15 Actual	FY 16 Revised Budget	FY 16 Est. Year-end	FY 17 Base Budget	FY 17 Decision Points	FY 17 Proposed Budget
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Maint. & Repairs

R & M Buildings	N/A	360	890	500	500	
FY17 Base Budget: Minor repairs to plumbing and electrical. Assumes moving into new Building F in July 2017.						
R & M Equipment	N/A	500	893	2,315	2,315	
FY16 Year-end Est.: Repairs or replacement to misc office equipment.						
FY17 Base Budget: Replacement of 2 Customer Service Computers and 60% of managers computer at an estimated cost of \$700 per computer and repairs to misc office equipment.						
Sub-Total:	N/A	860	1,783	2,815	-	2,815

Miscellaneous

Miscellaneous Expenditures	N/A	-	890	950	-	950
FY17 Base Budget: Purchase of keys for beach						
Sub-Total:	N/A	-	890	950	-	950

Total Expenditures:	N/A	119,723	117,787	118,014	7,676	125,690
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Total Revenues over Expenditures:	N/A	(83,748)	(72,806)	(36,305)	(7,676)	(43,981)
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FY17 Budget

Dept.						
Sub-Department			FY 16	FY 16	FY 17	FY 17
Category		FY 15	Revised	Est.	Base	Decision
Description		Actual	Budget	Year-end	Budget	Points
						FY 17 Proposed Budget

Revenues

Resident Relations

DOR Enforcement

Charges for Services

DOR Enforcement Fees	N/A	55,000	18,000	8,000	-	8,000
FY16 Year-end Est.: Amount has decreased due to fewer abandoned properties not being maintained by owners.						
FY17 Base Budget: Anticipated actual receipts as opposed to previous year billable.						
Sub-Total:	N/A	55,000	18,000	8,000	-	8,000

Other Income

Miscellaneous Income General	N/A	-	356	-	-	-
Sub-Total:	N/A	-	356	-	-	-
Total Revenues:	N/A	55,000	18,356	8,000	-	8,000

Expenditures

Resident Relations

DOR Enforcement

Personnel Expenses

F/T Salaries	N/A	86,055	83,863	77,280	-	77,280
FY16 Year-end Est.: 0.40 FTE RR Manager \$18,645; 1.0 FTE Admin Assistant \$32,635; 1.0 FTE DOR Officer \$32,583						
FY17 Base Budget: 0.40 FTE RR Manager \$18,645; 1.0 FTE Admin Assistant \$32,635, 1.0 FTE DOR Officer \$26,000						
P/T Wages	N/A	43,037	39,717	39,717	-	39,717
FY16 Year-end Est.: 1.15 FTE DOR officer \$30,426; 0.38 FTE Admin Clerk \$9,291						
FY17 Base Budget: 1.15 FTE DOR officer \$30,426, 0.38 FTE Admin Clerk \$9,291						
Overtime	N/A	150	150	150	-	150
Payroll Taxes	N/A	11,399	11,136	10,543	-	10,543
401 A Benefit	N/A	2,424	2,515	2,318	-	2,318
FY17 Base Budget: 3% contribution for participating all full time employees (100% participation)						
Medical/Dental/Life Ins.	N/A	3,842	7,971	8,848	-	8,848
FY16 Year-end Est.: , 100% Admin Assist Health insurance \$7,107, Dental for 1 Officer and 1 Admin Assistant \$313 each, and 40% RR Mgr dental @ \$313						
FY17 Base Budget: FY16 Year-end Est.: , 100% Admin Assist Health insurance \$7,960, Dental for 1 Officer and 1 Admin Assistant \$313 each, and 40% RR Mgr dental \$322 (estimated 12% increase in medical, 3% increase in dental and 5% increase in life insurance)						
Sub-Total:	N/A	146,907	145,352	138,856	-	138,856

FY17 Budget

Dept.						
Sub-Department						
Category						
Description	FY 15 Actual	FY 16 Revised Budget	FY 16 Est. Year-end	FY 17 Base Budget	FY 17 Decision Points	FY 17 Proposed Budget
Professional Expenses						
Software Renewal/Support Fees	N/A	10,800	11,400	10,800	-	10,800
FY16 Year-end Est.: User fees for three DOR Officers, Admin Assistant, RR manager and RR assistant for DOR Field Support (Citizen Serve Software).						
FY17 Base Budget: FY16 Year-end Est.: User fees for three DOR Officers, Admin Assistant, RR manager and RR Assistant for DOR Field Support (Citizen Serve Software).						
Sub-Total:	N/A	10,800	11,400	10,800	-	10,800
Supplies						
Operating Supplies	N/A	2,800	2,927	2,990	-	2,990
FY17 Base Budget: Paper, envelopes, office supplies, etc.						
Fuel	N/A	6,600	6,300	6,350	-	6,350
FY16 Year-end Est.: \$10 paid for each per completed permit to ARCC officer						
FY17 Base Budget: \$10 paid for each per completed permit to ARCC officer						
Sub-Total:	N/A	9,400	9,227	9,340	-	9,340
Other Gen. & Admin. Expenses						
Employee Recruitment	N/A	300	150	100	-	100
Travel and Training	N/A	9,260	3,570	3,570	-	3,570
FY16 Year-end Est.: Florida Association of Code Enforcement (FACE) training courses for two Officers (\$565) Travel and lodging for two Officers (\$900); membership for three officers and Admin Assistant (\$140), continuing education classes for 2 Officers (\$500.)						
FY17 Base Budget: Florida Association of Code Enforcement (FACE) training courses for one Officer (\$565) Travel and lodging for one Officer (\$900); membership for three Officers and Admin Assistant (\$140), continuing education classes for 2 Officers (\$500.)						
Telephone, Internet, Cable	N/A	1,500	1,100	1,150	-	1,150
FY16 Year-end Est.: Telephone, cable and data access for officers field tablets.						
Postage	N/A	3,000	3,200	3,320	-	3,320
FY17 Base Budget: Regular and certified mail for DOR Violation letters.						
Utilities/Electricity	N/A	500	662	695	-	695
FY16 Year-end Est.: 50% of Resident Relations building utilities expenses.						
Utilities/Water	N/A	300	308	315	-	315
FY16 Year-end Est.: 50% of Resident Relations building, based on first quarter						
Equipment Leasing	N/A	2,217	1,851	1,986	-	1,986
FY17 Base Budget: 40% of copier lease and postage machine lease						
Workers Comp. Insurance	N/A	711	656	671	-	671
FY17 Base Budget: Estimate provided by Finance Office						
Printing	N/A	-	-	300	-	300
FY16 Year-end Est.: Envelopes were included in FY 16 department budget						
FY17 Base Budget: Cost of printing envelopes						

FY17 Budget

Dept.

Sub-Department

Category

Description

FY 15 Actual	FY 16 Revised Budget	FY 16 Est. Year-end	FY 17 Base Budget	FY 17 Decision Points	FY 17 Proposed Budget
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Employee Clothing Allowance	N/A	-	-	300	-	300
FY17 Base Budget: Purchase BB shirts for 3 staff at a cost of \$20 per shirt (field personnel only)						
DOR Enforcement Expenses	N/A	1,500	2,100	2,100	-	2,100
FY16 Year-end Est.: Power wash contractor fees increased \$25 per home						
Sub-Total:	N/A	19,288	13,597	14,507	-	14,507

Maint. & Repairs

R & M Buildings	N/A	360	892	500	-	500
FY17 Base Budget: Minor repairs to plumbing and electrical. Assumes moving into new Building F in July 2017.						
R & M Equipment	N/A	500	469	775	-	775
FY17 Base Budget: 40% cost to replace managers computer and repairs to computer equipment.						
Sub-Total:	N/A	860	1,361	1,275	-	1,275

Miscellaneous

Miscellaneous Expenditures	N/A	300	225	250	-	250
Sub-Total:	N/A	300	225	250	-	250

Total Expenditures:	N/A	187,555	181,162	175,028	-	175,028
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Total Revenues over Expenditures:		(132,555)	(162,806)	(167,028)	-	(167,028)
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FY17 Budget

Dept.

Sub-Department

Category

Description

FY 15
Actual

FY 16
Revised
Budget

FY 16
Est.
Year-end

FY 17
Base
Budget

FY 17
Decision
Points

FY 17
Proposed
Budget

Expenditures

Resident Relations

Community Watch

Personnel Expenses

P/T Wages	N/A	N/A	N/A	N/A	34,944	34,944
FY17 D.P.: 1.4 FTE Comm. Watch Officers						
Payroll Taxes	N/A	N/A	N/A	N/A	2,673	2,673
FY17 D.P.: 1.4 FTE Comm. Watch Officers						
Sub-Total:	N/A	-	-	-	37,617	37,617

Supplies

Operating Supplies	N/A	N/A	N/A	N/A	6,657	6,657
FY17 D.P.: misc supplies, magnetic stickers for DOR Truck						
Fuel	N/A	N/A	N/A	N/A	4,000	4,000
FY17 D.P.: Fuel for DOR Truck (to be used for community watch patrols).						
Sub-Total:	N/A	-	-	-	10,657	10,657

Other Gen. & Admin. Expenses

Employee Recruitment	N/A	N/A	N/A	N/A	400	400
Telephone, Internet, Cable	N/A	N/A	N/A	N/A	900	900
FY17 D.P.: Cost of additional cell phone for Comm. Watch officers to use while on patrol.						
Workers Comp. Insurance	N/A	N/A	N/A	N/A	241	241
FY17 D.P.: Cost for 1.4 FTEs.						
Employee Clothing Allowance	N/A	N/A	N/A	N/A	185	185
FY17 D.P.: Shirts for Comm. Watch Officers						
Sub-Total:	N/A	-	-	-	1,726	1,726

Total Expenditures:	N/A	-	-	-	50,000	50,000
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Total Revenues over Expenditures:		-	-	-	(50,000)	(50,000)
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FY17 Budget

Dept.						
Sub-Department		FY 16	FY 16	FY 17	FY 17	FY 17
Category	FY 15	Revised	Est.	Base	Decision	Proposed
Description	Actual	Budget	Year-end	Budget	Points	Budget
Revenues						
Food & Beverage (roll-up)						
Charges for Services						
Beverage Sales	586,844	549,400	618,115	634,602	-	634,602
Food Sales	232,198	211,253	261,619	269,177	-	269,177
Sub-Total:	819,043	760,653	879,734	903,779	-	903,779
Other Income						
Prior Year Carry-Over Balances	-	-	-	-	-	-
Vending Machine Income	1,350	1,500	1,559	1,550	-	1,550
Miscellaneous Income General	919	100	1,700	-	-	-
Sub-Total:	2,269	1,600	3,259	1,550	-	1,550
Total Revenues:	821,312	762,253	882,993	905,329	-	905,329
Expenditures						
Food & Beverage (roll-up)						
Personnel						
F/T Salaries	97,518	132,994	135,462	129,986	-	129,986
P/T salaries	195,423	152,761	184,764	180,548	26,000	206,548
Overtime	3,110	700	725	775	-	775
Payroll Taxes	29,616	24,767	28,503	27,963	2,340	30,303
401 A Benefit	298	1,098	1,098	1,371	-	1,371
Medical/Dental/Life Insurance	14,182	31,092	26,163	33,279	-	33,279
Sub-Total:	340,148	343,412	376,715	373,922	28,340	402,262
Supplies						
Operating Supplies	6,096	6,000	4,836	5,182	-	5,182
Cleaning Supplies	4,095	4,025	5,387	5,556	-	5,556
Beverage Supplies	6,661	5,650	6,839	7,000	-	7,000
Paper Supplies	8,412	8,250	7,757	8,078	-	8,078
Fuel	444	200	404	450	-	450
Sub-Total:	25,708	24,125	25,223	26,266	-	26,266
Other General & Administrative Expenses						
Employee Recruitment	1,871	3,550	1,560	1,950	-	1,950
Travel & Training	1,605	1,350	1,505	1,660	-	1,660
Telephone, Internet, Cable	13,860	6,912	11,099	11,345	-	11,345
Utilities/Electricity	4,154	5,000	3,994	4,095	-	4,095
Utilities/Propane	4,850	3,725	2,202	2,430	-	2,430
Utilities/Water	2,587	3,200	2,457	2,795	-	2,795
Utilities/Solid Waste-Gar/Rec	3,988	4,025	2,795	3,010	-	3,010
Equipment Leasing	2,263	9,216	4,638	5,189	-	5,189
Uniform Leasing	-	2,400	5,404	6,555	-	6,555
Workers Comp. Insurance	12,465	10,762	9,937	12,835	-	12,835
Clothing Allowance	-	1,800	-	-	-	-
Advertising	465	400	75	95	-	95
Dues & Subscriptions	7,025	9,400	6,077	6,357	-	6,357
Sub-Total:	55,133	61,740	51,743	58,316	-	58,316

FY17 Budget

Dept.

Sub-Department

Category

Description

FY 15
Actual

FY 16
Revised
Budget

FY 16
Est.
Year-end

FY 17
Base
Budget

FY 17
Decision
Points

FY 17
Proposed
Budget

Maintenance & Repairs

R & M - Misc.	-	2,400	1,025	1,230	-	1,230
R&M Buildings	2,713	7,800	5,070	6,167	-	6,167
R&M Equipment	12,156	27,150	24,405	24,855	-	24,855
Sub-Total:	14,869	37,350	30,500	32,252	-	32,252

Operations

Music & Entertainment	59,210	52,400	59,625	59,950	-	59,950
Food Cost of Sales	124,945	94,550	133,798	131,226	-	131,226
Beverage Cost of Sales	197,016	175,450	219,216	225,794	-	225,794
Soft Drink & CO2	25,414	19,300	30,143	32,512	-	32,512
Sub-Total:	406,585	341,700	442,782	449,482	-	449,482

Miscellaneous

Cash Over/Short	44	-	(4)	-	-	-
Sub-Total:	44	-	(4)	-	-	-

Capital Outlay

Capital Outlay	2,447	-	-	-	-	-
Sub-Total:	2,447	-	-	-	-	-

Total Expenditures: 844,933 808,327 926,958 940,238 28,340 968,578

Total Revenues over Expenditures: (23,621) (46,074) (43,965) (34,909) (28,340) (63,249)

FY17 Budget

Dept.						
Sub-Department						
Category						
Description	FY 15 Actual	FY 16 Revised Budget	FY 16 Est. Year-end	FY 17 Base Budget	FY 17 Decision Points	FY 17 Proposed Budget
Expenditures						
Food & Beverage						
Administration						
Personnel						
F/T Salaries	N/A	44,391	44,387	44,387	-	44,387
FY16 Year-end Est.: 1.0 FTE F&B Mgr; first year separating F&B to Admin Sub Department \$44,387						
FY17 Base Budget: 1.0 FTE F&B Mgr \$44,387						
P/T salaries	N/A	14,242	19,437	19,282	-	19,282
FY16 Year-end Est.: 0.63 FTE F&B Assistant \$14,242. Increased assistant support needed to meet department needs.						
FY17 Base Budget: 0.88 FTE F&B Assistant \$19,282. Increase in assistant hours as a result of increased support for department needs						
Payroll Taxes	N/A	5,107	5,744	5,730	-	5,730
401 A Benefit	N/A	1,098	1,098	1,371	-	1,371
FY16 Year-end Est.: F&B Manager contribution						
Medical/Dental/Life Insurance	N/A	52	52	55	-	55
FY16 Year-end Est.: F&B Manager Vision & Life						
Sub-Total:	N/A	64,890	70,718	70,825	-	70,825
Supplies						
Operating Supplies	N/A	500	286	325	-	325
FY16 Year-end Est.: F&B Mgr's office operating supplies-printer cartridges, batteries, etc.						
Cleaning Supplies	N/A	100	50	50	-	50
Paper Supplies	N/A	1,500	445	450	-	450
FY16 Year-end Est.: Paper supplies for F&B Mgr's office-pens, paper, paper clips, etc.						
Sub-Total:	N/A	2,100	781	825	-	825
Other General & Administrative Expenses						
Employee Recruitment	N/A	100	45	80	-	80
Travel & Training	N/A	300	150	300	-	300
FY16 Year-end Est.: Expenses related to workshop or training for F&B Mgr and/or Assistant						
Telephone, Internet, Cable	N/A	372	1,600	1,600	-	1,600
FY16 Year-end Est.: F&B Manager's office phone, 2 cell phones						
Workers Comp. Insurance	N/A	2,205	2,036	2,451	-	2,451
FY16 Year-end Est.: Provided by Finance Office						
Advertising	N/A	100	-	-	-	-
Dues & Subscriptions	N/A	100	-	-	-	-
Sub-Total:	N/A	3,177	3,831	4,431	-	4,431
Total Expenditures:	N/A	70,167	75,330	76,081	-	76,081
Total Revenues over Expenditures:	N/A	(70,167)	(75,330)	(76,081)	-	(76,081)

FY17 Budget

Dept.						
Sub-Department			FY 16	FY 16	FY 17	FY 17
Category		FY 15	Revised	Est.	Base	Decision
Description		Actual	Budget	Year-end	Budget	Points
						FY 17
						Proposed
						Budget
Revenues						
Food & Beverage						
Lounge						
Charges for Services						
Beverage Sales	218,771	215,250	236,554	242,467	-	242,467
FY16 Year-end Est.: 1st quarter \$26,302 over last year						
FY17 Base Budget: 2.5 % price increase						
Food Sales	27,934	24,088	28,462	29,173	-	29,173
FY16 Year-end Est.: 1st quarter \$5,000 over last year						
FY17 Base Budget: 2.5% price increase						
Sub-Total:	246,705	239,338	265,016	271,640	-	271,640
Other Income						
Vending Machine Income	1,350	1,500	1,559	1,550	-	1,550
FY16 Year-end Est.: Dart machine income-dependent on # of people playing darts						
Miscellaneous Income General	228	-	1,700	-	-	-
Sub-Total:	1,578	1,500	3,259	1,550	-	1,550
Total Revenues:	248,283	240,838	268,275	273,190	-	273,190
Expenditures						
Food & Beverage						
Lounge						
Personnel						
F/T Salaries	43,587	33,953	30,898	30,567	-	30,567
FY16 Year-end Est.: 0.33 FTE Team leader \$11,103; 0.45 FTE Bartender \$6,084; 0.51 FTE Lead Bartender \$13,711						
FY17 Base Budget: 0.37 FTE Team leader \$12,293; 0.51 FTE Bartender \$9,139; 0.45 FTE Lead Bartender \$9,135						
P/T salaries	57,979	43,617	43,617	39,628	-	39,628
FY16 Year-end Est.: 0.97 FTE Bartender \$11,205; 1.08 FTE Cooks \$24,954; 0.55 FTE Bartender/server \$5,127; 0.13 FTE Bar back \$2,331						
FY17 Base Budget: 0.87 FTE Bartender \$10,043; 0.88 FTE Cook \$20,127, 0.65; 0.65 FTE Bartender/Server \$6,985, 0.10 FTE Bar back \$1,872						
Overtime	1,428	250	200	250	-	250
FY16 Year-end Est.: To keep part time staff under 29 hours, needed to schedule full time and seasonal staff						
FY17 Base Budget: Addition of full time bartender and seasonal part time staff has reduced overtime						
Payroll Taxes	10,109	6,740	6,724	6,286	-	6,286
401 A Benefit	298	-	-	-	-	-
Medical/Dental/Life Insurance	2,278	15,520	13,079	16,612	-	16,612
FY16 Year-end Est.: 1 medical \$7,107, 1 medical 9 months \$5,330, 1 dental \$313, 1 dental 9 months \$235, 2 life \$94						
FY17 Base Budget: 2 medical \$7,960/person = \$15,920, 2 dental \$322/person = \$644, 1 life \$48 (12% inc. medical, 3% inc. dental)						
Sub-Total:	115,680	100,080	94,518	93,343	-	93,343
Supplies						
Operating Supplies	2,501	2,900	1,924	2,150	-	2,150
FY16 Year-end Est.: Glasses/flatware/Dishes/utensils/tools/kitchen small wares/POS tape						
Cleaning Supplies	646	2,000	1,556	1,560	-	1,560
FY16 Year-end Est.: Supplies to clean floors, dishes, counter tops						

FY17 Budget

Dept.

Sub-Department

Category

Description

	FY 15 Actual	FY 16 Revised Budget	FY 16 Est. Year-end	FY 17 Base Budget	FY 17 Decision Points	FY 17 Proposed Budget
Beverage Supplies	4,009	3,000	3,300	3,250	-	3,250
FY16 Year-end Est.: Styrofoam and translucent cups, covers, straws, bar naps						
Paper Supplies	2,654	2,500	2,700	2,828	-	2,828
FY16 Year-end Est.: Styrofoam plates, soup cups, covers, take out containers, napkins, plastic utensils.						
Fuel	444	200	-	-	-	-
Sub-Total:	10,254	10,600	9,480	9,788	-	9,788

Other General & Administrative Expenses

Employee Recruitment	935	1,800	565	725	-	725
FY16 Year-end Est.: Pre-employment expenses for new hires, background check, drug test and pre-employment physical						
Travel & Training	803	550	660	660	-	660
FY16 Year-end Est.: Staff alcohol training through DBPR, Regulatory Compliance						
Telephone, Internet, Cable	3,065	750	828	845	-	845
FY16 Year-end Est.: Landline in Lounge, 50% cost of 1 cell phone						
Utilities/Electricity	1,865	2,000	1,755	1,800	-	1,800
Utilities/Propane	959	1,400	957	980	-	980
FY16 Year-end Est.: Tanks at pool, grill and fryolator in A						
Utilities/Water	1,013	1,500	856	1,150	-	1,150
Utilities/Solid Waste-Gar/Rec	1,271	1,600	1,135	1,225	-	1,225
Equipment Leasing	1,846	2,200	1,847	1,850	-	1,850
FY16 Year-end Est.: Sirius radio, dishwasher						
Uniform Leasing	-	1,200	2,700	3,800	-	3,800
FY16 Year-end Est.: Uniform leasing & Clothing Allowance \$1800 budget. More part time staff in uniform.						
Workers Comp. Insurance	5,028	2,917	2,693	2,828	-	2,828
FY16 Year-end Est.: Per information from Finance Office						
Clothing Allowance	-	600	-	-	-	-
Advertising	180	125	75	95	-	95
FY16 Year-end Est.: Advertising for special events in the Lounge						
Dues & Subscriptions	3,666	4,250	3,026	3,155	-	3,155
FY16 Year-end Est.: ASCAP \$451, BMI \$167.50, Food license Lounge \$273, Food License Bldg A \$315, Liq License \$1,820						
Sub-Total:	20,631	20,892	17,097	19,113	-	19,113

Maintenance & Repairs

R & M - Misc.	-	500	225	230	-	230
FY16 Year-end Est.: Any repairs made that are not equipment or buildings specific to the F&B operation						
R&M Buildings	135	3,500	1,885	2,542	-	2,542
FY16 Year-end Est.: Ongoing pest control trap service surrounding the facility, other repairs made to the building that are specific to food & beverage operation						
R&M Equipment	4,681	12,500	7,655	9,553	-	9,553
FY16 Year-end Est.: New condensing unit, evaporator, valve, thermostat for walk in cooler \$4490, and quarterly maintenance						
Sub-Total:	4,816	16,500	9,765	12,325	-	12,325

Operations

Music & Entertainment	26,635	24,000	29,225	29,500	-	29,500
FY16 Year-end Est.: Line Dancing, Karaoke, Friday night music, Saturday music, (Saturday-request from residents to have both Happy Hour music and PM music lakeside)						

FY17 Budget

Dept.

Sub-Department

Category

Description

	FY 15 Actual	FY 16 Revised Budget	FY 16 Est. Year-end	FY 17 Base Budget	FY 17 Decision Points	FY 17 Proposed Budget
Food Cost of Sales	16,421	9,450	15,772	10,250	-	10,250
FY16 Year-end Est.: All food purchases and food related items purchased to make menu items						
Beverage Cost of Sales	73,143	75,250	84,617	86,732	-	86,732
FY16 Year-end Est.: All alcoholic purchases of wine, beer and liquor						
Soft Drink & CO2	14,678	10,000	14,000	15,100	-	15,100
FY16 Year-end Est.: Non alcoholic beverages and coffee supplies, CO2 gas. Some expense moved to Special Events.						
FY17 Base Budget: Assumes a 2.5% increase in beverage cost						
Sub-Total:	130,876	118,700	143,614	141,582	-	141,582
Miscellaneous						
Cash Over/Short	8	-	-	-	-	-
Sub-Total:	8	-	-	-	-	-
Capital Outlay						
Capital Outlay	2,447	-	-	-	-	-
Sub-Total:	2,447	-	-	-	-	-
Total Expenditures:	284,711	266,772	274,474	276,151	-	276,151
Total Revenues over Expenditures:	(36,429)	(25,934)	(6,199)	(2,961)	-	(2,961)

FY17 Budget

Dept.						
Sub-Department						
Category						
Description	FY 15 Actual	FY 16 Revised Budget	FY 16 Est. Year-end	FY 17 Base Budget	FY 17 Decision Points	FY 17 Proposed Budget
Revenues						
Food & Beverage						
19th Hole						
Charges for Services						
Beverage Sales	233,969	210,125	243,733	249,826	-	249,826
FY16 Year-end Est.: 2.5% price increase						
FY17 Base Budget: 2.5% price increase						
Food Sales	115,456	102,090	133,147	136,475	-	136,475
FY16 Year-end Est.: 2.5% price increase, started breakfast October, 2015						
FY17 Base Budget: 2.5% price increase						
Sub-Total:	349,425	312,215	376,880	386,301	-	386,301
Other Income						
Miscellaneous Income General	246	100	-	-	-	-
Sub-Total:	246	100	-	-	-	-
Total Revenues:	349,672	312,315	376,880	386,301	-	386,301
Expenditures						
Food & Beverage						
19th Hole						
Personnel						
F/T Salaries	42,361	45,803	52,636	42,171	-	42,171
FY16 Year-end Est.: 0.50 FTE Team Leader \$15,912; 0.37 FTE Lead Bartender \$6,408; 0.55 FTE Bartender \$7,436; 1.00 FTE Cook \$9,135						
FY17 Base Budget: 0.42 FTE Team Leader \$13,932; 0.37 FTE Bartender \$5,002; 0.63 FTE Cook \$14,102; 0.45 FTE Lead Bartender \$9,135						
P/T salaries	109,721	67,358	94,435	99,761	-	99,761
FY16 Year-end Est.: 0.63 FTE Bartender \$12,527; 1.11 FTE Cook \$23,088; 1.0 FTE Bartender/Server \$7,170; 2.03 FTE Server \$24,152; 0.13 Bar Back \$2,331; 0.05 FTE Dishwasher \$837; 0.96 FTE part time Breakfast Cook (addition Oct. 2015) \$18,865						
FY17 Base Budget: 0.99 Bartender \$16,474; 2.17 FTE Cook \$44,075; 0.99 FTE Bartender/Server \$10,693; 2.13 FTE Server \$25,342; 0.13 FTE Bar Back \$2,340; 0.05 FTE Dishwasher \$837						
Overtime	757	250	325	325	-	325
FY16 Year-end Est.: Due to turnover, occasional o.t. to cover shifts and keep part time staff under 29 hours						
FY17 Base Budget: Schedule full time and seasonal staff to keep staff under 29 when necessary						
Payroll Taxes	15,904	9,866	13,266	12,803	-	12,803
401 A Benefit	-	-	-	-	-	-
Medical/Dental/Life Insurance	6,335	15,520	13,032	16,612	-	16,612
FY16 Year-end Est.: 1 medical \$7,107, 1 medical 9 months \$5,330, 1 dental \$313, 1 dental 9 months \$235, 1 life \$47						
FY17 Base Budget: 2 medical \$7,960/person = \$15,920.00, 2 dental \$322/person = \$644, 1 life \$48 (12% inc. medical, 3% inc. dental)						
Sub-Total:	175,079	138,797	173,694	171,672	-	171,672
Supplies						
Operating Supplies	3,146	2,300	2,196	2,225	-	2,225
FY16 Year-end Est.: Baking supplies, flatware, plates, bowls, baskets, glasses, office supplies, POS tape, credit card tape						
Cleaning Supplies	3,449	1,800	3,672	3,753	-	3,753
FY16 Year-end Est.: Cleaning supplies for dishwashers, sinks, mopping floors, cleaning surfaces						

FY17 Budget

Dept.

Sub-Department

Category

Description

	FY 15 Actual	FY 16 Revised Budget	FY 16 Est. Year-end	FY 17 Base Budget	FY 17 Decision Points	FY 17 Proposed Budget
Beverage Supplies	2,653	2,450	3,344	3,455	-	3,455
FY16 Year-end Est.: Paper cups, lids, straws						
Paper Supplies	5,689	4,050	4,437	4,475	-	4,475
FY16 Year-end Est.: Paper plates, plastic cutlery, take out containers, napkins						
Fuel	-	-	404	450	-	450
Sub-Total:	14,937	10,600	14,053	14,358	-	14,358

Other General & Administrative Expenses

Employee Recruitment	935	1,650	950	1,145	-	1,145
FY16 Year-end Est.: Pre-employment expenses for new hires, background check, drug test and pre-employment physical						
Travel & Training	803	500	695	700	-	700
FY16 Year-end Est.: Regulatory Compliance Training for Alcohol						
Telephone, Internet, Cable	10,795	5,790	8,671	8,900	-	8,900
FY16 Year-end Est.: Direct TV and NFL ticket (price increase), 19th Hole land line, 50% cost of 1 cell phone						
Utilities/Electricity	2,289	3,000	2,239	2,295	-	2,295
Utilities/Propane	1,939	1,500	200	200	-	200
FY16 Year-end Est.: Grill for men's golf and tournaments						
Utilities/Water	1,574	1,500	1,483	1,525	-	1,525
Utilities/Solid Waste-Gar/Rec	1,251	1,500	932	975	-	975
Equipment Leasing	417	7,016	2,791	3,339	-	3,339
FY16 Year-end Est.: Walk in cooler and ice machines were not leased. Refrigeration unit and ice machines purchased.						
FY17 Base Budget: Sirius radio, bar dishwasher, 8 months kitchen dishwasher. Replace dishwasher with lease of \$119.95/month.						
Uniform Leasing	-	1,200	2,704	2,755	-	2,755
FY16 Year-end Est.: Uniform lease program and clothing allowance \$2,400. More part time staff in uniform						
Workers Comp. Insurance	5,174	4,304	3,974	5,089	-	5,089
FY16 Year-end Est.: Per information from Finance Office						
Clothing Allowance	-	1,200	-	-	-	-
FY16 Year-end Est.: Expense in uniform leasing						
Advertising	180	-	-	-	-	-
Dues & Subscriptions	2,447	4,100	2,224	2,375	-	2,375
FY16 Year-end Est.: ASCAP \$100, BMI \$33.75, Food license \$273, Liq license \$1,817						
Sub-Total:	27,805	33,260	26,863	29,298	-	29,298

Maintenance & Repairs

R & M - Misc.	-	1,900	800	1,000	-	1,000
FY16 Year-end Est.: Repairs specifically relating to food & beverage that are not buildings or equipment repairs (painting, repairing shelves, etc.)						
R&M Buildings	2,102	4,000	2,885	3,325	-	3,325
FY16 Year-end Est. Ongoing pest control trap service surrounding facility, other repairs made to the building that are specific to food & beverage operation						
R&M Equipment	6,350	13,500	16,000	14,552	-	14,552
FY16 Year-end Est.: 3 door refrigeration unit, 1 ice machine, kitchen counter top refrigerator, wine cooler, bi-annual hood cleaning						
Sub-Total:	8,452	19,400	19,685	18,877	-	18,877

FY17 Budget

Dept.

Sub-Department

Category

Description

FY 15
Actual

FY 16
Revised
Budget

FY 16
Est.
Year-end

FY 17
Base
Budget

FY 17
Decision
Points

FY 17
Proposed
Budget

Operations

Music & Entertainment	13,825	12,400	14,200	14,450	-	14,450
FY16 Year-end Est.: Music Bingo, Karaoke (summer) increase in price, Thursday night music increase in price, St. Paddy's day music						
Food Cost of Sales	60,716	48,200	67,523	69,212	-	69,212
FY16 Year-end Est.: All food purchases and food related items purchased to make menu items						
Beverage Cost of Sales	78,503	62,300	86,006	89,254	-	89,254
FY16 Year-end Est.: All alcoholic purchases of wine, beer and liquor						
Soft Drink & CO2	10,704	8,500	13,272	13,994	-	13,994
FY16 Year-end Est.: Non-alcoholic beverage items: soda, coffee and supplies, CO2						
Sub-Total:	163,748	131,400	181,001	186,910	-	186,910

Miscellaneous

Cash Over/Short	47	-	(4)	-	-	-
Sub-Total:	47	-	(4)	-	-	-

Total Expenditures: 390,068 333,457 415,292 421,115 - 421,115

Total Revenues over Expenditures: (40,396) (21,142) (38,412) (34,814) - (34,814)

FY17 Budget

Dept.						
Sub-Department		FY 16	FY 16	FY 17	FY 17	FY 17
Category	FY 15	Revised	Est.	Base	Decision	Proposed
Description	Actual	Budget	Year-end	Budget	Points	Budget
Revenues						
Food & Beverage						
Pasta Night						
Charges for Services						
Beverage Sales	29,485	26,650	27,778	29,508	-	29,508
FY16 Year-end Est.: Wednesday night event						
FY17 Base Budget: 2.5% increase						
Food Sales	39,145	44,075	40,255	42,281	-	42,281
FY17 Base Budget: 2.5% price increase						
Sub-Total:	68,630	70,725	68,033	71,789	-	71,789
Total Revenues:	68,630	70,725	68,033	71,789	-	71,789
Expenditures						
Food & Beverage						
Pasta Night						
Personnel						
F/T Salaries	5,059	6,127	5,457	5,566	-	5,566
FY16 Year-end Est.: 0.13 FTE Team Leader \$3,978; 0.09 FTE Lead Bartender \$1,479						
FY17 Base Budget: 0.10 FTE Team Leader \$3,277; 0.10 FTE Cook \$2,288						
P/T salaries	11,746	12,431	12,431	11,790	-	11,790
FY16 Year-end Est.: 0.03 FTE Bartender \$672; 0.18 FTE Cook \$3,702; 0.10 FTE Host \$1,674; 0.23 FTE Bartender/Server \$2,361; 0.15 FTE Server \$1,707; 0.10 FTE Dishwasher \$1,674						
FY17 Base Budget: 0.08 FTE Bartender \$2,622, 0.08 FTE Cook \$1,849, 0.10 FTE Host \$1,718, 0.16 FTE Bartender/Server \$1,621, 0.18 FTE Server \$1,838, 0.02 FTE Bar Back \$468, 0.10 FTE Dishwasher \$1,674						
Payroll Taxes	1,497	1,552	1,170	1,562	-	1,562
Medical/Dental/Life Insurance	1,608	-	-	-	-	-
Sub-Total:	19,910	20,110	19,058	18,918	-	18,918
Supplies						
Operating Supplies	62	100	55	82	-	82
Cleaning Supplies	-	50	34	43	-	43
Beverage Supplies	-	50	45	45	-	45
Paper Supplies	-	50	25	25	-	25
Sub-Total:	62	250	159	195	-	195
Other General & Administrative Expenses						
Utilities/Propane	239	325	245	250	-	250
Utilities/Water	-	200	118	120	-	120
Utilities/Solid Waste-Gar/Rec	463	300	207	210	-	210
Uniform Leasing	-	-	-	-	-	-
Workers Comp. Insurance	1,035	683	631	677	-	677
FY16 Year-end Est.: Per information from Finance Office						
Dues & Subscriptions	177	200	77	77	-	77
FY16 Year-end Est.: Royalties for music						
Sub-Total:	1,914	1,708	1,278	1,334	-	1,334

FY17 Budget

Dept.

Sub-Department

Category

Description

FY 15
Actual

FY 16
Revised
Budget

FY 16
Est.
Year-end

FY 17
Base
Budget

FY 17
Decision
Points

FY 17
Proposed
Budget

Maintenance & Repairs

R&M Buildings	174	150	150	150	-	150
FY16 Year-end Est.: Pro-rated expense to sub department for building repairs specific to F&B						
R&M Equipment	-	50	50	50	-	50
FY16 Year-end Est.: Equipment repairs or purchase specific to Pasta Night equipment, e.g. pasta cooking pan or steam table						
Sub-Total:	174	200	200	200	-	200

Operations

Music & Entertainment	5,400	5,000	4,200	1,000	-	1,000
FY17 Base Budget: Connect Sirius radio from the 19th Hole to D/E (separate on/off controls)						
Food Cost of Sales	21,203	18,500	20,625	21,140	-	21,140
FY16 Year-end Est.: Cost of food items purchased for menu items						
Beverage Cost of Sales	10,049	8,500	10,076	10,328	-	10,328
FY16 Year-end Est.: Cost of beverage items purchased for menu items						
Soft Drink & CO2	-	300	1,871	1,918	-	1,918
FY16 Year-end Est.: Non alcoholic beverages expenses, e.g., soda, juice, CO2						
Sub-Total:	36,653	32,300	36,772	34,386	-	34,386

Miscellaneous

Cash Over/Short	(7)	-	-	-	-	-
Sub-Total:	(7)	-	-	-	-	-

Total Expenditures: 58,706 54,568 57,467 55,033 - 55,033

Total Revenues over Expenditures: 9,924 16,157 10,566 16,756 - 16,756

FY17 Budget

Dept.						
Sub-Department						
Category						
Description	FY 15 Actual	FY 16 Revised Budget	FY 16 Est. Year-end	FY 17 Base Budget	FY 17 Decision Points	FY 17 Proposed Budget
Revenues						
Food & Beverage						
Special Events						
Charges for Services						
Beverage Sales	104,619	97,375	110,050	112,801	-	112,801
FY16 Year-end Est.: 2.5% price increase, increased number of special events						
FY17 Base Budget: 2.5% price increase, increase in number of functions will increase beverage sales						
Food Sales	49,664	41,000	59,755	61,248	-	61,248
FY16 Year-end Est.: Food sales increased due to additional catering						
FY17 Base Budget: 2.5% price increase						
Sub-Total:	154,283	138,375	169,805	174,049	-	174,049
Other Income						
Miscellaneous Income General	445	-	-	-	-	-
Sub-Total:	445	-	-	-	-	-
Total Revenues:	154,728	138,375	169,805	174,049	-	174,049
Expenditures						
Food & Beverage						
Special Events						
Personnel						
F/T Salaries	6,511	2,720	2,084	7,295	-	7,295
FY16 Year-end Est.: 0.04 FTE Team Leader \$1,591; 0.03 FTE Lead Bartender \$493						
FY17 Base Budget: 0.10 FTE Team Leader \$3,278; 0.06 FTE Bartender \$628; 0.12 FTE Cook \$2,746; 0.05 FTE Lead Bartender \$643						
P/T salaries	15,977	15,113	14,844	10,087	26,000	36,087
FY16 Year-end Est.: 0.11 FTE Bartender \$1,083; 0.34 FTE Cook \$7,311; 0.15 FTE Server \$1,844; 0.15 FTE Bartender/Server \$1,581; 0.04 FTE Bar Back \$909; 0.10 FTE Dishwasher \$1,674						
FY17 Base Budget: 0.06 FTE Bartender \$847; 0.15 FTE Cook \$3,172; 0.21 FTE Bartender/server \$2,143; 0.12 FTE Server \$1,315; 0.05 FTE Bar Back \$936; 0.10 FTE Dishwasher \$1,674						
FY17 D.P.: 0.66 FTE Catering Coordinator and 0.33 FTE Seasonal Cook.						
Overtime	925	200	200	200	-	200
Payroll Taxes	2,106	1,502	1,599	1,582	2,340	3,922
FY17 D.P.: 0.66 FTE Catering Coordinator and 0.33 FTE Seasonal Cook.						
Medical/Dental/Life Insurance	3,960	-	-	-	-	-
Sub-Total:	29,479	19,535	18,727	19,164	28,340	47,504
Supplies						
Operating Supplies	386	200	375	400	-	400
Cleaning Supplies	-	75	75	150	-	150
Beverage Supplies	-	150	150	250	-	250
Paper Supplies	69	150	150	300	-	300
Sub-Total:	455	575	750	1,100	-	1,100
Other General & Administrative Expenses						
Utilities/Propane	1,713	500	800	1,000	-	1,000
FY16 Year-end Est.: Propane tanks used for special events, Bldg A fryer and stove						
Utilities/Solid Waste-Gar/Rec	1,002	625	521	600	-	600

FY17 Budget

Dept.

Sub-Department

Category

Description

	FY 15 Actual	FY 16 Revised Budget	FY 16 Est. Year-end	FY 17 Base Budget	FY 17 Decision Points	FY 17 Proposed Budget
Workers Comp. Insurance	1,228	653	603	1,790	-	1,790
FY16 Year-end Est.: Per information from Finance Office						
Advertising	105	175	-	-	-	-
Dues & Subscriptions	735	750	750	750	-	750
FY16 Year-end Est.: Prorated cost of Regulatory Compliance Alcohol training, food & bev licenses						
Sub-Total:	4,783	2,703	2,674	4,140	-	4,140
Maintenance & Repairs						
R&M Buildings	302	150	150	150	-	150
FY16 Year-end Est.: Prorated expense of building expenses specific to F&B						
R&M Equipment	1,125	1,100	700	700	-	700
Sub-Total:	1,426	1,250	850	850	-	850
Operations						
Music & Entertainment	13,350	11,000	12,000	15,000	-	15,000
FY16 Year-end Est.: Music for Street Dances and Special events. Higher quality of musicians have higher rates and increased expense.						
FY17 Base Budget: Additional special events with music drive revenue						
Food Cost of Sales	26,605	18,400	29,878	30,624	-	30,624
FY16 Year-end Est.: Cost of food items purchased for menu items						
Beverage Cost of Sales	35,321	29,400	38,517	39,480	-	39,480
FY16 Year-end Est.: Cost of beverage items purchased for menu items						
Soft Drink & CO2	32	500	1,000	1,500	-	1,500
FY16 Year-end Est.: Non alcoholic beverage items						
Sub-Total:	75,308	59,300	81,395	86,604	-	86,604
Miscellaneous						
Cash Over/Short	(4)	-	-	-	-	-
Sub-Total:	(4)	-	-	-	-	-
Total Expenditures:	111,448	83,363	104,396	111,858	28,340	140,198
Total Revenues over Expenditures:	43,280	55,012	65,409	62,191	(28,340)	33,851

FY17 Budget

Dept.						
Sub-Department		FY 16	FY 16	FY 17	FY 17	FY 17
Category	FY 15	Revised	Est.	Base	Decision	Proposed
Description	Actual	Budget	Year-end	Budget	Points	Budget
Revenues						
Golf - Pro Shop						
Charges for Services						
Guest Passes	2,166	2,100	2,543	2,797	-	2,797
FY16 Year-end Est.: Analysis based on average of the 4 previous years						
FY17 Base Budget: Analysis based on a 10% increase over FY16						
Golf Tournament Entry Fees	45,042	36,500	-	-	-	-
FY16 Year-end Est.: This category will be included in the green fee category						
FY17 Base Budget: This category will be included in the green fee category						
Golf Memberships	221,899	228,480	254,572	267,301	27,000	294,301
FY16 Year-end Est.: Based on 399 current active memberships						
FY17 Base Budget: 399 current memberships/ based on 5% increase to 419 memberships						
FY17 D.P.: 10% increase in membership fees added by BOT during 4th budget workshop						
Non Resident Golf User Fee	3,090	1,930	9,700	10,670	-	10,670
FY16 Year-end Est.: Based on increase outside summer play/utilization of non-member tee times in season						
FY17 Base Budget: Based on 10% increase from new and returning outside summer/seasonal play						
Non Resident-Golf Initiation Fee	550	600	750	850	-	850
FY16 Year-end Est.: Based on seasonal and semi annual memberships (15 total)						
FY17 Base Budget: Analysis based on a returning FY16 and additional seasonal memberships (17 total)						
Fleet Golf Cart Rentals	99,316	101,500	104,282	109,496	-	109,496
FY16 Year-end Est.: Based on 5% increase in use due to increase in non-private cart owner rounds						
FY17 Base Budget: Based on 5% increase in use due to increase in non-private cart owner rounds						
Private Golf Cart Fees	77,944	75,100	86,353	90,670	-	90,670
FY16 Year-end Est.: Analysis based on current private cart fleet members and trends						
FY17 Base Budget: Only members can use, analysis based on a 5% membership increase over FY16						
Handicap Fees	6,360	6,090	6,705	7,040	-	7,040
FY16 Year-end Est.: Needed to play in leagues, analysis based on 399 members						
FY17 Base Budget: Needed to play in leagues, analysis based on 5% membership increase to 419 members						
Golf Club Storage	385	300	424	466	-	466
FY16 Year-end Est.: Analysis based on usage trend of previous 4 years						
FY17 Base Budget: Remodeled storage facility will accommodate 20% more club storage area						
Practice Range	1,534	1,269	1,688	1,856	-	1,856
FY16 Year-end Est.: The installation of a long club hitting bay should yield 10% increase in range use						
FY17 Base Budget: Based on 10% increase in range use due to expanded practice area						
Greens Fees	133,596	131,299	198,677	218,545	-	218,545
FY16 Year-end Est.: Based on 15% increase in rounds due to outside play and tournaments (last year rounds 45,000)						
FY17 Base Budget: Analysis based on a 10% increase and repeat new customers from FY16						
Golf Rental Equipment	-	-	1,350	1,485	-	1,485
FY16 Year-end Est.: New line item added this year; Analysis based on purchase of new rental equipment for guest						
FY17 Base Budget: Analysis based on use of rental equipment for guest						
Sub-Total:	591,882	585,168	667,042	711,176	27,000	738,176

FY17 Budget

Dept.

Sub-Department

Category

Description

FY 15
Actual

FY 16
Revised
Budget

FY 16
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Year-end

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Budget

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Decision
Points

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Proposed
Budget

Other Income

Merchandise Sales	54,710	45,000	65,652	78,782	-	78,782
FY16 Year-end Est.: Expect 20% growth based on expanded retail area; restructure of product selection and availability; and increased marketing and pricing strategy						
FY17 Base Budget: Expect 20% growth based on facility improvements/increased product awareness through the Tattler and other local resources for residents and guests, and a solid buying plan						
Miscellaneous Income Golf	873	1,015	960	1,056	-	1,056
FY16 Year-end Est.: Analysis based on expected increase of fun events: i.e....putting events, odd golf games etc.						
FY17 Base Budget: Based on continued expansion of events						
Donations	2,294	-	4,995	5,495	-	5,495
FY16 Year-end Est.: Analysis based on previous donations for Jr golf, veteran's tournament etc.						
FY17 Base Budget: Based on continued growth of youth, women's and charitable programs						
Miscellaneous Income General	2,537	2,975	2,664	2,797	-	2,797
FY16 Year-end Est.: Analysis based on 5% increase of categories not otherwise allocated						
FY17 Base Budget: Analysis based on 5% increase of categories not otherwise allocated						
Sub-Total:	60,413	48,990	74,271	88,130	-	88,130
Total Revenues:	652,295	634,158	741,313	799,306	27,000	826,306

Expenditures

Golf - Pro Shop

Personnel Expenses

F/T Salaries	160,735	167,402	161,736	161,736		161,736
FY16 Year-end Est.: 1.0 FTE Golf Operations Manager \$61,131.20; 1.0 FTE Pro Shop Coordinator \$40,914; 3.0 FTE Clerks \$59,691						
FY17 Base Budget: 1.0 FTE Golf Operations Manager \$61,131; 1.0 FTE Pro Shop Coordinator \$40,914; 3.0 FTE Clerks \$59,691						
P/T Wages	30,135	33,495	30,639	30,639	-	30,639
FY16 Year-end Est.: 1.83 FTE Player Assistants \$30,639						
FY17 Base Budget: 1.83 FTE Player Assistants \$30,639						
Overtime	97	-	-	-	-	-
Payroll Taxes	17,218	17,605	17,314	17,314		17,314
401 A Benefit	313	1,841	2,445	2,445	-	2,445
FY16 Year-end Est.: 1 Clerk and Golf Operations Manager joined in October						
FY17 Base Budget: 2 employees						
Medical/Dental/Life Insurance	9,007	16,342	7,655	8,522		8,522
FY16 Year-end Est.: 1 Medical @ \$7,107; 1 Dental @ \$313.00; 5 Life Ins @ \$47						
FY17 Base Budget: 1 Medical @ \$7,960.00; 1 Dental @ \$322.00; 5 Life Ins @ \$48 (estimated 12% increase in medical, 3% increase in dental and 5% increase in life insurance)						
Sub-Total:	217,505	236,685	219,789	220,656	-	220,656
Professional Expenses						
Professional Fees	2,400	-	-	-	-	-
Software Renewal/Support Fees	2,368	2,450	2,450	2,450	-	2,450
FY17 Base Budget: Based on Toro Irrigation System Software						
Sub-Total:	4,768	2,450	2,450	2,450	-	2,450

FY17 Budget

Dept.

Sub-Department

Category

Description

FY 15
Actual

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Budget

FY 16
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Year-end

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Decision
Points

FY 17
Proposed
Budget

Supplies

Operating Supplies	12,547	4,500	19,033	19,985	-	19,985
FY16 Year-end Est.: Analysis based on last year expenditures and addition of tournament or event supplies						
FY17 Base Budget: Analysis based on 5% increase of supplies for added events						
Small Tools & Hardware	114	-	250	250	-	250
FY17 Base Budget: Based on miscellaneous tools needed for cart or accessory repairs						
Sub-Total:	12,661	4,500	19,283	20,235	-	20,235

Other Gen. & Admin. Expenses

Employee Recruitment	491	200	100	100		100
Travel and Training	143	1,250	1,250	1,250	-	1,250
FY17 Base Budget: PGA Show and other educational conferences as needed to maintain current certification						
Telephone, Internet, Cable	4,680	3,072	4,003	3,655	-	3,655
FY16 Year-end Est.: Additional phone line, WIFI and internet addition and improvement						
Postage	13	-	-	-	-	-
Tournament Expenses	39,257	33,000	-	-	-	-
FY16 Year-end Est.: This account was merged with operating supplies in mid-FY16.						
Utilities/Electricity	18,490	20,500	18,500	18,990	-	18,990
FY17 Base Budget: Based on market trends						
Utilities/Water	7,502	8,000	7,100	7,285	-	7,285
FY17 Base Budget: Based on market trends						
Utilities/Solid Waste - Gar/Rec.	5,141	8,100	5,200	5,390	-	5,390
FY16 Year-end Est.: Based on previous year and market trends						
FY17 Base Budget: Based on market trends						
Equipment Leasing	34,056	34,140	33,140	33,140	-	33,140
FY16 Year-end Est.: EZGO Lease \$2,343/month; Office Trailer Rental \$90/month; Copier Lease \$315/month plus tax						
FY17 Base Budget: EZGO Lease \$2,343/month; Office Trailer Rental \$90/month; Copier Lease \$315/month plus tax						
Workers Comp. Insurance	7,713	6,860	6,334	5,835	-	5,835
FY16 Year-end Est.: As supplied by the Finance Office.						
Printing	192	100	275	325	-	325
FY17 Base Budget: Based on need for flyers and local advertisement						
Advertising	4,623	2,500	5,520	6,072	-	6,072
FY16 Year-end Est.: Increase based on additional marketing of course through the use of the internet, newspapers, flyers, and radio ads to increase outside non-peak season green fees.						
FY17 Base Budget: Analysis based on current local advertising mediums						
Employee Clothing Allowance	895	-	1,000	1,100	-	1,100
FY16 Year-end Est.: Previous budgets were uncategorized and the employee clothing was included with Cost of Sales. Analysis based on current employee configuration and uniform requirements						
FY17 Base Budget: Analysis based on current employee configuration and uniform requirements plus 10%						
Dues and Subscriptions	4,645	5,100	4,645	4,645		4,645
FY17 Base Budget: FSGA Dues \$150; GHIN Handicap Fees \$3,926; USGA \$110; PGA \$459						
Sub-Total:	127,842	122,822	87,067	87,787	-	87,787

FY17 Budget

Dept.

Sub-Department

Category

Description

FY 15

Actual

FY 16

Revised

Budget

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Year-end

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Decision

Points

FY 17

Proposed

Budget

Maint. & Repairs

Golf Course Maintenance	429,732	442,624	430,463	443,377	-	443,377
FY16 Year-end Est.: Based on maximum 3% increase per ABM contract dated January 21, 2014						
FY17 Base Budget: Based on maximum 3% increase per ABM contract dated January 21, 2014						
R & M - Misc	233	-	250	-	-	-
FY17 Base Budget: Needed for miscellaneous items not otherwise categorized in maintenance						
R & M Buildings	3,859	900	4,995	4,985	20,000	24,985
FY17 Base Budget: Air conditioning, plumbing, heating and structural repairs etc..						
FY17 D.P.: \$10,000 Pro Shop Building Upgrades						
FY17 D.P.: \$10,000 FRDAP Grant projects						
R & M Grounds	13,169	32,135	20,105	20,105	44,500	64,605
FY16 Year-end Est.: Analysis based on golf course repairs not covered by ABM service Contract to include drainage, tree service, mulching, bunker sand, and golf course safety fencing, and tee staircases						
FY17 Base Budget: Analysis based on needed annual golf course repair items not covered under ABM contract						
FY17 D.P.: \$9,500 for annual over seed of golf course fairways						
FY17 D.P.: \$35,000 FRDAP Grant projects						
R & M Equipment	16,269	8,000	14,900	14,910	5,000	19,910
FY17 Base Budget: Irrigation pumps, transformers, etc.						
FY17 D.P.: \$5,000 FRDAP Grant projects						
Sub-Total:	463,262	483,659	470,713	483,377	69,500	552,877

Operations

Merchandise Cost of Sales	40,069	30,000	35,000	38,500	-	38,500
FY17 Base Budget: Based on buying plan for merchandise for increased sales to golfing and non-golfing residents						
Sub-Total:	40,069	30,000	35,000	38,500	-	38,500

Miscellaneous

Misc. Expenditures	-	-	75	-	-	-
Cash Over/Short	(0)	-	-	-	-	-
Sub-Total:	(0)	-	75	-	-	-

Capital Outlay

Capital Outlay	17,449	-	-	-	-	-
Sub-Total:	17,449	-	-	-	-	-

Total Expenditures: 883,556 880,116 834,377 853,005 69,500 922,505

Total Revenues over Expenditures: (231,260) (245,958) (93,064) (53,699) (42,500) (96,199)

FY17 Budget

Dept.		FY 16	FY 16	FY 17	FY 17	FY 17
Sub-Department	FY 15	Revised	Est.	Base	Decision	Proposed
Category	Actual	Budget	Year-end	Budget	Points	Budget
Revenues						
Property Services (roll-up)*						
Charges for Services						
Recreation Fees	288,151	232,000	268,020	260,000	-	260,000
Charges for Services						
Prior Year Carry-Over Balances	-	5,101	-	-	-	-
Total Revenues:	288,151	232,000	268,020	250,000	-	260,000
Expenditures						
Property Services (roll-up)*						
Personnel Expenses						
F/T Salaries	397,466	409,506	399,373	408,547	-	408,547
P/T Wages	249,858	294,578	302,106	319,610	-	319,610
Overtime	1,611	1,600	1,016	1,082	-	1,082
Special Pay	2,280	1,555	1,050	1,100	-	1,100
Payroll Taxes	53,890	61,954	63,319	65,732	-	65,732
401 A Benefit	821	2,553	2,935	4,435	-	4,435
Medical/Dental/Life Insurance	80,628	93,186	82,325	100,152	-	100,152
Sub-Total:	786,554	864,932	852,124	900,658	-	900,658
Supplies						
Operating Supplies	17,542	13,790	14,769	15,345	-	15,345
Cleaning Supplies	20,457	19,595	19,300	19,700	-	19,700
Chlorine	33,019	26,926	25,652	26,210	-	26,210
Chemicals	2,202	2,000	2,354	1,274	-	1,274
Small Tools & Hardware	5,522	5,450	5,656	6,030	-	6,030
Fuel	12,544	19,600	15,189	17,890	-	17,890
Sub-Total:	91,287	87,361	82,919	86,449	-	86,449
Other Gen. & Admin. Expenses						
Employee Recruitment	881	2,400	6,800	5,900	-	5,900
Travel and Training	457	1,000	1,000	2,800	-	2,800
Telephone, Internet, Cable	13,931	7,405	8,881	9,147	-	9,147
Utilities/Electricity	38,235	49,500	37,784	38,773	-	38,773
Utilities/Water	36,323	31,500	33,628	35,270	-	35,270
Utilities/Propane	1,684	13,500	13,500	13,800	-	13,800
Utilities/Solid Waste - Garb/Rec.	7,816	7,735	8,827	9,124	-	9,124
Utilities/Portable Toilets	5,842	6,100	5,948	6,100	-	6,100
Equipment Leasing	2,875	1,700	1,634	2,284	-	2,284
Resident Activities	1,596	-	2,600	2,900	-	2,900
Workers Comp. Insurance	52,677	48,020	45,287	51,119	-	51,119
Licenses, permits, lien fees	1,355	1,300	1,000	1,050	-	1,050
Employee Clothing Allowance	4,908	5,324	5,712	7,326	-	7,326
Dues and Subscriptions	-	2,300	2,409	2,620	-	2,620
Sub-Total:	168,580	177,784	175,009	188,214	-	188,214

FY17 Budget

Dept.		FY 16	FY 16	FY 17	FY 17	FY 17
Sub-Department	FY 15	Revised	Est.	Base	Decision	Proposed
Category	Actual	Budget	Year-end	Budget	Points	Budget
Maint. & Repairs						
R & M - Prior Year Funding		5,101	5,000	-	-	-
Repairs and Maintenance - Misc	13,017	24,500	22,900	21,000	5,000	26,000
R & M Buildings	30,001	51,700	44,722	38,000	-	38,000
R & M Grounds	65,114	59,600	59,488	66,000	-	66,000
R & M Equipment	29,928	36,850	27,346	29,270	2,500	31,770
R & M Pools	7,783	8,500	8,800	8,800	-	8,800
Vehicle Maintenance	6,077	8,000	6,348	6,000	-	6,000
Sub-Total:	151,919	194,251	174,604	169,070	7,500	176,570
Total Expenditures:	1,198,340	1,324,329	1,284,656	1,344,390	7,500	1,351,890
	-					
Total Revenues over Expenditures:	(910,189)	(1,092,329)	(1,016,636)	(1,094,390)	(7,500)	(1,091,890)

* The functions within this department were four separate departments in FY15 but data for FY15 are shown as a consolidated department for clarity since they were merged into a single department in FY16.

FY17 Budget

Dept.		FY 15	FY 16	FY 16	FY 17	FY 17	FY 17
Sub-Department		Actual	Revised	Est.	Base	Decision	Proposed
Category			Budget	Year-end	Budget	Points	Budget
Revenues							
Property Services							
Buildings							
Other Income							
	Prior Year Carry-Over Balances	N/A	5,101	-	-	-	-
	Sub-Total:	-	5,101	-	-	-	-
	Total Revenues:	-	5,101	-	-		
Expenditures							
Property Services							
Buildings							
Personnel Expenses							
	F/T Salaries	N/A	180,826	176,402	186,193	-	186,193
	FY16 Year-end Est.: 3.0 FTE Bldg. Tech \$90,424; 1.0 FTE Mechanic \$25,709; 1.0 FTE Crew Leader/Building Tech \$32,157; 0.5 FTE Pool Host Supervisor \$16,091; 0.11 FTE Property Service Manager \$5,436 (until 3/4/16); 0.14 FTE Interim Property Service Manager \$6,585 (from 3/4/16 thru YE);						
	FY17 Base Budget: 3.0 FTE Bldg. Tech \$98,738; 1.0 FTE Mechanic \$25,709; 1.0 FTE Crew Leader/Bldg. Tech \$33,156; 0.5 FTE Pool Host Supervisor \$16,089; 0.25 FTE Property Service Manager \$12,500						
	P/T Wages	N/A	3,615	13,815	21,295		21,295
	FY16 Year-end Est.: 0.13 FTE A/V Tech \$3,615; 0.29 FTE Bldg. Tech III \$10,200						
	FY17 Base Budget: 0.13 FTE A/V Tech \$3,615; add 0.5 FTE Bldg. Tech III for \$17,680						
	Overtime	N/A	800	686	700	-	700
	FY17 Base Budget: Call outs for facility issues and additional staff						
	Special Pay	N/A	300	300	300	-	300
	FY16 Year-end Est.: Additional pay for Crew Leader during absences of Property Services Manager						
	Payroll Taxes	N/A	16,176	17,208	18,764	-	18,764
	FY17 Base Budget: Increase due to anticipated conversion of vacant groundskeeper position (Grounds sub-department) to Building Tech position (Building Sub-Department) mid-FY16.						
	401 A Benefit	N/A	967	965	2,465	-	2,465
	FY16 Year-end Est.: 1 employee						
	FY17 Base Budget: 2 employees						
	Medical/Dental/Life Insurance	N/A	46,931	37,789	50,446	-	50,446
	FY16 Year-end Est.: 5 medical \$7,107; 6 dental \$313; 8 life insurance \$47						
	FY17 Base Budget: 6 medical \$7,960; 7 dental \$322; 9 life insurance \$48 (estimated 12% increase in medical, 3% increase in dental, 5% increase in life)						
	Sub-Total:	-	249,615	247,165	280,163	-	280,163
Supplies							
	Operating Supplies	N/A	6,500	6,389	6,485	-	6,485
	FY17 Base Budget: Safety cones, ladders, wood for construction, paint, spray solvents, safety equipment, light bulbs						
	Chemicals	N/A	500	457	485	-	485
	FY17 Base Budget: Solvents (WD40, graffiti remover, etc.)						
	Small Tools & Hardware	N/A	2,500	2,726	2,810	-	2,810
	FY17 Base Budget: Purchase of higher quality equipment (i.e. longer useful economic life), small tools, hardware, nuts, bolts, screws, turnbuckles, cable for pier, various hardware as needed						
	Fuel	N/A	8,500	6,418	7,000	-	7,000
	FY17 Base Budget: Fuel for trucks and equipment						
	Sub-Total:	-	18,000	15,990	16,780	-	16,780

FY17 Budget

Dept.			FY 16	FY 16	FY 17	FY 17	FY 17
Sub-Department		FY 15	Revised	Est.	Base	Decision	Proposed
Category		Actual	Budget	Year-end	Budget	Points	Budget
Other Gen. & Admin. Expenses							
Employee Recruitment		N/A	400	2,400	1,900	-	1,900
FY16 Year-end Est.: Due to the cost of the employee physical this number will rise if there is any new staff							
FY17 Base Budget: Background check, drug screen, physicals for new and returning employees							
Travel and Training		N/A	300	300	2,100	-	2,100
FY17 Base Budget: 2 supervisors training and Property Services Mgr. professional memberships and continuing education							
Telephone, Internet, Cable		N/A	4,008	4,700	4,825	-	4,825
Utilities/Electricity		N/A	12,800	6,069	6,251	-	6,251
Utilities/Water		N/A	6,400	5,145	5,301	-	5,301
FY17 Base Budget: Signs/posts, benches, special projects on common grounds, increased fertilization and mulch							
Utilities/Solid Waste - Garb/Rec.		N/A	3,500	4,072	4,194	-	4,194
Equipment Leasing		N/A	850	1,234	1,434	-	1,434
FY17 Base Budget: Lifts, special projects - rental of equipment							
Workers Comp. Insurance		N/A	13,238	12,422	14,795	-	14,795
FY17 Base Budget: Based on figures provided by the Finance Office.							
Licenses, permits, lien fees		N/A	500	200	250	-	250
FY17 Base Budget: Inspections							
Employee Clothing Allowance		N/A	1,437	1,437	1,792	-	1,792
FY16 Year-end Est.: Safety shoes for 6 - \$450; t-shirts \$987							
FY17 Base Budget: Safety shoes for 8 - \$600; t-shirts \$492; pants \$700							
Dues and Subscriptions		N/A	2,300	2,409	2,620	-	2,620
FY17 Base Budget: Facility Dude web-based work order system							
Sub-Total:		-	45,733	40,388	45,462	-	45,462
Maint. & Repairs							
R & M - Prior Year Funding		N/A	5,101	5,000	-	-	-
R & M - Misc.		N/A	24,500	22,900	21,000	5,000	26,000
FY17 Base Budget: A/C replacement and emergency repairs; large appliance replacement/repair; vandalism; etc.							
FY17 DP: Year one of table/chair replacement program for Bldgs. A, C & D/E.							
R & M Buildings		N/A	51,700	44,722	38,000	-	38,000
FY16 Year-end Est.: Total last year plus the \$7,300 for the sound system in D+E and \$8,000 for LED lights							
FY17 Base Budget: Lights, interior doors, carpet where needed, improvements to BBRD buildings, general maintenance, painting and repair, building A items, etc.							
R & M Equipment		N/A	9,550	4,128	4,200	-	4,200
FY17 Base Budget: Repair and maintenance of golf carts, mowers and tractors (belts tires oil changes parts for repairs)							

FY17 Budget

Dept.						
Sub-Department	FY 15	FY 16	FY 16	FY 17	FY 17	FY 17
Category	Actual	Revised Budget	Est. Year-end	Base Budget	Decision Points	Proposed Budget
Vehicle Maintenance	N/A	8,000	6,348	6,000	-	6,000
FY17 Base Budget: Tires for trucks, replacement hoses, belts, oil changes, etc. Assumes replacement of dump truck in R&M/Capital Department in FY17.						
Sub-Total:	-	98,851	83,098	69,200	5,000	74,200
Total Expenditures:	-	412,199	386,641	411,605	5,000	416,605
Total Revenues over Expenditures:	-	(412,199)	(386,641)	(411,605)	(5,000)	(416,605)

FY17 Budget

Dept.			FY 16	FY 16	FY 17	FY 17	FY 17
Sub-Department		FY 15	Revised	Est.	Base	Decision	Proposed
Category		Actual	Budget	Year-end	Budget	Points	Budget
Expenditures							
Property Services							
Grounds							
Personnel Expenses							
F/T Salaries		N/A	70,992	70,165	70,635	-	70,635
FY16 Year-end Est.: 2.0 FTE Groundskeeper \$58,144; 0.11 FTE Property Service Manager \$5,436 (until 3/4/16); 0.14 FTE Interim Property Service Manager \$6,585 (from 3/4/16 thru YE)							
FY17 Base Budget: 2.0 FTE Groundskeeper \$58,135; 0.25 FTE Property Service Manager \$12,500							
P/T Wages		N/A	39,204	30,202	25,626	-	25,626
FY16 Year-end Est.: 1.32 FTE Groundskeeper \$30,202 due to conversion of anticipated vacant Groundskeeper position to Building Tech position mid-year.							
FY17 Base Budget: 1.11 FTE Groundskeeper \$25,626							
Payroll Taxes		N/A	9,678	9,033	8,664	-	8,664
Medical/Dental/Life Insurance		N/A	7,791	7,514	8,378	-	8,378
FY16 Year-end Est.: 1 medical @ \$7,107; 1 dental @ \$313; 2 life insurance @ \$47 = \$94							
FY17 Base Budget: 1 medical @ \$7,960; 1 dental @ \$322; 2 life insurance @ \$48 = \$96 (estimated 12% increase in medical, 3% increase in dental, 5% increase in life)							
Sub-Total:		-	127,665	116,914	113,303	-	113,303
Supplies							
Operating Supplies		N/A	3,000	1,975	2,650	-	2,650
FY17 Base Budget: Blades, oil, chains, weed wacker line, etc.							
Chemicals		N/A	1,500	1,897	789	-	789
FY16 Year-end Est.: Pre-mixed herbicide spray							
FY17 Base Budget: Cost of concentrate herbicide (with staff obtaining commercial spray licenses, no longer need pre-mixed herbicide)							
Small Tools & Hardware		N/A	2,500	2,495	2,780	-	2,780
FY17 Base Budget: Nuts, bolts, screws, chains, straps,							
Fuel		N/A	8,500	6,418	8,500	-	8,500
FY16 Year-end Est.: Cost of fuel decreased from prior year							
FY17 Base Budget: Cost of fuel							
Sub-Total:		-	15,500	12,785	14,719	-	14,719
Other Gen. & Admin. Expenses							
Employee Recruitment		N/A	200	1,000	1,000	-	1,000
FY17 Base Budget: Background check, drug screen, physicals for new and returning employees							
Utilities/Solid Waste - Garb/Rec.		N/A	3,500	4,020	4,195	-	4,195
Equipment Leasing		N/A	850	400	850	-	850
Workers Comp. Insurance		N/A	7,969	7,358	7,969	-	7,969
FY17 Base Budget: Based on figures provided by the Finance Office.							
Licenses, permits, lien fees		N/A	500	500	500	-	500
FY17 Base Budget: \$500 for 2 staff members to get commercial spray licenses.							

FY17 Budget

Dept.			FY 16	FY 16	FY 17	FY 17	FY 17
Sub-Department	FY 15	FY 16	FY 16	FY 17	FY 17	FY 17	FY 17
Category	Actual	Revised Budget	Est. Year-end	Base Budget	Decision Points	Proposed Budget	Proposed Budget
Employee Clothing Allowance	N/A	867	955	1,181	-	1,181	1,181
FY16 Year-end Est.: Safety shoes for 5 employees \$375; t-shirts for 5 employees \$580 (new vendor for shirts price has risen a bit);							
FY17 Base Budget: Safety shoes for 5 employees \$375; t-shirts \$456; pants \$350							
Sub-Total:	-	13,886	14,233	15,695	-	15,695	15,695
Maint. & Repairs							
R & M Grounds	N/A	25,000	23,000	29,000	-	29,000	29,000
FY17 Base Budget: Signs/posts, benches, special projects on common grounds, increased fertilization and mulch							
R & M Equipment	N/A	15,000	11,418	12,580	-	12,580	12,580
FY17 Base Budget: Based on purchase of higher quality weedwackers, edgers, blowers, chain saws, pole saws, etc. (that will have longer useful economic lifespan)							
Sub-Total:	-	40,000	34,418	41,580	-	41,580	41,580
Total Expenditures:	-	197,051	178,351	185,297	-	185,297	185,297
Total Revenues over Expenditures:	-	(197,051)	(178,351)	(185,297)	-	(185,297)	(185,297)

FY17 Budget

Dept.		FY 16	FY 16	FY 17	FY 17	FY 17
Sub-Department	FY 15	Revised	Est.	Base	Decision	Proposed
Category	Actual	Budget	Year-end	Budget	Points	Budget
Expenditures						
Property Services						
Custodial						
Personnel Expenses						
F/T Salaries	N/A	88,610	84,745	83,179	-	83,179
FY16 Year-end Est.: 1.0 FTE Custodial Supervisor \$30,496; 2.0 FTE Custodians \$42,228; 0.11 FTE Property Service Manager (thru 3/4/16) \$5,436; 0.14 FTE Interim Property Service Manager \$6,585 (from 3/4/16 thru YE)						
FY17 Base Budget: 1.0 FTE Custodial Supervisor \$30,493; 2.0 FTE Custodians \$40,186; 0.25 FTE Property Services Manager \$12,500						
P/T Wages	N/A	109,769	109,769	109,769	-	109,769
FY16 Year-end Est.: 5.43 FTE Custodians \$109,769						
FY17 Base Budget: 5.43 FTE Custodians \$109,769						
Overtime	N/A	600	253	280	-	280
FY17 Base Budget: Craft fair, ethnic festival, large events in Bldg. A						
Special Pay	N/A	200	200	200	-	200
FY17 Base Budget: Call out pay.						
Payroll Taxes	N/A	17,456	17,547	17,409	-	17,409
401 A Benefit	N/A	1,587	1,970	1,970	-	1,970
FY17 Base Budget: 2 employees						
Medical/Dental/Life Insurance	N/A	22,944	22,088	24,668	-	24,668
FY17 Base Budget: 3 medical \$7,107; 2 dental \$313; 3 life insurance \$47						
FY17 Base Budget: 3 medical \$7,960; 2 dental \$322; 3 life insurance \$ 48 (estimated 12% increase in medical, 3% increase in dental, 5% increase in life)						
Sub-Total:	-	241,166	236,572	237,475	-	237,475
Supplies						
Operating Supplies	N/A	2,050	1,666	1,970	-	1,970
FY17 Base Budget: Buffer pads, rags, squeegees, feather dusters, printer ink, computer						
Cleaning Supplies	N/A	19,595	19,300	19,700	-	19,700
FY17 Base Budget: Various cleaning supplies for meeting rooms, buildings and offices						
Small Tools & Hardware	N/A	450	435	440	-	440
Fuel	N/A	2,600	2,352	2,390	-	2,390
Sub-Total:	-	24,695	23,753	24,500	-	24,500
Other Gen. & Admin. Expenses						
Employee Recruitment	N/A	700	2,400	1,900	-	1,900
FY17 Base Budget: Background check, drug screen, physicals for new and returning employees						
Telephone, Internet, Cable	N/A	883	883	883	-	883
Workers Comp. Insurance	N/A	12,978	11,982	12,765	-	12,765
FY17 Base Budget: Based on figures provided by the Finance Office.						
Employee Clothing Allowance	N/A	2,000	2,000	2,658	-	2,658
FY16 Year-end Est.: Safety shoes for 12 \$900; t-shirts \$1,008; pants \$750						
FY17 Base Budget: Safety shoes for 12 \$900; t-shirts \$1,008; pants \$750						
Sub-Total:	-	16,561	17,265	18,206	-	18,206

FY17 Budget

Dept.		FY 16	FY 16	FY 17	FY 17	FY 17
Sub-Department	FY 15	Revised	Est.	Base	Decision	Proposed
Category	Actual	Budget	Year-end	Budget	Points	Budget
Maint. & Repairs						
R & M Equipment	N/A	800	800	990	-	990
FY16 Year-end Est.: New "billy goat" style leaf vacuum						
FY17 Base Budget: Carpet cleaner \$500, Floor polisher \$490						
Sub-Total:	-	800	800	990	-	990
Total Expenditures:	-	283,222	278,390	281,171	-	281,171
Total Revenues over Expenditures:	-	(283,222)	(278,390)	(281,171)	-	(281,171)

FY17 Budget

Dept.		FY 16	FY 16	FY 17	FY 17	FY 17
Sub-Department		Revised	Est.	Base	Decision	Proposed
Category		Budget	Year-end	Budget	Points	Budget
Expenditures						
Property Services						
Pools						
Personnel Expenses						
F/T Salaries	N/A	69,078	68,061	68,540	-	68,540
FY16 Year-end Est.: 2.0 FTE Pool Hosts \$39,949; 0.5 FTE Pool Host Supervisor \$16,091; 0.11 FTE Property Service Manager (thru 3/4/16) \$5,436; 0.14 FTE Interim Property Service Manager \$6,585 (from 3/4/16 thru YE)						
FY17 Base Budget: 2.0 FTE Pool Hosts \$39,949; 0.5 FTE Pool Host Supervisor \$16,091; 0.25 FTE Property Services Manager \$12,500						
P/T Wages	N/A	141,990	140,820	141,990	-	141,990
FY16 Year-end Est.: 5.08 FTE Pool Host \$89,627; 2.5 FTE Pool Tech \$51,193						
FY17 Base Budget: 5.08 FTE Pool Hosts \$89,627; 2.5 FTE Pool Techs \$51,193; \$1,170 for safety training						
Overtime	N/A	200	77	102	-	102
FY17 Base Budget: Pool coverage during busy season & vacation/sick leave						
Special Pay	N/A	1,055	550	600	-	600
FY17 Base Budget: Call outs for pool issues						
Payroll Taxes	N/A	18,644	18,856	19,011	-	19,011
Medical/Dental/Life Insurance	N/A	15,520	14,934	16,660	-	16,660
FY16 YE Est.: 2 medical \$7,107; 2 dental \$313; 2 life insurance \$47						
FY17 Base Budget: FY17 Base Budget: 2 medical \$7960; 2 dental \$322; 2 life insurance \$48 (estimated 12% increase in medical, 3% increase in dental and 5% increase in life insurance)						
Sub-Total:	-	246,487	243,298	246,903	-	246,903
Supplies						
Operating Supplies	N/A	740	3,294	2,740	-	2,740
FY16 Year-end Est.: Tile soap, cleaning chemicals, pool care chemicals, wood tile brushes, testing chemicals, vacuum port doors, scuffer drain, pool vac scuffer strips						
Chlorine	N/A	26,926	25,652	26,210	-	26,210
Sub-Total:	-	27,666	28,946	28,950	-	28,950
Other Gen. & Admin. Expenses						
Employee Recruitment	N/A	1,100	1,000	1,100	-	1,100
FY17 Base Budget: background check, drug screen, physicals for new and returning employees						
Travel and Training	N/A	700	700	700	-	700
FY16 Year-end Est.: Certify pool techs						
FY17 Base Budget: Recertify pool techs						
Telephone, Internet, Cable	N/A	2,094	3,007	3,124	-	3,124
FY16 Year-end Est.: Additional cost for internet charges for new payroll system entered in phones						
FY17 Base Budget: Additional cost for internet charges for new payroll system entered in phones						
Utilities/Electricity	N/A	24,900	24,500	25,000	-	25,000
Utilities/Propane	N/A	13,500	13,500	13,800	-	13,800
FY17 Base Budget: Propane to heat the pools						
Utilities/Water	N/A	21,000	24,215	25,633	-	25,633
Workers Comp. Insurance	N/A	13,835	12,773	13,490	-	13,490
FY17 Base Budget: Based on figures provided by the Finance Office						

FY17 Budget

Dept.			FY 16	FY 16	FY 17	FY 17	FY 17
Sub-Department		FY 15	Revised	Est.	Base	Decision	Proposed
Category		Actual	Budget	Year-end	Budget	Points	Budget
Licenses, permits, lien fees		N/A	300	300	300	-	300
FY17 Base Budget: Signs/posts, benches, special projects on common grounds, increased fertilization and mulch							
FY17 Base Budget: Pool inspections							
Employee Clothing Allowance		N/A	1,020	1,320	1,695	-	1,695
FY16 Year-end Est.: T-shirts \$1,320							
FY17 Base Budget: T-shirts \$1,320; safety shoes for 5 pool techs \$375							
Sub-Total:		-	78,449	81,315	84,842	-	84,842
Maint. & Repairs							
R & M Equipment		N/A	8,500	8,000	8,500	-	8,500
FY17 Base Budget: Pumps, motors, pipes, etc.							
R & M Pools		N/A	8,500	8,800	8,800	-	8,800
FY17 Base Budget: Tables, chairs, repair ladders, tile, pavers, etc.							
Sub-Total:		-	17,000	16,800	17,300	-	17,300
Total Expenditures:		-	369,602	370,359	377,995	-	377,995
Total Revenues over Expenditures:		-	(369,602)	(370,359)	(377,995)	-	(377,995)

FY17 Budget

	FY 15 Actual	FY 16 Revised Budget	FY 16 Est. Year-end	FY 17 Base Budget	FY 17 Decision Points	FY 17 Proposed Budget
Revenues						
Property Services						
Recreation						
Charges for Services						
Recreation Fees	N/A	232,000	268,020	260,000	-	260,000
FY17 Base Budget: Social membership fee and renters badge fees						
Sub-Total:	-	232,000	268,020	260,000	-	260,000
Total Revenues:	-	232,000	268,020	260,000		
Expenditures						
Property Services						
Recreation						
Personnel Expenses						
P/T Wages	N/A	-	7,500	20,930	-	20,930
FY16 Year-end Est.: 6 months of 1.25 FTE Courtesy Golf Cart Drivers (if approved by BOT in Feb 2016)						
FY17 Base Budget: 1.25 FTE Courtesy Golf Cart Driver (74 hours/week for 5 months and 33 hours/week for 7 months)						
Payroll Taxes	N/A	-	675	1,884	-	1,884
FY16 Year-end Est.: 6 months of 1.25 FTE Courtesy Golf Cart Drivers (if approved by BOT in Mar 2016)						
FY17 Base Budget: 1.25 FTE Courtesy Golf Cart Driver (74 hours/week for 5 months and 33 hours/week for 7 months)						
Sub-Total:	-	-	8,175	22,814	-	22,814
Supplies						
Operating Supplies	N/A	1,500	1,445	1,500	-	1,500
FY16 Year-end Est.: 6 months of 1.25 FTE Courtesy Golf Cart Drivers (if approved by BOT in Mar 2016)						
FY17 Base Budget: 1.25 FTE Courtesy Golf Cart Driver (74 hours/week for 5 months and 33 hours/week for 7 months)						
Sub-Total:	-	1,500	1,445	1,500	-	1,500
Other Gen. & Admin. Expenses						
Telephone, Internet, Cable	N/A	420	291	315	-	315
Utilities/Electricity	N/A	11,800	7,215	7,522	-	7,522
Utilities/Water	N/A	4,100	4,268	4,336	-	4,336
Utilities/Solid Waste - Garb/Rec.	N/A	735	735	735	-	735
Utilities/Portable Toilets	N/A	6,100	5,948	6,100	-	6,100
FY17 Base Budget: Portable toilets at the beach and tennis courts						
Resident Activities	N/A	-	2,600	2,900	-	2,900
FY16 Year-end Est.: Resident events TBD						
Workers Comp. Insurance	N/A	-	752	2,100	-	2,100
FY16 Year-end Est.: 6 months of 1.25 FTE Courtesy Golf Cart Drivers (if approved by BOT in Mar 2016)						
FY17 Base Budget: 1.25 FTE Courtesy Golf Cart Driver (74 hours/week for 5 months and 33 hours/week for 7 months).						
Sub-Total:	-	23,155	21,808	24,008	-	24,008

FY17 Budget

	FY 15 Actual	FY 16 Revised Budget	FY 16 Est. Year-end	FY 17 Base Budget	FY 17 Decision Points	FY 17 Proposed Budget
Maint. & Repairs						
R & M Grounds	N/A	34,600	36,488	37,000	-	37,000
FY16 Year-end Est.: Softball maintenance and lawn bowling by ABM, over 60 softball, beach lawn care, recreation signs, etc..						
FY17 Base Budget: Maintenance of the softball and lawn bowling by ABM, Over 60 softball field care, beach lawn care, etc..						
R & M Equipment	N/A	3,000	3,000	3,000	2,500	5,500
FY17 Base Budget: All recreational equipment: shuffleboard equipment, bocci sets, pickle ball equipment, billiard table (replace fabric), tennis court nets, windscreen						
FY17 D.P.: BOT added \$2,500 for Christmas decorations at the 4th Budget workshop.						
Sub-Total:	-	37,600	39,488	40,000	2,500	42,500
Total Expenditures:	-	62,255	70,916	88,322	2,500	90,822
Total Revenues over Expenditures:	-	169,745	197,104	171,678	(2,500)	(90,822)

FY17 Budget

Dept.						
Sub-Department		FY 16	FY 16	FY 17	FY 17	FY 17
Category	FY 15	Revised	Est.	Base	Decision	Proposed
Description	Actual	Budget	Year-end	Budget	Points	Budget
Revenues						
Vehicle Storage						
Rents & Royalties						
Vehicle Storage Income	115,270	105,000	132,561	133,000	13,300	146,300
FY16 Year-end Est.: Occupancy is 15% higher YTD for 1st QTR FY16 compared to 1st QTR FY15						
FY17 Base Budget: Based on a continuation of higher occupancy rate.						
FY17 D.P.: 10% rate increase added by BOT.						
Sub-Total:	115,270	105,000	132,561	133,000	13,300	146,300
Other Income						
Delinquent Fee Collections	1,365	1,000	1,500	1,290	-	1,290
Sub-Total:	1,365	1,000	1,500	1,290	-	1,290
Total Revenues:	116,635	106,000	134,061	134,290	13,300	147,590
Expenditures						
Vehicle Storage						
Supplies						
Operating supplies	382	300	350	350	-	350
Sub-Total:	382	300	350	350	-	350
Other Gen. & Admin. Expenses						
Telephone, Internet, Cable	1,640	-	-	-	-	-
Utilities/Electricity	7,953	7,607	7,527	7,600	-	7,600
FY16 Year-end Est.: Electricity for street lights, and use of renters.						
Utilities/Water	1,823	1,500	1,850	1,890	-	1,890
FY16 Year-end Est.: Water used by renters and maintenance staff.						
Utilities/Solid Waste - Garb./Rec.	-	-	-	-	-	-
Access System Service Fee	2,783	2,880	4,026	4,199	-	4,199
FY16 Year-end Est.: Monitoring of access gates and card system. Higher cost due to shift from Bright House system to vendor's wireless system.						
Sub-Total:	14,199	11,987	13,403	13,689	-	13,689
Maint. & Repairs						
R & M - Misc	485	750	625	640	-	640
R & M Grounds	-	250	50	100	-	100
R & M Equipment	11,329	4,000	3,400	3,800	-	3,800
FY16 Year-end Est.: Repairs to access Gate system						
Sub-Total:	11,814	5,000	4,075	4,540	-	4,540
Total Expenditures:	26,396	17,287	17,828	18,579	-	18,579
Total Revenues over Expenditures:	90,240	88,713	116,233	115,711	13,300	129,011

FY17 Budget

Dept.						
Sub-Department		FY 16	FY 16	FY 17	FY 17	FY 17
Category	FY 15	Revised	Est.	Base	Decision	Proposed
Description	Actual	Budget	Year-end	Budget	Points	Budget
Revenues						
Shopping Center						
Rents & Royalties						
Leasing Income	96,966	97,566	95,000	89,664	-	89,664
FY17 Base Budget: Based on 4 units scheduled to be renewed. All set to a rate of \$10 per sq. foot, and 2 units vacant for a period of 5 months.						
Common Area Maint Income	16,974	18,000	17,082	15,377	-	15,377
FY17 Base Budget: Based on 2 units vacant for a period of 5 months.						
Real Estate Taxes Income	12,051	12,051	10,481	9,319	-	9,319
FY17 Base Budget: Based on 2 units vacant for a period of 5 months.						
Sub-Total:	125,991	127,617	122,563	114,360	-	114,360
Other Income						
Delinquent Fee Collections	750	500	675	75	-	75
FY16 Year-end Est.: Pattern of consistent late payments from one tenant with two units						
FY17 Base Budget: Anticipated non-renewal of tenant with history of late payments						
Sub-Total:	750	500	675	75	-	75
Total Revenues:	126,741	128,117	123,238	114,435	-	114,435
Expenditures						
Shopping Center						
Other Gen. & Admin. Expenses						
Property taxes	13,920	14,616	14,329	14,600	-	14,600
FY17 Base Budget: Brevard County property taxes for the shopping center						
Sales Taxes	951	-	-	-	-	-
Utilities/Electricity	1,162	1,400	1,217	1,289	-	1,289
FY17 Base Budget: Electricity charges for parking lot lights.						
Utilities/Water	162	250	159	165	-	165
FY17 Base Budget: Water for common area						
Utilities/Solid Waste - Garb./Rec.	3,836	3,700	3,851	3,905	-	3,905
FY17 Base Budget: Charges for dumpsters used by tenants						
Sub-Total:	20,031	19,966	19,556	19,959	-	19,959
Maint. & Repairs						
R & M - Misc	-	500	-	-	-	-
R & M Buildings	7,279	15,000	11,950	20,000	-	20,000
FY16 Year-end Est.: Roof, air condition, etc. repairs						
FY17 Base Budget: Increase in budget for foreseen repairs to vacant units.						
R & M Grounds	750	500	495	510	-	510
FY16 Year-end Est.: Landscape improvements						
Sub-Total:	8,029	16,000	12,445	20,510	-	20,510
Capital Outlay						
Capital Outlay	12,391	-	-	-	-	-
Sub-Total:	12,391	-	-	-	-	-
Total Expenditures:	40,451	35,966	32,001	40,469	-	40,469
Total Revenues over Expenditures:	86,290	92,151	91,237	73,966	-	73,966

FY17 Budget

Dept.						
Sub-Department						
Category						
Description	FY 15 Actual	FY 16 Revised Budget	FY 16 Est. Year-end	FY 17 Base Budget	FY 17 Decision Points	FY 17 Proposed Budget
Expenditures						
Stormwater						
Professional Expenses						
Professional Fees	-	-	13,100	5,000	-	5,000
FY16 Year-end Est.: Assessment of entire stormwater system and design for Tamarind and Cherokee Ct. projects.						
FY17 Base Budget: Misc. design needs.						
Sub-Total:	-	-	13,100	5,000	-	5,000
Supplies						
Fuel	-	-	200	800	-	800
FY16 Year-end Est.: For skid steer (partial year)						
FY17 Base Budget: For skid steer						
Sub-Total:	-	-	200	800	-	800
Other Gen. & Admin. Expenses						
Equipment Leasing	-	-	14,500	29,000	-	29,000
FY16 Year-end Est.: 6 months payments for skid steer and boom arm mower (to be proposed to BOT in March 2016) out of a 36 month payment plan payments for skid steer and boom arm mower (to be proposed to BOT in March 2016) out of a 36 month payment plan						
FY17 Base Budget: 12 months payments for skid steer and boom arm mower (to be proposed to BOT in March 2016) out of a 36 month payment plan						
Sub-Total:	-	-	14,500	29,000	-	29,000
Maint. & Repairs						
R & M Grounds	18,960	15,500	17,070	17,070	-	17,070
FY17 Base Budget: Approx. \$14,000 for canal and lake spraying and \$4,000 for tree/shrub removals						
R & M Equipment	-	5,000	3,000	1,000	-	1,000
FY16 Year-end Est.: Preventative maintenance for steed skid and boom mower arm if BOT approves purchase and financing.						
Canal/Lake Restoration	-	78,168	35,000	18,000	-	18,000
FY16 Year-end Est.: Stormwater projects scheduled for Tamarind Cir. & Cherokee Ct.						
FY17 Base Budget: Misc. tree removal, repairs to drainage system						
Sub-Total:	18,960	98,668	55,070	36,070	-	36,070
Total Expenditures:	18,960	98,668	82,870	70,870	-	70,870
Total Revenues over Expenditures:	(18,960)	(98,668)	(82,870)	(70,870)	-	(70,870)

FY17 Budget

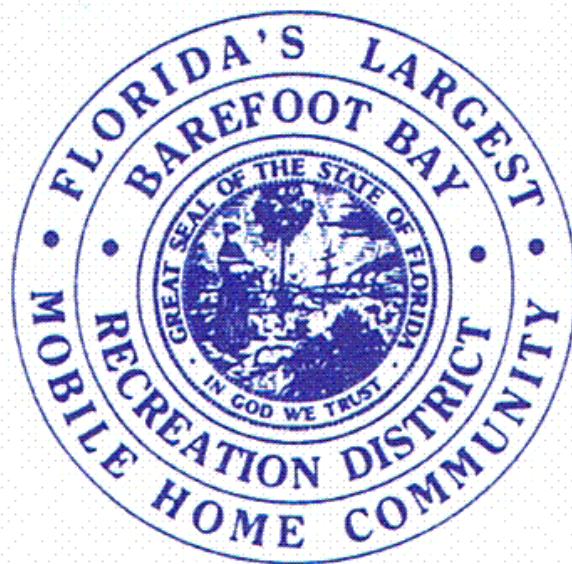
Dept.						
Sub-Department						
Category						
Description	FY 15 Actual	FY 16 Revised Budget	FY 16 Est. Year-end	FY 17 Base Budget	FY 17 Decision Points	FY 17 Proposed Budget
Revenues						
R&M/Capital Projects						
Other Income						
Donations	2,600	-	-	-	-	-
Use of Fund Balance	-	-	-	-	287,000	287,000
FY17 DP: One-time use of fund balance to reduce fund balance to minimum fund balance policy of 20%						
Prior Year Carry-Over Balances	-	65,566	-	-	-	-
Sub-Total:	2,600	65,566	-	-	287,000	287,000
Total Revenues:	2,600	65,566	-	-	287,000	287,000
Expenditures						
R&M/Capital Projects						
Professional Expenses						
Professional Fees	-	-	22,800	-	-	-
FY16 Year-end Est.: D/E complex conceptual design and renders						
Sub-Total:	-	-	22,800	-	-	-
Contingency						
Contingency	-	50,000	-	82,000	-	82,000
Sub-Total:	-	50,000	-	82,000	-	82,000
Repair & Maintenance Projects						
Softball Field Scoreboard	6,305	-	8,900	-	-	-
Repay Reserves (Parking Lot Repave)	-	50,000	-	-	50,000	50,000
Removal of Undesirable Homes	-	8,200	8,200	-	10,000	10,000
Replacement Lawnmower	-	30,000	30,000	-	-	-
Replace Damaged Concrete	-	25,000	25,000	-	25,000	25,000
Replace Shed for Garden Club	-	4,000	4,000	-	-	-
Restoration of Bunkers Ph. 1	-	30,000	30,000	-	-	-
Lawn Bowling Gutters	-	4,000	5,980	-	-	-
Expansion of #11 Tee Box	-	8,800	8,800	-	-	-
Replace Res. Relations Golf Cart	-	3,300	3,200	-	-	-
Replace 19th Hole Tables & Chairs	-	-	-	-	12,000	12,000
Comm. Ctr. Projs.: Resurface Shuffleboard Concrete/Curbs (grant match)	-	-	-	-	6,500	6,500
Comm. Ctr. Projs.: Resurface Shuffleboard Concrete/Curbs & Replace Bocce Ball Courts (grant)	-	-	-	-	21,500	21,500
Sub-Total:	6,305	163,300	124,080	-	125,000	125,000

FY17 Budget

Dept.						
Sub-Department		FY 16	FY 16	FY 17	FY 17	FY 17
Category	FY 15	Revised	Est.	Base	Decision	Proposed
Description	Actual	Budget	Year-end	Budget	Points	Budget
Capital Outlay						
Upgrade Elec. Infrastr. in Bldg. A	-	30,000	30,000	-	70,000	70,000
FY 15 Other Completed Projects	228,178	-	-	-	-	-
P.S. Roof & Gutter Replacement	4,830	7,170	3,480			
Replace Egret Bridge Safety Rail	11,363	2,768	2,768			
Signs at Entrances/Micco Rd.	-	2,000	-	-	-	-
Building F Replacement	9,157	53,628	512,000			-
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 (used)	-	-	-	-	55,000	55,000
Replace P.S. Golf Cart (2011)	-	-	-	-	9,000	9,000
Comm. Ctr. Projs.: Replace 4 Bocce						
Ball Courts (grant match)	-	-	-	-	15,000	15,000
Bleachers for Softball Field (2)	-	-	-	-	6,000	6,000
Golf Course Drainage (1,345 linear						
ft.)	-	-	-	-	16,500	16,500
Restoration of Golf Course						
Bunkers Ph. 2	-	-	-	-	30,000	30,000
Hi-Def CCTV Cameras	-	-	25,000	-	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	60,000
Beach Projects (grant/match) Ph. 2	-	-	17,000	-	75,000	75,000
Sub-Total:	253,527	95,566	590,248	-	487,500	487,500
Total Expenditures:	259,832	308,866	737,127	82,000	612,500	694,500
Total Revenues over Expenditures:	(257,232)	(243,300)	(737,127)	(82,000)	(325,500)	(407,500)

FY17 Budget

Dept.						
Sub-Department			FY 16	FY 16	FY 17	FY 17
Category	FY 15	Revised	Est.	Base	Decision	Proposed
Description	Actual	Budget	Year-end	Budget	Points	Budget
Revenues						
Grants						
Other Income						
Prior Year Carry-Over Balances	-	15,116	-	-	-	-
Grants and Loans	-	-	198,222	-	-	-
FY16 Year-end Est.: LWCF reimbursable						
Sub-Total:	-	15,116	198,222	-	-	-
Total Revenues:	-	15,116	198,222	-	-	-
Expenditures						
Grants						
Professional Expenses						
Professional Fees	3,000	-	1,500	-	-	-
FY16 Year-end Est.: Grant applications cost.						
Sub-Total:	3,000	-	1,500	-	-	-
Capital Outlay						
FY 15 Completed Projects	105,740	-	-	-	-	-
Freshwater Observation Deck	-	15,116	14,137	-	-	-
Sub-Total:	105,740	15,116	14,137	-	-	-
Total Expenditures:	108,740	15,116	15,637	-	-	-
Total Revenues over Expenditures:	(108,740)	-	182,585	-	-	-



RESOLUTION 2016 - 09

**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, 2016 AND
ENDING SEPTEMBER 30, 2017; 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, 2016 and ending September 30, 2017, 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, 2016 and ending September 30, 2017.

**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, 2016 and ending September 30, 2017; 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, 2016.

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

Chairman, Joseph Klosky
Trustee, Lee Wright
Trustee, Steve Diana
Trustee, Brian Lavier
Trustee, Frank Cavaliere

The Chairman thereupon declared this resolution Done, Ordered, and Adopted this 28th Day of June, 2016.

BAREFOOT BAY RECREATION DISTRICT

By: _____
JOSEPH KLOSKY
CHAIRMAN

STEVE DIANA
SECRETARY

Meeting Date
June 28, 2016



Agenda	
Section	9
Item No	B

Agenda Report
Barefoot Bay Recreation District Board of Trustees

Subject: Resolution to establish Minimum Unassigned Fund Balance in General Fund

Dept/Office: Administration- Finance Office

Requested Action: Approval of Resolution
<p>Summary Explanation and Background:</p> <p>During the preparation of FY17 Proposed Budget, the Board has recognized the importance of establishing minimum unassigned fund balance in General Fund to be consistent with Statement No. 54 issued by the Governmental Accounting Standards Board. The minimum fund balance policy will provide appropriate cash flow for the operation of the District, to address unanticipated emergencies or unplanned financial obligations, and to enhance the District's credit rating.</p> <p>The Government Finance Officers Association recommends, "at a minimum, that general-purpose governments, regardless of size, maintain unrestricted budgetary fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures."</p> <p>Staff recommends the BOT <u>establish a minimum Unassigned Fund Balance in General Fund equivalent to 20% of the subsequent fiscal year's budgeted expenditures less R&M/Capital Projects and transfers out and approve the accompanying Resolution.</u></p>
Exhibits Attached: GFOA Article on Updated Best Practices on Fund Balance and Resolution
Contact: John W. Coffey, Community Manager; Kimi Cheng, Finance Manager
Fiscal Impact: \$936,911.60 for FY16
Contract/Agreement Reviewed by Attorney: N/A
Community Manager's Approval:



GFOA Updates Best Practice on Fund Balance

By Stephen J. Gauthier

The changes that will result from the implementation of GASB Statement No. 54 led the GFOA to review and “fine tune” certain aspects of its best practice on the appropriate level of fund balance in the general fund.

In 2002, the Government Finance Officers Association (GFOA) issued a recommended practice (now a best practice) on *The Appropriate Level of Unreserved Fund Balance in the General Fund*. In 2009, the Governmental Accounting Standards Board (GASB) issued GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, which replaces the traditional categories of *reserved* and *unreserved* fund balance with five new categories (i.e., *nonspendable*, *restricted*, *committed*, *assigned*, and *unassigned*) that represent a fundamentally different approach to classifying fund balance.

The changes that will result from the implementation of GASB Statement No. 54 made it necessary, at a minimum, that the GFOA revise its 2002 best practice to reflect the new categories of fund balance. At the same time, the very process of revision created an excellent opportunity for the GFOA to review and “fine tune” certain aspects of its 2002 guidance. Accordingly, the GFOA’s Committee on Accounting, Auditing, and Financial Reporting (CAAFR) and the GFOA’s Committee on Governmental Budgeting and Fiscal Policy jointly prepared a draft revised version of the 2002 best practice in June, which was subsequently approved by the GFOA’s Executive Board at its October 2009 meeting.

FOCUS

The revised best practice, like its predecessor, deals exclusively with the appropriate level of fund balance in the general fund. The revised best practice also, like its predecessor, focuses on just one portion of fund balance. Prior to GASB Statement No. 54, of course, the focus had been on *unreserved fund balance*. Now that the distinction between *reserved* and *unreserved* fund balance has been eliminated, the focus henceforth will be on unrestricted fund balance, defined as the sum of *committed fund balance*, *assigned fund balance*, and *unassigned fund balance*. The revised best practice goes on to suggest that some governments may wish to focus even more narrowly on just the *unassigned* portion of unrestricted fund balance.

MINIMUM LEVEL

A primary objective of a fund balance policy is to maintain adequate resources to cope with contingencies. As a practical matter, very large governments often are in a much better position to predict contingencies than are smaller governments (for the same reason that an insurance company can more readily predict the number of accidents for a pool of 500,000 drivers than for a pool of fifty). In preparing the original 2002 best practice, the GFOA intended to set a minimum target of approximately two months of operating revenues or expenditures, while at the same time acknowledging that an

amount as low as 5 percent could be appropriate for very large governments. Accordingly, the original best practice spoke of a *minimum* target of “no less than 5 to 15 percent” and explained in a footnote that

In practice, levels of fund balance...typically are less for larger governments than for smaller governments because of the magnitude of the amounts involved and because the diversification of their revenues and expenditures often results in lower degrees of volatility.

Unfortunately, this guidance has sometimes been misinterpreted. Some, for instance, have misunderstood the reference to “no less than 5 to 15 percent” as setting both a *minimum* target (5 percent) and a *maximum* target (15 percent) for unreserved fund balance, whereas the GFOA very much intended that 15 percent be the *minimum* target for most governments. Likewise, the

GFOA intended that the “larger government” exception apply to just a few very large governments, whereas it has sometimes been misunderstood to encompass anything “larger” than a small government.

The revised best practice attempts to eliminate the first misunderstanding by clearly stating that:

GFOA recommends, at a minimum, that general-purpose governments, regardless of size, maintain unrestricted fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures.

A related footnote goes on to explain that a “significantly lower” level “may be appropriate for *states and America’s largest governments* ...” (emphasis added) without specifying how low that level might be.

FUTURE DEVELOPMENTS

The GFOA’s Executive Board was not content with simply issuing a revised best practice on *The Appropriate Level of Unrestricted Fund Balance in the General Fund*. The board also directed the committees concerned to explore the possibility of developing additional guidance on: 1) appropriate levels of fund balance in governmental fund types other than the general fund, and 2) the appropriate level of working capital that should be maintained in proprietary funds. The committees will likely consider both topics at the upcoming winter committee meetings, which are scheduled for January 2010 in Washington, D.C.

STEPHEN J. GAUTHIER is director of the GFOA’s Technical Services Center in Chicago, Illinois



Our insight. Your financials.

Whether you are a finance director, IT director, city manager or town mayor, Tyler’s insight means your empowerment. Our Munis®, Incode, Eden® and Fundbalance product suites do more than meet your needs. They anticipate them. Little wonder that Tyler continues to set the standard for seamless, scalable, ROI-based financial software and support. To find out more, visit us at tylertech.com or email us at info@tylertech.com.



RESOLUTION 2016 - 10

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE BAREFOOT BAY RECREATION DISTRICT; APPROVING AND ESTABLISHING THE DISTRICT MINIMUM UNASSIGNED FUND BALANCE POLICY IN GENERAL FUND PURSUANT TO GOVERNMENTAL ACCOUNTING STANDARDS BOARD IN FISCAL YEAR 2015-2016; PROVIDING FOR CONFLICTS; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Governmental Accounting Standards Board has issued Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions, for the purpose of establishing minimum fund balance; and

WHEREAS, the Barefoot Bay Recreation District desires to establish a minimum Unassigned Fund Balance Policy in General Fund to be consistent with the Governmental Accounting Standards Board Statement No. 54; and

WHEREAS, the Government Finance Officers Association recommends, “at a minimum, that general-purpose governments, regardless of size, maintain unrestricted budgetary fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures.”; and

WHEREAS, the Barefoot Bay Recreation District acknowledges that it is necessary to maintain minimum unassigned fund balance to provide appropriate cash flow for the operation of the District, to address unanticipated emergencies or unplanned financial obligations, and to enhance the District’s credit rating; and

WHEREAS, the Barefoot Bay Recreation District shall establish a minimum Unassigned Fund Balance in General Fund equivalent to a twenty percent (20%) of the subsequent fiscal year’s budgeted expenditures less R&M/Capital Projects and transfers out.

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

Section 1. The minimum unassigned fund balance policy for the General Fund instructs the Board of Trustees and management to conduct the business of the District in such a manner that unassigned fund balance is at least 20% of the subsequent fiscal year’s budgeted expenditures less R&M/Capital Projects and transfers out.

Section 2. Formal approval of a new resolution will be required to remove, modify or rescind this Minimum Fund Balance Policy.

Section 3. This Resolution shall become effective immediately upon its adoption.

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

Chairman, Joseph Klosky
Trustee, Lee Wright
Trustee, Steve Diana
Trustee, Brian Lavier
Trustee, Frank Cavaliere

The Chairman thereupon declared this resolution Done, Ordered, and Adopted this 28th Day of June, 2016.

BAREFOOT BAY RECREATION DISTRICT

By: _____
JOSEPH KLOSKY
CHAIRMAN

STEVE DIANA
SECRETARY

Meeting Date
June 28, 2016



Agenda	
Section	9
Item No	C

Agenda Report
Barefoot Bay Recreation District Board of Trustees

Subject: Resolution to Rescind Committed Fund Balance Designation of Reserve Account in the General Fund

Dept/Office: Administration- Finance Office

Requested Action: Approval of Resolution
<p>Summary Explanation and Background:</p> <p>On May 8, 2015, the Board designated the Reserve Account within the General Fund as Committed Fund Balance to commit a portion of General Fund monies for the purpose of unanticipated emergencies or other unplanned financial obligations or stabilizing the delivery of the District services during the period of operational budget deficits.</p> <p>The Board just adopted a Resolution to establish Minimum Fund Balance policy to serve the same purpose of designating the Reserve Account as Committed Fund Balance, which is to cover unexpected expenditure and revenue shortfalls, protect against unforeseen emergencies and serve cash flow needs.</p> <p>Staff recommends the BOT <u>approve the accompanying Resolution to rescind Committed Fund Balance designation of the Reserve Account within the General Fund to eliminate redundant accounting practices.</u></p>
Exhibits Attached: Resolution
Contact: John W. Coffey, Community Manager; Kimi Cheng, Finance Manager
Fiscal Impact: N/A
Contract/Agreement Reviewed by Attorney: N/A
Community Manager's Approval:

RESOLUTION 2016 - 11

**A RESOLUTION OF THE BOARD OF TRUSTEES OF
THE BAREFOOT BAY RECREATION DISTRICT;
RESCINDING THE DESIGNATION OF THE RESERVE
ACCOUNT WITHIN THE GENERAL FUND AS
COMMITTED FUND BALANCE; PROVIDING FOR
CONFLICTS; PROVIDING AN EFFECTIVE DATE.**

WHEREAS, The Barefoot Bay Recreation District has adopted Resolution 2016-10 Establishing a minimum fund balance policy to serve the same purpose the designation of the Reserve Account as Committed Fund Balance; and

WHEREAS, The Barefoot Bay Recreation District has acknowledged that rescinding the designation of the Reserve Account within the General Fund as Committed Fund Balance is necessary for the transparent and consistent operations of the District.

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

Section 1. The Barefoot Bay Recreation District hereby rescinds the designation of “Committed Fund Balance” for the Reserve Account in the General Fund.

Section 2. This Resolution shall become effective immediately upon its adoption.

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

Chairman, Joseph Klosky
Trustee, Lee Wright
Trustee, Steve Diana
Trustee, Brian Lavier
Trustee, Frank Cavaliere

The Chairman thereupon declared this resolution Done, Ordered, and Adopted this 28th Day of June, 2016.

BAREFOOT BAY RECREATION DISTRICT

By: _____
JOSEPH KLOSKY
CHAIRMAN

STEVE DIANA
SECRETARY

Meeting Date
June 28, 2016



Agenda	
Section	9
Item No	D

Agenda Report
Barefoot Bay Recreation District Board of Trustees

Subject: Contract to Power Wash Homes

Dept/Office: Resident Relations: DOR Enforcement

Requested Action: Consideration of awarding a two year contract to GP Pressure Cleaning for pressure washing homes found in Violation of Article III, Section 2 Condition of Property (Power wash).
<p>Summary Explanation and Background:</p> <p>Barefoot Bay Recreation District contract with Advanced Exterior Cleaning expired on April 29, 2016. We have reached out to Advanced and GP Pressure Cleaning to obtain bids to pressure wash home found in violation.</p> <p>Both contractors have agreed to enter into a two year contract with two additional two-year extensions, with a build in \$5 increase at each extension.</p> <p>Both have provided fee schedules which are included with this agenda item. In comparison, GP Pressure Cleaning has submitted a price of \$80 per home, compared to \$125 per home from Advantage. This would result in an anticipated reduction in the cost to power wash homes in violation of \$45 per home.</p> <p>Staff recommends the <u>BOT award a two-year contract to GP Pressure Cleaning for pressure washing homes found in Violation of Article III, Section 2 Condition of Property (Power wash).</u></p>
<p>Exhibits Attached:</p> <p>GP Pressure Cleaning, Fee schedule, agreement to two year term, license and insurance Advance Exterior Cleaning, Fee schedule, agreement to two year term, license and insurance</p>
Contact: Susan Cuddie, Resident Relations Manager
Fiscal Impact: N/A
Contract/Agreement Reviewed by Attorney:
Community Manager's Approval:

Customer Information:

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

Telephone 772-664-4722
Fax 772-664-7552

Fee Schedule as provided by Charles Goodpasture, owner/operator of GP Pressure Cleaning

House Wash	\$ 80.00
Driveway/Walkway up to 300 Sq Feet	\$50.00
Screen Enclosure/Florida Room	\$ 30.00
Patio up to 200 Sq Feet	\$ 25.00
Other:	\$45.00 per ½ Hour

We specialize in hot water and have our own water reservoir for jobs where needed. We are environmental friendly.

Charles Goodpasture
,owner
June 5, 2016
Date

Exhibit "A"

Sue Cuddie

From: Chuck Goodpasture
Sent: Monday, June 13, 2016 8:51 AM
To: Sue Cuddie
Subject: RE: FW: Pressure washing fee schedule.docx

Good morning Sue!! That most definitely would be ok!!!

On Jun 9, 2016 7:16 PM, "Sue Cuddie" <suecuddie@bbrd.org> wrote:

Chuck,

Should you be awarded the contract, would you be agreeable to a two year contract with two additional two-year extensions with a build in \$5 increase at each extension.

If this is not agreeable to you, please let me know what terms would be agreeable to you.

Susan Barnes Cuddie

Resident Relations Manager/HR Coordinator/Shopping Center and RV Storage Manager

931 Barefoot Blvd.

Barefoot Bay, FL 32976

[772-664-4839](tel:772-664-4839)

fax [772-664-7552](tel:772-664-7552)

It is understanding that gives us an ability to have peace. When we understand the other fellow's viewpoint, and he understands ours, then we can sit down and work out our differences.

- Harry S. Truman

From: Chuck Goodpasture [mailto:gppressurecleaning@gmail.com]
Sent: Monday, June 06, 2016 9:16 AM



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/21/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Hiscox Inc. 520 Madison Avenue, 32nd Floor New York, NY 10022	CONTACT NAME: PHONE (A/C, No. Ext): 855-970-8255 FAX (A/C, No): E-MAIL ADDRESS:
INSURED GP PRESSURE CLEANING 157 MAIN STREET Sebastian FL 32958	INSURER(S) AFFORDING COVERAGE INSURER A: Hiscox Insurance Company Inc. INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
	NAIC # 10200

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	N	N	32170489-GL	07/13/2015	07/13/2016	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000						
	MED EXP (Any one person) \$ 5,000						
	PERSONAL & ADV INJURY \$ 1,000,000						
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ S/T Gen. Agg
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y / <input checked="" type="checkbox"/> N	<input type="checkbox"/> N / <input checked="" type="checkbox"/> A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**Barefoot Bay Recreation District
625 Barefoot Blvd
Sebastian
FL
32976

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2014 ACORD CORPORATION. All rights reserved.

Customer Information:

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

Telephone 772-664-4722
Fax 772-664-7552

Fee Schedule as provided by Philip Chandler, owner/operator

House Wash	\$ <u>125</u>
Driveway/Walkway up to 300 Sq Feet	\$ <u>50</u>
Screen Enclosure/Florida Room	\$ <u>50</u>
Patio up to 200 Sq Feet	\$ <u>25</u>
Other:	\$ <u>25</u> per ½ Hour

Philip Chandler
owner

4/17/15
Date

Exhibit "A"

Sue Cuddie

From: Philipchandlers@aol.com
Sent: Thursday, June 02, 2016 4:10 PM
To: suecuddie@bbrd.org
Subject: Contract extension

PL Chandler Inc dba Advanced Exterior Cleaning

6-2-2016

Re: Contract extension

I agree to the terms and rates of 2015-2016 to stay the same for a 2 year extension.

Philip Chandler
Advanced Exterior Cleaning

Extension of Independent Contractor Agreement.


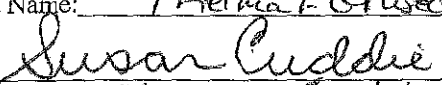
At the June 12, 2015 meeting of the Board of Trustees, the Barefoot Bay Recreation District Board of Trustees agreed to extend the Independent Contractor Agreement dated April 29th, 2014 between Barefoot Bay Recreation District and Advanced Exterior Cleaning, for one year, per the terms of the agreement.

The term of this extension shall be from April 30, 2015 to April 29, 2016. The rates of this extension shall be as designated on the schedule provided by Advanced Exterior Cleaning on Exhibit "A" dated 4/17/15.

In Witness whereof, the parties hereto have executed this Agreement as of the date first above written.

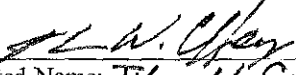
Signed, sealed and delivered
in the presence of:

Witness:


Printed Name: Thelma F. Brused

Printed Name: SUSAN Cuddie

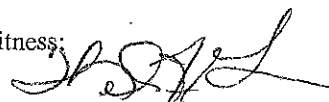
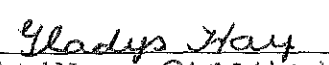
"BBRD"

BAREFOOT BAY RECREATION DISTRICT

By: 
Printed Name: John W. Coffey
As its:
Date: 17 Jun 15

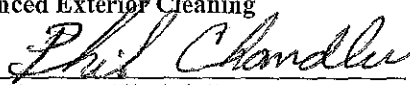
Signed, sealed and delivered
in the presence of:

Witness:

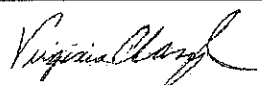

Printed Name: Thelma Brused

Printed Name: GLADYS HAY

"CONTRACTOR"

Advanced Exterior Cleaning

By: 
Printed Name: Phil Chandler
As its:

Date: 6/22/15

CERTIFICATE OF INSURANCE		ISSUE DATE		6/3/2016		
<p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUDER, AND THE CERTIFICATE HOLDER.</p> <p>IMPORTANT: IF THE CERTIFICATE HOLDER IS AN ADDITIONAL INSURED, THE POLICY(IES) MUST BE ENDORSED. IF SUBROGATION IS WAIVED, SUBJECT TO THE TERMS AND CONDITIONS OF THE POLICY, CERTAIN POLICIES MAY REQUIRE AN ENDORSEMENT. A STATEMENT ON THIS CERTIFICATE DOES NOT CONFER RIGHTS TO THE CERTIFICATE HOLDER IN LIEU OF SUCH ENDORSEMENT(S).</p>						
PRODUCER Highmark Insurance, LLC 3150 N Wickham Road Ste 5 Melbourne, FL 32935			INSURER(S) AFFORDING COVERAGE INSURER A: Western World Insurance Company INSURER B: N/A INSURER C: N/A INSURER D: N/A INSURER E: N/A			
INSURED PL Chandler Inc dba Advanced Exterior Cleaning PO Box 1005 Roseland, FL 32957						
COVERAGES THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE	POLICY EXPIRATION DATE	LIMITS	
A	General Liability	NPP1435406	5/11/2016	5/11/2017	General Aggregate	\$2,000,000
					Products-Com/Op Agg.	\$1,000,000
					Personal & Adv. Injury	\$1,000,000
					Each Occurrence	\$1,000,000
					Damage Prem Rented To You	\$100,000
					Med Expense (Any one person)	\$5,000
B	Personal Liability				Combined Single Limit	
					Medical Payments To Others	
C	Excess Liability				Each Occurrence	
					Aggregate	
D						
E	Property				Building	
					Contents	
					Loss Of Use	
THIS INSURANCE IS ISSUED PURSUANT TO THE FLORIDA SURPLUS LINES LAW. PERSONS INSURED BY SURPLUS LINES CARRIERS DO NOT HAVE THE PROTECTION OF THE FLORIDA GUARANTY ACT TO THE EXTENT OF ANY RIGHT OF RECOVERY FOR THE OBLIGATION OF AN INSOLVENT UNLICENSED INSURER. SURPLUS LINES INSURERS' POLICY RATES AND FORMS ARE NOT APPROVED BY ANY FLORIDA REGULATORY AGENCY.						
Description of Operations / Specialty Items Cleaning or Washing By Pressure Apparatus						
Certificate Holder Barefoot Bay Recreation District 625 Barefoot Blvd Sebastian, FL 32976			Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions. Authorized Signature 			

2014 - 2015 LOCAL BUSINESS TAX

INDIAN RIVER COUNTY, FLORIDA

MUST BE DISPLAYED IN A CONSPICUOUS PLACETYPE OF BUSINESS 224 CLEANING/JANITORIAL SER
267 LAWN MAINTENANCE SERVICE

313 TREE SERVICE

ACCOUNT # 4049
RECEIPT # 22414517.000
EXPIRES **SEPTEMBER 30, 2015**BUSINESS ADDRESS 7980 129TH ST
SEBASTIAN, FL 32958AMOUNT 40.00
PENALTY 0.00
TRANSFER 0.00
TOTAL 40.00NAME **ADVANCED EXTERIOR CLEANING**
MAILING PL CHANDLER INC
ADDRESS PO BOX 1005
ROSELAND, FL 32957

This receipt is in addition to and not in lieu of any other license required by law or municipal ordinance and is subject to regulations of zoning, health and any other lawful authority. Owner must notify the Tax Collector's Office of any changes in business name, ownership, location address or mailing address.

CAROLE JEAN JORDAN, CFC
TAX COLLECTOR
INDIAN RIVER COUNTY, FLORIDA

Paid 09/11/2014 40.00

304-00006319

Meeting Date
June 28, 2016



Agenda	
Section	9
Item No	E

Agenda Report
Barefoot Bay Recreation District Board of Trustees

Subject: Recreation Committee Recommendation: Youth Swim Times

Dept/Office: Property Services: Pools & Recreation

Requested Action: Review and Accept/Decline Recommendation
<p>Summary Explanation and Background: The Recreation Committee voted to recommend to the BOT the establishment of a once a week non-exclusive youth swim at Pool #1 on Wednesdays from 5:30pm - 7:30pm during the month of July.</p> <p>Furthermore, the Recreation Committee recommends the BOT waive the social membership requirement and no charges be incurred for this time period for the youth and their families (All other rules and regulations in the BBRD Policy Manual applicable to the District facilities for Swimming Pools as written part 3-13 and/or as posted at Pool #1 would be followed with the exception of a social membership requirement.)</p> <p>Staff requests direction from the BOT regarding this request.</p>
Exhibits Attached: N/A
Contact: Matt Goetz, Acting Property Services Manager; Lee Wright, Trustee & Recreation Committee Liaison; and/or Donna Bond, Recreation Committee Chair
Fiscal Impact: N/A
Contract/Agreement Reviewed by Attorney: N/A
Community Manager's Approval:

Meeting Date
June 28, 2016



Agenda	
Section	9
Item No	F

Agenda Report
Barefoot Bay Recreation District Board of Trustees

Subject: Lawnmower Replacement

Dept/Office: Capital

Requested Action: Award of Contract to Wesco Turf for Replacement Lawnmower
<p>Summary Explanation and Background:</p> <p>The FY16 Capital Department Budget contains \$30,000 for the replacement of a commercial lawnmower. Property Services Acting Manager Matt Goetz proposes replacing the 2010 X-mark lawnmower.</p> <p>A Florida State Contract price of \$18,021.42 was found for a Toro GM7200 mower with a 72 inch side discharge.</p> <p>Although the Policy Manual does not explicitly proscribe the use of state contracting for procurement, the BOT may use Exception to Competition #8 (Under other documented and justified circumstances approved by the Community Manager) since the state contract vendors are competitively selected at the state level. Specifically, the state contract for this mower is based on 31% off the unit's MSRP.</p> <p>Staff will bring proposed language to the BOT in August to authorize the use of state contracts for procurement (at the August Policy Manual workshop).</p> <p>Hence, staff recommends the <u>BOT authorizes staff to procure the Toro GM7200 mower with a 72 inch side discharge for \$18,021.42 from state contracting in addition to authorizing the use of exception to Competition #8.</u></p>
Exhibits Attached: State bid price from Westco Turf and state contract documentation.
Contact: John W. Coffey, Community Manager and Matt Goetz, Acting Property Services Manager
Fiscal Impact: \$18,021.42 (FY16 Budget of \$30,000)
Contract/Agreement Reviewed by Attorney: N/A
Community Manager's Approval:



June 21, 2016

Matt Goetz
Director of Property Services
Barefoot Bay Recreational District
895 Falcon Dr
Barefoot Bay, FL 32976

Dear Matt Goetz

Thank you for your interest in Wesco Turf. Per your request, I am pleased to submit the enclosed quotation. This quotation meets or exceeds ANSI Safety Specifications. Toro Commercial Equipment carries a two-year or 1500 hour warranty. **Pricing is valid for (30) days from the date of quotation. Time of delivery may vary; please check when placing order.**

State Contract Number: 21100000-15-1 Lawn Equipment

Ordering Information

Please make all purchase orders out to :

Wesco Turf, Inc.
Attn: Florida State Contract
300 Technology Park
Lake Mary, FL 32746

Payment Information

Please send checks to :

Wesco Turf, Inc.
P.O. Box 300006
Duluth, GA 30096-0300

Please fax your purchase order to Wesco Turf at 941.487.6889.

Should you have any further questions regarding this proposal, please do not hesitate to contact me or our office. My direct phone number and email are listed below for your convenience. Once again, thank you for your consideration of Wesco Turf.

Best regards,

Bill Wallace

Territory Manager
Commercial Division
Lake Mary
(321) 403-1074; bill.wallace@wescoturf.com





2101 Cantu Court, Sarasota Florida 34232-6242

300 Technology Park, Lake Mary Florida 32746

7037-37 Commonwealth Avenue, Jacksonville, FL 32220

June 21, 2016

Matt Goetz
Barefoot Bay Recreational District
895 Falcon Dr
Barefoot Bay, FL 32976

Customer: 307512 Barefoot Bay Rec. District
Ship To: 305292 Barefoot Bay Rec. District
895 Falcon Dr
Barefoot Bay, FL 32976

Dear Matt Goetz,

Per your request, I am pleased to submit a quotation on the following equipment.

State Contract Number: 21100000-15-1 Lawn Equipment

All pricing is valid for thirty (30) days

Qty.	Model	Description	MSRP	Discount	State Contract Price	Requested Delivery Date
1	30495	GM7200 NO Deck (30495)	\$ 19,040.00	21%	\$ 15,041.60	
1	30481	Service Deck - 72 in side discharge	\$ 3,715.00	21%	\$ 2,934.85	
1	131-6691	Seat Cover Large Grey (Estimated availa	\$ 44.97		\$ 44.97	
Total Price for 1 Unit(s)			\$ 22,799.97		\$ 18,021.42	

Terms: Net 30

Equipment Total	\$ 18,021.42
State Sales Tax (6% + .5% County Surtax)	Tax Exempt
Total	\$ 18,021.42

The above quote meets or exceeds ANSI Safety Specification. Toro Commercial Equipment carries a two-year or 1500 hour warranty.

The preceding pricing is good for 30 days, not including Florida Sales Tax, after which time new pricing would have to be submitted. Time of delivery may vary; please check when placing order. All payments are subject to state and local taxes.

Thank you for considering Wesco Turf, Inc. for your equipment needs. If I can be of any further assistance, please do not hesitate to contact me.

Sincerely,

WESCO TURF, INC.

Bill Wallace

Territory Manager
Commercial Division
(321) 403-1074; bill.wallace@wescoturf.com

PND/akp
Barefoot bay Recreational District 062116.qt State Contract 15
Email PDF to Salesman.

Attachment F – ITB No. 20-21100000-C
Agriculture & Lawn Equipment
State of Florida
Vendor Information Form

Solicitation Number: ITB No. 20-21100000-C Agriculture & Lawn Equipment	
Please ensure the Ordering Instructions information provided in this form matches the MyFloridaMarketPlace ("MFMP") Vendor Registration account information: <u>Florida Vendor Information Portal</u> . DO NOT CHANGE THE FORMAT OF THIS FORM!	
RESPONDENT NAME:	WESCO TURF, INC.
RESPONDENT FEID NO.:	59-2763187
STREET ADDRESS:	2101 CANTU COURT
CITY, STATE and ZIP:	SARASOTA, FL 34232
INTERNET ADDRESS:	www.wescoturf.com
TELEPHONE NO.:	941-377-6777
TOLL-FREE NO.:	800-486-8873
FAX NO.:	941-371-2967
Person Responsible For Administering The Contract	
NAME:	Ron DiCicco
TITLE:	VP Residential Landscape Contractor & Sports Field & Ground Division
STREET ADDRESS:	2101 Cantu Court
CITY, STATE and ZIP:	Sarasota, FL 34232
E-MAIL ADDRESS:	Ron.dicicco@wescoturf.com
TELEPHONE NO.:	941-377-6777
TOLL-FREE NO.:	800-486-8873
CELL PHONE NO.:	941-650-5698
FAX NO.:	941-371-2967
Ordering and Remit-To Information Please provide information where Customers should direct orders. You must provide a regular mailing address and e-mail address. If equipped to receive purchase orders electronically, you may also provide an Internet Address.	
REMIT-TO:	Wesco Turf, Inc.
REMIT-TO STREET ADDRESS:	2101 Cantu Court
REMIT-TO CITY, STATE and ZIP CODE:	Sarasota, FL 34232
REMIT-TO EMAIL and/or INTERNET ADDRESS:	Sondra.gay@wescoturf.com

Meeting Date
June 28, 2016



Agenda	
Section	9
Item No	G

Agenda Report
Barefoot Bay Recreation District Board of Trustees

Subject: Beach Site Plan

Dept/Office: Administration: District Clerk's Office

Requested Action: Acceptance of Proposal from TLC Engineering
<p>Summary Explanation and Background: Earlier this year BBRD was awarded a \$200,000 (50% match) Florida Recreation Development Assistance Program grant for the beach. Additionally, BBRD has been notified of a pending \$60,000 (50% match) Coastal Partnership Initiative Grant. Both grants require a 50% plus \$1.00 expenditures for active recreation elements to receive full reimbursement.</p> <p>The FY17 Proposed Budget is built on the assumption of the BOT authorizing a community planning meeting and conceptual site plan development to ensure proposed elements of the two grant programs have widespread community support.</p> <p>The attached proposal would accomplish these two tasks plus research regulatory requirements related to exotic removal, parking, septic tank and drain field location, etc.)</p> <p>If the BOT approves the proposal, staff will schedule a town hall style meeting in August.</p> <p>Staff recommends the <u>BOT accept the TLC proposal of \$8,300 for conceptual site plan development of the beach.</u></p>
Exhibits Attached: TLC Proposal
Contact: John W. Coffey, Community Manager
Fiscal Impact: \$8,300 (\$17,000 assumed in FY16 Year-end estimate coming from Fund Balance)
Contract/Agreement Reviewed by Attorney: N/A
Community Manager's Approval:



June 06, 2016
REV June 20, 2016

Mr. John W. Coffey
Community Manager
Barefoot Bay Recreation District
625 Barefoot Blvd
Barefoot Bay, FL 32976
Delivered via email: jcoffey@bbrd.org

**Re: Barefoot Bay Recreation District Beachside Property Development Plan
Professional Engineering Services Proposal**

Dear Mr. Coffey:

TLC Engineering is pleased to submit the following proposal to provide planning and preliminary design services for the project referenced above. We appreciate your consideration and look forward to working with you and your team on this project.

PROJECT SCOPE

The Barefoot Bay Recreation District owns a beach front parcel of land approximately 2.5 miles North of Sebastian Inlet on A1A. The property currently consists of a small pump house and a beach access walk over the dunes. Barefoot Bay Recreation District would like to investigate options for developing the existing site with community input. Active and supporting facility projects currently being considered by the community are provided as an attachment to this proposal. The purpose of the community input meeting is to gain feedback on the current list of proposed site improvements and confirm or modify the list as necessary. The engineering services team will work with the proposed list to evaluate the feasibility of the projects in conjunction with local ordinances for exotic removal, and limitations associated with the site while developing a conceptual site plan for the property development.

The current scope of work is limited to the site layout and development plan. Detailed plans and layout of the pavilion, restrooms, and changing rooms is not included in the project scope. TLC's proposal is based on information provided in phone and e-mail conversations with John Coffey of Barefoot Bay.

BASIC SCOPE OF SERVICES

TLC shall provide professional engineering and planning services for Civil Engineering, which has been sub-contracted to **BSE Consultants, Inc.**

Professional engineering and planning services are limited to the following:

- Ordinance review including Florida Department of Environmental Protection (FDEP) Beaches and Shores for permitting facilities seaward of the coastal construction line, Brevard County requirements for permitting, Florida Department of Transportation (FDOT) for access improvements, Department of Health (DoH) requirements for septic, and other requirements related to existing on-site native and exotic vegetation.
- Attendance and participation in one "town-hall" style meeting with Barefoot Bay Recreation

District staff and members of the community to review current working list of proposed site improvement projects (Attachment B). The list of favored projects as determined by the members of the community will serve as the basis of the conceptual site plan.

- Development of proposed conceptual site development plan identifying how the parcel may be developed to satisfy the use requirements identified by Barefoot Bay Recreation District.
- Development of a preliminary rough order magnitude (RoM) cost estimate for the proposed improvements.
- Revised conceptual site plan incorporating comments and input from town-hall meeting.

All submittals are anticipated to be electronic. Document reproduction to be performed by **Barefoot Bay Recreation District** or considered a reimbursable expense.

One site visit to the beach side property by the design team and review of the existing parcel survey conducted by Indian River Survey, Inc. is included in the scope of work.

Development of detailed permit and construction documents is not included in the proposed scope of work.

LIMITATION OF TLC LIABILITY

In recognition of the unmanageable risks intrinsic in projects of this type, Client agrees that the total potential liability of TLC to Client and any third party claim directed through Client shall be limited to the compensation actually paid to TLC for services.

INFORMATION TO BE FURNISHED TO TLC

Information regarding the existing plot of land including, but not limited to update of Title/Abstract, legal description of the site, and property owners' association documents if available which may inform the design teams concept strategy should be provided upon request. Additionally, existing survey information of the plot should be provided for our use.

ADDITIONAL SERVICES

Additional services, when requested in writing by **Barefoot Bay Recreation District**, shall be performed at TLC's standard hourly rates. Additional Services include those items shown in Attachment A. TLC shall submit the estimated additional services cost for approval and authorization prior to proceeding with a design.

FEE

We propose to provide the above-described basic scope of services for a lump sum fee of **\$ 8,300.00**.

Reimbursable expenses will be assessed at 1.1 times direct cost. Reimbursable expenses include all travel-related costs, (TLC's Cocoa office to be considered point-of-origin for all trips), airfare, mileage, meals, lodging, plotting and printing (except as required for in-house coordination), photography, courier services, shipping and express mail. Billing will be monthly, based upon percentage of services completed and reimbursable expenses. Payment is due within fifteen (15) days of receipt of payment from client.

If our proposal is acceptable, your signature below will confirm our authorization to proceed. Retain

Mr. John W. Coffey
June 06, 2016
REV June 20, 2016
Page 3 of 5

one copy and return one copy to TLC at the address on page 1 of this proposal. This authorization constitutes your commitment to pay the fee and reimbursable expenses, and represents that approval has been received by your firm from the client.

We look forward to your favorable selection of TLC and the opportunity to assist your team for this and future projects. Please give me a call with any questions or comments.

Sincerely,

TLC Engineering for Architecture

Barefoot Bay Recreation District



Colin G. Doyle, PE
Associate / Structural Project Engineer

By: _____

Print Name and Title



Gary C. Krueger, PE, CM, LEED AP BD+C
Principal / Division Director

Date

Attachments

- Attachment A – Additional Services
- Attachment B – 2015 Proposed LWCF Grant Application Projects (Provided by BBRD)

ATTACHMENT A

ADDITIONAL SERVICES

Professional Engineering Services Proposal

1. Value Engineering meetings and subsequent engineering or design revisions to incorporate extensive accepted value engineering items, including changes to system design after construction documents have been completed.
2. Surveying, landscape design, and irrigation design services.
3. Document reproduction beyond those required for in-house coordination and submittals as outlined above.
4. Detailed cost estimating services. Rough order magnitude (RoM) cost estimating services are included in the base scope of work.
5. Additional follow-up meetings to review the proposed site development scheme and community comments.

ATTACHMENT B

2015 Proposed LWCF Grant Application Projects (Provided by BBRD)

	FY16	FY17	FY18	FY19	FY20	Total
Active Projects						
Nature & Fitness Trail, Ph. I		20,000				20,000
Nature & Fitness Trail, Ph. II			25,000			25,000
16 x 28 pavilion and accessories		35,000				35,000
10 x 12 Pavillion and accessories			20,000			20,000
Sub-Total Active Projects:	-	-	55,000	45,000	-	100,000
Support Projects						
site plan development and engineering, etc.	10,000					10,000
grant application costs						-
unisex bathroom		9,500				9,500
septic tank and drain field		10,000				10,000
Women's bathroom			28,000			28,000
exotic removal		5,000				5,000
ADA parking spots		20,000				20,000
regular parking spots		15,000				15,000
entrance road way		15,000				15,000
Sub-Total Support Projects:	10,000	74,500	-	28,000	-	112,500
Total	10,000	74,500	55,000	73,000	-	212,500
Reimbursable to BBRD						100,000
Pumphouse renovations of \$7,065 not included in above numbers (previous project)						
Estimated \$2,500-4,000 in design costs also not included						

Meeting Date
June 28, 2016



Agenda	
Section	9
Item No	H

Agenda Report
Barefoot Bay Recreation District Board of Trustees

Subject: Position on Abolishment of BBRD

Dept/Office: Administration: District Clerk's Office

Requested Action: Review and Consideration
Summary Explanation and Background: Trustee Cavaliere requested this topic be placed on the agenda.
Exhibits Attached:
Contact: Dawn Myers, District Clerk or Frank Cavaliere, Trustee
Fiscal Impact: N/A
Contract/Agreement Reviewed by Attorney: N/A
Community Manager's Approval:

Manager's Report

Attorney's Report

Trustees Liaison Reports

Incidental Remarks from Trustees

Audience Participation

Adjournment