## Five-Year Financial Model and Capital Improvement Plan

## INTRODUCTION

Starting two years ago, staff developed and the BOT annually reviewed and endorsed a five-year financial model and capital improvement plan (5yrFM\&CIP). This interactive model allows the BOT the ability to make changes to assumptions and/or projects and immediately see the impact on the ending fund balance of each fiscal year (FY17-22). The interactiveness, however, adds a complexity to the model that is not easily understood and utilized by first time decision makers.

Of note to the reader, projects listed as being funded by grants not yet approved are listed within the plan along with corresponding reimbursements. If a specific grant is not awarded, subsequent years' 5yrFM\&CIP will have the projects and corresponding revenues removed. To not list anticipated grant funded projects would have resulted in an incomplete forecast of projects and anticipated revenues. As with all multi-year financial documents, the level of uncertainty increases as the reader views the data from left to right (next proposed fiscal year to out years). The 5yrFM\&CIP, therefore is not a detailed road map of future revenues and expenditures, but a planning tool to enable residents, staff and other interested parties (i.e. grant program reviewers, potential bonding agents, insurance companies, etc.) to understand the planned direction in which BBRD will move into the next few years.

Staff initially proposed, within the FY18 Working Draft Proposed Budget, a financially feasible FY18-22 5 yrFM\&CIP (based on the 30 Jan 17 BOT endorsed version) with the following revenue enhancements (FY18 financial impact is listed where appropriate):

- $\$ 241,996$ FY18 Use of fund balance for one time projects (goal of using excess fund balance for projects while maintaining sufficient monies to exceed BBRD minimum fund balance policy)
- $\$ 58,548 \mathrm{FY} 18 \$ 1.00$ a month increase in the assessment to $\$ 61.00$ a month or $\$ 732$ a year
- $\$ 14,240$ FY18 $10 \%$ increase in Vehicle Storage fees
- $\$ 23,067$ FY18 and FY20 10\% increase in golf membership fees
- $\mathbf{~ 7 , 3 8 5}$ FY18 10\% increase in private golf cart fees
- N/A Annual $2.5 \%$ increases in Food and Beverage prices (annual increase not shown separately but comingled with growth of sales within the respective base budget columns)

During the budget workshops, the BOT added the following enhancements (FY18 financial impact is listed where appropriate):

- <\$74,688> FY18 Use of fund balance for one time projects (decreased due to the addition of other revenue enhancements)
- $\$ 29,274$ FY18 additional $\$ 0.50$ a month increase in the assessment bring the FY18 total assessment increase to $\$ 1.50$ or $\$ 61.50$ a month or $\$ 738$ a year
- $\$ 3,500$ Increase Seasonal Monthly Renter Social Membership Fee by $\$ 5$
- $\$ 1,500$ Increase Adult Annual Renter Social Membership Renewal Fee by $\$ 25$
- \$122,400 Increase New Homeowner Social Membership Fee by \$255

Combined with recurring revenues/sources and anticipated one time funds, BBRD continues the historic stability of revenue/sources with only $1.68 \%$ variability expected over the 5 -year period. FY18 is expected to be the low point for revenues/sources with only $\$ 6,056,399$ in total receipts (excluding use
of fund balance) while FY20 will be the peak year with $\$ 6,185,592$ in receipts. A graphical illustration of total annual receipts is provided to the left.

Total annual expenditures/uses has greater variability (8.51\%) due to the BOT decision last year to spend down fund balance to slightly above BBRD's minimum fund balance policy of $20 \%$ (excluding committed for capital, pre-paids, projects and transfers) and the additional recurring revenues added by the BOT during this year's budget workshops. FY20 is projected to be the low year with expenditures/uses of only $\$ 5,735,381$ while FY18 is projected to be the high year with $\$ 6,223,707$ in expenditures/uses. The declining level of expenditures/uses is logical given the BOT's desire to address a large number of R\&M/Capital projects in FY18 and FY19.



## FINANCIAL OUTLOOK

FY17 began the year with a fund balance of $\$ 1,939,912$ and is projected to end with $\$ 1,365,098$. Yearend estimates are presented as of $30 J u n 17$ to allow the reader to view the context of budget preparations by staff and modifications made by the BOT. Contained within this presentation is the assumption of the completion of all current R\&M/capital projects (the BOT added \$400,000 of kitchen renovation projects mid-year that will probably not be completed by 30Sep17). The reader should not be alarmed at the diminishing level of fund balance as FY18 is projected to end $1.22 \%$ higher than BBRD's minimum fund balance policy of $20 \%$ (excluding committed for capital, pre-paids projects and transfers). Additionally, the reader is reminded that the BOT adopted the FY17 Budget originally last year with use of $\$ 287,000$ in fund balance and FY18 continues the drawdown of excess fund balance (to fund one-time R\&M/capital projects). Staff anticipates the out year fund balance numbers to remain within a $2-3 \%$ over minimum fund balance policy level as staff will propose in next year's 5yrFM\&CIP the inclusion of some currently non-funded projects as a result of the BOT's last minute increases in recurring revenues this year. The chart to the right illustrates the changing nature of fund balance
 as projected to end each fiscal year as of 27Jun17.

The five-year financial model summary (beginning fund balance, major revenue/sources, expenditures/uses, and ending fund balances) is presented on the following pages.

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|  |  | FY17 | FY17 |
| :---: | :---: | :---: | :---: |
| Five-Year Financial Model | FY16 <br> Actual | Revised Budget | Year-end <br> Estimate |
| Beginning Fund Balance | 1,579,507 | 1,939,912 | 1,939,912 |
| Revenues/Sources |  |  |  |
| Assessment | 3,511,560 | 3,516,480 | 3,514,320 |
| Recreation Fees | 257,845 | 260,000 | 249,500 |
| Guest Passes | 59,139 | 74,000 | 68,200 |
| DOR Enforcement Fees | 19,414 | 8,000 | 14,800 |
| Food \& Beverage Sales | 923,538 | 903,779 | 970,849 |
| Golf Fees \& Income | 629,506 | 826,306 | 616,338 |
| Shopping Center Income | 124,797 | 114,435 | 92,024 |
| Vehicle Storage Income | 126,636 | 147,590 | 145,790 |
| Misc. Revenue | 98,544 | 31,864 | 53,238 |
| Bond/loan Proceeds | 165,000 | - | - |
| Grant Revenue | - | - | 198,222 |
| Revenues/Sources | 5,915,978 | 5,882,454 | 5,923,281 |
| (Dollar change from previous year) | 422,184 | 387,896 | 7,303 |
| (Percent change from previous year) | 12.54\% | 7.06\% | 0.12\% |
| Total Resources | 7,495,485 | 7,822,366 | 7,863,193 |
| Expenditures/Uses |  |  |  |
| Personnel | 1,970,920 | 2,186,288 | 2,085,209 |
| Operating | 2,701,258 | 2,818,611 | 2,977,076 |
| Capital \& Grants | 313,395 | 656,529 | 1,005,810 |
| Transfers | 570,000 | 430,000 | 430,000 |
| Contingency | - | 122,055 | - |
| (Year-end Rev. over Exp.) | N/A | N/A | N/A |
| Total Expenditures/Uses | 5,555,573 | 6,213,483 | 6,498,095 |
| (Dollar change from previous year) | 117,736 | 633,142 | 942,522 |
| (Percent change from previous year) | 2.17\% | 11.35\% | 16.97\% |
| Rev./Sources minus Exp./Uses | 360,405 | $(331,029)$ | $(574,814)$ |
| Ending Fund Balance |  |  |  |
| Undesignated Fund Balance | 1,836,788 | 1,608,883 | 1,305,098 |
| Committed Fund Balance |  |  |  |
| Non-spendable for inventory \& |  |  |  |
| prepaids | 70,902 | - | 45,000 |
| Committed for CIP | 32,222 | - | 15,000 |
| Committed for Reserves | - | - | - |
| Total Ending Fund Balance | 1,939,912 | 1,608,883 | 1,365,098 |
| Fund Balance (excluding Committed for Capital, prepaids, projects \& Trfs.) \% of subsequent Year |  |  |  |
| Bud. (Pers. \& Op.)* |  |  |  |
| FY22 based on FY22 Budget numbers) | 36.70\% | 31.65\% | 25.68\% |


| FY18 <br> Approved Budget | FY19 <br> Proj. <br> Budget | FY20 <br> Proj. <br> Budget | FY21 <br> Proj. <br> Budget | $\begin{array}{r} \text { FY22 } \\ \text { Proj. } \\ \text { Budget } \end{array}$ |
| :---: | :---: | :---: | :---: | :---: |
| 1,365,098 | 1,264,157 | 1,315,056 | 1,765,268 | 2,114,759 |
| 3,600,702 | 3,602,055 | 3,602,055 | 3,602,055 | 3,602,055 |
| 372,400 | 372,400 | 372,400 | 372,400 | 372,400 |
| 68,200 | 68,268 | 68,336 | 68,405 | 68,473 |
| 9,300 | 9,309 | 9,319 | 9,328 | 9,337 |
| 995,424 | 1,020,310 | 1,045,817 | 1,071,963 | 1,098,762 |
| 648,326 | 648,974 | 675,582 | 676,258 | 676,934 |
| 115,063 | 115,063 | 115,063 | 115,063 | 115,063 |
| 161,402 | 161,402 | 161,402 | 161,402 | 161,402 |
| 35,582 | 35,582 | 35,618 | 35,653 | 35,689 |
| - | - | - | - | - |
| 50,000 | 50,000 | 100,000 | - | - |
| 6,056,399 | 6,083,363 | 6,185,592 | 6,112,527 | 6,140,115 |
| 173,945 | 26,964 | 102,229 | $(73,066)$ | 27,589 |
| 2.96\% | 0.45\% | 1.68\% | -1.18\% | 0.45\% |
| 7,421,497 | 7,347,520 | 7,500,649 | 7,877,794 | 8,254,874 |
| 2,300,058 | 2,357,862 | 2,423,328 | 2,480,838 | 2,551,035 |
| 2,782,537 | 2,866,220 | 2,914,053 | 2,937,198 | 2,937,463 |
| 1,062,100 | 862,382 | 385,000 | 396,000 | 359,000 |
| - | - | - | - | - |
| 79,012 | 50,000 | 50,000 | 50,000 | 50,000 |
| N/A | $(104,000)$ | $(107,000)$ | $(108,000)$ | $(110,000)$ |
| 6,223,707 | 6,032,464 | 5,735,381 | 5,763,035 | 5,794,498 |
| 10,224 | $(191,243)$ | $(297,083)$ | 27,654 | 31,463 |
| 0.16\% | -3.07\% | -4.92\% | 0.48\% | 0.55\% |
| $(167,308)$ | 50,900 | 450,211 | 349,491 | 345,617 |
| 1,197,790 | 1,315,056 | 1,365,268 | 1,514,759 | 1,660,376 |
| - | - | - | - | - |
| - | - | 400,000 | 600,000 | 800,000 |
| - | - | - | - | - |
| 1,197,790 | 1,315,056 | 1,765,268 | 2,114,759 | 2,460,376 |
| 22.93\% | 24.64\% | 25.20\% | 27.60\% | 30.25\% |
| F-5 |  |  |  |  |

## SUMMARY OF PROJECTS

The FY18 Approved Budget's 5yrFM\&CIP contains funding for 53 projects over the five-year period. This document details here and elsewhere, that FY18 and FY19 contain the final years' grant funded projects which will close out the two remaining grant funded projects (beach \$200,000 50\% funded and \$50,000 no match community center programs). However, after the FY18 Budget was finalized by the BOT, they made the decision to withdraw from the Beach $\$ 200,00050 \%$ funded grant agreement due to residents' priorities not being in line with projects eligible for reimbursement. The overall funding of projects will not be affected as non-grant funded projects will simply take their place. However, the presentation of this document will be dated due to the changes made post finalization by the BOT. Additionally, many larger projects are broken into multiple phases and/or phased over multiple years which comprise numerous small projects. Hence, the number of projects per year added together does not match the total number of projects.

Over the five year period, 84 projects were requested by staff, residents and trustees. The cost of the 53 funded projects is estimated at $\$ 3,064,482$.

5-Year Cost of Projects

| R\&M/Capital | $2,891,962$ |
| :--- | ---: |
| Grants | 172,520 |
| Total | $3,064,482$ |

A graphical distribution of the cost and number of projects per fiscal year is to the right.


The following pages list the projects per fiscal year in an easy to read format and the actual 5yrFM\&CIP.

| Budget | FY18 Projects |
| ---: | :--- |
| 150,000 | Replace Building F (Site Prep, bldg., data/phone sys., furniture, etc.) |
|  | Neighborhood Revitalization Program (formerly known as "removal of |
| 100,000 | undesirable homes") |
| 90,000 | Lake bank restoration, Ph. 6 (left of 11 tee box, right of 16 green ) |
| 75,000 | Additional 4 Pickle Ball Courts |
| 75,000 | Beach Projects, LWCF (50\% match) Ph. 3 |
| 70,000 | Upgrade elect. infrastr. in Bldg. A |
| 60,000 | Replace pit building at Pool 1 and add salt water system |
| 55,000 | Replace concrete \& pavers Lounge (west side) |
| 44,000 | Relocate heater equipment into new pit building at Pool 1 |
| 32,000 | Replace roof on Lounge |
| 31,000 | Expand paver area west of Lounge by 20 feet |
| 30,500 | Replace Lawnmower |
| 30,000 | Bunker restoration, Ph. 3 |
| 25,000 | Replace damaged concrete sidewalks/assembly areas (Location TBD) |
|  | Comm. Ctr. Projects: Convert west shuffle board area to miniature golf |
| 22,500 | (FRDAP grant funded) |
| 21,000 | Replace sidewalks at D\&E / 19th Hole |
| 20,000 | New awning and panels west of Lounge |
| 20,000 | Replace Golf cart path Ph. 3 |
| 18,000 | Additional parking lights @ Shopping Ctr. |
| 17,000 | Replace P.S. truck (2002 mid-size) |
| 15,000 | Replace P.S. HD Utility Cart (2008) |
| 13,500 | D/E Emergency Backup Generator (added by staff after 5yrFM\&CIP review) |
| 10,000 | Sails (sun shades) south of Lounge |
| 10,000 | Christmas decorations Ph. 1 |
| 9,200 | Replace P.S. Golf Cart (2000) |
| 9,200 | Replace P.S. Golf Cart (2012) |
| 9,200 | Replace P.S. Golf Cart (2003) |
| $1,062,100$ | FY18 Sub-total |

## Budget FY19 Projects

499,962 Replace Building F (Site Prep, bldg., data/phone sys., furniture, etc.)
75,020 Beach Projects, LWCF (50\% match) Ph. 4
65,000 Replace electrical infrastructure in Shopping Center
34,000 Beach gate access card system
30,000 Replace roof on Bldg. C
30,000 Replace P.S. truck (2005 F-250-size)
30,000 Bunker restoration, Ph. 4
25,000 Replace damaged concrete sidewalks/assembly areas (Location TBD)
21,000 Replace windows in Bldg. C
20,000 Neighborhood Revitalization Program
10,000 Marquee Sign @ Shopping Ctr.
9,400 Replace P.S. Golf Cart (2013)
9,000 Replace doors in Bldg. C
4,000 Beach Volley Ball Court (by Pool\#1)

## 862,382 FY19 Sub-total

## Budget FY20 Projects

163,000 Repave shopping center parking lot
87,000 Lake bank restoration, Ph. 7 (bewteen holes 10 \& 12)
35,000 Replace P.S. Truck (2006 F-250 size)
25,000 Pool 2 restrooms roof replacement
25,000 Pool 3 restrooms roof replacement
25,000 Neighborhood Revitalization Program
25,000 Replace damaged concrete sidewalks/assembly areas (Location TBD)
385,000 FY20 Sub-total

## Budget FY21 Projects

100,000 Repave 19th Hole parking Lot
88,000 Lake bank restoration, Ph. 8 (right of 6, right of 2, right of $3 \&$ behind 5)
50,000 Restroom trailer by Tennis Courts
45,000 Basketball Court upgrades \& resurface
35,000 Replacement Backhoe (used)
28,000 Replace P.S. Truck (2006 full-size)
25,000 Neighborhood Revitalization Program
25,000 Replace damaged concrete sidewalks/assembly areas (Location TBD)
396,000 FY21 Sub-total

| Budget | FY22 Projects |
| ---: | :--- |
| 280,000 | Repave Micco RV lot |
| 25,000 | Neighborhood Revitalization Program |
| 25,000 | Replace damaged concrete sidewalks/assembly areas (Location TBD) |
| $\mathbf{1 9 , 0 0 0}$ | Replacement R.R. Truck (2015 mid-size) |
| 10,000 | Replace P.S. Golf Cart (2013) |
| $\mathbf{3 5 9 , 0 0 0}$ | FY22 Sub-total |
| $\mathbf{3 , 0 6 4 , 4 8 2}$ | FY18-22 Total |



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Non-Capital Projects (Decision points for FY18 are not listed below due to complexity but are included in the appropriate line-items above.)
("X" indicates project is funded)
(Shaded rows indicate project is not funded)

70,000

N/A
70,000

Capital Projects
("X" indicates project is funded)
(Shaded rows indicate project is not funded)
Resident Re-ataio----------1-1

| $x$ | RR | Neighborhood Revitalization Program | 7,531 | 10,000 | 100,000 | 20,000 | 25,000 | 25,000 | 25,000 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| $\times$ | RR | Marquee Sign @ Shopping Ctr. |  |  |  | 10,000 |  |  |  |


|  |  | FY17 | FY18 | FY19 | FY20 | FY21 | FY22 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | FY16 | Revised | Approved | Proj. | Proj. | Proj. | Proj. |
| Five-Year Financial Model | Actual | Budget | Budget | Budget | Budget | Budget | Budget |




X F\&B hallway
Bldg. A kitchen/prep area/storage
X F\&B footprint expansion
Bldg. A kitchen assembly room
------------------------ A
Bldg. A kitchen exterior walk-in


---------- F\&B 19th Hole interior renovations
19th Hole Exterior walk-in
X F\&B cooler/freezer

Long-term records storage Unit
X DC (replaces rental unit) - - $\quad 5,500$

Misc. F\&B equipment (1 new \& 2

| F\&B replacements) | 9,500 |
| :---: | :---: |







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## FY18 Approved Budget: FY18-22 BBRD 5-Year Interactive Financial Model Capital Improvement Plan

| Five-Year Financial Model | FY16 Actua | FY17 <br> Revised Budget | FY18 <br> Approved Budget | $\begin{array}{r} \text { FY19 } \\ \text { Proj. } \\ \text { Budget } \\ \hline \end{array}$ |  | $\begin{array}{r} \text { FY21 } \\ \text { Proj. } \\ \text { Budget } \end{array}$ | $\begin{array}{r} \text { FY22 } \\ \text { Proj. } \\ \text { Budget } \\ \hline \end{array}$ |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| $\begin{aligned} & \text { Comm. Ctr. Projects: Convert west } \\ & \text { shuffle board area to miniature golf } \\ & \times \quad \text { PS } \quad \text { (FRDAP grant funded) } \end{aligned}$ | - | - | 22,500 | - | - | - |  |
| Beach Projects, LWCF (50\% match) Ph. <br> $x \quad \operatorname{Rec} \quad 1$ | 4,980 | - | - | - |  | - |  |
| Beach Projects, LWCF (50\% match) Ph. <br> $\times \quad \operatorname{Rec} 2$ |  | 75,000 | - | - |  |  | - |
| $\begin{aligned} & \text { Beach Projects, LWCF (50\% match) Ph. } \\ & \times \quad \text { Rec } \end{aligned}$ |  |  | 75,000 | - | - | - |  |
|  |  |  |  | 75,020 | - | - | - |
| Beach Projects, CPI (50\% match [can $x \quad$ Rec use LWCF match] |  |  | - | - | - | - | - |
| Rec Indoor Pool/Fitness Center (grant TBD) | - | - | - | - |  |  | 3,100,000 |
| Total Grant Projects: | 4,980 | 118,000 | 97,500 | 75,020 | - | - | - |


[^0]:    x PS Replace P.S. Truck (2006 F-250 iz 35,000

