

Resources

From the inception of BBRD until FY15, the annual budget consisted of a 5 column line-item budget with extremely little detail. Beginning four years ago, staff began to expand the detail within the budget to increase transparency and understanding of what BBRD residents' assessment and fees provide. This section provides the detail of personnel, computer and vehicular resources within the organization. The following sections provide a listing of each type of resource with particular emphasis given to the personnel due to the magnitude of cost of said resources.

Personnel

Introduction

Historically, BBRD counted personnel the old fashion way: by head count. Although technically correct as far as number of employees, the use of head count for a personnel summary or talking point is vague in terms of actual staff hours worked as the reader is left to her/his own imagination to figure out the average number of hours worked by part-time staff. Beginning with the FY16 WDPB, BBRD uses full-time equivalents (FTEs) to count and describe the number of personnel. One FTE is understood as the number of employees needed to work 40 hours per week. Hence, 1.0 FTE can either be one of the following*:

- One full-time employee scheduled to work 40 hours per week
- Two part-time employees each scheduled to work 20 hours per week
- Four part-time employees each scheduled to work 10 hours per week
- 3 part-time employees, one scheduled to work 20 hours per week while the other two each work 10 hours per week
- Any combination of part-time employees scheduled to work a combined 40 hours per week

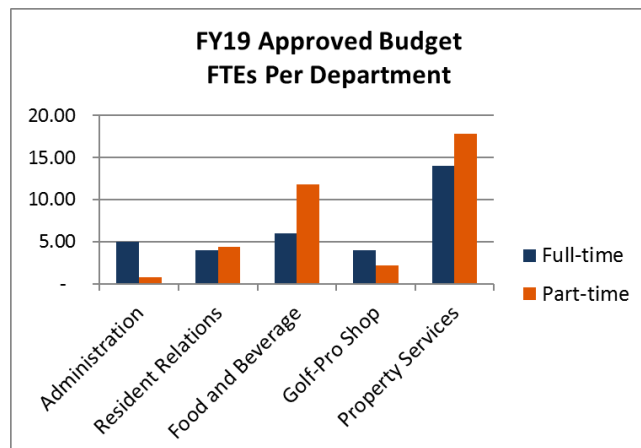
* Indicates all full-time employees are assumed to be 1.0 FTE since BBRD Policy allows an employee to work a minimum of 30 hours per week and be classified as a full-time.

FY19 Approved Budget FTEs

Approved for FY19 are 70.05 FTEs, an increase of 2.01 FTEs from the FY18 Approved Budget. This increase is the result of the following actions:

Changes made in the Base Budget

- Reduction 0.42 FTE Receptionist Clerk position in Administration: District Clerk due to the function being eliminated mid-FY19 when the New Administration Building is completed and occupied (receptionist duties will shift to the Resident Relations which will be housed in the front of the new building).
- Addition of 0.17 Administrative Assistant in Administration: District Clerk as the result of the elimination of 0.15 FTE one-time seasonal FY18 hours (summer records management work) and the addition of 0.32 FTE recurring hours to support the District Clerk once the new Administration Building is completed and occupied.



- Reduction of 1.22 FTE in Golf-Pro Shop among various non-exempt positions due to efficiency improvements from the addition of the Associate Golf Professional position in FY18.
- Addition of 0.75 FTE in Food & Beverage due to various adjustments to part-time positions to address labor needs of growing sales.

Changes made via Decision Points

- Addition of 1.00 FTE Building Tech III position in Property Services: Building to address the growing demands placed upon staff by the large number of small R&M/Capital projects approved by the BOT and growing service expectations of residents.
- Addition of 0.85 FTE Groundskeeper positions (seasonal) in Property Services: Grounds to handle peak landscaping maintenance tasks currently handled by higher paid Building Techs.
- Addition of 0.65 FTE Custodian positions in Property Services: Custodial to meet the new regulatory requirements for a “Crowd monitor” staff person at all gathers of 50 or people. This was added to the budget after the FY19 WDPB was submitted to the BOT (when BBRD received regulatory notice)
- Addition of 0.23 FTE in Food & Beverage to convert a part-time cook position to full-time. This decision point was added by the BOT during the FY19 WDPB review process.

Furthermore, 46.60% of FY19 FTEs are full-time employees demonstrating a fairly even distribution of full-time to part-time staffing hours worked. The following pages list the specific positions per department adding granularity to the chart on the previous page showing how the Property Services Department contains 32.51 FTEs or 45.91% of all BBRD positions approved for FY19.

Pay Plan

Inaugurated in FY17 was the adoption of a formal pay plan. Prior to FY17, BBRD did not have a formal pay plan where positions are ranked from lowest to highest paying nor did most positions have an established minimum to maximum pay range. New employees typically were hired at starting points loosely based on what the previous employee was paid. Additionally, the previous range between minimum and maximum varied from low 20% to over 70% for different jobs. Third, low skilled positions originally hired slightly above minimum wage were losing ground to annual Florida minimum wage increases as the historic BBRD 3% annual increase was often smaller than the increase in minimum wage.

To address these deficiencies, the BOT adopted a formal pay plan as part of the FY17 Proposed Budget and then later by resolution adopted the pay grade and classification plan (see page G – 5 for the proposed FY19 plan which will be formally adopted in December 2018 after the 2019 Florida minimum wage increases are announced). Each position is listed per a compatible worth analysis within a system based on 2.5% increases between grades. Beginning in FY17 the customary 3% capped employee incentive was split into a cost of living increase (COLA) and the remainder into a merit based increase. The use of a COLA will move the minimum point of each step upward based on an increase equal to or greater than the annual state of Florida minimum wage increase. As begun in FY18, the annual employee evaluation process will be conducted in late November and early December with a 3% maximum increase split between a COLA and merit increase and effective the pay period that contains the first day of January.

Of note, some long-term employees who are outside (i.e. paid more than maximum pay for their grade) their pay grade range will continue to not receive any increase in pay regardless of results of their annual performance evaluation until the COLA increases bring their current pay back within their established range. However unpleasant, each job has a maximum worth to BBRD and years without a formal pay plan have placed management and the BOT in this awkward position.

The following pages provide a detail listing of positions per department over a three year period. The subsequent pages list the FY19 proposed Employee Pay and Classification Plan.

Dept./Position Title	FY 17 Actual	FY 18 YE Est.	FY 19 Base Budget	FY 19 Decision Points	FY 19 Approved Budget
Administration					
Accounting Associate I	2.00	1.00	1.00	-	1.00
Accounting Associate II	-	1.00	1.00	-	1.00
Accounting Associate III	-	1.00	1.00	-	1.00
Administrative Assistant	-	0.23	0.40	-	0.40
District Clerk	1.00	1.00	1.00	-	1.00
Finance Manager	1.00	1.00	1.00	-	1.00
Lead Accountant	1.00	-	-	-	-
Receptionist Clerk	0.77	0.85	0.43		0.43
Full-time positions:	5.00	5.00	5.00	-	5.00
Part-time positions:	0.77	1.08	0.83	-	0.83
Total Admin. positions:	5.77	6.08	5.83	-	5.83
Resident Relations					
Administrative Assistant	0.63	0.63	0.63	-	0.63
Calendar/RV Storage Coordinator	1.00	1.00	1.00	-	1.00
Community Watch Officer	1.20	1.40	1.40	-	1.40
Customer Service Clerk	1.25	1.25	1.25	-	1.25
DOR Administrative Assistant	1.00	-	-	-	-
DOR/ARCC Administrative Assistant	-	1.00	1.00	-	1.00
DOR Enforcement Officer	2.15	-	-	-	-
DOR/ARCC Inspector	-	2.15	2.15	-	2.15
Resident Relations Manager/HR Coordinator	1.00	1.00	1.00	-	1.00
Full-time positions:	4.00	4.00	4.00	-	4.00
Part-time positions:	4.23	4.43	4.43	-	4.43
Total R.R. positions:	8.23	8.43	8.43	-	8.43
Food and Beverage					
Administrative Assistant	0.63	0.50	0.50	-	0.50
Administrative Clerk	0.13	0.15	0.15	-	0.15
Bartender	5.29	4.93	4.93	-	4.93
Catering Coordinator	0.35	0.38	0.39	(0.16)	0.23
Cook*	4.70	4.62	4.62	0.39	5.01
Crowd Monitor/Bar Back	0.30	0.25	0.25	-	0.25
Dish Washer	0.14	0.33	0.33	-	0.33
Kitchen Supervisor	1.00	1.00	1.00	-	1.00
Food and Beverage Manager	1.00	1.00	1.00	-	1.00
Host	-	0.06	0.06	-	0.06

Dept./Position Title	FY 17 Actual	FY 18 YE Est.	FY 19 Base Budget	FY 19 Decision Points	FY 19 Approved Budget
Bar Supervisor	1.00	1.00	1.00	-	1.00
Server	1.86	2.57	2.59	-	2.59
Full-time positions:	5.00	5.00	5.00	1.00	6.00
Part-time positions:	11.40	11.79	11.82	(0.77)	11.05
Total F&B positions:	16.40	16.79	16.82	0.23	17.05

* indicates 0.77 (part-time) FTE in FY19 Base Budget was combined with Decision Point 0.23 FTE to create an additional full-time position for FY19.

Golf

Associate Golf Professional	-	1.00	1.00	-	1.00
(Golf) Clerk	2.95	1.60	1.60	-	1.60
Golf Operations Manager	1.00	1.00	1.00	-	1.00
Player Assistant	1.29	1.20	1.20	-	1.20
Player Assistant/Cart Tech	0.41	0.43	0.43	-	0.43
Pro Shop Coordinator	1.00	1.00	1.00	-	1.00
Full-time positions:	4.00	4.00	4.00	-	4.00
Part-time positions:	2.65	2.23	2.23	-	2.23
Total Golf positions:	6.65	6.23	6.23	-	6.23

Property Services

Building Tech. I	1.00	1.00	1.00	-	1.00
Building Tech. II	1.00	1.00	1.00	-	1.00
Building Tech. III	2.50	2.50	2.50	1.00	3.50
Courtesy Cart Driver	0.53	1.25	1.25	-	1.25
Custodian	6.79	6.82	6.82	0.65	7.47
Custodian Supervisor	1.00	1.00	1.00	-	1.00
Custodian/Audio-Visual	0.70	0.70	0.70	-	0.70
Groundskeeper	2.88	3.00	3.00	0.85	3.85
Maintenance/Audio-Visual	0.12	0.11	0.11	-	0.11
Mechanic/Building Tech.	-	-	-	-	-
P.S. Crew Leader	1.00	1.00	1.00	-	1.00
Pool Host	7.45	7.13	7.13	-	7.13
Pool Host Supervisor/Admin. Clerk	1.00	1.00	1.00	-	1.00
Pool Tech.	2.13	2.50	2.50	-	2.50
Property Services Manager	1.02	1.00	1.00	-	1.00
Full-time positions:	13.00	13.00	13.00	1.00	14.00
Part-time positions:	16.12	17.01	17.01	1.50	18.51
Total Property Services positions:	29.12	30.01	30.01	2.50	32.51

Proposed* FY19 Employee Pay and Classification Plan						
<u>Position</u>	<u>Classification</u>	<u>Grade</u>		<u>Min**</u>	<u>Mid</u>	<u>Max</u>
Finance Manager	Mgr.	115		32.55	39.06	45.57
	Mgr.	114		31.76	38.11	44.46
	Mgr.	113		30.98	37.18	43.37
	Mgr.	112		30.23	36.27	42.32
	Mgr.	111		29.49	35.39	41.28
Food & Beverage Manager	Mgr.	110		28.77	34.52	40.28
Resident Relations Manager	Mgr.	109		28.07	33.68	39.29
	Mgr.	108		27.38	32.86	38.34
Golf Operations Manager	Mgr.	107		26.71	32.06	37.40
	Mgr.	106		26.06	31.28	36.49
	Mgr.	105		25.43	30.51	35.60
District Clerk	Mgr.	104		24.81	29.77	34.73
Property Services Manager	Mgr.	103		24.20	29.04	33.88
Lead Accountant	Exempt	38		20.87	25.04	29.22
	Exempt	37		20.36	24.43	28.50
	Exempt	36		19.86	23.84	27.81
	Exempt	35		19.38	23.26	27.13
	Exempt	34		18.91	22.69	26.47
	Exempt	33		18.45	22.13	25.82
	Exempt	32		18.00	21.59	25.19
	Exempt	31		17.56	21.07	24.58
	Exempt	30		17.13	20.55	23.98
	Exempt	29		16.71	20.05	23.39
	Exempt	28		16.30	19.56	22.82
	Exempt	27		15.91	19.09	22.27
	Exempt	26		15.52	18.62	21.72
	Exempt	25		15.14	18.17	21.19
Kitchen Supervisor (FKA F&B Team Lead)	Exempt	24		14.77	17.72	20.68
Accounting Associate III	Non-Exempt	28		16.30	19.56	22.82
Accounting Associate II	Non-Exempt	27		15.91	19.09	22.27
Associate Golf Professional	Non-Exempt	26		15.52	18.62	21.72
Accounting Associate I	Non-Exempt	26		15.52	18.62	21.72
P.S. Crew Leader	Non-Exempt	25		15.14	18.17	21.19
Custodian Supervisor	Non-Exempt	25				
Pool Sup./Office Coordinator (FKA Pool Host Sup./Admin. Clerk)	Non-Exempt	25				
	Non-Exempt	24		14.77	17.72	20.68

* Indicates FY19 Pay Plan will be approved in December 2018 after the Florida minimum wage increase is announced.

** indicates minimum of pay scale is based on the Florida minimum wage.

Proposed* FY19 Employee Pay and Classification Plan					
<u>Position</u>	<u>Classification</u>	<u>Grade</u>	<u>Min**</u>	<u>Mid</u>	<u>Max</u>
Catering Coordinator	Non-Exempt	23	14.41	17.29	20.17
Bldg. Tech III	Non-Exempt	23			
Maintenance/Audio-Visual	Non-Exempt	22	14.06	16.87	19.68
Bldg. Tech II	Non-Exempt	22			
Bldg. Tech/Mechanic	Non-Exempt	22			
Pro-Shop Coordinator	Non-Exempt	21	13.72	16.46	19.20
Administrative Assistant	Non-Exempt	20	13.38	16.06	18.73
DOR/ARCC Administrative Assistant	Non-Exempt	20			
DOR/ARCC Inspector	Non-Exempt	19	13.05	15.67	18.28
Calendar/RV Coordinator	Non-Exempt	19			
Lead Cook	Non-Exempt	19			
Lead Pool Tech	Non-Exempt	19			
	Non-Exempt	18	12.74	15.28	17.83
Community Watch Officer	Non-Exempt	17	12.43	14.91	17.40
Accounting Clerk	Non-Exempt	17			
Bldg. Tech I	Non-Exempt	17			
Customer Service Clerk	Non-Exempt	16	12.12	14.55	16.97
Lead Grounds Keeper	Non-Exempt	15	11.83	14.19	16.56
Custodian/AV Tech	Non-Exempt	14	11.54	13.85	16.15
	Non-Exempt	13	11.26	13.51	15.76
Lead Custodian	Non-Exempt	12	10.98	13.18	15.38
Pool Tech	Non-Exempt	12			
	Non-Exempt	11	10.71	12.86	15.00
Administrative Clerk	Non-Exempt	10	10.45	12.54	14.63
Receptionist/Clerk	Non-Exempt	10			
(Golf) Clerk	Non-Exempt	10			
Cook	Non-Exempt	10			
	Non-Exempt	9	10.20	12.24	14.28
	Non-Exempt	8	9.95	11.94	13.93
	Non-Exempt	7	9.71	11.65	13.59
Grounds Keeper	Non-Exempt	6	9.47	11.36	13.26
Pool Host	Non-Exempt	6			
Player Assistant/Cart Tech	Non-Exempt	6			
	Non-Exempt	5	9.24	11.09	12.93
	Non-Exempt	4	9.01	10.82	12.62
Custodian	Non-Exempt	3	8.79	10.55	12.31
Crowd Monitor/Bar Back	Non-Exempt	3			
	Non-Exempt	2	8.58	10.30	12.01

* Indicates FY19 Pay Plan will be approved in December 2018 after the Florida minimum wage increase is announced.

** indicates minimum of pay scale is based on the Florida minimum wage.

Proposed* FY19 Employee Pay and Classification Plan					
Position	Classification	Grade	Min**	Mid	Max
Dish Washer	Non-Exempt	1	8.37	10.04	11.72
Courtesy Golf Cart Driver	Non-Exempt	1			
F&B Host	Non-Exempt	1			
Player Assistant	Non-Exempt	1			
Bar Supervisor (FKA Lead Bartender)	Tipped Non-Exempt	H	6.36	7.63	8.90
	Tipped Non-Exempt	G	6.20	7.45	8.69
	Tipped Non-Exempt	F	6.05	7.26	8.47
	Tipped Non-Exempt	E	5.91	7.09	8.27
	Tipped Non-Exempt	D	5.76	6.91	8.07
Lead Server	Tipped Non-Exempt	C	5.62	6.75	7.87
Lead Bartender (new)	Tipped Non-Exempt	C			
	Tipped Non-Exempt	B	5.48	6.58	7.68
Bartender	Tipped Non-Exempt	A	5.35	6.42	7.49
Server	Tipped Non-Exempt	A			
* Indicates FY19 Pay Plan will be approved in December 2018 after the Florida minimum wage increase is announced.					
** indicates minimum of pay scale is based on the Florida minimum wage.					

Computer and Related Hardware Inventory

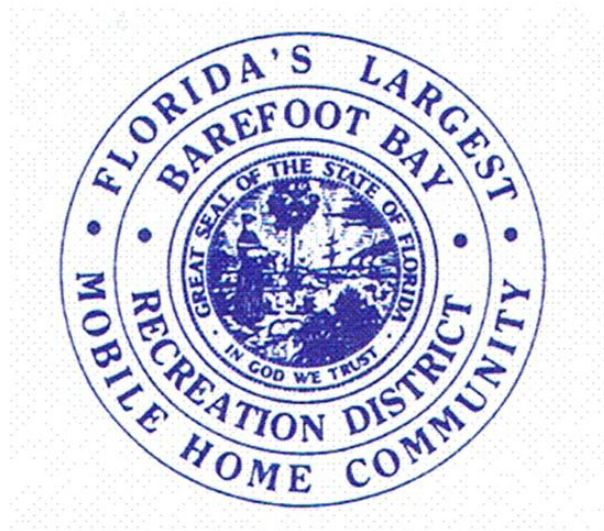
Department	User	Purchase Date	Anticipated Replacement Year
Administration: District Clerk			
Dell Vostro	Receptionist	February-15	2020
ASUS	Community Manager	January-15	2020
Lenovo Think Pad Laptop	Community Manager	January-17	2022
Lenovo Ideacentre	District Clerk	February-17	2022
Lenovo Think Pad Laptop	District Clerk	January-17	2022
Dell Inspiron Laptop	Trustee	February-17	2022
Dell Inspiron Laptop	Trustee	February-17	2022
Dell Inspiron Laptop	Trustee	February-17	2022
Dell Inspiron Laptop	Trustee	February-17	2022
Dell Inspiron Laptop	Trustee	February-17	2022
Toshiba Satellite Laptop	Training	October-11	N/A
Toshiba Satellite Laptop	Training	October-11	N/A
Toshiba Satellite Laptop	Training	October-11	N/A
Financial Server	N/A	November-09	2020
Domain Controller Server	N/A	July-09	2020

Computer and Related Hardware Inventory

Department	User	Purchase Date	Anticipated Replacement Year
Administration: Finance			
Lenovo Thinkcentre	Accounting Associate	May-16	2021
Lenovo Thinkcentre	Accounting Associate	May-16	2021
HP Pavilion	Accounting Associate	July-16	2021
ASUS Laptop	Finance Manager	February-15	2020
ASUS	Finance Manager	March-15	2020
Food & Beverage			
ASUS	F&B Administrative Assistant	November-15	2020
Lenovo Thinkcenter	F&B Manager	March-18	2023
(4) POS Lenovo Think Centre Tiny Desktop	Point of Sale (POS) Units	October-15	2020
Lenovo POS Server	Point of Sale (POS) Server	November-17	2022
Resident Relations			
Acer	Resident Relations Manager	November-18	2023
Asus	Administrative Assistant	December-14	2019
Acer	Calendar/RV Coordinator	August-17	2022
Lenovo	Customer Service Counter	May-17	2022
Dell	Customer Service Counter	August-14	2019
Acer Aspire	DOR Administrative Assistant	January-18	2023
Acer	DOR/ARCC Inspector	August-17	2022
Dell	DOR/ARCC Inspector	August-14	2019
iPad	DOR/ARCC Inspector	February-15	2020
Samsung Galaxy Tablet	DOR/ARCC Inspector	February-15	2020
Samsung Galaxy Tablet	DOR/ARCC Inspector	July-17	2022
Golf-Pro Shop			
ASUS	Pro Shop Coordinator	November-14	2019
HP Desktop - Intel Quad-Core	Golf Operations Manager	March-18	2023
(2) POS Lenovo Think Center Tiny Desktop	POS System	July-15	2020
Dell	Handicap System	Unknown	2020
Property Services			
Dell	Time Clock/Training	August-12	2019
Dell Dimension	Property Services Crew Leader	January-14	2019
ASUS	Pool Supervisor/Office Coordinator	November-14	2019
Lenovo Think Pad	Property Services Manager	August-17	2022
Dell Optiplex	Custodial Supervisor	February-14	2019
Dell Optiplex	Custodian's Use	September-15	2021
Lenovo Business Desktop Core i7	A/V System (Building D/E)	February-18	2023

Vehicle Inventory

Rank	Year	Make	Model	Mileage	Condition		Dept./Sub-Dept.	Replace. Year
					Mechanical	Body		
Trucks/Vans								
1	2018	Nissan	Frontier	137	New	New	Prop. Ser.: Custodial	FY28
2	2016	Ford	Dump Truck	750	Excellent	Excellent	Property Services	FY26
3	2015	Nissan	Pick-up	43,835	Excellent	Excellent	Res. Relations: DOR	FY22
4	2013	Ford	E150 Van	12,059	Excellent	Excellent	Food & Beverage	FY22
5	2013	Ford	F150 pick up	26,651	Excellent	Excellent	Property Services	FY22
6	2006	Ford	F150 Pick-up	60,298	Good	Good	Property Services	FY21
7	2006	Ford	F250 Pick-up	72,693	Good	Good	Property Services	FY20
8	2005	Ford	F250 Pick-up	97,081	Poor	Fair	Property Services	FY19
Golf/Utility Carts								
1	2018	Toro	Workman GTX	N/A	New	New	Custodial	FY25
2	2018	Toro	Workman GTX	N/A	New	New	Custodial	FY25
3	2018	John Deere	Gator TS	N/A	New	New	Property Services	FY25
4	2018	John Deere	Gator TS	N/A	New	New	Property Services	FY25
5	2016	Toro	Workman GTX	N/A	Excellent	Excellent	Property Services	FY23
6	2013	EZ-GO	RXV	N/A	Good	Good	Res. Relations: DOR	FY23
7	2008	John Deere	Gator TS	N/A	Fair	Good	Over 60 Softball	FY22
8	2013	Club Car	Carryall II	N/A	Fair	Good	Property Services	FY19





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