

Resources

From the inception of BBRD until FY15, the annual budget consisted of a 5 column line-item budget with extremely little detail. Beginning five 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, information technology, 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

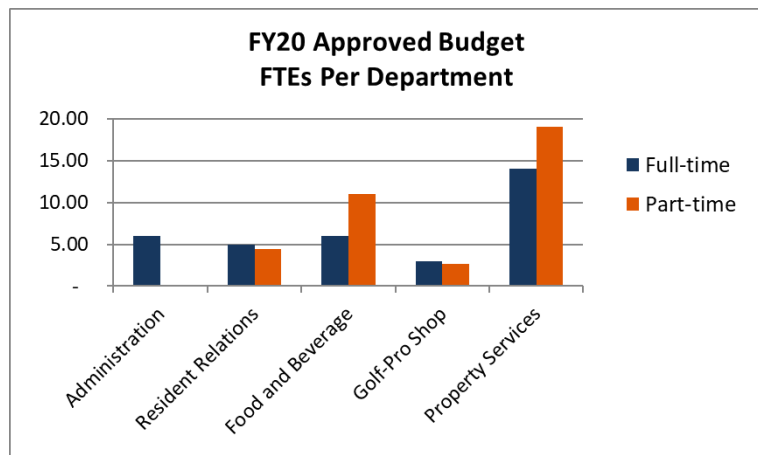
Historically, BBRD counted personnel the old fashion way: by head count. Although technically correct as far as number of employees, the use of head count for a personnel summary or talking point is vague in terms of actual staff hours worked as the reader is left to her/his own imagination to figure 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.

FY20 Approved Budget FTEs

Approved for FY20 are 71.25 FTEs, an increase of 1.20 FTEs from the FY19 Approved Budget. This increase is the result of the following actions (due to changes made to staffing levels mid-year, resulting minor overlapping of positions and changes made within the FY20 Base Budget, the summation of the following individual changes do not equal the aforementioned change from FY19 to FY20):



Changes made in the Base Budget

- Addition of 0.50 FTE Courtesy Cart Driver in Property Services: Recreation. Due to residents' requests staff projects using 1.75 FTEs in the provision of this service in FY19 (0.50 FTE above budgeted funding). Hence, the additional 0.50 FTE was added to the FY20 Base Budget.
- A mid-FY19 re-organization comprised of the following actions:

- Deletion of a 0.43 FTE Receptionist/Clerk position in Administration: Office of the District Clerk
- Addition of 0.68 FTE Administrative Assistant position to convert the position from part-time to full-time in Administration: Office of the District Clerk
- Elimination of a vacant 1.00 FTE (full-time) Pro Shop Coordinator position in Golf-Pro Shop
- Increase of 0.40 FTE in (Golf) Clerk part-time positions in Golf-Pro Shop
- Increase of 0.55 FTE in Customer Service Clerk in Resident Relations: Customer Service
- Deletion of the remaining 0.10 FTE Receptions/Clerk position (function eliminated by the move to the New Administration Building in March 2019 as Resident Relations staff assumed the receptionist duties for the building)
- Additionally, a 1.00 FTE Accounting Associate III position continues to be budgeted, although due to a prolonged absence the FY19 Year-end Estimate column on the next page shows only 0.50 FTEs.

Changes made by the BOT

- Addition of 0.50 FTE DOR/ARCC Inspector to convert a part-time position to full-time via a decision point originally not recommended for funding by the Community Manager.

Furthermore, 47.72% of FY20 Approved Budget 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 33.01 FTEs or 46.33% of all BBRD FTEs approved for FY20.

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 FY20 plan which will be formally adopted in December 2019 after the 2020 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 will be 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 FY20 Proposed Employee Pay and Classification Plan.

Dept./Position Title	FY18 Actual	FY 19 YE Est.	FY20 Base Budget	FY20 Decision Points	FY20 Approved Budget
Administration					
Accounting Associate I	1.00	-	-	-	-
Accounting Associate II	1.00	2.00	2.00	-	2.00
Accounting Associate III	0.50	0.50	1.00	-	1.00
Administrative Assistant	0.08	1.02	1.08	-	1.08
District Clerk	1.00	1.00	1.00	-	1.00
Finance Manager	1.00	1.00	1.00	-	1.00
Lead Accountant	-	-	-	-	-
Receptionist/Clerk	0.85	0.10	-	-	-
Full-time positions:	5.00	6.00	6.00	-	6.00
Part-time positions:	0.43	0.18	0.08	-	0.08
Total Admin. positions:	5.43	5.62	6.08	-	6.08
			0.46		
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	1.40	1.40	1.40	-	1.40
Customer Service Clerk	1.25	1.80	1.80	-	1.80
DOR/ARCC Administrative Assistant	1.00	1.00	1.00	-	1.00
DOR/ARCC Inspector	2.15	2.15	2.15	0.50	2.65
Resident Relations Manager/HR Coordinator	1.00	1.00	1.00	-	1.00
Full-time positions:	4.00	4.00	4.00	0.50	5.00
Part-time positions:	4.43	4.98	4.98	-	4.48
Total R.R. positions:	8.43	8.98	8.98	0.50	9.48
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	4.83	4.83	-	4.83
Catering Coordinator	0.35	0.38	0.38	-	0.38
Cook	4.70	5.06	5.06	-	5.06
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

Dept./Position Title	FY18 Actual	FY 19 YE Est.	FY20 Base Budget	FY20 Decision Points	FY20 Approved Budget
Host	-	0.06	0.06	-	0.06
Bar Supervisor	1.00	1.00	1.00	-	1.00
Server	1.86	2.49	2.49	-	2.49
Full-time positions:	5.00	6.00	6.00	-	6.00
Part-time positions:	11.40	11.05	11.05	-	11.05
Total F&B positions:	16.40	17.05	17.05	-	17.05
Golf					
Associate Golf Professional	1.00	1.00	1.00	-	1.00
(Golf) Clerk	2.95	2.00	2.00	-	2.00
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	-	-	-	-
Full-time positions:	4.00	3.00	3.00	-	3.00
Part-time positions:	2.65	2.63	2.63	-	2.63
Total Golf positions:	6.65	5.63	5.63	-	5.63
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	3.50	3.50	-	3.50
Courtesy Cart Driver	1.25	1.75	1.75	-	1.75
Custodian	6.82	7.47	7.47	-	7.47
Custodian Supervisor	1.00	1.00	1.00	-	1.00
Custodian/Audio-Visual	0.70	0.70	0.70	-	0.70
Groundskeeper	3.00	3.85	3.85	-	3.85
Maintenance/Audio-Visual	0.11	0.11	0.11	-	0.11
P.S. Crew Leader	1.00	1.00	1.00	-	1.00
Pool Host	7.13	7.13	7.13	-	7.13
Pool Supervisor/Office Coordinator	1.00	1.00	1.00	-	1.00
Pool Tech.	2.50	2.50	2.50	-	2.50
Property Services Manager	1.00	1.00	1.00	-	1.00
Full-time positions:	13.00	14.00	14.00	-	14.00
Part-time positions:	17.01	19.01	19.01	-	19.01
Total Property Services positions:	30.01	33.01	33.01	-	33.01
Total BBRD Positions:	66.92	70.29	70.75	0.50	71.25
Full-time positions:	31.00	33.00	33.00	0.50	34.00
Part-time positions:	35.92	37.85	37.75	-	37.25

Proposed FY20 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	34.57	41.49	48.40
	Mgr.	114	33.73	40.47	47.22
	Mgr.	113	32.91	39.49	46.07
	Mgr.	112	32.10	38.52	44.94
	Mgr.	111	31.32	37.58	43.85
Food & Beverage Manager	Mgr.	110	30.56	36.67	42.78
Resident Relations Manager	Mgr.	109	29.81	35.77	41.73
	Mgr.	108	29.08	34.90	40.72
Golf Operations Manager	Mgr.	107	28.37	34.05	39.72
	Mgr.	106	27.68	33.22	38.75
	Mgr.	105	27.01	32.41	37.81
District Clerk	Mgr.	104	26.35	31.62	36.89
Property Services Manager	Mgr.	103	25.71	30.85	35.99
Lead Accountant	Exempt	38	22.17	26.60	31.03
	Exempt	37	21.63	25.95	30.28
	Exempt	36	21.10	25.32	29.54
	Exempt	35	20.58	24.70	28.82
	Exempt	34	20.08	24.10	28.11
	Exempt	33	19.59	23.51	27.43
	Exempt	32	19.11	22.94	26.76
	Exempt	31	18.65	22.38	26.11
	Exempt	30	18.19	21.83	25.47
	Exempt	29	17.75	21.30	24.85
	Exempt	28	17.32	20.78	24.24
	Exempt	27	16.89	20.27	23.65
	Exempt	26	16.48	19.78	23.07
	Exempt	25	16.08	19.30	22.51
Kitchen Supervisor	Exempt	24	15.69	18.82	21.96
Accounting Associate III	Non-Exempt	28	17.32	20.78	24.24
Accounting Associate II	Non-Exempt	27	16.89	20.27	23.65
Associate Golf Professional	Non-Exempt	26	16.48	19.78	23.07
Accounting Associate I	Non-Exempt	26	16.48	19.78	23.07
P.S. Crew Leader	Non-Exempt	25	16.08	19.30	22.51
Custodian Supervisor	Non-Exempt	25			
Pool Sup./Office Coordinator	Non-Exempt	25			
	Non-Exempt	24	15.69	18.82	21.96

* indicates minimum of pay scale is based 102.5% of the Florida minimum wage.

Proposed FY20 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	15.30	18.37	21.43
Bldg. Tech III	Non-Exempt	23			
Maintenance/Audio-Visual	Non-Exempt	22	14.93	17.92	20.90
Bldg. Tech II	Non-Exempt	22			
Bldg. Tech/Mechanic	Non-Exempt	22			
	Non-Exempt	21	14.57	17.48	20.39
Administrative Assistant	Non-Exempt	20	14.21	17.05	19.90
DOR/ARCC Administrative Assistant	Non-Exempt	20			
DOR/ARCC Inspector	Non-Exempt	19	13.87	16.64	19.41
Calendar/RV Coordinator	Non-Exempt	19			
Lead Cook	Non-Exempt	19			
Lead Pool Tech	Non-Exempt	19			
	Non-Exempt	18	13.53	16.23	18.94
Community Watch Officer	Non-Exempt	17	13.20	15.84	18.48
Accounting Clerk	Non-Exempt	17			
Bldg. Tech I	Non-Exempt	17			
Customer Service Clerk	Non-Exempt	16	12.88	15.45	18.03
Lead Grounds Keeper	Non-Exempt	15	12.56	15.07	17.59
Custodian/AV Tech	Non-Exempt	14	12.25	14.71	17.16
	Non-Exempt	13	11.96	14.35	16.74
Lead Custodian	Non-Exempt	12	11.66	14.00	16.33
Pool Tech	Non-Exempt	12			
	Non-Exempt	11	11.38	13.66	15.93
Administrative Clerk	Non-Exempt	10	11.10	13.32	15.54
Receptionist/Clerk	Non-Exempt	10			
(Golf) Clerk	Non-Exempt	10			
Cook	Non-Exempt	10			
	Non-Exempt	9	10.83	13.00	15.16
	Non-Exempt	8	10.57	12.68	14.79
	Non-Exempt	7	10.31	12.37	14.43
Grounds Keeper	Non-Exempt	6	10.06	12.07	14.08
Pool Host	Non-Exempt	6			
Player Assistant/Cart Tech	Non-Exempt	6			
	Non-Exempt	5	9.81	11.78	13.74
	Non-Exempt	4	9.57	11.49	13.40
Custodian	Non-Exempt	3	9.34	11.21	13.08
Crowd Monitor/Bar Back	Non-Exempt	3			
	Non-Exempt	2	9.11	10.93	12.76

* indicates minimum of pay scale is based on 102.5% of the Florida minimum wage.

Proposed FY20 Employee Pay and Classification Plan

<u>Position</u>	<u>Classification</u>	<u>Grade</u>	<u>Min*</u>	<u>Mid</u>	<u>Max</u>
Dish Washer	Non-Exempt	1	8.89	10.67	12.45
Courtesy Golf Cart Driver	Non-Exempt	1			
F&B Host	Non-Exempt	1			
Player Assistant	Non-Exempt	1			
Bar Supervisor	Tipped Non-Exempt	H	6.72	8.06	9.40
	Tipped Non-Exempt	G	6.55	7.86	9.17
	Tipped Non-Exempt	F	6.39	7.67	8.95
	Tipped Non-Exempt	E	6.24	7.48	8.73
	Tipped Non-Exempt	D	6.08	7.30	8.52
Lead Server	Tipped Non-Exempt	C	5.94	7.12	8.31
Lead Bartender	Tipped Non-Exempt	C			
	Tipped Non-Exempt	B	5.79	6.95	8.11
Bartender	Tipped Non-Exempt	A	5.65	6.78	7.91
Server	Tipped Non-Exempt	A			

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

Information Technology Inventory

<u>Department</u>	<u>Position</u>	<u>Purchase Year</u>	<u>Anticipated Replacement Year</u>
Administration: District Clerk			
Desktop	Administrative Assistant	2015	2021
Laptop	Administrative Assistant	2019	2024
Desktop	Community Manager	2015	2021
Laptop	Community Manager	2017	2022
Desktop	District Clerk	2017	2021
Laptop	District Clerk	2017	2022
Desktop	Management Analyst	2019	2024
Laptop	Trustee	2017	2022
Laptop	Trustee	2017	2022
Laptop	Trustee	2017	2022
Laptop	Trustee	2017	2022
Laptop	Trustee	2017	2022
Domain Controller Server	N/A	2019	2025

Information Technology Inventory

Administration: Finance

Desktop	Accounting Associate	2016	2021
Desktop	Accounting Associate	2016	2021
Desktop	Accounting Associate	2016	2021
Laptop	Finance Manager	2015	2021
Desktop	Finance Manager	2024	2024
I-Pad*	Remote POS System	2015	N/A
Financial Server	N/A	2017	2022

Food & Beverage

ASUS	Administrative Assistant	2015	2021
Desktop	F&B Manager	2018	2023
(4) POS Tiny Desktop	POS system	2015	2021
POS Server	POS System	2017	2022

Resident Relations

Desktop	Resident Relations Manager	2016	2022
Desktop	Administrative Assistant	2019	2024
Desktop	Calendar Coordinator	2017	2022
Desktop	Customer Service Clerk	2017	2021
Desktop	Customer Service Clerk	2019	2024
Desktop	DOR Administrative Assistant	2018	2023
Desktop	DOR/ARCC Inspector	2019	2024
Tablet	DOR/ARCC Inspector	2015	2020
Tablet**	DOR/ARCC Inspector	2017	2020

Golf-Pro Shop

Desktop	Golf Operations Manager	2018	2023
Desktop	Golf Associate	2019	2024
Desktop	Handicap System	2019	2024
(2) POS Tiny Desktop	POS System	2020	2025

Property Services

Desktop	Timeclock/Training	2019	2026
Desktop	Lead Technician	2019	2024
Desktop	Pool Host Supervisor	2019	2024
Desktop	Property Services Manager	2017	2022
Desktop	Custodial Supervisor	2019	2024
Desktop	Custodial	2021	2021
Desktop	A/V System in Building D/E	2018	2023

* Indicates device will not be replaced, but tablets being replaced by Resident Relations will be transferred to Finance for replacement purposes.

* *Less expensive tablet was purchased and quality of pictures is poor resulting in poor images in DOR letters and at Violations Meetings. Hence, the tablet is recommended to be replaced sooner than normal.

Vehicle Inventory*

Rank	Year	Make	Model	Mileage	Condition		Dept./Sub-Dept.	Replace. Year
					Mechanical	Body		
Trucks/Vans								
1	2020	Ford	F250 Pick-up	N/A	New	New	Property Services	FY30
2	2019	Ford	F250 Pick-up	N/A	New	New	Property Services	FY29
3	2018	Nissan	Frontier	5,236	Excellent	Excellent	Prop. Ser.: Custodial	FY28
4	2016	Ford	Dump Truck	2,402	Excellent	Excellent	Property Services	FY26
5	2015	Nissan	Frontier	69,980	Good	Good	Res. Relations: DOR	FY22
6	2013	Ford	E150 Van	12,852	Excellent	Excellent	Food & Beverage	FY28
7	2013	Ford	F150 pick up	32,743	Excellent	Good	Property Services	FY22
8	2006	Ford	F150 Pick-up	68,295	Fair	Fair	Property Services	FY21
Golf/Utility Carts								
1	2020	Toro	Workman GTX	N/A	New	New	Prop. Ser.: Custodial	FY27
1	2019	John Deere	Gator TS	N/A	New	New	Property Services	FY26
1	2018	Toro	Workman GTX	N/A	Excellent	Excellent	Prop. Ser.: Custodial	FY25
1	2018	Toro	Workman GTX	N/A	Excellent	Excellent	Prop. Ser.: Custodial	FY25
1	2018	John Deere	Gator TS	N/A	Excellent	Excellent	Property Services	FY25
1	2018	John Deere	Gator TS	N/A	Excellent	Excellent	Property Services	FY25
1	2016	Toro	Workman GTX	N/A	Good	Good	Property Services	FY23
1	2013	EZ-GO	RXV	N/A	Good	Good	Res. Relations: DOR	FY23
1	2008	John Deere	Gator TS	N/A	Fair	Good	Over 60 Softball	FY22

* Inventory listing is based on Actual vehicles as of March 15, 2019 and includes replacement units within the FY20 Budget.





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