



# BAREFOOT BAY RECREATION DISTRICT

Board of Trustees Workshop  
FY21 Budget Kickoff Townhall Meeting  
Monday, December 2, 2019 7pm  
Building D & E

## AGENDA

Please silence all electronic devices

1. Welcome
2. Pledge of Allegiance to the Flag
3. Roll Call
4. Review of FY20-24 Five-Year Financial Model and Capital Improvement Plan Out Year Assumptions and Projects
5. Audience Participation
6. Trustee Remarks
7. Adjournment

If an individual decides to appeal any decision made by the Recreation District with respect to any matter considered at this meeting, a record of the proceedings will be required and the individual will need to ensure that a verbatim transcript of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based (FS 286.0105). Such person must provide a method for recording the proceedings verbatim.

# Board of Trustees Meeting Agenda Memo

Date: December 02, 2019

Title: **Review of FY20-24 Five-Year Financial Model and Capital Improvement Plan Out Year Assumptions and Projects**

Section & Item: 4

Department: Office of District Clerk

Fiscal Impact: N/A

Contact: John W. Coffey, ICMA-CM, Community Manager

Attachments: FY21-24 Working Assumptions and list of projects

Reviewed by General Counsel: No

Approved by: John W. Coffey, ICMA-CM, Community Manager



## Requested Action by BOT

Review attached assumptions, hear input from the public and direction to staff regarding the development of the Proposed FY21-25 Five-Year Financial Model and Capital Improvement Program.

## Background and Summary Information

On August 9, 2019, the BOT approved the FY21 Budget preparation calendar with the key dates to the right.

Attached are the key revenue/expenditure assumptions (with minor updates based on FY19 Year-end Actuals) plus a list of current and anticipated projects taken from the Approved FY20 Budget.

Staff requests direction from the BOT regarding the preparation of the FY21-25 5yrFM&CIP.

Task #	Description	Due Date
1	BOT approves FY21 Budget Prep. Calendar	9-Aug
3	FY21-25 FM&CIP Townhall Meeting	2-Dec
7	FY21-25 Five Year Financial Model and CIP (5yrFM&CIP) finalized by Comm. Mgr. and Finance Mgr. and distributed to BOT and made available to the public.	17-Jan
10	BOT FY21-25 5yrFM&CIP workshop	30-Jan
16	Prior fiscal year Financial Statement and FY21 WDPB submitted to Trustees. Public inspection copies placed in BBRD offices and electronic copy placed on BBRD.org.	31-Mar
17	Electronic copy of FY21 WDPB and Homeowner's Version placed on www.bbrd.org.	2-Apr
18	BOT Budget workshops as established by BOT.	Apr-May
20	BOT adopt proposed draft (line-item budget) for mail out to property owner of record and set Public Hearing date (must be 21 days after notice is published).	26-May
22	Public Hearing, for community input, on proposed budget and proposed assessment. BOT will consider two resolutions: one to adopt the FY20 Budget and one to set the assessment rate.	23-Jun
23	BOT certifies the Non-Ad Valorem Assessment Roll to Brevard County Tax Collector.	25-Aug
25	FY20 ends.	30-Sep
26	FY21 begins.	1-Oct
Shaded rows indicate public meetings or workshops		

The draft FY21-25 Five-year Financial Model and Capital Improvement Plan (scheduled to be submitted to the BOT on January 17, 2020) is currently based on the following assumptions.

#### REVENUES/SOURCES

##### Assessment Rate

Based on annual 3.0% increase and round up to nearest integer

FY21 \$68.00/month

FY22 \$71.00/month

FY23 \$74.00/month

FY24 \$77.00/month

FY25 \$80.00/month

The out year (FY21-23) increase in the assessment rate to off-set declining Golf membership revenues as FY19 Actuals and FY20 Year-to-date data suggest a plateauing and/or slight increase due to higher than anticipated memberships.

##### Food & Beverage Prices

Annual 2.50% increase in prices (plus ability to change prices throughout the year based on changing inventory costs)

##### Golf Membership

10.0% increase in FY21

##### Vehicle Storage Fees

10.0% increase in FY23

##### One-time Social Membership Fee

\$50.00 increase in FY22

#### EXPENDITURES/USES

##### Employee Incentive (annual COLA and merit increase)

Annual maximum of 5.0%

##### Employee Health Insurance

Projected annual increase of BBRD cost of 12.5%

Goal of 90% premium coverage for employee only and 50% coverage for dependents (currently

##### Employee Dental Insurance

Projected annual increase of BBRD cost 2.0%

##### Miscellaneous

1.25% annual inflation

98.0% personnel and operating expenditure rate

##### Current year (FY20) projects

1. Replace damaged concrete sidewalks/assembly areas (Location TBD)
2. Replace sidewalks at Bldg. D/E and the 19th Hole
3. Replace pit building at pool 1 and add saltwater system
4. Relocate heater equipment into new pit building at pool 1

5. Replace pit at pool 2
6. Pool #2 canopy on grass (in progress)
7. Bldg C Exterior Rehab (completed)
8. Pool 2 restrooms roof replacement (w/ metal)
9. Pool 3 restrooms roof replacement (w/metal)
10. Pool 1 walkway roof replacement, Ph. 2
11. FPE electrical panel and transformer replacement: Bldg. C & Lounge (in progress)
12. FPE electrical panel replacement: Bldg. A (in progress)
13. Bldg. A Renovations Design (in progress)
14. Bldg. A Renovations
15. Lounge Expansion (year 1 of 1)
16. Veterans' meeting space (conversion of current Res. Relations Office) (in progress)
17. Shopping Center roof design (in progress)
18. Shopping Center roof replacement
19. Replace electrical infrastructure in Shopping Center
20. Additional parking lights at Shopping Ctr.
21. Bandshell Lakeside of Lounge (in progress)
22. Replace P.S. truck (2006 F-250 size)
23. Additional P.S. Truck
24. Replace lawnmower (completed)
25. Additional utility cart for custodial supervisor (in progress)
26. Utility Trailer
27. Lake bank restoration, Ph. 6 (Holes 10, 11, 12, 14, 15, 16 & 17)
28. Lake bank repairs
29. Irrigation system replacement, Ph. 1 (6 satellite boxes)
30. Beach projects, Ph. 3 (Restrooms)
31. Marquee sign at Shopping Ctr. (installed, technical issues remain)
32. Comm. Ctr. Projects: Convert west shuffleboard area to miniature golf (In progress)
33. Bench covers for (26) benches at Shuffleboard courts

#### FY21 Projects

1. Electronic resident badging system and scanning stations at pools
2. Lounge enlargement (year 2 of 3)
3. Repave shopping center parking lot
4. Repave/reconstruct 19th Hole/Bldg. D/E parking lot
5. Beach Projects, Ph. 4 (Pavilion)
6. Restroom trailer by pickle ball/tennis courts
7. Irrigation system replacement, Ph. 2 (design, engineering, etc.)
8. Replacement backhoe (used)
9. Westside Rec. area pathways
10. Beach gate access card system
11. Replace Property Services truck (2006 full-size)
12. Replace damaged concrete sidewalks/assembly areas (Location TBD)
13. Neighborhood revitalization program

### FY22 Projects

1. Lounge enlargement (year 3 of 3)
2. Irrigation system replacement, Ph. 3 (front nine, range, and practice green piping/heads)
3. Replace concrete & pavers Lounge (west side)
4. Expand paver area west of Lounge by 20 feet
5. Replace damaged concrete sidewalks/assembly areas (Location TBD)
6. Neighborhood revitalization program
7. New awning and panels west of Lounge
8. Replacement Resident Relations truck (2015 mid-size)
9. Upgrade golf cart parking area (Lounge) to crushed concrete
10. Replace HD utility cart (2008) used by softball association

### FY23 Projects

1. Repave/reconstruct Micco RV lot
2. Irrigation system replacement, Ph. 4 (back nine piping/heads)
3. Replace damaged concrete sidewalks/assembly areas (Location TBD)
4. Neighborhood revitalization program
5. Portable 20kw emergency backup generator
6. Replace Resident Relations golf cart (2013)
7. Beach volleyball court (by Pool #1)

### FY24 Projects

1. Repave/reconstruct West RV lot
2. Replace damaged concrete sidewalks/assembly areas (Location TBD)
3. Neighborhood revitalization program

### Unfunded projects

1. ARCC Member Training (non-R&M/Capital)
2. Pool 2 asphalt parking lot & add retention pond
3. Pool 3 asphalt parking lot & add retention pond
4. Concrete grass areas between pickle ball and tennis courts
5. Pool 4 complex (pool, restrooms & small mtg rooms) south of Micco Rd.
6. Solar heating system for Pool #1
7. Geothermal heater for Pool #1
8. Replace D-E/ 19th Hole/Pro Shop complex
9. 19th Hole Kitchen expansion (design already completed)
10. Bldg. A, Lounge and traffic circle emergency backup generator
11. Veterans building
12. Additional Storage at Falcon Drive (land and building)
13. Golf maintenance worksite upgrade Ph. 1 (conversion of canal to piped drainage and filled for extra space)
14. ABM worksite upgrade Ph. 2 (consolidated new building)
15. Fountain in lake by Bldg. A
16. Christmas decorations Ph. 3
17. Irrigation in Comm. Ctr. common areas & BFB median Ph. 1
18. Purchase of vacant land north of Falcon Dr. complex
19. Purchase of the 7 lots north of P.S. complex on Falcon Dr.
20. Expansion of Micco RV Lot (includes purchase of land)