



**BAREFOOT BAY  
RECREATION DISTRICT**

Barefoot Bay Recreation District Regular Meeting  
June 25, 2019 at 7:00 PM  
Building D&E

Agenda

Please turn off all cell phones

- 1. Thought of the Day**
- 2. Pledge of Allegiance to the Flag**
- 3. Roll Call**
- 4. Presentations and Proclamations**
- 5. Approval of Minutes**
- 6. Treasurer's Report**
  - A. June 25, 2019
- 7. Audience Participation**
- 8. Unfinished Business**
- 9. New Business**
  - A. Adoption of FY 20 Annual Budget
  - B. Public Hearing: Adoption of FY20 Assessment Rate
- 10. Manager's Report**
  - A. Community Manager's Report
- 11. Attorney's Report**
- 12. Incidental Trustee Remarks**
- 13. 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.

Barefoot Bay Recreation District Regular Meeting

# Barefoot Bay Recreation District

## Treasurer's Report

June 25, 2019

### Cash Balances in General Fund as of 6/17/19

Petty Cash **Total Petty Cash:** \$ 2,500.00

### Operating Cash in Banks

MB&T Operating Account 2,598,159.80

**Total Operating Accounts:** 2,598,159.80

### Interest Bearing Accounts

SBA Reserve Account 684,996.54

**Total Interest Bearing Accounts** 684,996.54

**Total Cash Balances in General Fund:** **\$ 3,285,656.34**

### Total Daily Deposits and Assessments Received for 6/7 - 6/17/2019

Daily deposits: \$ 39,683.82

Assessments received (from County only): 44,588.41

**Total Deposits Received** **\$ 84,272.23**

### Expenditures over \$5,000 for for 6/7 - 6/17/2019

Check Number	Vendor	Description	Check Amount
53052	Florida Municipal Insurance Trust	Insurance: 4th Installment	47,144.50
52997	ABM Landscape & Turf Services	Golf, Softball, & lawn bowling June 2019	38,691.16
	US Treasury	Payroll Tax: PPE 6/9/19	17,965.13
	Paychex	Net Payroll: PPE 6/9/29	62,076.03
	Florida Dept. of Revenus	Sales Tax: May 2019	<u>11,891.11</u>

**Total Expenditures over \$5,000** **\$ 177,767.93**



## Board of Trustees Meeting Agenda Memo

Date: Tuesday, June 25, 2019  
Title: **Adoption of FY 20 Annual Budget**  
Section & Item: 9.A.  
Department: Administration, District Clerk  
Fiscal Impact: \$6,544,578.00  
Contact: John W. Coffey ICMA-CM, Community Manager, Charles Henley, Finance Manager  
Attachments: attachment Resolution Adoption of FY20 Budget  
Reviewed by  
General Counsel: Yes  
Approved by: John W. Coffey, ICMA-CM, Community Manager

### **Requested Action by BOT**

Adoption of Resolution 2019-03 which will implement the FY 20 Budget of \$6,544,578.00.

### **Background and Summary Information**

The Board of Trustees (BOT) held a budget kick-off townhall style meeting on November 27, 2018 to solicit input from the public regarding the development of the FY 20 Budget and FY 20-24 Five-Year Financial Model and Capital Improvement Plan (5yrFM&CIP). The BOT then met once in a workshop to review the FY 20-24 5yrFM&CIP on January 31, 2019. The BOT held three budget workshops in April and May of 2019.

On May 28, 2019, the BOT authorized the mail out to property owners of the FY 20 Proposed Budget and proposed assessment of \$792.00 per lot. The FY 20 Proposed Budget contains only the existing General Fund as the 2018 Bond Projects Fund approved last year was never activated and is proposed to be discontinued.

The Proposed FY 20 General Fund Budget is balanced at \$6,544,578.00, containing \$103,244.00 in non-capital decision points, \$754,500.00 in R&M/Capital projects, funding for 70.75 full-time equivalent positions (33 full-time and 37.75 part-time), 2 full-time positions within the contract with Special District Services, Inc. and uses \$33,975.00 in fund balance (to off-set the cost of one-time R&M/Capital projects).

Of note, a "public hearing" is not required to adopt the annual budget but is required to adopt the annual assessment rate.

Pursuant to Sec. 418.304(4)(a), F.S., the annual budget is required to be adopted prior to July 1.

Staff recommends the BOT approve Resolution 2019-03 adopting the FY 20 Budget as mailed out to the residents.

**RESOLUTION 2019 - 03**

**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, 2019 AND ENDING SEPTEMBER 30, 2020; 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, 2019 and ending September 30, 2020, 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, 2019 and ending September 30, 2020.

**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, 2019 and ending September 30, 2020; 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, 2019.

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, Steve Diana  
Trustee, Luann Henderson  
Trustee, David Wheaton  
Trustee, Randy Loveland

The Chairman thereupon declared this resolution Done, Ordered, and Adopted this 25<sup>th</sup> Day of June, 2019.

**BAREFOOT BAY RECREATION DISTRICT**

By: \_\_\_\_\_  
JOSEPH KLOSKY  
CHAIRMAN

\_\_\_\_\_  
STEVE DIANA  
SECRETARY



## Board of Trustees Meeting Agenda Memo

Date: Tuesday, June 25, 2019  
Title: **Public Hearing: Adoption of FY20 Assessment Rate**  
Section & Item: 9.B.  
Department: Administration, Finance  
Fiscal Impact: \$3,863,365.00  
Contact: John W. Coffey ICMA-CM, Community Manager, Charles Henley, Finance Manager  
Attachments: attachment~Resolution Setting FY20 Assessment Rate  
Reviewed by  
General Counsel: Yes  
Approved by: John W. Coffey, ICMA-CM, Community Manager

### Requested Action by BOT

Public Hearing for community input and Adoption of Resolution 2019-04 implementing the FY 20 Assessment of \$792.00 per lot.

### Background and Summary Information

The Board of Trustees (BOT) held a budget kick-off townhall style meeting on November 27, 2018 to solicit input from the public regarding the development of the FY 20 Budget and FY 20-24 Five-Year Financial Model and Capital Improvement Plan (5yrFM&CIP). The BOT then met once in a workshop to review the FY 20-24 5yrFM&CIP on January 31, 2019. The BOT held three budget workshops in April and May of 2019.

On May 28, 2019, the BOT authorized the mail out to property owners of the FY 20 Proposed Budget and proposed assessment of \$792.00 per lot. The FY 20 Proposed Budget contains only the existing General Fund as the 2018 Bond Projects Fund approved last year was never activated and is proposed to be discontinued.

Per BBRD Policy Manual 2.8 Yearly Budget Schedule and Levy of Assessments, the BOT is required to hold a public hearing and adopt an assessment rate in June. However, Section 418.304(4)(b), F.S., specifically provides, "The trustees shall, on or before July 30 of each year, by resolution, fix the amount of the assessment for the next ensuing year. These special assessments may be collected in the manner provided for ad valorem taxes under chapter 197, subject to the conditions of s. 197.363. Prior to the adoption of the resolution fixing the amount of the assessment, the trustees shall hold a public hearing at which time qualified electors of the district may appear and be heard. Notice of the time and place of the public hearing shall be published once in a newspaper of general circulation within the county at least 21 days prior to the public hearing." Hence, if the BOT desires, the assessment adoption could be deferred one or two meetings.

### Procedure:

1. The Chairman shall have General Counsel read the resolution.

2. The Chairman shall open the Public Hearing regarding FY 20 Proposed Assessment Rate.
3. The Chairman shall ask if any residents wish to comment on the FY 20 Proposed Assessment Rate of \$792.00
4. When the public comment is completed, the Chairman shall close the public hearing and entertain a motion from the BOT.

Staff recommends the BOT approve Resolution 2019-04 adopting the FY 20 Assessment of \$792.00 as mailed out to the property owners.

**RESOLUTION 2019 - 04**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE BAREFOOT BAY RECREATION DISTRICT ESTABLISHING AN ASSESSMENT OF \$792.00 FOR EACH IMPROVED RESIDENTIAL LOT WITHIN THE SAID DISTRICT TO FUND THE 2019/20 FISCAL YEAR OPERATING BUDGET OF THE DISTRICT; PROVIDING FOR THE COLLECTION OF SAID ASSESSMENT IN THE MANNER PROVIDED FOR AD VALOREM TAXES PURSUANT TO SECTION 197.363, FLORIDA STATUTES; PROVIDING THAT SAID ASSESSMENT SHALL BE A VALID LIEN UPON EACH IMPROVED RESIDENTIAL LOT SO ASSESSED UNTIL SUCH ASSESSMENT HAS BEEN PAID IN FULL; PROVIDING THAT SAID ASSESSMENT SHALL BE CONSIDERED PART OF THE COUNTY TAX SUBJECT TO THE SAME PENALTIES, CHARGES, FEES, AND REMEDIES PROVIDED FOR THE ENFORCEMENT AND COLLECTION OF COUNTY TAXES; PROVIDING FOR CONFLICTS; PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Board of Trustees of the Barefoot Bay Recreation District (the "District") has, by adoption of Resolution No. 2019-03; approved an operating budget for the District for fiscal year 2018/19 which requires total revenues in the amount of \$6,544,578.00 for the said fiscal year; and

**WHEREAS**, The Board of Trustees has reasonably determined that the sum of \$3,710,114.00 must necessarily be obtained through an assessment upon each improved residential lot within the District to fund the said operating budget; and

**WHEREAS**, the said total of \$3,863,365.00 can be attained by an assessment of \$792.00 for each of the estimated 4,879 improved residential lots within the District for the fiscal year beginning October 1, 2019 and ending September 30, 2020; and

**WHEREAS**, The Board of Trustees has determined that it is in the best interests of the District to collect said assessment in the manner provided for ad valorem taxes as provided in Sec. 197.363, F.S.; and

**WHEREAS**, The Board of Trustees of the District has also found and determined that it is reasonable and prudent to set forth (i) the lien rights of the District with respect to each improved residential lot so assessed until such assessment has been paid (ii) the method of enforcing the said assessment as provided by statute; and

**WHEREAS**, all affected property owners have been provided notice of the public hearing on this Resolution in accordance with Sec. 418.304(4)(b), F.S.; and

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

Section 1. An assessment in the amount of \$792.00 annually is hereby assessed for the fiscal year beginning October 1, 2019 and ending September 30, 2020 upon each improved residential lot within the Barefoot Bay Recreation District. The said assessment shall be for



funding of the 2019/20 fiscal year operating budget of the District adopted by the District's Resolution No. 2019-03.

Section 2. The Board of Trustees hereby elects to collect said assessment in the manner provided for ad valorem taxes pursuant to the conditions of Sec. 197.363, F.S. as authorized by Sec. 418.304(4)(b), F.S.

Section 3. Pursuant to Sec. 418.304 (4)(e)1, F.S., the assessment levied in Section 1 this Resolution, shall be a valid lien upon each improved residential lot within the District until it has been paid in full; shall be considered a part of the county tax; and is subject to the same penalties, charges, fees, and remedies provided for the enforcement and collection of county taxes.

Section 4. All Resolutions or parts of Resolutions in conflict herewith are hereby repealed.

Section 5. This Resolution confirms the assessment as reflected in the 2019/20 Budget which was adopted by the Board in Resolution 2019-03 on June 25, 2019.

Section 6. This Resolution shall become effective immediately upon 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, Steve Diana  
Trustee, Luann Henderson  
Trustee, David Wheaton  
Trustee, Randy Loveland

The Chairman thereupon declared this resolution Done, Ordered, and Adopted this 25<sup>th</sup> Day of June, 2019.

**BAREFOOT BAY RECREATION DISTRICT**

By: \_\_\_\_\_  
JOSEPH KLOSKY  
CHAIRMAN

\_\_\_\_\_  
STEVE DIANA  
SECRETARY



## **Barefoot Bay Recreation District**

625 Barefoot Boulevard, "Old Administration Building"  
Barefoot Bay, FL 32976-9233

Phone 772-664-3141  
Fax 772-664-1928

**Memo To:** Board of Trustees

**From:** John W. Coffey, ICMA-CM, Community Manager

**Date:** June 25, 2019

**Subject:** Manager's Report

Due to the short turn around from the June 14<sup>th</sup> meeting (to the publication date of this agenda) all information normally provided in this section will be disseminated at the June 25, 2019 meeting.