



## **BAREFOOT BAY RECREATION DISTRICT**

Barefoot Bay Recreation District Regular Meeting  
October 12, 2023 at 1:00 PM

### **Agenda**

Please turn off all cell phones

- 1. Thought of the Day**
- 2. Pledge of Allegiance to the Flag**
- 3. Roll Call**
- 4. Additions or Deletions to the Agenda**
- 5. Approval of the Agenda**
- 6. Presentations and Proclamations**
- 7. Approval of Minutes**
  - A. Regular BOT meeting minutes dated September 26, 2023.
- 8. Treasurer's Report**
  - A. Treasurer's Report
- 9. Audience Participation**
- 10. Unfinished Business**
- 11. New Business**
  - A. Chairman's Statement
  - B. Community Manager Evaluation; Direction to Staff
  - C. Amending the Budget: Rebalancing of the FY 2024 Adopted Budget
- 12. Manager's Report**
  - A. October 12, 2023 Manager's Report
- 13. Attorney's Report**
- 14. Incidental Trustee Remarks**
- 15. 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

Board of Trustees Regular Meeting  
September 26, 2023  
1PM –Building D&E

## Meeting Called to Order

The Barefoot Bay Recreation District Board of Trustees held a Meeting on September 26, 2023, Building D&E 1225 Barefoot Boulevard, Barefoot Bay, Florida. Mr. Amoss called the meeting to order at 1PM.

## Pledge of Allegiance to the Flag

Led by Mr. Klosky.

## Roll Call

Present: Mr. Grunow, Mr. Amoss, Mr. Klosky, Ms. Hansen, Mr. Brinker. Also, present, Kent Cichon, Community Manager, Stephanie Brown, District Clerk, Garrett Olsen, General Counsel and Matt Goetz, Property Services Manager.

## Additions or Deletions to the Agenda

None.

## Approval of the Agenda

*Mr. Brinker made a motion to approve the agenda as is. Second by Ms. Hansen. Motion passed unanimously.*

## Presentations and Proclamation

None.

## Approval of Minutes

Regular BOT minutes dated September 14, 2023, were approved as submitted.

## Treasurer's Report

Mr. Brinker submitted the Treasurer's Report for September 26, 2023, approved as written.



# BAREFOOT BAY RECREATION DISTRICT

## **Audience Participation**

John-1009 Royal Palm Drive-voiced his concern about drainage on the golf course (hole 16) and grass not being cut in a timely manner. He also spoke in favor of placing signs on the golf course prohibiting driving across it.

Janice Hannify-492 Tarpon Drive-spoke in favor of revisiting the smoking section location.

Russell Smith-422 Segall Drive-spoke in favor of relocating the smoking section to the west side of the Lounge near the French doors.

## **Unfinished Business**

### **Golf Course Fees and Charges**

Resolution 2023-14 read by Mr. Olsen:

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE BAREFOOT BAY RECREATION DISTRICT AMENDING THE BAREFOOT BAY GOLF COURSE FEE AND CHARGE SCHEDULE TO PROVIDE FOR AMENDED FEE AND CHARGE SCHEDULE CLASSIFICATIONS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

*Mr. Grunow made a motion to approve Resolution 2023-14 as read. Second by Ms. Hansen. Motion passed unanimously.*

## **Classification & Compensation Recommendation**

Resolution 2023-15 read by Mr. Olsen:

A RESOLUTION OF THE BAREFOOT BAY RECREATION DISTRICT SUPERSEDING AND REPLACING RESOLUTION 2022-17 AND ADOPTING AN EMPLOYEE PAY AND CLASSIFICATION PLAN FOR FISCAL YEAR 2023-2024; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICT WITH OTHER PROVISIONS; AND, PROVIDING FOR AN EFFECTIVE DATE

Mr. Klosky spoke in favor of COLA (cost of living adjustment) remaining in the pay and classification plan. Mr. Grunow spoke in favor of approving Resolution 2023-15 as is, with no changes. Mr. Brinker agreed with Mr. Klosky. Ms. Hansen asked Mr. Cichon if some employees would receive no increase. Mr. Cichon responded that all employees would be receiving some type of increase. Ms. Hansen also stated that several employees have reached out to her to voice their concerns about pay increases. Mr. Cichon responded by having Property Services Manager, Matt Goetz speak to the BOT regarding the merit raises for his department. Mr. Goetz stated that lower performing employees would not receive a significant raise and higher performing employees would



# BAREFOOT BAY RECREATION DISTRICT

be receiving a decent raise. Ms. Hansen asked Mr. Goetz if he thought that he would lose employees by removing COLA. Mr. Goetz stated that it is hard to tell at this point. Mr. Klosky asked if BBRD was following the pay and classification plan recommended by Evergreen Solutions. Mr. Brinker stated BBRD is not currently following Evergreen Solutions' pay and classification plan. Mr. Grunow asked Mr. Cichon if the average BBRD employee would be making midpoint under the plan being adopted. Mr. Cichon explained the pay plan, minimum and maximum pay ranges, and stated BBRD would require more funds if BBRD were to set pay rates at the maximum. Ms. Hansen asked Mr. Cichon what the total cost be if BBRD offered a 3% COLA to all employees. Mr. Cichon responded that it would have to be calculated. Mr. Grunow suggested giving the lower performing employees the state mandated minimum wage and the higher performing employees up to mid-point on the pay range. Mr. Amoss stated that he is not in favor of the BOT deciding the amount of raises each employee would get. Ms. Hansen asked if an employee is performing would they be receiving more than the minimum. Mr. Cichon responded possibly. Mr. Grunow spoke in favor of giving employees the minimum and something up to the mid-point for merit. Ms. Hansen asked if COLA would be utilized once the state mandate was met. Mr. Cichon responded that it could be discussed during the budget process prior to 2027, when the state mandate was met. Ms. Hansen stated that she would like to know what the amount would be for 3% COLA for all employees. Mr. Cichon asked the BOT if they would like to see 3% for all employees regardless of performance. Mr. Klosky spoke in favor of 3% COLA and up to 2% merit. Mr. Brinker agreed with Mr. Klosky. Mr. Grunow asked Mr. Cichon what the amount would be for 3% of BBRD salaries. Mr. Cichon responded if the BOT would like all employees to have 3%, staff can do that. Ms. Hansen responded that she would like 3% for all employees in addition to the state mandate. Mr. Cichon responded that it would impact the budget significantly. Ms. Hansen stated that she would need figures to understand what the significant impact would be. Mr. Cichon responded that he would have to calculate it and he is looking to move forward so employee pay increases are not put on hold. Mr. Grunow suggested moving forward with giving employees the state mandated minimum while getting a calculation for COLA and making it retroactive. Mr. Amoss suggested addressing COLA and getting calculation for merit if it will be over the 2%. Ms. Hansen asked if the 3% COLA and 2% merit was within the budget. Mr. Cichon stated that it could be done. Mr. Cichon also stated that if the BOT wanted the state mandated minimum with an additional 3%, more funds would be needed within the budget. Ms. Hansen suggested eliminating the Management Analyst position and utilizing those funds for pay increases. Mr. Cichon stated that suggestion would need to be discussed further.

*A 10 Minute recess was taken.*

Mr. Olsen recommended passing Resolution 2023-15 with exhibit A (Pay and Classification Plan) and bringing a budget amendment that would require a certain amount of funds to be designated for a mandatory cost of living adjustment to a future BOT meeting. Mr. Cichon asked Ms. Hansen if the total amount on the memo is all the dollars that she would like to be spent on increases. Ms. Hansen responded yes, and a request could be made for additional funds if necessary. Mr. Cichon stated that staff would work within the dollar amount.



# BAREFOOT BAY RECREATION DISTRICT

*Ms. Hansen made a motion to approve Resolution 2023-15 thereby adopting the FY24 Employee Pay and Classification Plan effective October 1, 2023, with a maximum of a 5.0% increase, for all eligible employees, a state mandated minimum wage increase, and a compression adjustment; and approving a matching retirement contribution of up to 4% for eligible employees for FY24 to be effective October 1, 2023. Second by Mr. Grunow. Motion passed unanimously.*

## **New Business**

### **Architectural Review Control Committee (ARCC) Appointment**

Staff recommends the BOT consider reappointing Mr. Gresko to the voting position expiring on October 31, 2023, for a 3-year term.

*Mr. Klosky made a motion to reappoint Mr. Gresko to the voting position expiring on October 31, 2023, for a 3-year term. Second by Mr. Brinker. Motion passed unanimously.*

### **Violations Committee Appointment**

Staff recommends the BOT consider appointing one alternate to the unexpired voting position (term expires 9/30/2024).

*Mr. Grunow made a motion to appoint Susan Hall to the unexpired voting position (term expires 9/30/2024). Second by Ms. Hansen. Motion passed unanimously.*

### **2024 BOT and Quarterly Townhall Meeting Schedule**

Staff recommends the BOT approve the proposed dates for the regularly scheduled BOT and Quarterly Townhall meetings in calendar year 2024 and authorize staff to advertise them in Florida Today.

*Consensus of the BOT to approve the proposed dates for the 2024 regularly scheduled BOT meeting and Thursday, April 25, 2024, 7-9pm; Thursday, July 25, 2024, 9-11am; and Thursday, October 24, 2024, 6-8pm for the Quarterly Townhall Meetings in 2024.*



# BAREFOOT BAY RECREATION DISTRICT

## Manager's Report

### Resident Relations

#### **ARCC Meeting 9/12/2023**

- 1 Old Business – approved
- 14 Consent Permits – approved
- 9 Other Permits – approved

#### **VC Meeting 9/8/2023**

- 7 Cases – came into compliance
- 1 Case – DOR is working with the homeowner
- 7 Cases – found to be in violation

### Food & Beverage

- A reminder that there will be a grand opening on Thursday, October 26<sup>th</sup> to officially celebrate the opening of the Cabana Bay bar and reopening of Pool #1 with a ribbon cutting ceremony at 4pm. After the ceremony, there will be a light appetizer buffet, and the Allen Wronko band will play on the Lake Side Stage until 7:30pm.
- Lift your spirits at our annual Halloween Party on Friday, October 27<sup>th</sup>. The Lounge and Lake Stage area is creep'n it real with the Real Deal band from 7-10:30pm. They are bat to the bone. Please come as you aren't as prizes are awarded for best costumes. Don't forget you can goblin up some screamin' good food at the freak truck.

### Property Services

- Pools
  - Completed painting the columns at Pool #1
  - Continued to solicit bids for the reconstruction of the ADA ramp and shower stall entrance floor of Pool #1
  - Ordered fence materials and continued to solicit bids for the construction of a concrete surface for the new smoking section of Pool #1
  - Received ashtrays and benches for the new smoking section of Pool #1
  - Repaired the ADA lift at Pool #3
- Repaired multiple issues with the Beach's water system
- Investigated options to repair the East Lake Trail
- Continued to solicit bids for the Administration Building floor replacement
- Installed the new donation benches



# BAREFOOT BAY RECREATION DISTRICT

- Replaced all the flags at the Veterans Center

## Golf-Pro Shop

- Sod replaced on several greens
- Pro Shop closes at noon on September 29<sup>th</sup> for the annual asset inventory
- A revised fees & charges schedule will be effective October 1, 2023
  - The FY24 season new and renewal memberships will be accepted
  - Applications may be picked up after September 20, 2023, and will not be accepted prior to October 1, 2023
  - Please remember to bring in your BBRD ID badge
  - Provide updated insurance paperwork if a trail fee is being added
  - Contact the Pro Shop with questions at 772-664-3174
- Tournaments
  - Sunday Morning Scramble Christmas Event
    - October 21<sup>st</sup> with an 8:30am Shotgun Start (108 players max)
    - 4-person scramble
    - Sign up in the Pro Shop and call 772-664-3174 with questions
  - 9 & 18-Hole Ladies Shotgun
    - October 24<sup>th</sup> with an 8:30am Shotgun Start
    - Must be a member of either the 9 or 18-hole leagues
    - Call the Pro Shop at 772-664-3174 with questions





# BAREFOOT BAY RECREATION DISTRICT

## Attorney's Report

Mr. Olsen provided DOR update on 526 Persimmon.

## Incidental Trustee Remarks

Mr. Grunow reminded residents of the shred event being held in the Winn Dixie parking lot on September 28, 2023.

Ms. Hansen asked the BOT if the smoking section relocation needed to be revisited. Consensus of the BOT to move forward with the initial plan.

Mr. Amoss made a comment about chairs being taken during music nights and asked residents to please be courteous and check to see if the chair is in use. He also reminded the residents about the CVO BOT candidate meet event. Mr. Grunow stated that it is being held on Saturday October 7<sup>th</sup> from 11-1pm at the gazebo or at D/E if the weather changes for all BOT candidates. He also asked Mr. Olsen if BBRD would utilize resolutions less. Mr. Olsen responded that the practice has been that everything that has been adopted by resolution would keep being adopted by the same method.

## Adjournment

The next regular meeting will be on October 12, 2023, at 1pm in Building D/E.

Mr. Amoss adjourned.

Meeting adjourned at 2:55pm.

---

Jeff Grunow, Secretary

---

Stephanie Brown, District Clerk

# Barefoot Bay Recreation District

## Treasurer's Report

October 12, 2023

### Cash and Investments Balances in General Fund as of 10/2/23

Petty Cash	Total Petty Cash: \$	7,500.00
<b>Non Interest Bearing Accounts</b>		
MB&T Operating Account		173,808.71
<b>Interest Bearing Accounts</b>		
MB&T Money Market Account		823,047.64
Valley National Bank		51,129.48
FL Class		210,487.97
SBA Reserve Account		740,520.14
<b>Investment Accounts</b>		
FL Trust - Short Term Bond Fund		110,239.32
<b>Total Cash Balances in General Fund:</b>		<b>\$ 2,116,733.26</b>

### Total Daily Deposits and Assessments Received for 9/19/23 -10/2/23

Daily Deposits:	\$	163,083.27
Assessments Received:		-
<b>Total Deposits Received:</b>	<b>\$</b>	<b>163,083.27</b>

### Expenditures for 9/19/23 - 10/2/23

Check Number	Vendor	Description	Check Amount
62300	BrightView Golf Maintenance, Inc	Golf Course Maintenance	44,915.67
62301	Brown & Brown of Florida, Inc	Liability Insurance	209,453.90
62310	Florida Power & Light Co	Electricity	12,232.91
62320	Special District Services, Inc	Management Fees	14,450.70
62350	Preferred Government Insurance Trust	Workers Compensation Insurance	42,024.00
62362	Vose Law Firm, LLP	Legal Fees	7,500.00
62366	Florida Blue	Employee Health Insurance	36,589.86
62370	Orkin LLC	Annual Pest Control	11,359.42
62374	Vector Security, Inc	Annual Monitoring Fees	6,017.04
	Paychex	Net Payroll PPE 230924	72,961.11
	US Department of Treasury	Payroll Tax PPE 230924	20,852.36
<b>Total Expenditures \$5,000 and above:</b>			<b>478,356.97</b>
<b>Expenditures under \$5,000:</b>			<b>60,802.12</b>
<b>Total Expenditures:</b>			<b>\$ 539,159.09</b>

**Board of  
Trustees**

**Meeting Agenda Memo**

Date: Thursday, October 12, 2023  
Title: **Chairman's Statement**  
Section & Item:  
Department: Administration  
Fiscal Impact: n/a  
Contact: Bruce Amoss, BOT Chairman  
Attachments:  
Reviewed by  
General Counsel: n/a  
Approved by: Kent A. Cichon, Community Manager

**Requested Action by BOT**

Agenda item has been requested by BOT Chairman Bruce Amoss.

**Background and Summary Information**

Chairman's Statement.



## Board of Trustees

Date:

## Meeting Agenda Memo

Tuesday, October 12, 2023

Title:

Community Manager Evaluation; Direction to Staff

### Section & Item:

Department:

General Counsel

Fiscal Impact:

N/A

Contact:

Garrett Olsen, General Counsel

Attachments:

Reviewed by General Counsel: Yes

Approved by:

Kent Cichon, Community Manager



### Requested Action by BOT

At the request of a Trustee, the General Counsel reviewed applicable BBRD policy to see if there was any existing BBRD or SDS policy that provide for the annual evaluation of the Community Manager by the Board of Trustees ("BOT"). After review, the General Counsel advised that there is no such policy. As such, the General Counsel advised that it would be appropriate for the BOT to discuss and vote on whether the BOT currently wishes to conduct an evaluation of the Community Manager, and if so, by what means/process. Further, the General Counsel advised that it would be appropriate for the BOT to consider giving directions to Staff to draft language providing for the annual review of the Community Manager by the BOT for inclusion in the Rules of the BOT.

Recommended items for BOT Consideration:

1. Consider if the BOT wishes to conduct an evaluation of the Community Manager, and if so, provide for the means/process of such evaluation.
2. Consider giving directions to Staff to draft language providing for the annual evaluation of the Community Manager by the BOT for inclusion in the Rules of the BOT.
3. Give further direction to Staff as necessary.

## Community Manager Performance Evaluation

Evaluation Period \_\_\_\_\_ to \_\_\_\_\_

---

### Instructions:

This evaluation form contains ten categories of evaluation criteria. Each category has a statement that describes a behavior standard in that category. For each statement, use the following scale to indicate your rating of the Community Manager's performance. Any number between 0 and 10 can be used. Please limit the use of decimals to one digit.

**10.0= Excellent (almost always exceeds the performance standard)**

**7.5= Above average (generally exceeds the performance standard)**

**5.0= Average (generally meets the performance standard)**

**2.5= Below Average (usually does not meet the performance standard)**

**1.0= Poor (rarely meets the performance standard)**

**\*\*Any item left blank will be interpreted as a score of "5.0"**

This evaluation form also contains a provision for entering narrative comments, including an opportunity to enter responses to specific questions and an opportunity to list any other comments appropriate and pertinent to the rating period. Please write legibly.

Please leave all pages of this evaluation form attached and initial the bottom of each page.

Initials \_\_\_\_\_

## PERFORMANCE CATEGORY SCORING

### 1. INDIVIDUAL CHARACTERISTICS

- \_\_\_\_\_ Imagination: Shows originality in approaching problems and is able to visualize the implications of various approaches.
- \_\_\_\_\_ Objectivity: Is unbiased and takes a rational viewpoint based on facts and qualified opinions
- \_\_\_\_\_ Drive: Is energetic; willing to spend whatever time is necessary to do a good job
- \_\_\_\_\_ Decisiveness: Can reach timely decisions and initiate action
- \_\_\_\_\_ Attitude: Is enthusiastic, cooperative and willing to adapt

**Add the values from above and enter the subtotal \_\_\_\_\_÷5= \_\_\_\_\_ score for this category**

### 2. PROFESSIONAL SKILLS AND STATUS

- \_\_\_\_\_ Knowledgeable of current developments affecting the practice of local government management
- \_\_\_\_\_ Demonstrates a capacity for innovation and creativity
- \_\_\_\_\_ Anticipates and analyzes problems to develop effective approaches for solving them
- \_\_\_\_\_ Continuously seeks professional improvement through continuous education (i.e. Educational reading, professional conferences, etc.)
- \_\_\_\_\_ Sets a professional example by handling affairs of the public office in a fair and impartial Manner

**Add the values from above and enter the subtotal \_\_\_\_\_÷5= \_\_\_\_\_ score for this category**

### 3. RELATIONS WITH TRUSTEES

- \_\_\_\_\_ Carries out directives of the Board of Trustees as opposed to those of any one member or minority group
- \_\_\_\_\_ Provides the Board of Trustees with concise well-written agenda memos that cover all perspectives of an issue, provides multiple options and a recommendation (when appropriate)
- \_\_\_\_\_ Disseminates complete and accurate information equally to all members in a timely manner
- \_\_\_\_\_ Assists the Board of Trustees and individual Trustees by facilitation decision making without usurping Board of Trustees' authority.
- \_\_\_\_\_ Maintains effective communication, both verbal and written, with the Board of Trustees as a group and with individual Trustees

**Add the values from above and enter the subtotal \_\_\_\_\_÷5= \_\_\_\_\_ score for this category**

Initials \_\_\_\_\_

#### 4. POLICY EXECUTION

- \_\_\_\_\_ Implements Board of Trustee actions and policies in accordance with the intent of Board of Trustee
- \_\_\_\_\_ Is able to effectively communicate the actions of the Board of Trustees after a decision has been reached, both inside and outside the organization
- \_\_\_\_\_ Understands, supports, and enforces the Board of Trustees' policies (i.e. Policy Manual, Employee Handbook, Rules for the Board of Trustees, etc.)
- \_\_\_\_\_ Reviews written Barefoot Bay Recreation District policy procedures periodically and offers suggestions for improvements to the Board of Trustees
- \_\_\_\_\_ Offers workable alternatives to the Board of Trustees for changes in policy when an existing policy is no longer practical.

Add the values from above and enter the subtotal \_\_\_\_\_÷5= \_\_\_\_\_ score for this category

#### 5. REPORTING

- \_\_\_\_\_ Provides regular information and reports to the Board of Trustees concerning matters of importance to the Board of Trustees and individual Trustees
- \_\_\_\_\_ Responds in a timely manner to requests from the Board of Trustees and individual trustees for special reports or specific information
- \_\_\_\_\_ Takes the initiative to provide information, advice, and recommendations to the Board of Trustees on matters that are non-routine and not administrative in nature
- \_\_\_\_\_ Documents produced by the Community Manager are accurate, comprehensive, concise and written to their intended audience
- \_\_\_\_\_ Capable of producing variety of documents ranging from concise one subject reports to complex analyses

Add the values from above and enter the subtotal \_\_\_\_\_÷5= \_\_\_\_\_ score for this category

#### 6. PERSONNEL MANAGEMENT

- \_\_\_\_\_ Ensures all personnel decisions (i.e., hiring, evaluations, pay and classification changes, discipline, separations, etc.) are handled solely on merit and fairness and adheres to Barefoot Bay Recreation District, State and Federal non-discrimination laws and policies
- \_\_\_\_\_ **Professionally supervises his direct report and strives to make Barefoot Bay Recreation District an organization where department managers, supervisors and line employees are empowered to make appropriate decisions without the fear of reprisal by residents or trustees**
- \_\_\_\_\_ **Maintains an open-door policy to staff while upholding the dignity of the Community Manager's office**
- \_\_\_\_\_ Encourages teamwork, innovation and problem-solving among all employees
- \_\_\_\_\_ Continuously seeks to improve employee pay and benefits package in a cost-effective manner that is responsible to the residents

Initials \_\_\_\_\_

**Add the values from above and enter the subtotal \_\_\_\_\_÷5= \_\_\_\_\_ score for this category**

**7. FISCAL MANAGEMENT**

- \_\_\_\_\_ Prepares annual 5-year Financial Model & Capital Improvement Plan, draft and proposed budgets that are balanced, easy to read, and addresses the needs of the Barefoot Bay Recreation District, while adhering to fiscal restraints established by the Board of Trustees
- \_\_\_\_\_ Makes the best possible use of budgeted funds, conscious of the need to operate Barefoot Bay Recreation District efficiently and effectively
- \_\_\_\_\_ Ensures financial activities at every level of the organization are conducted in a transparent manner consistent with GAAP and GFOA standards
- \_\_\_\_\_ Monitors the purchasing of goods and services, ensures the solicitation of quotes and bids are conducted in accordance of Barefoot Bay Recreation District policy and state law and seeks to expand the number and quality of bids and quotes received
- \_\_\_\_\_ Makes appropriate recommendations (when needed) to the Board of Trustees to enhance the financial standing of Barefoot Bay Recreation District and/or to maximize the purchasing power of Barefoot Bay Recreation District monies

**Add the values from above and enter the subtotal \_\_\_\_\_÷5= \_\_\_\_\_ score for this category**

**8. OPERATIONAL MANAGEMENT**

- \_\_\_\_\_ Ensures services provided by Barefoot Bay Recreation District are rendered in accordance with Board of Trustee direction and Barefoot Bay Recreation District policy
- \_\_\_\_\_ Does not show favoritism to any specific department, function, or amenity
- \_\_\_\_\_ Approaches service delivery issues in a professional manner seeking a “win win” approach for the residents, guests and staff
- \_\_\_\_\_ Does not shy away from difficult situations and/or problems and always considers multiple solutions before proceeding on a course of action
- \_\_\_\_\_ Maintains an awareness of the equality of operations, buildings, amenities, and projects by periodic site inspections and visits

**Add the values from above and enter the subtotal \_\_\_\_\_÷5= \_\_\_\_\_ score for this category**

Initials \_\_\_\_\_



## 9. RESIDENT RELATIONS

- \_\_\_\_\_ Responsive to requests from residents in person and/or via e-mail during and outside of normal business hours
- \_\_\_\_\_ Ensures that an attitude of helpfulness, courtesy and sensitivity to perception exist in employees who deal with residents
- \_\_\_\_\_ Establishes and maintains an image of quality service, enthusiasm, and professionalism to residents of the Barefoot Bay Recreation District
- \_\_\_\_\_ Continuously works to improve communications with residents regarding routine and emergency notices
- \_\_\_\_\_ Is available to clubs and organizations to answer questions, facilitate service requests and/or represent the Barefoot Bay Recreation District

**Add the values from above and enter the subtotal \_\_\_\_\_÷5= \_\_\_\_\_ score for this category**

## 10. COMMUNITY

- \_\_\_\_\_ Shares responsibility with the Board of Trustees for addressing the difficult issues facing the community
- \_\_\_\_\_ Avoids unnecessary controversy
- \_\_\_\_\_ Works with Brevard County, when appropriate, to facilitate resolution to residents' issues that are the responsibility of Brevard County or other entities
- \_\_\_\_\_ Maintains a professional approach in dealing with the news media and other governmental Officials
- \_\_\_\_\_ Dedicated to Barefoot Bay Recreation District and the betterment of amenities and services rendered to residents

**Add the values from above and enter the subtotal \_\_\_\_\_÷5= \_\_\_\_\_ score for this category**

## RANKING SUMMARY

- |                                   |       |
|-----------------------------------|-------|
| 1. Individual Characteristics     | _____ |
| 2. Professional Skills and Status | _____ |
| 3. Relations with Trustees        | _____ |
| 4. Policy Execution               | _____ |
| 5. Reporting                      | _____ |
| 6. Personnel Management           | _____ |
| 7. Fiscal Management              | _____ |
| 8. Operational Management         | _____ |
| 9. Resident Relations             | _____ |
| 10. Community                     | _____ |
| Total                             | _____ |

Initials \_\_\_\_\_

## NARRATIVE EVALUATION

1. What would you identify as the Manager's strength(s), expressed in terms of the principle results achieved during the rating period?

---

---

---

---

---

---

---

---

2. What performance area(s) would you identify as most critical for improvement?

---

---

---

---

---

---

---

---

3. What constructive suggestions or assistance can you offer the Manager to enhance performance?

---

---

---

---

---

---

---

---

Initials \_\_\_\_\_

**4. What other comments do you have for the Manager? (priorities, expectations, goals or objectives for the new rating period)**

---

---

---

---

---

---

---

---

---

---

Initials \_\_\_\_\_

## Board of Trustees Meeting Agenda Memo

Date: Thursday, October 12, 2023  
Title: **Amending the Budget: Rebalancing of the FY 2024 Adopted Budget**

Section & Item:  
Department: Finance  
Fiscal Impact: \$0  
Contact: Charles Henley, Finance Manager  
Kent Cichon, Community Manager  
Attachments: Resolution 2023-16 – Amending the Budget  
Reviewed by  
General Counsel: Yes  
Approved by: Kent Cichon, Community Manager



### Requested Action by BOT

BOT consideration and approval of Resolution 2023-16

### Background and Summary Information

The table identified as Exhibit A as attached to the resolution, depicts various administrative actions taken by the BOT affecting the FY2024 Adopted Budget.

On August 22, 2023, the BOT approved the revised BBRD FY24 fee schedule resulting in decreased revenue expectations. To offset some of these decreased revenue expectations, the BOT agreed to reduce the R&M / Capital Projects Department's budget.

On September 14, the BOT approved the PGIT insurance proposal resulting in the need to increase various Department's expenditure budgets.

On September 26, 2023, the BOT approved the FY24 Golf fee schedule resulting in decreased revenue expectations for the Golf Pro-Shop Department.

Staff recommends the BOT approve Resolution 2023-16 Amending the FY2024 Budget by decreasing revenues and expenditure budgets equally to maintain an overall balanced budget according to the table above using \$84,892 of the Reserve for Capital account line.

**RESOLUTION 2023-16**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
BAREFOOT BAY RECREATION DISTRICT AMENDING  
RESOLUTION 2023-08; AMENDING THE BUDGET.**

**WHEREAS**, the Barefoot Bay Recreation District Board of Trustees adopted Resolution 2023-08, an operating Budget for the Fiscal Year beginning October 1, 2023, and ending September 30, 2024; and

**WHEREAS**, the Board of Trustees is desirous of amending the previously adopted Budget; and

**WHEREAS**, the Board of Trustees has ascertained that the following amendments are necessary to provide for the operation of the District for the Fiscal Year 2023/24:

See attachment A

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

**Section 1.** The amendment shall be made to the operating Budget for the Fiscal Year beginning October 1, 2023 and ending September 30, 2024.

**Section 2.** The Community Manager and the Finance Manager are directed to adjust the FY 2023/24 Adopted Budget.

**Section 3.** 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, Bruce Amoss  
Trustee, Joe Klosky  
Trustee, Ann Hanson  
Trustee, Jeff Grunow  
Trustee, Hurrol Brinker

The Chairman thereupon declared this Resolution Done, Ordered, and Adopted on this 12<sup>th</sup> day of October 2023.

**BAREFOOT BAY RECREATION DISTRICT**

By: \_\_\_\_\_  
Bruce Amoss,  
CHAIRMAN

\_\_\_\_\_  
Jeff Grunow,  
SECRETARY

**Attachment A**

Dept.	Sub-Dept	Account	Revenue Increase (Decrease)
7220 Resident Relations	09 Customer Relations	369100 Miscellaneous Income Generation	3,560
7220 Resident Relations	09 Customer Relations	347203 Guest Passes	(53,925)
7220 Resident Relations	09 Customer Relations	347203 Guest Passes	17,100
7220 Resident Relations	09 Customer Relations	347203 Guest Passes	(55,750)
7220 Resident Relations	09 Customer Relations	347203 Guest Passes	24,000
7220 Resident Relations	09 Customer Relations	347203 Guest Passes	(1,000)
7220 Resident Relations	09 Customer Relations	347203 Guest Passes	525
7220 Resident Relations	09 Customer Relations	347203 Guest Passes	(700)
7220 Resident Relations	09 Customer Relations	347203 Guest Passes	140
7220 Resident Relations	09 Customer Relations	347204 Building Rental	700
7220 Resident Relations	09 Customer Relations	347204 Building Rental	25
7220 Resident Relations	09 Customer Relations	369100 Miscellaneous Income Generation	10
7220 Resident Relations	09 Customer Relations	369100 Miscellaneous Income Generation	80
7220 Resident Relations	09 Customer Relations	369100 Miscellaneous Income Generation	(175)
7230 Golf /Proshop	N/A	347501 Golf Memberships	(4,108)
7230 Golf /Proshop	N/A	347504 Golf Cart Rentals	6,630
7241 Property Services	15 Recreation	347211 Badge & Additional SMF	(21,600)
7241 Property Services	15 Recreation	347211 Badge & Additional SMF	12,774
7270 Vehicle Storage	N/A	369310 Kayak Storage Income	260

Total Decrease in Revenues (71,454)

Dept.	Sub-Dept	GL	Expenditure Increase (Decrease)
1300 Administration	06 Finance	510451 Workers Comp. Insurance	14
1300 Administration	07 District Clerk	510450 Insurance	39,137
1300 Administration	07 District Clerk	510451 Workers Comp. Insurance	36
7210 Food & Beverage	01 Lounge	510451 Workers Comp. Insurance	308
7210 Food & Beverage	02 19th Hole	510451 Workers Comp. Insurance	221
7210 Food & Beverage	05 Special Events	510451 Workers Comp. Insurance	205
7210 Food & Beverage	08 F&B Admin	510451 Workers Comp. Insurance	12
7220 Resident Relations	09 Customer Relations	510451 Workers Comp. Insurance	32
7220 Resident Relations	10 DOR Enforcement	510451 Workers Comp. Insurance	40
7220 Resident Relations	16 Community Watch	510451 Workers Comp. Insurance	12
7230 Golf /Proshop	N/A	510451 Workers Comp. Insurance	120
7241 Property Services	11 Buildings	510451 Workers Comp. Insurance	735
7241 Property Services	12 Grounds	510451 Workers Comp. Insurance	298
7241 Property Services	13 Custodial	510451 Workers Comp. Insurance	356
7241 Property Services	14 Pools	510451 Workers Comp. Insurance	369
7241 Property Services	15 Recreation	510451 Workers Comp. Insurance	43
7300 R&M / Capital Projects	N/A	572585 Pickle Ball/Tennis Shed/Cand	(19,500)
7300 R&M / Capital Projects	N/A	572601 Golf Course Pond Fountains	(9,000)

Total Increase in Expenditures 13,438

Dept.	Sub-Dept	GL	Reserves Increase (Decrease)
1300 Administration	06 Finance	572000 Reserve for Capital	(84,892)

Total Decrease in Reserves (84,892)

Total Decrease in Expenditures & Reserves (71,454)



## Barefoot Bay Recreation District

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

Phone 772-664-3141  
[www.bbrd.org](http://www.bbrd.org)

**Memo To:** Board of Trustees

**From:** Kent A. Cichon, Community Manager

**Date:** October 12, 2023

**Subject:** Manager's Report

### Resident Relations

#### **ARCC Meeting 9/26/2023**

- 14 Consent Permits – approved
- 5 Other Permits – approved

#### **VC Meeting 9/22/2023**

- 8 Cases – came into compliance
- 1 Case – DOR is working with the homeowner
- 9 Cases – found to be in violation

### Food & Beverage

- A reminder that there will be a grand opening on Thursday, October 26<sup>th</sup> to officially celebrate the opening of the Cabana Bay bar and reopening of Pool #1 with a ribbon cutting ceremony at 4pm. After the ceremony, there will be a light appetizer buffet, and the Allen Wronko band will play on the Lake Side Stage until 7:30pm.
- Lift your spirits at our annual Halloween Party on Friday, October 27<sup>th</sup>. The Lounge and Lake Stage area is creep'n it real with the Real Deal band from 7-10:30pm. They are bat to the bone. Please come as you aren't as prizes are awarded for best costumes. Don't forget you can goblin up some screamin' good food at the freak truck.
- The 2024 Winter Beats series schedule will be coming out next Monday, October 16<sup>th</sup> with a full line up of great entertainment.

### Property Services

- Pools
  - Completed painting all of the posts under the walkway roof at Pool #1
  - Worked with vendors to address issues with Pool #1
  - Continued to solicit bids for concrete for Pool #1 projects
  - Repaired leaking valves at Pool #2
- Lounge
  - Began painting of the lounge interior
  - Began the process of replacing the lounge restroom doors
- Administration Building
  - Continued to solicit bids for repairing Administration Building leaks
  - Continued to solicit bids for replacing Administration Building floors
- Began work on the lawn bowling irrigation system
- Worked with the vendor to replace the Cart Guys' AC unit
- Repaired the Veterans Gathering Center AC
- Solicited bids to install an automatic entrance door for Building D/E

### Golf-Pro Shop

- Day light saving time will be ending in early November. As a result, on November 1<sup>st</sup>, the hours of operation will be 7am – 5:30pm.
- Tournaments
  - Sunday Morning Scramble Christmas Event
    - October 21<sup>st</sup> with an 8:30am Shotgun Start (108 players max)
    - 4-person scramble
    - Sign up in the Pro Shop and call 772-664-3174 with questions
  - 9 & 18-Hole Ladies Shotgun
    - October 31<sup>st</sup> with an 8:30am Shotgun Start
    - Must be a member of either the 9 or 18-hole leagues
    - Call the Pro Shop at 772-664-3174 with questions

### Beach Restroom Project

- Awaiting delivery of the County's sidewalk easement conveyance documents for the BOT to approve.

### Accessibility Ramps

- Request for storage at Property Services facility

### Additional Comments