



BAREFOOT BAY RECREATION DISTRICT

Barefoot Bay Recreation District Regular Meeting
December 3, 2021 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. BOT Meeting minutes dated November 11, 2021.
- 8. Treasurer's Report**
 - A. Treasurer's Report
- 9. Audience Participation**
- 10. Unfinished Business**
 - A. Discussion of COVID-19 Precautions
- 11. New Business**
 - A. DOR Review Ad Hoc Committee Appointments
 - B. Miniature Golf Course Adopt A Hole Program
 - C. Discussion of Land Purchase for RV Storage
 - D. Employee Classification Plan and Compensation Study
 - E. Employee Handbook Revision: Enhanced Recruitment Methods for Part-time Positions
 - F. FY22 Budget Amendment: NRP Sales Proceeds
 - G. Doors and Windows replacement award of contract
- 12. Manager's Report**
 - A. December 3rd Community 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 Regular Meeting



BAREFOOT BAY RECREATION DISTRICT

Board of Trustees Regular Meeting

November 12, 2021

1PM –Building D&E

Meeting Called to Order

The Barefoot Bay Recreation District Board of Trustees held a Meeting on November 12, 2021, Building D&E 1225 Barefoot Boulevard, Barefoot Bay, Florida. Mr. Maino called the meeting to order at 1PM.

Pledge of Allegiance to the Flag

Led by Mr. Amoss.

Roll Call

Present: Mr. Grunow, Mr. Nugent, Mr. Morrissey, Mr. Amoss, Mr. Maino. Also, present, John W. Coffey, ICMA-CM, Community Manager, Cliff Repperger, General Counsel, Stephanie Brown, District Clerk and Matt Goetz, Property Services Manager.

Additions or Deletions to the Agenda

Mr. Maino requested item 10C Blissful Things Settlement Agreement be added to the agenda.

Approval of the Agenda

Mr. Grunow made a motion to add item 10C Blissful Things Settlement Agreement to the agenda. Second by Mr. Morrissey. Motion passed unanimously.

Presentations and Proclamations

Ms. Sue Hill gave an Adopt-A-Hole proposal for the Mini Golf Course. Mr. Maino asked questions about AstroTurf and maintenance of the golf holes. Mr. Morrissey asked the purpose of the Adopt-A-Hole concept. Ms. Hill responded to beautify and ensure that the mini golf course is safe for residents. Mr. Maino voiced his concern about several different clubs making decisions for all of the holes. Mr. Grunow suggested having a professional who deals in turf to come and inspect the mini golf course.

BOT consensus to place the Adopt-A-Hole proposal on the December 3, 2021, BOT Meeting Agenda.

Approval of Minutes

Mr. Nugent made a motion to approve BOT minutes dated October 26, 2021, and Townhall minutes dated October 28, 2021, with a correction of the referendum ballot year from 2022 to 2023. Second by Mr. Grunow. Motion passed unanimously.



BAREFOOT BAY RECREATION DISTRICT

Treasurer's Report

Mr. Amoss made a motion to approve the Treasurer's Report for November 12, 2021, as read. Second by Mr. Morrissey. Motion passed unanimously.

Audience Participation

David Wheaton-1477 Barefoot Circle-presented data speaking in favor of not overseeding the Golf Course.

Richard Schwatlow-636 Marlin Circle-spoke in favor of clubs taking over the golf holes, but was not in favor of 18 clubs being involved in the decision-making. He also spoke in favor of a club being formed that would use mini golf, and using illustrations to promote mini golf.

Unfinished Business

Discussion of COVID-19 Precautions

Staff recommends extending the one-rider per cart rule through December 5, 2021, and a re-evaluation at the December 3, 2021, BOT meeting.

Mr. Morrissey made a motion to extend the one-rider per cart rule through December 5, 2021, and a re-evaluate at the December 3, 2021, BOT meeting. Second by Mr. Amoss. Motion passed unanimously.

Mr. Coffey briefed the BOT on the new employee vaccine incentive program.

Discussion of Overseeding the Golf Course

Mr. Amoss voiced his concern about not overseeding after already preparing the golf course to be overseeded. Mr. Grunow spoke in favor of not overseeding this year and resume next year.

Mr. Amoss made a motion to accept Matt Hill, Sr. Branch Manager of ABM Landscaping and Turf Services recommendation to overseed all greens, collars, and fairways on the golf course in 2021. Second by Mr. Morrissey. Motion passed unanimously.

Blissful Things Settlement Agreement

Mr. Repperger recommends for the BOT to accept the Blissful Things Settlement Agreement.

Mr. Nugent made a motion to approve recommendation from Mr. Repperger to accept the Blissful Things settlement agreement as presented. Second by Mr. Morrissey. Motion passed unanimously.



BAREFOOT BAY RECREATION DISTRICT

New Business

Selection of Candidates to be Interviewed for General Counsel Position

Staff recommends the BOT select specific candidates to be interviewed and inform staff of their desired interview duration and any desired gaps between interviews.

Mr. Maino suggested that the BOT comes up with a list of questions for the general counsel candidates. Trustee-Elect Hurrol Brinker (554 Tarpon) spoke in favor of interviewing Weiss Serota Helfman Cole & Bierman, P.L. Mr. Amoss asked if Mr. Repperger could give a recommendation. Mr. Repperger responded that he could offer information on firms that he has prior experience with, those firms being Weiss, DSK, and Roper. Mr. Maino spoke in favor of Weiss, Vose and DSK. Mr. Grunow spoke in favor of Weiss, Vose and Roper. Mr. Amoss spoke in favor of Vose, DSK and Shepard, Smith, Kohlmyer & Hand, P.A (Andrew Hand), Mr. Nugent spoke in favor of Weiss, Vose, and DSK and Mr. Morrissey spoke in favor of Vose, Miller, and Shepard, Smith, Kohlmyer & Hand.

Mr. Amoss made a motion to interview the top 3 candidates (Vose, DSK and Weiss). Second by Mr. Grunow. Motion passed unanimously.

Establishment of a DOR Review Ad Hoc Committee

Staff recommends the BOT review the attached draft DOR Review Ad Hoc Committee Rules document, make any desired modifications, and formally adopt the rules to facilitate the future committee's work.

Mr. Morrissey made a motion to adopt the Ad Hoc Committee Rules as read. Second by Mr. Nugent. Motion passed unanimously.

Six-month Review of Remote-Control Boat Usage

Review of first six months of remote control (RC) boat usage in the Building A lake and direction to staff.

Mr. Grunow stated that he has not received any complaints from residents regarding the RC boat issues.

BOT consensus of no changes at this time.

FY 2021 Year End Budget Amendment and Resolution

Resolution 2021-21 Read by Mr. Repperger:

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE BAREFOOT BAY RECREATION DISTRICT AMENDING RESOLUTION 2020-08; AMENDING THE BUDGET.

Mr. Nugent made a motion to approve Resolution 2021-21 as read. Second by Mr. Amoss Motion passed unanimously.



BAREFOOT BAY RECREATION DISTRICT

FY 2022 Roll Forward R&M/Capital Projects Department and Property Services Project Budget Amendment and Resolution

Resolution 2021-22 Read by Mr. Repperger:

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE BAREFOOT BAY RECREATION DISTRICT AMENDING RESOLUTION 2021-09; AMENDING THE BUDGET.

Mr. Grunow made a motion to approve Resolution 2021-22 as read. Second by Mr. Amoss. Motion passed unanimously.

Christmas Parade and Light up the Bay Support

Staff recommends the BOT authorize BBRD to expend up to \$1,000 on the Christmas parade, festivities, and Light up the Bay contest as requested by Chairman Emeritus Klosky, CDO.

Mr. Amoss made a motion to authorize BBRD to expend up to \$1,000 on the Christmas parade, festivities, and Light up the Bay contest as requested by Chairman Emeritus Klosky, CDO. Second by Mr. Morrissey. Motion passed unanimously.

Manager's Report

Resident Relations

ARCC Meeting 11/09/2021

- 20 Consent Items – approved
- 5 Other Items – approved

Next ARCC Meeting

- Is scheduled for November 23rd at 9am in Bldg. D/E

VC Meeting 11/12/2021

- 6 Cases – came into compliance prior to the meeting.
- 9 Cases – DOR is working with the homeowner.
- 9 Cases – found to be in violation

Next VC Meeting

- Is scheduled for December 3rd at 10am in Bldg. D/E

October Interesting Facts

- 46 New home sales
- 25 Orientations presented
- 32 Residents in attendance



BAREFOOT BAY RECREATION DISTRICT

Food & Beverage

- The Lounge and 19th Hole are closed on Thanksgiving Day.
- New Year's Eve Party Lakeside
This year's New Year's band Soul Time will play on the Lounge Lakeside stage from 8pm-12:15am. As in past years, there will be a \$5.00 gate fee. In the event of inclement weather, the band will set up inside the Lounge. To be guaranteed a seat in the Lounge, \$10.00 tickets will go on sale November 29, 2021, at 9am inside the Lounge. Noise makers and a champagne toast is included in the \$10.00 ticket.
- Paul McCartney Tribute Band
Tickets will go on sale for \$20.00 Wednesday, December 1st in Building A at 9am for the Paul McCartney Tribute Band to be held on February 25, 2022. This is table seating with a maximum purchase of 8 seats per table with your homeowner's badge.
- The Tina Turner and Dueling Piano shows are **sold out**.

Property Services

- Repaired broken water fountain at the Softball Field
- Repaired water leak at the 19th Hole
- Replaced broken valve at the 19th Hole for the ice machine
- Repaired the well pump at the Beach
- Re installed the upheaved card scanner at Micco RV lot
- Repaired broken chain on the West RV gate
- Replaced/repared broken fence at the Shopping Center
- Replaced broken car stops at the Shopping Center
- Made more adjustments to the Pool #2 chemical feeder
- Replaced all the steering bushings and spacers on one of the TORO 360 mowers
- Set up and torn down Veterans Day displays and ceremony site
- Continued to solicited bids and quotes for projects

Golf-Pro Shop

- November Tournaments (see Pro Shop for details)
 - 16th 9 & 18-Hole Ladies Scramble
 - 8:00am Shotgun
- Course Overseed Closure (Pending approval of BOT)
 - Nov 23rd Back Nine and Putting Green Closed
 - Nov 24th Front Nine and Driving Range Closed
- November 25th (Thanksgiving Day)
 - Last Cart out 10am
 - Course Closes at 2pm
- Bert and Ernie say, "only 43 shopping days left before Christmas...come on down to the Pro Shop for all your BBRD logo gifts."



BAREFOOT BAY RECREATION DISTRICT

General Information

- **Building A Renovations Project update** – The vendor anticipates installation of the platform the week of Thanksgiving Day and final county inspections the following week. Punchlist items will then be completed.
- **R&M/Capital Project Ideas** – As part of the FY23 Budget preparation process, staff is accepting ideas for new R&M/Capital ideas through December 3, 2021. Submittal of projects ideas by the deadline will enable staff to develop cost estimates for inclusion on the proposed FY23-27 5yrFM&CIP which will be provided to the BOT on March 7, 2022. Residents can either drop off ideas at the Administration Building or email them to jcoffey@bbrd.org. Residents are strongly encouraged to include their contact information in case staff needs clarification regarding the proposed scope of work.
- **New Unfunded Mandate by State Legislature** - As part of the 2021 Session, the Florida Legislature passed House Bill 53 (Public Works) requiring a 20-year needs analysis be developed by local governments providing a stormwater management program or stormwater management system. Deadline for completion of the analysis is June 30, 2022. Staff has requested a proposal from BBRD's engineer of record for said analysis and report. Staff anticipates approval of the proposal will be on one of the January 2022 BOT Meeting agendas for consideration.

Remaining Regularly Scheduled BOT Meetings – Residents are reminded, per the custom of the BOT, the second meetings in November and December will not be held (i.e., they were not originally scheduled last year). Additionally, the first meeting in December is on Friday, December 3rd at 1pm

Mr. Coffey thanked Mr. Repperger for his 14 years of service to BBRD and his assistance to him over the past 8 years.



BAREFOOT BAY RECREATION DISTRICT

Attorney's Report

Mr. Repperger stated that Blissful Things case has been resolved. He also stated that he is preparing for the transition to BBRD new General Counsel and that some litigation cases may remain with him after the transition. Mr. Repperger does not have an update on DOR cases at this time.

Incidental Trustee Remarks

Mr. Grunow stated the Veterans Day event went well.

Mr. Morrissey asked for status on the concept of purchase of land along Micco Rd for RV boat storage.

Mr. Maino reminded the residents to attend the Christmas Parade and decorate their golf carts.

Adjournment

The next meeting will be on December 3, 2021, at 1pm in Building D/E.

Mr. Nugent made a motion to adjourn. Second by Mr. Morrissey. Mr. Maino adjourned.

Meeting adjourned at 2:44pm.

Jeff Grunow, Secretary

Stephanie Brown, District Clerk

Barefoot Bay Recreation District

Treasurer's Report

December 3, 2021

Cash Balances in General Fund as of 11/24/21

Petty Cash

Total Petty Cash: \$ 2,500.00

Operating Cash in Banks

MB&T Operating Account

1,308,650.05

Total Operating Accounts: 1,308,650.05

Interest Bearing Accounts

MB&T Money Market Account

850,854.22

SBA Reserve Account

699,917.26

Total Interest Bearing Accounts: 1,550,771.48

Total Cash Balances in General Fund:

\$ 2,861,921.53

Total Daily Deposits and Assessments Received for 11/5/21 - 11/24/21

Daily Deposits: \$ 118,753.97

Interest Received: Money Market Account -

Interest Received: SBA Account -

Interest Received: Other Interest 374.39

Golf Revenues 43,656.55

Assessments Received: 1,227,888.26

Total Deposits Received: \$ 1,390,673.17

Expenditures for 11/05/21 - 11/24/21

Check Number	Vendor	Description	Check Amount
211117	Florida Department of Revenue	Sales Tax: 10/21	29,231.71
58011	ABM Landscape & Turf Services	Golf Course & Ball Field Maint. - 11/21	40,123.67
58012	ADS Security, L.P. Inc.	Annual Building Security	11,593.53
58017	Brevard County Tax Collector	2021 Property Taxes	32,562.26
58025	Current Electrical Solutions Inc	Shopping Center Electrical Upgrades Deposit	10,847.10
58122	Crosscreek Environmental, Inc	Golf Course Lake Bank Restoration Golf Course Deposit	71,182.80
58132	Health First Health Plans Inc	Employee Health Insurance: 12/21	29,846.11
58154	White Bird Law	Legal Fees: 10/21	6,527.50
	United States Treasury	Payroll Taxes - PPE 11/21/21	19,030.87
	Paychex	Net Payroll - PPE 11/21/21	63,955.90
	United States Treasury	Payroll Taxes - PPE 11/07/21	18,775.69
	Paychex	Net Payroll - PPE 11/07/21	60,748.72

Total Expenditures \$5,000 and above: \$ 394,425.86

Expenditures under \$5,000: \$ 113,235.99

Total Expenditures: \$ 507,661.85

Board of Trustees

Meeting Agenda Memo

Date: Friday, December 3, 2021
Title: **Discussion of COVID-19 Precautions**
Section & Item: 10.A
Department: Administration, District Clerk
Fiscal Impact: N/A
Contact: John W Coffey, ICMA-CM, Community Manager, Charles Henley, Finance Manager, Ernie Cruz, Golf Manager
Attachments:
Reviewed by
General Counsel: N/A
Approved by: John W. Coffey, ICMA-CM, Community Manager



Requested Action by BOT

Assessment of current conditions and consideration of possible new COVID-19 precautions.

Background and Summary Information

BBRD lifted the last COVID-19 restriction on July 1, 2021. In late July, the CDC issued additional guidance concerning facial coverings. On the August 13, 2021, the BOT decided to assess conditions and discuss possible precautions at each meeting going forward.

On September 10, 2021, staff implemented a temporary 30 day "one-rider per cart" rule for the Golf Course in response to an uptick in positive cases in BBRD and players' concerns.

On October 8, 2021, the BOT voted to extend the one-rider per cart rule for the Golf Course until October 29th.

On October 26, 2021, the BOT voted to extend the one-rider per cart rule for the Golf Course until November 15th.

On November 12, 2021, the BOT voted to extend the one-rider per cart rule through December 5th. Additionally, the Community Manager briefed the BOT on the newly issued COVID-19 vaccination incentive program available to staff.

Staff recommends extending the one-rider per cart rule through December 31, 2021 and has no other recommendations as of the date of the publication of this agenda packet (November 24, 2021).

Staff requests direction from the BOT regarding this matter.

Board of Trustees

Meeting Agenda Memo

Date: Friday, December 3, 2021
Title: **DOR Review Ad Hoc Committee Appointments**
Section & Item: 11.A
Department: Resident Relations, DOR
Fiscal Impact: N/A
Contact: Richard Armington, Resident Relations Manager, John W Coffey, ICMA-CM, Community Manager, Charles Henley, Finance Manager
Attachments: Dan Murphy, Joe Klosky, John Scarritt email, John Scarritt, Louise Crouse
Reviewed by
General Counsel: N/A
Approved by: John W. Coffey, ICMA-CM, Community Manager



Requested Action by BOT

Appointment of seven homeowners to the DOR Review Ad Hoc Committee.

Background and Summary Information

On October 26, 2021, the BOT voted to proceed with a recommendation from the ARCC Chairman to establish a DOR Review Ad Hoc Committee to review the DOR and forward recommended ballot questions to the BOT for their consideration of inclusion in a 2022 DOR mailout ballot. The advertisement for resumes/letters of interest from homeowners began on Monday, November 1, 2021 and will continue through November 29, 2021 in anticipation of the selection of committee members by the BOT on December 3, 2021. On November 12, 2021, the BOT adopted the attached rules for the committee. The following individuals submitted resumes/letters of interest of being appointed:

- Dan Murphy
- Joe Klosky, CDO
- John Scarritt
- Louise Crouse

If additional resumes/letters of interest are received after November 24, 2021 they will be emailed to the BOT posted on www.bbrd.org and added to a revised agenda memo prior to the meeting. If a sufficient number of resumes/letters of interest are not available on December 3, 2021, the BOT may consider tabling this agenda item until the January 14, 2022 meeting.

Staff recommends the BOT appoint five individuals to voting positions and two individuals to the alternate positions.

John Coffey

From: Stephanie Brown
Sent: Thursday, November 04, 2021 8:48 AM
To: John Coffey
Subject: FW: DOR ad hoc committee

John,

See below.

Stephanie Brown

District Clerk

Barefoot Bay Recreation District
625 Barefoot Blvd.
Barefoot Bay, FL 32976
Phone: 772.664.3141 ext 210
Fax: 772.664.1928

PUBLIC RECORDS NOTICE: Barefoot Bay Recreation District (BBRD) is governed by the State of Florida public records law. This means that the information BBRD receives online including your e-mail address might be disclosed to any person making a public records request. If you have any question about the Florida public records law refer to Chapter 119 Florida Statutes. Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

From: Dan M <djmurphy2018@gmail.com>
Sent: Wednesday, November 3, 2021 5:03 PM
To: Stephanie Brown <sbrown@bbird.org>
Subject: DOR ad hoc committee

Nov 13, 2021
1014 Thrush Circle
Barefoot Bay, FL 32976

Stephanie Brown,
District Clerk, BBRD
Barefoot Bay, FL 32976

Re: ad hoc DOR Committee Vacancy

Dear Ms. Brown,

Please be advised that I would like to be considered for a position on the above referenced committee. As a retired jail administrator and hospital security director, I have significant experience in the interpretation, promulgation, review and application of various rules, regulations and standards.

I have been a full time, year-round resident of Barefoot Bay for the last three years, and have a Master's Degree in Human Resource Management.

Thank you for your consideration,

Dan Murphy
423 343 2995
djmurphy2018@gmail.com

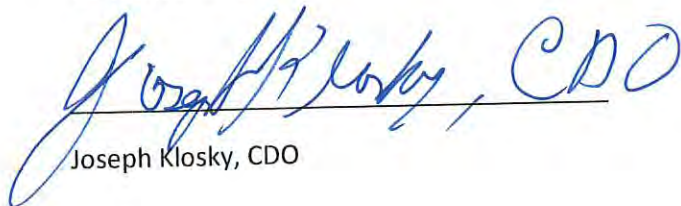
To: Barefoot Bay Board of Trustees

Subject: Letter of Interest

I would like to serve on the ad hoc committee to review the BBRD Deed of Restrictions, to give my recommended changes.

I have been on the Board of Trustees for 14 years and four years as Chairman. Also, I was the Chairman on the ARCC for three years.

Thank you for your interest.

A handwritten signature in blue ink, reading "Joseph H. Klosky, CDO". The signature is written over a horizontal line.

Joseph Klosky, CDO

John Coffey

From: Stephanie Brown
Sent: Sunday, November 21, 2021 6:38 PM
To: John Coffey
Subject: Fwd: Ad Hoc DOR Committee

Address and contact info below.

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From: accessteamllc@gmail.com <accessteamllc@gmail.com>
Sent: Sunday, November 21, 2021 11:48:44 AM
To: Stephanie Brown <sbrown@bbrd.org>
Subject: RE: Ad Hoc DOR Committee

Hi Stephanie,
I am at 941 Laurel Cir. And can be reached at 941-320-2729. Thanks.



John Scarritt
Sebastian FL
941-320-2729

From: Stephanie Brown <sbrown@bbrd.org>
Sent: Friday, November 19, 2021 11:39 AM
To: accessteamllc@gmail.com
Subject: RE: Ad Hoc DOR Committee

Mr. Scarritt,

What is your Barefoot Bay address? Can you also provide your contact information?

Thank you,

Stephanie Brown

District Clerk
Barefoot Bay Recreation District
625 Barefoot Blvd.
Barefoot Bay, FL 32976
Phone: 772.664.3141 ext 210
Fax: 772.664.1928

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From: accessteamllc@gmail.com <accessteamllc@gmail.com>

Sent: Friday, November 19, 2021 11:32 AM

To: Stephanie Brown <sbrown@bbird.org>

Subject: Ad Hoc DOR Committee

Hi Neighbors. Just about moved in and loving it. Here is my resume and experience which is global in nature, not that we really need that here, but I have a good head on my shoulders and common sense. Have a look.



John Scarritt
Sebastian FL
941-320-2729

<p>NAME John A. Scarritt</p> <p>DOMICILE Sacramento, California</p> <p>NATIONALITY American</p> <p>FUNCTION SAP Reports Manager SAP BI Practice Director SAP Sr. Consultant BW (Certified) SAP BW Project Manager Sr. Lead Analyst SAP/BusinessObjects Partner SAP Certified BusinessObjects Pre-Sales</p> <p>YEARS OF EXPERIENCE IT – 25, SAP BW – 14</p> <p>BUSINESS TYPE</p> <table border="0"> <tr> <td>Oil & Gas</td> <td>Retail</td> </tr> <tr> <td>Manufacturing</td> <td>Beverage</td> </tr> <tr> <td>Aerospace</td> <td>Education</td> </tr> <tr> <td>Logistics</td> <td>Import/Export</td> </tr> <tr> <td>Utility</td> <td>Pharmaceutical</td> </tr> <tr> <td>Life Sciences</td> <td>Software</td> </tr> <tr> <td>Government</td> <td>Financial Services</td> </tr> </table> <p>SERVICE TYPES Information Services Management</p> <p>EXPERIENCE & SPECIALTIES SAP R/3, V 3.0h – ECC 6, BW 1.0e – 7.0 BW <-> APO, SEM, CRM, BPC, IP, BOBJ BW Data Analysis Design & Implementation BW Data Modeling, SAPhir meta data extr. BW Development Methodology Support BW Authorizations, Infocubes, Extractors Reporting, ODS, Non SAP data des & dev R/3 Data Source Development & Extension IT/MIS Management Project Management 8 yrs experience with data driven CASE tools for system development ADW, ERWin, D2K, Test Director, UC4, RevTrac, IT Tracker, UAT Tracker, Cutover Plan Management</p> <p>EDUCATION BSBA Finance, U of Florida IE Masters (1yr), Ind Eng</p> <p>SAP TRAINING SAP Taken – BW Certified HR300 SAP Hana SAP BOBJ Partner Training SAP BOBJ Marketing Certification Reporting & BI with SAP and BO SAPBWNW Upgrade BIM213 Upgrade & Migration Aspects for BI in Netweaver 2004s</p>	Oil & Gas	Retail	Manufacturing	Beverage	Aerospace	Education	Logistics	Import/Export	Utility	Pharmaceutical	Life Sciences	Software	Government	Financial Services	<p>-Summary</p> <p>Mr. Scarritt is head of The Access Team, a professional services provider of data warehousing solutions . Mr. Scarritt specializes in SAP BI Project Management and Change Management consulting. His deployment of BW systems for numerous Fortune 500 companies forms the basis of his top level view of what makes an implementation successful. Developed the widely used system of Earned Value at Hughes Aircraft. Co-author of a book on Materials Management and one on Assembly Requirements Planning. Mr. Scarritt joins top management and line functionaries together for a company-wide solution. Recently he has consulted with the Los Angeles film industry on state of the art IT solutions.</p> <p>PUBLICATIONS The Little Red Wagon – A story about Assembly Requirements Planning, 2011, Durand Publishing. How to Build an ODS Safety Kit for SAP BW, 2001, Meghan-Kiffer Press, ISBN 0-929652-06-1 Tracking and Costing Requirements, 1981, Harris Corporation Earned Value in the El Segundo Division, 1973, Hughes Aircraft</p> <p>PROCESSES Evaluations Architecture Design Proposals / Best Fit Staffing Guidance Hardware Review Network Review Specialized Methodology Development Skill set Evaluation User Requirements Definition Business Content Activation and Use Global Design Planning Phased Implementation Planning Scope Development Security/Authorization Planning Project Planning and Estimating Training Planning Data Modeling Plan Development Data Modeling Master Data Usage Plan Source Identification & Development Phased Datamart Analysis and Implementation ODS Layer Design & Development (Single, Multiple) Interface Evaluations (SEM, APO, CRM, BPC) Transfer & Update Rule Development and</p>
Oil & Gas	Retail														
Manufacturing	Beverage														
Aerospace	Education														
Logistics	Import/Export														
Utility	Pharmaceutical														
Life Sciences	Software														
Government	Financial Services														

<p> WNA BW-T-SAP BW 3.0 Delta LO-020 Procurement Processing LO-520 Optimizing the Purchasing Process BC-400 ABAP Workbench BC-405 List Processing BC-430 ABAP Dictionary ALE-IDOC TABW-10 SAP BW Consultant I TABW-20 SAP BW Consultant II BW 2.0 Delta PDE008 SAP BW Security Concepts Kimball DW Workshop SAP Portal – BW 2004 Managing SAP Projects 2005 BOBJ101 BusinessObjects Sales BusinessObjects Pre-Sales (Certified) BusinessObjects Solutions </p> <p> SAP Taught TABW-10 Train the Trainer BI-205 BW Reporting BI-210 Setting Up the System BW Data Modeling Workshop </p> <p> GROUPS ASUG BI&AG – Charter Member ASUG ODS Sub Committee – Chrtr. Member American Business Council of the Gulf Countries Association for Computing Machinery SAP Channel Partner </p> <p> CLIENTS SAP Deloitte Advanced Technology Systems Alliance-Bernstein Baker Hughes Bata Shoes Becton Dickinson BTP (HRH Prince Turki bin Abdullah) Cadbury Schweppes Cadence Software Canada Poste Clarita Studios Computer Associates Coors FMC Technologies Jabil Circuit McKesson HBOC Pitney-Bowes SAPremacy Consulting Saudi Arabian Oil Company Saudi Electric Company Solvay Pharmaceuticals University Of Tennessee Unilever Watson Pharmaceuticals Westvaco </p>	<p> Coordination Specialized Extractor Design & Development Transport Planning & Implementation Test Planning & Implementation End User, Super User, Business Analyst Training QA Transport & Test Prod Transport & Test Post Implementation Tuning & Review Re-design older BW configurations for efficiency Non-SAP data integration SOX – BW Compliance SAP BI/BO/BPC Evaluation SDLC MS Project – invented Earned Value SCRUM – Top Down/Bottom up project Mgt. Excel, Power Point – 30 years Change Mgt. – Global Perspective. </p>
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The Access Team

CEO

11660 Gold River CA 95670

Spvsr: John Scarritt, CEO

Advisor to International Cannabis industry for structure, formation, legality and development. Clients cover the production, processing, packaging, marketing and distribution of various products as well as interfaces with medical practitioners and researchers. Integration of functions between corporate entities is also covered. Clients: Industrial Services, LLC (Board of Directors), Remedium, AlphaCanna, Calico Jack and Latitude – References on request.

Clarita Studios

Director Business Information,

Santa Clarita CA May 1 2016 – Jun1 2018

Spvsr: Rob Morgenroth, CEO

- Developed structure of advanced IT Department to cover all business functions for running a state of the art global studio complex
- System designed to integrate with real time green screen AV technologies such as remote sensing for cameras, pre-production, production and post-production processing as well as integration with a 1 Gig fiber optic file transfer network between offices in Los Angeles, Asia, and Louisiana
- Prepared a plan to provide up to the minute status of all projects for all equipment and film studio rentals and construction operations in real time.

Access Team SAC Office Local Operations

Owner

Sacramento CA

Feb 2012 – Apr 2016

- SMB Contractor hired by Service industry, Local, National and international applications and Home Business operations in the \$100k – 1m range for Design, Development, Implementation and Remodeling of Systems, Communications and POV Applications.

Office of the Controller, State of California

SAP Reports Manager, Sacramento

Jun – Jan 2012.

- Evaluate the functional and technical environment from past implementation efforts. Provide guidance for balance of phased implementation.

Baker Hughes, Houston TX

BI Advocate,

Jun to Dec 2011.

John A. Scarritt

PROFILE

- Business Line Advocate for SAP HR Reporting project. Working with the HR Work Force Administration Reporting group, established sustainable and scalable transition project guidelines to leverage standard SAP global HR Business Content to the unique Baker Hughes environment
- Conducted data validation and participated in IT re-design of on-going reporting and analytics requirements
- Final configuration to carry a mobile component.

Durance Publishing Siesta Key FL

Author

Jan – May, 2011

- Co-Authored a book entitled The Little Red Wagon – A story about Assembly Requirements Planning
- A major enhancement of MRP principles and practices which ties the entire organization together in a transparent way for those companies with large numbers of deliverable models.

United Nations, New York, NY

SAP BW/BI Manager

Aug – Dec 10, 2010

- Direct the Blueprint phase of a massive ECC6, BW, SRM, APO, IS-Public Sector, IS-DFPS, Business Objects project for the UN General Secretariat Umoja project
- Global access to data warehouse information by various mobile devices.

Unilever Inc. Englewood Cliffs, NJ

SAP BW Project Manager

Mar-Apr 10, 2010

- Technical Upgrade from BW 3.5 to BW 7.0 Managed small team of experts in association with Dr. Bjorne Berge to direct the technical upgrade driving a team comprised of in-house BW developers and Basis/Database support by HP to complete a time critical 7 week upgrade.

SAPremacy Consulting, Warrenville, IL,

SAP BI Practice Director

Sep 08 – Feb 10/10

- Handling customer interface and initial scoping of various BI initiatives. Interfacing with SAP sales personnel to support clients
- Staffing projects and overseeing the Project Management process at the client sites
- Provide design and content for Marketing campaigns and is the technical contact person with SAP
- Install and operate the Business Objects system for SAPremacy
- Wrote Goal and Vision Statements, developed Strategy and maintains Strategic alliances

John A. Scarritt

PROFILE

- Assuring staff meets training and certification requirements. Installed Business Objects Edge 3.1, Polestar/Explorer, Strategy Management, BPC and BW on company servers
- Clients served to date with analysis of BI requirements, recommendations for and development of Analytics, Dash boarding, Cockpit deployment, Ad Hoc Analysis, Reporting, mobile reporting, Data Cleansing, Data Management, Strategy Management, Governance Regulation and Compliance, Financial Consolidation, Manpower Planning, Financial Planning, Budgeting and Forecasting. Advanced Technology Systems, Peoria IL

FMC Technologies, Houston TX

SAP BI/BCP/BO - Project Manager/Evaluator

Jun – Aug 08

- Performed evaluation of all BI needs in the SAP space. Interviewed Management, Technicians and Users to determine the correct blend of Business Information services and products to best support the business including mobile access and field reporting
- Evaluated the IT landscape and architecture to assure the systems performed at maximum efficiency.

Advanced Technology Systems, Peoria, IL

SAP BI/BPC Project Manager BI and Financial Planning Implementation

Apr – May 08

- Performed all initial scoping and setup planning of hardware and software environment as well as team configuration and costing for a large global manufacturing systems supplier in the Midwest
- Plan called for integration of BI and new product SAP-BPC over a 2-year period.

Alliance Bernstein, Manhattan, NY

SAP BI Project Manager

SAP BI-IP/BPC 5.1 HR Budget Planning Project

Nov 07 – Feb 08

- Complete analysis of current HR Headcount Budget and planning system
- Development of long-range plan for HR reporting around SAP BI IP, SAP BI HR and SAP BI BPC 5.1 (new product formerly Outlook Soft)
- Conducted management interviews, coordinated on-site team, conducted hardware/software selection, conducted user requirements workshops, developed the available implementation scenarios and wrote the Blueprint document for the chosen scenario.

Jabil Circuits, St. Petersburg

SAP BW Assistant Project Manager / Strategist

FL Mar – Jun 07

- New implementation of BW3.5 followed by upgrade to 2004s. Project had been stalled for years
- Conducted review and revision of team makeup, landscape and management, created and implemented project plans and project management procedures necessary to get back on track
- Developed project plans and schedules as well as training, support and cutover plans for all modules.

Cadence Software, San Jose CA

SAP BI Project Manager

Nov 2006 – Feb 2007

- Revamped existing team and drove through Blueprint to data model development on a NW 2004s IP project. Set up team for Realization
- Analyzed the existing planning function in the areas of Headcount Expense Planning & Forecasting, Depreciation Expense Planning and Forecasting and Other Expense Planning and Forecasting
- Complete As-Is/To-Be analysis conducted. Size, configuration, basis support and personnel review conducted. Data was extracted from both SAP and non-SAP systems.

Cadbury-Schwepps, Melbourne Australia

SAP BW Project Manager

Jan – Oct 2006

- Brought in to pull the technical core together on this 2.1 to 3.5 upgrade and refocus on internal team control rather than offshore reliance
- Used Best Practices to assure solid technical standards were observed
- Managed a team of over 35 designers and staff to resolve major implementation issues through the testing, cutover and transition to Support phases starting with commissioning of the Q box through go live
- Developed status and control machinery as well as cutover planning and load deployment tuning.

Access Team CEO, Siesta Key FL

Developing clients and resources in SAP BW

Sep – Dec 2005

Computer Associates, Islandia New York

SAP BW Project Manager Jun – Aug 2005

Business Transformation Project BW 3.5. Tasked with developing an effective plan for all new company reporting, data collection, SOX Compliance and integration with worldwide phased roll out of BW in support of a regulator mandated company wide establishment of financial accountability(re-organization). Project was deemed out of control when I arrived. Worked with existing team members and technical leads to assure a buildable architecture was in place and personnel were available to implement it. Established sound Project Management practices to establish clear visibility of project progress which had been lacking. Created the first project plan, implemented it and regained control of the project.

Bahrain Technology Park Holding Company, Manama Bahrain Chief Consultant
Nov 2003 – Jun 2005

Responsible for project start-up planning. Ran planning sessions for initial formation, government involvement and project planning. Presentations to the Royal Court of Bahrain and Board of Directors. Coordinated operations of CB Richard Ellis, Telcordia Communications, URS Engineering, Oxford Anaytica and UBS Wolfsburg teams in development of comprehensive Feasibility Study.

McKesson Pharmaceutical Company

BW Lead

Oct – Nov 2003

Set up project plan, schedule and technical architecture layout for a new BW 3.2 implementation in conjunction with legacy systems and an R/3 3.1i to R/3 4.7 upgrade with CRM 4.0 for Service.

Solvay Pharmaceutical Company, Houston TX

Functional Analyst

Jul – Nov 2003

Responsible for deriving requirements and architecting a solution for a specialized development of Purchased legacy marketing data (IMS) into an overall SAP BW 3.0B environment coordinating with data from R/3 4.7.

National Electric Company, Riyadh, Saudi Arabia

Senior Lead Data Warehousing Consultant

Nov 02 – Jun 03

Requirements gathering and analysis for IT and Communications functions of the newly merged and partially privatized Electric companies of Saudi Arabia. Responsible for development of a plan to utilize extensive communications assets in conjunction with a Data Warehouse satisfying their needs. Advisory capacity for the on-going project with staff assigned to implement the existing plan.

SigEx, Inc. Sarasota Florida

Senior Partner for Professional Services Development and Data Handling Techniques
International Technology Development

Feb 02 – Oct 02

- SAP BW, Oracle and proprietary architectures

Responsible for analysis of Data Warehousing techniques including SAP BW and others as they relate to Very Large (Terabyte plus) Data Warehousing Issues. Established guidelines for Research and Development teams to study and expand the existing technology based on a proprietary architecture known as Enhanced Communications. Work is underdevelopment in Pau, France.

Responsible for Professional Services development programs for the group as well as for business plans for spin-off companies.

Training

Attend WNABWT to upgrade Technical Training to BW Version 3.x, SAP Training Center
Philadelphia, PA

Becton Dickinson Pharmaceutical Company, Atlanta, GA

Lead Technical and Functional Consultant

Nov 01 – Feb 02

SAP BW 2.1c, SAB BW 2.1c, ODS, External Terabyte plus data, metadata history, slowly changing dimensions

Responsible for design development and implementation of a legacy external marketing data analysis system in BW. Working with Pharmaceutical industry data experts, implemented an ODS based solution in BW to provide visibility of field sales force activity and resulting sales actuals. Optimized to load over a terabyte of data per month.

National Postal System of Canada, Ottawa, Canada

Lead Functional Consultant

Sep 01 – Nov 01

SAP BW 2.1c, SAP R/3 4.6c. Working through SAP Canada, Developed design for HR, FI, CO and Procurement

Responsible for developing scope and project plan for large 2nd Phase deployment of BW in conjunction with R/3 roll out for public sector Crown Corporation. Data sources were both R/3 and legacy.

Watson Pharmaceutical Company, Franklin Lakes NJ Functional/Technical

Consultant, SAP BW 2.0b

Jul 01 – Sep 01

SAP America R/3 4.5 SD ODS Methodology

Working within the guidelines of a federally regulated Pharmaceutical company, responsible for establishment of methodology for develop, test and implement following ASAP guidelines and refining existing documentation. Covered Reports, data standardization, Data Source description, ODS Architecture considerations, test plans, etc. Align external with SAP, resolved slowly changing dimensions, resolved 'version of truth', resolved data cleansing issues. Delivered Project Plan, scope of work, Gap Analysis, Data Model, Prioritization Document.

University of Tennessee, Knoxville, TN

Lead Functional/Technical Consultant SAP BW 2.0b

Jun – Aug 01

SAP BW/Legacy Interface

Lead a team responsible for all BW development for large State University System. Established a BW environment to report on old legacy historical information from a non-SAP source. Intensive use of extract routines and ODS objects to achieve historical analysis system. Working under the Basis Organization, designed and installed ODS reporting strategy to capture HR and FI data from legacy Mainframe system. 5 years of legacy HR data was loaded into ODS objects of great detail.

Bata Shoe Company, Toronto, Canada

Developer BW 2.0b

May – Jun 01

SAP Canada, IS-Retail, ODS

Customized implementation of IS-Retail multi-cubes for large international shoe company.

Coors Brewing Company, Boulder, CO

Technical Consultant, SAP BW 2.0b

Apr – May 01

Customized ODS solution for operational reporting for a large international brewery. Resolved existing multi-cube difficulties with ODS solution to support operational reporting requirements of legacy and R/3 financial data.

Westvaco, Charlotte, NC

Functional Consultant, SAP BW 2.0b

Jan – Mar 2001

BW 2.0B Pilot in FI and Purchasing for large international Paper conglomerate. Responsible for development of cubes, extractors, data sources, hierarchies, etc.

Seal Consulting, Piscataway, NJ

Business Development Consultant, SAP BW 2.0b,

Oct – Dec 2000

Advising SAP Partner Seal Consulting on BW Proposal writing
Proposal development for an SAP Implementation partner – Beverage industry.

Saudi Aramco, Dhahran Saudi Arabia

BW Team Lead/Project Manager, Core Data Warehouse Implementation

BW 1.0e, 1.2a, 1.2b, 2.0a, 2.0b

May 1998 – Aug 2000

Part of original evaluation team for BW at Aramco, established criteria for buy-no-buy decision.

Spent 1 month in Walldorf with the BW developers

Submitted Aramco Requirements and Gaps to Walldorf for SCM area, did workshops with other Fortune 100 companies at SAP Labs in PaloAlto on Purchasing

Established procedure for Rapid Application Development (RAD) approach to BW implementation in conjunction with early Gap analysis.

Wrote standards and naming conventions for BW Development.

Established a Development Life Cycle (DLC) for BW development activity and later adapted it to the ASAP for BW methodology and Kimball style modeling activities.

Assisted in the architecture design for the BW.

Established and deployed the training plan for all BW, staff, end-users and super-users alike. Contributed to the development of a Business Analyst training curriculum to be presented by Hans Hess and the client at ASUG New Orleans.

Computer Security Liaison (CSL) for entire team aided in planning for role-based deployment of BW authorizations.

Developed the techniques for early-on Data Modeling and developed data models for much of the Enterprise in ERD, MDM and BW Extended MDM forms. Proved the referential integrity and cardinality of the models using the Sapphire and ERWin tools.

John A. Scarritt

PROFILE

Developed cubes, extractors and LIS structures in support of all Logistics areas, both R/3 and legacy.

Upgraded to 2.0a and 2.0b for Saudi Oil Company.

Summary of Employment History

2000 – Date Independent BW Consulting

SAP BW

2 yrs - **Saudi Aramco**, Dhahran Saudi Arabia

SAP BW

3 yrs - **Pallada**, New York, NY

Director of Marketing

3 yrs - **GCC China Ltd.**

CEO & Chief Negotiator to the Chinese Government

13 yrs - **Aramco**, Dhahran, Saudi Arabia

Project Manager, numerous IT System developments, Head of MIS Reporting

2 yrs - **Boeing**, Cape Canaveral (Space Center); **Hughes Aircraft**, El Segundo, CA; **Harris, Corp**, Melbourne, FL; **Oasis Oil Co.**, Tripoli, Libya (Systems design and development); **12 East Ltd.**,

Restaurant & Night Club(Owner); **The Point**, Private Club (Owner). **Bell Helicopter International**, Mehrabad Airport, Tehran, Iran

Summary of Education:

University of Florida, Gainesville, FL BSBA, Finance/For. Trade

University of Florida, UCLA, Loyola Univ., Continuing Masters program in Ind Eng

Married, 3 children

To: Board of Trustees
Barefoot Bay Recreation District

From: Louise Crouse
808 Sapodilla Dr
Barefoot Bay FL 32976

November 22, 2021

Re: Application for a position on the Deed of Restriction Review Committee

I would like to be considered for a position on the DOR Review Committee. I feel that I have the qualifications and the experience to serve on this newly formed committee. Barefoot Bay is my home and I will work to maintain and improve this community and the lifestyle. Over the last 18 years I have worked with many committee members, Trustees and staff through previous DOR Review Committees and will work to prepare ballot questions which are needed by the community, the Board of Trustees and the Enforcement Staff. I have also worked with the District's Legal Counsel to keep the ballot language simplified whenever possible within the legal guidelines for an official election ballot.

Qualifications:

First served on the DOR and Charter Review Committee in 2010 - Chairperson

Served as Chairperson of the Landscape and Recreation Committees through the Board of Trustees.

Served on several DOR Review Committees as a member or advisor in the last 10 years.

Served on the Board of Trustees from 2007-2016.

Fully trained in the Florida Sunshine Laws with regular reviews of the requirements.

Currently serving on the Violations Committee as an alternate.

If you would like to discuss my qualifications or my willingness and ability to serve on this committee, please feel free to contact me by email- lcrouse2@cfl.rr.com or by phone- 772-663-0314 or 772-913-5113 (cell)

Thank you for your consideration of my application,

Louise Crouse

Board of Trustees

Meeting Agenda Memo

Date: Friday, December 3, 2021
Title: **Miniature Golf Course Adopt A Hole Program**
Section & Item: 11.B
Department: Administration, District Clerk
Fiscal Impact: TBD
Contact: Mackenzie Leiva, Management Analyst, Charles Henley, Finance Manager, John W Coffey, ICMA-CM, Community Manager
Attachments: Miniature Golf Adopt A Hole Program
Reviewed by
General Counsel: N/A
Approved by: John W. Coffey, ICMA-CM, Community Manager



Requested Action by BOT

Consideration of adoption of a miniature golf course adopt a hole program and establishment of a course review date by the BOT.

Background and Summary Information

On November 12, 2021, Ms. Sue Hill presented a proposal to the BOT for a miniature golf course "adopt a hole program" where clubs/organizations would be able to decorate their respective holes. The BOT instructed staff to place adoption of the program on the next available agenda. Subsequently, Ms. Hill attempted to withdraw her proposal, but staff reminder her that the BOT wanted adoption of the program on a future agenda and was prepared to implement the program once adopted by the BOT.

Attached is a modified version of the proposal submitted by Ms. Hill. The following changes were made and proposed:

- Removed references to "a committee" and "no ashtrays or smoking on the course"
- Clarified "BOT" means Community Manager's designee."
- Added language that any item placed on the course or surrounding area by a club is not BBRD property and the club is responsible for maintenance.
- Other administrative clarifications to clearly communicate the roles of clubs/organizations and BBRD staff.

Regardless of whether the BOT adopts the revised program guidelines or tables the subject, staff recommends the BOT decide when they will affirm the layout of each hole at the January 25, 2022 regularly scheduled BOT meeting or a workshop in January 2022 to limit the number of times new carpet has to be installed and keep the number of patches to the carpet to a minimum (due to other residents' previous requests to modify specific holes).

Options for a workshop include:

- Monday, Jan. 17, 2022, Bldg. D/E 7pm
- Tuesday, Jan. 18, 2022, Bldg. D/E 5pm (FY23 Budget Kickoff Meeting is at 7pm)
- Thursday, Jan. 27, 2022, Bldg. D/E 7pm

If adopted, staff will place an amended *Policy Manual* agenda item on a future BOT meeting to formally incorporate this new program into the document.



Proposed Miniature Golf Adopt-A-Hole Program

Purpose: To allow the 18 clubs/organizations to adopt one (1) hole to beautify and maintain the course.

Guidelines

- Clubs/organizations can adopt a maximum of one (1) hole.
- Any/all plants and/or flowers must be placed in ceramic/metal or wood pots. No direct planting in the ground. Pots and plants shall not interfere with the mowing of the turf and edging of concrete by staff.
- New Plants, trees, and flowers must be maintained by the club/organization.
- Club/organization must add/replace any carpeting damaged by actions of the club/organization.
- All themes must be approved by the Community Manager's designee. No political themes.
- No placement of glass or sharp metal can be used on the course.
- Clubs/organizations may add a sign to their adopted hole. Signs can be no longer than 8" X10". Signs are to be placed on the left start side of the hole.
- Signs are to be made of metal, wood, or bonded hard plastic. Signs and posts must be approved by the Community Manager's designee before emplacement.
- Profanity, rude, or offensive language on signs is prohibited.
- Any benches or sitting areas must be approved by the Community Manager's designee. Said items must meet the standard of BBRD Property Services and be secured. Said items must be approved by the Community Manager's designee before emplacement.
- If a club/organization dissolves, the club/organization will notify the Community Manager's designee.
- Clubs/organizations may decorate their adopted hole for National Holidays.
- All holiday décor needs to be removed within 7 days after the holiday.
- Clubs/organizations shall not alter existing structures/obstructions on their adopted holes without prior written approval from the Community Manager's designee.
- Clubs/organizations may use décor that represents their club (ex: German or Irish club).
- Any added structure must not be taller than 8' and approved in writing in advance by the Community Manager's designee.
- No signage/banners are allowed on perimeter fences and/or gates.
- Decorations, benches, signs, or other items placed on a hole are the property of the sponsoring club/organization, and maintenance of said items is the sole responsibility of the club/organization.
- Guidelines may be amended by BBRD and will be posted on www.bbrd.org and provided to current clubs/organizations (who are sponsoring holes) no later than 14 calendar days from the effective date.
- Application forms to "Adopt a Hole" are available at the Administration office and on www.bbrd.org.
- Failure of clubs/organizations to properly maintain their holes will result in revocation of their hole sponsorship. Clubs/organizations failing to properly maintain their holes will receive a written warning with a minimum of 14 days to come into compliance before their sponsorship is revoked.
- Decisions of the Community Manager's designee may be appealed to the BOT.

This program will go into effect once the BOT has confirmed the layout of each hole and a vendor has installed carpeting.

Board of Trustees Meeting Agenda Memo

Date: Friday, December 3, 2021
Title: Discussion of Land Purchase for RV Storage
Section & Item: 11.C
Department: Vehicle Storage
Fiscal Impact: TBD
Contact: Michael Morrissey, Richard Armington, Resident Relations Manager
Attachments: parcel 30-38-15-00-261, parcel 30-38-16-00-3, parcel 30-38-16-00-7
Reviewed by General Counsel:
Approved by: John W. Coffey, ICMA-CM, Community Manager



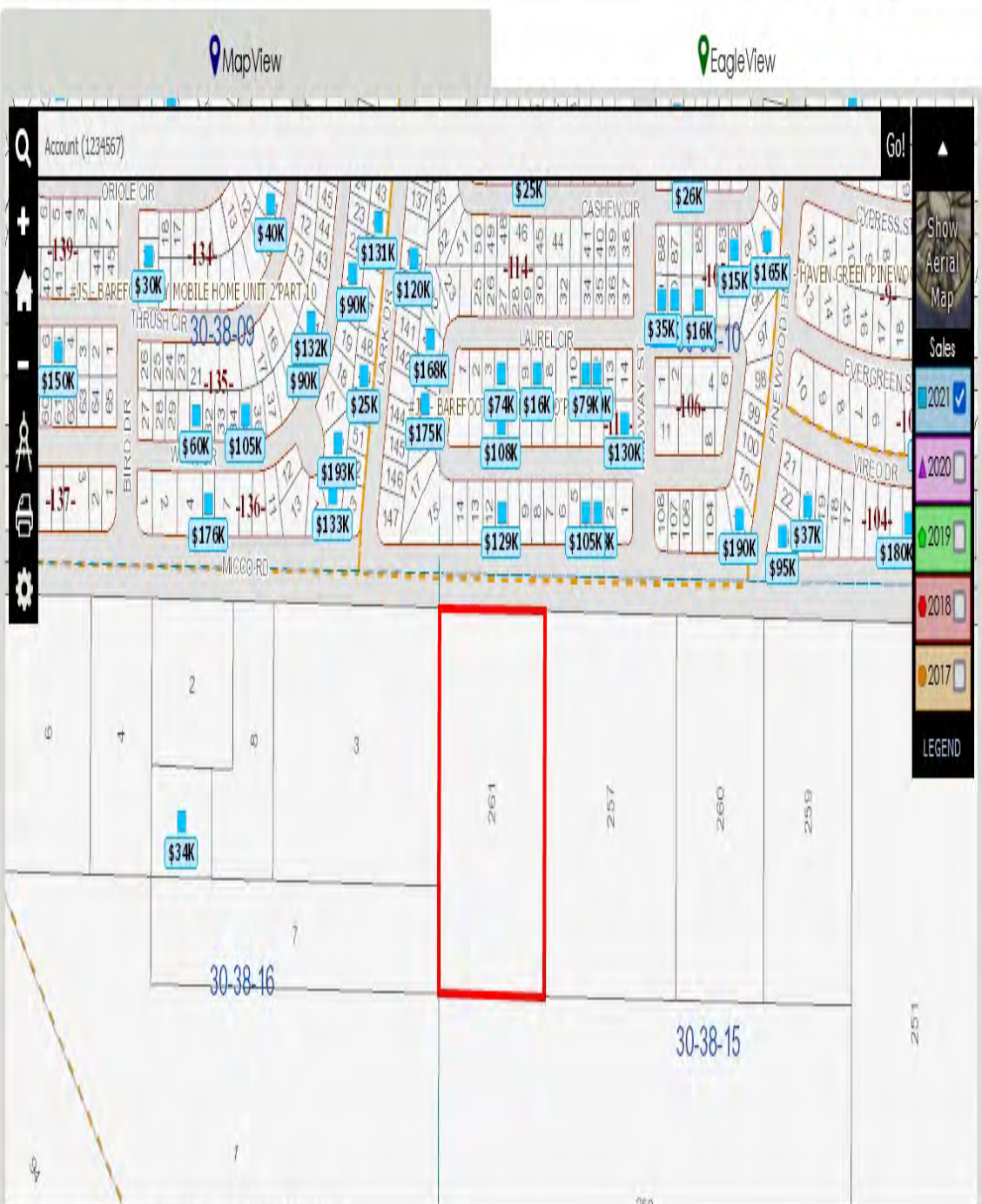
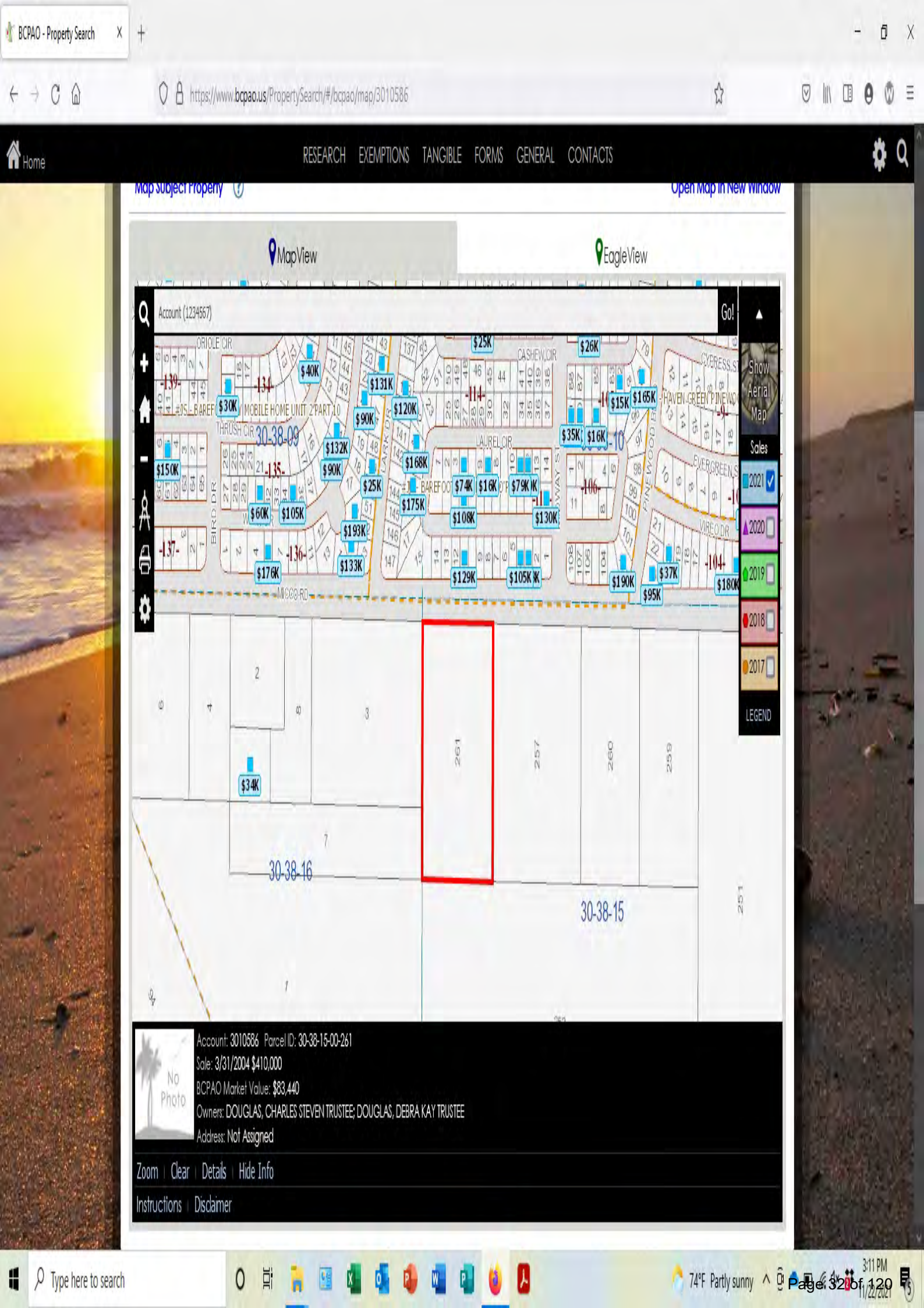
Requested Action by BOT

Staff requests direction from the BOT regarding this matter.

Background and Summary Information

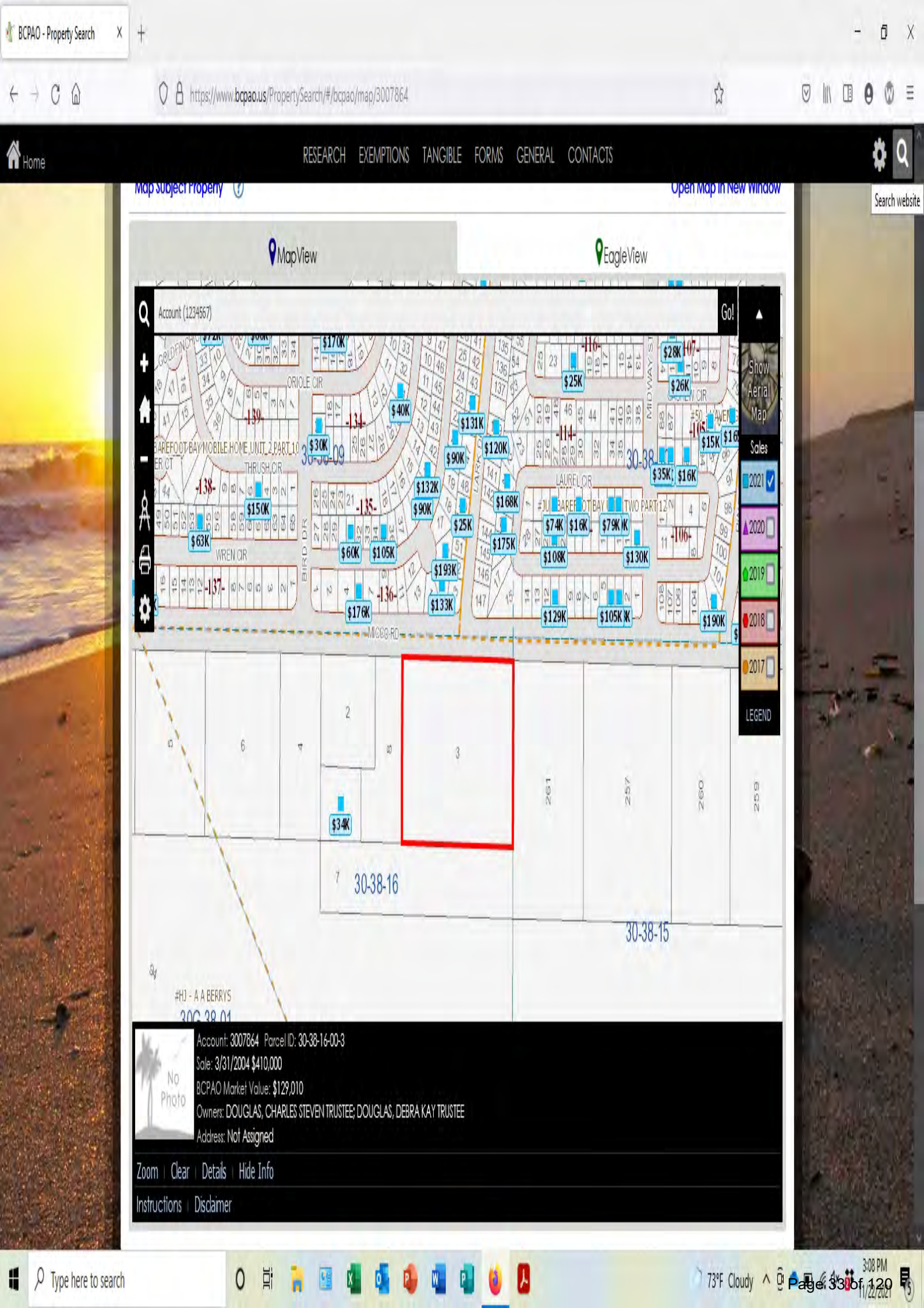
On November 12, 2021, Trustee Morrissey requested an agenda item be placed on a future BOT Meeting to discuss the possibility of purchasing land along Micco Rd for RV Storage. Currently, there are 3 parcels of vacant land near the intersection of Micco and Lark Rd totalling 17.32 acres with an estimated value of \$283,325. Readers should not "market value" on the attached property sheets represents 75% of the estimated value of the property.

Staff requests direction regarding this matter.



Account: 3010586 ParcelID: 30-38-15-00-261
Sale: 3/31/2004 \$410,000
BCPAO Market Value: \$83,440
Owners: DOUGLAS, CHARLES STEVEN TRUSTEE; DOUGLAS, DEBRA KAY TRUSTEE
Address: Not Assigned

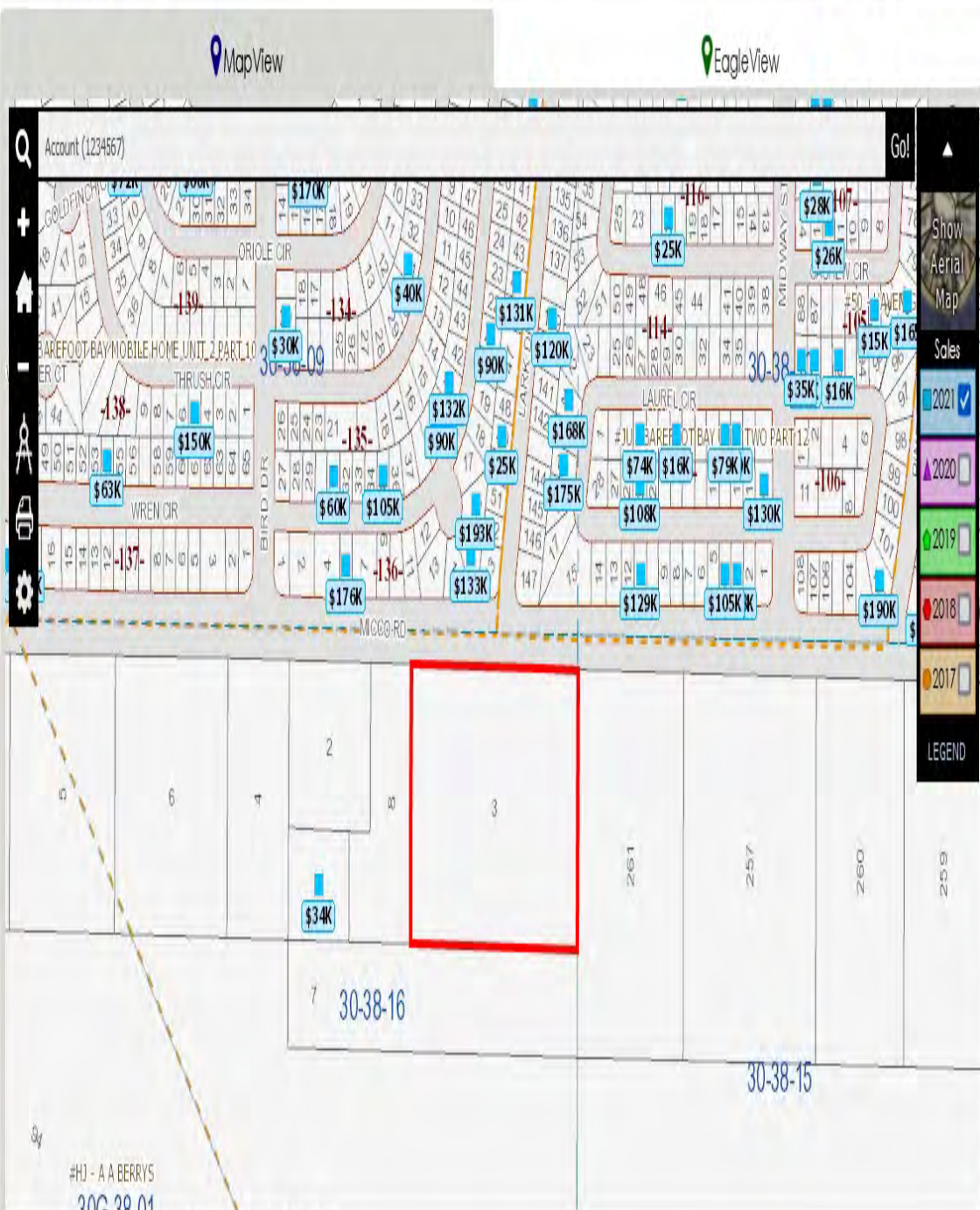
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Map Subject Property

Open Map in New Window

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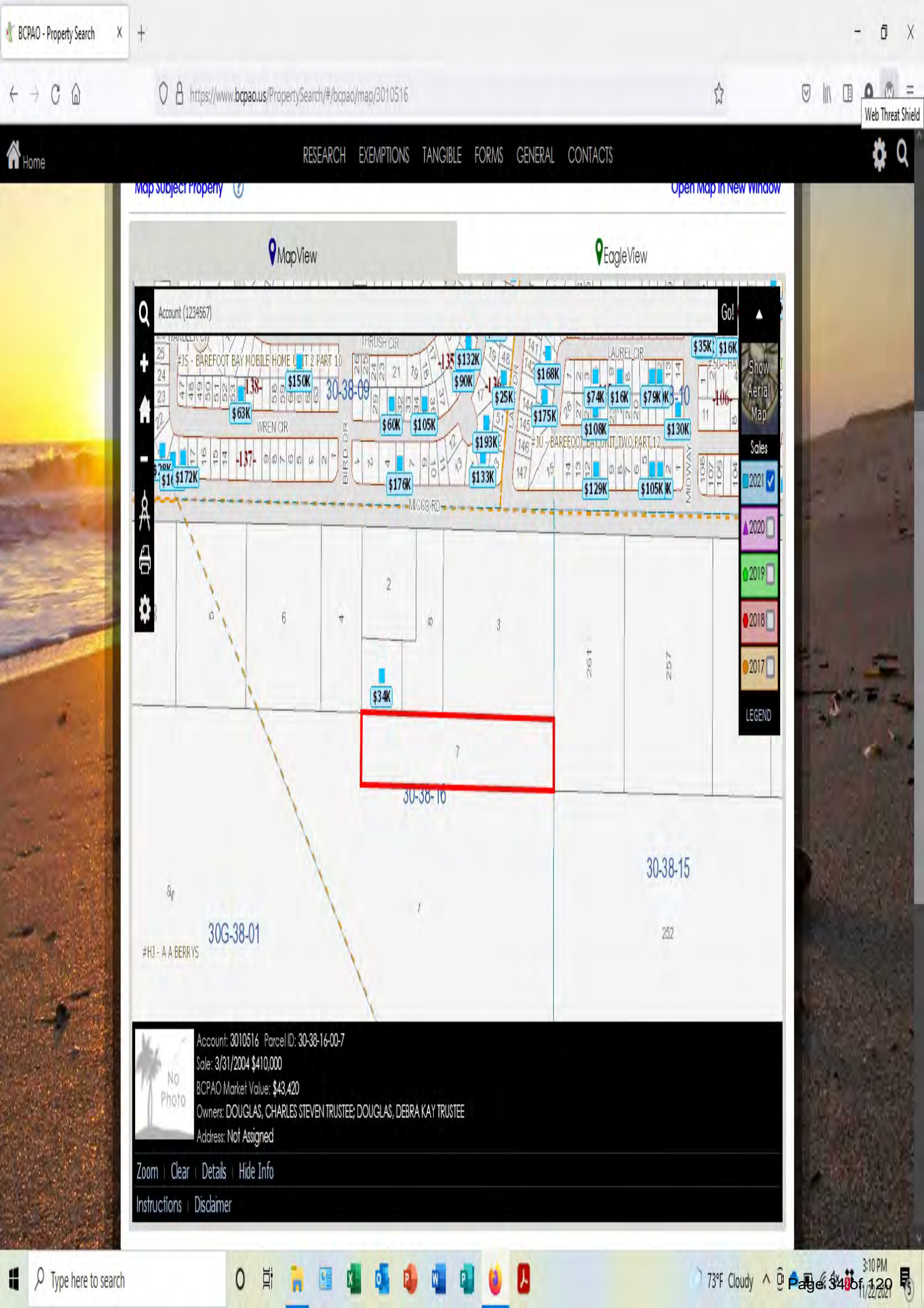




Account: 3007864 Parcel ID: 30-38-16-00-3
Sale: 3/31/2004 \$410,000
BCPAO Market Value: \$129,010
Owners: DOUGLAS, CHARLES STEVEN TRUSTEE; DOUGLAS, DEBRA KAY TRUSTEE
Address: Not Assigned

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MapView

EagleView

Account (1234567)

Go!

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Home

-

Map

Settings

Search

Map

Legend

30-38-09

30-38-16

30-38-15

30G-38-01

Parcel 1: \$172K

Parcel 2: \$150K

Parcel 3: \$132K

Parcel 4: \$90K

Parcel 5: \$25K

Parcel 6: \$168K

Parcel 7: \$74K

Parcel 8: \$16K

Parcel 9: \$79K

Parcel 10: \$130K

Parcel 11: \$35K

Parcel 12: \$16K

Parcel 13: \$63K

Parcel 14: \$137K

Parcel 15: \$176K

Parcel 16: \$105K

Parcel 17: \$193K

Parcel 18: \$133K

Parcel 19: \$129K

Parcel 20: \$105K

Parcel 21: \$34K

30-38-16

30-38-15

30G-38-01

Account: 3010516 Parcel ID: 30-38-16-00-7

Sale: 3/31/2004 \$410,000

BCPAO Market Value: \$43,420

Owners: DOUGLAS, CHARLES STEVEN TRUSTEE; DOUGLAS, DEBRA KAY TRUSTEE

Address: Not Assigned

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2021

2020

2019

2018

2017

LEGEND

Board of Trustees

Meeting Agenda Memo

Date: Friday, December 3, 2021
Title: **Employee Classification Plan and Compensation Study**
Section & Item: 11.D
Department: Resident Relations, Customer Service
Fiscal Impact: \$24,000.00 (use of operating contingency)
Contact: Jim Nugent, Richard Armington, Resident Relations Manager, John W Coffey, ICMA-CM, Community Manager, Charles Henley, Finance Manager
Attachments: EGS Proposal, HRCC proposal
Reviewed by General
Counsel: N/A
Approved by: John W. Coffey, ICMA-CM, Community Manager



Requested Action by BOT

Review and award of contract for the procurement of an external employee classification and compensation plan study.

Background and Summary Information

Beginning in FY17, BBRD adopted a formal pay and classification plan based on a representative employee pay survey and an internal comparative worth review. In early 2019, staff updated the previous salary survey.

The FY22 employee pay and classification plan updated BBRD's personnel system for compliance with the new Florida minimum wages of \$6.98 for tipped employees and \$10.00 for non-tipped employees that started October 1, 2021. Of note, all tipped classifications will be paid the same while non-tipped classifications one through five will be paid the same. Further compression of the pay and classification plan will occur each year as the minimum wages will increase an additional \$1.00 an hour until 2026 when the increase returns to the annual increase returns to the CPI.

Staff had planned on requesting a formal external employee classification and compensation as part of the FY23 Budget to guide future BOTs in how to handle pay and benefits related to the compression of the pay plan. However, due to the ever increasing difficulty to recruit and retain employees (especially certain positions toward the bottom of the pay scale), Trustee Nugent requested that staff solicitate bids for said study and place it on a future agenda rather than wait till FY23. Hence, the following proposals were received:

- Evergreen Solutions, LLC \$24,000.00 (not to exceed)
- HR Compensation Consultants, LLC \$24,720 (based on 100 employees)

Of note, full winter season staffing for BBRD is approximately 115-120 but currently is less than 100 due to vacancies.

Staff believes Evergreen will provide a more through study and includes on-site visits which will help them understand the uniqueness of the organization as compared to other clients that have previously served. Sufficient funding is available in operating contingency to cover this expense.

Staff recommends the BOT award contract to Evergreen Solutions, LLC for an employee classification and compensation study in the amount of \$24,000.00 and instruct staff to prepare the required budget amendment for a future BOT Meeting



Evergreen Solutions, LLC

2878 Remington Green Circle - Tallahassee, Florida 32308
850.383.0111 - fax 850.383.1511

October 7, 2021

Ms. Kristen Sullivan
HR Generalist/Office Coordinator
Barefoot Bay Recreation District
625 Barefoot Boulevard
Barefoot Bay, Florida 32976

SUBMITTED VIA EMAIL: KSullivan@bbrd.org

Dear Ms. Sullivan:

We appreciate the opportunity to submit a letter proposal to conduct a Classification and Compensation Study for the Barefoot Bay Recreation District. I have prepared a detailed work plan outlining the tasks, activities, and milestones necessary to successfully accomplish this study and a cost and timeline.

Detailed Work Plan

Task 1.0 Project Kick Off

TASK GOALS

- Finalize the project plan with the Barefoot Bay Recreation District (District).
- Gather all pertinent data.
- Finalize any remaining contractual negotiations.
- Establish an agreeable final time line for all project milestones and deliverables.

TASK ACTIVITIES

- 1.1 Meet with the District's Project Manager to discuss the following objectives:
- understand the District's mission and current compensation philosophy (if any);
 - review our proposed methodology, approach, and project work plan to identify any necessary revisions;
 - reach agreement on a schedule for the project including all assignments and project milestones/deliverables;

**Task 2.0
Evaluate the Current
System**

- establish an agreeable communication schedule.

1.2 Identify potential challenges and opportunities for the study. Discuss the strategic direction of the District and some of the short and long-term priorities. This activity serves as the basis for assessing where the District is going and what type of pay plan will reinforce current and future goals.

1.3 Obtain relevant materials from the District, including:

- any previous projects, research, evaluations, or other studies that may be relevant to this project;
- organizational charts for the departments and divisions, along with related responsibility descriptions;
- current position and classification descriptions, salary schedule(s), and classification system; and
- personnel policies and procedures.

1.4 Review and edit the project work plan and submit a schedule for the completion of each project task.

KEY PROJECT MILESTONES

- Comprehensive project management plan
- Comprehensive database of District employees

TASK GOAL

- Conduct a comprehensive preliminary evaluation of the District's existing compensation plan.

TASK ACTIVITIES

2.1 Obtain the existing pay structure and compensation philosophy. Review the existing pay structure and look for potential problems to be resolved.

2.2 Determine the strengths and weaknesses of the current pay plan(s).

2.3 Discuss any existing compression issues and possible resolutions.

2.4 Complete an assessment of current conditions that details the pros and cons of the current system as well as highlights areas for potential improvement in the final adopted solution.

**Task 3.0
Collect and Review
Current Environment
Data**

KEY PROJECT MILESTONES

- Review of existing compensation plan(s)
- Assessment of current conditions

TASK GOALS

- Conduct statistical and anecdotal research into the current environment within the District.
- Guide subsequent analytical tasks.

TASK ACTIVITIES

- 3.1 Schedule and conduct employee orientation sessions.
- 3.2 Meet with supervisors to obtain relevant information and statistical/anecdotal data on specific compensation issues and policies. Obtain insight into perceived current compensation system strengths and weaknesses.
- 3.3 Hold focus groups with a sample of the employees to obtain additional relevant information and statistical/anecdotal data on specific compensation issues and policies.
- 3.4 Work with the District's Project Manager to administer the Job Assessment Tool (JAT) and the Management Issues Tool (MIT). Our staff utilizes a web-based tool for data collection, but we can provide paper copies as well as those for classifications without computers or Internet access. We will seek approval from the District's Project Manager before distribution of the JAT/MIT questionnaire.
- 3.5 Review any data provided by the District that may provide additional relevant insight.

KEY PROJECT MILESTONES

- JAT and MIT distribution
- Supervisor interviews
- Employee orientation sessions and focus groups

Task 4.0
Evaluate and Build
Projected
Classification Plan

TASK GOALS

- Identify the classification of existing positions utilizing Evergreen Solutions' job evaluation system.
- Review JAT responses.
- Characterize internal equity relationships within the District.

TASK ACTIVITIES

- 4.1 Review all draft class specifications with the District's Project Manager.
- 4.2 Review the work performed by each classification and score. Review includes evaluation of supervisory comments.
- 4.3 Review JAT scores and identify the classification of positions.
- 4.4 Schedule and conduct additional follow up with employees for jobs where uncertainty exists over data obtained from the JATs.
- 4.5 Develop preliminary recommendations for the classification structure. The classification system designed at this point would be based solely on internal equity relationships and would be guided by the JAT scores for each classification. Essentially, a structure of classifications would be established, and classifications with similar scoring would be grouped into pay grades. Spacing between jobs would be determined, and each classification would be assigned to a pay grade. Final decision on the minimums and maximums of the pay grades would be determined after the market data has been collected.
- 4.6 Review recommendations with the District's Project Manager.

KEY PROJECT MILESTONES

- JAT scores by class
- Recommended classification changes
- Preliminary job structure based on internal equity

Task 5.0
Identify List of
Market Survey
Benchmarks and
Approved List of
Targets

TASK GOALS

- Identify the proper benchmark positions for the external labor market salary assessment.
- Identify and develop a comprehensive list of targets for conducting a successful external labor market salary assessment.

TASK ACTIVITIES

- 5.1 Work with the District's Project Manager to identify the list of classifications (benchmarks) to include in the labor market survey. **Note:** Evergreen will use all 44 of the District's classifications to serve as benchmarks for the salary survey.
- 5.2 Finalize the list of benchmarks positions.
- 5.3 Review with the District's Project Manager public sector organizations that should be included in the salary survey. **Note:** Evergreen will work with the District's Project Manager to select up to 15 public sector organizations for the salary survey.
- 5.4 Develop a preliminary list of public sector organizations for the external labor market survey, placing a comparative emphasis on characteristics such as:
 - size of the organization;
 - geographic proximity to the Barefoot Bay area;
 - economic and budget characteristics; and
 - other demographic data.
- 5.5 Develop a list of survey targets. Develop a system for use of secondary data including potential sources and weighting of secondary data, if necessary.
- 5.6 Review survey methodology with the District's Project Manager and refine survey methodology prior to distribution of survey.
- 5.7 After approval of survey methodology, develop contact list of peer organizations and notify peers of impending survey.

KEY PROJECT MILESTONES

- List of benchmark positions for the external labor market assessment
- Initial list of survey peers
- Survey methodology

TASK GOALS

- Conduct the external labor market salary survey.
- Provide a summary of the survey results to the District's Project Manager for review.

**Task 7.0
Develop Strategic
Positioning
Recommendations**

TASK ACTIVITIES

- 6.1 Prepare a customized external labor market salary survey for the District Project Manager's approval. Discuss the questions to include in the survey with the District's Project Manager.
- 6.2 Contact the targets for electronic completion of the survey. Provide paper copies by fax, if requested.
- 6.3 Conduct necessary follow-up through e-mails, faxes, and phone calls.
- 6.4 Collect and enter survey results into Evergreen Solutions' electronic data analysis tools.
- 6.5 Evergreen will supplement the market survey with available secondary public and private sector data.
- 6.6 Validate all data collected.
- 6.7 Develop summary report of external labor market salary assessment results.
- 6.8 Submit summary report of external labor market salary assessment results to the District's Project Manager.

KEY PROJECT MILESTONES

- Market survey instrument
- Summary report of external labor market salary assessment results

TASK GOALS

- Assess the appropriateness of the District's current compensation philosophy.
- Develop a plan for all employees, providing issue areas and preliminary recommendations for strategic improvement.

TASK ACTIVITIES

- 7.1 Identify the compensation philosophy and accompanying thresholds.
- 7.2 Using the primary and secondary market salary data collected in **Task 6.0**, as well as the classification data reviewed in **Task 4.0**, determine the proper pay plan for the District including number of grades, steps, and ranges.

**Task 8.0
Conduct Solution
Analysis**

- 7.3 Identify highly competitive positions within the District and customize recommendations for compensation where required.
- 7.4 Produce a pay plan for the District that best meets needs from an internal equity and external equity standpoint.

KEY PROJECT MILESTONES

- Proposed compensation strategic direction, taking into account internal and external equity
- Plan for addressing unique, highly competitive positions

TASK GOALS

- Conduct analysis comparing JAT values.
- Survey results for the benchmark positions.
- Produce several possible solutions for implementation.

TASK ACTIVITIES

- 8.1 Conduct regression analysis or other appropriate techniques to properly slot each classification into the proposed pay plan.
- 8.2 Place all classifications into pay grades based on **Task Activity 8.1**. Sort alphabetically by job class title, in descending order by range, and by old class title and new class specifications.
- 8.3 Create implementation solutions for consideration that take into account the current position of the organization as well as the findings from the classification and compensation analysis. Identify and prepare a range of compensation policy alternatives.
- 8.4 Meet with the District's Project Manager to discuss the potential solutions.
- 8.5 Determine the best solution to meet the District's needs in the short-term and long-term.
- 8.6 Document the accepted solution.

KEY PROJECT MILESTONES

- Initial regression analysis
- Potential solutions
- Documented final solution

**Task 9.0
Develop and Submit
Draft and Final
Reports**

TASK GOALS

- Develop and submit a draft and final reports of the Classification and Compensation Study for the Barefoot Bay Recreation District.
- Present final report.

TASK ACTIVITIES

- 9.1 Produce a comprehensive draft report that captures the results of each previous step. The report will include any detailed costs associated with the implementation of any recommended changes resulting from this study.
- 9.2 Submit the comprehensive draft report to the District's Project Manager for review and approval.
- 9.3 Make edits and submit necessary copies of the final report which will describe the classification and pay plan and will recommend implementation procedures as well as procedures for the continuing maintenance and administration of the plan.
- 9.4 Present the final report.
- 9.5 Develop implementation database to communicate the process and progress of this project to the District's Project Manager.
- 9.6 Develop a plan for maintaining recommendations over time.

KEY PROJECT MILESTONES

- Draft and final reports
- Final presentation
- Communication plan
- Implementation and maintenance database

**Task 10.0
Develop
Recommendations
for Compensation
Administration**

TASK GOALS

- Develop recommendations for the continued administration by the District's staff to sustain the recommended compensation and classification structure.
- Provide training.

TASK ACTIVITIES

- 10.1 Develop recommendations and guidelines for the continued administration and maintenance of the classification and compensation structure, including recommendations and guidelines related to:

**Task 11.0
Provide Revised
Class Descriptions
and FLSA
Determinations**

- how employees will move through the pay structure/system as a result of transfers, promotions, or demotions;
- how to pay employees whose base pay has reached the maximum of their pay range or value of their position;
- the proper mix of pay and benefits;
- how often to adjust pay scales and survey the market;
- the timing of implementation; and
- how to keep the system fair and competitive over time.

10.2 Recommend recruitment/retention strategies, where appropriate.

10.3 Present recommendations to the District's Project Manager for review.

10.4 Finalize recommendations.

10.5 Provide instructional information/training to Human Resources staff to ensure that staff can conduct audits/adjustments consistent with study methods until the next formal study is conducted using Evergreen's **JobForce Manager** tool that will enable Human Resources staff to estimate future pay plan changes, update market information, make determinations on reclassifications, and create new jobs – allowing for streamlining, and an increase in fairness and transparency of regular compensation and classification tasks after solution implementation.

KEY PROJECT MILESTONES

- Recommendations for compensation administration
- Recommendations for recruitment/retention policies

TASK GOALS

- Update existing class descriptions.
- Create new class descriptions as needed, ensuring FLSA, EEO/ADA requirement satisfaction.
- Provide final version of all class descriptions/specifications in electronic format (i.e., MS Word) after approval by the District's Project Manager.

TASK ACTIVITIES

- 11.1 Assess current class descriptions for form, content, validity, and ADA compliance.
- 11.2 Discuss new class description format with the District's Project Manager.
- 11.3 Revise classification descriptions based on data gathered from the JAT process.
- 11.4 Create new class descriptions for new classifications, as needed. Provide complete listing of the allocation of job classes to salary range assignments.
- 11.5 Make FLSA determinations based on work performed and federal requirements.

KEY PROJECT MILESTONES

- Updated class descriptions
- New class descriptions as needed

Cost and Timeline

Our total, not-to-exceed, fixed cost to complete all tasks in our detailed work plan is **\$24,000**. Our cost is all inclusive, and includes travel costs (meals and lodging), transportation, fringe benefits, indirect cost (overhead), clerical support, and all other out-of-pocket expenses. Evergreen can conduct the Classification and Compensation Study in approximately four months from the execution of a contract. This assumes a tentative start date of November 1, 2021, and a completion date no later than of February 28, 2022.

We would love the opportunity to work with the Barefoot Bay Recreation District. If you have any questions or need any additional information, please feel free to contact me at (850) 383-0111 or via email at jeff@consultevergreen.com.

Sincerely,



Dr. Jeffrey Ling, President
Evergreen Solutions, LLC

October 18, 2021

Kristen Sullivan, HR Generalist/Office Coordinator
Rich Armington, Resident Relations Manager
BAREFOOT BAY RECREATION DISTRICT
625 Barefoot Blvd.
Barefoot Bay, FL 32976

Dear Kristen and Rich,

Thank you for the opportunity to connect virtually regarding Barefoot Bay Recreation District's (District) request to develop a formal, unbiased pay plan and review the impact of Florida's recent minimum wage change. We are pleased to provide the District with a quote to provide compensation consulting services.

HR Compensation Consultants, LLC (HRCC) is a boutique firm offering expert knowledge in pay plan design using a highly personalized client approach. The result is a quality product, based on proven compensation principles and methods. We commit to fewer clients at any one time enabling us to provide a high level of interaction at a lower rate than larger firms.

In addition to in-depth data analysis and client-tailored project deliverables, we include valuable conversations around "what if" scenarios, implementation steps and/or strategies that are specific to each organization. This service is possible because of our client interactions and our ability to rapidly acquire an understanding of each organization's operations and approaches.

I look forward to reviewing our quote with you,



Katie Miller Busch
GRP®, SHRM-SCP
Lead Compensation Consultant

PROJECT PURPOSE & APPROACH

The purpose of this project is to gather data on the District's current state of compensation plans and practices, compare that to market data and practices and outline a plan to move the organization to the desired competitive stance in their local market. HRCC will also evaluate how the District's annual payroll will be impacted as Florida's Minimum Wage is increased to \$15.00 an hour.

The District is seeking a consultant to align jobs and analyze pay with the result being a new Job and Pay Framework. It must balance these elements:

- internally equitable
- externally competitive
- aligned with the organization's mission and values
- fiscally responsible
- support the organization's total reward philosophy
- give managers good guidance on making pay decisions

Our project approach typically follows these steps:

IMPLEMENTING A JOB & PAY FRAMEWORK

TYPICAL PROJECT PROCESS



DATA & SUPPORT PROVIDED BY THE CLIENT

- Designate a Project Liaison
- Provide job descriptions, organizational charts, employee data (excel template will be provided) and current pay plans and practices
- Provide data on recruitment and retention challenges; confirm the recommended labor market
- Coordinate project status calls, and virtual or on-site meetings

ESTABLISHING A JOB FRAMEWORK

HRCC recommends the use of its Role and Level Classification Methodology to determine how positions align internally. This Job Framework provides:

- a better understanding of reward and career development opportunities across the organization
- an uncomplicated approach to defining and documenting the content of jobs, recognizing various levels of work (entry, intermediate, senior, etc.)
- a consistent way to determine the value of jobs within the District relative to the outside job market and salary survey data



This part of the project work can include meeting with key leaders to understand each department's specific operations, job alignment, and recruitment and retention challenges. HRCC will need the client to confirm a job map and the recommended internal alignment of jobs.

MARKET PRICING & DEVELOPING A NEW PAY FRAMEWORK

HRCC works with the organization to understand its compensation philosophy which guides the determination of the comparable labor market, market positioning, implementation strategy, and pay plan maintenance. HRCC uses a market-pricing approach for key benchmark jobs to design a pay grade and range structure that balances local market conditions and internal equity. When designed correctly, this structure enables the recognition of differing rates of pay for performance and guarantees a reasonable level of control over internal pay compression and salary expenditures.

HRCC will collect pay data from up to ten (10) public-sector organizations around Sebastian after reviewing these factors impacting the District's ability to recruit and retain employees:

- Location / proximity to your organization
- Size of service area in terms of population
- Similar services offered
- Any unique features of the organization
- Recruitment and retention experiences as provided by HR data and management interviews
- Proximity to major highways and easy access points

HRCC works with the client to identify the most appropriate organizations to survey. HRCC will draft an email for the District to notify the target group that is being surveyed. HRCC contacts those organizations and encourages their participation. A separate report will be sent to each participant as a "thank you", sharing a summary of the salary survey data.

HRCC can also use the CompAnalyst salary data warehouse to market price your jobs using the following scope:

- ✓ Industry: All Industry, Government, and Non-Profit
- ✓ Company Size: 50 - 100 FTE's
- ✓ Geography: around Sebastian

Our analysis will include base pay at various data points (25th, 50th, 75th and average).

Using our Market Pricing Tool, HRCC will assign each job to a market competitive pay range. HRCC will provide a grade order list of jobs with the proposed pay ranges. This part of the project work typically includes the client's participation in pay plan development, so that structural elements of the new plan are deeply understood.

Once the new pay structure is developed and all jobs have been assigned a pay range, HRCC will analyze current employees' base pay and make recommendations for changes to address pay compression. HRCC will provide a fiscal impact report for two (2) implementation scenarios, including a phased-in approach if necessary.

ROLE & LEVEL CHART				
	Leader	Professional	Technician	Support
Each job title is assigned a Role & Level	L7			
	L6			
	L5	P6		
	L4	P5		
	L3	P4		
	L2	P3		
	L1	P2	T5	
Each Role & Level can be assigned grade, pay range, incentive target, and bonus, benefits and/or LTI eligibility		P1	T4	S5
			T3	S4
			T2	S3
			T1	S2
				S1

FINAL DELIVERABLES

Based on finalized project scope, HRCC will update the list of final deliverables. Typically, they include:

- Market Analysis Report
- Grade Order List with Proposed Pay Ranges
- "How to Classify Jobs" guidebook to aid in the evaluation of new or changed jobs
- Compensation Administration Guidelines
- Employee-level pay recommendations
- Implementation plans and cost analysis
- Communication materials
- On-going ad-hoc support in the maintenance of the new pay plan

PRIMARY TASKS TO COMPLETE

If awarded the project, the first step would be to define mutually agreeable dates for project calls, workflow, and progress reviews. We will then hold project status calls or provide status updates to keep you apprised of our progress and to answer any questions that arise. Depending on the finalized project scope, HRCC will identify the exact dates to schedule work:

- Review data from client – [weeks 1 - 2](#)
- Discuss current pay practices with key leaders – [weeks 2 – 3](#)
- Survey public-sector organizations – [weeks 3 - 7](#)
- Review labor market data in CompAnalyst – [week 7](#)
- Develop a pay structure recommendation – [week 8](#)
- Discuss draft recommendations with key leaders – [weeks 9 - 10](#)
- Determine the cost of changing base pay (if appropriate) – [weeks 11 - 12](#)
- Discuss final recommendations with key leaders – [weeks 12 - 13](#)
- Develop final deliverables, including communications materials – [weeks 13 - 14](#)
- Provide implementation assistance – [through Q2 2022](#)

PROJECT TIMING

HRCC takes pride in meeting its time commitments. To ensure that the proposed staff members will be available to concentrate on your project, we need Authorization To Proceed at least three (3) weeks before work can begin. As of today, HRCC can commit to starting your project on January 17, 2022, and completed by April 29, 2022.

PROFESSIONAL FEES & BILLING

The professional fees for our services are based on a blended hourly rate which includes the work of a Project Manager, Compensation Consultant(s), Data Analyst, Job Description Reviewer/Communications Specialist, and administrative-support staff. We have based our fees (\$24,720) on including in our analysis: up to 100 employees in up to 56 unique job titles. The project work described herein is anticipated to be completed via email and conference calls.

HRCC would invoice the organization based on the following schedule:

Invoice	Estimated Date
25% Project Initiation	January 2022
35% Milestone	February 2022
30% Milestone	March 2022
10% Final Deliverables	April 2022
<i>**HRCC's payment terms are Net 15</i>	

AUTHORIZATION TO PROCEED

The undersigned has given HR Compensation Consultants, LLC the Authorization to Proceed with work described herein and agrees to pay invoice within 21 days of the project start date.

Signature: _____

Date: _____

Optional Services

Onsite Visits	If the organization chooses onsite visits, HRCC would bill professional fees separately at a flat rate of \$2,500 per consultant, per on-site day. Travel expenses would not be incurred due to our proximity to the District.
Additional Work	Should the organization request and authorize additional work we would invoice at our standard hourly rate. Additional work would include work outside the scope of services as agreed to including, but not limited to: Job audits, additional Phone/WebEx meetings, Reports, and/or work related to a special request.
Job Descriptions	If the District were to choose Job Description updates, HRCC's professional fees are \$85 per job description. HRCC would provide the organization with a Position Questionnaire (PQ), Job Description Template and a "How to Write Job Descriptions Guide" documenting the process for developing and updating job descriptions. The process typically takes three weeks for employees to complete and supervisors to review the Position Questionnaires (PQs). HRCC will then draft the job descriptions and request that supervisors review and comment before HRCC makes final edits. The entire process usually takes seven weeks to complete.
Maintenance Agreement	HRCC would be pleased to provide the organization with on-going compensation-related support through a Maintenance Agreement. We recommend budgeting annually for at least 1 hour a month of compensation-related support at an hourly rate of \$225.

HR COMPENSATION CONSULTANTS, LLC

The following team members will be assigned to your project:

- Jason Busch, aPHR® – Project Manager
- Katie Busch, GRP®, SHRM-SCP –Lead Compensation Consultant
- Diana Spielman, aPHR® – Lead Data Analyst
- Lauren Vitali, aPHR® – Job Description Reviewer / Communications Specialist

JASON BUSCH, aPHR®

PROJECT MANAGER



As a Director for HRCC, **Jason Busch** provides project leadership for job and pay framework development work. He offers technical and logistical assistance (internally and to clients), as well as handles data collection, conversions, and data warehousing. *Jason supports all projects with department head interviews, compensation reviews, employee communication materials development, benefits reviews, and job description reviews.*

He holds a bachelor's degree in international relations from Boston University and an Associate Professional in Human Resources Certification from the Society of Human Resources Management (SHRM).

KATIE M. BUSCH, GRP®, SHRM-SCP

LEAD COMPENSATION CONSULTANT



The founder of HRCC, **Katie Miller Busch** offers over 25 years of progressive compensation experience having worked in various industries, including high-tech, pharmaceuticals, retail, manufacturing, construction, and logistics solutions. *She is the lead compensation consultant, pay plan developer and formal presenter on all projects.*

Katie has a bachelor's degree in international business from Florida Atlantic University and holds the Global Remuneration Professional (GRP) certification from WorldatWork and is a SHRM-Senior Certified Professional (SHRM-SCP). She also maintains membership with the International Public Management Association for Human Resources (IPMA-HR).

LAUREN VITALI, aPHR®

JOB DESCRIPTION REVIEWER / COMMUNICATIONS SPECIALIST



As an associate of HRCC, **Lauren Vitali** offers over 15 years of professional experience in both the non-profit and private sectors, including experience in organization and employee development. *For all HRCC job and pay framework projects, she performs job analysis, writes job descriptions, and creates employee communications and training guides.*

She holds a bachelor's degree in education and human development from Boston College and a master's degree in organizational psychology from William James College. Lauren also has certificates in HR Management and Analytics from The Wharton School and an Associate Professional in Human Resources from SHRM.

DIANA SPIELMAN, aPHR®

LEAD DATA ANALYST



As an associate of HRCC, **Diana Spielman** offers ten years of experience in sales and marketing, specializing in planning, developing, implementing, and evaluating advertising, merchandising, and trade promotion programs. *For all HRCC projects, Diana performs job analysis, coordinates data gathering, performs complex data analysis, and prepares detailed reports.*

She earned a bachelor's degree in business administration from the University of Florida and has an Associate Professional in Human Resources Certification from SHRM.

In addition to the development of over 200 pay plans, HR Compensation Consultants, LLC (HRCC) has led the development and rollout of new classification and compensation plans for these public-sector organizations:

Bonita Spring Utilities	<ul style="list-style-type: none"> - 2011 Job Analysis and Compensation Plan - 2012/2017 performance evaluation - 2013 update Personnel Management System Book - 2019 pay plan update
City of Bonita Springs	<ul style="list-style-type: none"> - 2011 classification and compensation plan with job descriptions - 2014 / 2015 pay plan update
Broward County Clerk's Office	<ul style="list-style-type: none"> - 2019 classification and compensation plan with updated job descriptions - 2021 pay plan update and specialty pay plan for IT
City of Coconut Creek	<ul style="list-style-type: none"> - 2013 classification and compensation plan with job descriptions
City of Cooper City	<ul style="list-style-type: none"> - 2015 classification and compensation plan and update some job descriptions - 2018 to present – provide ad-hoc support
City of Hallandale Beach	<ul style="list-style-type: none"> - 2016 classification and compensation plan with job descriptions
City of Marco Island	<ul style="list-style-type: none"> - 2016 classification and compensation plan with updated job descriptions - 2019 pay plan update
City of Oakland Park	<ul style="list-style-type: none"> - 2015 classification and compensation plan and Fire Pay Plan - 2018 pay plan update - 2021 City Manager Survey and mini-pay plan update
City of Parkland	<ul style="list-style-type: none"> - 2015 classification and compensation plan
City of Rockledge	<ul style="list-style-type: none"> - 2016 classification and compensation, benefits survey, and updated job descriptions
City of Wildwood	<ul style="list-style-type: none"> - 2016 organizational study, classification and compensation plan and Police Pay Plan - 2019 pay plan update - 2020 Police Pay Plan update - 2021 pay plan update
City of Wilton Manors	<ul style="list-style-type: none"> - 2014 classification and compensation plan
Emerald Coast Regional Planning Council	<ul style="list-style-type: none"> - 2015 classification and compensation plan with updated job descriptions - 2017/2019 pay plan update - 2021 ad-hoc pay guidance
Indian River Sheriff's Office	<ul style="list-style-type: none"> - 2015 classification and compensation plan for civilian personnel and new pay ranges for sworn staff - 2019 pay range update for sworn staff

Lee County Property Appraiser	- 2014 classification and compensation plan with updated job descriptions - 2017 pay plan update - 2021 pay plan mini-update and certification / education pay analysis
Lee County Supervisor of Elections	- 2017 classification and compensation plan with updated job descriptions - 2019 pay plan update - 2021 pay plan update
Lee County Tax Collector	- 2014 classification and compensation plan with updated job descriptions
Miami Downtown Development Authority	- 2015 classification and compensation plan with updated job descriptions - 2017 / 2019 pay plan update - 2019 Employee manual update - 2021 pay plan update and performance management process
Palm Beach County Tax Collector	- 2010 Classification & Compensation Plan - 2013, 2015, 2017, 2019 and 2021 Pay Plan Updates
PBC Water Utilities Department	- 2008 Team Building Session for Management Staff
Town of Bay Harbor Islands	- 2019 classification and compensation plan
Town of Lauderdale-By-The-Sea	- 2019 classification and compensation plan
Town of Southwest Ranches	- 2017 classification and compensation plan
Village of North Palm Beach	- 2018 classification and compensation plan for non-exempt jobs - 2019 classification and compensation plan for exempt jobs
Village of Tequesta	- 2018 classification and compensation plan
Village of Wellington	- 2009 classification and compensation plan with job descriptions - 2011 and 2013 pay plan update
West Palm Beach Downtown Development Authority	- 2020 job descriptions, market pricing, pay plan development, Employee handbook updates, performance appraisal process

HRCC's CAPABILITY STATEMENT

ABOUT US

A niche firm, HRCC has been offering compensation consulting to local governments, state agencies, non-profits, and companies in a variety of industries for over 15 years. Principal, [Katie Miller Busch](#), GRP®, SHRM-SCP provides clients with over 25 years of compensation expertise. HRCC specializes in market and internal analysis, pay plan and job framework design tailored to client needs, objectives, and organizational philosophy. HRCC has a professional team of data analysts, writers, and compensation consultants.

OUR DIFFERENTIATORS

HRCC is an agile, data driven, detail-oriented firm. We are mindful of our clients' core capabilities, purpose, and values. Our work is precise and informed. Our client approach is one of consultative partnership.

OUR CLIENTS

Local governments across the country
Non-profits
Private sector companies in various industries

CODES

80101511 HR Consulting Service
CAGE CODE 8SDU7
D-U-N-S 829769392
NAICS CODES

541612 HR Consulting Services
541618 Other Management Consulting Services
541990 All Other Professional, Scientific, and Technical Services

CORE COMPETENCIES

SALARY SURVEYS

HRCC market prices jobs based on clients' recruitment & retention challenges, by industry and location so clients can:
move toward or confirm a competitive market position for their pay ranges
assess and address pay compression
budget and plan for labor expenses

INTERNAL JOB ALIGNMENT

HRCC develops classification plans and job frameworks so clients can:
establish internal relationships between positions
identify career paths within job families
create consistent and compliant job descriptions

PAY ADMINISTRATION

HRCC reviews pay and creates plans so clients can:
administer pay fairly and consistently
identify and correct inequities
provide managers with good pay guidance using performance management software

DATA CONFIDENTIALITY & SECURITY

HRCC has 24/7 IT support so clients can
feel confident that their data is secure

Board of Trustees

Meeting Agenda Memo

Date: Friday, December 3, 2021
Title: **Employee Handbook Revision: Enhanced Recruitment Methods for Part-time Positions**
Section & Item: 11.E
Department: Resident Relations, Customer Service
Fiscal Impact: TBD
Contact: John W Coffey, ICMA-CM, Community Manager, Richard Armington, Resident Relations Manager, Charles Henley, Finance Manager
Attachments: proposed revised Employee handbook 03Dec21
Reviewed by
General Counsel: N/A
Approved by: John W. Coffey, ICMA-CM, Community Manager



Requested Action by BOT

Review and adoption of the revised Employee Handbook.

Background and Summary Information

Due to wage inflation BBRD is increasingly having difficulty in recruiting and retaining the lowest paid part-time positions. While adjusting up the BBRD Employee Pay and Classification Plan would be the easiest method to regain competitiveness in employee recruitment, the cost of such an action is not an option given the FY22 Approved Budget constraints and recently adopted FY22 Employee Pay and Classification Plan maximum pay rates.

While staff waits for future BOTs to allocate sufficient funds to regain starting pay competitiveness in future fiscal years, staff recently reviewed low cost measures that could aid in the recruitment of positions most commonly filled by BBRD residents. The attached proposed revised Employee Handbook contains the following additions (shown in strikethrough and underline format):

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EMPLOYEE REFERRAL PROGRAM:

To enhance recruitment efforts for part-time positions, current employees who are listed on applications as a "referrer for employment" will receive the following compensation at the following intervals upon start of work of the referred applicant:

After 1st day of work

\$100 or 8 hours vacation for full-time employees or 4 hours vacation for part-time employees

After successful completion of initial probationary period

\$200 or 16 hours vacation for full-time employees or 8 hours vacation for part-time employees

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Regular Full-Time Employees – Vacation Accrual Schedule

Length of Service – From	Vacation Accrual	Annual Rate
Hire Date		
0 - 5th year	3.70 hours per pay period.	96.2 Hours
6th year - 10th year	4.62 hours per pay period.	120.12 Hours
11th year - 15th year	5.54 hours per pay period.	144.04 Hours
16th year +	6.47 hours per pay period.	168.22 Hours

-

Regular Part-Time Employee – Vacation Accrual Schedule

Length of Service - From	Vacation Accrual	Annual Rate
Hire Date		
0 – 2 nd 5 th year	2 hours per pay period.	26 <u>52</u> Hours
3 rd 6 th year +	3 hours per pay period.	52 <u>78</u> Hours

Regular Part-Time Employee – Vacation New Hire Benefit:

To enhance the recruitment of employees for part-time positions, newly hired regular part-time employees, who work a minimum of 20 hours per week, will be credited 26 hours vacation accrual after completion of their first 90 days of employment (in addition to normal accrued leave). Said employees may use these 26 hours starting on their 91st day of employment with the approval of their supervisor.

-
Additionally, newly hired regular part-time employees, who work a minimum of 20 hours per week, will be credited 26 additional hours vacation accrual after completion of their employment probationary period (in addition to normal accrued leave).

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ADDITIONAL BENEFITS

- Employees are entitled to a reduced-price lunch at the lounge and 19th Hole during their working hours.
- All employees are permitted to play one game of golf a week for \$5 from November through April and two times a week from May through October at no charge for greens fees.
- All full-time employees may join the ICMA Retirement Corporation Plan. The District will match employee deductions one for one up to a maximum of 3% of the employee's gross pay.
- Employees who voluntarily separate from employment (and are eligible for re-hire) who participate in an exit interview with Human Resources staff, will be given a \$25 Food & Beverage gift certificate at the conclusion of their last scheduled shift.

Staff recommends the BOT adopt the revised Employee Handbook as attached.



Barefoot Bay Recreation District Employee Handbook

~~Approved by~~Presented to the Board of Trustees on ~~October 26~~December 3, 2021

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WELCOME TO BAREFOOT BAY RECREATION DISTRICT

Welcome to the Barefoot Bay Recreation District (the “District”). The purpose of this employee handbook (“Handbook”) is to familiarize employees with the various aspects of working for the District. We feel it will be a useful reference tool for all employees. We encourage you to use it to better understand the policies and procedures relating to your employment with the District. Our policies, practices and benefits are continuously reviewed and are updated from time to time. If you have any questions regarding the items discussed in this Handbook, please ask for clarification from Department Manager. For the purpose of this Handbook, the term “Human Resources” or “HR” refers to a Barefoot Bay employee assigned duties which include Human Resource Coordinator and who is supported by the BBRD HR consultant. This employee handbook supersedes any and all prior employee policies, procedures, and handbooks of the District. The District reserves the right to modify, supplement, rescind, or revise any part of this handbook from time to time as it deems necessary or appropriate in its sole discretion with or without notice to you. These provisions may not be amended or added to without the express written approval of the Barefoot Bay Recreation District Board of Trustees.

BAREFOOT BAY RECREATION DISTRICT’S PHILOSOPHY

OPEN-DOOR POLICY

We strive to provide an environment where two-way communication is encouraged, thereby fostering a warm, friendly, and harmonious work environment.

Employees are encouraged to bring their work-related questions, problems, suggestions, or complaints to their immediate supervisor, who will respond within 10 calendar days. If employees are dissatisfied by their supervisor’s response and further follow-up is needed, employees may address their concern with their supervisor’s superior and/or the Community Manager who will respond within 10 calendar days.

Periodically, employees may not feel comfortable discussing a sensitive matter with their supervisor. In such situations, Human Resources can provide confidential counseling and help the employee choose an appropriate manner to address their concern.

In order for the District to properly respond to your concerns, employees should bring their concerns to the attention of management or the HR Department. Employees may not always receive the response they are looking for; however, their issue will be promptly addressed, and an explanation given as to why a particular action was taken. This open-door policy helps small problems stay small, where they are most easily resolved.

Steps to take if you have concerns:

- Bring the situation to the attention of your immediate supervisor, or a member of management and discuss it privately
- If you feel the situation has not been resolved, make an appointment to discuss the situation with your supervisor’s superior and/or the Community Manager
- If you have followed steps 1 and 2, and still feel that the situation has not been satisfactorily resolved, or in situations regarding a sensitive manner you may contact Human Resources who will assist in addressing your concerns.

Your position will not be jeopardized for bringing a legitimate problem or concern to management's attention. Working together to address common issues and concerns enables us to implement mutually beneficial solutions to problems.

CODE OF ETHICAL CONDUCT

In order to avoid any appearance of a conflict of interest, employees are expected to abide by the following code of ethical conduct. Please consult your Department Manager or the Community Manager if you have any questions.

As public employees, we are bound by the "Code of Ethics for Public Officers and Employees" set forth in the Florida Statutes, Chapter 112, Part III. The efficient and faithful performance of our duties is very important, therefore any infraction of applicable laws regarding ethical and legal conduct will be cause for potential discipline, up to and including termination. Additionally, some acts which are breaches of the trust the public has placed in us are crimes and may be prosecuted under Florida law.

Employees of the District should not solicit anything of value from any person or organization with which the District has a current or potential relationship.

Employees may not accept items valued over \$15 received in course of business from suppliers or vendors. Such items may include gifts, food, drink, and entertainment.

If you are faced with and are unsure how to handle a situation that you believe has the potential to violate this code of ethical conduct, notify your Department Manager or Community Manager.

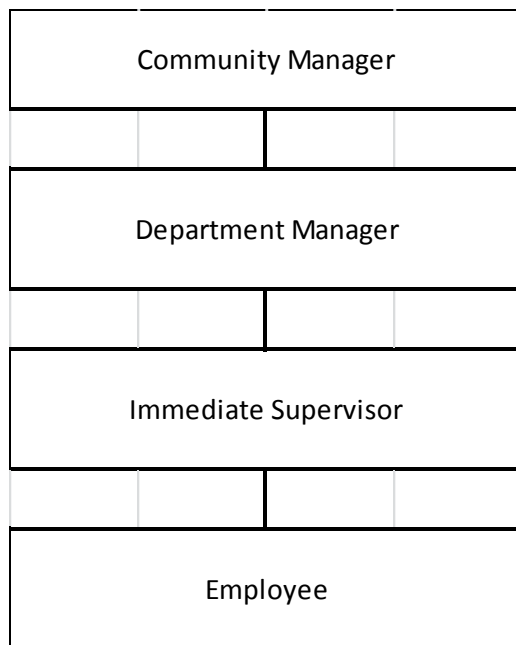
Violations of this code may lead to disciplinary action, up to and including termination.

LOYALTY OATH

Florida law requires all employees to take an Oath of Loyalty when they are hired. Any individual who refuses to take an Oath of Loyalty will not be hired. As a public employee, you will be required to take and sign an Oath of Loyalty to the Constitution of the United States and the State of Florida. The law requires the termination of a person who refuses to take an Oath of Loyalty.

CHAIN OF COMMAND

Every employee, upon receipt of this manual, is presumed to know the applicable chain-of-command that pertains to him or her. Employees are expected to follow the chain of command when dealing with matters that relate to your job responsibilities. Sensitive matters and concerns of a legal nature can be brought to the attention of the HR Department or another member of management.



PROHIBITION AGAINST NEPOTISM

It is the policy of the District to avoid hiring relatives into the workplace whenever possible. However, on occasion more than one relative may work for the District. A relative is defined as an individual who is related to the employee as grandfather, grandmother, father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister. The following guidelines will govern these situations:

- Under no circumstances will an individual be appointed, employed, retained, promoted, or transferred to any position where a relative has direct supervision, jurisdiction or control over that position. If two employees become related while working for the District, they are subject to this policy and must immediately notify HR.
- Related persons will not be involved in evaluation of each other's job performance or in making recommendations for salary adjustments, promotions, or other budget decisions.
- Related employees shall not be employed in the same department.
- Immediate family members of a Trustee shall be prohibited from formal employment or serving in a volunteer capacity (i.e., Golf-Pro Shop Player Assistants, Courtesy Golf Cart Drivers, etc.) with the District during the term(s) of service of said Trustee. This prohibition

shall begin upon the post-election or post-appointment formal commencement of the term of the Trustee. Any family members of a sitting Trustee classified as a current employee (whether working or on approved leave) on August 9, 2019, will be exempt from this prohibition until the employee separates employment. Immediate family members falling within this prohibition shall be eligible for reemployment with District upon the expiration of the term(s) of the Trustee to which they are related. For purposes of this prohibition, "immediate family member" is defined as one of the following: spouse or significant other, parent/stepparent, child/stepchild, grandparent, grandchild, brother/brother-in-law, sister/sister-in-law, uncle, aunt, nephew, niece, first cousin, in-laws (father, mother, son daughter).

Internal Recruitment/Transfers/Promotions

Management may post vacant positions internally only when the department manager, Community Manager and H.R. Coordinator believe two or more current employees are qualified for the position. Employees with more than six months of service may apply for internally posted positions.

Management may transfer employees between departments and facilities to meet specified work requirements and reassign work requirements as needed. When a transfer is required and there are two or more qualified employees, that are in the position to be transferred, the H.R. Coordinator will work with affected Department Managers to identify the most suitable employee.

The Community Manager may directly promote an employee to critical administrative/management position, without advertising the position, when it is in the best interest of the District. To be considered, employees must have held their current position for at least six months and have a satisfactory performance record. The Community Manager retains the discretion to make exceptions to the policy.

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

It is the policy of the District to provide equal employment opportunity to all employees and applicants for employment and not to discriminate on any basis prohibited by law, including race, color, sex, age, religion, national origin, disability, sexual orientation, marital status, or status as a veteran in accordance with applicable state and federal laws. It is our intent and desire that equal employment opportunities will be provided in employment, recruitment, selection, compensation, benefits, promotion, demotion, layoff, termination and all other terms and conditions of employment. The Barefoot Bay Board of Trustees', Community Manager, and all managerial personnel are committed to this policy and its enforcement.

Employees are directed to bring any violation of this EEO policy to the immediate attention of any member of management and the HR Department who will promptly bring the matter to the attention of the Community Manager for investigation and resolution. Any employee who violates this policy or knowingly retaliates against an employee reporting or complaining of a violation of this policy shall be subject to immediate disciplinary action, up to and including discharge. Complaints brought under this policy will be promptly investigated and handled with due regard for the privacy and respect of all involved.

VETERAN'S PREFERENCE

Veterans must have been honorably discharged as indicated on their DD214 to be eligible for preference. Eligible applicants who meet the minimum requirements for the position will be offered an interview regardless of ranking.

NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

It is the policy of the District that you should be able to enjoy a work atmosphere free from all forms of discrimination, including sexual harassment. Each employee has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, harassment, and retaliation.

The District prohibits and does not tolerate any such discrimination or harassment.

Definitions of Sexual Harassment

Sexual harassment constitutes discrimination and is illegal under federal, state, and local laws. For purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when, for example (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through email); and other physical, verbal or visual conduct of a sexual nature. Sex-based harassment - that is, harassment not involving sexual activity or language e.g., male manager yells only at female employees and not males - may also constitute discrimination if it is severe or pervasive and directed at employees because of their sex.

Other Forms of Harassment

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, national origin, age, disability, marital status, genetic predisposition or carrier status, sexual orientation, or any other characteristic protected by law or that of his/her relatives, friends or associates, and that: (1) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance, or (3) otherwise adversely affects an individual's employment opportunities. Harassing conduct includes, but is not limited to epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes and display or circulation in the

workplace of written or graphic material that denigrates or show hostility or aversion toward an individual or group (including through email).

Individuals and Conduct Covered

These policies apply to all applicants, and employees, and prohibit harassment, discrimination, and retaliation whether engaged by fellow employees, by a supervisor, manager, or by someone not directly connected to the District, e.g., an outside vendor, consultant, or residents.

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings, and business-related social events.

Retaliation is Prohibited

The District prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

Reporting an Incident of Harassment, Discrimination, or Retaliation

The District strongly urges the reporting of all incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced conduct that they believe is contrary to the District's policy or who have concerns about such matters should file their complaints with their immediate supervisor or Human Resources before the conduct becomes severe or pervasive. Employees should feel free to file their complaints with any member of management and/or Human Resources.

Employees who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this complaint procedure. An employee's failure to fulfill this obligation could affect his or her rights in pursuing legal action. Please note, federal, state, and local discrimination laws establish specific time frames for initiating a legal proceeding pursuant to those laws.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Therefore, while no fixed reporting period has been established, the District strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. The District will make every effort to stop alleged harassment before it becomes severe or pervasive but needs the cooperation of employees in order to do so.

The availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

It is important that each employee play a role in preventing or eliminating sexual or any other harassment by:

- Examining his/her own behavior in the workplace to be sure that he/she is not engaged in offensive conduct
- Making it clear that he/she does not approve of actions or conduct that may be offensive
- Supporting the District's policy against harassment

- Promptly informing the person or persons involved that they should stop engaging in the conduct which is offensive or objectionable to the employee
- Promptly bringing the matter to the attention of their immediate supervisor, a member of management or Human Resources

The Investigation

Any reported allegations of harassment, discrimination, or retaliation will be investigated promptly, thoroughly, and impartially by management and Human Resources. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Responsive Action

Misconduct constituting harassment, discrimination or retaliation will be dealt with promptly and appropriately. Responsive action may include, for example, training, referral to counseling, monitoring of the offender and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reduction of wages, reassignment, temporary suspension without pay or termination, as the District believes appropriate under the circumstances.

If an employee making a complaint does not agree with its resolution, the employee may appeal the decision to the Community Manager.

Finally, these policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in work-related social activities or discussions in order to avoid allegations of harassment. The law and the policies of the District prohibit discrimination on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges, and perquisites of employment. The prohibitions against harassment, discrimination, and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

AMERICANS WITH DISABILITIES ACT POLICY STATEMENT

The Americans with Disabilities Act (“ADA”) and the Americans with Disabilities Amendments Act, known as the ADAAA, are federal laws that prohibit employers with 15 or more employees from discriminating against applicants and individuals with disabilities and that, when needed, provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

A disability is:

- A physical or mental impairment that substantially limits one or more major life activities; or
- A record of such impairment (with respect to an individual); or
- An impairment which substantially limits a major life activity (with respect to any individual regarded as having the same); or
- Having a relationship or association with someone who has a known disability.

Reasonable Accommodation

It is the policy of BBRD to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (“EEOC”). Consistent with this policy of nondiscrimination, the District will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the District aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the District.

BBRD will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so would result in an undue hardship to the District or impose a direct threat to the safety of the employee or others in the workplace and the threat cannot be eliminated by reasonable accommodation. The District encourages individuals with disabilities to come forward and request reasonable accommodation. Contact Human Resources with any questions or requests for accommodation.

Procedure for Requesting an Accommodation

On receipt of an accommodation request, a member of Human Resources will meet with you to discuss and identify the precise limitations resulting from the disability and the potential accommodation the District might make to help overcome those limitations.

The District will determine the feasibility of the requested accommodation considering various factors, including, but not limited to the nature and cost of the accommodation, and the accommodation’s impact on the operation of the District, including its impact on the ability of other employees to perform their duties and the District’s ability to conduct business.

The District will inform the employee of its decision on the accommodation request or on how to make the accommodation. If the accommodation request is denied, employees will be advised of their right to appeal the decision by submitting a written statement explaining the reasons for the request. If the request on appeal is denied, that decision is final.

The ADA does not require the District to make the best possible accommodation, to reallocate essential job functions, or to provide personal use items, i.e., eyeglasses, hearing aids, wheelchairs, etc.

An employee or job applicant who has questions regarding this policy or believes that he or she has been discriminated against based on a disability should notify Human Resources. All such inquiries or complaints will be treated as confidential to the extent permissible by law.

WORKING AND COMPENSATION

EMPLOYMENT ON AN AT-WILL BASIS

All employees of the District, regardless of their classification or position, are employed on an at-will basis. This means that each employee’s employment is terminable at the will of the employee or the District at any time, with or without cause and with or without notice. No representative or employee of the District has any authority to enter into any agreement with any employee or applicant for employment other than on an at-will basis. Furthermore, nothing contained in the policies, procedures, handbooks, manuals, job descriptions, application for employment, or any other document of the District

shall in any way create an express or implied contract of employment or an employment relationship on other than an at-will basis.

ATTENDANCE AND REPORTING TO WORK

Each employee is important to the overall success of our operation. When you are not here, someone else must do your job. Consequently, you are expected to report to work on time as scheduled. Reporting to work on time means that you are ready to start work, not just arriving at work, at your scheduled starting time.

The District depends on its employees to be at work at the times and locations scheduled. Excessive absenteeism and/or tardiness will lead to disciplinary action, up to and including termination. The determination of excessive absenteeism will be made at the discretion of the Department Manager. After three days' absence, you will be required to provide documentation from your physician to support an injury- or illness-related absence, and to ensure that you may safely return to work. Absence from work for three consecutive days without properly notifying your immediate supervisor will be considered a voluntary resignation except for unavoidable circumstances.

If you expect to be absent from the job for an approved reason (e.g., paid time off or a FMLA leave of absence), you should notify your immediate supervisor of your upcoming absence as far in advance as possible. If you unexpectedly need to be absent from or late to work, you must notify your immediate supervisor prior to the start of your scheduled workday that you will be late or absent and provide the reason for that absence or tardiness. If your immediate supervisor is not available, you should contact the Department or Community Manager prior to the start of your scheduled workday. Leave your number so that your immediate supervisor can return your call. Depending on the circumstances of your absence, failure to properly contact us as soon as possible may result in an unexcused absence for disciplinary purposes. Your attendance record is a part of your overall performance rating. Your attendance will be included during your review and may be considered for other disciplinary action up to and including termination.

Where possible, medical, and dental appointments should be scheduled around your assigned work hours. If you are unable to schedule an appointment before or after your shift, you are required to talk to your immediate supervisor to make special arrangements.

WORKDAY HOURS AND SCHEDULING

Due to the nature of operating a recreation district, employees of the District are required to work a variety of hours during the week. Some departments will operate at different times than others. Your starting, lunch, and quitting times are determined by your Department Manager. Employees are expected to observe the specific hours outlined in the work schedules prepared by their respective Department Managers. These schedules are posted and must be strictly adhered to in order to ensure the smooth operations of the District. Work schedules will be changed when management deems it necessary. Any deviation from your assigned schedule must be approved in advance by your Department Manager. Additionally, employees are not permitted to change schedules with a fellow employee without securing permission from each employee's Department Manager.

The regularly scheduled workweek for the District is: Monday at 12:01 a.m. and ends on Sunday at 12:00 midnight. Start and end times are scheduled by your Department Manager. Employees are required to be present for work during the workday established for them by their supervisors.

Work schedules may vary depending on such factors as weather, materials supply, building needs, etc. If you are unsure about expected starting times on any particular job assignment, ask your Department Manager for clarification.

In case of unplanned conditions, such as bad weather, that may force a schedule change at the last minute, you should contact your Department Manager or call the office directly.

RECORDING HOURS WORKED

All hourly employees shall follow supervisor's instructions to record the correct time of your arrival and departure for your scheduled shift, including the approval of bi-weekly payroll submittals. It is expressly forbidden to falsify your time or another employee's time at work. Immediate supervisors and department managers are responsible for verifying employee attendance.

PAY PERIOD AND PAYDAY

The District issues paychecks, on a Bi-weekly basis. Pay periods start Monday at 12:01 a.m. and ends on Sunday at 12:00 midnight. Employees are encouraged to have their paychecks directly deposited into their designated bank account. Paychecks are deposited no later than Thursday following the end of the pay period. If the employee does not choose direct deposit, the paychecks will be available for pick up by the employee starting at 4pm on Thursdays following the end of the pay period.

WORKWEEK & OVERTIME/COMPENSATORY TIME

The District's workweek begins on Monday at 12:01 a.m. and ends on Sunday at 12:00 midnight. Occasionally it may be necessary for an employee to work beyond his or her normal workday hours. Under no circumstances shall an employee work overtime without the approval of their immediate supervisor or the Department Manager.

Non-exempt employees will receive overtime pay at a rate of one-and-one-half times their regular hourly rate for all hours worked in excess of 40 in a workweek. Non-exempt employees may elect to receive compensatory time (prior to working over 40 hours in a workweek) at the rate of 1.5 hours for every 1.0 hours worked. Non-exempt employees' compensatory time must be used within the same fiscal year and cannot be accrued in excess of 80 hours. Compensatory time for non-exempt employees will be paid out 100% upon separation.

Exempt employees may elect to receive compensatory time. Compensatory time will be calculated as one hour comp time for one hour worked. Compensatory time must be used within the same fiscal year of earning the time and cannot exceed 80 hours. Compensatory time will not be paid out upon separation. The employee's immediate supervisor shall track comp time accruals and usage and will maintain written records of approvals of comp time earned and used. Only comp time approved in writing by the employee's supervisor will be accrued and then later used.

Decisions regarding overtime work will be made by the Department Manager or the Community Manager. Any employee asked to work overtime will be expected to rearrange his/her personal schedule to work the requested overtime.

HOLIDAYS

The District observes the following holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Fourth of July
- Labor Day
- Veteran's Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Eve
- Christmas

Only Regular Full-Time Employees who have been employed for a minimum of 30 days are eligible to be paid for Holidays. Holiday Pay is paid on the hours normally worked by a Regular Full Time-Employee. If a holiday falls on a Saturday, it is observed on the preceding non-holiday weekday. If a holiday falls on a Sunday, it is observed on the subsequent non-holiday weekday. Regular Full-Time Employees must either be present for scheduled work or on approved vacation on both the workdays immediately preceding and immediately following a holiday to receive Holiday Pay. If a paid holiday falls within an approved vacation, the holiday will not be counted as a vacation day unless the vacation is coincident with an employee's separation of employment.

Regular Full-Time non-exempt employees will be paid normally for all hours worked on a holiday or on an observed holiday in addition to being paid the holiday pay if eligible.

All Regular Part-Time, Seasonal, and Temporary Employees will be paid double time for every hour worked on a holiday. All Regular Part-Time, Seasonal, and Temporary Employees will be paid double time for every hour worked on an observed holiday unless they worked the actual date of the holiday.

EMPLOYMENT CLASSIFICATIONS

Upon being hired by the District, all new employees and employees who have been transferred or promoted to a new position must serve a six (6) month probationary period. It is especially important that you make your Department Manager aware of any questions or problems you may encounter during this period. Your performance will be carefully monitored during this period. At the end of the probationary period, your performance will be reviewed, by your Department Manager and if it has been satisfactory, you will become a Regular Full-Time or Regular Part-Time Employee. Satisfactory completion

of the probationary period does not entitle you to employment for any specific term but may entitle you to participate in many of the District's employee benefits programs.

For the sole purpose of determining the allowance of certain employee benefits, employees are classified as:

1. Regular Full-Time Employees - An employee who has satisfactorily completed the probationary period and is scheduled to work a minimum of thirty (30) hours per week (minimum of 1,500 hours per year).
2. Regular Part-Time Employees - An employee who has satisfactorily completed the probationary period and is scheduled to work less than thirty (30) hours per week (maximum of 1,500 hours per year).
3. Temporary or Seasonal Employees - An employee whose services are scheduled to be of limited duration. Temporary or Seasonal employees are not eligible for participation in those employee benefits programs made available for the District Regular Full-Time and Regular Part-Time Employees. Service as a temporary does not count as service as a Regular Employee for benefit eligibility purposes.
4. Interim Employee - An employee who is hired or promoted as a replacement to temporarily supplement the workforce.

For payroll purposes, employees will be classified as one of the following:

1. Exempt Employees - Certain employees such as executive, administrative, professional, and supervisory employees, whose positions meet specific tests established by the Fair Labor Standards Act, are paid on a salary basis for all hours worked each week. These employees are expected to work whatever hours are required to accomplish their duties, even if it exceeds their normal workweek. Exempt employees working outside their normal hours may receive compensatory time per their immediate supervisor.
2. Non-Exempt Employees - All employees who do not meet the Fair Labor Standards Act exemption test for an exempt employee are identified as non-exempt employees. Non-exempt employees are hourly employees, who must be paid the state minimum wage and are eligible for payment of overtime pay.

MAINTAINING YOUR PERSONNEL RECORDS

It is your responsibility to provide current information regarding your address, telephone number, insurance beneficiaries, change in dependents, marital status, etc. Please notify the Resident Relations Office to note any changes in your address, phone number, emergency contact information, marital status, number of dependents, etc. Changes in exemptions for tax purposes will only be made upon the receipt of a completed W-4 form.

PERSONNEL FILES

Employee personnel files are the property of the District, and do not belong to the employee. However, upon request, the District will allow an employee to review their employee file under the supervision of

management. If a public record is viewed or copied from an employee's personnel file, the Resident Relations Manager/H.R. Coordinator or designee shall notify said employee as soon as possible.

PERFORMANCE EVALUATIONS

Employees will have their job performance reviewed at the mid-point and end of their six (6) month probationary period and on an annual basis by their immediate supervisor and/or Department Manager.

RECOGNITION POLICIES:

Barefoot Bay Recreation District recognizes the value of institutional knowledge and experience held by long-term employees. Additionally, retention of high-performing employees reduces the cost of employee turnover and enhances corporate competitiveness.

Two programs are used to reward longevity and innovation/extraordinary service/innovation.

1. Longevity Milestone Award Program

Full-time, and part-time active employees become eligible for a milestone recognition award of bonus days off in the year in which they complete 5, 10, 15, 20, 25, 30, 35 and 40 years of service.

Years Served	Bonus Days Off	Years Served	Bonus Days Off
Five	One	Twenty-five	Five
Ten	Two	Thirty	Six
Fifteen	Three	Thirty-five	Seven
Twenty	Four	Forty	Eight

Employees reaching the following service milestones will be granted the following lifetime discount on lunch meals at the 19th Hole:

10 years	\$1
20 years	\$2
30 years	\$3

2. Innovation, Extraordinary Service and/or Innovation Award Program

PURPOSE:

The purpose of the Employee Recognition and Incentive Program is to reward employees for exceptional, extraordinary, or innovative performance that benefits or improves District services and programs. The Program is intended to promote and encourage teamwork, motivation, efficiency, and productivity in the performance of duties for the benefit of the District and the community.

SCOPE:

Applies to all full-time and part-time employees.

DEFINITIONS:

Bonus: A one-time monetary award not to exceed five hundred dollars (\$500.00) provided to an employee in addition to the employee's regular compensation which may be made upon determination of merit for an Award by the District's Management Team. Award criteria must be met for a bonus to be awarded to any employee. **Operational Excellence Award:** To recognize employees who have

demonstrated continuous exceptional performance and have made a significant positive contribution to their Department's operations, functions, or provision of services. Extraordinary Service Award: To recognize employees who have demonstrated performance that goes above and beyond the call of duty for a particular job classification, substantially exceed performance expectations, or perform valuable tasks or services beyond defined job classification duties during special, unusual, or emergency events. Innovation Award: To recognize employees who have made innovative suggestions, have implemented new or novel processes, or have engaged in creative or ingenious performance that has raised substantial revenue or saved substantial costs to the District.

PROCESS:

Any District employee (including Department Heads and the Community Manager) may nominate any other District employee for any specific Recognition and Incentive Program Award. The nominating employee must provide a written statement providing the facts and circumstances supporting the nominated employee's entitlement to the Award. The nomination shall be submitted to any Department Head or the Community Manager but may be anonymous. Upon receipt of a written nomination, the District Management Team (consisting of all Department Heads and the Community Manager) shall jointly consider and determine whether an Award is merited. The Management Team shall have the sole discretion to determine whether the criteria for any Award have been met and/or the amount of any bonus, not to exceed five hundred dollars (\$500.00), which may be provided upon the granting of any Award. The Board of Trustees shall be publicly notified when any employee has been granted an Award pursuant to this policy.

EMPLOYEE REFERRAL PROGRAM:

To enhance recruitment efforts for part-time positions, current employees who are listed on applications as a "referrer for employment" will receive the following compensation at the following intervals upon start of work of the referred applicant:

After 1st day of work

\$100 or 8 hours vacation for full-time employees or 4 hours vacation for part-time employees

After successful completion of initial probationary period

\$200 or 16 hours vacation for full-time employees or 8 hours vacation for part-time employees

STANDARDS AND EXPECTATIONS FOR WORKPLACE AND SAFETY

The District believes in maintaining safe and healthy working conditions for our employees. However, to achieve our goal of providing a safe workplace, each employee must be safety conscious. We have established the following policies and procedures that allow us to provide safe and healthy working conditions. We expect each employee to follow these policies and procedures, to act safely, and to report unsafe conditions to his or her Department Manager in a timely manner.

REPORTING UNSAFE CONDITIONS OR PRACTICES

Employees are expected to continually be on the lookout for unsafe working conditions or practices. If you observe an unsafe condition, you should warn others, if possible, and report that condition to your Department Manager immediately. If you have a question regarding the safety of your workplace and practices, ask your Department Manager for clarification.

If you observe a coworker using an unsafe practice, you are expected to mention this to the coworker and to your Department Manager. Likewise, if a coworker brings to your attention an unsafe practice you may be using, please thank the coworker and make any necessary adjustments to what you are doing. Safety at work is a team effort.

MAINTAINING A SAFE WORKSITE

We expect employees to establish and maintain a safe worksite. This includes but is not limited to the following applications:

- Building and maintaining walkways, handrails, and guardrails.
- Properly lifting and lowering heavy objects.
- Inspecting tools and equipment for defects before use.
- Keeping walkways clear of debris.
- Unsafe cell phone use
- In conditions affecting public safety, use of medications that may affect the safety and well-being of others.
- Inspecting, cleaning, and properly storing tools and equipment after use.
- Following established safety rules.

USING SAFETY EQUIPMENT

Where needed, the District provides its employees with appropriate safety equipment and devices. You are required to use the equipment provided in the manner designated as proper and safe by the manufacturer. Failure to properly use safety equipment may lead to disciplinary action, up to and including termination.

If you require safety equipment that has not been provided, contact your Department Manager before performing the job duty for which you need the safety equipment.

REPORTING AN INJURY

Employees are required to report any injury, accident, or safety hazard immediately to their immediate supervisor and/or Department Manager. Minor cuts or abrasions must be treated on the spot. More serious injuries or accidents will be treated accordingly. Serious injuries must be reported on the injury or accident report form available in the office.

The District provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits. In all cases in which an employee files a workers' compensation claim for a job-related injury, drug testing is required pursuant to the BBRD Drug-Free Workplace Policy.

Employees who sustain work-related injuries/illnesses; or who see a co-worker sustain a work-related injury or illness must by penalty of disciplinary action inform their immediate supervisor or Department Manager as soon as possible. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately.

DIRECTIONS FOR ANY WORKER ACCIDENT:

Step 1: If this requires emergency attention – CALL 911

Step 2: Have a manager complete a First Report of Injury Form and have the employee sign (if capable)

Step 3: If need be, go first to an Urgent Care Facility (see below) or the Emergency Room. Inform the location that you have a workers' comp injury and give them the claim number if you have it.

If you are unable to obtain a claim number in advance of treatment, please give the medical facility your Social Security number and contact HR or your Department Manager as soon as possible.

URGENT CARE

1. Sebastian Family Walk-In Clinic 13840 US Hwy 1, Sebastian (4.18 Miles)
2. Palm Bay Community Hospital 1425 Malabar Rd, NE, Palm Bay, FL (13 Miles)
3. Indian River Walk In Clinic 652 21st. St., Vero Beach (19.77 Miles)
4. Urgent Care West 2050 40th Ave. Ste. 6, Vero Beach (20.99 Miles)

HOSPITALS

1. Sebastian River Medical Center 13695 US Hwy 1, Sebastian, FL (3.77 Miles)
2. Palm Bay Community Hospital 1425 Malabar Rd, NE, Palm Bay, FL (13 Miles)
3. Holmes Regional Medical Center, 1350 S Hickory, Melbourne, FL (16.89 miles)
4. Indian River Cleveland Clinic 1000 36th St., Vero Beach, FL, (18.28 miles)
5. Wuesthoff Medical Center 250 N. Wickham Rd., Melbourne, FL (21.87 miles)

Neither Barefoot Bay Recreation District nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off duty recreational, social, or athletic activity sponsored by Barefoot Bay Recreation District (Employees may not be eligible for workers' compensation benefits if following an accident or upon reasonable suspicion, they refuse to submit to a drug test or if they test positive for illegal drugs within their system).

HAZARD COMMUNICATIONS

If you believe that you are dealing with a hazardous material and lack the appropriate information and/or safety equipment, contact your Department Manager immediately.

DISTRICT EQUIPMENT, SUPPLIES, AND VEHICLES

All employees are expected to take care of all equipment and supplies provided to them. Equipment or vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the immediate supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or is in need of repair. Prompt reporting of damages, defects, and the need for

repairs could prevent deterioration of equipment and possible injury to employees or others. Your immediate supervisor or Department Manager can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

Driving a vehicle owned by the District is a privilege. If you are granted the privilege of driving such a vehicle, you are solely responsible for ensuring that the vehicle assigned to you is operated in a safe and prudent manner and in compliance with all of the District's rules and regulations, and all state and federal laws, rules and regulations relating to motor vehicle operation. Your failure to abide by any such laws, rules and regulations may result in a variety of consequences, including, without limitation, the loss of this privilege, termination of your employment, and possible legal consequences.

You are responsible for the vehicle's keys and license plate and any other property of the District related to the vehicle. If you are authorized to drive a vehicle owned by the District, you must adhere to these regulations:

- Absolutely No Smoking. Under no circumstances will there be any smoking in any vehicle at any time, including, but not limited to, tobacco products and electronic cigarettes.
- Authorized Barefoot Bay Recreation District personnel only. In cases of emergency, the Community Manager may authorize an exception.
- In Case of Accident. All accidents and damages must be reported to your immediate Department Manager as soon as possible. Any employee involved in an accident with a District vehicle must complete both state and company insurance accident reports within 24 hours of the accident.
- Driver's License. All employees assigned to drive a vehicle owned by the District must have a valid and current Florida driver's license. Employees recently relocated to Florida must obtain a Florida license before they may drive a District vehicle.
- Driving while impaired. No employee may operate a vehicle owned by the District while impaired by alcohol, illegal drugs, or medication.
- Personal Use. Vehicles owned by the District may not be used for personal purposes.
- Loss of Insurability. If you are deemed to be a high-risk driver or are otherwise uninsurable, you will lose the right to use a vehicle owned by the District. You must notify your supervisor immediately if you are a high-risk driver or are uninsurable.
- No Irresponsible or Reckless Driving. Anyone driving a vehicle owned by the District must obey all laws and regulations regarding the operation of a motor vehicle and shall exercise extreme caution when operating the vehicle.
- Payment of Fines and Tickets. Employees will be responsible for paying all traffic or parking fines received while operating a District-owned vehicle.

The theft, improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

Employees are subject to mandatory drug testing as provided for in the BBRD Drug-Free Workplace Policy immediately after any vehicular accident while at work and/or on duty that the employee has caused, contributed to, or been involved in. Additionally, mandatory drug testing may be required if the supervisor has reasonable suspicion of drugs or alcohol-based upon the performance of the individual in her/his job. This provision shall apply regardless of whether the employee is driving a District-owned vehicle, or a vehicle owned by any other party.

SMOKING AT THE WORKPLACE

The District's policy is to provide smoke-free environments for our employees, residents, and the general public. Smoking of any kind is prohibited inside our office, district buildings, and district vehicles. Employees may smoke on scheduled breaks or during meal times, as long as they do so outside in designated smoking locations.

Employees are also responsible to inform anyone working on our grounds of this smoke-free policy and report to their immediate supervisor any violation of this policy.

VIOLENCE AND WEAPONS

The District believes in maintaining a safe and healthy workplace, in part by promoting open, friendly, and supportive working relationships among all employees. Violence or threats of violence have no place in our business and will not be tolerated. Violence is not an effective solution to any problem. Employees are strictly prohibited from the unlawful use of any weapons including knives, pistols, rifles, stun guns, Mace, etc., in the worksite or office. Neither threats of violence nor fighting will be tolerated. Furthermore, if you have a situation that is creating stress or otherwise making you agitated, you are encouraged to discuss it with your immediate supervisor, Department Manager, and/or Human Resources Department.

You are expected to immediately report to your Department Manager any violation of this policy. Any employee found threatening another employee, fighting, and/or unlawfully using weapons in the worksite will be subject to disciplinary action, up to and including termination.

EMERGENCY OPERATION POLICY

During emergencies or the preparation for a potential emergency, employees of the Barefoot Bay Recreation District have responsibilities to the citizens of the district and to assist in the preparation for the potential emergency. Employees are also critical in the recovery from events. To ensure that BBRD's expectations are clear to all and that the safety of people, employees, and facilities are protected the following policies are adopted. Additionally, Department Managers, supervisors, and essential personnel are expected to be familiar with the BBRD Emergency Management Plan. Non-essential employees are encouraged to familiarize themselves with the Emergency Management plan each year prior to hurricane season.

DEFINITION:

Emergency – Any natural or man-made event that requires the preparation for and potential evacuation of BBRD facilities and or residents and is declared by the Chairman of the Board of County Commissioners.

Administrative Leave - Paid at a regular rate for the days during a Declared Emergency and not to exceed five days.

Return to Work Notice - Per the Emergency Management Plan, employees will be notified when to return to work based on their classification (essential, pre/post-disaster essential personnel and non-essential personnel).

Emergency Phone Number - All employees will provide their immediate supervisor an updated regular and emergency contact number each year on or before May 31.

EMERGENCY OPERATION POLICIES

1. No time off or annual leave will be granted within 5 days of an anticipated emergency, during a declared state of emergency, and during a Level II EOC state of preparedness or immediately following an emergency (as determined by the Community Manager). Exceptions will be reviewed and granted by the Community Manager on a case-by-case basis. Given the above, employees are expected to prepare their home emergency plans and protect their property during non-work hours and in advance of the possible preparation of District facilities.
2. Those who are not scheduled to work may be called in to assist in the preparation of BBRD facilities. Those called in will be compensated in accordance with the BBRD's policies.
3. BBRD facilities and amenities will be closed in accordance with the Emergency Management plan prior to any anticipated disaster.
4. Per the Emergency Management Plan, non-essential personnel and pre/post-disaster essential personnel will be released from work as required. Said employees will be put on administrative leave. Employees who work scheduled shifts in advance of, cessation of normal BBRD operations, and report back to work after the emergency will be compensated for the time on administrative leave up to 32 hours.
5. Employees are required before hurricane season each year to provide their immediate supervisor with an up-to-date contact number or numbers. This number will be the number at which the employee can be reached in the event of preparation for, evacuation of area and Return to Work Notice. Failure to Return to Work when notified at this contact number may result in the determination that the employee has abandoned the job. He or she may be disciplined up to and including termination.
6. During the preparation of facilities and recovery from disasters employees may be asked to perform jobs that are not in their usual daily work or job description. Failure to perform reasonable tasks at the direction of Management of BBRD may be cause for immediate suspension and/or termination.

All compensation policies for non-exempt employees shall be in effect during recovery operations. Non-exempt essential employees who shelter in place will be paid for every hour they are at BBRD, up to 24 hours per day. All other non-exempt employees will only be paid for hours worked at BBRD, excluding Administrative leave hours. Exempt employees working outside their normal hours during the declared emergency may receive compensatory time. Exempt employees working during a declared state of emergency shall record their hours worked (as instructed by the Finance Office) in case federal disaster recover funds cover their hours worked beyond 40 hours per week. In the event reimbursable overtime is paid to exempt employees, BBRD compensatory time shall not be allowed.

DRUG-FREE WORKPLACE

The District does not tolerate the presence of illegal drugs or the illegal use of legal drugs in our workplace. The use, possession, distribution, or sale of controlled substances such as drugs or alcohol, or being under the influence of such controlled substances is strictly prohibited while on duty, while on the District's premises or worksites, or while operating the District's equipment or vehicles.¹ The use of illegal drugs as well as the illegal use of legal drugs is a threat to us all because it promotes problems with safety, customer service, productivity, and our ability to survive and prosper as an organization. Employees in safety-sensitive positions have an obligation to ensure that they are not impaired while engaged in their jobs and do not pose a direct threat to their safety and the safety of others. If you need to take a prescription medication that may affect your ability to safely perform your job duties, you are required to discuss possible accommodations with your Department Manager. Violation of this policy will result in disciplinary action, up to and including termination.

Prior to employment, each potential employee must undergo a drug test. Employees reasonably suspected through observation/documentation to be under the influence of alcohol or other drugs shall be prevented from engaging in further work of any sort and will have given the District cause to subject them to immediate testing, in accordance with the procedures set forth in the policy.

As a condition of employment, employees must notify their Department Manager if they are arrested for a criminal charge relating to illegal drugs and/or alcohol. Such notification must be made within twenty-four (24) hours of the arrest. Any employee who is convicted of violating criminal drug or alcohol statutes must notify an appropriate Department Manager or the Community Manager of that conviction within five days of the conviction. Failure to do so may lead to disciplinary action, up to and including termination.

Barefoot Bay Drug-Free Workplace Program adheres to Florida State Statutes. The Barefoot Bay Drug-Free Workplace Policy is available in the District Office for review.

RESIDENT RELATIONS

At Barefoot Bay Recreation District, delivering excellent customer service is the measure of our success. It is the responsibility of each employee, within reason, to interact with the residents or guest to achieve this goal.

APPEARANCE AND ATTIRE

Management may exercise good discretion to determine appropriateness in appearance. Employees who do not meet a professional standard, to be determined at management's sole discretion, may be sent home to change and non-exempt employees will not be paid for that time off. Some basic essentials of appropriate dress include the need for clothing to be neat and clean. A reasonable dress code prohibits

¹ This policy is not intended to prohibit the possession, distribution, and/or sale of alcohol by authorized Food and Beverage Department employees in the normal course and scope of performing their job duties where such possession, distribution, and/or sale of alcohol is a defined part of their job description or has been otherwise authorized in advance by District Management.

any extreme in dress, accessory, fragrances, or hair. It is impossible and undesirable to define an absolute code for dress and fragrances. Management will apply a rule of reason on a case-by-case basis.

Appearance has an impact on both employee performance and customer perceptions; therefore, Barefoot Bay does not allow facial jewelry, specifically eyebrow, nose, and lip piercing if the Department Manager deems it a safety hazard. It also requires earrings, hair color, and tattoos on both men and women, to be “professional”. To present a professional image to our residents, guest and the public, all employees are required to wear appropriate clothing on the job. Shirts with inappropriate slogans, tight pants, miniskirts, tank tops, cut-offs halter tops, muscle shirts, crop tops, and flip flops are not acceptable attire. If District clothing is provided by the District, it must be worn while on duty. By necessity, the dress standards for the business office are somewhat different than for job sites.

- For the business office, casual business-style dress is appropriate. Employees should be neatly groomed and clothes should be clean and in good repair. Leisure clothes such as jeans, shorts, cut-offs, or halter tops are not acceptable attire for the business office, which includes the New Administration Building. Management may designate days in which more casual attire is acceptable.
- For worksites, employees are expected to wear clothes appropriate for work to be done as outlined by the Department Manager or Community Manager. Employees should be sensitive to the location and context of their work and should be ready to adjust their dress if the circumstances so warrant. Employees at a job site should wear clothing that protects their safety and wear clothing in such a way as to be safe (e.g., shirts tucked in when working around machinery).

CONFLICTS OF INTEREST

Barefoot Bay Recreation District is a special unit of local government which means that Florida Statutes have established clear rules of conduct. You should avoid external business, financial, or employment interests that conflict with the District’s community and business interests or with your ability to perform your job duties. This applies to your possible relationships with any other employer, consultant, contractor, resident, or supplier.

Violations of law may lead to disciplinary action, up to and including termination, and prosecution under the law.

SOLICITATION AND DISTRIBUTION

For the safety, convenience, and protection of all employees, the District has adopted the following rules concerning solicitation and the distribution of materials:

- The District prohibits solicitation and distribution of non-district materials on District property or at District sites at all times.
- Commercial solicitation is prohibited while on District properties. The gathering of signatures for petitioning of elected officials is prohibited within buildings or upon District facilities. Bona fide non-profit 501(c) fundraising efforts shall be permitted.

PERSONAL CALLS, VISITS, AND BUSINESS

The District expects the full attention of its employees while they are working. Although employees may occasionally have to take care of personal matters during the workday, employees should try to conduct such personal business either before or after the workday or during breaks or meal periods.

Employees should also limit incoming personal calls, internet use, visits, or personal transactions on both District and personal devices (use of personal devices is allowed on breaks). The District's phones should be available to serve the District's community, and non-business use of the phones can hurt the District's operations. A pattern of excessive personal phone calls, personal visits, and/or private business dealings is not acceptable and may lead to disciplinary action.

INSPECTION OF PERSONAL AND DISTRICT PROPERTY

The District's employees use the property and equipment the District owns and provides, and may also use the District's materials, information, and other supplies. While employees may decorate their office workspaces with their personal possessions (such as pictures, plants, and the like), employees must remember that property supplied by the District remains the property of the District. The District reserves the right to search any District property (e.g., personal computers, desks, lockers, or other storage areas) at any time. Refusal to allow inspection may lead to disciplinary action, up to and including termination.

WORKPLACE MONITORING

Workplace monitoring may be conducted by Barefoot Bay Recreation District to ensure quality control, employee safety, security, and customer satisfaction.

Barefoot Bay Recreation District may conduct video surveillance of non-private workplace areas. Video monitoring is used to identify safety concerns, maintain quality control, detect theft and misconduct, and discourage or prevent acts of harassment and workplace violence.

Because Barefoot Bay Recreation District is sensitive to the legitimate privacy rights of employees, every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner.

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures an employee or other building user violating District policies, rules, or local, state, or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the employee or other building user and may also be provided to law enforcement agencies.

No employee, unless authorized by the Community Manager or designee, shall tamper with, alter, turn off or otherwise adjust CCTV cameras or equipment. Employees who violate this prohibition will be disciplined including up to termination based on the severity and nature of the offense.

NETWORK AND ELECTRONIC RESOURCES POLICY

Network and Electronic Resources, such as computers, other hardware, software, e-mail, landline, and cellular telephones, fax machines, and internet access, are tools that the District provides its employees to assist them in their work. These Network and Electronic Resources and related access systems are proprietary District property and subject to review or access by the District at any time.

All employees who use the District's Network and Electronic Resources must follow the guidelines below:

1. Use Network and Electronic Resources for District business purposes only.
2. Messages and communications sent via the District's Network and Electronic Resources are subject to the Public Records Act and may be used in legal proceedings. Thus, all records are open to public review. Please consider this before sending any confidential messages or material via the Network and Electronic Resources.
3. E-Mail is not a substitute for face-to-face communication. If you have a conflict with someone or need to discuss an important issue, it should be handled in person or over the telephone if a meeting is not possible.
4. Remember that all of the District's policies, including but not limited to policies on Equal Employment Opportunity, Harassment, Confidentiality, Personal Conduct, and Rules of Conduct, apply to the use of the District's Network and Electronic Resources. Employees must not review or forward sexually explicit, profane, or otherwise unprofessional or unlawful material through the District's Network and Electronic Resources
5. District's Network and Electronic Resources are the District's property and will be assigned to employees as needed. Upon assignment of original password, employees shall change the password to a unique password. Passwords shall not be shared with any co-workers, supervisors, or other persons. Only the Community Manager, District Clerk, or designee are authorized to download or install any software or program on any District computer or other hardware.
6. The District expressly prohibits the unauthorized use, installation, copying or distribution of copyrighted, trademarked, or patented material.
7. Employees must not attempt to override or evade any program or measure installed by the District to protect the security or limit the use of its Network and Electronic Resources.
8. Employees shall not play non-work-related video and/or music streaming during regular business hours from District computers or devices.

The District retains the right to review all communications conducted and data saved, reviewed, or accessed via the District's Network and Electronic Resources, including District computers, e-mail, and internet access. The District does not permit its employees to access or use any District password, e-mail, or internet access other than their own. Inappropriate use of Network and Electronic Resources may result in discipline, up to and including discharge. Employees should be careful to safeguard their passwords, log off their terminals when not in use, and not permit others to access District systems.

CONFIDENTIAL AND PROPRIETARY INFORMATION

In the course of employment, you may have access to confidential information or other information regarding the District or fellow employees. It is your responsibility to refrain from revealing or divulging any such information and that you use it only in the performance of your duties. Even information subject to public records laws shall be considered confidential until such time a request is made by the public to review such information. Violation of this policy shall be considered misconduct connected with employment as contemplated by Chapter 443 of the Florida Statutes, governing unemployment compensation, and shall subject the employee to immediate dismissal.

PERSONAL CONDUCT

As a condition of employment, employees must notify their Department Manager if they are arrested for a criminal charge. Such notification must be made within twenty-four (24) hours of the arrest.

RULES OF CONDUCT AND PROGRESSIVE DISCIPLINARY PROCEDURE

There are reasonable rules of conduct which must be followed in any organization to help a group of people work together effectively. The District expects each employee to present himself or herself in a professional appearance and manner. If an employee is not considerate of others and does not observe reasonable work rules, disciplinary action will be taken.

Depending on the severity or frequency of the disciplinary problems, a verbal or written reprimand, suspension without pay, disciplinary probation, or discharge may be necessary. It is within the District's sole discretion to select the appropriate disciplinary action to be taken. Notwithstanding the availability of the various disciplinary options, the District reserves the right to discharge an employee at its discretion, with or without notice.

Although employment with Barefoot Bay Recreation District is based on mutual consent and both the employee and Barefoot Bay Recreation District have the right to terminate employment at will, with or without cause or advance notice, Barefoot Bay Recreation District may use progressive discipline at its discretion. These steps are guides only; it is not to be assumed that any one of them, or all of them in progression, will automatically be administered.

Barefoot Bay Recreation District recognizes that each disciplinary situation is unique. Therefore, management retains the right to treat each incident on an individual basis at its discretion. However, in considering the discipline to be utilized in a particular case, management may consider the severity of the event, the cost involved to Barefoot Bay Recreation District, the interval between violations of a similar nature by the same employee, other violations, the employee's overall work record, the employee's length of service, and other factors as may bear upon the efficient and harmonious operation of Barefoot Bay Recreation District. While Barefoot Bay Recreation District is in no way bound to follow any specific procedures, the following forms of discipline may be utilized:

- **ORAL WARNING** - For minor offenses, the employee should be given an oral warning and documenting with the date, and the incident in the District employee's personnel file.
- **WRITTEN WARNING** - If the Oral Warning does not produce the necessary improvements and when repeated; or, when more severe offenses occur, the employee should be given a written warning. The written warning must include what has occurred, what rule or policy has been violated, what is expected of the employee, the amount of time allowed for improvement and make specific reference to all previous warning(s) (if any) that pertain in any way, to this warning. The warning statement should also contain a statement as to what more drastic disciplinary action will be taken if the employee does not correct the situation or commits further policy or rule infractions. All the facts of the case leading to the written warning should be discussed with the employee in private, with no interruptions. A copy of the written warning should be provided to the employee. The employee should acknowledge receipt of the written warning by signing the Written Warning document (memo). The employee should be encouraged to make any comments she/he feels is pertinent to the situation. If the employee refuses to sign the Written Warning, it is the responsibility of the

Department Manager to so state on the form prior to forwarding it to be put in the District employee's personnel file.

Following a written warning the immediate supervisor under the guidance of Human Resources shall jointly develop a "Corrective Action Plan" with the employee to give clear expectation of how the employee can correct his/her work-related deficiencies

- **SUSPENSION** - A period of time that an individual is not permitted to work or receives pay from Barefoot Bay Recreation District. Suspension is appropriate in lieu of termination, when management feels an investigation of the circumstances is warranted and immediate "defusing" of a situation becomes necessary or when conflict with another employee warrants both to be suspended until an investigation uncovers the individual culpability of the conflict. Suspensions are generally without pay and are issued for a period of one (1) to ten (10) working days depending upon the seriousness of the infraction. If there is a need to dock pay from an exempt employee because of a suspension, the pay will be docked in full day increments.

Following a suspension, the immediate supervisor under the guidance of Human Resources shall jointly develop a "Corrective Action Plan" with the employee to give a clear expectation of how the employee can correct his/her work-related deficiencies

- **DEMOTION** - Demotions occur when employees do not follow the methods and procedures established for the particular job function or when the employee does not sustain quality performance.
- **DISMISSAL** - Dismissals are the involuntary separation of an employee at Barefoot Bay Recreation District. Dismissals should be substantiated with documentation of previous disciplinary actions, except in those cases serious enough to warrant immediate dismissal.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and Barefoot Bay Recreation District. All discipline actions must be documented in the employee file.

The following is not a complete list of offenses for which an employee may be subject to discipline, but it is illustrative of those offenses that may result in immediate discipline, up to and including dismissal, for a single offense:

1. Excessive absenteeism or tardiness.
2. Dishonesty, including falsification of District-related documents, Employment Applications, or misrepresentation of any fact.
3. Fighting, disorderly conduct, horseplay, or any other behavior which is dangerous or disruptive.
4. During your working hours for the District, being in the possession of, consumption of, or being under the influence of alcoholic beverages or illegal drugs.
5. Illegal manufacture, distribution, dispensation, sale, possession, or use of illegal drugs or un-prescribed controlled substances.
6. Reporting for work with illegal drugs or un-prescribed controlled substances in your body.
7. Possession of weapons, firearms, ammunition, explosives, or fireworks, in accordant with current Local, State, and Federal laws.
8. Failure to promptly report a workplace injury or accident involving any of the District's employees, residents, equipment, or property.

9. Willful neglect of safety practices, rules, and policies.
10. Speeding or reckless driving in a District vehicle.
11. Violation of a criminal or civil state or federal law or other conduct which may damage the reputation of the District.
12. Use of profane language while on District business.
13. Stealing, misappropriating, or intentionally damaging property belonging to the District or its residents or employees.
14. Unauthorized use of the District's or its residents' name, logo, funds, equipment, vehicles, or property.
15. Insubordination, including failure to comply with any work assignments or instructions given by any District Department Manager or immediate supervisor with the authority to do so.
16. Violation of the District's Equal Employment Opportunity Policy or its Harassment Policy.
17. Interference with the work performance of other employees.
18. Failure to cooperate with an internal investigation, including, but not limited to, investigations of violations of these work rules.
19. Failure to maintain the confidentiality of information belonging to the District or its residents.
20. Failure to comply with the personnel policies and rules of the District.
21. Unauthorized tampering, altering, turning off, or adjusting District electronic equipment, including but not limited to CCTV system.

RE-EMPLOYMENT

Former employees who are rehired and return to work within three months of their termination will not be required to go through another probationary period unless the District deems it necessary. Former employees who are rehired and return to work more than three months after their termination will be rehired only as new employees and must complete a new probationary period. They will be considered new employees for any and all benefits. As a general rule, the District will not rehire former employees who:

- Were dismissed by the District
- Resigned without giving two weeks' notice
- Were dismissed for inability to perform job duties
- Had a poor attendance record
- Had a below-average evaluation
- Violated work rules or safety rules

Variances from the above referenced general rule shall be authorized by Human Resources and the Community Manager.

OUTSIDE EMPLOYMENT

The District discourages our employees from taking additional outside employment. Employees who wish to take on outside employment must first obtain permission from their Department Manager or the Community Manager. Work requirements for the District, including overtime, must take precedence over any outside employment.

If the District permits an employee to take outside employment, the employee must report to his or her Department Manager when the outside job has started. If, as a result of this outside employment, the employee is unable to work when requested by the District, including overtime, or is unable to maintain a high work performance level at the District, permission to work at the outside job may be rescinded, or the employee may be subject to termination.

Employees are not permitted to work for any vendor of the District outside of the regular working hours as described above, without the express approval of the District's Community Manager or his or her designated representative.

The District will not pay medical benefits for injuries or sickness resulting from employment by any employer other than the District.

BENEFITS

HEALTH INSURANCE

Barefoot Bay Recreation District's health insurance plan provides employees and their dependents access to medical and dental care insurance benefits. Employees in the following employment classifications are eligible to participate in the health insurance plan:

Full-time employees and part-time employees who work 30+ hours per week. Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between Barefoot Bay Recreation District and the insurance carrier.

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation (COBRA) policy for more information.

Details of the health insurance plan are described in the employee benefits package.

VOLUNTARY INSURANCE AND BENEFITS

In addition to health insurance programs, the District offers benefits and insurance that Regular full-time employees may elect at their cost. Currently, these benefits include additional life insurance, Accidental Death and Dismemberment (AD&D) insurance, retirement plan, tuition reimbursement, short-term disability insurance, long-term disability insurance, and dental insurance. These optional benefits are subject to change from time to time.

TUITION REIMBURSEMENT

Approval for participation in this program must be granted in advance of the start of the classes, by the employee's immediate supervisor, Department Manager, and HR, in order for the participant to be reimbursed. Application made after the start of classes may not be approved.

Employees in the following employment situations are eligible to participate in Tuition Reimbursement: Regular Full-Time employees and under certain circumstances Part-time employees may take academic course work and receive reimbursement for tuition. Courses must be job-related.

A.

- I. Courses must be taken at an accredited institution and are normally taken on the employee's own time.
- II. Employees may seek reimbursement only for courses that are directly related to their current position.
- III. The District will provide 100% tuition reimbursement only for classes that the employee successfully completed and passed. There is no reimbursement for classes that have not been completed or failed.
- IV. Separation from employment with Barefoot Bay Recreation District terminates any eligibility for this program. The District must be reimbursed for any funds it has expended if separation occurs prior to the completion of the course(s).

B. Course reimbursement will be made after completion of the course with documentation of course passing.

C. Each budget year funds will be allocated for this program and managed by Department managers. If the allocated funds are exhausted no further reimbursements will be made for the balance of the current budget year.

D. If you terminate employment within three (3) years after completion of a course for which you have received tuition assistance, you must reimburse Barefoot Bay in an amount proportionate to the three (3) year period of employment not completed, rounded to the nearest month.

VACATION TIME

Regular Full-Time and Regular Part-Time Employees are eligible to earn vacation hours. Vacation time begins to accrue at the start of the first full pay period following an employee's hire date; however, employees may not use accrued vacation time until after completing six months of employment. Vacation Time must be scheduled and approved by your Department Manager. Department Managers may approve requests that are not submitted timely in extraordinary situations. Every effort will be made to accommodate vacation requests; however, business needs will determine the ability to honor such requests.

Temporary and seasonal employees are not eligible for paid vacation.

Regular Full and Part-Time Employees earn vacation based upon their length of service with BBRD according to the schedules below:

Regular Full-Time Employees – Vacation Accrual Schedule

Length of Service – From Hire Date	Vacation Accrual	Old Annual Rate	New Annual Rate
0 - 5th year	3.70 hours per pay period.	96 Hours	96.2 Hours
6th year - 10th year	4.62 hours per pay period.	120 Hours	120.12 Hours
11th year - 15th year	5.54 hours per pay period.	144 Hours	144.04 Hours
16th year +	6.47 hours per pay period.	168 Hours	168.22 Hours

Regular Part-Time Employee – Vacation Accrual Schedule

Length of Service - From Hire Date	Vacation Accrual	Old Annual Rate	New Annual Rate
0 - 2nd <u>5th</u> year	1.2 <u>1.5</u> hours per pay period.	24 Hours	26 <u>52</u> Hours
3rd <u>6th</u> year +	2.3 hours per pay period.	48 Hours	52 <u>78</u> Hours

Regular Part-Time Employee – Vacation New Hire Benefit:

To enhance the recruitment of employees for part-time positions, newly hired regular part-time employees, who work a minimum of 20 hours per week, will be credited 26 hours vacation accrual after completion of their first 90 days of employment (in addition to normal accrued leave). Said employees may use these 26 hours starting on their 91st day of employment with the approval of their supervisor.

Additionally, newly hired regular part-time employees, who work a minimum of 20 hours per week, will be credited 26 additional hours vacation accrual after completion of their employment probationary period (in addition to normal accrued leave).

Maximum Accrued Time:

The maximum amount of Vacation Time a Regular Full-Time Employee (work at least 20 hours per week) may accrue is 240 hours. The maximum amount of Vacation time a Regular Part-Time Employee (work at least 20 hours per week) may accrue is 90 hours. No hours will be credited to the employee's Vacation Time once an employee reaches her/his applicable maximum hours until hours are used and the balance falls below the applicable maximum.

Holiday, Sick Time, and Bereavement Leave may occur while an employee is on an approved vacation and may not count as vacation time. When sickness occurs while on vacation, the period of illness may be charged as sick leave and not vacation time if a request supported by a medical certification is that made within two business days of the employee returning to work. Part-time employees are not eligible to earn, accrue, receive donated, use sick time, or be paid for unused sick time upon separation from employment. If bereavement leave is approved within a period of vacation, the vacation may be extended, or the vacation leave may be reduced by the bereavement leave.

Exempt employees who have a minimum of one hundred twenty (120) hours of unused recorded vacation time may convert forty (40) hours of such unused vacation time to cash one time per fiscal year.

Upon termination, all employees of the District have the right to be paid for any unused vacation time accrued by the employee up to the maximum allowable accrual.

The following key points provide answers to the most frequently asked questions concerning Vacation Time:

- An employee in his or her initial 6-months employment is not eligible to use Vacation Time. However, an employee is accruing Vacation Time during this period that will be available upon completion of this 6-month period.
- Employees on short-term illness or Family Medical Leave Act (FMLA) leave will not accrue Vacation Time.
- Upon termination from the District, employees who have completed their initial 6-month employment period will be paid in their last check for any accrued, but unused Vacation time.

SICK LEAVE

Sick leave is only available for Regular Full-Time employees and is not intended as additional vacation or paid time off. Part-time employees are not eligible to earn, accrue, receive donated, use sick time, or be paid for unused sick time upon separation from employment. Sick leave begins to accrue at the start of the first full pay period following an employee's hire date; however, employees may not use accrued sick leave until after completing six months of employment. Sick leave shall not accrue when an employee is on any type of leave, other than vacation.

Regular Full-Time Employees earn Sick Leave based upon their length of service with BBRD according to the schedule below:

Length of Service – From Hire Date	Sick Leave Accrual	Old Annual Rate	New Annual Rate
0 - 10th year	3.70 hours per pay period.	96 Hours	96.2 Hours
11th year +	5.56 hours per pay period.	144 Hours	144.56 Hours

Sick leave may be used for personal illness, the death or critical illness of a member of your immediate family, to keep medical and dental appointments, and to supplement workers' compensation or disability, in order to equal the employee's usual gross pay prior to the workers' compensation triggering event. Holidays that occur while an employee is on Sick leave will count as a holiday rather than as a Sick leave. Part-time employees are not eligible to earn, accrue, receive donated, use sick time, or be paid for unused sick time upon separation from employment.

If you will be absent from work due to an illness, notice must be given to your immediate supervisor prior to or at your scheduled reporting time, each day you are absent from work due to illness. If you are to be absent and fail to comply with the rules and regulations covering sick leave, you may be subject to disciplinary action. If you are absent from work and you are unable to contact your Department Manager because of a serious emergency situation, or an accident, you must contact your Department Manager as soon as you are able. Department Managers are responsible for determining that sick leave is properly

authorized and used in accordance with this policy. At the discretion of the Department Manager, you must furnish a written medical certification that substantiates the illness and/or injury and your need to be absent from work. Absences of three (3) or more consecutive days will require medical certifications that affirm your illness and/or injury and permits you to return to work.

Holidays that occur while an employee is on Sick leave will count as a holiday rather than as a Sick leave. Part-time employees are not eligible to earn, accrue, receive donated, use sick time, or be paid for unused sick time upon separation from employment.

Full-time employees who retire, resign, convert to part-time employment, convert to seasonal employment, or who are laid off will receive pay for their accrued sick leave upon separation from employment or change of status. No payment shall be made for unused sick leave except at retirement, resignation, or layoff. Part-time employees are not eligible to earn, accrue, receive donated, use sick time, or be paid for unused sick time upon separation from employment.

Payment will be at the following schedule:

Length of Service – From Hire Date	Sick Leave Payout
0 - 5th year =	10%.
6th year - 10th year	15%
11th year - 15th year	20%
16th year - 20th year	25%
21st year - 25th year	30%
25th year +	40%

ADDITIONAL BENEFITS

- Employees are entitled to a reduced-price lunch at the lounge and 19th Hole during their working hours.
- All employees are permitted to play one game of golf a week for \$5 from November through April and two times a week from May through October at no charge for greens fees.
- All full-time employees may join the ICMA Retirement Corporation Plan. The District will match employee deductions one for one up to a maximum of 3% of the employee's gross pay.
- Employees who voluntarily separate from employment (and are eligible for re-hire) who participate in an exit interview with Human Resources staff, will be given a \$25 Food & Beverage gift certificate at the conclusion of their last scheduled shift.

LEAVES OF ABSENCE

FAMILY AND MEDICAL LEAVE (FMLA ELIGIBILITY)

Employees may qualify for unpaid leave under the Family and Medical Leave Act (FMLA) for up to twelve weeks per year. FMLA can be taken as either a single block of time such as whole weeks, as part-time such as single days, or in small blocks of time such as hours and in some cases less than an hour if medically necessary.

To be eligible for FMLA leave the employee must meet these criteria:

- Be employed with the District for at least 12 months
- Have worked at least 1250 hours over the previous 12 months
- Have not already exhausted any FMLA leave entitlement for the past 12-month period.

The following circumstances qualify for FMLA leave:

- Birth of an employee's child and to bond with such child within one year after birth.
- Placement of a child with an employee for adoption or foster care and to bond with such child within one year of placement.
- The employee is needed to care for a child, spouse, or parent who has a "serious health condition".
 - A child shall mean the covered employee's biological, adopted, or foster child, stepchild, legal ward, and child of a person standing *in loco parentis* who is under 18 years of age or is over 18 years of age and is incapable of self-care because of a physical or mental disability. *In loco parentis* is a person who provides day-to-day care or financial support for a child with no biological or legal relationship to the child.
 - A parent means a covered employee's biological, adoptive, step, foster, or *in loco parentis* father or mother. This term does not include parents "in law".
 - A "spouse" means a husband or wife as defined under the law in the State of Florida.
- The employee is unable to perform the functions of his or her position because of his or her own "serious health condition".
- Any qualifying exigency arising out of the fact that an employee's spouse, son, daughter, or parent is a covered military member on covered active duty
- Military Caregiver Leave – 26 workweeks of job-protected leave during a single 12-month period to care for a covered service member with a serious injury or illness, if the eligible employee is a service member's spouse, son, daughter, parent or next of kin.

SERIOUS HEALTH CONDITION

An employee may take FMLA to care for a spouse, child, parent who has a serious health condition or when the employee is unable to work because of their own serious health condition.

Serious health conditions include:

- Conditions requiring an overnight stay in a hospital or other medical care facility

- Conditions that incapacitate the employee or covered family member for more than three consecutive days and require ongoing medical treatment (either multiple appointments with a health care provider or a single appointment and follow-care such as prescription medication);
- Chronic conditions that cause occasional periods when the employee or family member are incapacitated and require treatment by a health care provider at least twice a year; and
- Pregnancy (including prenatal medical appointments, incapacity due to morning sickness, and medically required bed rest).

REQUESTING FMLA LEAVE

If the employee knows in advance of the need for FMLA Leave, (for example, pregnancy or planned surgery) the employee is required to give notice to the BBRD at least 30 days in advance.

If the employee learns of the need for FMLA leave less than 30 days in advance (for example, sudden illness), the employee must give BBRD notice as soon as possible (generally either the day the employee learns of the need or the next workday).

When the employee needs FMLA unexpectedly (for example, emergency medical care or an accident) and is unable to notify the District, the employee must inform the employer as soon as possible and follow the usual notice or call-in procedures when the employee is able.

A ***Family and Medical Leave Request Form*** must be fully completed and signed by the employee prior to the commencement date of the leave. The employee's notice must include sufficient information for the District to determine that the employee may have a FMLA qualifying reason and the anticipated timing and duration of the leave. It is imperative that the employee complete and returns any forms as requested and within the required timeframe. Failure to meet those requirements may result in a delay or denial of FMLA leave. Also, failure to provide requested documentation of the reason for an absence from work may lead to termination of employment.

The employee's initial request will be acknowledged in writing within 5 business days by Human Resources, and the employee will receive the following information:

- An eligibility notice stating if the employee's leave is or is not covered under the Family Medical Leave Act. If the employee is not eligible, the HR Department will state the reason for ineligibility.
- A notice of your rights and responsibilities under FMLA including:
 - A definition of the 12-month period used to keep track of FMLA usage. The BBRD will measure the 12-month period as a "rolling 12-month period measured backward" from the date an employee uses any leave under the policy. Each time an employee takes leave, the BBRD will compute the amount of leave the employee has taken under this policy and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.
 - The right to use paid leave and whether the employee will be required to use their paid leave. BBRD requires that all available paid leave be used first and will provide the employee with their current available Paid Time Off (the amount could change based on the employee's action leave date).
 - Information on the continuation of health benefits.
 - The employee's right to return to his or her job at the end of the 12-week FMLA leave.
 - A request for medical certification as required.

MEDICAL CERTIFICATION

If Leave is due to illness, the employee must supply medical certificate indicating:

- Contact information for the health care provider
- The onset of the serious health condition
- How long it is expected to last
- Appropriate medical facts about the condition
- Whether the employee needs leave continuously or intermittently and specific information about how often, how much time and information about the medical necessity for taking intermittent leave.

Failure to return the medical certification within 15 calendar days after the request, could result in the leave not being covered under the FMLA, unless it is not practicable under the particular circumstances to do so despite the employee's diligent, good faith efforts.

If any of the required information for certification is missing, the employee will be notified in writing. He or she must provide the missing information within 7 calendar days. If the District has concerns about the validity of the certification, it may request a second opinion at the District's cost. If the first and second opinion differs, it may request a third opinion at the District's cost. If the employee's need for leave continues for an extended period of time, or if it changes significantly, the District may require the employee to provide an updated re-certification at intervals in accordance with the FMLA.

The employee will be required to furnish a certificate stating that he or she is physically able to resume his or her responsibilities before he or she is permitted to return to work. Return to work may be delayed or denied if the appropriate documentation is not provided in a timely manner.

BENEFITS WHILE ON LEAVE

While on leave the employee will not be eligible for paid holidays. The employee must use all PTO as a part of and at the beginning of the leave.

Group health insurance benefits will be continued on the same basis as if the employee had continued active employment. Any share of the group health plan premiums which had been paid by the employee prior to FMLA leave must continue to be paid by the employee during the FMLA leave period. If premiums are raised or lowered, the employee must pay the new premium rates. Only group health insurance benefits and premium payments will be maintained during the requisite period.

Premiums for other benefits, such as additional supplemental life insurance, must be fully paid by the employee.

If a premium payment is more than 30 days late, the District will provide written notice to the employee that the payment has not been received. Such notice will be mailed to the employee at least 15 days before coverage is to cease, advising that coverage will be dropped on a specified date at least 15 days after the date of the letter unless the payment has been received by that date.

Employees who fail to return from leave and have maintained medical insurance coverage will be responsible for reimbursing the District for the Employer's portion of the premiums paid by the District while on such leave. However, the District will not send reimbursement for premiums if the employee's

failure to return to work is due to the continuation, recurrence, or the onset of a serious health condition or other circumstances beyond the employee's control.

RETURN TO WORK

During FMLA leave, the employee must provide HR with periodic reports regarding the employee's status and intent to return to work. If the employee does not contact Human Resources during that time, we will consider the employee to have voluntarily resigned from his or her position.

For a leave in excess of one month, contact should be made no later than two weeks prior to the employee's intended return date. For a Leave less than one month in duration, contact should be made no later than five days prior the employee's intended return date. If the employee's anticipated return to work date changes and it becomes necessary for the employee to take more or less leave than originally anticipated, the employee must provide HR with reasonable notice, i.e., within two business days of the employee's changed circumstances and new return to work date.

If the employee gives HR notice of the employee's intent not to return to work, the employee will be considered to have voluntarily resigned.

If the employee fails to return to work, the last day of leave will be considered the employee's date of resignation.

Before the employee returns to work from FMLA leave for the employee's own serious health condition, the employee may be required to submit a fitness for duty certification from the employee's health care provider, with respect to the condition for which the leave was taken, stating that the employee is able to resume work.

JOB RESTORATION

Upon return from authorized FMLA leave, an employee must be restored to the employee's original job, or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment. In addition, an employee's use of FMLA cannot result in the loss of any employment benefit that the employee earned or was entitled to before using FMLA, nor be counted against the employee under a "no-fault" attendance policy.

If the Leave was covered under the Family Medical Leave Act, and the employee is returning within the specified 12-week period, the employee will be notified by Human Resources whether to return to the position he or she held at the time the Leave began, or alternatively, what comparable position the employee has been assigned to. Only Human Resources is authorized to allow the employee to return to work. The employee will be required to provide proof from a physician that he or she is medically capable of returning.

The employee will not be guaranteed reemployment for FMLA in excess of 12 weeks.

If the Leave was not covered by the Family Medical Leave Act, the employee will be notified whether a position is available for him or her.

KEY EMPLOYEES

Under specific and limited circumstances, BBRD may deny job restoration to “key employees” whose restoration to employment after FMLA leave will cause substantial and grievous economic injury to its operations. A “key” employee must be among the highest- paid 10 percent of all the employees – both salaried, non-salaried, eligible, and ineligible who are employed by the employer within 75 miles of the worksite.

KEY EMPLOYEE NOTIFICATION

BBRD will:

- Notify the employee in writing of his/her status as a key employee at the time of the FMLA leave request
- For unforeseeable leave, BBRD will provide written notice at the start of the leave to inform the employee of the potential consequences regarding reinstatement.
- If the employee is already on leave, BBRD will offer the employee a reasonable opportunity to return to work from FMLA leave after giving this notice
- Once it is determined that job restoration will cause substantial economic injury, the key employee will be notified of the decision, the reasons for the determination, and that he or she is still entitled to take the leave.
- After taking FMLA leave, a “key” employee is still entitled to request reinstatement and the BBRD will determine and again notify the employee as to whether reinstatement will cause severe economic injury.

DONATIONS OF SICK LEAVE

Full-time employees with greater than eighty hours of accrued sick time, or who are separating from the District, may donate leave to a full-time employee who has experienced an FMLA leave qualifying event from your accrued vacation or sick time on an hour-to-hour basis. Donations may be made under the following conditions in regard to receiving full-time employees: he/she has not abused sick leave in the past; the illness is documented; all sick and annual leave is exhausted, and only the specific amount of leave time which is needed may be donated. Part-time employees are not eligible to earn, accrue, receive donated, use sick time, or be paid for unused sick time upon separation from employment.

BEREAVEMENT LEAVE

The District will provide up to three days of paid bereavement leave for all District employees upon the death of an immediate family member. Part-time employees will be paid for their regularly scheduled hours.

For purposes of this policy, “immediate family” is defined as the employee’s or the employee’s spouse’s parents, siblings, children, grandparents, grandchildren, the employee’s spouse, or any other relative who resides in the employee’s household. If an employee must travel out of state for this purpose, five (5) days of paid bereavement leave will be granted.

Employees should direct all requests for Bereavement Leave to their Department Manager or the Community Manager.

While on Bereavement Leave, an employee will be paid at straight time for the hours the employee was scheduled to work on the days missed.

JURY LEAVE

All employees of the District who are called for jury duty will be granted time off with pay to perform this civic duty for the hours that they are scheduled for work. Employees must notify their immediate supervisor as soon as they learn they have been summoned as a juror so that work arrangements can be made. In order to be paid for Jury Leave, an employee must provide his or her immediate supervisor with the jury summons and a note from the Clerk of the Court indicating the times the employee was in court for jury duty. The District will pay employees straight time for their regularly scheduled hours of work, for up to five days of jury service. An employee who is excused from jury duty prior to the end of a regularly scheduled workday must notify the Department Manager who will determine if the employee is to report for work for the remainder of that day.

MILITARY LEAVE

The District will grant Regular full-time employees called into temporary active military service an unpaid leave of absence and reemployment rights as per Uniformed Services Employment and Reemployment Rights Act (USERRA) provided that:

- The employee provides advance written or verbal notice of service within a reasonable amount of time.
- The cumulative service is 5 years or less
- The employee returns to work or applied for re-employment in a timely manner after the conclusion of service:
 - Less than 31 days = next work period beginning at least 8 hours after arriving home
 - 31-180 days = Within 14 days, or if not possible then the next full day after it becomes possible
 - Over 180 days = no later than 90 days.
- The employee has not been separated from service with a disqualifying discharge or under other than honorable conditions.

The employee has the right to elect to continue existing employer-based health plan coverage for the employee and dependents for up to 24 months while in the military and if the employee chooses not to continue coverage, generally has the right to be reinstated in the health plan upon re-employment without any waiting periods or exclusion.

Upon re-employment, the employee must be reinstated to the job and benefits that he or she would have attained if the employee had not been absent due to military service, or in some cases, a comparable job.

Employees may use accrued vacation time during a military leave of absence but are not required to do so.

Unpaid military leave will be granted in accordance with U.S. Federal law.

DOMESTIC VIOLENCE LEAVE POLICY

In accordance with Florida Statute 741.313, an employee may be granted up to three (3) working days of leave (unpaid or paid if the employee chooses to use Vacation Time) if the employee (or a family or household member of the employee) is the victim of domestic violence.

NOTE: “Family or household” means spouse, former spouse(s), persons related by blood or marriage, persons who are presently residing together as if a family or who have resided together in the past as if a family and persons who are parents of a child in common (regardless of whether they have been married). With the exceptions of persons who have a child in common, the family or household members must be currently residing or have in the past resided together in the same dwelling unit.

Reasons this leave can be requested include:

1. To seek an injunction for protection against domestic violence or an injunction for protection in cases of repeat violence, dating violence, or sexual violence.
2. To obtain medical care or mental health counseling, or both, for the employee or a family or household member to address physical or psychological injuries resulting from the act of domestic violence.
3. To obtain services from a victim-services organization, including, but not limited to, a domestic violence shelter, program, or a rape crisis center as a result of the act of domestic violence.
4. To make your home secure from the person responsible for the domestic violence or to seek new housing to escape this person.
5. To seek legal assistance in addressing issues arising from the act of domestic violence or to attend and prepare for court-related proceedings arising from the act of domestic violence.

Except in cases of imminent danger to the health or safety of you or your family or household member, and an employee must provide appropriate advance notice of the need for leave, along with sufficient documentation of the act of domestic violence or sexual violence. This documentation may include copies of restraining orders, police reports, orders to appear in court, etc.

RETURNING/NOT RETURNING FROM A LEAVE OTHER THAN FMLA

When an employee is ready to return from a leave of absence without pay, the District will attempt to reinstate the employee to his or her former position or to one with similar responsibilities on a case-by-case basis.

An employee who returns to work following an unpaid leave will be considered as having continuous service. If an employee does not return from an unpaid leave of absence without pay, the termination date is the last day of the authorized leave period or the date the employee notifies his or her supervisor or manager that he or she is not returning, whichever is sooner. Such employees may be considered for reemployment.



ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYEE HANDBOOK

I have received the current **Barefoot Bay Recreation District Employee Handbook Amended by Barefoot Bay Recreation District Board of Trustees and Approved on October 26, 2020**. I have read and understand the material covered. I have had the opportunity to ask questions about the policies in this handbook and I understand that any future questions that I may have about the handbook, or its contents will be answered by the Community Manager or his or her designated representative upon request. I agree to and will comply with the policies, procedures, and other guidelines set forth in the handbook. I understand that the District reserves the right to change, modify, or abolish any or all of the policies, benefits, rules, and regulations contained or described in the handbook as it deems appropriate at any time, with or without notice. I acknowledge that neither the handbook nor its contents are an express or implied contract regarding my employment.

I further understand that all employees of the District, regardless of their classification or position, are employed on an at-will basis, and their employment is terminable at the will of the employee or the District at any time, with or without cause, and with or without notice. I have also been informed and understand that no officer, agent, representative, or employee of the District has any authority to enter into any agreement with any applicant for employment or employee for an employment arrangement or relationship other than on an at-will basis, and nothing contained in the policies, procedures, handbooks, or any other documents of the District shall in any way create an express or implied contract of employment or an employment relationship other than one on an at-will basis.

I further understand part-time employees are not eligible to earn, accrue, receive donated, use sick time, or be paid for unused sick time upon separation from employment.

Signature

Date

Printed Name

Board of Trustees Meeting Agenda Memo

Date: Friday, December 3, 2021
Title: **FY22 Budget Amendment: NRP Sales Proceeds**
Section & Item: 11.F
Department: Administration, Finance
Fiscal Impact: \$45,300
Contact: Charles Henley, Finance Manager, John W Coffey, ICMA-CM, Community Manager
Attachments: 211203 Resolution 2021-23 - NSP Sales Proceeds Budget Amendment
Reviewed by General Counsel: N/A
Approved by: John W. Coffey, ICMA-CM, Community Manager



Requested Action by BOT

Board Approval of Resolution 2021-23, amending the budgeted expenditures for the NRP Program by the \$45,300 of revenue received from the sale by auction of lots previously purchased through the NRP.

Background and Summary Information

Beginning in FY16, the BOT has annually budgeted money for the acquisition of distressed properties, the removal of the homes and the sale of the property to stabilize and revitalize neighborhoods in decline. On July 25, 2017, the Neighborhood Revitalization Program BOT Sub-Committee was established by the BOT. An auction to divest BBRD of the acquired properties was scheduled to occur October 16th to October 22nd, 2021, the results of which are listed in the table below:

Description	Buyer	High Bid		Fees		Net Payment	
401 Raven Dr	Douglas	\$	22,100	\$	-	\$	22,100
333 Papaya Cir	Douglas	\$	23,200	\$	-	\$	23,200
		\$	45,300	\$	-	\$	45,300

Staff recommends the BOT approve Resolution 2021-23 increasing the budgeted Proceeds from the Sale of Assets by \$45,300 and increasing the NRP program budget by \$45,300.

RESOLUTION 2021-23

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE BAREFOOT BAY RECREATION DISTRICT AMENDING RESOLUTION 2021-09; AMENDING THE BUDGET.

WHEREAS, the Barefoot Bay Recreation District Board of Trustees adopted Resolution 2021-09, an operating Budget for the Fiscal Year beginning October 1, 2021, and ending September 30, 2022; 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 2021/22:

An Amendment in the amount of \$45,300 to be added to the Proceeds Sales of Fixed Assets revenue line item in the R&M Capital Department.

An Amendment in the amount of \$45,300 to be added to Neighborhood Revitalization Program expenditure line item in the R&M Capital Department Budget.

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, 2021 and ending September 30, 2022.

Section 2. The Community Manager and the Finance Manager are directed to adjust FY 2021/22 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, Michael Maino
Trustee, Bruce Amoss
Trustee, Jeff Grunow
Trustee, James Nugent
Trustee, Michael Morrissey

The Chairman thereupon declared this Resolution Done, Ordered, and Adopted on this 3rd day of December 2021.

BAREFOOT BAY RECREATION DISTRICT

Return to: Barefoot Bay Recreation District
625 Barefoot Boulevard
Barefoot Bay FL 32976-7305

By:

Michael Maino,
CHAIRMAN

Jeff Grunow,
SECRETARY

Board of Trustees

Meeting Agenda Memo

Date: Friday, December 3, 2021
Title: **Doors and Windows replacement award of contract**
Section & Item: 11.G
Department: R&M/Capital Projects
Fiscal Impact: \$66,353.18 (FY22 Revised Budget of \$42,400.00)
Contact: Matt Goetz, Property Services Manager, John W Coffey, ICMA-CM, Community Manager, Charles Henley, Finance Manager
Attachments: Coleman combined, Coleman Custodian, IKON
Reviewed by
General Counsel: N/A
Approved by: John W. Coffey, ICMA-CM, Community Manager



Requested Action by BOT

Award of contract for replacement of doors and windows.

Background and Summary Information

The FY22 Revised Budget contains the following projects:

\$30,400 Building D/E exterior doors and windows replacement
\$6,000 Pro Shop exterior windows replacement
\$6,000 Property Services (Falcon Drive complex) exterior windows replacement
\$42,400 Sub-total

Additionally, staff solicited the replacement of the Building A Custodial Room exterior door due to unexpected failure. Two bids were received for the four projects identified above:

\$66,353.18 (plus permitting) Coleman Glass & Mirror, Inc (submitted as two separate bids)
\$86,700.00 (permitting included) IKON Windows & Doors

Originally budgeted as replacement of non-impact resident doors and windows (i.e., requiring storm shutters for severe weather), due to the pending fiscal strain related to the new State minimum wage law, staff solicited impact resistant glass products to decrease the amount of labor-intensive work in the future.

Sufficient contingency is available in the R&M/Capital Department to fund the overage.

Staff recommends the BOT award of contract to Coleman Glass & Mirror, Inc. in the amount of \$66,353.18 for the replacement of various windows and doors and to instruct staff to execute the required budget amendment from contingency.

The reader should note, for simplicity purposes, the three budgeted projects will be combined into a new "Replacement of Windows and Doors" project within the general ledger.

Quote: 32182

Date:08/12/2021

Customer

BAREFOOT BAY RECREATION DISTRICT C/O
MATT
625 BAREFOOT BLVD
BAREFOOT BAY FL 32976

H (772)664-2063

Csr:SL	Tech:RD,GR	PO	Terms:NET10			
Qty	Part / Description	Material	Labor	Item Total		
1.00	FWI 1000 - 36 x 40 bronze aluminum impact single hung with gray impact insulated glass 1 over 1 configuration (895 Falcon Dr)	987.00	250.00	1,237.00		
1.00	FWI 1000 - 2--48 x 55 single hung, 3--32 x 55 single hung 3--38 x 42 single hung, 2--32 x 28 single hung (obscure glass) all windows are bronze aluminum impact single hung 1 over 1 configuration with gray tinted impact insulated glass (Pro Shop)	10,183.96	2,750.00	12,933.96		
1.00	3000 HVHZ PW - 10--46 x 61 fixed window, 1--103 x 37 fixed window. all fixed windows are bronze aluminum impact rated with gray tinted impact insulated glass (building D&E)	16,090.42	2,640.00	18,730.42		
1.00	FS300 - 1--opening 158 x 85 3/4 with a set of double doors in the center and equal side lites on each side, 2--openings 72 1/2 x 85 3/4 with a single door and a side lite. (1 left and 1 right to match existing) all storefront is aldora FS300 series impact resistant bronze aluminum with 1 5/16 impact insulated glass gray tinted. all doors are Aldora Summitt series impact resistant bronze aluminum with impact insulated gray tint, all doors will have surface mount door closers, butt hinges, panic hardware with lockset.	22,935.84	4,500.00	27,435.84		
1.00	FWI 1000 - 36 x 38 bronze aluminum impact single hung window with gray impact insulated glass 1 over 1 c	946.15	250.00	1,196.15		

Continued...

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Coleman Glass & Mirror, Inc.

725-D SOUTH WICKHAM ROAD
W. MELBOURNE, FL 32904
(321)729-6237
FAX: 321-722-3556
I.D. #59-2769377

"For all your
glass needs"

Quote: 32182

Date:08/12/2021

Customer

BAREFOOT BAY RECREATION DISTRICT C/O
MATT
625 BAREFOOT BLVD
BAREFOOT BAY FL 32976

H (772)664-2063

Csr:SL Tech:RD,GR PO Terms:NET10

onfiguration (building D&E)

Notes:Paint, stucco or trim not included if needed
permit fee not included
quote good for 30 days
QUOTE UPDATED 11/23/21 good for 30 days

Job Site: 895 FALCON DR, PRO SHOP
BUILDING D&E
SEBASTIAN FL 32976

GLASS ON LINES _____ DO NOT MEET SAFETY GLASS REQUIREMENTS AND SHOULD NOT BE
USED WHERE SAFETY GLASS IS REQUIRED.

CUSTOMER INITIALS _____
SPECIAL ORDER ITEMS FINAL SALE DEPOSIT REQUIRED
NON-REFUNDABLE _____

Signature _____

<u>Material</u>	<u>Labor</u>	<u>Tax</u>	<u>Total</u>	<u>Payments</u>	<u>Balance</u>
51,143.37	10,390.00	0.00	61,533.37	0.00	61,533.37

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TERMS
SEE BACK FOR TERMS & CONDITIONS

REMIT TO:
COLEMAN GLASS & MIRROR, INC.
725-D SOUTH WICKHAM ROAD
W. MELBOURNE, FL 32904



Coleman Glass & Mirror, Inc.

725-D SOUTH WICKHAM ROAD
W. MELBOURNE, FL 32904
(321)729-6237
FAX: 321-722-3556
I.D. #59-2769377

"For all your
glass needs"

Quote: 32180

Date:08/12/2021

Customer

BAREFOOT BAY RECREATION DISTRICT C/O
MATT
625 BAREFOOT BLVD
BAREFOOT BAY FL 32976

H (772)664-2063

Csr:SL Tech:RD,GR PO Terms:NET10

Qty	Part / Description	Material	Labor	Item Total
1.00	FS300 IMP BR - replace single metal door with 1--36 x 80 entrance door with a Summit medium style entrance door with 9/16 gray impact glass. the doors will have butt hinges, surface mount door closer, lockset with thumb turn. (no panic) metal is clear anodized to match existing storefront	3,799.81	1,020.00	4,819.81

Notes:Paint, stucco or trim not included if needed
permit fee not included
quote good for 30 days
QUOTE UPDATED 11/23/21 GOOD FOR 30 DAYS

Job Site: BUILDING A
SEBASTIAN FL 32976

GLASS ON LINES _____ DO NOT MEET SAFETY GLASS REQUIREMENTS AND SHOULD NOT BE
USED WHERE SAFETY GLASS IS REQUIRED.

CUSTOMER INITIALS _____
SPECIAL ORDER ITEMS FINAL SALE DEPOSIT REQUIRED
NON-REFUNDABLE _____

Signature _____

Material	Labor	Tax	Total	Payments	Balance
3,799.81	1,020.00	0.00	4,819.81	0.00	4,819.81

vers:9.2.10 Page: 1

TERMS
SEE BACK FOR TERMS & CONDITIONS

REMIT TO:
COLEMAN GLASS & MIRROR, INC.
725-D SOUTH WICKHAM ROAD
W. MELBOURNE, FL 32904

RESIDENTIAL REPLACEMENT CONTRACT

IKON Windows and Doors
 6921 Vickie Circle
 West Melbourne, FL 32904
 (321) 345-0646

Sales Representative:
 Jonathan Schroer
 (321) 652-3118
 jonathan@ikonflorida.com



TO:
 Barefoot Bay Recreation District
Barefoot Bay Recreation District

BILLING INFORMATION:
 625 Barefoot Blvd
 Barefoot Bay, FL 32976
 (772) 664-2063
 mattgoetz@bbrd.org

JOB INFORMATION:
JOB #: Barefoot Bay Recreation District
 895 Falcon Drive
 Micco, FL 32976

Estimate #	1426
Date	11/8/2021

Item	Description
EASTERN ARC. SYSTEMS ORDER	<p>EASTERN ARCHITECTURAL SYSTEMS ORDER SEE EAS QUOTE #109619 FOR COMPLETE DETAILS ON WINDOWS</p> <p>FRAME MAT: VINYL FRAME TYPE: MIX FRAME COLOR: BRONZE/WHITE GLASS TYPE: IMPACT GLASS COLOR: LOW E 366 CLEAR ARGON: YES HARDWARE: STANDARD GRIDS: NO SCREEN: YES</p> <p>ADDITIONAL NOTES: EAS USED FOR BUILDING D & E (12) WINDOWS, PRO SHOP (10 WINDOWS) AND WAREHOUSE (1) WINDOW</p>
COST OF DOORS (RETRO)	<p>Trulite Storefront Door Package (BUILDING D&E) (1) 158x84 DOUBLE STOREFRONT ENTRY DOOR WITH (2) SIDELIGHTS. (2) SINGLE ENTRY DOORS WITH 35INCH SIDELIGHT</p> <p>ALUMINUM BRONZE FRAME IMPACT GLASS LOW E CLEAR PUSH PULL BAR, DOOR CLOSERS, LOCK SETS INCL</p> <p>(1) HOLLOW METAL DOOR DOUBLE BORE WITH LOCK SET (BUILDING A)</p>
LABOR RETRO WINDOW (1st)	LABOR TO INSTALL REPLACEMENT WINDOW ON THE FIRST FLOOR
LABOR RETRO WINDOW XOX (1st)	LABOR TO INSTALL REPLACEMENT XOX WINDOW ON THE FIRST FLOOR (BUILDING D&E)
LABOR RETRO DPH 6/8	LABOR TO INSTALL REPLACEMENT DOUBLE 6/8 STOREFRONT DOOR
LABOR RETRO SL 6/8	LABOR TO INSTALL (4) REPLACEMENT SINGLE 6/8 SIDELIGHTS
LABOR RETRO SPH 6/8	LABOR TO INSTALL REPLACEMENT (2) SINGLE 6/8 STOREFRONT DOOR

Item	Description
LABOR RETRO DEMO SHUTTER	LABOR TO REMOVE HURRICANE SHUTTER PROTECTION AND FILL EXISTING HOLES WITH CAULK (PER OPENING)
PERMIT VALUE \$26K PLUS	PERMIT AND ENGINEERING VALUE OVER \$26,000
IKON CUSTOM ITEM	THIS PROPOSAL DOES NOT INCLUDE THE REPLACEMENT OF TRIM AROUND WINDOWS

Manufacturer(s) - Quote(s):
Series:
Frame Color:
Glass Type: ,
Argon: No
Stainless Steel Hardwares:

QUOTE TERM:

Prices are valid for 30 days and for the quantities listed on the quote request unless otherwise noted.

Quote is based on current information from client about the project requirements. Actual cost may change once project elements are finalized or negotiated. Client will be notified of any changes in cost prior to them being incurred.

CONTRACT TERM:

By signing this sales agreement, you have read and approved all the scope of work (material & labor) and customer's responsibilities as defined in this document. This document is not valid until both the Customer and the Contractor accept by signing.

(The following section is intended for an electronic signing, please follow the prompt.)

Sub Total	\$86,700.00
Total	\$86,700.00

Our scope of work includes the removal and replacement of the quantities of window and door types as noted above to meet the current Florida Building code cycle (FBC). Price includes all licensing (20-WD-CT-00133) and insurance requirements for the State of Florida. Our installation process covers the following items as outlined below:

1. Submit all documents for permitting.
2. Provide supporting information or documents for any homeowner association or historical guideline approval (the Customer is responsible for meeting any homeowner association or historical guidelines that may be required prior the start of the install).
3. Process and schedule all necessary inspections.
4. Delivery of product to intended job site.
5. Proper protection of areas in residence where work is being performed.
6. Removal and replacement of windows/doors found in scope of work.
7. Inspection of current buck strips to verify if they meet current FBC. (replace if needed)
8. Premium caulk provided and applied to interior and exterior.
9. Fasteners per the product specifications (stainless for areas of high salt content)
10. Clean up and removal of materials resulting from the job to supersede customer expectations.
11. *(May include, only if needed)* Stucco removal and reapplication to match the existing **(unless it is specifically listed as a line item in the scope of work notes, this item is chargeable)**.
12. Also, IKON Windows and Doors will only patch drywall or stucco that may have been damaged by us at the time of installation. IKON Windows and Doors cannot guarantee the damage repair will match existing wall tile (design, type, color), or paint lines, or wallpaper etc.
13. Supply lock systems for replaced products at all entry points to achieve envelope security.
14. Final cleaning of window frames and glass.
15. Provide warranty paperwork at close out.

NOT included in the scope of work are the following items unless otherwise estimated and agreed upon at the time of the contract signing:

1. Please note that it is the Customer's responsibility for any painting or staining that may be required following installation and to have the new stucco primed after the seven-day curing process. If the stucco is not primed after the seven-day curing process, you could experience cracks in the stucco. (IKON Windows and Doors is not responsible for cracking).
2. Painting (inside or outside) as well as filling fastener holes on swing door jambs.
3. Removal or reinstallation of window treatments or blinds (the Customer must prepare work area before install – refer to pre-final measurement & pre-installation checklist - (a fee of \$35 per window will be applied if the Customer has not done this step when IKON's installer arrives to start the job. **IKON Windows and Doors is not responsible for any malfunction of the window treatment or blinds after the re-installation**).
4. Moving any large furniture, appliances, or artwork in the interior of home, as well as any bushes, shrubs, vines from exterior walls. We would like a 2 ft area to work, inside and out.
5. Reinstallation of **window** alarm contacts (IKON Windows and Doors is not responsible for chiming out zones and removing or re-installing any contacts, wires, or component of your alarm system. Please make sure to make to arrange it with your security provider to have your system re-installed after installation).
6. Final removal of window engineering labels. (Directions for removal will be issued with warranty close out)
7. Installation of screw covers (cannot install due to final inspection process). If installation is desired, IKON can provide this service after the final inspection has been approved. Fees will apply.

Our promise to you is that we will perform and complete this sales contract to meet or exceed your expectations! Thank you for the opportunity to serve you on this job.

ARTICLE 3. NOTIFICATIONS

LIENS:

ACCORDING TO FLORIDA'S CONSTRUCTION LIEN LAW (SECTIONS 713.001 -- 713.37, FLORIDA STATUTES), THOSE WHO WORK ON YOUR PROPERTY OR PROVIDE MATERIALS AND SERVICES AND ARE NOT PAID IN FULL HAVE A RIGHT TO ENFORCE THEIR CLAIM FOR PAYMENT AGAINST YOUR PROPERTY. THIS CLAIM IS KNOWN AS A CONSTRUCTION LIEN. IF YOUR CONTRACTOR OR A SUBCONTRACTOR FAILS TO PAY SUBCONTRACTORS, SUB-SUBCONTRACTORS, OR MATERIAL SUPPLIERS, THOSE PEOPLE WHO ARE OWED MONEY MAY LOOK TO YOUR PROPERTY FOR PAYMENT, EVEN IF YOU HAVE ALREADY PAID YOUR CONTRACTOR IN FULL. IF YOU FAIL TO PAY YOUR CONTRACTOR, YOUR CONTRACTOR MAY ALSO HAVE A LIEN ON YOUR PROPERTY. THIS MEANS IF A LIEN IS FILED YOUR PROPERTY COULD BE SOLD AGAINST YOUR WILL TO PAY FOR LABOR, MATERIALS, OR OTHER SERVICES THAT YOUR CONTRACTOR OR SUBCONTRACTOR MAY HAVE FAILED TO PAY. TO PROTECT YOURSELF, YOU SHOULD STIPULATE IN THIS CONTRACT THAT BEFORE ANY PAYMENT IS MADE, YOUR CONTRACTOR IS REQUIRED TO PROVIDE YOU WITH A WRITTEN RELEASE OF LIEN FROM ANY PERSON OR COMPANY THAT HAS PROVIDED TO YOU A "NOTICE TO OWNER." FLORIDA'S CONSTRUCTION LIEN LAW IS COMPLEX, AND IT IS RECOMMENDED THAT YOU CONSULT AN ATTORNEY.

NOTICE OF CLAIM:

ANY CLAIMS FOR CONSTRUCTION DEFECTS ARE SUBJECT TO THE NOTICE AND CURE PROVISIONS OF CHAPTER 558, FLORIDA STATUTES.

FLORIDA HOMEOWNERS' CONSTRUCTION RECOVERY FUND:

PAYMENT, UP TO A LIMITED AMOUNT, MAY BE AVAILABLE FROM THE FLORIDA HOMEOWNERS' CONSTRUCTION RECOVERY FUND IF YOU LOSE MONEY ON A PROJECT PERFORMED UNDER CONTRACT, WHERE THE LOSS RESULTS FROM SPECIFIED VIOLATIONS OF FLORIDA LAW BY A LICENSED CONTRACTOR. FOR INFORMATION ABOUT THE RECOVERY FUND AND FILING A CLAIM, CONTACT THE FLORIDA CONSTRUCTION INDUSTRY LICENSING BOARD AT THE FOLLOWING TELEPHONE NUMBER AND ADDRESS: (850) 487-1395, 1940 N. MONROE ST., TALLAHASSEE, FL 32399-0783, WWW.MYFLORIDALICENSE.COM.

ARTICLE 4. GENERAL PROVISIONS (TERMS AND CONDITIONS)

1. "LIFETIME" Workmanship and Manufacturer Warranty details:

IKON offers a lifetime workmanship warranty. The owner must ensure that windows are caulked each year to comply with warranty. If the product has manufacturer's defects, we will refer to the manufacturer's warranty on file. IKON will help guide you through submitting a service request to begin the remediation process.

2. Payment Terms, Finance Options and Cancellations:

IKON's payment options are cash, check, credit card, or special financing. Payment with ACH/E-Check may include 2.9% convenience fee on top of the charge. Payment with credit card and debit card may include up to 3.6% convenience fee on top of the charge. The convenience fee is collected directly by the credit card processing company, IKON *does not keep any part of this fee*.

All checks need to be made payable to IKON Windows and Doors LLC with mailing address: **6921 Vickie Circle. West Melbourne, FL 32904.**

IKON Windows and Doors LLC is entitled to bill the customer the amount of the associated finance charges for the following: **(1) any payment that is returned unpaid for any reason, (2) any past due and unpaid balance that IKON is being charged for by the vendors.**

If a window or door is found to be damaged or defective from the manufacturer, the Customer will have the right to retain *10% of the estimated item cost* until the issue is resolved. No future credits will be issued due to manufacturer's performance unless agreed upon with the manufacturer specified.

This contract is not valid until both the Customer and IKON's representative accept by signing **and** a 50% deposit will initiate the next steps for final measurements, material orders, and job permitting. The remainder balance of 50% is due upon the day of completion and to be collected by IKON's installer. The Customer shall not hold final payment pending inspection. It is our responsibility as a licensed contractor to make sure the final inspection passes.

All discounts have been applied. This price is good for 30 days due to the fluctuation in material prices. This sales contract may only be canceled within 72 hours after signing. If the Customer decides to cancel this sales contract, the Customer must notify IKON within that window of time.

3. Work Schedules:

Our work schedules are based on overall volume, trends, specification, weather, permit process and manufacture selections. All manufacturers have lead times that fluctuate. Extended lead times will be applied to special order items such as custom colors and exotic door systems. We agree to communicate with you throughout your job and will keep you updated with land dates and installation schedules once all products and permits have been acquired from the manufacturer. IKON has the right to re-schedule a confirmed installation date and IKON shall not be liable for any damage, whether actual or consequential, or claim arising out of or relating to Acts of God, accidents, civil disturbances, delays in obtaining materials, delays in transportation, fires, weather conditions, strikes, war or other causes beyond IKON's reasonable control.

4. Change Order:

Any modifications on the material and labor in the scope of work to add to, delete from, or otherwise alter will be written as a change order. The reason, description, additional payment term and work schedule of the change order will be stated in the change order document. The payment term for a Change Order is 50 % due upon acceptance of the change order and 50% due upon completion of the change order work. Any credit resulted by a Change Order will be recorded as a Credit Memo and the credit amount will be applied in the final invoice. All provisions of this contract between the above parties pertaining to the above job are applicable to the Change Order. A Change Order may extend the time required to complete the project and it may delay the job permit's final inspection. Please see the above paragraph "Work Schedule".

5. Unforeseen Damages:

This contract does not include repairing wood or termite damage, major repair for plaster and stucco resulted from old construction and unkept maintenance of the building wall material and surfaces. In a scenario where unforeseen damage is discovered while fulfilling this contract, a separate change order for the additional scope of work is required. Any additional change order may affect our work schedules.

6. Compliance with Lead abatement laws (Specific to the RRP rule- Renovation, Repair & Painting):

IKON is a lead certified renovator. If your home was built before 1978 it will need to be tested for lead based paint. If we find lead present within the home at the time of the test, we will need to take additional precaution for the renovation process of windows and doors. This

will also require an additional fee per window or door panel in addition to the contracted price. The reason for this cost increase is to compensate our installation crews for the additional special handling of lead contaminated job sites.

7. Turtle Glass Opt-out Option:

All homes that have windows and doors with a line of site to the ocean must meet Florida Turtle Code. Each owner is responsible to understand how their home can impact turtles based on VT (Visual Transmit) requirement. This requirement is measured at a .45 VT to meet turtle code compliance. As a company we are in firm belief that meeting or exceeding the code with the glass selection ensures proper compliance to the code set forth. By opting out, you understand that you are responsible for any citations for the property that are non-compliant to the Turtle code. A copy of this code can be given to you upon request.

8. Non-Impact Replacement Material:

For any non-impact replacement material, the homeowner is responsible to show proof of code compliant hurricane protection system as required by Florida Building Code to the building official at any time.

9. Force Majeure:

As used herein, "Force Majeure" means circumstances beyond the control of the Party thereby affected, including, but not limited to, acts of God, fire, flood, windstorm, earthquake, explosion, riot, sabotage, war, terrorism, threat of terrorism and any resulting security measures, strikes or other concerted work stoppages, lockouts, injunctions, civil unrest, inability to obtain raw material, supplies or energy, unscheduled outages or shutdowns or the loss of any necessary utility. Any delay in or failure of performance of either Party caused by a Force Majeure event shall not constitute a default under the contract or give rise to any claim for damages. The Party affected by Force Majeure shall use reasonable efforts to minimize the effect and duration of such Force Majeure event and shall inform the other Party in writing as soon as possible after the commencement of the Force Majeure event. Provided such notice is given, the obligation affected by a Force Majeure event shall be automatically and exclusively extended for a time equal to the delay caused by such Force Majeure event, except that no extension shall be granted if such Party's performance would have been delayed by the Party's fault or negligence. Either Party agrees that said extension of time shall constitute either Party's sole remedy for the impact of a Force Majeure event, and that under no circumstance shall either Party be entitled to any damages, direct or indirect, resulting from the Force Majeure event. Nothing in this paragraph shall be construed as preventing IKON from exercising its right of termination of this contract.

ARTICLE 5. CUSTOMER'S CHECKLIST FOR PRE-FINAL MEASUREMENT DAY & PRE-INSTALLATION DAY(S)

Listed below are a few things that will be the homeowner's responsibility to ensure a smooth and timely final measurement & installation.

Final Measurement Day:

1. Customer is available the whole time.
2. IKON needs access to all openings (exterior & interior).
3. IKON will not be able to assist in moving any furniture and any obstructions.
4. Remove any obstructions around each opening.
5. Raise all blinds – for all access to the opening.
6. Clear window dressings - for all access to the opening.
7. Pet(s) are secured not in the areas where the final measurement will be performed.

Installation Day(s):

1. Remove any curtains, blinds, or window coverings that may be in front of the windows. Failure to do so will result in a \$35.00 per window additional fee. **IKON Windows and Doors is not responsible for any malfunction of the window treatment or blinds after the re-installation.**
2. The homeowner is responsible for meeting any homeowner association or historical guidelines that may be required in their area.
3. Please move any large furniture, appliances, or artwork in the interior of home, as well as any bushes, shrubs, vines from exterior walls. We would like a 2ft area to work, inside and out.
4. IKON Windows and Doors is not responsible for removing or re-installing any contacts, wires, or components of your Alarm system. Please make sure to plan with your security provider to have your system re-installed after installation.
5. All rotten wood, termites, water damage or any unforeseen damage is the responsibility of the homeowner. We can replace minor damage at an extra cost. These charges will be discussed with you before any additional work is performed. Extensive damage may require you to hire a general contractor to complete the work.
6. Customer will provide final payment to their installer at the time of installation. This payment will be due at the substantial completion of the job. Broken glass, damaged screens, or frames are a service issue that will be reordered when the balance is paid. Customer shall not hold final payment pending inspection. It is our responsibility as a licensed contractor to make sure the final inspection passes.
7. Homeowner is responsible for any painting or staining that may be required following the installation. IKON Windows and Doors will patch any drywall or stucco that may have been damaged by us at the time of installation. Keep in mind we cannot guarantee the new windows meet existing paint lines or wallpaper etc.
8. Customer is responsible for the care and upkeep of caulking 1 year following installation.

All installs are scheduled in a timely manner and are based on such as crew availability, weather, and manufacturing. Most of these circumstances are out of our control, and we appreciate your patience. We will get your job completed as soon as we can. IKON Windows and Doors is not responsible for any discounts or damages due to a delay.

All IKON Windows and Doors' materials are custom made. However, there may be variances in sheetrock, out of square openings, or variation between inside and outside opening measurements. In such instances trim or building materials will be used to fill voids. This is common practice, everything will

be sealed and installed to building codes.

Homeowner/Occupant MUST be available at home for county/ or city inspection. If an appointment is made it must be kept! Failure to keep a scheduled appointment may result in additional county/city re-inspection fees which will be the responsibility of the homeowner.

By signing this sales agreement, you have read and approved all the scope of work (material & labor) and customer's responsibilities as defined in this document. This document is not valid until both the Customer and the Contractor accept by signing.

(The following section is intended for a manual handwritten signature. For electronic signing, please follow the prompt.)

Representative of IKON Windows and Doors:	ACCEPTED BY (AUTHORIZED SIGNER ONLY):
<div><div></div><div>Sales Representative's Signature Date</div></div>	<div><div></div><div>Customer's Signature Date</div></div>
<div><div></div><div>Sales Representative's Printed Name</div></div>	<div><div></div><div>Customer's Printed Name</div></div>

(The above section is intended for a manual handwritten signature. For electronic signing, please follow the prompt.)

v.100421



Barefoot Bay Recreation District

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

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

Memo To: Board of Trustees

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

Date: December 03, 2021

Subject: Manager's Report

Finance

- **FY22 Assessment Collection Update** – \$1,055,306.87 (gross) or 30.5% of the FY22 Budget has been received as of November 23rd (see attached for details).

Resident Relations

ARCC Meeting 11/23/2021

- 14 Consent Items – approved
- 7 Other Items – approved

Next ARCC Meeting

- Is scheduled for December 14th at 9am in Bldg. D/E

VC Meeting 12/03/2021

- 7 cases to be presented

Next VC Meeting

- Is scheduled for January 14th at 10am in Bldg. D/E

Food & Beverage

- **Annual Lounge Lakeside Christmas**

The must attend party of the season with TC and Sass will be held on December 18th from 6-10pm. There is an ugly sweater contest, cocktails of the season and a small plate menu.

- **Closure Notices:**

The Lounge and 19th Hole will close at 6pm on Christmas Eve and are closed on Christmas Day.

- **New Year's Eve Party Lakeside**

This year's New Year's band Soul Time will play on the Lounge Lakeside stage from 8pm-12:15am. As in past years, there will be a \$5.00 gate fee. In the event of inclement weather, the band will set up inside the Lounge. To be guaranteed a seat in the Lounge, \$10.00 tickets will go on sale November 29, 2021

at 9am inside the Lounge. Noise makers and a champagne toast is included in the \$10.00 ticket.

- **“Greggie and the Jets” Tribute Band**

Tickets will go on sale Sunday, January 2 in Building A at 11am for “Greggie and The Jets” an Elton John Tribute show to be held on March 25, 2022. Tickets are \$25 with theater style seating and a maximum purchase of 4 seats with a valid badge. FYI, there is no connection between this band and the NFL team with the same name!

Flyers with all the details are posted.

Property Services

- Replaced light by Pool #2 pit
- Replaced the batteries and the charger on the courtesy cart
- Repaired the electrical service on the horseshoe storage shed
- Repaired leak associated with roof HVAC unit at the convenience store in the Shopping Center
- Repaired leaking toilet at Pool #3
- Repaired and readjusted the gate at Micco RV storage
- Installed new cabinets at D/E for Food and Beverage dept.
- Continued work in the new CVO space
- Installed BBRD Christmas decorations
- Installed the partition’s and completed the men’s room D/E
- Assisted Little Theatre in their set-up for their spectacular start-filled shows this week
- Installed a fence topper on the Pickleball divider fence
- Trimmed all trees around Pool #1 and Veterans Way recreation area
- Trimmed tree’s at the beach and sprayed out the weeds in the parking area

Golf-Pro Shop

- Cart Barn Repairs awaiting engineering and permitting
- Picnic Area survey received (awaiting vendor scheduling of project)
- Course Holiday Closure
 - Dec 25th Closed all day (tee marker and flags will be removed to discourage trespassing)
 - Dec 31st Course closes at 2pm/Last cart out 10am
- Bert and Ernie say “only 20 shopping days left before Christmas...come on down to the Pro Shop for all your BBRD logo gifts.”



General Information

- **Employee Christmas Party Closure Notice** – As customary over the past few years, all staffed buildings and amenities (except Building D/E) will close early on **Friday, December 10th** to allow employees the opportunity to attend. Each year staff tries to schedule it early enough to block out meeting rooms. However due to COVID-19 last year’s event did not occur and staff forgot to schedule this year’s event early enough to find a date where there was no events scheduled. Hence, this year, the Boat and Fishing Club will be having an event in Building D/E which will be the only event or building/amenity open during the Christmas party. Times of specific closures will be posted where appropriate.

- **Building D/E Restroom Rehabilitation Project Update** – The supply chain finally delivered the partitions and the men’s room is completed as pictured below:



Once the Christmas party season is completed, staff will begin work on the ladies’ restroom.

- **Lawn Bowling Update** – As the Trustees were previously notified, ABM notified staff on November 17th that due to staffing shortages and the inability to procure the required sod, the re-sodding project the Community Manager authorized on October 26th would not be performed and the signed proposal voided. On November 23rd and 24th, ABM top dressed and overseeded the field.
- **Big News from the Community Manager** – Finance Manager Henley will have a huge announcement at the December 3rd BOT meeting that will be of interest to all BBRD residents.

FY 2022 Assessments Received.xlsx

[illegible]

Actual	4.14%	1.92%
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Budget: \$ 4,025,436.00 1.26% 0.58%

% of Budget Collected: 30.5%

Balance to Collect: \$ 2,798,140.52

3,387.25 Units Remaining