



**BAREFOOT BAY
RECREATION DISTRICT**

Board of Trustees Workshop
February 9, 2021 at 9:00 AM
Building D&E

Agenda

Please turn off all cell phones

- 1 Thought of the Day**
- 2 Pledge of Allegiance to the Flag**
- 3 Roll Call**
- 4 Audience Participation**
- 5 Discussion Items**
 - A Expansion of Kids' Swim Program
 - B Leash Free Dog Park
 - C Purchase of Land South of Micco Road RV Storage Lot
 - D RV Storage Fees
 - E Alternate Means of Transferring Monies Between Investment Accounts
 - F Building A Kitchen Usage
- 6 Incidental Trustee Remarks**
- 7 Adjournment**

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

Barefoot Bay Recreation District Regular Meeting

Board of Trustees

Meeting Agenda Memo

Date: Tuesday, February 9, 2021
Title: **Expansion of Kids' Swim Program**
Section & Item: 5.A
Department: Property Services, Recreation
Fiscal Impact: TBD
Contact: Jeff Grunow, Trustee, Secretary, Matt Goetz, Property Services Manager, John W. Coffey ICMA-CM, Community Manager
Attachments: email from Trustee Grunow 30Dec20, April 25, 2017 BOT meeting minutes

Reviewed by
General Counsel: No
Approved by: John W. Coffey, ICMA-CM, Community Manager



Requested Action by BOT

Discussion and direction to staff.

Background and Summary Information

In 2017, BBRD began a "Kids' Summer Swim" program where one a week once pool would be open to children (regardless of their possession of a social membership badge, renter's badge, or guest pass) and pool typical rules regarding splashing, horse play, etc. was waived. The program quickly evolved to include kickoff and end of summer parties with music and food. Said program has continued each year.

Trustee Grunow requested this agenda item be placed on a future agenda for consideration of an expansion of the program to include a weekly "kids' swim hour" where adult patrons could still be at the pool but would be advised of the temporary waiver of regular pool rules.

Property Services Manager Goetz recommends an alternative scheduling option. Instead of having an evening summertime kids swim and then a shorter spring and fall shorter "kids friendly time", staff proposes the following:

- Kids swim each Wednesday (year-round) for the last two hours of operations at Pool #2 or Pool #3
- Combine the current summer kickoff and end parties into a once-a-year end of summer more robust kids party at Pool #1

John Coffey

From: Jeff Grunow <jgrunow@bbrd.org> on behalf of Jeff Grunow
Sent: Wednesday, December 30, 2020 2:09 PM
To: John Coffey
Subject: Agenda Item

John:

I would like to add an BOT agenda item to discuss designating a pool and pool time for the youth. In the summer evenings are good. For Fall and spring we should consider an afternoon slot at one pool. Maybe a Tuesday night and Sunday AM or whatever hours Leslie suggests.

Mature patrons can attend but not able to complain about horse play and splashing. (Buyer beware)

Best wishes for the New Year.

Jeff Grunow



BAREFOOT BAY RECREATION DISTRICT

Board of Trustees Regular Meeting April 25, 2017 7 P.M. –Building D&E

Meeting Called to Order

The Barefoot Bay Recreation District held a Regular Meeting on April 25, 2017 in Building D&E, 1225 Barefoot Boulevard, Barefoot Bay, Florida. Mr. Diana called the meeting to order at 7:00 P.M.

Thought for the Day

Mr. Diana asked for a moment of silence to honor our service personnel both past and present who have helped protect our country. He also asked that we remember our Barefoot Bay residents both past and present.

Pledge of Allegiance to the Flag.

Roll Call

Present: Mr. Diana, Mr. Lavier, Mr. Cavaliere, Mr. Geier and Mr. Klosky. Also present: John W. Coffey, Community Manager, General Counsel Cliff Repperger and Sue Cuddie, Resident Relations Manager as Acting Recording Secretary. District Clerk, Dawn Myers was excused.

Presentations

None brought forward.

Minutes

Mr. Klosky made a motion to approve the minutes March 28, 2017. Second by Mr. Geier. Motion carried unanimously.

Treasurer's Report

Mr. Cavaliere presented the Treasurer's Report for April 25, 2017.

Mr. Klosky made a motion to accept the Treasurer's Report. Second by Mr. Lavier. Motion carried unanimously.

Audience comment on Agenda Items

Ms. Nancy Eisele reminded residents that the first Thursday in May is National Day of Prayer.

Old Business

Special District Services, Inc. Contract Extension

General Counsel Repperger explained that the proposed renewal agreement eliminates the breakdown of fee by year, and inputs a flat fee in for the next five fiscal years, thereby imposing a 2.5% increase each year. The fee includes all of the management services, with a reimbursable maximum addressed in the actual agreement.



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Mr. Klosky made a motion to approve the contract extension. Second by Mr. Geier. Motion carried unanimously.

New Business

ARCC Promulgation of Rules

Ms. Cuddie explained the proposed changes presented by the ARCC, revising covering on fencing, allowing eight foot vinyl panels attached to carports only, and allowing prefabricated storage units adjacent to the home, removing the restriction that they are only allowed in carport or covered patio.

Mr. Klosky made a motion to approve the ARCC Promulgated Rules as presented. Second by Mr. Lavier. Motion carried unanimously.

Discussion of Sexual Offender & Predator Notification Requirement

Mr. Geier requested Board consensus to develop a letter to the Brevard County Board of Commissioners requesting approval to implement a resolution similar to the City of Palm Bay Ordinance 2005-60. The Palm Bay Ordinance requires any vendor employing sexual predators to reveal that information prior to entering a private home to perform any contractual work. Mr. Geier stated we could amend the DOR to prohibit but the penalty would be applied to the homeowner and not the vendor.

Mr. Geier made a motion to send a letter of request to the Brevard County Board of Commissioners requesting authorization to implement the requirement that all vendors doing work in Barefoot Bay reveal any employed sexual predators or offenders prior to entering the resident's home to perform any contractual work. Second by Mr. Klosky. Motion carried unanimously.

Adoption of Revised Policy Manual.

Mr. Coffey explained the changes to policy manual regarding commercial entities hosting catering events, the need to execute an indemnification agreement and changes to club registration.

- 3-4 (Part Three. General Rules Applicable to District Facilities, 3.4 Guidelines for Registering as a Club or Organization and Use of District Facilities, Use of Kitchen Facilities/Bringing in Incidental Food, page 3-22)
 - Added #11. All commercial entity hosted for-profit, revenue-based, food service special events, excluding outside commercial entity catering and/or simple food delivery for resident or club-hosted meetings or special events, are prohibited from being held in any District owned facilities.
 - Added #12. Any private commercial caterer and/or event planner providing food-related services for any resident or club-hosted meeting or special event, excluding simple food service delivery, shall be required to execute an indemnification and hold harmless agreement in favor of the District related to any food-related services provided.
- 3-4 (Part Three. General Rules Applicable to District Facilities, 3.4 Guidelines for Registering as a Club or Organization and Use of District Facilities, Registration of Clubs/Organizations/Private Parties, page 3-19)
 - Instructed staff to remove BOT approval from #1



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- The Community Manager also recommends the insertion of the following language under #2(B)
 - Any club or organization having fewer than 3 meetings and/or events per year shall be de-certified.

General Counsel Repperger read the accompanying resolution.

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE BAREFOOT BAY RECREATION DISTRICT; PROVIDING FOR THE ADOPTION OF VARIOUS COMPREHENSIVE REVISIONS TO THE POLICY MANUAL ADOPTED MAY 8, 2009, AS SUBSEQUENTLY AMENDED THROUGH MARCH 28, 2017; PROVIDING FOR CONFLICTS; AND PROVIDING AN EFFECTIVE DATE.

Mr. Lavier made a motion to approve the resolution to amend the Policy Manual as presented. Second by Mr. Klosky. Motion carried unanimously.

Summer Youth Program Discussion

The Property Services Recreation sub-department, has a current available FY17 Budget of \$2,660.50 in Resident Activities line-item that may be used for any summer youth programs upon the consent of the Board.

Mr. Rich Moran discussed his proposal for a youth summer program to include end of school year and back to school splash parties beginning on Wednesday, May 31, 2017 through August 23, 2017 from 5:30-7:30PM. He requested the Board waive the requirement for a social membership or guest pass during that time for children whose families have not purchased the required social membership to use district facilities. Mr. Moran proposed holding the weekly pool party at Pool 2. However, he asked that the Board grant permission to hold the first and the last event at Pool 1, which will be catered by 2002 Restaurant and include a live DJ with the final back to school party catered by the BBRD Food and Beverage department. Board agreed that the parties are a welcome addition to the summer events in Barefoot Bay.

Mr. Diana was in favor of all the youth events planned for the summer and stated that along with the summer splash parties, the summer softball camp and junior golf camps are a great way to keep our Barefoot Bay youth involved and active.

Mr. Klosky made a motion to approve the weekly events on Wednesday's at Pool 2. Second by Mr. Cavaliere. Discussion ensued. Mr. Klosky amended his motion to have the first and last parties at Pool 1, and the remaining events at pool 2. Motion carried unanimously.

Board of Trustees Meeting Dates Discussion

Mr. Coffey explained that the Board previously requested options for moving the dates that the District holds their regular Board of Trustees meetings. He offered alternate dates for the Board to consider.

Mr. Lavier made a motion to reduce the traditional two-meeting a month to meeting once a month. Second by Mr. Geier for discussion.

Mr. Jack Reddy voiced concern that one meeting a month could mean very long meetings.

Mr. Coffey recommended, upon approval of the Chairman, that a special meeting could be called if needed. Board consensus to call a special meeting as needed.



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Ms. Lizzann Taylor suggested that the Board could have more workshops so they can discuss topics prior to meeting as a way to keep the one meeting a month at a reasonable length of time.

Ms. Louise Crouse expressed her opposition to one meeting a month, and voiced her concern for calling Special meetings while trying to maintain the posting requirement for public meeting agendas.

Ms. Nancy Eisele also expressed her opinion that the two-meeting month should not change.

General Counsel Repperger explained that we would need to change the Rules of Trustees and reminded the Board that Special meetings would require a seven-day notice. A Resolution will be required to change the BOT rules, which can be presented prior to the June 2017 start date.

Mr. Lavier made a motion to reduce the traditional two-meeting a month to meeting once a month. He amended the motion to include maintaining the current evening meeting day and time namely on the 4th Tuesday of the month at 7PM and beginning this June. Second by Mr. Geier. Mr. Diana and Mr. Cavaliere opposed. Motion carried 3-2.

Donation Request

Mr. Diana addressed the memorial request from Patricia Henry Beling for placement of a donated bench at Pool 3 in memory of her mother Suzanne R. Flynn.

Mr. Lavier made a motion to accept the memorial donation. Second by Mr. Klosky. Motion carried unanimously.

Discussion of Off-Season Use of Lawn Bowling Court for Croquet

Mr. Diana discussed his recommendation to use the Lawn Bowling Court for Croquet during the off season. Mr. Coffey explained that Staff has spoken to the ABM on-site superintendent about the proposed off-season use and he is amenable to it given the following circumstances:

- The field can be closed during and after aggressive treatments such as aeration.
- Time of irrigation use (varies by season) are posted so residents are not surprised when the system turns on automatically during the day
- Hours of use start after 9am to allow for required mowing and other maintenance
- Residents are made aware of the less than desirable appearance of the turf during transition from over-seed to Bermuda each year.
- If alternate use of the field causes significant damage, said use will be limited or discontinued.

Mr. Cavaliere made a motion to approve and accept the use of the lawn bowling courts for croquet during the off-season with ABM suggestions. Second by Mr. Lavier. Motion carried unanimously.

ARRC Appointment

Mr. Brian Belanger submitted a letter of interest for the open position of ARCC alternate.

Mr. Klosky made a motion to appoint Mr. Belanger to the open position. Second by Mr. Cavaliere. Motion carried unanimously.

Manager's Report

District Clerk

Upcoming BOT Workshops:



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- FY18 WDPB Review: Thurs., 27Apr17, Bldg. D/E, 10am CANCELED
- FY18 WDPB Review: Tuesday 02May17, Bldg. D/E. 2:30pm
- FY18 WDPB Review: Thurs., 11May17, Bldg. D/E, 7pm (if needed)

Finance

Assessment Update – As of 5Apr17, \$3,083,308.73 or 93% of net assessment receipts were received (see attached for details).

Resident Relations

ARCC Update

- 4Apr17 ARCC Meeting: 19 permits were reviewed and approved.
- 18Apr17 ARCC Meeting: 20 permits were reviewed and approved.
- The next ARCC Committee meeting is on 02May17 in the new BFBHOA office.

Violations Committee Update:

- The next meeting is scheduled for Fri., 28Apr17 at 10am in D/E.

The Customer Service office will be open on Saturday April 29 from 9AM to Noon, to allow residents the opportunity to update their badge.

Food & Beverage

Mother's Day Brunch Update – Tickets for Mother's Day brunch on 14May17 at Pool #1 will go on sale Monday, 10Apr17 at the Lounge, the 19th Hole and Resident Relations.

2nd Annual Kentucky Derby Party Update – Location: the 19th Hole on 6May17 @ 5 p.m. No tickets required. Dress in your Derby best. There are prizes for Best Hat and Best Derby Dresser for both men & women. A mint julep drink special and derby food will be available for purchase.

Food & Beverage Staff Training Update – On the morning of Tuesday, 9May17, Food & Beverage staff will be attending a professional service training conducted by the hospitality group Service with Style. The vendor will also provide additional training for supervisors immediately following the staff training. The 19th Hole and the Lounge will open at noon on this day and notices are posted.

Golf-Pro Shop

May Tournament Updates:

- Martini League 9 –hole: Easter Bonnet Tournament was a huge success. They had 40 players, grand decorations, hats, food, and a great deal of laughs.
- Ace Wright's Ryder Cup Tournament: April 21 and 22nd
- HOA Fundraiser Golf and merchandise: April 29 @ 8:30 am shotgun

Call or stop by the Pro Shop for more information about any of the tournaments.

Special Projects Update:

- Attended GHIN training for recertification of the handicap software program



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- Planning for Spring turf renovation projects: Back Nine and Putting Green Closed scheduled to be closed on 01May17 for course aerification
 - Front Nine and Driving Range scheduled to be closed on 02May17 for course aerification
- Grass on course will not be cut for ten days to allow growth and healing
- Beginning Golf Course grant funded projects
 - Rehabilitation of retaining wall behind 8 green
 - Rehabilitation of driving range tee box and procurement of a hitting cage

Property Services

Routine Work Update:

- Removed all damaged concrete by the bridge and replaced with sod
- Installed 2 new picnic tables in sodded area
- Constructed new office for the COP's in the BFBHOA Office
- Replaced several burned out lights on the tennis courts
- Repaired skirting on Building F
- Addressed roof leak in Building F
- Trained staff on implementing the new cell phone badge policy
- Ordered new signs for Resident Relations Office and the Beach
- Installed new Italian cypress trees along the lake side of the tennis courts and irrigation
- Replaced old damaged drainage next to sidewalk by horseshoe pits
- Scheduled Fire extinguisher training for all staff
- Mowed all current lot violations

Special Projects Update:

- Released building A roof replacement RFP (to be opened on 4May17)
- Developed draft Bldg. A Kitchen Expansion and Renovation Project RFP document.
- Obtained quotes for roof replacement on the 16th tee restroom
- Scheduled installation of new A/C in the 19th hole and walkway roof replacement
- Beach CPI Grant funded Projects Update:
 - Received copy of approved site plan permit from Brevard County
 - Staff is soliciting
 - Materials costs for the crushed concrete paths and parking phase
 - Educational sign costs and options
 - CCTV quotes
 - required "grant funded" signage requirements and cost
- Stormwater Projects Update:
 - Walked project sites with vendor
 - Met with multiple homeowners to discuss ways to mitigate impact to their properties from the project.
 - Received notification of the approved site plan permit for the stormwater projects



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Received signed fully executed contract.

- Mobilization commenced today.
- Cell Phone Picture Badge Use Update – Per the recently revised Policy Manual, starting 01May17 residents can show a picture of their badge on their phone (under certain conditions) if they forget their physical badge.
- Pool #2 & #3 Smoking Sections Relocation Update – Effective 01May17 the smoking sections will be relocated outside the fence.

Attorneys Report

General Counsel Repperger explained that the Supervisor of Elections office has approved the final ballot changes with the use of an informational insert explaining the question. The ballot questions themselves will be in a simple “yes or no” format. He is still awaiting the final estimate for the mail out. The timeframe suggested by the Supervisors office for the mail out is on June 15th or 16th, with the latest possibility of an August 1st mail out date. He suggested that this will be close to the November municipal election, therefore, if not mailed out in June, it would have to wait until January 2018. It was the consensus of the Board to mail the ballot out in June.

General Counsel gave an update on the Guinther vs. BBRD lawsuit. A June 6th hearing date for a renewed motion for summary judgement has been set. The judge can then either, issue her own order, deny the motion or move forward for new information. If she does not rule on exception to bring case to resolution, the case may be moved to the June 12th trial dates.

He reported on the term limit changes, the item is in with a grouping of local bills. If it passes, the term limit change will go out with this year’s referendum election ballot.

Incidental Trustee Remarks

Mr. Cavaliere requested adding the following items to a future BOT agenda:

- Financing some of our larger expense items on our capital list
- A definition of what an amenity is

It was the consensus of the Board to put these items on the next agenda.

Audience Participation

Mr. Brian Belanger asked the Board if they could consider not scheduling the hours for junior golf on the same days as the summer softball camp. He voiced a concern for the very small children that are playing softball with the teens as he is afraid someone may get hurt.

Adjournment

The next meeting will be on May 12, 2017 at 1PM in Building D/E.

Mr. Cavaliere made a motion to adjourn. Second by Mr. Lavier. Motion carried unanimously.

Meeting adjourned 8:17 PM.

Joe Klosky, Secretary

Dawn Myers, District Clerk

Board of Trustees

Meeting Agenda Memo

Date: Tuesday, February 9, 2021

Title: **Leash Free Dog Park**

Section & Item: 5.B

Department: R&M/Capital Projects

Fiscal Impact: TBD based on location

Contact: Jeff Grunow, Trustee, Secretary, Matt Goetz, Property Services Manager, John W. Coffey ICMA-CM, Community Manager

Attachments: dog park cost estimate, Dog Lovers Club Proposal, 7.28.2020 BOT meeting minutes, 08.14.2020 BOT meeting minutes

Reviewed by

General Counsel: No

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



Requested Action by BOT

Discussion and direction to staff.

Background and Summary Information

On July 16, 2020, Trustee Henderson provided hard copies of the attached "Barefoot Bay Dog Lovers Park" to the trustees for their review prior to the July 28, 2020 BOT meeting. Said proposal seeks to convert the current Lawn Bowling area into a leash free dog park to be maintained by BBRD staff but operated by the Barefoot Bay Dog Lovers Club.

On July 28, 2020, the BOT considered the subject of a leash free dog park and heard from residents supporting and opposed to the concept. Ms. Angel Agel presented a proposal to convert the lawn bowling court into a leash free dog park. The BOT reached a consensus to hold a workshop about the issue.


On August 14, 2020, in response to the proposed assessment cap initiative, the BOT tabled the dog park workshop indefinitely.

On January 14, 2021, at the FY22-26 Budget Kickoff Meeting, Trustee Grunow requested the subject be placed on this workshop's agenda for discussion.

Currently, there is no funding in the FY21 Approved Budget or four out years of the FY21-25 Five-year Financial Model and Capital Improvement Plan (FY21-25 5yrFM&CIP) for construction of a leash free dog park, nor were there any residents supporting inclusion of such an amenity at the December 2019 Budget kickoff meeting, January 2020 FY21-25 5yrFM&CIP workshop, or at the Spring FY21 Budget review workshops.

In 2017, then Trustee Geier requested staff to develop a budget for a possible leash free dog park (see attached). At said BOT meeting, the majority of the BOT did not support moving forward with Trustee Geier's proposal.

Additionally, over the years, the condition of the Lawn Bowling amenity had significantly declined and as a result of residents' requests, BBRD made the following improvements and allocated the annual maintenance expenses since FY14:

Lawn Bowling Improvements & Maintenance Cost		10/1/13 -06/30/20
Lawn Bowling gutters and renovations		8,533.25
Replacement of irrigation system		3,400.00
Irrigation pump replacement		1,161.49
Installation of new turf		1,343.00
New shed		1,300.00
Total		15,737.74
ABM annual costs		
Annual maintenance of Bermuda turf		5,151.48
Overseeding		433.77
Total		5,585.25

Additionally, attached is a comparative analysis of the Dog Lovers' Leash Free dog park proposal versus the 2107 Trustee Geier proposal that was developed in in August 2020 prior to the tabling of the then scheduled dog park workshop.

Of note, other open spaces can be considered for the location of the dog park. Locations without improved parking will have additional costs of creating a parking lot.

Staff requests direction regarding this issue.

Dog Park Proposals Comparison

Proposals		
	Geier	Dog Lovers
Physical Characteristics		
Location	Between TuTu Train east of NAB toward end of parking lot	Current Lawn Bowling Court
	17' from TuTu trail (west end)	5.5' to 25" from Horse Shoe pits
	24' from TuTu Trail (east end)	103' from Tennis courts
		69' from Shuffle Board court (nearest)
		20' from Bocce Ball Court (from proposed entrance)
Size	100' x 150'	132' x 135'
Square Footage	15,000 sq. ft.	17,820 sq. ft.
One-time costs		
Survey for permitting	750	800 estimated
		G: estimated based on parts cost and percentage for vendor P/O
Fencing	4,500	2,100 DL: Does not cover repair to damaged sections of current fence
Locks	N/A	24
Irrigation	1,500	- G: assumes in-house installation
Potable water	400	100 G: assumes in-house installation
Water fountains	6,000	238 G: commercial fountains with dog stations with concrete footers
Waste receptacles	1,090	460
Shade structures	N/A	56
		G: 4 benches plus cost for concrete footers
Benches	1,312	N/A DL: assumes use of existing benches
Signage	290	210
demolition of existing infrastructure	N/A	150 DL: Removal of gutters
Conversion to Bahia sod		14,551 DL: Conversion to Bahia turf
Total:	15,842	18,689
Strengths		
	Shaded by mature oaks	existing irrigation system is compatible with new use
	Little used area of parking lot close	Potable water line close by (Bocce Ball area)

Dog Park Proposals Comparison

Proposals	
Geier	Dog Lovers
Away from other group used amenities	larger area
Does not take away an amenity from other residents	new Bahai turf easier to maintain
BBRD operations of dog park would be in compliance with DOR, Policy Manual, and Public Records law	
Weaknesses	
Too much shade for vigorous turf growth - re-sodding needed 2-3 times a year	Little natural shade
	Close to Bocce Ball, Horse shoe pits, Shuffle board, and tennis courts
Close to TuTu Trail	Bermuda Turf will need to be replaced
Tree roots can be trip hazards	
Potable water would need to be extended from NAB	Gutters will need to be removed - trip hazard if not removed
Irrigation would need to be extended from NAB system	Irrigation cycles would need to run longer and possibly mid-day during summer and dry months
Area currently used by residents during pandemic as a meeting place due to tree canopy	Shade structures unknown: either need to meet wind load or be removed before tropic weather events

Barefoot Bay Dog Lovers Park Proposal

Presented

to

The Board of Trustees, Barefoot Bay

Outline

- Mission
- Need
- Benefits
- Community Support
- Location
- Concerns
- Dog Park Rules
- Budget
- Appendix

Mission

MISSION STATEMENT: To construct a fenced in area, for an off-leash dog park where well-behaved canine citizens can exercise in a clean, safe environment without endangering or annoying people, property, or wildlife. To develop a beautiful, well-maintained space that is open to all Barefoot Bay Resident dog lovers who are willing to uphold the park's rules and restrictions. This Dog Park is designed to satisfy the needs of dog-owners and non-dog owners alike.

Need

- **Established Dog Ownership:** Based on a national ratio of 33%, in a community with 5,000 homes, over 1,650 dog licenses are issued annually. Using this ratio, with over 5,000 homes in Barefoot Bay, we can approximate that there are 1,650 dogs residing in our Community.
- **Health & Safety Hazards:** Dog owners are currently allowing their dogs off lead on common grounds and properties and not cleaning up after them; not controlling them fully to prevent fights/bites.
- **Desirability:** Research shows dog parks are the #2 most desired amenity for home buyers, and existing residents. The biggest beneficiary from dog parks is for our Community. While dogs and their owners love playing in them, dog parks make our Community safer by offering a secure area for dogs to play and socialize without getting in the way of others.

Benefits: Humans

Pet Owners & Residents

- Offers attractive off-lead walking experience in the Bay
- Discourages prevalent off-lead walking on common grounds and properties
- Encourages cleaning up after one's dog
- Allows for community building and bonding between pet owners
- Creates a network of neighbors who share information, and may also help one another during emergencies (hurricanes, storms, power outages, etc.)
- Has health benefits, especially for those who normally do not take their dogs out – both in terms of exercise and connection
- Offers a desirable amenity for owners of the approximate 1,650+ dogs in the Bay and pet-owning home buyers interested in residing in the Bay
- Offers an incentive for those pet owners without vaccines to procure them adding to the safety of community and pets

- With the inclusion of a bulletin board in the design, raises awareness about the dog related activities, offerings and opportunities in the Bay bringing additional community participation to the Bay
- Offers a safe environment for residents unable to walk their dogs or are mobility challenged to get exercise for their dogs and enjoy watching their dog's interaction with other canines
- Will substantially reduce the use of Common Areas as areas to play or exercise dogs. Owners typically break leash laws because it is difficult to exercise and play with a dog when it is leashed
- The Dog Park will provide an open area for dogs to do all of the things now being done in Common Areas such as running, playing, fetch, etc.

Benefits: Dogs

- Currently Barefoot Bay dogs have no options for off-lead running and play
- Offers an unparalleled opportunity for socializing, which is critical to dog development and healthy dog-human interactions
- Provides an outlet for dogs who do not have fenced-in back yards to run free
- Provides an important service in helping the dogs exercise off lead; this has several benefits:
 - Reduces stress
 - Calms aggressiveness
 - Helps eliminate destructive behaviors (especially due to boredom)
 - Aids in maintaining proper weight levels

Community Support

- Prior to Covid19, many Barefoot Bay residents have demonstrated their desire for an off-leash Dog Park. We have collected approximately 500 signatures of support from Bay residents. Showing their support for a Dog Park with their signature, each resident has agreed to abide by the Park Rules set forth on the support page and those posted on the Park gates.

Location

Where would the Dog Park be Located: There are several open areas in the Bay that would be suitable for a Dog Park.

- An open area near Barefoot Blvd. and the walking trail. This area would not be under the Oak trees therefore, removal of roots and trees would not be necessary. The only thing needed would be fencing. Parking would be designated using the Bldg. A parking lot, with dog owners walking their dogs to the Park. This area is not adjacent to any homes.
- B. There is a large open area near the soccer goal posts behind RJ's and Holy Cannoli. This area is already being used for off-leash for small dog gatherings and many other residents walk their dogs in this area. The soccer field gets very little use and would be well suited for a good sized, beautiful Dog Park. Parking would be available in the parking lot behind RJ's and has golf cart parking on the lawn. This area is not adjacent to any homes.
- C. Another area that is already being used as a "Dog Park" is the open area at Kiwi and Sebastian Rd. This area has access to water. A parking area would need to be

considered. This area has houses on all sides however, homeowners in the area are not known to complain about the dogs.

Concerns/Responses

- Cost to Build: The designated area would need perimeter fencing, and gates. divisional fencing, separating the park into a small dog area and a large dog area. In addition, maintenance gates would be needed.
- Water: There is existing water in the Kiwi/Sebastian Rd. area making it easy to hook up drinking areas for dogs and possible dog rinsing. All other areas would need access to water. Per Dog Park managers, there is never any need to “flush” a dog park, nature tends to that.
- Cost to Maintain: Maintenance of grass and grounds and waste can removal would be provided as part of Bay maintenance. None of the areas mentioned would need re-seeding.
- Insurance: Based on Dog Parks run by municipalities, such as Sebastian and Pieloch Dog Park in Melbourne, have found their liability premiums were not raised. Sebastian Dog Park states that they have never seen a dog park claim. Further, the Bay already carries liability insurance in the event a resident was to get injured on the property. The Bay only owes a duty of care to ensure that the park

itself is free from hazards. 2014 Florida Legislative Session Animal Rights Foundation of Florida

- According to Florida Dog Law, Dog Park Liability Laws, Assumption of Risk, dog owners are liable for any injury their dog inflicts on a person or other dog. Dog parks are not responsible for any bite incidents which may occur while at the dog park.
- Under Assumption of Risk, a dog owner is aware that the Dog Park is an off-leash park and that the owner chose to enter the park anyway. The law states that every person can assume that others will abide by the law. Therefore, one does not assume the risk that another user of the dog park will violate the rules of the park
- Parking: There is ample parking in Building A parking lot as well as golf cart parking by the pool
- Noise Levels: This area is not close to any residences. Regular park hours would be Monday through Sunday (not affected by Holidays) from sunup until sundown with no after dark entry.
- Safety for Humans and Dogs: The greatest number of dog bites occur in the home or on the owner's property. The second largest number of bites or attacks happen close to the owner's home or the home of the victim. One is more likely to be

bitten by a neighbor's leashed dog walking down the street than by an unfamiliar dog enjoying a dog park. All dogs will bite given the right set of circumstances, however I was not able to find any statistics claiming a "large amount" (or any amount for that matter) of dog bites, fights or attacks occurring at a dog park

- Safety: Best practices and well-displayed policies will be in place to promote the safety of all participants
- Best Practices: Clear rules & policies, good signage, easily accessible water & bowls and eventually water fountains to prevent dehydration and available to break up altercations, separate sides for dogs under 25# and for dogs over 25#, double entry gates with separate entrances for each side, group seating, shaded areas, waste station in each side
- Management: All dogs must be registered in order to enter the Barefoot Bay Dog Lovers Park. Proof of up-to-date vaccines, name of dog(s) owner, and their contact information will be provided on an information form filled out by the owner when they register to use the Dog Park. By their signature, they agree to abide by the Dog Park Rules.

Dog Park Rules

Human Rules

- The park is for the use of Barefoot Bay residents and their pets
- USE AT YOUR OWN RISK. Owners are legally responsible for the actions and behavior of their dog(s) and any injuries caused by them at all times
- The park is open Monday through Sunday, sunup to sundown
- Dogs must have current vaccines and be healthy
- Dog waste must be cleaned up IMMEDIATELY by the dog's owner
- Owners must be within the dog park and supervising their dog(s) at all times with leash readily available.
- Please fill in any holes your dog makes
- Food, pet treats, alcohol, glass, smoking is not permitted inside the park
- Children under the age of 16 are not permitted in the park unless actively supervised by a parent

Dog Rules

- Dogs must remain leashed while entering and exiting the park and at all times when outside the dog park
- Leashes must be removed once inside the dog park
- No aggressive/bad dogs allowed. Aggressive/bad dogs should be leashed and removed immediately
- Dogs in heat, in-tact males and puppies under 4 months of age are not allowed
- All dogs must wear a collar/halter with a current rabies tag
- Excessive barking is not allowed. Dogs should be under voice control by their owners.

Prohibited

Human and Dog Food & Treats

Glass Containers

Smoking

Dogs in Heat & In-Tact Males

Sick Dogs

Aggressive/Bad Dogs

Puppies Under 4 Months Old

Unsupervised children under 16 years of age

ALL DOG OWNERS THAT FAIL TO COMPLY WITH THESE RULES WILL BE SUBJECT TO
REMOVAL FROM THE PARK AND SUSPENSION OF PARK PRIVILEGES

Budget

- To be determined upon designation of site.

Appendix

- Sample Rules Sign
- Dog Park Liability Laws
- Florida Dog Law
- Assumption of the Risk
- Dog Owner Registration Form

DOG PARK RULES

HUMAN RULES

- **USE AT YOUR OWN RISK** - Owners are legally responsible for the actions and behaviour of their dog(s) at all times.
- Dog waste must be cleaned up IMMEDIATELY by the dog's owner.
- Dog waste bags are available at the entrance of each yard.
- Owners must be within the dog park and supervising their dog(s) at all times with leash readily available. Limit three dogs per person per visit.
- All children under age 13 must be accompanied by an adult.
- Pet treats and food are not allowed inside the dog park.

DOG RULES

- Dogs must remain leashed at all times when outside the dog park.
- Leashes must be removed once inside the dog park.
- No aggressive dog allowed. Aggressive dogs should be leashed and removed immediately.
- Dogs in heat and puppies under 4 months of age are not allowed.
- All dogs must wear a collar with a current rabies tag and identification.
- Excessive barking is not allowed. Dogs should be under voice control by their owner. Owners should fill any holes their dog digs.

PROHIBITED

HUMAN AND DOG FOOD & TREATS
GLASS CONTAINERS
DOGS IN HEAT
SICK DOGS
AGGRESSIVE DOGS
PUPPIES UNDER 4 MONTHS OLD

ALL DOG OWNERS THAT FAIL TO COMPLY WITH THESE
RULES WILL BE ASKED TO LEAVE BY PARKS PERSONNEL
OR LAW ENFORCEMENT OFFICERS.

law mandating that owners must contain their dogs on leashes while in public places, most counties in Florida have leash laws in place. However, at least optional dog parks this law is waived, which makes liability more ambiguous.

Dog Park Etiquette

If a dog owner is uncertain of a dog's disposition around other dogs and people, it is recommended that the dog owner keep the dog on a leash while in the park. If the dog exhibits aggression or fear, the dog owner should remove the dog from the park to prevent dog bite incidents. If an owner fails to take reasonable precautions, a dog bite incident may occur.

Dog Park Liability

Dog parks are not responsible for any bite incidents which may occur while at the dog park. Dog park management only owes a duty of care to park visitors to ensure that the park itself is free from hazards. Dog park owners and management cannot be held liable for incidents which occur between dogs or between dogs and humans.

Dog Owner Liability

Dog owners are responsible for controlling their dog to a certain degree, even while in the dog park. If dog owners do not control dogs and a bite incident occurs while in the dog park, the owner may have to pay medical costs for any injuries sustained. Dog owners may also be subject to fines or other penalties for negligence.

Dog Park Lawsuit Complications

While people that suffer dog bite injuries at a dog park may be able to successfully pursue a lawsuit against the offending dog's owners, proving negligence may be more difficult than in other scenarios. Since dog parks allow dogs to roam without a leash, an owner cannot be held accountable for violating leash laws at a dog park. A dog bite victim may have to prove that a dog has exhibited aggressive or fearful behavior that the owner should have been aware of.

Dog Park Waiver

Most dog parks have a sign posted at the entrance that informs dog owners of assumed risks when entering the dog park. While this waiver is not necessarily legally binding, it may absolve dog owners of some responsibility that would be present in other settings. An experienced dog bite attorney will be able to provide advice regarding dog bite liability and assumed risks based on specific incidents.

Sources:

"2014 Florida Legislative Session." Animal Rights Foundation of Florida. Animal Rights Foundation of Florida, 2 May 2014. Web. 16 Sept. 2014. <http://animalrightsflorida.org/Legislation_2014.html>

"The 2014 Florida Statutes." Online Sunshine. The Florida Legislature, 16 Sept. 2014. Web. 16 Sept. 2014. <http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0700-0799/0767/Sections/0767.04.html>



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Florida Dog Law

Liability Statute

In Florida, dog owners are liable for any injury their dog inflicts on a person. The owner of a dog that bites a person in a public place, or bites a person while lawfully in a private place, including the owner's property, is liable for damages, regardless of the dog's former viciousness and regardless of the owner's knowledge of viciousness. If, however, the victim's negligence contributed to the biting incident, the owner's liability will be reduced by the percentage that the victim's negligence contributed to the bite.

This statute also contains another exception. If at the time of the injury, the owner displayed in a prominent place on his property a sign, easily readable, that includes the words, "Bad Dog," the dog owner will not be liable, unless the injuries were caused by the owner's negligence, or if the person bitten is under six years old.

Common Law Liability

In addition to Florida's dog bite statute, those injured by dogs can also recover under the common law. In order to recover under the common law, the plaintiff must prove that the dog owner's negligence caused the injury.

Dangerous Dog Statute

The Meaning of a "Dangerous Dog"

Under Florida Law, a Dangerous Dog is:

- a dog that has aggressively bitten, attacked, endangered, or inflicted a "severe injury" on a human. A severe injury is one that causes broken bones, multiple bites, or disfiguring lacerations that require sutures or reconstructive surgery;
- a dog that has on more than one occasion severely injured or killed a domestic animal while off the owner's premises;
- a dog that, without provocation, has chased or approached a person on the streets, sidewalks, or any public place in a menacing fashion or with an apparent attitude of attack.

A dog will not be declared dangerous if the threat, injury, or damage was sustained by a person who, at the time, was unlawfully on the property, or lawfully on the property, but was tormenting, abusing, or assaulting the dog, its owner, or a family member. Additionally, a dog will not be declared dangerous if it caused injuries when it was



(1)

Return to your topic: Dog parks and liability for dog bites (/dog-parks-liability-for-dog-bites/dog-parks-and-liability-for-dog-bites)

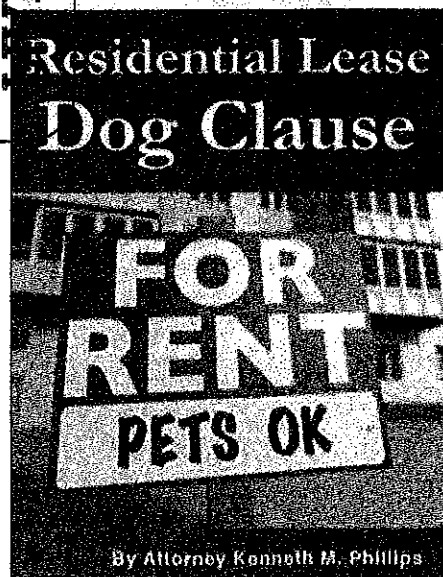
Assumption of the Risk

Adults and mature children who voluntarily encounter a known risk are usually deemed to have consented to the injuries they receive as a result of that particular risk.

If you go to a no-leash dog park and you are injured by a dog, under circumstances other than a bite where the dog would not have injured you if it was leashed, then there is a very good argument that you assumed the risk. After all, you knew that leashes were optional at the park, but you went there anyway to take advantage of the same leash-optional law that resulted in your own injuries.

However, the assumption of risk doctrine will not be used against a responsible dog owner who goes to a dog park that is frequented by an irresponsible dog owner who fails to follow the rules of the dog park. The law states that every person can assume that others will abide by the law. Therefore, one does not assume the risk that another user of a dog park will violate the rules of the park. For that reason, courts will not permit this doctrine to be used as a shield for unreasonable or unlawful conduct.

Similarly, the assumption of the risk doctrine will not be used to permit a dog owner to evade responsibility when he brings a dangerous dog into a dog park. (See the next section.)



**Residential Lease
Dog Clause**

**FOR
RENT
PETS OK**

By Attorney Kenneth M. Phillips

(/store/residential-lease-dog-clause)

**Protection for landlords and
tenants**

Every residential lease needs a
"dog clause." Buy once, use
forever!



LIVE CHAT

Get 24/7 Real-Time
Assistance.





BFB Dog Lovers Park

Registration for Park Membership

*Proof of current vaccinations due with
form

*Must be filled out completely **including
email**

*Separate form for each dog

Owner's Name: _____

Address: _____

Phone #: _____ Email: _____

Dog's Name: _____ Breed: _____

Markings: _____

M/F

Spayed/Neutered: Y N

Chipped: Y N

I have read and agree to Park Rules and Guidelines

Signature: _____

Due date of Vaccines:

Rabies: _____



BAREFOOT BAY RECREATION DISTRICT

Board of Trustees Regular Meeting (closed to the public)

July 28, 2020

7PM –Building D&E

Meeting Called to Order

The Barefoot Bay Recreation District Board of Trustees held a Meeting on July 28, 2020 Building D&E 1225 Barefoot Boulevard, Barefoot Bay, Florida. Mr. Klosky called the meeting to order at 7PM.

Pledge of Allegiance to the Flag

Led by Mr. Loveland.

Roll Call

Present: Mr. Klosky, Ms. Henderson, Mr. Loveland, and Mr. Compton. Also, present, John W. Coffey, ICMA-CM, Community Manager, Cliff Repperger, General Counsel, Stephanie Brown, District Clerk, Matt Goetz, Property Services Manager. Mr. Maino was excused.

Presentations and Proclamations

None.

Approval of Minutes

Mr. Loveland made a motion to approve the minutes dated July 16, 2020. Second by Mr. Compton. Motion passed.

Treasurer's Report

Ms. Henderson made a motion to approve the Treasurer's Report for July 28, 2020 as read. Second by Mr. Compton. Motion passed.

Audience Participation

Mr. Coffey read a letter by Richard Schwatlow-636 Marlin Circle-who commented on prior discussions of the park area behind the shopping center, proposed medical clinic, beach restrooms.

John Althouse-487 Papaya Circle-spoke in favor of having a dog park in Barefoot Bay.

Unfinished Business

Phased Re-Opening Discussion

Mr. Coffey asked BOT for direction on any schedule or re-opening changes. Mr. Compton asked how many employees were tested for COVID-19. Mr. Coffey responded that 53 employees were tested, 52 tests came back negative and staff is still waiting on 1 test to come back.

Consensus of the Board to take no action for re-opening at this time.



BAREFOOT BAY RECREATION DISTRICT

New Business

DOR Violations

DOR Violation 19-004441 720 Barefoot Blvd

Mr. Compton made a motion to refer case #19-004441 720 Barefoot Blvd to General Counsel Repperger for legal action, equitable or other appropriate action with failure to comply. If the BOT brings any such action to enforce DOR, the charge for such action shall be charged to the Respondents account and shall constitute as a lien.

Second by Ms. Henderson. Motion passed.

DOR Violation 20-000564 935 Oriole Circle

Ms. Henderson made a motion to refer case #20-000564 935 Oriole Circle to General Counsel Repperger for legal action, equitable or other appropriate action with failure to comply. If the BOT brings any such action to enforce DOR, the charge for such action shall be charged to the Respondents account and shall constitute as a lien.

Second by Mr. Compton. Motion passed.

DOR Violation 20-000260 921 Laurel Circle

Ms. Henderson made a motion to refer case #20-000260 921 Laurel Circle to General Counsel Repperger for legal action, equitable or other appropriate action with failure to comply. If the BOT brings any such action to enforce DOR, the charge for such action shall be charged to the Respondents account and shall constitute as a lien.

Second by Mr. Compton. Motion passed.

Leash Free Dog Park Presentation

Ms. Henderson introduced the Dog park Proposal made by resident Ms. Abel. Ms. Abel then gave an overview of the Dog Park proposal via the Conference Line.

Mr. Klosky voiced his disapproval of the dog park only being open to residents. He also not in favor of removing one amenity (Lawn Bowling) to replace another amenity. Mr. Klosky stated it is not in the current budget or the 5-year Capital Improvement Plan. Mr. Compton expressed his praise for the research that Ms. Abel did on the dog park proposal. Mr. Compton spoke in favor of the dog park and turning the proposal over to BBRD staff for further review. Mr. Loveland spoke in favor of having dog park, but he was not in favor of the location listed in the proposal. He also voiced his disapproval of removing one amenity to replace it with another amenity. Mr. Loveland asked about any liabilities that BBRD would possibly incur and if it could be limited to Barefoot Bay residents only. Mr. Repperger responded that the dog park would have the same potential liabilities (lawsuits) as any other amenity in Barefoot Bay. He also stated that the dog park would have to be open to the public, as with all other amenities in Barefoot Bay.

BOT consensus to set up a workshop to discuss the Dog Park proposal further.



BAREFOOT BAY RECREATION DISTRICT

Manager's Report

Resident Relations

ARCC Meeting 7/21/20

- 22 Consent items - approved
- 6 Other items – 4 approved, 1 denied, and 1 tabled
- 5 Old Business (permit extensions approved)

ARCC Meeting 8/4/20 agenda

- 19 Consent items
- 9 Other items

Next ARCC Meeting

- Is scheduled for 9am on 8/25/20

Violations Committee Meeting 7/24/20

- 30 cases were on the agenda
- 20 came into compliance prior to the meeting
- 10 were found in violation

Next Violations Committee Meeting

- Is scheduled for 10am 8/24/20

Golf-Pro Shop

- Golf Course Closures
 - Aerification: August 3rd (back nine & putting green)
 - Aerification: August 4th (front nine & range)
 - Voting in D/E: August 18th (entire course)
- Irrigation System Design and Engineering
 - Seeking additional quotes
- Men's League season is on summer break
 - Official play will resume October 7th
 - Golfers can reserve their own tee times to play during break
- Sunday AM Scramble group has started playing again on a tee time basis
 - Social Distancing is still number 1 priority
 - No Shotgun starts



BAREFOOT BAY RECREATION DISTRICT

- All tee times
- Contact Joanne Beyer for rules, or if interested

Property Services

- Made repairs to the Guinther bypass trail after heavy rainfall
- Continued to lay brick border at the Miniature Golf project
- Began the install of a water fountain at Miniature Golf
- Continued work on the East Lake path
- Revised all staff schedules to isolate employees to specific amenities/zones (to decrease likelihood of further widespread COVID-19 exposure closures)
- Dropped off and picked up the Bobcat from repairs
- Coordinated review of draft elements of the Lounge/Lakeside construction drawings with the Food & Beverage Manager
- Met with a representative of Little Theater to review the proposal for the Building A sound system
- Addressed all current DOR violations
- Continued soliciting bids for various projects

General Information

- The department managers and I participated in a tabletop emergency management exercise simulating a category 4 Hurricane "Harley" impacting BBRD to review coordination efforts and sharpen responses for the next time we must activate the plan.

Attorney's Report

Mr. Repperger stated that he is on target for all expected filings for DOR cases, Blissful Things case included. Cases added will be placed on the August filings. Referendum is on the County Commission agenda for August 4, 2020.

Incidental Trustee Remarks

Mr. Loveland stated that the Miniature Golf course is coming along great and expressed his gratitude to Property Services staff. He also reminded residents that the polling location is now in Building D/E instead of Building A. Mr. Loveland gave information about the upcoming Cancer Walk.

Mr. Compton spoke in favor of giving conference line instructions to residents. He asked if there will be other location options for clubs that use building A due to the upcoming construction. Mr. Coffey responded that social distancing may still need to be considered due to COVID-19. Mr. Compton asked if COVID-19 is not a factor, could clubs use tents. Mr. Coffey responded that tents could be one option.

Mr. Klosky expressed his gratitude to Property Services for all the work being done to get projects complete.



BAREFOOT BAY RECREATION DISTRICT

Adjournment

The next meeting will be on August 14, 2020 at 1pm in Building D/E

Ms. Henderson made a motion to adjourn. Second by Mr. Compton. Mr. Klosky adjourned.

Meeting adjourned at 8:25pm


Roger Compton, Secretary


Stephanie Brown, District Clerk



BAREFOOT BAY RECREATION DISTRICT

Board of Trustees Regular Meeting (closed to the public)

August 14, 2020

1PM –Building D&E

Meeting Called to Order

The Barefoot Bay Recreation District Board of Trustees held a Meeting on August 14, 2020 Building D&E 1225 Barefoot Boulevard, Barefoot Bay, Florida. Mr. Klosky called the meeting to order at 1PM.

Pledge of Allegiance to the Flag

Led by Mr. Maino

Roll Call

Present: Mr. Klosky, Ms. Henderson, Mr. Loveland, Mr. Maino and Mr. Compton was excused. Also, present, John W. Coffey, ICMA-CM, Community Manager, Cliff Repperger, General Counsel, Melanie Goldie, Administrative Assistant to the District Clerk, Matt Goetz, Property Services Manager.

Presentations and Proclamations

None

Approval of Minutes

Mr. Loveland made a motion to approve the minutes dated July 28, 2020. Second by Ms. Henderson. Motion passed.

Treasurer's Report

Ms. Henderson made a motion to approve the Treasurer's Report for August 14, 2020 as read. Second by Mr. Maino. Motion passed unanimously.

Audience Participation

Richard Schwatlow-636 Marlin Circle, two letters were submitted, first letter regarding DOR workshop that was cancelled he is in favor of raising spending cap. Second letter in reference to communication about budget questions at meetings and residents replies. Mr. Schwatlow in favor for informal meetings held before a regular BOT meeting so that residents can ask non-binding questions with a reply.

No calls

Unfinished Business

Phased Re-Opening Discussion

Mr. Coffey replied to an email request sent on 8/6/2020 about Aqua Zumba to begin group exercises on September 1, 2020. Mr. Coffey in favor of adding Aqua Zumba to Pool #3.

Consensus of the Board to have Aqua Zumba September 1, 2020 at Pool #3.



BAREFOOT BAY RECREATION DISTRICT

Ms. Henderson spoke of the length of tee times at the golf course to shorten the times. Mr. Coffey states that 16 minutes is currently the tee times. The matter will be tabled till the next board meeting.

Resolution Calling for Referendum Election/Charter Spending Authority

General Counsel Repperger briefed the Board on why the resolution to increase the charter cap was not approved by the County Commission. He further clarified communications resulting from said action. General Counsel Repperger finally briefed the Board on a referendum the Brevard County Board of County Commission placed on the November ballot, regarding removing Barefoot Bay Recreation District's assessment from the county tax bill.

Counsel recommends to withdraw the proposed resolution and to also withdraw from the September 3rd agenda. *Mr. Loveland made a motion to withdraw the resolution 8b. Second by Mr. Maino. Motion passed unanimously. Mr. Loveland made a motion to withdraw 9c from agenda. Second by Mr. Maino. Motion passed unanimously. Mr. Loveland made a motion to table dog park workshop on 8/27/2020 or any large project coming up. Second by Ms. Henderson. Motion passed unanimously.*

New Business

Shopping Center Roof Replacement RFP Evaluation Committee Recommendation

Staff recommends the BOT award contract for the Shopping Center Roof Replacement to MGM Contracting, Inc. in the amount of \$152,000.00 and the Roof Authority.

Ms. Henderson made a motion to award contract for the Shopping Center Roof Replacement to MGM Contracting, Inc. in the amount of \$152,000.00. Second by Mr. Maino. Motion passed unanimously.

Moratorium on Formation of New Clubs/Organizations

The Community Manager recommends the BOT enact a moratorium on the formation of new clubs and organizations until the Building A Renovations project is completed (at which time it will automatically be lifted).

Mr. Maino made a motion to enact a moratorium on the formation of new clubs and organizations until the Building A Renovations project is completed (at which time it will automatically be lifted). Second by Ms. Henderson. Motion passed unanimously.

Manager's Report

Resident Relations

ARCC Meeting 8/4/20



BAREFOOT BAY RECREATION DISTRICT

- 19 Consent items - approved
- 9 Other items – 7 approved, 1 denied, and 1 tabled

ARCC Meeting 8/18/20 agenda (to be held in NAB Conference Room due to elections)

- 21 Consent items
- 6 Other items
- 2 Old Business

Violations Committee Meeting 8/14/20

- 24 cases were on the agenda

Next Violations Committee Meeting

- Is scheduled for 10am 8/28/20

Interesting Facts for July

- 33 homes sold and 62 new homeowners received their badges

Golf-Pro Shop

- **Selective herbicide applications**
 - Areas on the tees, fairways, and greens will be yellowing for the next few weeks
- **Golf Course Closures**
 - Voting in Building D/E: August 18th
- **Irrigation System Design and Engineering**
 - Still seeking additional quotes

Property Services

- Secured facilities for Hurricane per Emergency Management plan and then re-opened them
- Replaced the back door on the Brevard County Water and Sewer Office
- Continued work on the miniature golf course
 - Continued installation of border pavers
 - Fence vendor secured the building permit and installation scheduled to start next week
 - Installed water fountain
 - Procured "obstacles" for Hole #9
- Repaired broken water line at the beach
- Ordered new signs along A1A for the Beach (existing signs damaged)



BAREFOOT BAY RECREATION DISTRICT

- Inspected lighting outage at Pool #1
- Conducted site survey with the Community Manager of 791 Falcon Drive
- Completed preparations of Bldg. A for renovations project
- Addressed all current DOR violations
- Continued soliciting bids for various projects

General Information

- **Bldg. A Renovations Project update** – The vendor secured the building permit on August 3, 2020 and the project started on Monday, August 10, 2020.
- **Bldg. A Sound System Improvement Project update** – After meeting with a representative of Little Theater, who donated \$5,000.00 to partly fund the project, staff signed a proposal to upgrade speakers, wiring, install stage input sockets, and a digital mixer for a total price of \$6,692.07 (proposal is attached). This project is schedule to be executed starting late next week.
- **Truck Procurements Update** – Due to delays in acquiring FIN numbers with Ford Motor Company (previously not required of BBRD), the actual orders were placed on August 3, 2020. While 2020 model year F-250's are still in stock, the 2020 model year F-150's (government purchased discounted model) are out of stock and a change order in the amount of \$1,879.00 for enhanced safety and data system upgrades was required. A copy of the change order and original agenda memo and backup is attached.
- **Shopping Center Electrical Upgrade project update** – Design personnel will be in BBRD the next two weeks to review and map out existing infrastructure and conduct a nighttime illumination test of the parking lot lights. Construction plans scheduled to be completed in November.
- **BOT NRP Sub-Committee Meeting** – Is scheduled for Wednesday, August 19th at 10am in the Administration Building Conference room.

Attorney's Report

Mr. Repperger spoke of the DOR filings and other deadlines that have had to be pushed to future deadlines, those would still need to be reviewed between now and august 31st, case to be updated on 8/25/2020.

Incidental Trustee Remarks

Mr. Loveland spoke regarding the resolution and would like homeowners to understand the impact this will have to the Bay in loss revenue, changing our charter and lien aspect. Spoke in favor of guideline for CPI.

Ms. Henderson is in agreeance with Mr. Loveland and states to vote no on this referendum.

Mr. Klosky in favor of voting No for the referendum. Thank you to Matt and his staff in the past 5 months, over 200 projects have been done. He would like to thank the rest of the staff and Mr. Coffey for his hard work.



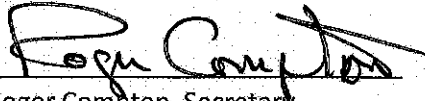
BAREFOOT BAY RECREATION DISTRICT

Adjournment

The next meeting will be on August 25, 2020 at 7pm in Building D/E

Mr. Klosky made a motion to adjourn. Second by Ms. Henderson. Mr. Klosky adjourned.

Meeting adjourned at 2:18 pm.


Roger Compton, Secretary


Stephanie Brown, District Clerk

Board of Trustees

Meeting Agenda Memo

Date: Tuesday, February 9, 2021
Title: **Purchase of Land South of Micco Road RV Storage Lot**
Section & Item: 5.C
Department: R&M/Capital Projects
Fiscal Impact: Estimated \$304,860.00
Contact: Jim Nugent, Richard Armington, Resident Relations Manager,
John W. Coffey ICMA-CM, Community Manager
Attachments: BCPAO Information, BCPAO map, TLC RoM 29Aug17
Reviewed by
General Counsel: No
Approved by: John W. Coffey, ICMA-CM, Community Manager



Requested Action by BOT

Discussion and direction to staff.

Background and Summary Information

In 2017, the BOT began a series of workshops and meetings to select projects to be financed and a funding mechanism. The effort to issue a 30-year bond to fund approximately 20 large projects eventually died in November 2018 (consensus of Trustees and Trustee-elects at the November 27, 2018 FY20-24 Budget Kick-off meeting to not proceed with the financing of projects). Within the original list of projects to be financed was the "Purchase of vacant land south of Micco RV lot and expansion of RV lot" project at a 2017 cost of \$245,993.

Trustee Nugent requested this possible project be placed on an agenda for consideration by the current BOT. A summary acquisition and development costs (\$304,860), annual operating revenue over expenditures (\$38,014), and return on investment (7.59 years) are detailed in the following chart (the reader should note that development costs have been adjusted 2.0% per year from the 2017 study):

Of note, due the BBRD Charter \$25,000 cap on new acquisitions, approval of the purchase and development cost by the voters would be required before proceeding in acquiring the property.

	Acres	# of spaces	Spaces per Acre	Rent per Space	Annual Max. Rent	Est. Operational costs	Est. Net Annual Revenue
Existing Micco lot	3.92	273	69.64	36.00	117,936	N/A	
New lot usable space	1.35	94	69.64	36.00	40,616	2,602	38,013.71
	Private purchase price	Govt. purchase price	Development cost	Total Initial Outlay			
Estimated expansion costs	42,400	48,760		48,760			
Development cost			231,100	231,100			
CCTV installation cost est.			25,000	25,000			
Total				304,860			
Return on Investment				7.59	years		

Staff requests direction regarding this issue.



Brevard County Property Appraiser

Titusville • Viera • Melbourne • Palm Bay

PROPERTY DETAILS

Phone: (321) 264-6700

<https://www.bcpao.us>

Account	3006682
Owners	ROSSI, LISA
Mailing Address	5206 SW 120TH AVE COOPER CITY FL 33330
Site Address	Not Assigned
Parcel ID	30-38-15-00-12
Property Use	0009 - VACANT RESIDENTIAL LAND (SINGLE FAMILY, UNPLATTED)
Exemptions	None
Taxing District	3400 - UNINCORP DISTRICT 3
Total Acres	2.12
Subdivision	--
Site Code	0001 - NO OTHER CODE APPL.
Plat Book/Page	0000/0000
Land Description	N 1/2 OF S 5 AC OF W 10 AC OF NW 1/4 OF NE 1/4 EX RD R/W

VALUE SUMMARY

Category	2020	2019	2018
Market Value	\$31,800	\$31,800	\$31,800
Agricultural Land Value	\$0	\$0	\$0
Assessed Value Non-School	\$25,980	\$23,620	\$21,480
Assessed Value School	\$31,800	\$31,800	\$31,800
Homestead Exemption	\$0	\$0	\$0
Additional Homestead	\$0	\$0	\$0
Other Exemptions	\$0	\$0	\$0
Taxable Value Non-School	\$25,980	\$23,620	\$21,480
Taxable Value School	\$31,800	\$31,800	\$31,800

SALES/TRANSFERS

Date	Price	Type	Deed
10/01/1998	--	TD	3923/0723
01/01/1995	--	QC	3455/2787
04/01/1973	\$2,400	--	1333/0435

No Data Found

RESEARCH EXEMPTIONS TANGIBLE FORMS GENERAL CONTACTS

021 @ 3:34 AM EST

Search

Results

Details

Maps

Property ?

Open Map in

MapView

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Account: 3006682 Parcel ID: 30-38-15-00-12
Acquired: 4/1/1973 \$2,400
CPAO Market Value: \$31,800
Owners: ROSSI, LISA
Address: Not Assigned





COCOA DIVISION
874 Dixon Blvd
Cocoa FL 32922-5809
321-636-0274 • Fax 321-639-8986

MEMORANDUM

TO:	John Coffey Community Manager Barefoot Bay Recreation District 625 Barefoot Blvd Barefoot Bay, FL 32976	PROJECT:	Rough Order Magnitude (RoM) Cost Estimating Services Proposal
FROM:	Colin G. Doyle, PE	PROJECT #:	517098
RE:	Expansion of Micco Rd RV Lot	DATE:	August 29, 2017

Per your request, TLC is providing a rough order of magnitude cost estimate for expanding the existing RV lot on Micco Rd. The rough order of magnitude cost estimate is based on national average construction cost as provided by 2016 RS Means adjusted for regional cost factors. Rough order of magnitude estimates do not include soft costs associated with permitting, design, restricted working hours, hauling costs, or incidental site work.

The rough order magnitude cost is based on the following assumptions:

- The total lot size is 1.8 acres
- 25% of the existing lot will remain unpaved and be used as storm water management with water treatment/storm water detention.
- Of the remaining area to be paved 80% is assumed to be taken by parking stalls. Stalls are assumed to be 13'-0" wide x 42'-0" long to accommodate large RV's with boats. Revising the utilization ratio to accommodate more spaces with either smaller stalls and/or a smaller drive areas will result in slightly increased cost associated with increased stripping.
- Costs associated with land procurement are not included in the RoM cost estimate.

Rough Order Magnitude Cost: **\$213,485.86**

Unit costs for various elements are provided in the attached worksheet.

If you have any additional questions or concerns, please feel free to contact our office.

Regards,

Colin Doyle, PE
Associate / Structural Project Engineer

cc: Chelsea Downs, EI
Structural Engineer I



COCOA DIVISION
874 Dixon Blvd
Cocoa FL 32922-5809
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Project	Barefoot Bay FY18 RoM Cost Estimate
TLC #	517098
By	CGD
Date	29-Aug-17
Subject:	Expansion of Micco RV Lot
Description:	Rough order of magnitude cost estimate to pave additional parking spaces and enclose a 350X280 ft perimeter on (3) sides with chain link fence at the existing Micco RV lot.

Location: Barefoot Bay, Florida
 Location Factor: 90% {Melbourne, FL}
 Historical Cost Index: 101% {2015/2016 to 2017}
 Construction: Commercial
 Lot Size: 1.80 Acres
 Parking: 1.35 Acres
 Undeveloped: 25% 0.45 Acres

Rough Order Magnitude Cost						
Code	Description	Unit Cost	Adj. Unit	Unit	Qty	Total
31 12 16.13	Parking lot - 4" Bituminous Wearing Course w/ 6" gravel base	\$ 1,530.00	\$ 1,390.77	Per Stall	86	\$ 119,832.41
33 17 23.13	Chainlink Fence	\$ 43.00	\$ 39.09	LF	980	\$ 38,305.26
G2040.990	Site preparation	\$ 31,815.00	\$ 28,919.84	LS	1	\$ 28,919.84
G2040.990	Site lighting (Option)	\$ 52,650.00	\$ 47,858.85	LS	1	\$ 47,858.85
G2040.990	Stormwater Management	\$ 182,850.00	\$ 166,210.65	LS	1	\$ 166,210.65
					Subtotal	\$ 158,137.67
Contractor Fees (General Requirements: 10%; Overhead 5%; Profit: 10%) <i>per RSMeans</i>					25%	\$ 39,534.42
Contingency					10%	\$ 15,813.77
					Total	\$ 213,485.86

Notes	
1	Assumes 25% of land will remain green space and accommodate storm water managemen (retention/water treatment)
2	Assumes 80% of paved area is used for parking, and each stall is approximately 13' wide X 42' long to accommodate large RVs with boats.
3	Assumes 8'-0" tall chain link fence w/ 6 GA wire and 2 1/2" galvanized Sch 40 line posts in concrete base.
4	RoM cost estimate does not include soft costs associated with permitting, review, restricted working hours, hauling/fill costs, site work, additional services from the design team, and other mitigating factors



Board of Trustees

Meeting Agenda Memo

Date: Tuesday, February 9, 2021

Title: **RV Storage Fees**

Section & Item: 5.D

Department: Vehicle Storage

Fiscal Impact: TBD

Contact: Jim Nugent, Matt Goetz, Property Services Manager, John W. Coffey ICMA-CM, Community Manager

Attachments: Photos of RV Storage Lots, Storage Facilities comparisons concise and detailed

Reviewed by

General Counsel: No

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



Requested Action by BOT

Discussion and direction to staff.

Background and Summary Information

Trustee Nugent request this topic be placed on an agenda for discussion.

Barefoot Bay Recreation District operates two RV Storage lots (Micco and West). The current rental fee is \$36.00 for a 30 foot space. Customers needing to store longer vehicles or trailers often need to rent two spaces (some spaces in West RV lot can accommodate more than 30 feet of storage. In the past years, the monthly rental fee has changed as illustrated below:

FY08: \$30.00

FY16: \$33.00

FY17: \$36.00

FY23 (planned within the FY21-25 5yrFM&CIP): \$40.00

For the past several years, both lots have been at full capacity most of the year with waiting lists usually over 20 people. Given the fact that BBRD's lots average 99% capacity through the year, staff historically believed the rates were well below the market rate for the area, however prior BOTs were unwilling to dramatically increase the rental rate due to oppositions by residents using the lots. Prior to the drafting of this agenda memo, staff completed an exhaustive comparison of other storage facilities within a nine-mile drive of BBRD.

Facility	Price per 30 ft. storage item	Price per 40 ft. storage item	Conditions of price	Type of Storage	Access	CCTV	Lighted	Gated & Fenced	Distance from BBRD
BBRD	36.00	72.00	Over 40 ft. and cars prohibited	Asphalt	24/7	Yes	Yes	Yes	N/A
Aero Bay Properties	50.00	50.00	N/A	Gravel & Grass	24/7	No	Yes	Yes	2.0 miles
Carp Coastal Marine	67.50	90.00	Boat length only (trailer length excluded)	Gravel & Grass	Business Hours	On-site security	Yes	Yes	8.7 miles
Ray's Outboards (Boats/RVs)	67.50	90.00	Boats & RV's	Grass	24/7	Yes	Yes	Yes	7.8 miles
M. Quatraro (grass)	80.00	80.00	up to 40ft.	Grass	24/7	None	Partial	Yes	5.1 miles
Valkaria/Grant Storage	90.00	120.00	N/A	Concrete	Business Hours	Yes	No	Yes	5.8 miles
About Storage	116.83	132.68	Boats, RVs, & trailers	Asphalt	24/7	Yes	Yes	Yes	6.7 miles
M. Quatraro (concrete)	200.00	200.00	up to 40ft.	Concrete	24/7	None	Partial	Yes	5.1 miles

Although other lots have prices somewhat near BBRD's rates, conditions (surface, presence of CCTV systems, presence of nighttime lights) vary greatly. About Storage, the closest competitor in terms of similar conditions has rental rates 225% higher for storage of a 30 ft. RV, boat, or trailer.

Given the looming fiscal strain (assessment increase cap, minimum wage increases, and significant probability of higher energy prices), the BOT may wish to consider a substantive increase in RV Storage rental rates over the next few years. For example (this is for illustration purposes only and is not a recommendation for immediate implementation), increasing the current rate of \$36.00 a month (at 99% capacity) to \$50.00 a month (assuming 90% capacity) would generate an additional \$40,000.00 a year. Fears of mass cancellations of rental spaces upon such an increase is a possibility but not a probability given the new rate would still be lower in terms of what customers receive at BBRD's lots as compared to other local lots. The assumed lower occupancy rate should be expected as some people will choose a lesser level of service for their storage but would also eliminate the current waiting list that is frustrating to residents.

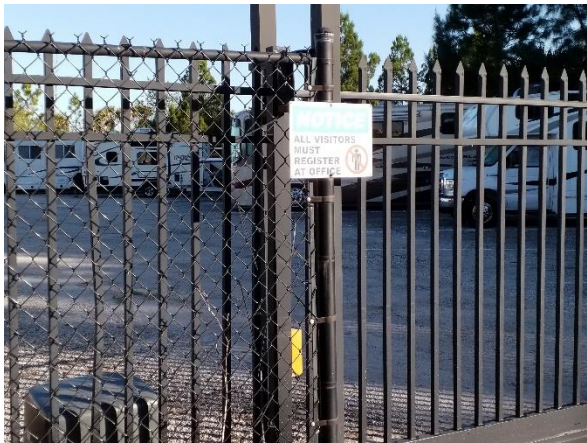
Pictures of neighboring storage lots and detailed information about their rates and services/conditions are attached.

Staff will be available prior to and at the workshop to answer any questions Trustees or the public may have regarding this issue.

Aero Bay



About Storage



Michael Qualraro



Ray's Outboard



Carp Coastal



Valkaria-Grant



Concise Comparision of Storage Facilities

Facility	Price per 30 foot storage item	Price per 40 foot storage item	Conditions of price	Type of Storage	Access	Camera's	Lighted	Gated & Fenced	Distance from BBRD
Aero Bay Properties	50.00	50.00	N/A	Gravel & Grass	24/7	No	Yes	Yes	2.0 miles (4 min.)
Carp Coastal Marine	67.50	90.00	boat length only (trailer length excluded)	Gravel & Grass	Business Hours	Onsite security	Yes	Yes	8.7 miles (14 min.)
Valkaria/Grant Storage	90.00	120.00	N/A	Concrete	Business Hours	Yes	No	Yes	5.8 miles (9 min.)
Michael Quatraro	80.00	80.00	up to 40 ft.	Grass	24/7	None	partial	Yes	5.1 miles (9 min.)
	200.00	200.00	up to 40 ft.	Concrete	24/7	None	partial	Yes	5.1 miles (9 min.)
About Storage	116.83	132.68	Car/pickup truck/Semi Truck different	Asphalt	24/7	Yes	Yes	Yes	6.7 miles (11 min.)
Ray's Outboards, Inc	45.00	60.00	Boats & RV's	Grass	Business Hours	Yes	Yes	Yes	7.8 miles (13 min.)
	67.50	90.00	Boats & RV's	Grass	24/7	Yes	Yes	Yes	7.8 miles (13 min.)
	20.00	N/A	Trailers up to 20 ft.	Grass	24/7	Yes	Yes	Yes	7.8 miles (13 min.)
	30.00	N/A	Trailers up to 25 ft.	Grass	24/7	Yes	Yes	Yes	7.8 miles (13 min.)
BBRD	36.00	72.00	Over 40 ft. and cars prohibited	Asphalt	24/7	Yes	Yes	Yes	N/A

Detailed Storage Facilities Comparison

Facility	Price per Space	Price per Foot	Conditions of price	Type of Storage	Access	Camera's	Lighted	Gated & Fenced	Distance from BBRD
Aero Bay Properties	35.00		car	Gravel & Grass	24/7	No	Yes	Yes	2.0 miles (4 min.)
	50.00		campers	Gravel & Grass	24/7	No	Yes	Yes	2.0 miles (4 min.)
	90.00		semi trucks	Gravel & Grass	24/7	No	Yes	Yes	2.0 miles (4 min.)
Carp Coastal Marine		\$2.25	boat length only (trailer length excluded)	Gravel & Grass	Business Hours	Onsite security	Yes	Yes	8.7 miles (14 min.)
Valkaria/Grant Storage		\$3.00	N/A	Concrete	Business Hours	Yes	No	Yes	5.8 miles (9 min.)
Michael Quatraro	80.00		up to 40 ft.	Grass	24/7	None	partial	Yes	5.1 miles (9 min.)
	200.00		up to 40 ft.	Concrete	24/7	None	partial	Yes	5.1 miles (9 min.)
About Storage	95.23		Car or pickup	Asphalt	24/7	Yes	Yes	Yes	6.7 miles (11 min.)
	100.58		0-20 ft.	Asphalt	24/7	Yes	Yes	Yes	6.7 miles (11 min.)
	105.93		21-25 ft.	Asphalt	24/7	Yes	Yes	Yes	6.7 miles (11 min.)
	116.83		26-35 ft.	Asphalt	24/7	Yes	Yes	Yes	6.7 miles (11 min.)
	132.68		36-45 ft.	Asphalt	24/7	Yes	Yes	Yes	6.7 miles (11 min.)
	144.45		46-55 ft.	Asphalt	24/7	Yes	Yes	Yes	6.7 miles (11 min.)
	186.18		Semi Truck	Asphalt	24/7	Yes	Yes	Yes	6.7 miles (11 min.)
Ray's Outboards, Inc		1.50	Boats & RV's	Grass	Business Hours	Yes	Yes	Yes	7.8 miles (13 min.)
		2.25	Boats & RV's	Grass	24/7	Yes	Yes	Yes	7.8 miles (13 min.)
	20.00	20.00	Trailers up to 20 ft.	Grass	24/7	Yes	Yes	Yes	7.8 miles (13 min.)
	30.00	30.00	Trailers up to 25 ft.	Grass	24/7	Yes	Yes	Yes	7.8 miles (13 min.)
BBRD									
Up to 30 ft. per space	36.00			Asphalt	24/7	Yes	Yes	Yes	N/A
Up to 40 ft. per two spaces	72.00			Asphalt	24/7	Yes	Yes	Yes	N/A
Over 40 ft. prohibited									
No Cars Allowed									

Board of Trustees

Meeting Agenda Memo

Date: Tuesday, February 9, 2021

Title: **Alternate Means of Transferring Monies Between Investment Accounts**

Section & Item: 5.E

Department: Administration, Finance

Fiscal Impact: TBD

Contact: Jim Nugent, Charles Henley, Finance Manager, John W. Coffey
ICMA-CM, Community Manager

Attachments: excerpt from Policy Manual 13Nov20

Reviewed by

General Counsel: No

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



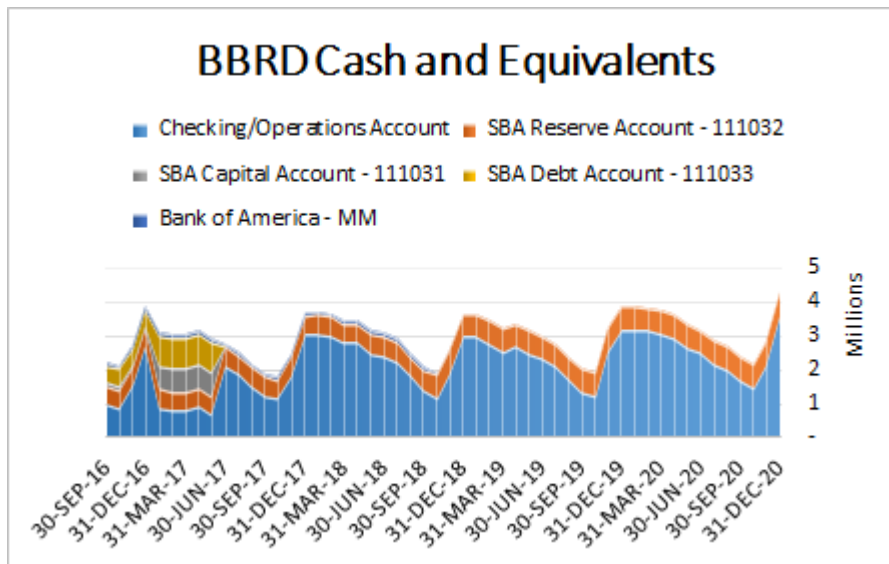
Requested Action by BOT

Discussion and direction to staff.

Background and Summary Information

Trustee Nugent requested this topic be placed on an agenda for discussion.

Each year BBRD receives most of its' annual assessment revenue and golf membership fees during the first 3 months of each fiscal year. This beginning of the fiscal year's cash surplus is gradually reduced over the rest of the fiscal year. See below:



This surplus cash represents a missed income opportunity for BBRD which will become more significant when interest rates rise in the future.

Impediments to BBRD realizing its' income potential:

1. The District does not have a written investment policy that adheres to F.S. Section 218.415. Therefore, the District can only invest in the following instruments and programs:
 - a. The Local Government Surplus Funds Trust Fund, or any intergovernmental investment pool authorized pursuant to

the Florida Inter-local Cooperation Act of 1969, as provided in s. 163.01.

- b. Securities and Exchange Commission registered money market funds with the highest credit quality rating from a nationally recognized rating agency.
- c. Interest-bearing time deposits or savings accounts in qualified public depositories, as defined in s. 280.02.
- d. Direct obligations of the U.S. Treasury.

2. The BBRD Policy Manual – 2.12 Bank Accounts, Investment Procedures

- a. Funds are only moved between investment accounts within a fund by BOT resolution.

3. Rules for the BOT - Article IV, Section 1:

- a. Changes which affect the status, location and value of any accounts held by BBRD shall be approved by the BOT.

Options:

1. The Finance Manager moves funds between accounts as needed.
2. The Finance Manager moves funds between accounts as needed and notifies the Community Manager.
3. The Finance Manager moves funds between accounts as needed and notifies the Community Manager who notifies the Treasurer.
4. The Finance Manager moves funds between accounts as needed and notifies the Community Manager who notifies the Treasurer and the Chairman.
5. The Finance Manager moves funds between accounts as needed and notifies the Community Manager who notifies the Treasurer and the BOT.
6. The Finance Manager moves funds between accounts as needed and notifies the Treasurer.
7. The Finance Manager moves funds between accounts as needed and notifies the Treasurer who notifies the Chairman.
8. The Finance Manager moves funds between accounts as needed and notifies the Treasurer who notifies the BOT.
9. The Finance Manager moves funds between accounts as needed and notifies the Chairman.
10. The Finance Manager moves funds between accounts as needed and notifies the Chairman and the BOT.
11. The Finance Manager moves funds between accounts as needed and notifies the BOT.
12. The Finance Manager proposes, and the Community Manager moves funds between accounts as needed.
13. The Finance Manager proposes, and the Community Manager moves funds between accounts as needed and notifies the Treasurer.
14. The Finance Manager proposes, and the Community Manager moves funds between accounts as needed and notifies the Treasurer who notifies the Chairman.
15. The Finance Manager proposes, and the Community Manager moves funds between accounts as needed and notifies the Treasurer who notifies the BOT.
16. The Finance Manager proposes, and the Community Manager moves funds between accounts as needed and notifies the Chairman.
17. The Finance Manager proposes, and the Community Manager moves funds between accounts as needed and notifies the Chairman who notifies the BOT.
18. The Finance Manager and the Community Manager propose, and the Treasurer moves funds between accounts as needed.
19. The Finance Manager and the Community Manager propose, and the Treasurer moves funds between accounts as needed and notifies the BOT.
20. Maintain the status quo

Normally, staff makes recommendations for specific action by the BOT. However, the ultimate decision regarding any changes to current procedures should be based on the BOT's belief of what the community is comfortable with as maintaining the maximum confidence of the public in BBRD's financial management is critical to our future success. Staff will be available prior to the workshop and at the workshop to answer any questions or address any concerns

trustees may have regarding this issue and/or any of the options previously listed.

Description	Purpose
General Fund	Legislative Expenses, includes G/L accounts for Special Reserve, Stormwater, Capital, and Shopping Center departments. Revenue received as federal, state, or local agency grant funds shall be maintained in a separate account within the General Fund.
Debt service fund	To record deposits and payments to long term debt
General Fixed Assets Fund	Used to record capital assets and accumulated depreciation
General Long-Term Debt Fund	Current balances for Long Term Debt
Government Wide Fund	Reconciling/conversion entries to Government Wide Statements

2.12 BANK ACCOUNTS

The District maintains bank accounts necessary to provide for operations.

<u>Account</u>	<u>G/L Account #</u>	
General Fund General Fund)	001-101000	(Purpose: receipts and expenditures for the

Investment Procedures¹²

The District does not have a written investment policy that adheres to F.S. Section 218.415. Therefore, the District can only invest in the following instruments and programs:

1. The Local Government Surplus Funds Trust Fund, or any intergovernmental investment pool authorized pursuant to the Florida Interlocal Cooperation Act of 1969, as provided in s. 163.01.
2. Securities and Exchange Commission registered money market funds with the highest credit quality rating from a nationally recognized rating agency.
3. Interest-bearing time deposits or savings accounts in qualified public depositories, as defined in s. 280.02.
4. Direct obligations of the U.S. Treasury.

The District currently participates in the State Board Association Pooled Investment Program (SBA). The interest earned on the SBA investments is recorded when it is received.¹³ Funds are only moved between investment accounts within a fund by Board of Trustees resolution.

2.13 PROCUREMENT POLICY

Ethical Standards and Their Application to Procurement

No officer or employee of the Barefoot Bay Recreation District shall have any financial interest in the profits of any contract, service, or other work performed for BBRD; nor shall an officer or employee personally profit directly or indirectly from any contract, purchase, sale, or service between BBRD or any person or company, nor personally or as an agent provide any surety bail or bond required by law or subject to approval by the Board of Trustees. No officer or employee shall accept any free or preferred service, benefits, or concessions directly or indirectly, from any person or company doing business with, or soliciting business from BBRD.

Board of Trustees

Meeting Agenda Memo

Date: Tuesday, February 9, 2021
Title: **Building A Kitchen Usage**
Section & Item: 5.F
Department: Food & Beverage
Fiscal Impact: Unknown, depending upon usage
Contact: Kathy Mendes, Food & Beverage Manager, John W. Coffey
ICMA-CM, Community Manager
Attachments: Proposed addition to Policy Manual fee schedule 02Feb21
Reviewed by
General Counsel: No
Approved by: John W. Coffey, ICMA-CM, Community Manager



Requested Action by BOT

Discussion and direction to staff.

Background and Summary Information

History

Circa 2008, the use of the Building A kitchen was primarily used for the warming up of potluck dinners that were brought in by residents and Clubs, making coffee, and using the counter space for baked goods and preparing light lunches. Clubs, such as the square dancers and swingers (ball room dancers) used the kitchen to microwave popcorn, keep their drinks cold in the refrigerator, and use the sinks. (These Clubs have since disbanded.) Other Clubs who casually used the kitchen were the Crafters and Organ Clubs who also hold Christmas potlucks, sell hot dogs at the craft fair, make coffee, and use the sinks. A few times a year the Clubs would prepare dinners in the kitchen (Polish and Italian Clubs in particular), but also the annual American Legion Pork dinner (no longer prepared in Building A) and the international cooking for the Ethnic Festival (still a planned event). Now most clubs use caterers for their monthly meals, especially during the winter season. As club/organizations transitioned to caterers, these vendors typically used the warming ovens, the stove top, sinks, refrigeration units and worktop tables. The Food and Beverage staff used the kitchen and its equipment to prepare simple items for lunch, such as mixing tuna salad, boiling eggs, and cooking bacon.

Between 2008 and 2009, the Food and Beverage Department began catering for many of the Pro Shop Golf tournaments, Ladies and Men's Golf Club meetings, tournaments, and end of year lunches. Clubs (holding their monthly dinners) and residents planning family events (such as weddings, funerals, and birthday parties) began requesting the catering services of the Food and Beverage Department. Over the years, the Food and Beverage department began planning more popular music events, and special themed events (Mother's Day brunch, Father's Day Clam Bake, and Luau) which included a variety of food and drink specials. As the variety of entertainment and food was preferred by the community and increased attendance, so did the use of the kitchen by staff.

Another moment of change and awareness was prior to the first Building A restroom renovation in 2009. During a routine food inspection, the State Food Safety inspector observed residents passing through the kitchen to the restroom (there was access from the kitchen to the old restrooms) while culinary staff were in the kitchen preparing food. The Inspector informed the Food and Beverage Manager that residents could not pass through the kitchen while the staff working for the licensed facility were preparing food. A "No Admittance" sign was hung from a chain and displayed whenever staff were working in the kitchen. This was also the period when the Food Safety Inspector recommended that the District have Club officers sign a waiver that they accept the risk for their attendees should the potluck food (prepared by residents in their homes) served at their functions result in a foodborne illness. This began the challenging balance of safeguarding the health of the residents, allowing access to a kitchen which they had enjoyed

for so many years and thought of as home, versus the professional operation of a licensed facility.

With the BOT adoption of the *Food & Beverage Principles of Operations* on October 10, 2014 (and later amended by the BOT on September 09, 2016), the Department was allowed and encouraged to grow its services in the Building A/Lounge complex with the addition of popular events such as Music Bingo, Karaoke and Trivia Night. These events, in addition to catering for most Clubs and other reservations in Building A and D/E, resulted in the Food and Beverage culinary staff regularly occupying the Building A kitchen. Through BOT direction, the Clubs and residents have and continue to be accommodated in their requests to use the Building A kitchen. The BOT adopted staff recommended changes to the *Policy Manual* to ensure residents' safety and limit BBRD's liability by requiring that the slicer and fryer be operated by staff only (2/13/2015, Resolution 2015-04). With the transition to a modern commercial grade kitchen, staff desires to continue this precedent while limiting liability of residents using commercial grade appliances, they may have limited experience using.

Recommendation

Staff proposes the attached fee schedule be considered for inclusion in the BBRD *Policy Manual*. Staff developed the schedule with the three goals of:

- Providing a basic level of service to residents and clubs/organizations free (cost subsidized as part of their annual assessments)
- Providing a graduated schedule of fees depending upon size of group and magnitude of use of the kitchen
- Ensuring each user of the kitchen has a clean and sanitary environment in which to work (after the previous user has vacated the area)

Residents/clubs/organizations would select from the schedule the level of service they desire at time of reserving the assembly area in Building A if they are not using a caterer. Residents/clubs/organizations using a caterer would either deal directly with Food & Beverage or outside caterers for their services. Outside caterers would need to complete a request for kitchen use form prior to 30 days from the event of the event would be canceled by staff.

If the BOT reaches a consensus to move forward with the attached proposed addition to the fee schedule, staff will prepare a formal BOT Meeting agenda memo with a strike through/underline marked up proposed revision to the *Policy Manual* (incorporating the fee schedule) and a resolution for consideration of adoption.

Proposed Building A Kitchen Fee Schedule

The schedule lists those services that are included in the reservation. Additional services are available and are listed here. Residents are not allowed to prepare products using the gas stove top burners, the fryer or slicer.

Effective 7, 2021	Included	>50 people	50-100 people	100-200 people	Deposit Refundable
Coffee*	X	X	up to 50 cups	up to 50 cups	N/A
Ice	X	X	X	X	N/A
Refrigerator	X	X	X	X	N/A
Additional refrigeration storage (walkin)	X	X	X	X	N/A
Access to sink and water	X	X	X	X	N/A
Access to work tables and cutting boards**	X	X	X	X	N/A
Use of microwave	X	X	X	X	N/A
Sanitize all surfaces/mop floors	X	X	X	X	N/A
Use of pots/pans & serving utensils***	X	X	X	X	N/A
Staff to prepare products using gas stove	No	16.50/hour	16.50/hour	16.50/hour	Yes
Staff to deep fry products	No	16.50/hour	16.50/hour	16.50/hour	Yes
Staff to slice meats/dairy/produce	No	16.50/hour	16.50/hour	16.50/hour	Yes
Use of warming ovens	Yes	Yes	Yes	Yes	N/A
Staff to load mobile cook/hold oven, roll out and serve plated dishes****	No	\$13.25	\$13.25	\$13.25	Yes
Staff to cook on griddle	No	16.50/hour	16.50/hour	16.50/hour	Yes
Staff to broil using cheese melter	No	16.50/hour	16.50/hour	16.50/hour	Yes
Staff to charbroil grilled items	No	16.50/hour	16.50/hour	16.50/hour	Yes
When multiple services are needed, a custom fee may be developed by coordinating services by function size, number of staff required, when the functions are needed (e.g., 1 staff person may be able to supervise operations, clean equipment and wash dishes for a group of 50 people without duplicating the charges).	No	Custom rate	Custom rate	Custom rate	Yes
Staff dishwasher to clean dishes & utensils in conveyor dishwashing machine	No	\$13.25/hour	\$13.25/hour	\$13.25/hour	Yes
District cleaning of equipment	No	\$20	\$30	\$40	Partial

Proposed Building A Kitchen Fee Schedule

The schedule lists those services that are included in the reservation. Additional services are available and are listed here. Residents are not allowed to prepare products using the gas stove top burners, the fryer or slicer.

Effective 7/1, 2021	Included	>50 people	50-100 people	100-200 people	Deposit Refundable
Equipment cleaned by reserving party	No	\$0	\$0	\$0	Yes
Non-BBRD Caterer for resident groups and clubs reserving Bldg A is given access to stove, fryers, warming ovens, and mobile holding cart with assigned BBRD F&B staff to oversee operations.	No	\$100/ up to 3 hours	\$200/up to 4 hours	\$300/up to 5 hours	Yes

*Up to 50 cups of coffee for residents & clubs, cups, stirrers, and bulk sugar and dry creamer.

**Cleaned and sanitized

***Must be rinsed and left at dish machine

****Server/or other assigned staff, not a Chef, to load plated dishes into mobile heated cart, roll out to dining area and serve guests

Although deposits for the use of Building A kitchen is waived for Registered Clubs, if Clubs do not leave the kitchen clean, they are prohibited from catering in BBRD until a cleaning deposit is paid for

When services are requested on a BBRD recognized holiday, the rates are double per BBRD's *Employee Handbook* Holiday policy (i.e. all employees working on holidays receive double time pay).