

**Barefoot Bay Recreation District
Regular Meeting of the Board of Trustees**

Friday, September 9, 2016

1:00 PM

1225 Barefoot Boulevard, Building D/E



BAREFOOT BAY RECREATION DISTRICT

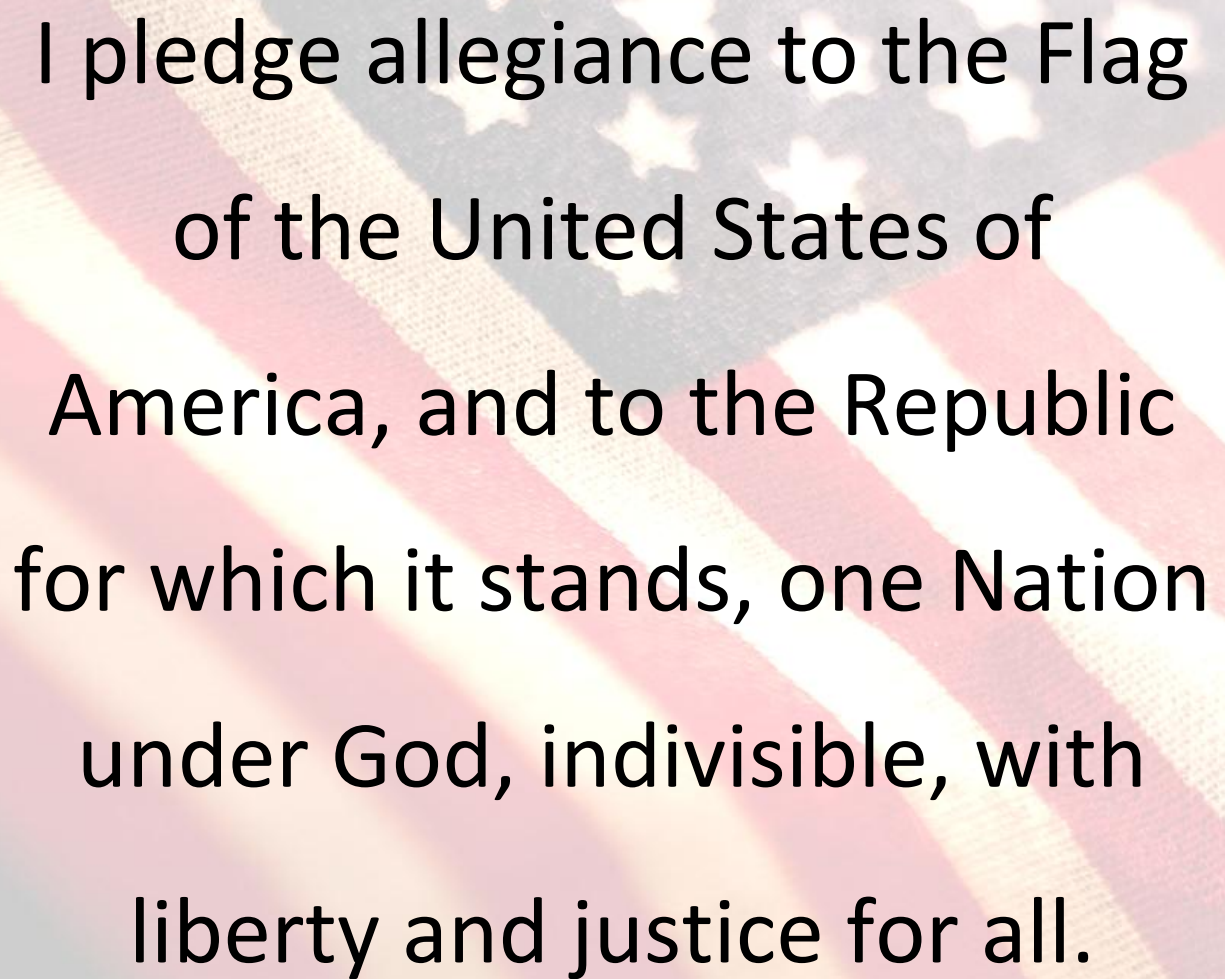
Barefoot Bay Recreation District Regular Meeting
Friday, September 09, 2016 1 P.M.
Building D&E

AGENDA

Please turn off all cell phones

1. Thought for the Day
2. Pledge of Allegiance to the Flag
3. Roll Call
4. Presentations and Proclamations
 - A. Retirement Recognition – Dorothy Larkin
5. Approval of Minutes
6. Treasurer's Report
7. Audience comment on Agenda Items
8. Unfinished Business
9. New Business
 - A. Employee Insurance Renewals
 - B. DOR Violations
 - i. Case # 16-002087 911 HYACINTH CIRCLE
 - ii. Case # 16-002132 552 DOLPHIN CIRCLE
 - iii. Case # 16-002019 526 PERSIMMON DRIVE
 - iv. Case # 16-000981 1026 THRUSH CIRCLE
 - C. Shuffle Board Court Resurfacing Award of Contract
 - D. Upgrade of Golf Course Irrigation Control Unit Award of Contract
 - E. Adoption of Revised F&B Principles of Operations
 - F. Approval of FY18 Budget Preparation Calendar
 - G. Violations Committee Re-appointment
 - H. Baenziger Report Discussion
 - I. Adoption of Revised Policy Manual
 - J. Adoption of Revised Employee Handbook
 - K. Acceptance of \$60,000 (50% Match) Coastal Partnership Initiative Grant for the Beach
 - L. Lawn Bowling Irrigation Replacement
 - M. BBRD Census
 - N. Increased Child Safety
10. Manager's Report
11. Attorney's Report
12. Committee/Liaison Reports
13. Incidental Trustee Remarks
14. Audience Participation
15. Adjournment

9/2/2016 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.



I pledge allegiance to the Flag
of the United States of
America, and to the Republic
for which it stands, one Nation
under God, indivisible, with
liberty and justice for all.

Roll Call

Trustees

Chairman - Mr. Klosky

1st Vice Chair - Ms. Wright

2nd Vice Chair - Mr. Lavier

Secretary - Mr. Diana

Treasurer - Mr. Cavaliere

Also Present

General Counsel- Cliff Repperger, Jr., Esq.

Community Manager - John W. Coffey

District Clerk - Dawn Myers

Approval of Minutes



BAREFOOT BAY RECREATION DISTRICT

**Board of Trustees Regular Meeting
Tuesday, August 23, 2016
7 P.M. –Building D&E**

Called to Order

The Barefoot Bay Recreation District held a Regular Meeting on Tuesday, August 23, 2016 in Building D&E, 1225 Barefoot Boulevard, Barefoot Bay, Florida.

Mr. Klosky called the meeting to order at 7:00 P.M.

Thought for the Day

Mr. Klosky asked for a moment of silence to remember all our service men and women, both past and present, who have or are currently helping to protect this great country of ours. We would also like to remember all our residents of Barefoot Bay both past and present. In addition, we would like to remember all the US athletes who participated in the 2016 Summer Olympics. Congratulations for their accumulated win of 121 medals, 41 Gold, 37 Silver and 78 Bronze. And we would like to thank all the nations who participated as well.

Pledge of Allegiance

Ms. Wright led the Pledge of Allegiance to the Flag.

Roll Call

Present: Mr. Klosky, Ms. Wright Mr. Diana, Mr. Lavier and Mr. Cavaliere. Also present: John W. Coffey, Community Manager, General Counsel Cliff Repperger and Dawn Myers, District Clerk.

Minutes

Mr. Cavaliere made a motion to approve the minutes. Second by Mr. Diana. Motion carried unanimously.

Treasurer's Report

Mr. Cavaliere presented the Treasurer's Report for August 23, 2016.

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

Audience Participation (Agenda items only)

Ms. Joy Liddy asked for justification on the increase in her lease and for the items that now fall onto her responsibility for repair. She voiced her dissatisfaction with issues at the shopping center that have not been resolved and questioned the District's proposal to increase her rent almost 30%.



BAREFOOT BAY RECREATION DISTRICT

Old Business

Security Advisory Committee Recommendation

Mr. Cavaliere asked for clarification regarding the proposal from Mr. Jack Dunham. He inquired whether it is being recommended by the Security Committee. Mr. Klosky clarified that the Security Committee previously voted against the concept of private security. The Board has already approved and budgeted for a community watch program in FY17 out of the Resident Relations department. Mr. Diana stated that he did review the detailed proposal. He acknowledged the benefits of certain aspects, However, he is not in favor of the District supporting four armed security officers, as this poses the potential for negative consequences in the case of mistaken identity, etc.

Mr. Cavaliere made a motion not to accept the proposal. Second by Mr. Diana. Motion carried unanimously.

Property Owner Survey Proposal

Ms. Wright recommended the Board develop a survey committee that could possibly include a member of staff, committee chair, the Board, and HOA to review the previous surveys already distributed throughout the community. She also requested a review of the Operational Analysis from 2005. Additionally Ms. Wright suggested gathering the information acquired from this committee and taking it to a town hall style meeting so the homeowners can have an opportunity to communicate and prioritize their ideas as a group. Mr. Coffey reminded the Board that an advisory committee to the Board may not include a staff member or a trustee as voting members per BBRD policy. Board discussed options for establishing a committee within the policy guidelines. Mr. Klosky stated that he is in favor of the committee chairs getting together to come up with ideas for a survey. Mr. Lavier was in favor of gathering information from the residents in some way prior to developing a survey. He suggested a website based questionnaire for example, which residents could have access to from a public location as well as from the comfort of their homes. Mr. Cavaliere recommended we meet at a workshop and take those findings to the town hall style meeting where residents can provide input for the questions that would appear on the survey. Mr. Diana suggested informing the residents of the workshop and the meeting by advertising in the Tattler, email blasts, etc., so we maximize the potential for resident feedback. We can use the same method to inform and educate the residents as we develop the ideas acquired from the survey and what it will take to apply the changes.

Mr. Harold Wortman stated that the previous surveys and the operational analysis provide a good snapshot of what the residents want. He suggested we start there and agreed that we should take the findings to a town hall style meeting.

Mr. Randy Loveland stated that he had extensive background in surveys, he agreed with Mr. Wortman's ideas regarding the prior surveys as they have important information we can use. He recommended making the questions for the future survey pertinent not only for the present environment but for future needs as well.

Ms. Louise Crouse stated that the townhall style meeting is the best way to get an accurate idea of what changes the homeowners want. In addition to having the meeting, she recommended educating the residents regarding what is required to accomplish the changes.

Ms. Wright made a motion to schedule a townhall meeting. Second by Mr. Lavier. Motion carried unanimously.

Mr. Cavaliere made a motion to schedule a workshop first to outline the items that will be on the agenda for the townhall meeting. Second by Ms. Wright. Motion carried unanimously.



BAREFOOT BAY RECREATION DISTRICT

New Business

Shopping Center Lease Renewal- Sunshine Rentals and Sales, LLC

Sunshine Rentals and Sales, LLC lease expires on September 30, 2016. At the direction of the Board, the attached lease has been increased to \$10.15 per square foot (adjusted for CPI per the CPI inflation calculator found on <http://data.bls.gov/cgi-bin/cpicalc.pl?cost1=10&year1=2015&year2=2016>). This is a 28% increase for this tenant in base rent. Alternatively, the Board has the option to consider phasing in the \$10.00 rate so it is reached at the end of the 5 year term of the lease by raising that rate 7.5% per year.

Mr. Cavaliere stated that he would like to see all the leases be triple net. The landlord traditionally is not responsible for the success of the business or inside the building but just the outside and surrounding area of the storefront. He stated that \$10 per foot is not unreasonable.

Ms. Liddy proposed the Board approve a 5% increase per year or she will be forced to look for resources elsewhere. She stated she has been in the store for 20 years and lived up to her lease 100%. Additionally, she commented on the outside of the store, stating that this area has not been maintained. Ms. Liddy maintained that this increase will put her out of business as she is being forced to be in competition with stores on US-1. She is not as visible as stores on US-1 and reminded the Board that she has been an asset to the community for 25 years.

Mr. Lavier assured Ms. Liddy that this is in no disrespect to her, but agreed that the District has had to increase leases in the shopping center in general and cannot make an exception for her. We addressed this issue with the 2002 Restaurant not long ago and in the spirit of fair business practices, cannot increase the rent for one business and not the other. Mr. Diana was in favor of staggering the increase so it is easier to accommodate over three years rather than five suggested by Mr. Coffey. Ms. Wright stated that she is in agreement with Mr. Lavier and her colleagues as it would not be fair for the other lease holders if we do not increase this lease in line with the others.

Mr. Cavaliere made a motion to execute the lease no lower than the lowest lease in the shopping center to meet \$10 a foot within one year. Second by Ms. Wright. Mr. Klosky opposed. Motion carried 4-1.

Shopping Center Lease Renewal- Brevard County Water and Sewer

Brevard County's current lease for Water and Sewer department expires on September 30, 2016. At the direction of the Board, the lease has been increased to \$10.15 per square foot (adjusted for the CPI inflation calculator found on <http://data.bls.gov/cgi-bin/cpicalc.pl?cost1=10&year1=2015&year2=2016>

Mr. Lavier made a motion to approve the said lease for Brevard Water and Sewer. Second by Mr. Cavaliere. Motion carried unanimously.

Manager's Report

Mr. Coffey reported on the recent Beach Planning Townhall Meeting where 48 homeowners and residents attended to voice their opinions on priorities for the BBRD beach grant programs. The following items were the top priority of those in attendance:

Active Recreation Projects

Large Pavilion

Nature Trail

Educational Signage



BAREFOOT BAY RECREATION DISTRICT

Support Projects

Electronic Access Gate

Restrooms

Non-paved parking

Maintaining a natural look

TLC will prepare a conceptual site design, rough magnitude of costs of each element and report of any regulatory issues that will be reviewed by the Facilities Planning Advisory Committee prior to the information being placed on a Board agenda for review and adoption.

Attorney's Report

General Counsel Repperger stated that we are close to scheduling a date for the Guinther vs BBRD case. He is working out final affidavit issues with Mr. Coffey. He expects to file by the end of the week and will confirm the date as soon as it is filed. He discussed the topic of Board term limits as he recently met with Representative Tobia. He has a good idea of what it will take and asked for Board approval to move forward. Board consensus to move forward with the previously agreed concept of three terms of two years. General Counsel updated the Board on the referendum language for the restrooms as this was received and approved by the County by within the deadline. He gave an update on the 852 Waterway case stating that that he was in contact with the owner and the owner's attorney. The owner did stop the eviction process as the tenant agreed to move out but currently he is still on premises. Mr. Diana voiced dissatisfaction with the current status as the tenant has delayed resolution of this issue from the beginning and continues to do so. He recommended General Counsel pursue our legal options to resolve the case and remove the tenant. Board consensus to have General Counsel move forward with the legal process concerning 852 Waterway.

Trustee Liaison Report

Mr. Klosky gave the ARCC and Violations report. Violations Committee met on Friday, August 12th. Forty Four cases were on the agenda and twenty-eight cases were found in violation. Sixteen cases came into compliance prior to the meeting. The next meeting will take place on September 9th at 10AM in Building D/E. The ARCC met today August 23, 2016 to review ten permits and ten were approved. The next ARCC meeting is on Tuesday, September 6th 9AM in the Lounge.

Mr. Lavier reported that the Property Services latest updates include replacement lights over the pool tables in the billiards room, pressure washing 15 shuffle board courts, completed the trim in the pro shop and current ongoing improvements on the golf course. The Golf report includes replacement stairs at #1 tee box, a drainage ditch being installed between the hole #3 teebox and the fairway, sand trap restoration to be completed by the end of September and #12 teebox to open by September 12th.

Ms. Wright reported on Food and Beverage. The 2nd Annual Chili Cook Off will take place this Saturday, August 27th. Fifteen people have signed up compared to 5 last year so it should be a great competition. Blue Fusion will provide musical entertainment. Trustees will be participate in a dunk tank so lots of fun will be had. Tickets are currently on sale for an Evening with Motown featuring the Sisters of Soul on Saturday, September 24th in Building A from 6-10PM.

Mr. Diana gave the District Clerk Office and Facilities Planning report. The Facilities Planning Committee will begin discussing the 5 Year Plan at the next meeting. BBRD buildings will be much of the focus at the next meeting.



BAREFOOT BAY RECREATION DISTRICT

Ms. Wilma Weglein thanked the District and staff for helping set up the A/V recording for the Candidate Forum and voiced her appreciation for staff assistance getting the DVD to the Space Coast Government TV station. She has copies that she can loan to any interested parties. The forum went well. Twenty candidates participated and the forum ran for two hours. She thanked Ms. Wright for attending and asked the whereabouts of trustees that did not attend (that were in town). The first Tuesday in September HOA will resume its first Board meeting of the season. The first meeting speaker is a deputy that works closely with Crimewatch. We will be discussing ways to secure and protect your home.

Trustee's Incidental Remarks

Mr. Klosky thanked Mr. Coffey and everyone else who shared in the birthday festivities prior to the start of the meeting.

Mr. Diana thanked the HOA for holding the Candidate Forum for the second year in a row.

Ms. Wright thanked the HOA and the Property Services Manager, Matt Goetz for his help in setting up and running the candidate forum. She addressed her colleagues thanking them for heeding staff advice as was evident in the meeting here tonight.

Audience Participation

Mr. Harold Wortman commented on the status of the litigation between the District and Tom Guinther. He indicated that General Counsel could have provided an opinion from the Attorney General's Office at no charge, yet General Counsel pursued a costly lawsuit

Adjournment

The next meeting is scheduled on Friday, September 9, 2016 at 1PM in Building D/E.

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

Meeting adjourned at 8:37 p.m.

Steve Diana, Secretary

Dawn Myers, District Clerk

Treasurer's Report

Barefoot Bay Recreation District

Treasurer's Report

September 9, 2016

Cash Balances in General Fund

as of 9/1/2016

Bank of America:

Operating Account	\$	1,262,594.14
Money Market Account	\$	105,608.10
Total Cash Balances @BOA in General Fund:	\$	1,368,202.24

SBA:

as of 9/1/2016

Capital Improvement Account	\$	128,842.96
Reserve Account	\$	550,856.88
Total Cash Balances @SBA in General Fund:	\$	679,699.84

Total Cash Balances in General Fund: \$ 2,047,902.08

Cash Balance in Debt Fund

as of 9/1/2016

SBA:

Debt Account	\$	479,996.83
Total Cash Balance in Debt Fund:	\$	479,996.83

* Participant Return for SBA in August 2016 was 0.72%

Total Cash Balances in All Funds: \$ 2,527,898.91

Total Cash receipts from August 15 to August 31, 2016:

Daily deposits:	\$	28,518.28
Assessments received:	\$	-
	\$	28,518.28

Expenditures over \$5,000 from August 15 to August 31, 2016:

<u>Vendor</u>	<u>Description</u>	<u>Check Amount</u>
Employees*	Employees Salaries and Wages	\$ 60,647.30
Gray Robinson	Legal Fees July 2016	\$ 11,457.23
ABM Landscape	Golf course, softball, lawn bowling maint.	\$ 37,556.75
ABM Landscape	Nematode control of 19 greens	\$ 5,852.00
UnitedHealthcare	Health insurance Sept 2016	\$ 17,001.45
Special District Services, Inc	Management Fee Aug 2016	\$ 11,434.71
Total of Expenditures over \$5,000		\$ 143,949.44

*8/25/16 Employer Tax Liabilities was only \$4,806.99, and therefore, was not listed above

Barefoot Bay Recreation District
Monthly Summary - BOT Monthly Summary Treasurer Report
From 10/1/2015 Through 8/31/2016

	10/1/2015 - 10/31/2015	11/1/2015 - 11/30/2015	12/1/2015 - 12/31/2015	1/1/2016 - 1/31/2016	2/1/2016 - 2/29/2016	3/1/2016 - 3/31/2016	4/1/2016 - 4/30/2016	5/1/2016 - 5/31/2016	6/1/2016 - 6/30/2016	7/1/2016 - 7/31/2016	8/1/2016 - 8/31/2016	Total
Revenues												
Daily Revenue/Deposits	372,836.90	182,409.19	216,964.02	193,707.84	212,305.03	249,996.33	189,740.82	130,169.90	103,984.05	127,490.94	263,763.55	2,243,368.57
Assessments	<u>2,103.42</u>	<u>659,485.24</u>	<u>1,764,997.23</u>	<u>213,883.50</u>	<u>165,565.31</u>	<u>163,242.94</u>	<u>280,535.13</u>	<u>76,888.09</u>	<u>179,552.98</u>	<u>4,931.86</u>	<u>0.00</u>	<u>3,511,185.70</u>
Total Revenues	<u>374,940.32</u>	<u>841,894.43</u>	<u>1,981,961.25</u>	<u>407,591.34</u>	<u>377,870.34</u>	<u>413,239.27</u>	<u>470,275.95</u>	<u>207,057.99</u>	<u>283,537.03</u>	<u>132,422.80</u>	<u>263,763.55</u>	<u>5,754,554.27</u>
General Fund Expenditures												
Payroll												
Salaries & Wages	76,985.69	123,574.11	188,294.56	131,124.39	131,010.93	133,499.63	132,347.19	127,404.91	186,007.39	119,352.14	120,070.63	1,469,671.57
Other Pay & Benefit	1,340.27	1,561.52	2,104.43	1,617.52	2,633.40	3,670.30	2,247.77	2,400.57	2,685.57	1,841.62	1,698.52	23,801.49
Payroll Taxes	6,014.14	9,758.19	14,863.99	13,251.47	13,274.32	13,420.10	12,410.40	11,428.90	15,435.88	8,790.63	9,610.36	128,258.38
Payroll Fees	<u>476.90</u>	<u>478.00</u>	<u>1,360.58</u>	<u>1,484.35</u>	<u>1,112.96</u>	<u>1,706.24</u>	<u>983.21</u>	<u>1,046.45</u>	<u>1,241.10</u>	<u>979.30</u>	<u>940.39</u>	<u>11,809.48</u>
Total Payroll	84,817.00	135,371.82	206,623.56	147,477.73	148,031.61	152,296.27	147,988.57	142,280.83	205,369.94	130,963.69	132,319.90	1,633,540.92
Professional Expenses												
SDS	14,452.04	11,458.78	16,840.64	11,644.63	11,447.65	11,536.41	11,692.09	11,450.79	12,014.59	11,315.26	11,434.71	135,287.59
Gray Robinson	8,593.23	6,979.41	8,975.88	11,717.50	12,082.14	15,040.32	10,710.82	15,984.73	13,330.32	11,457.23	0.00	114,871.58
Other Prof. Fees	<u>21,835.80</u>	<u>19,613.45</u>	<u>23,822.10</u>	<u>9,646.70</u>	<u>3,141.70</u>	<u>4,142.20</u>	<u>10,614.70</u>	<u>9,093.70</u>	<u>9,597.15</u>	<u>9,793.38</u>	<u>2,408.70</u>	<u>123,709.58</u>
Total Professional Expenses	44,881.07	38,051.64	49,638.62	33,008.83	26,671.49	30,718.93	33,017.61	36,529.22	34,942.06	32,565.87	13,843.41	373,868.75
Insurance												
Employees Health, Dental & Life	12,892.00	12,859.80	10,709.68	16,640.63	13,278.69	13,497.73	14,225.56	12,876.42	9,838.63	12,056.64	12,844.58	141,720.36
Liabilities Ins.	17,854.87	11,312.83	11,312.83	11,312.83	11,312.83	11,312.83	11,312.83	11,312.83	11,312.83	11,312.83	11,312.83	130,983.17
Worker Comp. Ins.	<u>16,216.25</u>	<u>5,338.75</u>	<u>5,338.75</u>	<u>5,338.75</u>	<u>9,634.75</u>	<u>5,338.75</u>	<u>5,338.75</u>	<u>5,338.75</u>	<u>5,338.75</u>	<u>5,338.77</u>	<u>0.00</u>	<u>68,561.02</u>
Total Insurance	46,963.12	29,511.38	27,361.26	33,292.21	34,226.27	30,149.31	30,877.14	29,528.00	26,490.21	28,708.24	24,157.41	341,264.55
Utilities												
Telephone, Internet & Cable	5,357.57	3,535.49	3,459.87	2,293.60	2,511.20	2,275.19	2,277.90	2,478.35	1,900.03	3,098.07	2,605.98	31,793.25
Electricity - FPL	5,879.32	7,061.96	6,590.49	5,519.83	6,060.86	6,747.50	6,378.09	7,039.24	7,123.00	7,466.41	0.00	65,866.70
Propane	(1,544.39)	(1,425.95)	(1,795.46)	2,619.51	2,476.40	2,077.93	1,697.78	760.69	508.35	419.15	39.94	5,833.95
Water & Sewer	2,785.46	4,698.78	4,119.71	4,425.75	5,929.47	5,074.61	5,358.11	4,472.29	4,122.07	4,367.99	0.00	45,354.24
Garbage & Recycling	1,616.09	2,388.16	1,525.93	1,750.76	2,275.67	2,059.41	2,241.06	2,060.89	2,061.89	2,676.40	2,064.64	22,720.90
Portable Toilets	<u>604.39</u>	<u>442.39</u>	<u>440.13</u>	<u>437.08</u>	<u>434.25</u>	<u>730.50</u>	<u>437.60</u>	<u>440.35</u>	<u>455.65</u>	<u>426.27</u>	<u>500.20</u>	<u>5,348.81</u>
Total Utilities	14,698.44	16,700.83	14,340.67	17,046.53	19,687.85	18,965.14	18,390.54	17,251.81	16,170.99	18,454.29	5,210.76	176,917.85
Operations												
Music and Entertainment	5,675.00	5,630.00	7,230.00	7,245.00	6,860.00	8,035.00	7,135.00	4,600.00	4,580.00	6,130.00	5,000.00	68,120.00
Cost of Sales	<u>31,798.25</u>	<u>33,007.16</u>	<u>45,722.51</u>	<u>45,332.04</u>	<u>43,502.66</u>	<u>63,162.90</u>	<u>43,126.98</u>	<u>42,354.86</u>	<u>18,480.75</u>	<u>28,843.02</u>	<u>2,424.99</u>	<u>397,756.12</u>
Total Operations	37,473.25	38,637.16	52,952.51	52,577.04	50,362.66	71,197.90	50,261.98	46,954.86	23,060.75	34,973.02	7,424.99	465,876.12
Repairs and Maintenance												
Golf Course - ABM	35,871.89	35,871.89	35,871.89	35,871.89	35,871.89	35,871.89	35,871.89	35,871.89	35,871.89	35,871.89	35,871.89	394,590.79
Canal/Lake	4,237.50	1,962.50	2,550.00	0.00	0.00	0.00	0.00	0.00	0.00	26,490.00	0.00	35,240.00
Other R&Ms	<u>38,515.33</u>	<u>42,317.50</u>	<u>23,228.48</u>	<u>17,981.05</u>	<u>20,561.71</u>	<u>16,327.24</u>	<u>12,761.03</u>	<u>16,913.03</u>	<u>21,766.10</u>	<u>25,390.77</u>	<u>19,395.49</u>	<u>255,157.73</u>

Barefoot Bay Recreation District
Monthly Summary - BOT Monthly Summary Treasurer Report
From 10/1/2015 Through 8/31/2016

Total Repairs and Maintenance	78,624.72	80,151.89	61,650.37	53,852.94	56,433.60	52,199.13	48,632.92	52,784.92	57,637.99	87,752.66	55,267.38	684,988.52
Property Taxes	0.00	28,470.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,434.59	0.00	29,905.27
Bank Fees	1,063.78	3,693.99	2,053.18	2,245.48	2,140.80	2,065.44	(22.09)	1,805.83	1,125.02	1,739.24	0.00	17,910.67
Capital Expenses	49,096.79	23,797.88	18,866.85	650.00	26,638.70	20,756.14	19,579.90	24,090.31	29,596.97	33,985.68	13,485.31	260,544.53
Other Misc. Expenditures	28,613.82	50,688.65	104,159.61	98,583.42	32,364.13	29,445.92	22,589.68	32,147.71	24,240.25	23,711.20	23,688.39	470,232.78
Transfer to Debt Service Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	570,000.00	0.00	0.00	0.00	570,000.00
Total General Fund Expenditures	<u>386,231.99</u>	<u>445,075.92</u>	<u>537,646.63</u>	<u>438,734.18</u>	<u>396,557.11</u>	<u>407,794.18</u>	<u>371,316.25</u>	<u>953,373.49</u>	<u>418,634.18</u>	<u>394,288.48</u>	<u>275,397.55</u>	<u>5,025,049.96</u>
Debt Service Fund Expenditures												
Debt Service Principal	0.00	0.00	42,487.90	655,574.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Debt Service Interest	<u>0.00</u>	<u>0.00</u>	<u>2,073.27</u>	<u>83,958.30</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Debt Service Fund Expenditures	<u>0.00</u>	<u>0.00</u>	<u>44,561.17</u>	<u>739,532.30</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

*PLEASE NOTE THAT BBRD FINANCIAL STATEMENTS ARE REPORTED USING THE MODIFIED ACCRUAL BASIS OF ACCOUNTING.
ALL REVENUES AND EXPENDITURES IN THIS REPORT REPRESENT ENTRIES RECORDED ON OR BEFORE 9/1/2016.

Audience Participation Agenda items only

Unfinished Business

New Business

Meeting Date

Sep. 09, 2016

**Agenda****Section 9****Item No A****Agenda Report*****Barefoot Bay Recreation District Board of Trustees*****Subject:** FY17 Employee Insurance Renewal**Dept/Office:** Resident Relations: Customer Service**Requested Action:** Selection of Employee Health and Ancillary Insurance Plans**Summary Explanation and Background:****Health Insurance**

Participating employees have been insured for medical coverage under United Health Care under OGZ w/40 plan since 01Oct2015. Due to Obamacare (so-called Affordable Care Act) regulations, said plan is no longer offered and AHNQ is offered instead. Staff received 8 quotes from 2 companies (6 from UHC and 2 from Health First) for consideration on 01Sep16 from Brown & Brown (BBRD's insurance broker). Due to Obamacare regulations, an "affordable" plan must be offered which is defined as not greater than 9.5 percent of an employee's W-2 taxable (Box 1) income. For FY17, the "Affordability \$5,000 Deductible AHNG" plan meets this criteria. Listed below are the plans, costs and comparison to the FY17 Budget. Annual costs and savings assume all employees choose the same plan.

	Renewal Increase %	Monthly per emp. Premium	Monthly per emp. BBRD Cost (75%)	# Emp.	Annual BBRD Total Cost	Budget minus Renewal Rate
FY 17 Budget	12.0%	884.44	663.33	24	191,040.00	N/A
UHC Renewal AHNQ	12.0%	884.46	663.35	22	175,124.40	15,915.60
Alt. #1 AHN2	6.9%	844.29	633.22	22	167,170.08	23,869.92
Alt. #2 AHNP	4.3%	823.62	617.72	22	163,078.08	27,961.92
\$500 Dedcut. AHNK	0.3%	791.85	593.89	22	156,786.96	34,253.04
\$250 Deduct. AHN2	6.9%	844.29	633.22	22	167,170.08	23,869.92
HFHP POS Plan 6105	8%	850.06	637.55	22	168,313.20	22,726.80
HFHP PPO Plan 6128	3.5%	816.95	612.71	22	161,755.44	29,284.56
Affordability \$5,000 Deduct. AHNG	-17.9%	648.70	551.40	22	145,569.60	45,470.40

The FY17 Budget was based on 24 participating employees while current projections indicate 22 participating employees at the start of FY17. The reader should be cautious in review Health First's proposals (i.e. HF HP) as the company (BBRD's previous insurance carrier) submitted a 20% renewal increase last year). After a thorough review and analysis of the plans, costs and impact upon FY17 Budget and employees, staff recommends the BOT renew with UHC plan AHNQ and select the UHC plan "Affordable \$5,000 Deductible AHNG" as a second optional plan for employee Health insurance. Details of each plan are attached.

Dental Insurance

Staff received quotes for 5 plans from 4 companies (UNC, Ameritas, Principal and (2) UNUM.

	Renewal Increase %	Monthly per emp. Premium	Monthly per emp. BBRD Cost (75%)	# Emp.	Annual BBRD Total Cost	Budget minus Renewal Rate
FY 17 Budget	3.0%	35.78	26.83	25	8,050.00	N/A
UHC Renewal F3387 PPO	-4.0%	33.29	24.97	22	6,592.08	1,457.92
Ameritas Plan 1	-1.2%	32.80	24.60	22	6,494.40	1,555.60
Principal	-23.8%	26.42	19.82	22	5,232.48	2,817.52
UNUM \$1,000 Max	-21.1%	26.60	19.95	22	5,266.80	2,783.20
UNUM \$1,500 Max	-15%	27.90	20.93	22	5,525.52	2,524.48

The FY17 Budget was based on 25 participating employees while current projections indicate 22 participating employees at the start of FY17. After a thorough review and analysis of the plans, costs and impact upon FY17 Budget and employees, staff recommends the BOT renew UHC plan F3387 PPO for employee Dental insurance. Details of each plan are attached.

Life and AD&D Insurance

BBRD currently offers an optional employee Life and AD&D Insurance through Guardian. Staff received quotes for 3 plans from 3 companies (Guardian, Principal and UNUM).

	Renewal Increase %	Monthly per emp. Premium	Monthly per emp. BBRD Cost (100%)	# Emp.	Annual BBRD Total Cost	Budget minus Renewal Rate
FY 17 Budget	N/A	4.00	4.00	33	1,536.00	N/A
Guardian Renewal	8.0%	3.43	3.43	33	1,357.92	178.08
Principal	-3.0%	3.09	3.09	33	1,222.08	313.92
UNUM	-11.0%	2.84	2.84	33	1,126.08	409.92

The FY17 Budget was based on 100% employee funding of this optional insurance plan. After a thorough review and analysis of the plans, no minimum participation, benefit to employees, staff recommends the BOT select UNUM for employee Life and AD&D insurance. Details of each plan are attached.

Voluntary Vision Insurance

BBRD currently offers an optional employee paid vision plan with United Healthcare. BBRD received quotes for 3 plans from 2 insurance companies: United Healthcare and Ameritas.

The FY17 Budget was based on 100% employee funding of this optional insurance plan. After a thorough review and analysis of the plans, no minimum participation and costs remaining the same at \$2.58 per paycheck, staff recommends the BOT renew UHC plan 01U9116 for voluntary Vision insurance. Details of each plan are attached.

Voluntary Life and AD&D Insurance

BBRD received quotes for 3 plans from 3 insurance companies: MetLife (current provider), Principal and UNUM. The FY17 Budget was based on 100% employee funding of this optional insurance plan. After a thorough review and analysis of the plans, no minimum participation, benefit to employees, staff recommends the BOT renew Met Life for voluntary employee Life and AD&D insurance. Details of each plan are attached.

Voluntary Short Term Disability Insurance

BBRD received quotes for 3 plans from 3 insurance companies: MetLife (current provider), Principal and UNUM. The FY17 Budget was based on 100% employee funding of this optional insurance plan. After a thorough review and analysis of the plans, no minimum participation, benefit to employees, staff recommends the BOT renew Met Life for voluntary Short-term Disability insurance. Details of each plan are attached.

Summary

The cost of providing employee insurance is a significant yet required cost to maintain a quality workforce in a competitive environment. Below is a summary of the budgetary savings as previously recommended. The reader should note that a change in employee participation (currently only 22 out 33 eligible employees are electing health insurance coverage) could substantially alter the cost or savings to BBRD for these benefits.

Insurance type	Budgetary Savings
Health	15,915.60
Dental	1,457.92
Life and AD&D	409.92
Total	17,783.44

Additionally, employees selecting the “affordable” health insurance plan would also reduce the cost to BBRD, although for purposes of this analysis all employees are assumed to be selecting the more expensive monthly costing option.

Exhibits Attached: Quotes from Brown & Brown

Contact: Sue Cuddie, Resident Relations Manager; John W. Coffey, Community Manager

Fiscal Impact: \$182,842.56 (unless there is a change in employee participation)

Contract/Agreement Reviewed by Attorney: N/A

Community Manager’s Approval:

Barefoot Bay Recreation District - UHC Medical Renewal and Alternate Plans

Company/Benefits	Current - UHC	Renewal	Alternate 1	Alternate 2
Plan Type	0GZ w/40	Closest Match	Alternate 1	Alternate 2
Plan Year	10/1/15-9/30/16	AHNQ	AHN2	AHNP
		10/1/16-9/30/17	10/1/16-9/30/17	10/1/16-9/30/17
Deductible (CY- Calendar Year)				
In Network (Individual / Family)	\$0 / \$0	\$0 / \$0	\$250 / \$500	\$1,000 / \$2,000
Out of Network (Individual / Family)	\$400 / \$1,000	\$400 / \$1,000	\$500 / \$1,000	\$2,000 / \$4,000
Coinsurance				
In Network	20%	20%	10% after Deductible	0% after Deductible
Out of Network	40% after Deductible	40% after Deductible	50% after Deductible	20% after Deductible
Coinsurance Maximum (Out of Pocket Max)				
In Network (Individual / Family)	\$1,500 / \$3,000	\$1,500 / \$3,000	\$2,500 / \$5,000	\$3,000 / \$6,000
Out of Network (Individual / Family)	\$3,500 / \$7,000	\$3,500 / \$7,000	\$5,000 / \$10,000	\$5,000 / \$10,000
Physician Co-Pay				
Primary Care Physician	\$15 Copay	\$15 Copay	\$20 Copay	\$20 Copay
Specialist	\$30 Copay	\$30 Copay	\$40 Copay	\$40 Copay
RX Card-Participating Pharmacies				
RX CY Deductible (Individual / Family)	None	None	None	None
(Tier 1/Tier 2/Tier 3/Specialty) - 30 days	\$10/\$35/\$60/\$100	\$10/\$35/\$60/\$100	\$10/\$35/\$60/\$100	\$10/\$35/\$60/\$100
Mail Order - 90 days	2.5x	2.5x	2.5x	2.5x
Emergency				
Urgent Care Center	\$100 Copay	\$100 Copay	\$100 Copay	\$100 Copay
Emergency Room	\$350 Copay	\$350 Copay	\$350 Copay	\$350 Copay
Hospitalization				
Inpatient	20% Coinsurance	20% Coinsurance	10% after Deductible	0% after Deductible
Outpatient	20% Coinsurance	20% Coinsurance	10% after Deductible	0% after Deductible
Diagnostic Testing (Free Standing Facilities)				
Independent Clinical Lab	No Charge	No Charge	No Charge	No Charge
Other Diagnostic (Xray)	No Charge	No Charge	No Charge	No Charge
Advanced Imaging Services (MRI, PET, CT)	20% Coinsurance	20% Coinsurance	10% after Deductible	20% Coinsurance
Mental Health/Substance Dependency				
Inpatient	20% Coinsurance	20% Coinsurance	10% after Deductible	0% after Deductible
Outpatient (PCP/Specialty)	\$30 Copay	\$30 Copay	\$40 Copay	\$40 Copay
Out of Network Coverage	40% after Deductible	40% after Deductible	50% after Deductible	40% after Deductible
AM Best Rating	A	A	A	A
Employee Participation Requirement				
Employer Contribution Requirement				
Estimated Monthly Premium				
Employee Only 20	\$789.70	\$884.46	\$844.29	\$823.62
Employee + Spouse 0	\$1,689.96	\$1,892.75	\$1,806.78	\$1,762.55
Employee + Child(ren) 0	\$1,610.99	\$1,804.30	\$1,722.35	\$1,680.19
Family 0	\$2,416.48	\$2,706.45	\$2,583.53	\$2,520.28
Estimated Monthly Premium	\$15,794.00	\$17,689.20	\$16,885.80	\$16,472.40
Estimated Percentage Change:		12.00%	6.91%	4.30%
Employer Contribution	75%	75%	75%	75%
Employer Monthly Premium	75% of EE only	75% of EE only	75% of EE only	75% of EE only
Employee Only 20	\$592.28	\$663.35	\$633.22	\$617.72
Employee + Spouse 0	\$592.28	\$663.35	\$633.22	\$617.72
Employee + Child(ren) 0	\$592.28	\$663.35	\$633.22	\$617.72
Family 0	\$592.28	\$663.35	\$633.22	\$617.72
Employer Monthly Premium	\$11,845.50	\$13,266.90	\$12,664.35	\$12,354.30
Employee Monthly Total				
Employee Only	\$197.43	\$221.12	\$211.07	\$205.91
Employee + Spouse	\$1,097.69	\$1,229.41	\$1,173.56	\$1,144.84
Employee + Child(ren)	\$1,018.72	\$1,140.96	\$1,089.13	\$1,062.48
Family	\$1,824.21	\$2,043.11	\$1,950.31	\$1,902.57
Employee Bi-Weekly Deductions				
Employee Only	\$91.12	\$102.05	\$97.42	\$95.03
Employee + Spouse	\$506.62	\$567.42	\$541.64	\$528.39
Employee + Child(ren)	\$470.18	\$526.59	\$502.68	\$490.37
Family	\$841.94	\$942.97	\$900.14	\$878.11

These are preliminary rates and are subject to change based on participation. This is coverage outline only; see formal proposal and contracts for actual policy benefits.

Barefoot Bay Recreation District - UHC Medical Renewal - Triple Option with Affordable Plan

Company/Benefits	Current - UHC	Renewal		Affordability Plan
Plan Type	0GZ w/40	Closest Match	\$500 Deductible	\$5,000 Deductible
Plan Year	10/1/15-9/30/16	AHNQ	AHNG	AHNG
		10/1/16-9/30/17	10/1/16-9/30/17	10/1/16-9/30/17
Deductible (CY- Calendar Year)				
In Network (Individual / Family)	\$0 / \$0	\$0 / \$0	\$500 / \$1,000	\$5,000 / \$10,000
Out of Network (Individual / Family)	\$400 / \$1,000	\$400 / \$1,000	\$1,000 / \$2,000	\$10,000 / \$20,000
Coinsurance				
In Network	20%	20%	20% after Deductible	30% after Deductible
Out of Network	40% after Deductible	40% after Deductible	40% after Deductible	50% after Deductible
Coinsurance Maximum (Out of Pocket Max)				
In Network (Individual / Family)	\$1,500 / \$3,000	\$1,500 / \$3,000	\$3,000 / \$6,000	\$6,600 / \$13,200
Out of Network (Individual / Family)	\$3,500 / \$7,000	\$3,500 / \$7,000	\$6,000 / \$12,000	\$15,000 / \$30,000
Physician Co-Pay				
Primary Care Physician	\$15 Copay	\$15 Copay	\$25 Copay	\$25 Copay
Specialist	\$30 Copay	\$30 Copay	\$50 Copay	\$50 Copay
RX Card-Participating Pharmacies				
RX CY Deductible (Individual / Family)	None	None	None	None
(Tier 1/Tier 2/Tier 3/Specialty) - 30 days	\$10/\$35/\$60/\$100	\$10/\$35/\$60/\$100	\$10/\$35/\$60/\$100	\$10/\$35/\$60/\$100
Mail Order - 90 days	2.5x	2.5x	2.5x	2.5x
Emergency				
Urgent Care Center	\$100 Copay	\$100 Copay	\$100 Copay	\$100 Copay
Emergency Room	\$350 Copay	\$350 Copay	\$350 Copay	\$350 Copay
Hospitalization				
Inpatient	20% Coinsurance	20% Coinsurance	20% after Deductible	30% after Deductible
Outpatient	20% Coinsurance	20% Coinsurance	40% after Deductible	50% after Deductible
Diagnostic Testing (Free Standing Facilities)				
Independent Clinical Lab	No Charge	No Charge	No Charge	No Charge
Other Diagnostic (Xray)	No Charge	No Charge	No Charge	No Charge
Advanced Imaging Services (MRI, PET, CT)	20% Coinsurance	20% Coinsurance	20% after Deductible	30% Coinsurance
Mental Health/Substance Dependency				
Inpatient	20% Coinsurance	20% Coinsurance	20% after Deductible	30% after Deductible
Outpatient (PCP/Specialty)	\$30 Copay	\$30 Copay	\$50 Copay	\$50 Copay
Out of Network Coverage	40% after Deductible	40% after Deductible	40% after Deductible	50% after Deductible
AM Best Rating	A	A	A	A
Employee Participation Requirement				
Employer Contribution Requirement				
Estimated Monthly Premium				
Employee Only 20	\$789.70	\$884.46	\$791.85	\$648.70
Employee + Spouse 0	\$1,689.96	\$1,892.75	\$1,694.56	\$1,388.22
Employee + Child(ren) 0	\$1,610.99	\$1,804.30	\$1,615.38	\$1,323.35
Family 0	\$2,416.48	\$2,706.45	\$2,423.06	\$1,985.02
Estimated Monthly Premium	\$15,794.00	\$17,689.20	\$15,837.00	\$12,974.00
Estimated Percentage Change:		12.00%	0.27%	-17.85%
Employer Contribution	75%	75%	75%	85%
Employer Monthly Premium	75% of EE only	75% of EE only	75% of EE only	85% of EE only
Employee Only 20	\$592.28	\$663.35	\$593.89	\$551.40
Employee + Spouse 0	\$592.28	\$663.35	\$593.89	\$551.40
Employee + Child(ren) 0	\$592.28	\$663.35	\$593.89	\$551.40
Family 0	\$592.28	\$663.35	\$593.89	\$551.40
Employer Monthly Premium	\$11,845.50	\$13,266.90	\$11,877.75	\$11,027.90
Employee Monthly Total				
Employee Only	\$197.43	\$221.12	\$197.96	\$97.31
Employee + Spouse	\$1,097.69	\$1,229.41	\$1,100.67	\$836.83
Employee + Child(ren)	\$1,018.72	\$1,140.96	\$1,021.49	\$771.96
Family	\$1,824.21	\$2,043.11	\$1,829.17	\$1,433.63
Employee Bi-Weekly Deductions				
Employee Only	\$91.12	\$102.05	\$91.37	\$44.91
Employee + Spouse	\$506.62	\$567.42	\$508.00	\$386.23
Employee + Child(ren)	\$470.18	\$526.59	\$471.46	\$356.29
Family	\$841.94	\$942.97	\$844.23	\$661.67

These are preliminary rates and are subject to change based on participation. This is coverage outline only; see formal proposal and contracts for actual policy benefits.

Barefoot Bay Recreation District - UHC Medical Renewal - Triple Option with Affordable Plan

Company/Benefits	Current - UHC	Renewal		Affordability Plan
Plan Type	0GZ w/40	Closest Match	\$250 Deductible	\$5,000 Deductible
Plan Year	10/1/15-9/30/16	AHNQ	AHN2	AHNG
		10/1/16-9/30/17	10/1/16-9/30/17	10/1/16-9/30/17
Deductible (CY- Calendar Year)				
In Network (Individual / Family)	\$0 / \$0	\$0 / \$0	\$250 / \$500	\$5,000 / \$10,000
Out of Network (Individual / Family)	\$400 / \$1,000	\$400 / \$1,000	\$500 / \$1,000	\$10,000 / \$20,000
Coinsurance				
In Network	20%	20%	10% after Deductible	30% after Deductible
Out of Network	40% after Deductible	40% after Deductible	50% after Deductible	50% after Deductible
Coinsurance Maximum (Out of Pocket Max)				
In Network (Individual / Family)	\$1,500 / \$3,000	\$1,500 / \$3,000	\$2,500 / \$5,000	\$6,600 / \$13,200
Out of Network (Individual / Family)	\$3,500 / \$7,000	\$3,500 / \$7,000	\$5,000 / \$10,000	\$15,000 / \$30,000
Physician Co-Pay				
Primary Care Physician	\$15 Copay	\$15 Copay	\$20 Copay	\$25 Copay
Specialist	\$30 Copay	\$30 Copay	\$40 Copay	\$50 Copay
RX Card-Participating Pharmacies				
RX CY Deductible (Individual / Family)	None	None	None	None
(Tier 1/Tier 2/Tier 3/Specialty) - 30 days	\$10/\$35/\$60/\$100	\$10/\$35/\$60/\$100	\$10/\$35/\$60/\$100	\$10/\$35/\$60/\$100
Mail Order - 90 days	2.5x	2.5x	2.5x	2.5x
Emergency				
Urgent Care Center	\$100 Copay	\$100 Copay	\$100 Copay	\$100 Copay
Emergency Room	\$350 Copay	\$350 Copay	\$350 Copay	\$350 Copay
Hospitalization				
Inpatient	20% Coinsurance	20% Coinsurance	10% after Deductible	30% after Deductible
Outpatient	20% Coinsurance	20% Coinsurance	10% after Deductible	50% after Deductible
Diagnostic Testing (Free Standing Facilities)				
Independent Clinical Lab	No Charge	No Charge	No Charge	No Charge
Other Diagnostic (Xray)	No Charge	No Charge	No Charge	No Charge
Advanced Imaging Services (MRI, PET, CT)	20% Coinsurance	20% Coinsurance	10% after Deductible	30% Coinsurance
Mental Health/Substance Dependency				
Inpatient	20% Coinsurance	20% Coinsurance	10% after Deductible	30% after Deductible
Outpatient (PCP/Specialty)	\$30 Copay	\$30 Copay	\$40 Copay	\$50 Copay
Out of Network Coverage	40% after Deductible	40% after Deductible	50% after Deductible	50% after Deductible
AM Best Rating	A	A	A	A
Employee Participation Requirement				
Employer Contribution Requirement				
Estimated Monthly Premium				
Employee Only 20	\$789.70	\$884.46	\$844.29	\$648.70
Employee + Spouse 0	\$1,689.96	\$1,892.75	\$1,806.78	\$1,388.22
Employee + Child(ren) 0	\$1,610.99	\$1,804.30	\$1,722.35	\$1,323.35
Family 0	\$2,416.48	\$2,706.45	\$2,583.53	\$1,985.02
Estimated Monthly Premium	\$15,794.00	\$17,689.20	\$16,885.80	\$12,974.00
Estimated Percentage Change:		12.00%	6.91%	-17.85%
Employer Contribution	75%	75%	75%	85%
Employer Monthly Premium	75% of EE only	75% of EE only	75% of EE only	85% of EE only
Employee Only 20	\$592.28	\$663.35	\$633.22	\$551.40
Employee + Spouse 0	\$592.28	\$663.35	\$633.22	\$551.40
Employee + Child(ren) 0	\$592.28	\$663.35	\$633.22	\$551.40
Family 0	\$592.28	\$663.35	\$633.22	\$551.40
Employer Monthly Premium	\$11,845.50	\$13,266.90	\$12,664.35	\$11,027.90
Employee Monthly Total				
Employee Only	\$197.43	\$221.12	\$211.07	\$97.31
Employee + Spouse	\$1,097.69	\$1,229.41	\$1,173.56	\$836.83
Employee + Child(ren)	\$1,018.72	\$1,140.96	\$1,089.13	\$771.96
Family	\$1,824.21	\$2,043.11	\$1,950.31	\$1,433.63
Employee Bi-Weekly Deductions				
Employee Only	\$91.12	\$102.05	\$97.42	\$44.91
Employee + Spouse	\$506.62	\$567.42	\$541.64	\$386.23
Employee + Child(ren)	\$470.18	\$526.59	\$502.68	\$356.29
Family	\$841.94	\$942.97	\$900.14	\$661.67

These are preliminary rates and are subject to change based on participation. This is coverage outline only; see formal proposal and contracts for actual policy benefits.

Barefoot Bay Recreation District - UHC Medical Renewal and Health First Health Plan Offerings

Company/Benefits	Current - UHC	Renewal	HFHP	HFHP
		Closest Match	POS Plan	PPO Plan
Plan Type	0GZ w/40	AHNQ	6105	6128
Plan Year	10/1/15-9/30/16	10/1/16-9/30/17	10/1/16-9/30/17	10/1/16-9/30/17
Deductible (CY- Calendar Year)				
In Network (Individual / Family)	\$0 / \$0	\$0 / \$0	\$0 / \$0	\$500 / \$1,000
Out of Network (Individual / Family)	\$400 / \$1,000	\$400 / \$1,000	\$500 / \$1,000	\$1,000 / \$2,000
Coinsurance				
In Network	20%	20%	20%	20% after Deductible
Out of Network	40% after Deductible	40% after Deductible	40% after Deductible	30% after Deductible
Coinsurance Maximum (Out of Pocket Max)				
In Network (Individual / Family)	\$1,500 / \$3,000	\$1,500 / \$3,000	\$2,000 / \$4,000	\$3,000 / \$6,000
Out of Network (Individual / Family)	\$3,500 / \$7,000	\$3,500 / \$7,000	\$4,000 / \$8,000	\$6,000 / \$12,000
Physician Co-Pay				
Primary Care Physician	\$15 Copay	\$15 Copay	\$15 Copay	\$20 Copay
Specialist	\$30 Copay	\$30 Copay	\$30 Copay	\$40 Copay
RX Card-Participating Pharmacies				
RX CY Deductible (Individual / Family)	None	None	None	None
(Tier 1/Tier 2/Tier 3/Specialty) - 30 days	\$10/\$35/\$60/\$100	\$10/\$35/\$60/\$100	\$2/\$15/\$45/\$90/20%	\$2/\$15/\$45/\$90/20%
Mail Order - 90 days	2.5x	2.5x	2x tiers 1-4	2x tiers 1-4
Emergency				
Urgent Care Center	\$100 Copay	\$100 Copay	\$40 Copay	\$50 Copay
Emergency Room	\$350 Copay	\$350 Copay	\$150 Copay	20% after Deductible
Hospitalization				
Inpatient	20% Coinsurance	20% Coinsurance	20% Coinsurance	\$250/Day (1-5)/20%
Outpatient	20% Coinsurance	20% Coinsurance	20% Coinsurance	30% after Deductible
Diagnostic Testing (Free Standing Facilities)				
Independent Clinical Lab	No Charge	No Charge	No Charge	No Charge
Other Diagnostic (Xray)	No Charge	No Charge	20% Coinsurance	20% after Deductible
Advanced Imaging Services (MRI, PET, CT)	20% Coinsurance	20% Coinsurance	20% Coinsurance	30% after Deductible
Mental Health/Substance Dependency				
Inpatient	20% Coinsurance	20% Coinsurance	20% Coinsurance	20% after Deductible
Outpatient (PCP/Specialty)	\$30 Copay	\$30 Copay	\$20 Copay	\$20 Copay
Out of Network Coverage	40% after Deductible	40% after Deductible	40% after Deductible	30% after Deductible
AM Best Rating	A	A	NR-4	NR-4
Employee Participation Requirement			70%	70%
Employer Contribution Requirement			50%	50%
Estimated Monthly Premium				
Employee Only 20	\$789.70	\$884.46	\$850.06	\$816.95
Employee + Spouse 0	\$1,689.96	\$1,892.75	\$1,819.13	\$1,748.28
Employee + Child(ren) 0	\$1,610.99	\$1,804.30	\$1,734.13	\$1,666.59
Family 0	\$2,416.48	\$2,706.45	\$2,601.18	\$2,499.87
Estimated Monthly Premium	\$15,794.00	\$17,689.20	\$17,001.20	\$16,339.00
Estimated Percentage Change:		12.00%	7.64%	3.45%
Employer Contribution	75%	75%	75%	75%
Employer Monthly Premium	75% of EE only	75% of EE only		
Employee Only 20	\$592.28	\$663.35	\$637.55	\$612.71
Employee + Spouse 0	\$592.28	\$663.35	\$637.55	\$612.71
Employee + Child(ren) 0	\$592.28	\$663.35	\$637.55	\$612.71
Family 0	\$592.28	\$663.35	\$637.55	\$612.71
Employer Monthly Premium	\$11,845.50	\$13,266.90	\$12,750.90	\$12,254.25
Employee Monthly Total				
Employee Only	\$197.43	\$221.12	\$212.52	\$204.24
Employee + Spouse	\$1,097.69	\$1,229.41	\$1,181.59	\$1,135.57
Employee + Child(ren)	\$1,018.72	\$1,140.96	\$1,096.59	\$1,053.88
Family	\$1,824.21	\$2,043.11	\$1,963.64	\$1,887.16
Employee Bi-Weekly Deductions				
Employee Only	\$91.12	\$102.05	\$98.08	\$94.26
Employee + Spouse	\$506.62	\$567.42	\$545.35	\$524.11
Employee + Child(ren)	\$470.18	\$526.59	\$506.12	\$486.41
Family	\$841.94	\$942.97	\$906.29	\$871.00

These are preliminary rates and are subject to change based on participation. This is coverage outline only; see formal proposal and contracts for actual policy benefits.

Barefoot Bay Recreation District - UHC Dental Renewal and Marketing Results

Company/Benefits		Current - UHC		Renewal - UHC		Ameritas		Principal		UNUM		UNUM	
Plan Type		F3387 PPO		F3387 PPO		Plan 1				\$1,000 Max		\$1,500 Max	
Plan Year		10/1/15-9/30/16		10/1/16-9/30/17		10/1/16-9/30/17		10/1/16-9/30/17		10/1/16-9/30/17		10/1/16-9/30/17	
		INN	OON	INN	OON	INN	OON	INN	OON	INN	OON	INN	OON
Preventive		100%	80%	100%	80%	100%	100%	100%	80%	100%	80%	100%	80%
Basic		80%	60%	80%	60%	80%	80%	80%	60%	80%	60%	80%	60%
Major		50%	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%
Deductible (Individual/Family)		\$50/\$150	\$50/\$150	\$50/\$150	\$50/\$150	\$50/\$150	\$50/\$150	\$50/\$150	\$50/\$150	\$50/\$150	\$50/\$150	\$50/\$150	\$50/\$150
Waived for Diagnostic & Preventive		Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
Annual Max		\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Child Ortho Benefit		50%	50%	50%	50%	0%	0%	50%	50%	50%	50%	50%	50%
Ortho Lifetime Max		\$1,000	\$1,000	\$1,000	\$1,000	\$0	\$0	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Waiting Period for Major Services		None		None		None		None		None		None	
Claim Payment		90th UCR		90th UCR		90th UCR		90th UCR		90th UCR		90th UCR	
Monthly Rates													
Employee Only 16		\$34.67		\$33.29		\$32.80		\$26.42		\$26.60		\$27.90	
Employee & Spouse 2		\$69.34		\$66.58		\$68.44		\$52.84		\$53.00		\$55.70	
Employee & Child(ren) 2		\$69.98		\$67.19		\$77.44		\$53.33		\$59.50		\$68.10	
Family 1		\$107.87		\$103.58		\$113.08		\$82.20		\$92.10		\$102.40	
Estimated Monthly Premium		\$941.23		\$903.76		\$929.64		\$717.26		\$742.70		\$796.40	
Estimated Percentage Change:				-3.98%		-1.23%		-23.80%		-21.09%		-15.39%	
Employer Contribution		75%		75%		75%		75%		75%		75%	
Employer Monthly Cost		75% of EE only		75% of EE only		75% of EE only		75% of EE only				75% of EE only	
Employee Only 16		\$26.00		\$24.97		\$24.60		\$19.82		\$19.95		\$20.93	
Employee & Spouse 2		\$26.00		\$24.97		\$24.60		\$19.82		\$19.95		\$20.93	
Employee & Child(ren) 2		\$26.00		\$24.97		\$24.60		\$19.82		\$19.95		\$20.93	
Family 1		\$26.00		\$24.97		\$24.60		\$19.82		\$19.95		\$20.93	
Estimated Employer Monthly Premium		\$546.05		\$524.32		\$516.60		\$416.12		\$418.95		\$439.43	
Employee Monthly Cost													
Employee Only		\$8.67		\$8.32		\$8.20		\$6.61		\$6.65		\$6.98	
Employee & Spouse		\$43.34		\$41.61		\$43.84		\$33.03		\$33.05		\$34.78	
Employee & Child(ren)		\$43.98		\$42.22		\$52.84		\$33.52		\$39.55		\$47.18	
Family		\$81.87		\$78.61		\$88.48		\$62.39		\$72.15		\$81.48	
Employee Bi-Weekly Deduction													
Employee Only 16		\$4.00		\$3.84		\$3.78		\$3.05		\$3.07		\$3.22	
Employee & Spouse 2		\$20.00		\$19.21		\$20.23		\$15.24		\$15.25		\$16.05	
Employee & Child(ren) 2		\$20.30		\$19.49		\$24.39		\$15.47		\$18.25		\$21.77	
Family 1		\$37.79		\$36.28		\$40.84		\$28.79		\$33.30		\$37.60	

These are preliminary rates and are subject to change based on participation. This is coverage outline only; see formal proposal and contracts for actual policy benefits.

Barefoot Bay Recreation District - UHC Vision Renewal and Marketing Results

Company/Benefits	UHC Current		UHC Renewal		Ameritas		Ameritas	
Plan Type	01U9116		01U9116		FocusV S20001		ViewPointV00484	
Plan Year	10/1/15-9/30/16		10/1/16-9/30/17		10/1/16-9/30/17		10/1/16-9/30/17	
	INN	OON	INN	OON	INN	OON	INN	OON
Financials & Benefit Frequency								
Exam Copay	\$10	\$40 Max	\$10	\$40 Max	\$10	\$45 Max	\$10	\$35 Max
Materials Copay	\$25	N/A	\$25	N/A	\$25	\$25	\$25	\$25
Examination	12 Months		12 Months		12 Months		12 Months	
Lenses/Contacts	12 Months		12 Months		12 Months		12 Months	
Frames	4%		24 Months		24 Months		24 Months	
Lenses								
Single Vision	Copay	\$40 Max	Copay	\$40 Max	Copay	\$30 Max	Copay	\$25 Max
Bifocals	Copay	\$60 Max	Copay	\$60 Max	Copay	\$50 Max	Copay	\$40 Max
Trifocals	Copay	\$80 Max	Copay	\$80 Max	Copay	\$65 Max	Copay	\$55 Max
Frames								
From Selection	\$130 Max	\$45 Max	\$130 Max	\$45 Max	\$130 Max	\$70 Max	\$130 Max	\$65 Max
Contact Lenses								
Exam & Fitting	Copay	N/A	Copay	N/A	Copay	\$45 Max	Copay	\$35 Max
Medically Necessary	Copay	\$210 Max	Copay	\$210 Max	Copay	TBD	Copay	TBD
Elective	\$105 Max	\$105 Max	\$105 Max	\$105 Max	\$130 Max	\$105 Max	\$115	\$105
Additional Information								
Network	V1008		V1008		VSP Choice		EyeMed	
Rate Guarantee	1 Year		1 Year		2 Years		2 Years	
Employee Participation Requirement					10 Enrolled		10 Enrolled	
Employer Contribution Requirement								
Monthly Rates								
Employee Only	15	\$5.59	\$5.59		\$8.44		\$7.96	
Employee & Spouse	1	\$10.62	\$10.62		\$18.20		\$17.16	
Employee & Child(ren)	3	\$12.41	\$12.41		\$14.72		\$13.88	
Family	1	\$17.49	\$17.49		\$24.48		\$23.08	
Estimated Monthly Premium	\$149.19		\$149.19		\$213.44		\$201.28	
Estimated Percentage Change:			0%		43%		35%	
Employer Contribution	0%		0%		0%		0%	
Estimated Employer Monthly Premium	\$0.00		\$0.00		\$0.00		\$0.00	
Employee Bi-Weekly Deduction								
Employee Only	15	\$2.58	\$2.58		\$3.90		\$3.67	
Employee & Spouse	1	\$4.90	\$4.90		\$8.40		\$7.92	
Employee & Child(ren)	3	\$5.73	\$5.73		\$6.79		\$6.41	
Family	1	\$8.07	\$8.07		\$11.30		\$10.65	

These are preliminary rates and are subject to change based on participation.

This is coverage outline only; see formal proposal and contracts for actual policy benefits.

Note: Principal declined to quote due to uncompetitive rates.

Barefoot Bay Recreation District - Guardian Life and AD&D Renewal and Marketing Results

Company	Guardian Current 10/1/15-9/30/16	Guardian Renewal 10/1/16-9/30/17	Principal 10/1/16-9/30/17	UNUM 10/1/16-9/30/17
Life Insurance				
<i>Benefit Amount</i>	\$10,000	\$10,000	\$10,000	\$10,000
<i>Life Benefit Volume</i>	\$276,000	\$276,000	\$276,000	\$276,000
<i>Rates per \$1,000</i>	\$0.360	\$0.390	\$0.338	\$0.320
<i>Life Insurance Total Monthly Premium</i>	\$99.36	\$107.64	\$93.29	\$88.32
Accidental Death & Dismemberment				
<i>Benefit Amount</i>	\$10,000	\$10,000	\$10,000	\$10,000
<i>AD&D Benefit Volume</i>	\$276,000	\$276,000	\$276,000	\$276,000
<i>Rates per \$1,000</i>	\$0.020	\$0.020	\$0.031	\$0.020
<i>AD&D Total Monthly Premium</i>	\$5.52	\$5.52	\$8.56	\$5.52
Additional Life Insurance Information				
<i>Portability</i>	Yes	Yes	No	Yes
<i>Conversion</i>	Yes	Yes	Yes	Yes
<i>Benefit Reduction Schedule</i>	35% @ 65 60% @ 70 75% @ 75 85% @ 80	35% @ 65 60% @ 70 75% @ 75 85% @ 80	35% @ 65 50% @ 70	35% @ 65 60% @ 70 75% @ 75 85% @ 80
<i>Accelerated Benefit</i>	N/A	N/A	75%	100%
<i>Rate Guarantee</i>	1 Year	1 Year	24 months unless >25% change in volume	24 months
Employee Participation Requirement	100%	100%	100%	100%
Employer Contribution Requirement	100%	100%	100%	100%
Estimated Monthly Premium	\$104.88	\$113.16	\$101.84	\$93.84
Estimated Percentage Change:		8%	-3%	-11%

These are preliminary rates and are subject to change based on participation. This is coverage outline only; see formal proposal and contracts for actual policy benefits.

Barefoot Bay Recreation District
Met Life Voluntary Life and AD&D Renewal and Marketing Results

Company	Met Life Current 10/1/15-9/30/16	Met Life Renewal 10/1/16-9/30/17	Principal 10/1/16-9/30/17	UNUM 10/1/16-9/30/17
Employee Life & AD&D Insurance				
<i>Benefit</i>	Increments of \$10k	Increments of \$10k	Increments of \$10k	Increments of \$10k
<i>Minimum Benefit</i>	\$10,000	\$10,000	\$10,000	\$10,000
<i>Maximum Benefit</i>	5 X Annual Salary or \$500,000	5 X Annual Salary or \$500,000	\$300,000	5 X Annual Salary or \$500,000
<i>Guarantee Issue Amount</i>	\$50,000	\$50,000	\$50,000	\$50,000 if sold w/basic life; \$40,000 w/o basic life
Spouse Life & AD&D Insurance				
<i>Benefit</i>	Increments of \$5k	Increments of \$5k	Increments of \$5k	Increments of \$5k
<i>Maximum Benefit</i>	50% of EE amount to \$100k	50% of EE amount to \$100k	50% of EE amount to \$100k	Lesser of 100% of EE life amount or \$500k
<i>Guarantee Issue Amount</i>	\$25,000	\$25,000	\$25,000	\$25,000
Child Life & AD&D Insurance				
<i>Benefit</i>	Flat benefit in amount of \$1k, \$2k, \$4k, \$5k, or \$10k	Flat benefit in amount of \$1k, \$2k, \$4k, \$5k, or \$10k	Flat benefit in amount of \$2k, \$4k, \$5k, or \$10k	Increments of \$2,000
<i>Maximum Benefit</i>	\$10,000	\$10,000	50% of EE amount	Lesser of 100% of EE life amount or \$10k
<i>Guarantee Issue Amount</i>	\$10,000	\$10,000	\$10,000	\$10,000
Additional Information				
<i>Portability</i>	Yes	Yes	Yes	Yes
<i>Conversion</i>	Yes	Yes	Yes	Yes
<i>Benefit Reduction Schedule</i>	No	No	65% @ 65 50% @ 70	65% @ 65 50% @ 70
<i>Rate Guarantee</i>	1 Year	1 Year	24 months unless >25% change in volume	3 Years
Employee Participation Requirement			> of 20% or 5 lives	> of 20% or 10 lives
Employer Contribution Requirement	0%	0%	0%	0%
Age Bands	Life and AD&D Rates per \$10k	Life and AD&D Rates per \$10k	Life and AD&D Rates per \$10k	Life and AD&D Rates per \$10k
<30	\$1.250	\$1.250	\$1.050	\$1.250
30-34	\$1.750	\$1.750	\$1.550	\$1.750
35-39	\$2.150	\$2.150	\$1.950	\$2.150
40-44	\$2.550	\$2.550	\$2.350	\$2.550
45-49	\$3.750	\$3.750	\$3.550	\$3.750
50-54	\$6.250	\$6.250	\$6.050	\$6.250
55-59	\$10.350	\$10.350	\$10.050	\$10.350
60-64	\$15.350	\$15.350	\$15.050	\$15.350
65-69	\$22.151	\$22.151	\$21.950	\$22.151
70 +	\$38.950	\$38.950	\$38.750	\$38.950
AD&D Rate per \$10,000			\$0.310	\$0.500
Child Life				\$0.54 per \$2,000
\$1,000	\$0.27	\$0.27	N/A	
\$2,000	\$0.54	\$0.54	\$0.40	
\$4,000	\$1.08	\$1.08	\$0.80	
\$5,000	\$1.35	\$1.35	\$1.00	
\$10,000	\$2.70	\$2.70	\$2.00	

These are preliminary rates and are subject to change based on participation.
This is coverage outline only; see formal proposal and contracts for actual policy benefits.

Barefoot Bay Recreation District
Met Life Voluntary STD Renewal and Marketing Results

Company	Met Life Current 10/1/15-9/30/16	Met Life Renewal 10/1/16-9/30/17	Principal 10/1/16-9/30/17	UNUM 10/1/16-9/30/17
Weekly Benefit Information				
Benefit	Increments of \$50	Increments of \$50	60% of weekly earnings	60% of weekly earnings
Minimum Benefit	\$100	\$100	\$15	\$25
Maximum Benefit	60% of Weekly Earnings or \$300	60% of Weekly Earnings or \$300	\$300	\$300
Guarantee Issue Amount	Any Open Enrollment Changes	Any Open Enrollment Changes	Any Open Enrollment Changes	Any Open Enrollment Changes
Elimination Period (Illness/Injury)	7 Days	7 Days	7 Days	7 Days
Definition of Disability	Own Occupation	Own Occupation	Own Occupation	Own Occupation
Benefit Duration	13 Weeks	13 Weeks	13 Weeks	12 Weeks
Rate Guarantee	1 Year	1 Year	24 months unless >25% change in volume	1 Year
Employee Participation Requirement			> of 20% or 5 lives	> of 20% or 10 lives
Employer Contribution Requirement	0%	0%	0%	0%
<u>Rates per \$10 of Volume</u>				
<30	\$0.650	\$0.650	\$0.58 per \$10 of weekly benefit amount	\$0.650
30-34	\$0.650	\$0.650		\$0.650
35-39	\$0.650	\$0.650		\$0.650
40-44	\$0.650	\$0.650		\$0.650
45-49	\$0.710	\$0.710		\$0.710
50-54	\$0.830	\$0.830		\$0.830
55-59	\$1.080	\$1.080		\$1.080
60-64	\$1.260	\$1.260		\$1.260
65+	\$1.350	\$1.350		\$1.350

These are preliminary rates and are subject to change based on participation.
This is coverage outline only; see formal proposal and contracts for actual policy benefits.

Meeting Date
September 09, 2016



Agenda	
Section	9
Item No.	B i

Agenda Report

Barefoot Bay Recreation District Board of Trustees

#3761

Subject: Case # 16-002087 911 HYACINTH CIRCLE

Dept/Office: Resident Relations/DOR Enforcement

Requested Action: To consider the Violations Committee's finding and recommendation to bring an action for legal, equitable or other appropriate action with failure to comply.
If the Board of Trustees brings any such action to enforce the DOR, the charge for such action shall be charged to the Respondents account and shall constitute as a lien.

Summary Explanation and Background: The Violations Committee met on 07/22/2016 and found **ARTICLE II, SECT. (3) (A)(3) ADIR (utility building)** The respondent has been given until August 05, 2016 to bring the property into compliance.

Staff has signed Affidavit of Notices, First Class and Certified mailing of Order of Finding and Recommended Order and Notice of Hearing and Affidavit of Non-Compliance.

There are no delinquent taxes on the property. Certified mail was returned UNC, Regular mail was not returned. There is a mortgage on the property. Pursuant to the Violations Committee Order, the property was inspected and found to be still in violation.

Exhibits Attached: *Findings of Fact of Recommended Order Issued by the Violations Committee * Notice of Board Hearing * Photographs

Contact: Susan Cuddie, Thelma Gruseck, Thomas O'Donnell, Rich Armington

Fiscal Impact:

Contract/Agreement Reviewed by Attorney ___ YES ___ NO ___ N/A **Community Manager approval:**_____



91 Hyacinth Circle
Aug 05, 2016

**BAREFOOT BAY VIOLATIONS COMMITTEE
BREVARD COUNTY, FLORIDA**

BAREFOOT BAY RECREATION DISTRICT

Petitioner

Vs

Case no. 16-002087

#3761/16-002087
FOSTER, KATHLEEN ANN,
911 HYACINTH CIR
BAREFOOT BAY, FL 32976
Respondent(s),

**VIOLATIONS COMMITTEE FINDINGS OF FACT AND RECOMMENDED ORDER
AND
NOTICE OF DISTRICT HEARING**

THIS CAUSE having come on for the public hearing before the Violations Committee on 07/22/2016 after due notice to the Respondent and the Violation Committee having heard testimony under oath and receiving evidence, thereupon issues this Finding of Fact and Recommended Order as follows:

- A. The Respondent(s) FOSTER, KATHLEEN ANN, et. al. is/are the owner(s) of that certain parcel of real property located at 911 HYACINTH CIRCLE, Barefoot Bay, FL 32976 (the "Property")
- B. Based upon the testimony heard and the evidence presented, the Violation Committee concluded that there is a violation of ARTICLE II, SECT. (3) (A)(3), ADIR (utility building), Wooden sheds in rear of home not allowed

ORDER

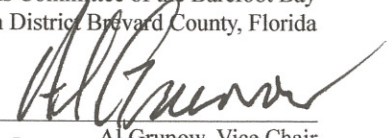
Based upon the foregoing finding of fact and recommended order, it is
ORDERED AND ADJUDGED THAT:

1. Respondent(s) shall by August 05, 2016 come into compliance with the violation cited herein by installing an ARCC approved utility building.
2. Should the Respondent(s) fail to comply with this Recommended Order by August 05, 2016 the Respondent(s) is advised that the matter will be forwarded to the Board of Trustees with the Violation Committee's findings and recommendations along with a status report from DOR Enforcement Staff for the Board of Trustees to make a determination as to whether to proceed with legal action. Based on the nature of the violation found to exist in this matter, should the violation not be corrected within the time provided herein, the Violations Committee does recommend legal or equitable action, or other appropriate action, be taken by the Board of Trustees.
3. The Respondent is further advised that he/she shall contact the DOR staff and schedule an inspection to confirm the compliance with this Order has been achieved. Upon compliance, an Order of Compliance shall be issued by the Violations Committee and the Respondent shall be deemed in compliance with the violation(s) cited herein.
4. The Respondent(s) are further advised that should a repeat violation occur, the Respondent(s) will not be given notice to cure and will be brought before the Violations Committee.

DONE AND ORDERED this 07/22/2016 at Barefoot Bay Recreation District Brevard County, Florida.

Violations Committee of the Barefoot Bay
Recreation District, Brevard County, Florida

M. Joy Liddy, Chair


Al Grunow, Vice Chair

**BAREFOOT BAY RECREATION DISTRICT
BREVARD COUNTY, FLORIDA**

**NOTICE OF HEARING
OF
FINDINGS OF FACT AND RECOMMENDED ORDER ISSUED BY THE VIOLATIONS COMMITTEE**

Pursuant to Resolution 2008-1 of the Board of Trustees of The Barefoot Bay Recreation District adopted the 22nd day of January, 2008; Section 7: Enforcement Procedure.

Notice is hereby given that a **Hearing** will be conducted before the Barefoot Bay Board of Trustees at **1:00 P.M.** on **September 09, 2016** at **1225 Barefoot Boulevard, Building D&E, Barefoot Bay, Florida.**

The purpose of this **Hearing** will be to consider the Recommended Order of the Violations Committee to the Board of Trustees for your Case.

The Board shall not conduct a full de novo quasi-judicial hearing on the violation, but shall consider the Finding of Fact and Recommended Order issued by the Violations Committee. The owner may not present new or additional evidence, but shall be given an opportunity to be heard. If the Board of Trustees concurs with the Violation Committee that a violation has been established, the Board of Trustees shall have the authority to bring an action for injunctive or other appropriate legal or equitable relief in a court of competent jurisdiction in Brevard County, Florida to remedy the violation. If the Board of Trustees brings any such legal action to enforce the Deed of Restrictions and is deemed to be the prevailing party in such action, the Board of Trustees shall be entitled to an award of attorney's fees and court costs incident to bringing such action.

IF ANY INDIVIDUAL WISHES TO APPEAL ANY DECISION MADE BY THE BOARD OF TRUSTEES WITH RESPECT TO ANY MATTER CONSIDERED AT THIS MEETING, A VERBATIM RECORD OF THE PROCEEDING WILL BE REQUIRED, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS BASED SUCH PERSON MUST PROVIDE A COURT REPORTER, COURT STENOGRAPHER OR OTHER METHOD ACCEPTABLE TO A COURT OF LAW TO PROVIDE FOR SUCH VERBATIM RECORD; THE DISTRICT DOES NOT PROVIDE SUCH RECORD (FS 286.0105).

THIS IS A PUBLIC MEETING. ALL INTERESTED PARTIES MAY ATTEND. THE FACILITY WHEREIN THIS PUBLIC MEETING WILL BE HELD IS ACCESSIBLE TO THE PHYSICALLY HANDICAPPED. IN ACCORDANCE WITH AMERICAN DISABILITIES ACT, PERSONS NEEDING ASSISTANCE TO PARTICIPATE IN ANY OF THESE PROCEEDINGS SHOULD CONTACT THE DEED OF RESTRICTIONS ENFORCEMENT OFFICE AT 772-664-4722.

July 20, 2016

Deed of Restrictions STAFF



911 Hyacinth Circle
Richard Armington
Jul 16, 2016



Photo: 911 Hyacinth Circle

Date Taken:06/26/2016

Address:911 HYACINTH CIRCLE

Taken by:Richard Armington

Case Number:16-002087

Meeting Date
September 09, 2016



Agenda
Section 9
Item No. Bii

Agenda Report

Barefoot Bay Recreation District Board of Trustees

#2269

Subject: Case # 16-002132 552 DOLPHIN CIRCLE

Dept/Office: Resident Relations/DOR Enforcement

Requested Action: To consider the Violations Committee's finding and recommendation to bring an action for legal, equitable or other appropriate action with failure to comply.
If the Board of Trustees brings any such action to enforce the DOR, the charge for such action shall be charged to the Respondents account and shall constitute as a lien.

Summary Explanation and Background: The Violations Committee met on 08/12/2016 and found **ARTICLE II, SECT. 3 (A)(15) ADIR (Lamp Post)** The respondent has been given until August 26, 2016 to bring the property into compliance.

Staff has signed Affidavit of Notices, First Class and Certified mailing of Order of Finding and Recommended Order and Notice of Hearing and Affidavit of Non-Compliance.

There are no delinquent taxes on the property. There is a mortgage on the property. Certified notice was returned UNC. Regular mail did not return. Pursuant to the Violations Committee Order, the property was inspected and found to be still in violation.

Exhibits Attached: *Findings of Fact of Recommended Order Issued by the Violations Committee * Notice of Board Hearing * Photographs

Contact: Susan Cuddie, Thelma Gruseck, Thomas O'Donnell, Rich Armington

Fiscal Impact:

Contract/Agreement Reviewed by Attorney ___ YES ___ NO ___ N/A **Community Manager approval:**_____



552 Dolphin Circle
Aug 26, 2016

**BAREFOOT BAY VIOLATIONS COMMITTEE
BREVARD COUNTY, FLORIDA**

BAREFOOT BAY RECREATION DISTRICT

Petitioner

Vs

Case no. 16-002132

#2269/16-002132

CARMEL, JEREMY J,

552 DOLPHIN CIRCLE

BAREFOOT BAY, FL 32976

Respondent(s),

VIOLATIONS COMMITTEE FINDINGS OF FACT AND RECOMMENDED ORDER

AND

NOTICE OF DISTRICT HEARING

THIS CAUSE having come on for the public hearing before the Violations Committee on 08/12/2016 after due notice to the Respondent and the Violation Committee having heard testimony under oath and receiving evidence, thereupon issues this Finding of Fact and Recommended Order as follows:

- A. The Respondent(s) CARMEL, JEREMY J, et. al. is/are the owner(s) of that certain parcel of real property located at 552 DOLPHIN CIRCLE , Barefoot Bay, FL 32976 (the "Property")
- B. Based upon the testimony heard and the evidence presented, the Violation Committee concluded that there is a violation of ARTICLE II, SECT. 3 (A)(15), ADIR (Lamp Post), Lamppost must be operational from dusk to dawn

ORDER

Based upon the foregoing finding of fact and recommended order, it is
ORDERED AND ADJUDGED THAT:

1. Respondent(s) shall by August 26, 2016 come into compliance with the violation cited herein by making lamppost operational from dusk to dawn..
2. Should the Respondent(s) fail to comply with this Recommended Order by August 26, 2016 the Respondent(s) is advised that the matter will be forwarded to the Board of Trustees with the Violation Committee's findings and recommendations along with a status report from DOR Enforcement Staff for the Board of Trustees to make a determination as to whether to proceed with legal action. Based on the nature of the violation found to exist in this matter, should the violation not be corrected within the time provided herein, the Violations Committee does recommend legal or equitable action, or other appropriate action, be taken by the Board of Trustees.
3. The Respondent is further advised that he/she shall contact the DOR staff and schedule an inspection to confirm the compliance with this Order has been achieved. Upon compliance, an Order of Compliance shall be issued by the Violations Committee and the Respondent shall be deemed in compliance with the violation(s) cited herein.
4. The Respondent(s) are further advised that should a repeat violation occur, the Respondent(s) will not be given notice to cure and will be brought before the Violations Committee.

DONE AND ORDERED this 08/12/2016 at Barefoot Bay Recreation District Brevard County, Florida.

Violations Committee of the Barefoot Bay
Recreation District Brevard County, Florida


M. Joy Liddy, Chair

Al Grunow, Vice Chair

**BAREFOOT BAY RECREATION DISTRICT
BREVARD COUNTY, FLORIDA**

**NOTICE OF HEARING
OF
FINDINGS OF FACT AND RECOMMENDED ORDER ISSUED BY THE VIOLATIONS
COMMITTEE**

Pursuant to Resolution 2008-1 of the Board of Trustees of The Barefoot Bay Recreation District adopted the 22nd day of January, 2008; Section 7: Enforcement Procedure.

Notice is hereby given that a **Hearing** will be conducted before the Barefoot Bay Board of Trustees at **1:00 P.M.** on **September 09, 2016** at **1225 Barefoot Boulevard, Building D&E, Barefoot Bay, Florida.**

The purpose of this **Hearing** will be to consider the Recommended Order of the Violations Committee to the Board of Trustees for your Case.

The Board shall not conduct a full de novo quasi-judicial hearing on the violation, but shall consider the Finding of Fact and Recommended Order issued by the Violations Committee. The owner may not present new or additional evidence, but shall be given an opportunity to be heard. If the Board of Trustees concurs with the Violation Committee that a violation has been established, the Board of Trustees shall have the authority to bring an action for injunctive or other appropriate legal or equitable relief in a court of competent jurisdiction in Brevard County, Florida to remedy the violation. If the Board of Trustees brings any such legal action to enforce the Deed of Restrictions and is deemed to be the prevailing party in such action, the Board of Trustees shall be entitled to an award of attorney's fees and court costs incident to bringing such action.

IF ANY INDIVIDUAL WISHES TO APPEAL ANY DECISION MADE BY THE BOARD OF TRUSTEES WITH RESPECT TO ANY MATTER CONSIDERED AT THIS MEETING, A VERBATIM RECORD OF THE PROCEEDING WILL BE REQUIRED, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS BASED SUCH PERSON MUST PROVIDE A COURT REPORTER, COURT STENOGRAPHER OR OTHER METHOD ACCEPTABLE TO A COURT OF LAW TO PROVIDE FOR SUCH VERBATIM RECORD; THE DISTRICT DOES NOT PROVIDE SUCH RECORD (FS 286.0105).

THIS IS A PUBLIC MEETING. ALL INTERESTED PARTIES MAY ATTEND. THE FACILITY WHEREIN THIS PUBLIC MEETING WILL BE HELD IS ACCESSIBLE TO THE PHYSICALLY HANDICAPPED. IN ACCORDANCE WITH AMERICAN DISABILITIES ACT, PERSONS NEEDING ASSISTANCE TO PARTICIPATE IN ANY OF THESE PROCEEDINGS SHOULD CONTACT THE DEED OF RESTRICTIONS ENFORCEMENT OFFICE AT 772-664-4722.

**August 09, 2016
Deed of Restrictions STAFF**



552 Dolphin Circle
Richard Armington
Aug 06, 2016



Photo: 552 Dolphin Circle

Date Taken:08/26/2016

Address:552 DOLPHIN CIRCLE

Taken by:Richard Armington

Case Number:16-002132

Meeting Date
September 09, 2016



Agenda
Section 9
Item No. Biii

Agenda Report
Barefoot Bay Recreation District Board of Trustees

#2852

Subject: Case # 16-002019 526 PERSIMMON DRIVE
Dept/Office: Resident Relations/DOR Enforcement

Requested Action: To consider the Violations Committee's finding and recommendation to bring an action for legal, equitable or other appropriate action with failure to comply.
If the Board of Trustees brings any such action to enforce the DOR, the charge for such action shall be charged to the Respondents account and shall constitute as a lien.

Summary Explanation and Background: The Violations Committee met on 07/22/2016 and found **ARTICLE III, SECT. 2 ARCC No Permit** The property owner has erected a block wall in the rear of the property. The respondent has been given until August 05, 2016 to bring the property into compliance.

Staff has signed Affidavit of Notices, First Class and Certified mailing of Order of Finding and Recommended Order and Notice of Hearing and Affidavit of Non-Compliance.
There are no delinquent taxes on the property. No liens, no mortgage. No returned notices. Pursuant to the Violations Committee Order, the property was inspected and found to be still in violation.

Exhibits Attached: *Findings of Fact of Recommended Order Issued by the Violations Committee * Notice of Board Hearing * Photographs

Contact: Susan Cuddie, Thelma Gruseck, Thomas O'Donnell, Rich Armington

Fiscal Impact:

Contract/Agreement Reviewed by Attorney ___ YES ___ NO ___ N/A **Community Manager approval:**_____



526 persimmon Dr
Aug 05, 2016

**BAREFOOT BAY VIOLATIONS COMMITTEE
BREVARD COUNTY, FLORIDA**

BAREFOOT BAY RECREATION DISTRICT

Petitioner

Vs

Case no. 16-002019

#2852/16-002019

FRALEY, BARTHOLOMEW M,
526 PERSIMMON DR
BAREFOOT BAY, FL 32976

Respondent(s),

VIOLATIONS COMMITTEE FINDINGS OF FACT AND RECOMMENDED ORDER
AND
NOTICE OF DISTRICT HEARING

THIS CAUSE having come on for the public hearing before the Violations Committee on 07/22/2016 after due notice to the Respondent and the Violation Committee having heard testimony under oath and receiving evidence, thereupon issues this Finding of Fact and Recommended Order as follows:

- A. The Respondent(s) FRALEY, BARTHOLOMEW M, et. al. is/are the owner(s) of that certain parcel of real property located at 526 PERSIMMON DRIVE , Barefoot Bay, FL 32976 (the "Property")
- B. Based upon the testimony heard and the evidence presented, the Violation Committee concluded that there is a violation of ARTICLE III, SECT. 2, ARCC No Permit,

ORDER

Based upon the foregoing finding of fact and recommended order, it is

ORDERED AND ADJUDGED THAT:

1. Respondent(s) shall by August 05, 2016 come into compliance with the violation cited herein by obtaining an ARCC permit to build cement block wall.
2. Should the Respondent(s) fail to comply with this Recommended Order by August 05, 2016 the Respondent(s) is advised that the matter will be forwarded to the Board of Trustees with the Violation Committee's findings and recommendations along with a status report from DOR Enforcement Staff for the Board of Trustees to make a determination as to whether to proceed with legal action. Based on the nature of the violation found to exist in this matter, should the violation not be corrected within the time provided herein, the Violations Committee does recommend legal or equitable action, or other appropriate action, be taken by the Board of Trustees.
3. The Respondent is further advised that he/she shall contact the DOR staff and schedule an inspection to confirm the compliance with this Order has been achieved. Upon compliance, an Order of Compliance shall be issued by the Violations Committee and the Respondent shall be deemed in compliance with the violation(s) cited herein.
4. The Respondent(s) are further advised that should a repeat violation occur, the Respondent(s) will not be given notice to cure and will be brought before the Violations Committee.

DONE AND ORDERED this 07/22/2016 at Barefoot Bay Recreation District Brevard County, Florida.

Violations Committee of the Barefoot Bay
Recreation District Brevard County, Florida

M. Joy Liddy, Chair

Al Grunow, Vice Chair

**BAREFOOT BAY RECREATION DISTRICT
BREVARD COUNTY, FLORIDA**

**NOTICE OF HEARING
OF
FINDINGS OF FACT AND RECOMMENDED ORDER ISSUED BY THE VIOLATIONS COMMITTEE**

Pursuant to Resolution 2008-1 of the Board of Trustees of The Barefoot Bay Recreation District adopted the 22nd day of January, 2008;
Section 7: Enforcement Procedure.

Notice is hereby given that a **Hearing** will be conducted before the Barefoot Bay Board of Trustees at **1:00 P.M.** on **September 09, 2016** at **1225 Barefoot Boulevard, Building D&E, Barefoot Bay, Florida.**

The purpose of this **Hearing** will be to consider the Recommended Order of the Violations Committee to the Board of Trustees for your Case.

The Board shall not conduct a full de novo quasi-judicial hearing on the violation, but shall consider the Finding of Fact and Recommended Order issued by the Violations Committee. The owner may not present new or additional evidence, but shall be given an opportunity to be heard. If the Board of Trustees concurs with the Violation Committee that a violation has been established, the Board of Trustees shall have the authority to bring an action for injunctive or other appropriate legal or equitable relief in a court of competent jurisdiction in Brevard County, Florida to remedy the violation. If the Board of Trustees brings any such legal action to enforce the Deed of Restrictions and is deemed to be the prevailing party in such action, the Board of Trustees shall be entitled to an award of attorney's fees and court costs incident to bringing such action.

IF ANY INDIVIDUAL WISHES TO APPEAL ANY DECISION MADE BY THE BOARD OF TRUSTEES WITH RESPECT TO ANY MATTER CONSIDERED AT THIS MEETING, A VERBATIM RECORD OF THE PROCEEDING WILL BE REQUIRED, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS BASED SUCH PERSON MUST PROVIDE A COURT REPORTER, COURT STENOGRAPHER OR OTHER METHOD ACCEPTABLE TO A COURT OF LAW TO PROVIDE FOR SUCH VERBATIM RECORD; THE DISTRICT DOES NOT PROVIDE SUCH RECORD (FS 286.0105).

THIS IS A PUBLIC MEETING. ALL INTERESTED PARTIES MAY ATTEND. THE FACILITY WHEREIN THIS PUBLIC MEETING WILL BE HELD IS ACCESSIBLE TO THE PHYSICALLY HANDICAPPED. IN ACCORDANCE WITH AMERICAN DISABILITIES ACT, PERSONS NEEDING ASSISTANCE TO PARTICIPATE IN ANY OF THESE PROCEEDINGS SHOULD CONTACT THE DEED OF RESTRICTIONS ENFORCEMENT OFFICE AT 772-664-4722.

July 20, 2016

Deed of Restrictions STAFF



526 persimmon Dr
Richard Armington
Jul 16, 2016



Photo: 526 persimmon Dr

Date Taken:07/09/2016

Address:526 PERSIMMON DRIVE

Taken by:Richard Armington

Case Number:16-002019



Photo: 526 Persimmon Dr

Date Taken:09/02/2016

Address:526 PERSIMMON DRIVE

Taken by:Richard Armington

Case Number:16-002019

Meeting Date
September 09, 2016



Agenda
Section 9
Item No. B iv

Agenda Report
Barefoot Bay Recreation District Board of Trustees

#1360

Subject: Case # 16-000981 1026 THRUSH CIRCLE
Dept/Office: Resident Relations/DOR Enforcement

Requested Action: To consider the Violations Committee's finding and recommendation to bring an action for legal, equitable or other appropriate action with failure to comply.
If the Board of Trustees brings any such action to enforce the DOR, the charge for such action shall be charged to the Respondents account and shall constitute as a lien.

Summary Explanation and Background: The Violations Committee met on 08/12/2016 and found **ARTICLE III, SECT. 3 (A) (B) (C) (D) (E) Parking of Vehicles (Boats/Trailer/RV/Comm. Vehicles)** A Parking suspension letter sent 30 day - 3/23/2016, A Parking suspension letter 6 months sent - 5/17/2016, A Parking suspension letter 1 year sent - 7/20/2016. The respondent has been given until August 19, 2016 by the Violations Committee to bring the property into compliance.

Staff has signed Affidavit of Notices, First Class and Certified mailing of Order of Finding and Recommended Order and Notice of Hearing and Affidavit of Non-Compliance.

There are no delinquent taxes on the property. There was a mortgage on the property as of June of 2015. No other liens. Pursuant to the Violations Committee Order, the property was inspected and found to be still in violation.

Exhibits Attached: *Findings of Fact of Recommended Order Issued by the Violations Committee * Notice of Board Hearing * Photographs

Contact: Susan Cuddie, Thelma Gruseck, Thomas O'Donnell, Rich Armington

Fiscal Impact:

Contract/Agreement Reviewed by Attorney ___ YES ___ NO ___ N/A **Community Manager approval:**_____



1026 thrush
Aug 19, 2016

**BAREFOOT BAY VIOLATIONS COMMITTEE
BREVARD COUNTY, FLORIDA**

BAREFOOT BAY RECREATION DISTRICT

Petitioner

Vs

Case no. 16-000981

#1360/16-000981

DANIEL & JOAN SOJDA,

1026 THRUSH CIR

BAREFOOT BAY, FL 32976

Respondent(s),

VIOLATIONS COMMITTEE FINDINGS OF FACT AND RECOMMENDED ORDER
AND
NOTICE OF DISTRICT HEARING

THIS CAUSE having come on for the public hearing before the Violations Committee on 08/12/2016 after due notice to the Respondent and the Violation Committee having heard testimony under oath and receiving evidence, thereupon issues this Finding of Fact and Recommended Order as follows:

- A. The Respondent(s) DANIEL & JOAN SOJDA, et. al. is/are the owner(s) of that certain parcel of real property located at 1026 THRUSH CIRCLE, Barefoot Bay, FL 32976 (the "Property")
- B. Based upon the testimony heard and the evidence presented, the Violation Committee concluded that there is a violation of ARTICLE III, SECT. 3 (A) (B) (C) (D) (E), Parking of Vehicles (Boats/Trailer/RV/Comm. Vehicles), Parking on the grass

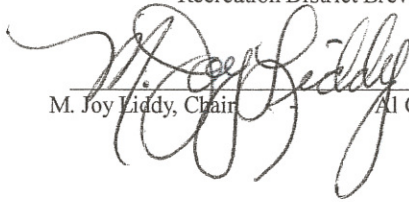
ORDER

Based upon the foregoing finding of fact and recommended order, it is
ORDERED AND ADJUDGED THAT:

1. Respondent(s) shall by August 19, 2016 come into compliance with the violation cited herein by removing vehicles from parking on the grass and removing the trailer from the property.
2. Should the Respondent(s) fail to comply with this Recommended Order by August 19, 2016 the Respondent(s) is advised that the matter will be forwarded to the Board of Trustees with the Violation Committee's findings and recommendations along with a status report from DOR Enforcement Staff for the Board of Trustees to make a determination as to whether to proceed with legal action. Based on the nature of the violation found to exist in this matter, should the violation not be corrected within the time provided herein, the Violations Committee does recommend legal or equitable action, or other appropriate action, be taken by the Board of Trustees.
3. The Respondent is further advised that he/she shall contact the DOR staff and schedule an inspection to confirm the compliance with this Order has been achieved. Upon compliance, an Order of Compliance shall be issued by the Violations Committee and the Respondent shall be deemed in compliance with the violation(s) cited herein.
4. The Respondent(s) are further advised that should a repeat violation occur, the Respondent(s) will not be given notice to cure and will be brought before the Violations Committee.

DONE AND ORDERED this 08/12/2016 at Barefoot Bay Recreation District Brevard County, Florida.

Violations Committee of the Barefoot Bay
Recreation District Brevard County, Florida


M. Joy Liddy, Chair

Al Grunow, Vice Chair

BAREFOOT BAY RECREATION DISTRICT
BREVARD COUNTY, FLORIDA

**NOTICE OF HEARING
OF
FINDINGS OF FACT AND RECOMMENDED ORDER ISSUED BY THE VIOLATIONS COMMITTEE**

Pursuant to Resolution 2008-1 of the Board of Trustees of The Barefoot Bay Recreation District adopted the 22nd day of January, 2008; Section 7: Enforcement Procedure.

Notice is hereby given that a **Hearing** will be conducted before the Barefoot Bay Board of Trustees at **1:00 P.M.** on **September 09, 2016** at **1225 Barefoot Boulevard, Building D&E, Barefoot Bay, Florida.**

The purpose of this **Hearing** will be to consider the Recommended Order of the Violations Committee to the Board of Trustees for your Case.

The Board shall not conduct a full de novo quasi-judicial hearing on the violation, but shall consider the Finding of Fact and Recommended Order issued by the Violations Committee. The owner may not present new or additional evidence, but shall be given an opportunity to be heard. If the Board of Trustees concurs with the Violation Committee that a violation has been established, the Board of Trustees shall have the authority to bring an action for injunctive or other appropriate legal or equitable relief in a court of competent jurisdiction in Brevard County, Florida to remedy the violation. If the Board of Trustees brings any such legal action to enforce the Deed of Restrictions and is deemed to be the prevailing party in such action, the Board of Trustees shall be entitled to an award of attorney's fees and court costs incident to bringing such action.

IF ANY INDIVIDUAL WISHES TO APPEAL ANY DECISION MADE BY THE BOARD OF TRUSTEES WITH RESPECT TO ANY MATTER CONSIDERED AT THIS MEETING, A VERBATIM RECORD OF THE PROCEEDING WILL BE REQUIRED, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS BASED SUCH PERSON MUST PROVIDE A COURT REPORTER, COURT STENOGRAPHER OR OTHER METHOD ACCEPTABLE TO A COURT OF LAW TO PROVIDE FOR SUCH VERBATIM RECORD; THE DISTRICT DOES NOT PROVIDE SUCH RECORD (FS 286.0105).

THIS IS A PUBLIC MEETING. ALL INTERESTED PARTIES MAY ATTEND. THE FACILITY WHEREIN THIS PUBLIC MEETING WILL BE HELD IS ACCESSIBLE TO THE PHYSICALLY HANDICAPPED. IN ACCORDANCE WITH AMERICAN DISABILITIES ACT, PERSONS NEEDING ASSISTANCE TO PARTICIPATE IN ANY OF THESE PROCEEDINGS SHOULD CONTACT THE DEED OF RESTRICTIONS ENFORCEMENT OFFICE AT 772-664-4722.

August 24, 2016
Deed of Restrictions STAFF



1026 thrush
Thomas O'Donnell
Aug 19, 2016



Photo: 1026 thrush

Date Taken:08/19/2016

Address:1026 THRUSH CIRCLE

Taken by:Thomas O'Donnell

Case Number:16-000981



Photo: 1026 Thrush Cir

Date Taken:07/20/2016

Address:1026 THRUSH CIRCLE

Taken by:Thomas O'Donnell

Case Number:16-000981

Meeting Date
Sep. 09, 2016



Agenda	
Section	9
Item No	C

Agenda Report
Barefoot Bay Recreation District Board of Trustees

Subject: Shuffle Board Court Resurfacing

Dept/Office: Capital

Requested Action: Award of Contract
<p>Summary Explanation and Background:</p> <p>In FY16, BBRD received a \$50,000 no match grant from the Florida Recreational Development Assistance Program (FRDAP). FY17 contains \$28,000 for the restoration of the east shuffle board courts. Staff began in late FY16 cleaning the adjacent concrete and curbing. Staff continues to address concrete and drainage work adjacent to the courts which will be expensed to the grant project.</p> <p>To refinish the playing surface, staff solicited the following two quotes:</p> <ul style="list-style-type: none"> • \$14,235.00 Nidy Sports Construction Company • \$13,900.00 Sports Surfaces LLC <p>Although Nidy Sports Construction Company's quote is slightly higher, staff believes it is a better value as they will grind the existing surface before installation of a new surface verse just power washing the surface (as proposed by Sports Surfaces).</p> <p>The balance of the project budget will be used for other grant funded identified projects in the area.</p> <p>Staff recommends the BOT <u>award contract for shuffle board court resurfacing to Nidy Sports Construction in the amount of \$14,235.</u></p>
Exhibits Attached: Quotes from Nidy Sports Construction Company and Sports Surfaces LLC.
Contact: Matt Goetz, Property Services Manager; John W. Coffey, Community Manager
Fiscal Impact: \$14,235 (FY17 Budget of \$28,000)
Contract/Agreement Reviewed by Attorney: N/A
Community Manager's Approval:



PROPOSAL

Barefoot Bay Recreation District
625 Barefoot Bay Blvd.
Barefoot Bay, FL 32976

DATE: 9/1/16

SECTION 1:

Our base price for work on **thirteen (13)** shuffleboard courts, as noted below, is the lump sum of **Fourteen Thousand Two Hundred Thirty Five and 00/100 dollars (\$14,235.00)**. Payment to be upon completion. Price subject to change after 90 days.

SCOPE OF WORK:

- 1) Grind over existing surface of courts to a bondable surface.
- 2) Install our **NICO** maintenance free green textured surface and make ready for play, complete with white regulation markings. Put white #'s in triangles.

NOTES:

- 1) The use of glass beads and waxing of courts **is NOT** required with this surface.
- 2) Surfacing of courts will **NOT** level or remove any variations from surface of courts.
- 3) No patching to be done on any cracks. Cracks in court may reappear after surfacing due in part to the expansion and contraction of the concrete slab from daily variations in ambient temperature.
- 4) Court drains should always be maintained in working order. Standing water for extended time on courts can cause surface coatings to blister.
- 5) No work is proposed on gutters or surrounding concrete.

WARRANTY:

Surface is warranted against peeling and flaking for a period of one year from application. Problems from vandalism and improper care are excluded. Damage at ends of courts caused by dropping discs directly onto the surface instead of sliding them onto the court from the gutter is considered improper care and is not covered under warranty.

Accepted _____ Date _____
Signature Title

The parties agree that in the event that payment is not made as provided herein, Contractor may terminate this contract, refuse to complete any work remaining pursuant to the contract, and any alternate proposals, amendments, changes, or modifications thereto, and sue for the payment due, plus any work performed by contractor up until the date of termination, including a reasonable profit and overhead, court costs, attorney's fees (including attorney's fees incurred in arbitration and administrative proceedings and all state and federal actions and appeals), and interest at the rate of 1½% per month, 18% per year.

In the event of litigation of this contract, venue of same shall lie in Seminole County, Florida and the prevailing party shall be entitled to an award of reasonable attorney's fees and costs from the non-prevailing party.

Insurance Certificates and Licenses Provided Upon Request *Any changes or additions to standard coverage at additional cost.

Nidy Sports Construction Company, Inc.

By _____
Jamie Beck, Sales Representative

SECTION 2:

Owners Name and Address: _____

_____ Phone _____

Job Site Address or Legal Description _____



7011 Wilson Rd.

WPB FL 33413

561-964-2001 | Fax: 561-964-5009

www.sportsurfaces.com

8/29/2016

Attn: Matt Goetz
Barefoot Bay
625 Barefoot Blvd.
Barefoot Bay, FL 32976

Dear Matt,

Thank you for interest in Sport Surfaces to resurface your 13 shuffleboard courts.

Here at Sports Surfaces we believe that the key to successful business is having the right product/service at the right time, offering the best quality for the lowest price. We back this up with a two-year warranty unlike most of our competitors who only offer a one-year warranty. We are continually striving to be the most innovative, creative, service minded company in the tennis industry.

We have over 100 years of combined experience and our highly skilled technicians are trained to perform all phases of athletic court construction, resurfacing and maintenance.

Sports Surfaces has installed top quality athletic courts right in your neighborhood and all over the world. Our Company has a long list of satisfied customers ranging from the US Coast Guard to top seated players.

In addition we carry a full line of sport court equipment, accessories and lighting products.

Please let us know if you have any questions or comments. For more detailed information about our services and products, please visit our web page at www.sportsurfaces.com

We look forward to hearing from you and the possibility of doing business with you. Our reputation and work history guarantee you have made the right decision.

Sincerely,

Sandra Gold

Director of Sales - Sport surfaces LLC



7011 Wilson Rd.

WPB Fl. 33413

561-964-2001 , Fax: 561-964-5009

www.sportsurfaces.com

PROPOSAL/AGREEMENT

8/29/2016

CUSTOMER

Barefoot Bay
625 Barefoot Blvd.
Barefoot Bay, FL 32976

Agreement made between Sports Surfaces LLC. hereinafter called the Contractor and Barefoot Bay, hereinafter called the Customer for the resurfacing of 13 shuffleboard courts with respect to the following terms and specifications:

RESURFACING OF 13 SHUFFLEBOARD COURTS:

COURT PREPARATION: area to be approximately: 6' x 52'/per court

The Contractor will pressure clean and power blow court(s) as necessary to remove loose dirt, mildew and oil.

The Contractor will patch depressions greater than 1/8" after 1 hour drying time in sunlight, grind down any ridges as necessary and fill existing cracks as best as possible prior to surfacing Note: court must have a minimum of 1% slope in one plane in order to guarantee removal of water.

SURFACING OF SHUFFLEBOARD COURT(S)

The Contractor will apply (1) **Coat of Acrylic Resurfacer** over entire court area to fill voids and provide smooth surface.

The Contractor will apply (2) **Coats of Acrylic Color Concentrate** with glass beads.

The Contractor will stripe courts to national standards

The Contractor shall thoroughly and expediently clean up all drums, trash, etc. upon job completion.

FEE

The Contractor agrees to provide tools, materials, labor, supervision and insurance to complete the above work for a sum of **THIRTEEN THOUSAND NINE HUNDRED US DOLLARS (\$13,900.00)*******

PROVISIONS

The Customer agrees to pay a 33% deposit upon acceptance of proposal

The Customer agrees to pay a 33% progress payment upon commencement of work

The Customer agrees to pay balance upon completion of the above-proposed work.

CREDIT

If the Customer does not pay as agreed upon, the Contractor shall have the right to file a lien against the real estate for the amount of the work done. No further work shall be accomplished if installment payments are not made at the time specified.

In the event it is necessary to employ the services of an attorney to secure payment, as per the terms of this agreement, then the customer agrees to pay reasonable attorney fees. Interest of 1 ½ % per month will be charged on accounts past due



7011 Wilson Rd.

WPB FL 33413

561-964-2001 | Fax: 561-964-5009

www.sportsurfaces.com

July 28th, 2016

Barefoot Bay
625 Barefoot Blvd.
Barefoot Bay, FL 32976

CONDITIONS:

The Customer will furnish stable access to site for equipment and material and provide a clean water supply and electrical feed at job site within 100' for construction use. The owner shall be responsible for seeing that all landscaping, grass, and shrubs outside the court perimeter be lower than the court surface to aid in proper drainage.

The Contractor accepts no responsibility for acts by anyone at job site except for those sub-contracted or employed by Sports Surfaces. The Customer shall keep all sprinkler systems off during resurfacing work and for 1 day following the completion of work. Damage due to sprinkler system are billed as additional expense to owner.

GUARANTEE

The Contractor guarantees all work against defects in workmanship or materials for a **period of (2) years** from date of completion. This guarantee excludes Normal wear and tear, physical abuse or neglect and any other conditions beyond the contractor's control, such as sub-base settling, structural cracks, asphalt shrinkage cracks, hydrostatic pressure or water vapor pressure bubbles, intrusion of weeds or grass, etc. Proper tennis shoes must be worn on court. Some sneakers, street shoes, dark soled shoes, skateboards, roller blades, etc. will scuff and damage surface. Guarantee shall become void upon owner's failure to adhere and comply with the payment schedule.

Respectfully submitted by: _____
Sandra Gold- Sport Surfaces

Proposal accepted by: _____ Date: _____

Meeting Date
Sep. 9, 2016



Agenda
Section 9
Item No D

Agenda Report
Barefoot Bay Recreation District Board of Trustees

Subject: Upgrade of Golf Course Irrigation Control Unit

Dept/Office: Golf-Pro Shop

Requested Action: Award of Contract
<p>Summary Explanation and Background:</p> <p>The Golf Course irrigation control system is a computer that allows ABM to properly distribute water throughout the golf course without having an employee go out from head to head (485 of them) to water the course. The current system was installed in 2000 and is reaching its life expectancy and needs to be replaced. Due to the age of the unit, replacement parts are no longer manufactured and hard to locate.</p> <p>Currently the Toro distributor (Wescoturf) is offering a special promotion for upgrades that expires 14Sep16. Listed below are the regular and promotional costs.</p> <p>\$42,236.00 Regular cost <u>\$11,806.40 Promotional upgrade offer</u> \$30,429.60 Savings</p> <p>Although BBRD would never pay the regular price due to being an existing customer, the listing of the price is illustrative of the cost of switching manufactures rather than upgrading)</p> <p>Sufficient budgeted funds exist (\$9,000 in R&M and \$10,000 plus in other categorical roll-ups) to cover the expense. Due to the proprietary nature of the unit, the use of Policy Manual (page 2-10) Exception to Competition #6 (Repair or services for proprietary equipment) will need to be used as a second quote is not possible.</p> <p>Staff recommends the BOT <u>award contract of \$11,806.40 to Westcoturf for upgrade of the Toro irrigation control unit using Exception to Competition #6 for proprietary equipment</u></p>
Exhibits Attached: Westcoturf promotional and non-promotional quote
Contact: Ernie Cruz, Golf Operations Manager
Fiscal Impact: \$11,806.40
Contract/Agreement Reviewed by Attorney: N/A
Community Manager's Approval: Yes



2101 Cantu Court, Sarasota Florida 34232-6242

300 Technology Park, Lake Mary Florida 32746

7037-37 Commonwealth Avenue, Jacksonville, FL 32220

August 18, 2016

Ernie Cruz
Barefoot Bay Recreation District
625 Barefoot Blvd.
Barefoot Bay, FL 32976-9233

Dear Ernie Cruz,

Per your request, I am pleased to submit a quotation on the following equipment.

All pricing is valid for thirty (30) days

* TORO SPECIAL PROMOTION. PROMOTION ONLY GOOD UNTIL 9-14-16

Qty.	Model	Description	Price	Ext Price	Requested Delivery Date
1	LX-NONSN-STAN-RIU	LYNX SOFTWARE	\$ 5,813.40	\$ 5,813.40	
1	RIU-02-SPECIAL	RIU HARDWARE	\$ 2,667.00	\$ 2,667.00	
1	NSN-LXC-1	NSN SERVICE, LYNXDC,<900 HEADS Computer Setup, Installation of converted software, programming of RIU	\$ 556.00	\$ 556.00	
1	FSA	Renewal of License	\$ 750.00	\$ 750.00	
1	FCC	Base station needed for Toro Program.	\$ 550.00	\$ 550.00	
*		PD782 1024 CH 4W DISPLAY KEYPAD IP57			
2	hhu782		\$ 735.00	\$ 1,470.00	
*					
*		RIU promotion Pricing. Pricing good until 9-15-16			
*		Customer reusing existing Antenna			
*		2nd antenna required if customer wants to record hand held comands			
*		Base station must be returned in 30 days to avoid additional fees			

Terms: Financing Terms

Irrigation Total	\$	11,806.40
State Sales Tax (0 + 0 County Surtax)	\$	-
Total	\$	11,806.40

Please indicate your acceptance of this quote as an order by signing below and returning via fax to Wesco Turf at 941.487-6889.

The materials list provided is for estimation purposes only and is provided as a professional courtesy for our customer's convenience. It is the responsibility of the customer to verify quantities, price extensions and miscellaneous materials not provided in the above estimate.

Terms and Conditions:

All pricing is valid for thirty (30) calendar days from date of quotation unless otherwise noted. Pipe and wire pricing is valid for ten (10) calendar days. Additional materials listed in the above quotation are not subject to price protection and will require new pricing at time of purchase. All direct shipments require carton quantities as specified by the vendor. Acceptance of materials constitutes customer's agreement to comply with credit terms and conditions as specified in Wesco Turf's credit application.

Freight:

All materials are subject to freight and handling charges not included in the above pricing. This includes but is not limited to non-Toro products, direct shipments from the manufacturer and express shipping. Customer is responsible for having the proper equipment on site for unloading of materials at time of delivery.

Material/Shipping Discrepancies:

Discrepancies regarding quantities shipped must be reported immediately. All pipe, Toro and non-Toro shipping errors or shortage of material must be accounted for and documented on the delivery and acceptance paperwork at time of arrival.

Return Policy:

All returns must be pre-approved and accompanied by a RGA (Return Goods Authorization) in order to receive credit. Only materials and products currently sold by Wesco Turf will be considered for return. Materials must be of current design and do not include obsolete materials. Returned goods must be in original packaging and are subject to a 20% restocking fee. Wesco Turf will not be responsible for any pipe returns. Pipe returns will be the responsibility of the customer and the outside vendor. Customers are advised not to issue immediate debit memos on returned material. Wesco Turf will issue credit to the customer's account upon inspection and completion of the receiving process. All pre-authorized returns scheduled for pickup must be palletized and accessible upon arrival. Multiple pallet returns will require separate packing slips. All returns must be made within 90 days of receipt to receive credit less associated restock fees. Product exceeding the ninety day (90) timeframe may be negotiated at a lesser value or denied credit.

Cancellation Policy:

Cancellations will be considered for requests made within 48 hours of placing an order. All cancellations must be provided in written format and documented by all parties involved. Cancellation requests will not be entertained if the order has been communicated to outside vendors or has been shipped. Customers will be responsible for all restock fees incurred by Wesco Turf, Inc.

Ernie Cruz	Date of Acceptance
Requested Delivery Date: _____	
Ship To Address: _____	
Street Address: _____	
City: _____	State: _____ Zip: _____
Contact Name: _____	
Phone Number: _____	Fax: _____
E-Mail: _____	

Thank you for considering Wesco Turf, Inc. for your irrigation needs. If I can be of any further assistance, please do not hesitate to contact me.

Sincerely,

WESCO TURF, INC.

Andrew Johnston

Territory Manager
Irrigation Division
Sarasota
(407) 504-9571

TD/tw
.qt
Fax:



2101 Cantu Court, Sarasota Florida 34232-6242

300 Technology Park, Lake Mary Florida 32746

7037-37 Commonwealth Avenue, Jacksonville, FL 32220

August 18, 2016

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Barefoot Bay Recreation District
625 Barefoot Blvd.
Barefoot Bay, FL 32976-9233

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Per your request, I am pleased to submit a quotation on the following equipment.

All pricing is valid for thirty (30) days

Qty.	Model	Description	Price	Ext Price	Requested Delivery Date
1	LX-01-1-01	Lynx CE, OSMAC, Standard, 1 Year	\$ 28,200.00	\$ 28,200.00	
1	RIU-02	RADIO INTERFACE UNIT, DUAL RADIO	\$ 10,710.00	\$ 10,710.00	
1	NSN-LXC-1	NSN SERVICE, LYNXDC, <900 HEADS	\$ 556.00	\$ 556.00	
		Computer Setup, Installation of converted			
1	FSA	software, programming of RIU	\$ 750.00	\$ 750.00	
1	FCC	Renewal of License	\$ 550.00	\$ 550.00	
2	hhu782	PD782 1024 CH 4W DISPLAY KEYPAD IP57	\$ 735.00	\$ 1,470.00	
*		Customer reusing existing Antenna			

Terms: Financing Terms

Irrigation Total	\$	42,236.00
State Sales Tax (0 + 0 County Surtax)	\$	-
Total	\$	42,236.00

Please indicate your acceptance of this quote as an order by signing below and returning via fax to Wesco Turf at 941.487-6889.

The materials list provided is for estimation purposes only and is provided as a professional courtesy for our customer's convenience. It is the responsibility of the customer to verify quantities, price extensions and miscellaneous materials not provided in the above estimate.

Terms and Conditions:

All pricing is valid for thirty (30) calendar days from date of quotation unless otherwise noted. Pipe and wire pricing is valid for ten (10) calendar days. Additional materials listed in the above quotation are not subject to price protection and will require new pricing at time of purchase. All direct shipments require carton quantities as specified by the vendor. Acceptance of materials constitutes customer's agreement to comply with credit terms and conditions as specified in Wesco Turf's credit application.

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<hr/>		<hr/>	
Ernie Cruz		Date of Acceptance	
<hr/>			
Requested Delivery Date:			
<hr/>			
Ship To Address:			
<hr/>			
Street Address:			
<hr/>			
City:		State:	Zip:
<hr/>		<hr/>	<hr/>
Contact Name:			
<hr/>			
Phone Number:		Fax:	
<hr/>		<hr/>	
E-Mail:			
<hr/>			

Thank you for considering Wesco Turf, Inc. for your irrigation needs. If I can be of any further assistance, please do not hesitate to contact me.

Sincerely,

WESCO TURF, INC.

Andrew Johnston

Territory Manager
Irrigation Division
Sarasota
(407) 504-9571

TD/tw
.qt
Fax:

Meeting Date
Sep. 09, 2016



Agenda	
Section	9
Item No	E

Agenda Report
Barefoot Bay Recreation District Board of Trustees

Subject: Revised Food & Beverage Principles of Operations

Dept/Office: Food & Beverage

Requested Action: Review, Modify if Needed and Approve
<p>Summary Explanation and Background:</p> <p>The BOT adopted the original Food & Beverage Principles of Operations on 10Oct14 which serves as the guiding operational values in the management of the department. The BOT reviewed an updated draft on 04Aug16 and made the following changes:</p> <ul style="list-style-type: none"> • Allow staff the flexibility to close early if sales warrant • Shift from fixed menu pricing (raised once a year per approved budget) to a dynamic process where prices can be changed mid-year to off-set for sudden increased in commodity costs • More themed meal events <p>Staff recommends the BOT <u>approve the revised Principles of Operations as attached.</u></p>
Exhibits Attached: Revised draft Principles of Operations
Contact: Kathy Mendes, Food & Beverage Manager; John W. Coffey, Community Manager
Fiscal Impact: N/A
Contract/Agreement Reviewed by Attorney: N/A
Community Manager's Approval:



Barefoot Bay Recreation District

Food & Beverage Department

Revised Draft

Principles of Operations

*“Management is doing things right;
leadership is doing the right things.”*

Approved by the BBRD Board of Trustees on 10 October 2014

Revised draft presented to BOT on 04Aug16 for review and on 09Sep16 for adoption

Board of Trustees

Joseph Klosky, Chairman

Frank Cavaliere, Treasurer

Steven Diana, Secretary

Lee Wright, 1st Vice-Chairman

Brian Lavier, 2nd Vice-Chairman

General Counsel

Clifford R. Repperger, Jr., Esq.

Community Manager

John W. Coffey

Food & Beverage Manager

Kathy Mendes

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Food and Beverage Principles of Operations

Purpose

This document serves as a communications and educational vehicle for BBRD Trustees, residents and staff to understand the guiding principles of how the Food and Beverage Department is operated and managed. The following sections offer a brief summary of key principles that guide BBRD Management in the daily operations of the department and in planning for future events. A list of optional alternate principles is provided for the Board of Trustees' (BOT's) consideration if they desire to alter the current guiding principles of F&B operations. Finally, appendices provide a series of financial analyses, associated charts, comparative data, a listing of hours of operations, etc.

This document was originally developed by staff and later reviewed and adopted by the BOT on 23Sep14. Unless otherwise directed by the BOT, staff intends to review and update this document every two years and present it to the BOT for review and re-adoption. Due to the time intensiveness of the data manipulation, some of the appendices will not be updated unless staff believes other data indicates the findings of the appendices are no longer representative of the current operational environment. Hence, based on monthly and annual review of budgetary and actual revenue and expenditure patterns, staff believes the findings of appendices (A,B,G & H) originally developed in 2014 remain valid.

On 04Aug16, the BOT reviewed the revised document and instructed staff to make the following changes:

- Add more themed food nights
- Shift from fixed to flexible pricing when commodity prices spike unexpectedly
- Modify fixed hours of operations protocol to allow staff the flexibility to close an establishment or function early based on sales.

Introduction

The BBRD Food & Beverage Department (F&B) operates two fixed site facilities (Lounge and 19th Hole), one regularly scheduled weekly event (Pasta Night, numerous special events (street dances, holiday events, etc.) and catering to BBRD clubs and organizational needs as requested and contractually agreed upon. To accommodate maximum flexibility in operations, due to the seasonal influx of winter residents, the majority of F&B employees are part-time and/or seasonal employees. Five full-time positions are budgeted, one department manager, two supervisors and two employees who serve as back-ups to the supervisors.

Finances verse Level of Service

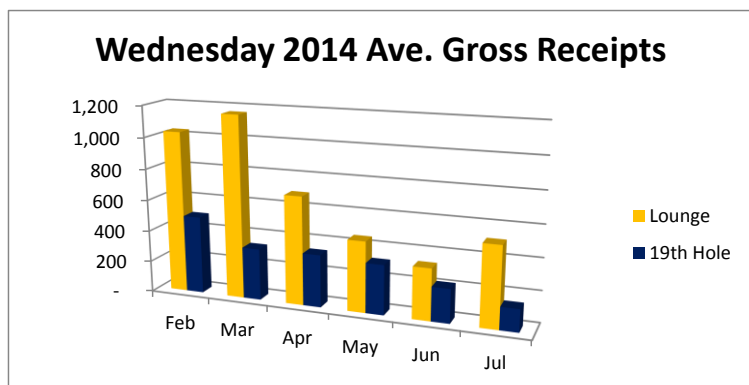
F&B has operated under the over-arching principles of quality customer service, reasonably priced menu items targeted at a moderate priced target consumer while striving to minimize the level of subsidy from non-F&B revenue streams. Understood by staff, but often over-looked by residents, is the amount of indirect subsidy BBRD provides to F&B. In larger public sector organizations, administrative support (portion of time and costs of Community Manager, Finance, IT and Legal devoted to F&B) is charged to user departments such as F&B. This in-direct cost combined with the absence of rent paid for the space (or return on investment payments) is in the range of \$65,000-80,000 a year. Hence, a subsidy of F&B is required given the size of the facilities; the question is "how much is acceptable?"

Food and Beverage Principles of Operations

The causation of the annual operating subsidy is a combination of historically and current decisions by BBRD that are not commonly made by private sector restaurants. The most prominent aspects include:

- **Wages of long-term employees.**
Sometime in the past (over 8 years ago) a decision was made to hire all new F&B employees at non-tipped minimum wage regardless whether they received tips or not. Although this decision was later reversed, some legacy employees still make well in excess of tipped minimum.
- **BBRD employee benefits.**
While BBRD's benefits package for full-time employees is on the low range for public sector organizations in Florida, 5 current employees are eligible for health, dental and life insurance at a cost of a \$8,330 (FY17 projected). Additionally, all employees receive holiday pay in addition to regular pay when special events are held on observed holidays (attendance at prior special events and antidotal evidence indicates a preference by homeowners and their guests for special events that fall on actual holidays – i.e. Memorial Day, Independence Day, Labor Day, etc.).
- **Days and hours of operations.**
Per the 2014 BOT approved F&B Principles of Operations, the primary rationale for days and hours of operations of the Lounge and 19th Hole is to maximize availability of the two establishments since F&B is deemed an "amenity" versus a break even or money generating department. This approach was softened in 2016 when the BOT amended this document to allow staff to close early when sales warrant.
- **Employee Training.**
In response to a very high workers' compensation claim in 2011 and a prior trend of high liability claims, management instituted additional employee safety training requirements in FY15 which adds additional payroll costs. This additional payroll cost (incurred in all BBRD departments) is needed to reduce the cost of excessive insurance premiums currently being paid and to safeguard employees and homeowners/guests.

This overriding issue of the proper amount, if any, of the direct subsidy can also be viewed in the spectrum of the relationship between the direct subsidy of F&B's operations and the level of customer service to residents. Simply put, the direct subsidy can easily be erased and a surplus generated each year if operations are curtailed in the summer months. Currently, F&B operates on a seven day a week and morning to evening hours (see appendix E for specific summer and winter hours for the Lounge and 19th Hole). An analysis of seven months in FY14 (coupled with a review of FY13 data) from February through August clearly indicate that the 2014 summer hours of Lounge operations on Sundays without music and weekdays excluding Fridays is a financial losing venture during the May through September (see Appendices A&B). An example of the average monthly gross receipts for Wednesdays is to the right. However, based on previous resident and Trustee reactions (FY13 and early FY14) when the bartenders used to be allowed to close the Lounge early based on slow business (prior to mid-



Food and Beverage Principles of Operations

2014), F&B operated on a fixed schedule for hours of operations regardless of sales volumes from mid-2016 to October 2016. This preference for customer service via the perspective of the Lounge and 19th Hole being amenities precluded the realistic elimination of the direct subsidy due to the labor cost of operating these facilities when sales do not cover expenses. Beginning in October 2016 with the adoption of the Revised Principles of Operation (2016 edition), F&B returned to a flexible closing policy where specific closing times are advertised but staff has the flexibility to close early if sales warrant.

The FY13 Actual through FY17 Budget comparison on the following page illustrates how the Lounge and 19th Hole have the largest need for direct subsidies given current operational methodologies.

However, the seasonal nature of Food & Beverage sales (where the winter season dramatically outpaces the rest of the year) is masked when the annual data is solely presented. Below are similar information for the first 6 months and second six months of fiscal year (the reader should note that the BBRD winter season historically consisted of gradual increasing sales in November and December with very strong sales in the three months of January through March with a steady drop off in business in April [the timing of Easter can impact this cycle]).

Additionally, the reader should note the following factors that have an impact on the trend lines of said data:

Surplus/Deficit	FY 13 Actual	FY 14 Actual	FY 15 Actual	FY 16 YE Est. *	FY 17 Budget
Administration**	N/A	N/A	N/A	(75,330)	(76,081)
Lounge	(23,682)	(73,185)	(36,428)	(6,199)	(2,961)
19th Hole	3,001	(31,796)	(40,396)	(38,412)	(34,814)
Pasta Night	3,647	4,722	9,924	10,566	16,756
Fish Fry	(229)	(1,028)	-	-	-
Special Events	26,108	35,715	43,280	65,409	33,851
Items not expensed to a Sub-Dept.	(46,358)	-	-	-	-
F&B Total	(37,513)	(65,572)	(23,620)	(43,966)	(63,249)
Surplus/Deficit	FY 13 1st 6 months	FY 14 1st 6 months	FY 15 1st 6 months	FY 16 1st 6 month	
Administration**	N/A	N/A	N/A	(38,247)	
Lounge	(5,643)	(22,334)	(16,956)	9,306	
19th Hole	13,740	(2,224)	(2,617)	(15,673)	
Pasta Night	2,950	2,464	6,548	11,656	
Fish Fry	685	(359)	-	-	
Special Events	22,331	24,625	36,672	43,310	
Items not expensed to a Sub-Dept.	(31,657)	-	-	-	
F&B Total	2,406	2,172	23,647	10,352	
Surplus/Deficit	FY 13 Last 6 months	FY 14 Last 6 months	FY 15 Last 6 months	FY 16 Last 6 month est.*	
Administration**	N/A	N/A	N/A	(37,083)	
Lounge	(18,039)	(50,851)	(19,472)	(15,505)	
19th Hole	(10,739)	(29,572)	(37,779)	(22,739)	
Pasta Night	697	2,258	3,376	(1,090)	
Fish Fry	(914)	(669)	-	-	
Special Events	3,777	11,090	6,608	22,099	
Items not expensed to a Sub-Dept.	(14,701)	-	-	-	
F&B Total	(39,919)	(67,744)	(47,267)	(54,318)	
* From FY17 Working Draft Proposed Budget submitted to BOT on 01Mar16.					
** Sub-department created in FY16. Previously costs were allocated to operating sub-departments.					

Food and Beverage Principles of Operations

- The Lounge was closed for over 60 days in early FY15 due to repairs at Pool #1.
- In mid FY15, staff changed labor accounting methodology between the 19th Hole and Pasta Night to more accurately reflect the cost of each event.
- At the beginning of FY16, two part-time positions were converted to full-time, one part-time custodian was moved to Property Services and several one-time expenditures were made in the R&M accounts.

Clearly the reader can see the historic trend of larger deficits in the second six months of the year for The Lounge and 19th Hole while Pasta Night and Special Events remain profitable year round but do see dramatic decreases in revenue in the summer months. For more complete data (separate revenue and expenditure tables corresponding to the same time frame), please see the Appendix C.

A closer analysis of the winter season period indicates the month of October has become the de facto start of season for year-round residents combined with the early returning winter residents. One example is how the four Dart Leagues, held in the Lounge, starts their winter season in October. The following chart illustrates the trend in sales/expenditures in the month of October, while a complete analysis of the month is found in Appendix D.

Surplus/Deficit	FY 13 Actual	FY 14 Actual	FY 15 Actual*	FY 16 Actual
Administration**	N/A	N/A	N/A	(3,896)
Lounge	N/A	(3,908)	(10,282)	2,012
19th Hole	N/A	1,336	(207)	3,503
Pasta Night	N/A	595	2,682	2,169
Fish Fry	N/A	(275)	(125)	-
Special Events	N/A	2,529	2,461	3,201
Items not expensed to a Sub-Dept.	N/A	(3,487)	-	-
F&B Total	(8,352)	(3,210)	(5,472)	6,990
* Indicates Lounge was closed the majority of each day from				
** Administration costs were split between Lounge and 19th Hole				

Componential factors of the relationship between the direct subsidy and customer service levels Hours of operations

Prior to mid-2014, F&B operated on a flexible schedule where staff could close the Lounge or 19th Hole early if sales warranted. In response to residents' complaints in the Spring of 2014, the BOT changed this to fixed hours of service that change each May and October. The F&B Manager attempted to maintain the spirit of this direction while shaving unprofitable times from the margins of operating hours while conversely increasing hours of operations when net revenues over expenditures are possible. The current winter season and summer hours are provided in Appendix E. Although the fixed closure hours provides a greater level of customer service (i.e. residents have certainty that the facility will be open till specific times as opposed to going to a site and finding out that it closed early), the

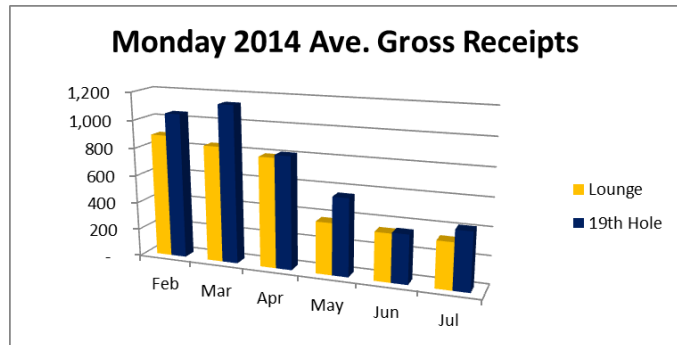
Food and Beverage Principles of Operations

additional hours of operations result in higher labor expense which usually exceeds gross receipts during weekdays in the summer months.

In mid-2016, the BOT modified this approach to allow staff the flexibility to close an establishment or event early if sales warrant. A log of said early closures will be maintained by staff and reported in the 2018 update of this document.

Days of Operations

As previously indicated, the Lounge and 19th Hole are open year-round with minor fluctuations in hours of operations between the winter season and non-season. In the winter season, every day of the week is profitable for the Lounge and 19th Hole due to high volume of business. However, during the summer off-season, Sundays through Thursdays are not cost effective days of operations. The provision of live music can lessen the costs of being open during the day, but has not proven to bring in enough business to allow for break-even or profitable days outside of Friday and Saturday nights and Street Dance days (see Appendices G & H for details).



Target Resident demographic

Although BBRD specific demographics are not available from the U.S. Census Bureau (due to BBRD not being a commonly recognized form of local government), some generalities are assumed based on casual observation of the community. Targeting a specific demographic of a community is an industry best practice. F&B attempts to appeal to all segments of BBRD socio-economic strata, although not each element of BBRD's population can be served by all facilities at the same time. As a predominantly older, middle income community with a high percentage of residents with significant disposable income, the F&B Department targets the following demographic via listed facilities/events:

- Daytime Lounge: Middle income residents seeking a relaxing environment for alcoholic beverages at happy hour prices, low priced snacks and food items.
- Evening Lounge: Middle income residents seeking an entertaining venue for early to mid-evening social activities. This demographic excludes those seeking the least expensive alcoholic drinks and individuals desiring a venue open till 2:00am.
- 19th Hole: Middle income residents seeking a full-service bar and table side service restaurant atmosphere. This demographic expects moderately priced food and beverage items and excludes menu items that appear "cheap" (see Appendix F for menu comparisons with local restaurants).
- Pasta Night: Middle income residents and their guests seeking full bar, wine and table side service featuring quality meals at a fair dinner price. A simple, consistent and value priced Italian menu is available. Additionally, two specials that change weekly make up 40-50% of food sales.
- Fish Fry: Residents with a variety of income levels who desire a traditional fish fry meal on a Friday and/or those abstaining from eating meat on Fridays during Lent. These residents are willing to pay more for quality fish and appreciate the option of an additional special for their non fish eating companions. This stand-alone event held during season was discontinued at the end of FY14 and

Food and Beverage Principles of Operations

incorporated into the daily specials offered at the 19th Hole based on the fact the Friday night event lost money 4 out of 6 months when held at Building A.

- Resident/club requested catering events: Catered events to residents and clubs are planned on an individual basis according to the type of event and type of food requested. Menu price per person is typically higher since they may include appetizers, entrees and dessert. Requests are made for either table side service or buffet. Resident events include a variety of themes, such as memorial lunches, anniversaries, birthday party, etc. Club events requested during season are for monthly dinner meetings, holiday parties or end of the year picnics.
- Golf Tournament events: Catered lunches provided for the women and men's league tournaments and various club membership tournaments at a moderate price. Members of the golf course also run special tournaments during season in which dinner or lunch catering is requested.
- Street Dances and other BBRD sponsored special events: A broader range of socio-economic residents seeking a daytime live music and food/beverage entertainment event close to their homes. The structure of some of these events allows individuals with less disposable income to attend and enjoy the atmosphere without spending more than a typical casual dining experience. Other events such as New Year's Eve, St. Patrick's Day, Mother's Day, etc. cater to residents with moderate to higher income levels, although pricing levels are consistent with other table service restaurants in the area.

Additional events planned for FY 16/17 from resident and trustee input.

- F&B will plan diversified gatherings with food from Southern European regions, a "Farm-to-Fork" event featuring local seasonal ingredients, a family style chicken dinner event to promote socialization. Other evenings to celebrate fun holidays such as Cinco de Mayo and Mardi Gras will also be scheduled. Music will be arranged to fit the venue.
- A dinner dance event with ballroom dancing has been requested for this year. This will attract many residents who love the art of couples dancing. Music is played to complement a variety of styles of dance including the waltz, cha cha, tango and rumba to name a few. Dance classes are held separately from the event. A "tiny tastings" global buffet celebrating the regions the dance style came from will be a great kick off to this energetic evening.
- There is growing interest in planning more family oriented activities for the community. In August or September of each year, a Chili Cook Off and summer party is held at Pool #1. Adults and children participate in a variety of games. There is a lot of friendly competition and fun. An additional event of this type will be planned in season to include families and active "kids at heart" members of the community.

Live Entertainment

A variety of music and entertainment is scheduled weekly, bi-monthly and during special events to appeal to the different tastes and preferences of the community. F&B management believes live entertainment increases attendance, sales and the numbers of residents who seek a social event to attend close to home. Although a saturation point can be reached (where additional live entertainment does not increase revenues due to exceeding the desire of regular F&B patrons to frequent BBRD venues), the chart to the right illustrates the non-season impact of live entertainment in F&B venues.

Impact of Live Music (Thursdays)*		Sales	% Inc.
Jun-14	Lounge - no music (4 weeks ave.)	358	
	19th Hole - no music (4 weeks ave.)	439	
Jul-15	Lounge - no music (4 week ave.)	360	1%
	19th Hole - music (4 week ave.)	818	87%

* July 4th week excluded

Food and Beverage Principles of Operations

Specifically, the following highlights the differing venues for live music and F&B's operational strategies.

Lounge:

Located next to Pool #1, the Lounge is a live entertainment venue that also offers beverages, bar snacks, sandwiches and salads during the day to pool patrons and residents. Capacity is currently 119 which demand far exceeds during season thereby requiring a counter on Friday nights to ensure the maximum capacity is not exceeded. Once the pool host clocks out at 9 p.m. (changed to 10p.m. starting 08Aug16), F&B staff strives to check badges. to ensure only residents with badges and their guests with a pass enter the Lounge. As capacity issues arise we are able to open the bi-folding doors which open to the outdoor patio, weather permitting. This area allows for residents to sit just outside the lounge and enjoy the music and dancing without jeopardizing capacity.

The Lounge is a bar, food and music venue, however, in season activities such as the dart leagues have historically played in the lounge and have a positive impact on revenue. It does, however, reduce the days available for other revenue producing activities as the leagues use the Lounge for the dart league on Monday nights, Wednesday and Thursday afternoons and Thursday evenings. The known schedule of the dart league is an unspoken inhibiting factor that discourages residents from coming to the Lounge unless they are intent on playing darts. The bigger issue is once the leagues end; there are a few people who continue to practice on Monday and Thursday evenings. A second shift is scheduled to accommodate them, however, sales average \$86 which does not cover expenses.

Trivia Night is an interactive game hosted by a husband and wife team. Trivia questions are displayed on television screens and announced to the participants. Six games of 9-10 questions each. Teams are 1-6 persons so any one person or group of persons can attend and play. Recent experience with \$1 Taco Tuesday has given us a big boost in traffic and food sales on that night so a low cost food item will also be featured during Trivia night. Wednesday evening is the slowest night of the week at the Lounge so this is a good location and night to hold this event. Trivia night starts Wednesday, September 14 from 6:30-8:30 p.m. in the Lounge.

19th Hole:

Strategically located at the Golf Course, the 19th Hole caters to golfers and residents desiring a full bar and table side restaurant service. The lunch menu is a mix of cold and hot sandwiches, salads and daily blackboard specials. In season, a bar menu with offerings such as nachos or wings and fries are popular items from 3-6 p.m. and on Sundays during NFL Ticket times. Beginning in FY16, breakfast was added with regular menu items of sandwiches, house made turnovers and special egg casseroles. The new expanded hours for a limited breakfast was well received during the first season and has maintained profitability during the summer months up to the date of the drafting of this document.

The 19th Hole also hosts Music Bingo on Monday nights and live music on Thursday nights. Capacity is 102 and is increasingly threatened as the 19th Hole's popularity grows. During those busy times, the porch is used to avoid capacity issues. Conflicts between residents who enjoy different recreational or entertainment is an annual seasonal issue that is growing due to increased use of the venue by residents and their guests.

Food and Beverage Principles of Operations

Pricing

Prices for food and beverages items are based on the goal of the following targets.

- Alcoholic beverages: cost of ingredients x 3
- Non-alcoholic beverages: cost of ingredients x 3
- Lounge food (prepared to order): cost of ingredients divided by 0.45
- Lounge microwavable food: cost x 3
- 19th Hole food: cost of ingredients divided by 0.45
- Pasta Night food: cost of ingredients divided by 0.30
- Employee discount: BBRD employees and on-site vendors are eligible for a discounted lunch meal and non-alcoholic beverage on the days they work for \$4.00. An analysis of the lunch menu items in FY14 indicated some menu items (combined with beverage and to go containers) were slightly above the previous \$3.00 price, necessitating an increase to \$4.00. An increase to \$5.00 per meal is planned for FY17.

An analysis of the past fiscal years (FY13-current) illustrate the difficulty management has in staying under the 45% food costs for the Lounge and 19th Hole. Additionally, the demand for variety and quality weekly Pasta Night specials skew the food costs percentage of sales when compared to traditional pasta dishes that are regular menu items. Please see page 6 “Targeted Resident Demographic” and page 9 “Employee Meal Discount” for additional information impacting the food and beverage cost percent of sales metrics.

In 2016, the BOT amended the pricing methodology of F&B Operations to allow flexible pricing when specific commodities experience a sudden shock increase in costs (i.e. price of eggs, meat, milk, etc.). Previously, prices of food and beverage menu items in the Lounge and 19th Hole were only adjusted annually based on the approved budget increase as authorized by the BOT.

Non-operational restraints

Several non-operational factors impact the previous sections. A concise explanation of them is provided as follows:

- The Affordable Health Care Act requires part-time employees not to exceed an average of 29 hours worked per week per 52 weeks or BBRD is required to provide health insurance at a FY16 cost to BBRD of \$7,376. Currently only five F&B employees are full-time (out of 14.28 FTEs), although multiple part-time employees are close to the threshold. Per direction from the Community Manager, F&B Management is closely monitoring part-time hours worked and will ensure all part-time employees stay under the 29 hour threshold.
- R&M responsibilities for F&B facilities are split between Property Services and F&B based on a leased space concept. For example, if an expense is required that BBRD would incur regardless of the occupancy of the Lounge (i.e. roof repair, a/c compressor replacement, etc.) then Property Services pays for the expense. On the other hand, if an R&M expense specific to F&B’s use of a facility (i.e. cooler repair, carpet replacement, etc.) then the F&B budget is charged.
- In FY 12, F&B assumed the cost of the part-time custodian (\$16,852 in FY13 payroll costs) who performs night time porter services which historically was part of the Custodial Department. This shift in personnel was made since the F&B Manager provided direction to the position regarding work assignments. Upon further review of this allocation made 5 years ago, management realized only a portion of the night time porter work (4 nights) was allocated to F&B while Property Services assumed the cost of porter services the rest of the week and during absences of the dedicated

Food and Beverage Principles of Operations

custodian. To provide consistent custodial and porter services, said part-time position was moved back into the Property Services budget in FY16.

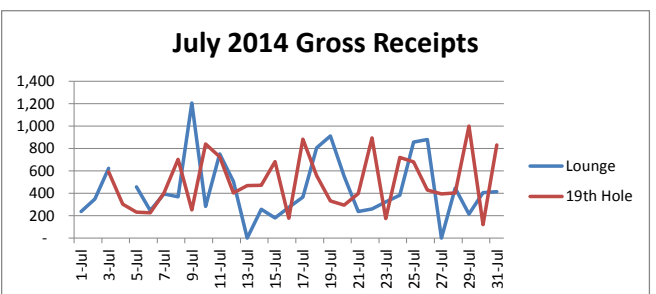
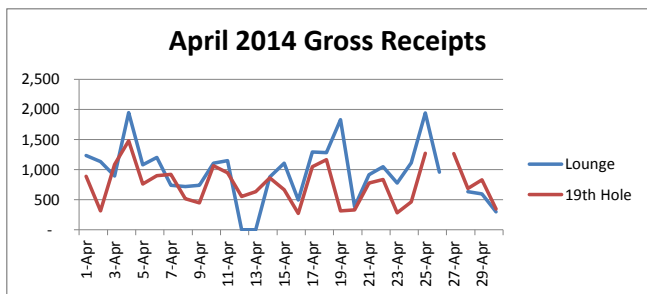
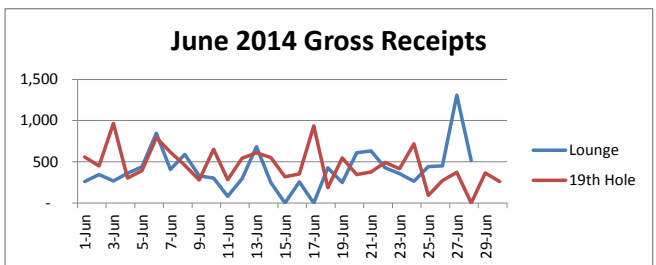
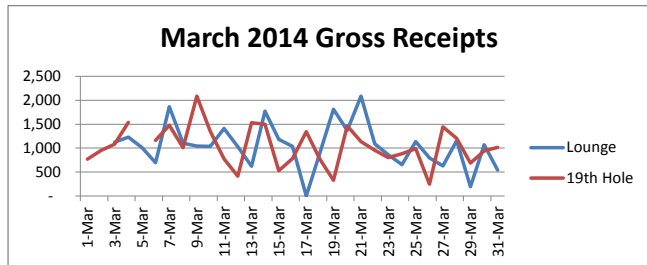
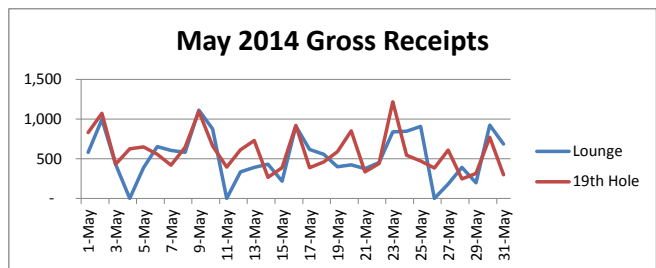
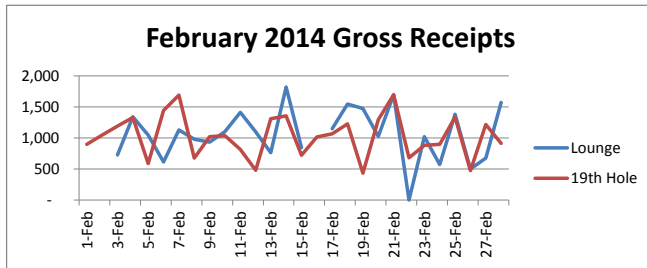
- Historically, capital projects included in the annual budgets are funded as a direct subsidy from Capital Department. This direct subsidy is customarily not included in the F&B Budget.. In FY16, the F&B Budget includes the non-capital project costs of a refrigerator and ice machine for the 19th Hole, an ice machine for D/E and an evaporator/condensing unit for the walk in cooler at the Lounge. These items were planned to be procured via financing over a three to five year period to smooth the impact on the subsidy. However, the BOT decided to purchase them outright verse financing thereby increasing the FY16 subsidy by over \$5,000.
- The employee meal discount skews the cost of food and beverage sales as compared to other comparable restaurants. An analysis of FY15 data illustrates F&B “lost” approximately \$9,360 in revenue as related to approximately \$,7,000 is sales (please see Appendix I for monthly data). However, without a detailed statistical analysis of employee purchasing price points, the reader is cautioned to avoid assuming ending the employee meal discount program would automatically lead an increase in net revenues. Additionally, the employee meal discount should be viewed as a component of the overall employee compensation and benefits package and not as a stand-alone program.

Alternate Principles of Operations for Consideration by the Board of Trustees (BOT)

The following list of alternate operational principles is provided for the BOT, if they desire to modify the current set of principles used by F&B Management and the Community Manager to operate the department. The list is illustrative and meant to be deemed as exhaustive.

- Decrease direct subsidy of F&B Department by reducing hours and/or days of operations of the Lounge and/or the 19th Hole during the summer months when direct costs exceed daily revenues received.
- Eliminate lunch menu during summer months.
- During summer season, eliminate table side service during lunch at the 19th Hole in lieu of a limited buffet.
- During the summer season, open the Lounge later in the day.
- During the summer season, allow non-residents access to the Lounge for a fee.

Appendix A: Lounge and 19th Hole Daily Receipts by Date Charts



Appendix B:
Lounge and 19th Hole Daily Receipts by Date

		Lounge				19th Hole			
Date (2014)		Food Sales	Beverage Sales	Total Sales	Live Music (Y/N)	Food Sales	Beverage Sales	Total Sales	Live Music (Y/N)
1-Feb	Sat	-	862	862	Y	303	592	896	
2-Feb	Sun					149	900	1,049	
3-Feb	Mon	99	629	727		372	817	1,189	
4-Feb	Tue	74	1,266	1,340	Y	414	918	1,333	
5-Feb	Wed	149	897	1,046	Y	264	326	590	
6-Feb	Thu	113	502	615	-	428	1,018	1,447	Y
7-Feb	Fri	46	1,082	1,128	Y	535	1,155	1,690	
8-Feb	Sat	138	841	979	Y	172	503	675	
9-Feb	Sun	102	833	936	Y	83	936	1,020	
10-Feb	Mon	190	916	1,106		280	759	1,039	
11-Feb	Tue	134	1,277	1,411	Y	275	539	815	
12-Feb	Wed	185	916	1,101	Y	248	233	480	
13-Feb	Thu	66	695	761	-	875	434	1,309	Y
14-Feb	Fri	77	1,746	1,823	Y	289	1,069	1,358	
15-Feb	Sat	26	821	847	Y	213	509	722	
16-Feb	Sun					140	876	1,016	
17-Feb	Mon	248	902	1,150	-	275	794	1,069	
18-Feb	Tue	272	1,274	1,546	Y	446	783	1,229	
19-Feb	Wed	327	1,151	1,478	Y	202	233	434	
20-Feb	Thu	263	765	1,028		432	861	1,293	Y
21-Feb	Fri	213	1,483	1,696	Y	455	1,241	1,696	
22-Feb	Sat	-	-	-		127	556	683	
23-Feb	Sun	181	838	1,019	Y	79	803	882	
24-Feb	Mon	54	521	575	-	190	707	897	
25-Feb	Tue	225	1,157	1,382	Y	548	788	1,336	
26-Feb	Wed	82	419	501	Y	125	352	477	
27-Feb	Thu	69	604	673	-	191	1,029	1,219	Y
28-Feb	Fri	183	1,391	1,574	Y	305	609	914	
Feb Total		3,518	23,787	27,305	-	8,415	20,341	28,756	
1-Mar	Sat	140	1,178	1,318	Y	211	559	770	
2-Mar	Sun					77	872	950	
3-Mar	Mon	203	920	1,123	-	305	779	1,085	
4-Mar	Tue	177	1,053	1,230	Y	592	943	1,535	
5-Mar	Wed	108	900	1,008	Y				
6-Mar	Thu	125	567	691		424	735	1,159	Y
7-Mar	Fri	137	1,727	1,864	Y	488	990	1,478	
8-Mar	Sat	172	934	1,105	Y	349	662	1,010	
9-Mar	Sun	157	882	1,039	Y	1,336	752	2,088	
10-Mar	Mon	165	871	1,036		359	991	1,350	
11-Mar	Tue	228	1,180	1,408	Y	337	437	774	
12-Mar	Wed	83	944	1,027	Y	155	260	415	

Appendix B:
Lounge and 19th Hole Daily Receipts by Date

13-Mar	Thu	21	598	619		373	1,157	1,530	Y
14-Mar	Fri	113	1,658	1,771	Y	486	1,012	1,497	
15-Mar	Sat	205	981	1,186	Y	525		525	
16-Mar	Sun	147	888	1,035		79	700	780	
17-Mar	Mon			-		536	805	1,341	Y
18-Mar	Tue	76	815	891	Y	236	536	772	
19-Mar	Wed	433	1,381	1,814	Y	148	175	323	
20-Mar	Thu	155	1,215	1,370		502	962	1,463	Y
21-Mar	Fri	151	1,934	2,085	Y	324	813	1,137	
22-Mar	Sat	177	909	1,087	Y	326	631	957	
23-Mar	Sun	117	744	861	Y	81	720	801	
24-Mar	Mon	76	578	655		230	654	884	
25-Mar	Tue	30	1,104	1,135	Y	398	590	988	
26-Mar	Wed	61	735	796	Y	117	130	247	
27-Mar	Thu	37	593	630		468	973	1,441	Y
28-Mar	Fri	39	1,118	1,157	Y	417	787	1,204	
29-Mar	Sat	78	110	189		185	500	685	
30-Mar	Sun	156	911	1,066	Y	81	863	943	
31-Mar	Mon	41	500	541		165	853	1,018	
Mar Totals		3,810	27,928	31,738		10,312	20,841	31,153	
1-Apr	Tue	108	1,128	1,235	Y	255	636	892	
2-Apr	Wed	112	1,024	1,136		111	204	315	
3-Apr	Thu	143	751	894		360	726	1,086	Y
4-Apr	Fri	145	1,804	1,948	Y	434	1,045	1,479	
5-Apr	Sat	196	883	1,079	Y	298	463	761	
6-Apr	Sun	112	1,090	1,202	Y	52	846	898	
7-Apr	Mon	129	611	740		292	630	922	
8-Apr	Tue	29	692	720	Y	134	384	518	
9-Apr	Wed	73	668	741		170	276	446	
10-Apr	Thu	176	929	1,106		432	633	1,066	Y
11-Apr	Fri	126	1,024	1,150	Y	262	688	950	
12-Apr	Sat			-		131	425	556	
13-Apr	Sun			-		55	578	633	
14-Apr	Mon	119	758	877		294	568	862	
15-Apr	Tue	201	909	1,110	Y	163	500	663	
16-Apr	Wed	65	434	498		157	116	273	
17-Apr	Thu	122	1,174	1,296		380	670	1,050	Y
18-Apr	Fri	165	1,118	1,283	Y	311	854	1,165	
19-Apr	Sat	290	1,540	1,830	Y	71	245	316	
20-Apr	Sun	8	376	384		35	298	333	
21-Apr	Mon	200	718	917		188	588	776	
22-Apr	Tue	171	876	1,047	Y	228	610	839	
23-Apr	Wed	139	638	777		175	109	284	
24-Apr	Thu	249	862	1,112		192	270	462	Y
25-Apr	Fri	176	1,765	1,941	Y	336	935	1,272	
26-Apr	Sat	106	852	958	Y				
27-Apr	Sun					275	992	1,267	

Appendix B:
Lounge and 19th Hole Daily Receipts by Date

28-Apr	Mon	115	517	632		171	517	688	
29-Apr	Tue	93	506	599	Y	297	536	833	
30-Apr	Wed	44	252	297		141	208	349	
Apr Totals		3,612	23,899	27,510		6,402	15,552	21,954	
1-May	Thu	72	510	581		233	596	829	Y
2-May	Fri	104	890	994	Y	305	767	1,072	
3-May	Sat	29	397	426	Y	69	363	431	
4-May	Sun			-		74	549	623	
5-May	Mon	46	339	386		237	412	649	
6-May	Tue	51	602	653	Y	245	311	556	
7-May	Wed	79	525	604		166	254	419	
8-May	Thu	70	511	581		192	455	647	
9-May	Fri	90	1,023	1,113	Y	283	813	1,097	
10-May	Sat	112	761	873	Y	224	437	662	
11-May	Sun			-		32	365	397	
12-May	Mon	65	270	336		193	422	615	
13-May	Tue	47	343	390		216	512	728	Y
14-May	Wed	54	375	429		121	144	265	
15-May	Thu	49	168	217		182	205	387	
16-May	Fri	37	875	911	Y	312	608	920	
17-May	Sat	26	590	617	Y	158	229	387	
18-May	Sun	47	510	558		39	421	459	
19-May	Mon	73	326	398		212	377	590	
20-May	Tue	62	363	425		245	606	851	Y
21-May	Wed	53	321	374		115	221	335	
22-May	Thu	50	403	453		135	305	440	
23-May	Fri	83	757	840	Y	261	958	1,218	
24-May	Sat	118	730	848	Y	245	301	545	
25-May	Sun	99	806	905		13	459	473	
26-May	Mon			-		103	278	381	Y
27-May	Tue	30	152	183		194	415	608	Y
28-May	Wed	80	311	391		80	166	246	
29-May	Thu	53	143	196		99	215	315	
30-May	Fri	49	873	922	Y	244	524	768	
31-May	Sat	51	635	686	Y	88	211	299	
May Totals		1,780	14,509	16,290		5,316	12,898	18,214	
1-Jun	Sun	39	219	258		42	516	558	-
2-Jun	Mon	71	275	346		172	280	451	
3-Jun	Tue	39	228	267		280	688	968	Y
4-Jun	Wed	117	244	361		160	142	301	
5-Jun	Thu	89	349	438		126	265	391	
6-Jun	Fri	102	744	846	Y	316	478	794	
7-Jun	Sat	34	374	408	Y	185	432	617	
8-Jun	Sun	88	502	590		37	422	459	
9-Jun	Mon	41	287	328		104	176	280	
10-Jun	Tue	29	274	302		155	495	650	

Appendix B:
Lounge and 19th Hole Daily Receipts by Date

11-Jun	Wed	17	63	80		156	128	284	
12-Jun	Thu	77	218	296		208	336	544	
13-Jun	Fri	74	611	684	Y	223	388	611	
14-Jun	Sat	12	237	249	Y	164	388	552	
15-Jun	Sun			-		23	296	319	
16-Jun	Mon	35	222	257	Y	145	208	353	
17-Jun	Tue			-		222	714	936	Y
18-Jun	Wed	102	325	427		88	99	186	
19-Jun	Thu	25	223	248		162	385	547	
20-Jun	Fri	52	557	609	Y	136	210	346	
21-Jun	Sat	98	534	632	Y	110	265	375	
22-Jun	Sun	112	314	426		20	472	492	
23-Jun	Mon	76	281	357	Y	199	218	417	
24-Jun	Tue	50	212	262		238	481	719	Y
25-Jun	Wed	71	372	443		25	66	91	
26-Jun	Thu	69	380	449		123	150	273	
27-Jun	Fri	295	1,013	1,308	Y	164	207	371	
28-Jun	Sat	76	438	514	Y			-	
29-Jun	Sun					30	336	366	
30-Jun	Mon	116	322	438		83	175	258	
Jun Totals		2,007	9,816	11,823		4,093	9,414	13,507	
1-Jul	Tue	60	178	238		208	604	813	Y
2-Jul	Wed	56	292	348					
3-Jul	Thu	98	522	621		237	353	591	
4-Jul	Fri					33	269	303	
5-Jul	Sat	113	344	457	Y	81	148	230	
6-Jul	Sun	65	180	245		35	188	223	
7-Jul	Mon	79	314	393		168	235	402	
8-Jul	Tue	82	287	368		258	444	702	Y
9-Jul	Wed	66	455	1,207		154	95	249	
10-Jul	Thu	58	224	281		240	600	840	Y
11-Jul	Fri	115	636	751	Y	282	442	724	
12-Jul	Sat	100	405	505	Y	200	203	402	
13-Jul	Sun			-		29	439	468	
14-Jul	Mon	39	217	256		190	281	471	
15-Jul	Tue	53	126	179		212	471	683	Y
16-Jul	Wed	65	208	274		107	67	175	
17-Jul	Thu	93	271	364		304	578	882	Y
18-Jul	Fri	96	709	804	Y	250	307	557	
19-Jul	Sat	152	760	912	Y	86	245	331	
20-Jul	Sun	149	403	552		29	265	294	
21-Jul	Mon	69	168	237		167	230	397	
22-Jul	Tue	43	216	259		318	575	893	Y
23-Jul	Wed	75	249	323		109	64	174	
24-Jul	Thu	83	299	381		268	453	721	Y

Appendix B:
Lounge and 19th Hole Daily Receipts by Date

25-Jul	Fri	138	720	858	Y	288	392	679	
26-Jul	Sat	160	720	880	Y	185	243	428	
27-Jul	Sun			-		21	371	392	
28-Jul	Mon	93	351	444		150	252	402	
29-Jul	Tue	35	180	215		349	651	1,000	Y
30-Jul	Wed	63	341	404		46	74	120	
31-Jul	Thu	133	282	415		311	520	831	Y
Jul Totals		2,426	10,057	13,170		5,316	10,060	15,376	

Appendix C: Food Beverage Subsidy by Year and Season

Revenues	FY 13 Actual	FY 14 Actual	FY 15 Actual	FY 16 YE Est.	FY 17 Budget
Administration*	N/A	N/A	N/A	-	-
Lounge	239,765	228,059	248,283	268,275	273,190
19th Hole	273,951	261,141	349,672	376,880	386,301
Pasta Night	64,868	57,214	68,630	68,033	71,789
Fish Fry	17,330	14,547	-	-	-
Special Events	82,861	126,653	154,728	169,805	174,049
F&B Total	678,775	687,614	821,313	882,993	905,329

* From FY17 Working Draft Proposed Budget submitted to BOT on 01Mar16.

** Sub-department created in FY16. Previously costs were allocated to operating sub-departments.

Revenues	FY 13 1st 6 months	FY 14 1st 6 months	FY 15 1st 6 months	FY 16 1st 6 month
Administration*				
Lounge	135,685	146,392	129,233	172,049
19th Hole	165,262	154,597	206,839	234,805
Pasta Night	40,347	32,728	37,598	39,299
Fish Fry	16,883	13,050	-	-
Special Events	62,563	74,191	105,741	108,486
F&B Total	420,740	420,958	479,411	554,639

** Sub-department created in FY16. Previously costs were allocated to operating sub-departments.

Revenues	FY 13 last 6 months	FY 14 last 6 months	FY 15 last 6 months	FY 16 last 6 month
Administration*	N/A	N/A	N/A	-
Lounge	104,080	81,667	119,050	96,226
19th Hole	108,689	106,544	142,833	142,075
Pasta Night	24,521	24,486	31,032	28,734
Fish Fry	447	1,497	-	-
Special Events	20,298	52,462	48,987	61,319
F&B Total	258,035	266,656	341,902	328,354

** Sub-department created in FY16. Previously costs were allocated to operating sub-departments.

Appendix C:

Food Beverage Subsidy by Year and Season

Expenditures	FY 13 Actual	FY 14 Actual	FY 15 Actual	FY 16 YE Est.	FY 17 Budget
Administration*	N/A	N/A	N/A	75,330	76,081
Lounge	263,447	301,244	284,711	274,474	276,151
19th Hole	270,950	292,937	390,068	415,292	421,115
Pasta Night	61,221	52,492	58,706	57,467	55,033
Fish Fry	17,559	15,575	-	-	-
Special Events	56,753	90,938	111,448	104,396	140,198
F&B Total	669,929	753,186	844,933	926,959	968,578

* From FY17 Working Draft Proposed Budget submitted to BOT on 01Mar16.

** Sub-department created in FY16. Previously costs were allocated to operating sub-departments.

Expenditures	FY 13 1st 6 months	FY 14 1st 6 months	FY 15 1st 6 months	FY 16 1st 6 month
Administration*				38,247
Lounge	141,328	168,726	146,189	162,743
19th Hole	151,522	156,821	209,456	250,478
Pasta Night	37,397	30,264	31,050	27,643
Fish Fry	16,198	13,409	-	-
Special Events	40,232	49,566	69,069	65,176
F&B Total	386,677	418,786	455,764	544,287

** Sub-department created in FY16. Previously costs were allocated to operating sub-departments.

Expenditures	FY 13 last 6 months	FY 14 last 6 months	FY 15 last 6 months	FY 16 last 6 month
Administration*	N/A	N/A	N/A	37,083
Lounge	122,119	132,518	138,522	111,731
19th Hole	119,428	136,116	180,612	164,814
Pasta Night	23,824	22,228	27,656	29,824
Fish Fry	1,361	2,166	-	-
Special Events	16,521	41,372	42,379	39,220
F&B Total	283,252	334,400	389,169	382,672

** Sub-department created in FY16. Previously costs were allocated to operating sub-departments.

Appendix C:

Food Beverage Subsidy by Year and Season

Surplus/Deficit	FY 13 Actual	FY 14 Actual	FY 15 Actual	FY 16 YE Est. *	FY 17 Budget
Administration**	N/A	N/A	N/A	(75,330)	(76,081)
Lounge	(23,682)	(73,185)	(36,428)	(6,199)	(2,961)
19th Hole	3,001	(31,796)	(40,396)	(38,412)	(34,814)
Pasta Night	3,647	4,722	9,924	10,566	16,756
Fish Fry	(229)	(1,028)	-	-	-
Special Events	26,108	35,715	43,280	65,409	33,851
Items not expensed to a Sub-Dept.	(46,358)	-	-	-	-
F&B Total	(37,512)	(65,572)	(23,620)	(43,966)	(63,249)

* From FY17 Working Draft Proposed Budget submitted to BOT on 01Mar16.

** Sub-department created in FY16. Previously costs were allocated to operating sub-departments.

Surplus/Deficit	FY 13 1st 6 months	FY 14 1st 6 months	FY 15 1st 6 months	FY 16 1st 6 month
Administration**	N/A	N/A	N/A	(38,247)
Lounge	(5,643)	(22,334)	(16,956)	9,306
19th Hole	13,740	(2,224)	(2,617)	(15,673)
Pasta Night	2,950	2,464	6,548	11,656
Fish Fry	685	(359)	-	-
Special Events	22,331	24,625	36,672	43,310
Items not expensed to a Sub-Dept.	(31,657)	-	-	-
F&B Total	2,406	2,172	23,647	10,352

** Sub-department created in FY16. Previously costs were allocated to operating sub-departments.

Surplus/Deficit	FY 13 last 6 months	FY 14 last 6 months	FY 15 last 6 months	FY 16 last 6 month est.*
Administration**	N/A	N/A	N/A	(37,083)
Lounge	(18,039)	(50,851)	(19,472)	(15,505)
19th Hole	(10,739)	(29,572)	(37,779)	(22,739)
Pasta Night	697	2,258	3,376	(1,090)
Fish Fry	(914)	(669)	-	-
Special Events	3,777	11,090	6,608	22,099
Items not expensed to a Sub-Dept.	(14,701)	-	-	-
F&B Total	(39,918)	(67,744)	(47,267)	(54,318)

** Sub-department created in FY16. Previously costs were allocated to operating sub-departments.

Appendix D: Month of October Fiscal Analysis

October Monthly Data

Revenues	FY 13 Actual	FY 14 Actual	FY 15 Actual	FY 16 Actual
Administration**	N/A	N/A	N/A	-
Lounge	N/A	16,613	9,288	21,379
19th Hole	N/A	20,009	31,312	34,547
Pasta Night	N/A	5,990	6,331	4,931
Fish Fry	N/A	1,058	-	-
Special Events	N/A	7,272	7,254	7,994
Items not expensed to a Sub-Dept.	N/A	489	-	-
F&B Total	47,035	51,431	54,185	68,850

Expenditures	FY 13 Actual	FY 14 Actual	FY 15 Actual	FY 16 Actual
Administration**	N/A	N/A	N/A	3,896
Lounge	N/A	20,521	19,570	19,367
19th Hole	N/A	18,673	31,520	31,043
Pasta Night	N/A	5,396	3,649	2,762
Fish Fry	N/A	1,332	125	-
Special Events	N/A	4,743	4,793	4,793
Items not expensed to a Sub-Dept.	N/A	3,976	-	-
F&B Total	55,387	54,641	59,657	61,860

Surplus/Deficit	FY 13 Actual	FY 14 Actual	FY 15 Actual*	FY 16 Actual
Administration**	N/A	N/A	N/A	(3,896)
Lounge	N/A	(3,908)	(10,282)	2,012
19th Hole	N/A	1,336	(207)	3,503
Pasta Night	N/A	595	2,682	2,169
Fish Fry	N/A	(275)	(125)	-
Special Events	N/A	2,529	2,461	3,201
Items not expensed to a Sub-Dept.	N/A	(3,487)	-	-
F&B Total	(8,352)	(3,210)	(5,472)	6,990

* Indicates Lounge was closed the majority of each day from October

** Administration costs were split between Lounge and 19th Hole prior to

Appendix E:
Days and Hours of Operations by Season

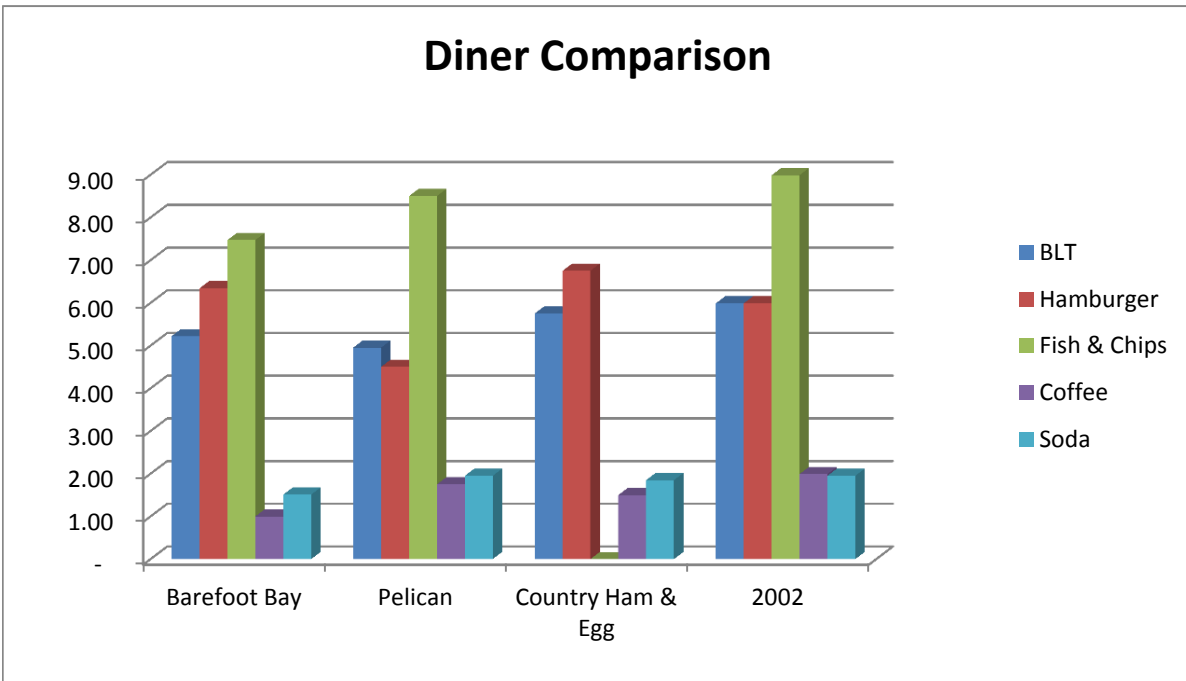
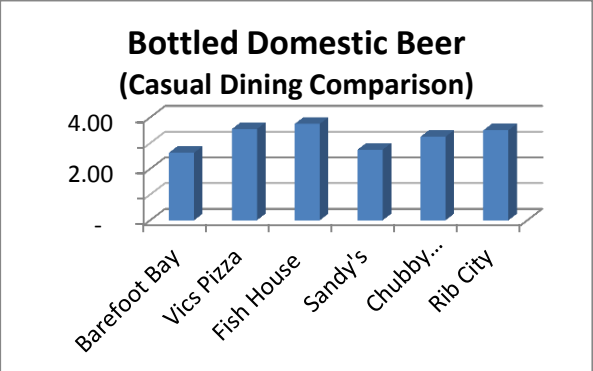
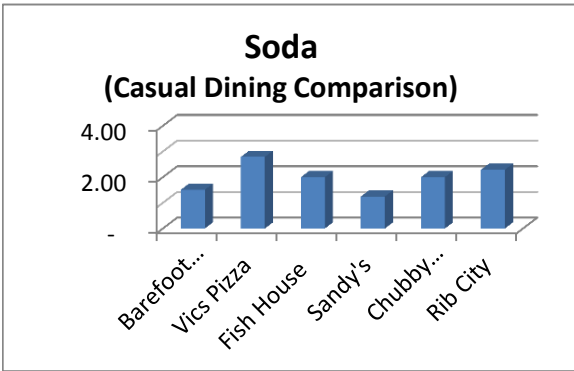
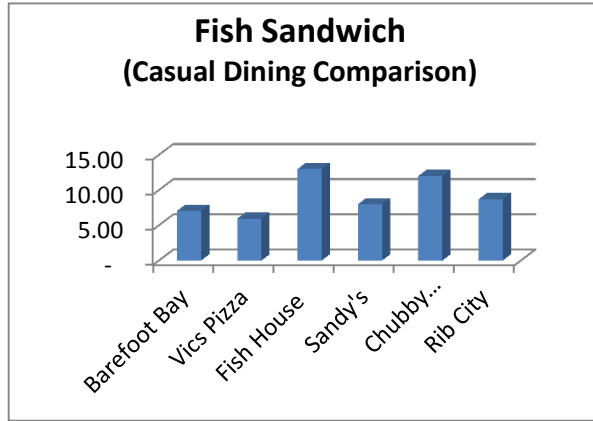
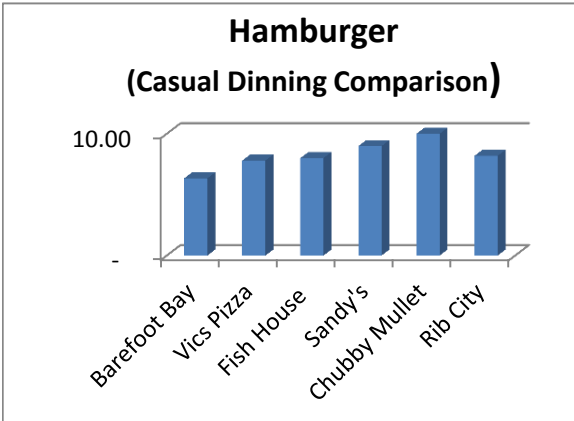
Days	Lounge	19th Hole
October - April		
Monday	11 A.M.-10 P.M. Darts 7-10 P.M.	7:00 A.M.-9:00 P.M. Music Bingo 6-10:30
Tuesday	11 A.M.-11 P.M. Karaoke 6-10 P.M.	7:00 A.M.-7:30 P.M.
Wednesday	11 A.M.-9 P.M.	7:00 A.M.-9:00 P.M. Pasta Night 4-7:30 P.M.
Thursday	11 A.M.--9 P.M. Darts 1-4 & 7-10	7:00 A.M.-9:00 P.M. Music 4:30-8 P.M.
Friday	11 A.M.-11 P.M. Music 7-10:30 P.M.	7 A.M.-8 P.M.
Saturday	11 A.M. - 11 P.M. Music Lounge 3-6 P.M. Music Lakeside 6-9 P.M.	7:00 A.M.-9:00 P.M.
Sunday	11 A.M.-9:00 P.M.	7:00 A.M.-9:00 P.M.
Kitchen Hours	Monday - Sunday 11 A.M.-3 P.M. Saturday Grill is open 4-7:30 P.M. Street Dance Grill is open 12-5 P.M.	Mon. & Tues. 7-7 P.M. Wed. 7-3 P.M. 4-7:30 P.M. Thurs. & Fri. 7-7:30 P.M. Sat. 7 A.M.-6 P.M. Sun. NFL ticket 7 -7 P.M.
May - September		
Monday	12 - 9 P.M. Darts	7:30 A.M.-9 P.M. Music Bingo
Tuesday	12-11 P.M. Karaoke 6-10 P.M.	7:30 A.M.-7:30 P.M.
Wednesday	12-9 P.M.	7:30 A.M.-9 P.M. Pasta Night
Thursday	12-9 P.M. Darts	7:30- A.M.-9 P.M. Music 4:30-8 P.M.
Friday	12-11 P.M. Music 7-10:30 P.M.	7:30 A.M.-8:00 P.M.
Saturday	11-11 P.M. Music 6-9 P.M.	7:00 A.M.-7:30 P.M.
Sunday	11 A.M.-9 P.M. Street Dance 2-6 P.M.	7:00 A.M.-7:30 P.M.
Kitchen Hours	Mon.-Sun. 12-2 P.M. \$1 Taco Tuesday 4:30-9 P.M. Saturday Grill Open 4-7:30 P.M. Street Dances Grill Open Noon-5 P.M.	Monday 7 A.M.-7:30 P.M. Tuesday 7 A.M.-3 P.M. Wed. 7-3, 4-7:30 Thurs.&Fri. 7-7:30 P.M. Saturday 7-3 P.M. Sunday 7-1 P.M.

Appendix E: Comparative Menu Prices

Casual Dining/Sports Bar/Entertainment Venue Comparison						
	Barefoot Bay	Vics Pizza	Fish House	Sandy's	Chubby Mullet	Rib City
Hamburger	6.34	7.80	8.00	8.99	10.00	8.19
Chicken Sandwich	7.05	8.19	8.00	8.99	N/A	8.19
Fish Sandwich	7.05	5.95	13.00	7.99	12.00	8.69
	Cod	Haddock	Red fish	Swai	Mahi	unlisted
Salad	6.53	8.80	7.00	7.99	7.00	8.69
add chicken	2.82	included	4.00	4.00	5.00	included
Wings	7.28	8.30	10.00	8.99	10.00	N/A
BLT	5.22	5.29	N/A	7.99	N/A	N/A
Linguini Marinara	7.49	9.05	N/A	N/A	N/A	N/A
Linguini Alfredo	9.35	11.29	N/A	N/A	N/A	N/A
Linguini Agio Olio	8.41	9.29	N/A	N/A	N/A	N/A
Meatball Sub	6.11	8.05	N/A	N/A	N/A	N/A
Soda	1.51	2.79	2.00	1.25	2.00	2.29
Bottled Domestic Beer	2.63	3.55	3.75	2.75	3.25	3.50
House Wine	4.23	5.50	5.00	5.00	5.00	3.75

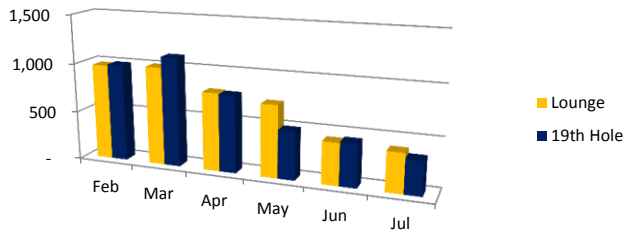
Diners				
	Barefoot Bay	Pelican	Country Ham & Egg	2002
BLT	5.22	4.95	5.75	5.99
Tuna Salad	5.64	4.45	5.75	5.99
Chick Salad	5.92	4.95	5.75	5.99
Egg Salad	4.70	3.95	4.60	4.99
Hamburger	6.34	4.50	6.75	5.99
Fish & Chips	7.47	8.50	No Price	8.99
Coffee	1.00	1.75	1.50	1.99
Soda	1.51	1.95	1.85	1.95

Appendix E: Comparative Menu Prices

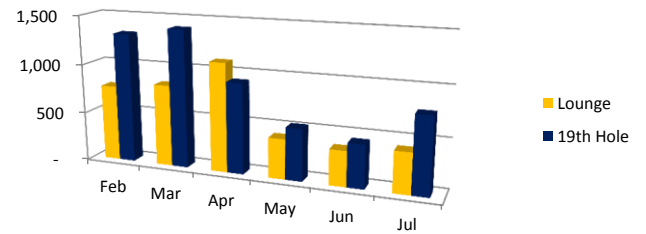


Appendix G: Lounge and 19th Hole Daily Receipts by Day of the Week Charts

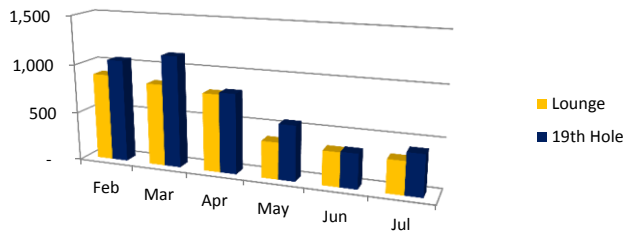
Sunday 2014 Ave. Gross Receipts



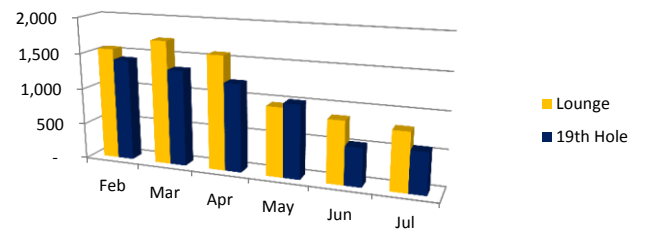
Thursday 2014 Ave. Gross Receipts



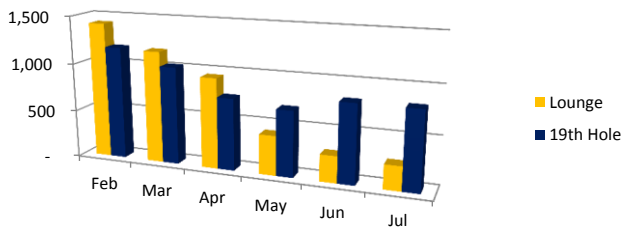
Monday 2014 Ave. Gross Receipts



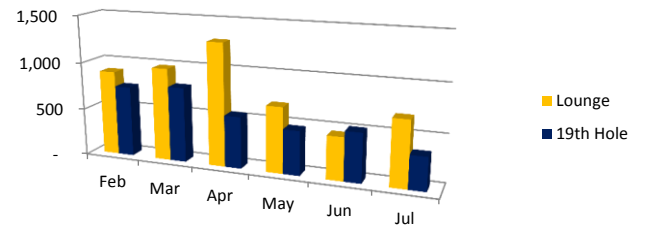
Friday 2014 Ave. Gross Receipts



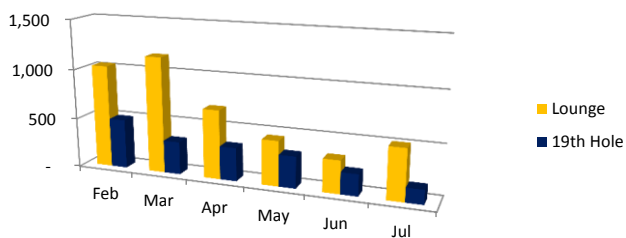
Tuesday 2014 Ave. Gross Receipts



Saturday 2014 Ave. Gross Receipts



Wednesday 2014 Ave. Gross Receipts



Appendix H:
Lounge and 19th Hole Daily Receipts by Day of the Week

		Lounge				19th Hole			
Date (2014)		Food Sales	Beverage Sales	Total Sales	Live Music (Y/N)	Food Sales	Beverage Sales	Total Sales	Live Music (Y/N)
2-Feb	Sun					149	900	1,049	
9-Feb	Sun	102	833	936	Y	83	936	1,020	
16-Feb	Sun					140	876	1,016	
23-Feb	Sun	181	838	1,019	Y	79	803	882	
2-Mar	Sun					77	872	950	
9-Mar	Sun	157	882	1,039	Y	1,336	752	2,088	
16-Mar	Sun	147	888	1,035		79	700	780	
23-Mar	Sun	117	744	861	Y	81	720	801	
30-Mar	Sun	156	911	1,066	Y	81	863	943	
6-Apr	Sun	112	1,090	1,202	Y	52	846	898	
13-Apr	Sun			-		55	578	633	
20-Apr	Sun	8	376	384		35	298	333	
27-Apr	Sun					275	992	1,267	
4-May	Sun			-		74	549	623	
11-May	Sun			-		32	365	397	
18-May	Sun	47	510	558		39	421	459	
25-May	Sun	99	806	905		13	459	473	
1-Jun	Sun	39	219	258		42	516	558	
8-Jun	Sun	88	502	590		37	422	459	
15-Jun	Sun			-		23	296	319	
22-Jun	Sun	112	314	426		20	472	492	
29-Jun	Sun					30	336	366	
6-Jul	Sun	65	180	245		35	188	223	
13-Jul	Sun			-		29	439	468	
20-Jul	Sun	149	403	552		29	265	294	
27-Jul	Sun			-		21	371	392	
Monthly Averages (Sundays)									
	Feb	142	836	977		113	879	992	
	Mar	144	856	1,000		331	781	1,112	
	Apr	60	733	793		104	679	783	
	May	73	658	731		40	448	488	
	Jun	79	345	425		30	408	439	
	Jul	107	292	398		28	316	344	
3-Feb	Mon	99	629	727		372	817	1,189	
10-Feb	Mon	190	916	1,106		280	759	1,039	
17-Feb	Mon	248	902	1,150	-	275	794	1,069	
24-Feb	Mon	54	521	575	-	190	707	897	
3-Mar	Mon	203	920	1,123	-	305	779	1,085	
10-Mar	Mon	165	871	1,036		359	991	1,350	
17-Mar	Mon			-		536	805	1,341	Y
24-Mar	Mon	76	578	655		230	654	884	
31-Mar	Mon	41	500	541		165	853	1,018	

Appendix H:
Lounge and 19th Hole Daily Receipts by Day of the Week

		Lounge				19th Hole			
Date (2014)		Food Sales	Beverage Sales	Total Sales	Live Music (Y/N)	Food Sales	Beverage Sales	Total Sales	Live Music (Y/N)
7-Apr	Mon	129	611	740		292	630	922	
14-Apr	Mon	119	758	877		294	568	862	
21-Apr	Mon	200	718	917		188	588	776	
28-Apr	Mon	115	517	632		171	517	688	
5-May	Mon	46	339	386		237	412	649	
12-May	Mon	65	270	336		193	422	615	
19-May	Mon	73	326	398		212	377	590	
26-May	Mon			-		103	278	381	Y
2-Jun	Mon	71	275	346		172	280	451	
9-Jun	Mon	41	287	328		104	176	280	
16-Jun	Mon	35	222	257	Y	145	208	353	
23-Jun	Mon	76	281	357	Y	199	218	417	
30-Jun	Mon	116	322	438		83	175	258	
7-Jul	Mon	79	314	393		168	235	402	
14-Jul	Mon	39	217	256		190	281	471	
21-Jul	Mon	69	168	237		167	230	397	
28-Jul	Mon	93	351	444		150	252	402	
Monthly Averages (Mondays)									
	Feb	148	742	889		279	769	1,048	
	Mar	121	717	839		319	816	1,136	
	Apr	141	651	792		236	576	812	
	May	61	312	373		186	372	559	
	Jun	68	277	345		140	211	352	
	Jul	70	262	332		169	250	418	
4-Feb	Tue	74	1,266	1,340	Y	414	918	1,333	
11-Feb	Tue	134	1,277	1,411	Y	275	539	815	
18-Feb	Tue	272	1,274	1,546	Y	446	783	1,229	
25-Feb	Tue	225	1,157	1,382	Y	548	788	1,336	
4-Mar	Tue	177	1,053	1,230	Y	592	943	1,535	
11-Mar	Tue	228	1,180	1,408	Y	337	437	774	
18-Mar	Tue	76	815	891	Y	236	536	772	
25-Mar	Tue	30	1,104	1,135	Y	398	590	988	
1-Apr	Tue	108	1,128	1,235	Y	255	636	892	
8-Apr	Tue	29	692	720	Y	134	384	518	
15-Apr	Tue	201	909	1,110	Y	163	500	663	
22-Apr	Tue	171	876	1,047	Y	228	610	839	
29-Apr	Tue	93	506	599	Y	297	536	833	
6-May	Tue	51	602	653	Y	245	311	556	
13-May	Tue	47	343	390		216	512	728	Y
20-May	Tue	62	363	425		245	606	851	Y
27-May	Tue	30	152	183		194	415	608	Y
3-Jun	Tue	39	228	267		280	688	968	Y
10-Jun	Tue	29	274	302		155	495	650	Y

Appendix H:
Lounge and 19th Hole Daily Receipts by Day of the Week

		Lounge				19th Hole			
Date (2014)		Food Sales	Beverage Sales	Total Sales	Live Music (Y/N)	Food Sales	Beverage Sales	Total Sales	Live Music (Y/N)
17-Jun	Tue			-		222	714	936	Y
24-Jun	Tue	50	212	262		238	481	719	Y
1-Jul	Tue	60	178	238		208	604	813	Y
8-Jul	Tue	82	287	368		258	444	702	Y
15-Jul	Tue	53	126	179		212	471	683	Y
22-Jul	Tue	43	216	259		318	575	893	Y
29-Jul	Tue	35	180	215		349	651	1,000	Y
Monthly Averages (Tuesdays)									
	Feb	176	1,244	1,420		421	757	1,178	
	Mar	128	1,038	1,166		391	626	1,017	
	Apr	120	822	942		216	533	749	
	May	48	365	413		225	461	686	
	Jun	39	238	277		224	594	818	
	Jul	54	197	252		269	549	818	
5-Feb	Wed	149	897	1,046	Y	264	326	590	
12-Feb	Wed	185	916	1,101	Y	248	233	480	
19-Feb	Wed	327	1,151	1,478	Y	202	233	434	
26-Feb	Wed	82	419	501	Y	125	352	477	
5-Mar	Wed	108	900	1,008	Y				
12-Mar	Wed	83	944	1,027	Y	155	260	415	
19-Mar	Wed	433	1,381	1,814	Y	148	175	323	
26-Mar	Wed	61	735	796	Y	117	130	247	
2-Apr	Wed	112	1,024	1,136		111	204	315	
9-Apr	Wed	73	668	741		170	276	446	
16-Apr	Wed	65	434	498		157	116	273	
23-Apr	Wed	139	638	777		175	109	284	
30-Apr	Wed	44	252	297		141	208	349	
7-May	Wed	79	525	604		166	254	419	
14-May	Wed	54	375	429		121	144	265	
21-May	Wed	53	321	374		115	221	335	
28-May	Wed	80	311	391		80	166	246	
4-Jun	Wed	117	244	361		160	142	301	
11-Jun	Wed	17	63	80		156	128	284	
18-Jun	Wed	102	325	427		88	99	186	
25-Jun	Wed	71	372	443		25	66	91	
2-Jul	Wed	56	292	348					
9-Jul	Wed	66	455	1,207		154	95	249	
16-Jul	Wed	65	208	274		107	67	175	
23-Jul	Wed	75	249	323		109	64	174	
30-Jul	Wed	63	341	404		46	74	120	

Appendix H:

Lounge and 19th Hole Daily Receipts by Day of the Week

		Lounge				19th Hole			
Date (2014)		Food Sales	Beverage Sales	Total Sales	Live Music (Y/N)	Food Sales	Beverage Sales	Total Sales	Live Music (Y/N)
Monthly Averages (Wednesdays)									
	Feb	186	846	1,032		210	286	495	
	Mar	171	990	1,161		140	189	329	
	Apr	86	603	690		151	183	334	
	May	67	383	450		120	196	316	
	Jun	77	251	328		107	109	216	
	Jul	65	309	511		104	60	144	
6-Feb	Thu	113	502	615	-	428	1,018	1,447	Y
13-Feb	Thu	66	695	761	-	875	434	1,309	Y
20-Feb	Thu	263	765	1,028		432	861	1,293	Y
27-Feb	Thu	69	604	673	-	191	1,029	1,219	Y
6-Mar	Thu	125	567	691		424	735	1,159	Y
13-Mar	Thu	21	598	619		373	1,157	1,530	Y
20-Mar	Thu	155	1,215	1,370		502	962	1,463	Y
27-Mar	Thu	37	593	630		468	973	1,441	Y
3-Apr	Thu	143	751	894		360	726	1,086	Y
10-Apr	Thu	176	929	1,106		432	633	1,066	Y
17-Apr	Thu	122	1,174	1,296		380	670	1,050	Y
24-Apr	Thu	249	862	1,112		192	270	462	Y
1-May	Thu	72	510	581		233	596	829	Y
8-May	Thu	70	511	581		192	455	647	
15-May	Thu	49	168	217		182	205	387	
22-May	Thu	50	403	453		135	305	440	
29-May	Thu	53	143	196		99	215	315	
5-Jun	Thu	89	349	438		126	265	391	
12-Jun	Thu	77	218	296		208	336	544	
19-Jun	Thu	25	223	248		162	385	547	
26-Jun	Thu	69	380	449		123	150	273	
3-Jul	Thu	98	522	621		237	353	591	
10-Jul	Thu	58	224	281		240	600	840	Y
17-Jul	Thu	93	271	364		304	578	882	Y
24-Jul	Thu	83	299	381		268	453	721	Y
31-Jul	Thu	133	282	415		311	520	831	Y
Monthly Averages (Thursdays)									
	Feb	128	642	770		482	836	1,317	
	Mar	84	743	828		442	957	1,398	
	Apr	173	929	1,102		341	575	916	
	May	59	347	406		168	355	523	
	Jun	65	292	358		155	284	439	
	Jul	93	319	412		272	501	773	

Appendix H:
Lounge and 19th Hole Daily Receipts by Day of the Week

		Lounge				19th Hole			
Date (2014)		Food Sales	Beverage Sales	Total Sales	Live Music (Y/N)	Food Sales	Beverage Sales	Total Sales	Live Music (Y/N)
7-Feb	Fri	46	1,082	1,128	Y	535	1,155	1,690	
14-Feb	Fri	77	1,746	1,823	Y	289	1,069	1,358	
21-Feb	Fri	213	1,483	1,696	Y	455	1,241	1,696	
28-Feb	Fri	183	1,391	1,574	Y	305	609	914	
7-Mar	Fri	137	1,727	1,864	Y	488	990	1,478	
14-Mar	Fri	113	1,658	1,771	Y	486	1,012	1,497	
21-Mar	Fri	151	1,934	2,085	Y	324	813	1,137	
28-Mar	Fri	39	1,118	1,157	Y	417	787	1,204	
4-Apr	Fri	145	1,804	1,948	Y	434	1,045	1,479	
11-Apr	Fri	126	1,024	1,150	Y	262	688	950	
18-Apr	Fri	165	1,118	1,283	Y	311	854	1,165	
25-Apr	Fri	176	1,765	1,941	Y	336	935	1,272	
2-May	Fri	104	890	994	Y	305	767	1,072	
9-May	Fri	90	1,023	1,113	Y	283	813	1,097	
16-May	Fri	37	875	911	Y	312	608	920	
23-May	Fri	83	757	840	Y	261	958	1,218	
30-May	Fri	49	873	922	Y	244	524	768	
6-Jun	Fri	102	744	846	Y	316	478	794	
13-Jun	Fri	74	611	684	Y	223	388	611	
20-Jun	Fri	52	557	609	Y	136	210	346	
27-Jun	Fri	295	1,013	1,308	Y	164	207	371	
4-Jul	Fri					33	269	303	
11-Jul	Fri	115	636	751	Y	282	442	724	
18-Jul	Fri	96	709	804	Y	250	307	557	
25-Jul	Fri	138	720	858	Y	288	392	679	
Monthly Averages (Fridays)									
	Feb	130	1,425	1,555		396	1,019	1,415	
	Mar	110	1,609	1,719		429	901	1,329	
	Apr	153	1,427	1,581		336	881	1,216	
	May	73	884	956		281	734	1,015	
	Jun	131	731	862		210	321	530	
	Jul	116	688	804		213	352	566	
1-Feb	Sat	-	862	862	Y	303	592	896	
8-Feb	Sat	138	841	979	Y	172	503	675	
15-Feb	Sat	26	821	847	Y	213	509	722	
22-Feb	Sat	-	-	-		127	556	683	
1-Mar	Sat	140	1,178	1,318	Y	211	559	770	
8-Mar	Sat	172	934	1,105	Y	349	662	1,010	
15-Mar	Sat	205	981	1,186	Y	525		525	
22-Mar	Sat	177	909	1,087	Y	326	631	957	
29-Mar	Sat	78	110	189		185	500	685	
5-Apr	Sat	196	883	1,079	Y	298	463	761	
12-Apr	Sat			-		131	425	556	

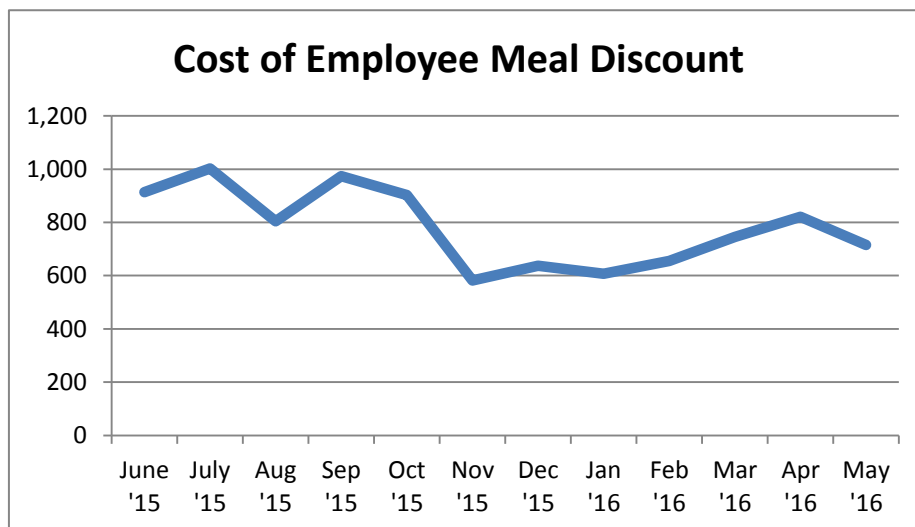
Appendix H:
Lounge and 19th Hole Daily Receipts by Day of the Week

		Lounge				19th Hole			
Date (2014)		Food Sales	Beverage Sales	Total Sales	Live Music (Y/N)	Food Sales	Beverage Sales	Total Sales	Live Music (Y/N)
19-Apr	Sat	290	1,540	1,830	Y	71	245	316	
26-Apr	Sat	106	852	958	Y				
3-May	Sat	29	397	426	Y	69	363	431	
10-May	Sat	112	761	873	Y	224	437	662	
17-May	Sat	26	590	617	Y	158	229	387	
24-May	Sat	118	730	848	Y	245	301	545	
31-May	Sat	51	635	686	Y	88	211	299	
7-Jun	Sat	34	374	408	Y	185	432	617	
14-Jun	Sat	12	237	249	Y	164	388	552	
21-Jun	Sat	98	534	632	Y	110	265	375	
28-Jun	Sat	76	438	514	Y			-	
5-Jul	Sat	113	344	457	Y	81	148	230	
12-Jul	Sat	100	405	505	Y	200	203	402	
19-Jul	Sat	152	760	912	Y	86	245	331	
26-Jul	Sat	160	720	880	Y	185	243	428	
Monthly Averages (Saturdays)									
	Feb	55	841	896		204	540	744	
	Mar	154	823	977		319	470	790	
	Apr	198	1,092	1,289		166	378	544	
	May	67	623	690		157	308	465	
	Jun	55	396	451		153	361	514	
	Jul	131	557	689		138	210	348	

Appendix I: Employee Discount Meal Program

Average Menu cost of employee meal	10.06
Percentage employee paid for meal	0.40

	Lounge Emp. Meal Receipts	19th Hole Emp. Meal Receipts	Total F&B Emp. Meal Receipts	Menu Price of Emp. Meals	Cost to BBRD
June '15	49	603	651	1,516	914
July '15	53	661	714	1,664	1,003
Aug '15	90	531	621	1,336	805
Sep '15	45	642	687	1,615	973
Oct '15	64	595	659	1,498	902
Nov '15	75	384	459	966	582
Dec '15	82	421	502	1,058	638
Jan '16	98	401	498	1,008	608
Feb '16	60	432	492	1,086	655
Mar '16	94	492	586	1,237	745
Apr '16	87	541	628	1,362	821
May '16	101	472	573	1,187	715
Totals	897	6,174	7,071		9,360
			Monthly Average		780



Meeting Date
Sep. 09, 2016



Agenda	
Section	9
Item No	F

Agenda Report
Barefoot Bay Recreation District Board of Trustees

Subject: FY18 Budget Preparation Calendar

Dept/Office: Administration: District Clerk

Requested Action: Approval of Proposed FY18 Budget Calendar
<p>Summary Explanation and Background:</p> <p>Per the BBRD Policy Manual and recent BOT preferences, the FY18 Working Draft Proposed Budget is required to be provided to the BOT, Advisory Committees and public (via website and hard copies within BBRD offices) no later than 01Mar17.</p> <p>The attached schedule complies with this requirement and is essentially the same as the one used for the FY17 Proposed Budget. Of note, Trustees, advisory committees and residents have until 16Dec16 to submit R&M/Capital ideas for the FY18-22 Five-Year Financial Model & Capital Improvement Program (5yrFM&CIP) (06Jan17 distribution of the 5yrFM&CIP to BOT, Facilities Planning Advisory Committee, Finance Advisory Committee and posting on www.bbrd.org)</p> <p>Staff recommends the BOT <u>approve staff proceeding with the proposed FY18 Budget Preparation Calendar.</u></p>
Exhibits Attached: Proposed FY18 Budget Calendar
Contact: Dawn Myers, District Clerk; John W. Coffey, Community Manager
Fiscal Impact: N/A
Contract/Agreement Reviewed by Attorney: N/A
Community Manager's Approval:

FY18 (01Oct17 - 30Sep18) Proposed Budget Preparation Calendar

Task #	Description	Due Date
1	BOT approves FY18 Budget Prep. Calendar (workshops and public hearing dates to set later).	9-Sep
2	Budget prep. Forms developed by Comm. Mgr.	Oct-Nov
3	Management Team Budget Preparation Kick-off Meeting (staff only)	5-Dec
4	Trustees, advisory groups, residents & Department Managers individually develop and submit list of CIP (Capital Improvement Plan) ideas for FY18-22 to the Comm. Mgr.	28Nov-16Dec
5	BBRD staff develops cost proposals for non-staff CIP ideas	12Dec-6Jan
6	FY18-22 Five Year Financial Model and CIP (5yrFM&CIP) finalized by Comm. Mgr. and Finance Mgr. and distributed to BOT, Finance Comm. & Facilities Comm.	6-Jan
7	Department Managers' FY18 narrative information (dept. description, goals, objectives and perf. measures) due to Community Manager	12Dec-6Jan
8	Dept. Mgrs. prepare FY17 year-end est.'s, FY18 projected revenues, and FY18 requested expenditures	3Jan-26Jan
9	Finance Comm. & Facilities Comm. Individually review 5yrFM&CIP and recommendations forwarded to BOT	09Jan-20Jan
10	BOT FY18-22 5yrFM&CIP workshop	26-Jan
11	Dept. Mgrs.' FY17 year-end est.'s, FY18 projected revenues, and FY18 requested expenditures reviewed by Comm. Mgr. and Fin. Mgr.	30Jan-01Feb
12	Additional meetings between Dept. Mgrs. and Comm. Mgr. (and Fin. Mgr.), if needed.	02Feb-10Feb
13	Comm. Mgr. balances FY18 revenues and expenditures	13-Feb
14	Final drafting of FY18 Working Draft Proposed Budget (WDPB).	13Feb-19Feb
15	Final editing, printing and assembly of FY18 WDPB.	20Feb-28Feb
16	Prior fiscal year Financial Statement and FY18 WDPB submitted to Trustees, Finance Comm. & Facilities Comm. Public inspection copies placed in BBRD offices and electronic copy placed BBRD.org	1-Mar

FY18 (01Oct17 - 30Sep18) Proposed Budget Preparation Calendar

17	Finance Comm. & Facilities Comm. Individually review FY18 WDPB and recommendations forwarded to BOT	March
18	BOT Budget workshops as established by BOT	Apr-May
19	Publish prior fiscal year Financial Statement in generally circulated newspaper within Brevard County.	24Apr-28Apr
20	BOT adopt proposed draft (line-item budget) for mail out to property owner of record and set Public Hearing date (must be 21 days after notice is published).	23-May
21	Publish notice of Public Hearing in newspaper of general circulation (must be 21 days prior to hearing). Mail proposed budget (line-items), proposed assessment rate, and prior year financial statements to all property owners of record.	29-May
22	Public Hearing, for community input, on proposed budget and proposed assessment. BOT will consider two resolutions: one to adopt the FY18 Budget and one to set the assessment rate.	27-Jun

Shaded cells indicate public meetings/workshops

Meeting Date
Sep. 09, 2016



Agenda
Section 9
Item No. G

Agenda Report
Barefoot Bay Recreation District Board of Trustees

Subject: Violations Committee Member Re-appointments

Dept/Office: Resident Relations/DOR Enforcement

Requested Action: To reappoint Violations Committee member, John Atta whose term ends on September 12, 2016

Summary Explanation and Background:

Resolution 2008-1 Section 3 - Violations Committee (d) The Board shall appoint the members of the Violations Committee and the appointments shall be made for a term of three years.
Resolution 2010-18 amending Resolution 2008-1 Section 3(f) A member of the Violations Committee may be reappointed upon approval of the Board of Trustees.

Exhibits Attached: Resolution 2010-18, Current list of Violations Committee members, contacts, reappointment and expiration schedule.

Contact: Susan Cuddie, Resident Relations Manager

Fiscal Impact: N/A

Community Manager's Approval:

RESOLUTION 2010 -18

**A RESOLUTION OF THE BOARD OF TRUSTEES OF
THE BAREFOOT BAY RECREATION DISTRICT;
AMENDING RESOLUTION 2008-1; PROVIDING FOR
CONFLICTS; PROVIDING AN EFFECTIVE DATE.**

WHEREAS, Barefoot Bay Recreation District has previously adopted Resolution 2008-1 regarding the processing of Deed of Restrictions violation enforcement cases; and

WHEREAS, the Board of Trustees desires to amend Resolution 2008-1 to remove term limits for members of the Violations Committee;

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

Section 1. Section 3 (f) of Resolution 2008-1 is hereby amended to read as follows:

(f) A member of the Violations Committee may be reappointed upon approval of the Board of Trustees. ~~A member of the Violations Committee may serve a maximum of two consecutive terms.~~

Section 2. This Resolution shall become effective immediately upon its adoption.

Section 3. All resolutions or parts of resolutions in conflict herewith are hereby repealed and all resolutions or parts of resolutions not in conflict herewith are hereby continued in full force and effect.

Section 4. If any provision of this resolution or the application thereof to any person or circumstances is held invalid, the invalidity shall not effect the other provisions or applications of the resolution which can be given effect without the invalid provision or application, and to this end the provisions of this resolution are declared severable.

The foregoing resolution was moved for adoption by Trustee Crouse. The motion was seconded by Trustee McAfee and, upon being put to a vote, that vote was as follows:


Chairman, Tom Guinther	Yes
Trustee, Louise Crouse	Yes
Trustee, Joseph Klosky	No
Trustee, John M. McAfee	Yes
Trustee, Charles W. Mershon	Yes

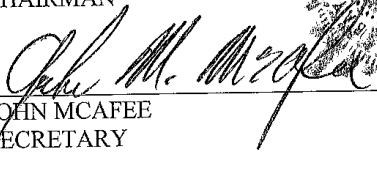
The Chairman thereupon declared this resolution Done, Ordered, and Adopted this

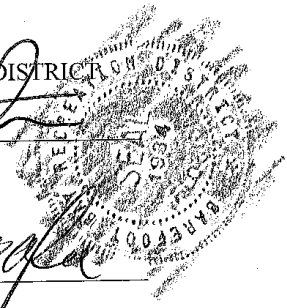
8th day of October, 2010.

BAREFOOT BAY RECREATION DISTRICT

By:


TOM GUINThER
CHAIRMAN


JOHN MCAFEE
SECRETARY



- M. Joy Liddy, Chair**
 412 Papaya Circle
 Barefoot Bay, FL 32976
sunshinerents@gmail.com
664-8470 home - 664-4411wk
 Appoint Date: **2/8/06**
 Reappointed retro 2/8/09
 2nd term ends 2/8/12
 3rd term ends 2/8/15
4th term ends 2/8/18
- John Atta, 2nd Vice Chair**
 1213 Apache Drive
 Barefoot Bay, FL 32976
jjatta84@att.net
664-5021 home
 Appoint Date: **9/12/07**
 2nd term 9/12/10 ends 9/12/13
3rd term 9/12/13 ends 9/12/16
- Arlene Maguire**
 712 Amaryllis Drive
 Barefoot Bay, FL 32976
arlenejm@yahoo.com
663-1617 home
828-301-3483
 Appoint Date: **10/11/06**
 Reappointed retro 10/11/09
 2nd term ends 10/11/12
 3rd term ends 10/11/15
4th term ends 10/11/18
- Mary Firlein**
 639 Marlin Circle
 Barefoot Bay, FL 32976
MaryDFirlein@hotmail.com
663-3326 home
 Appoint Date: **4/13/05**
 Reappointed retro 4/13/08
 1st term ends 4/13/11
 Reappointed 4/8/11
 2nd term ends 4/8/14
3rd term ends 5/9/17
- Albert O. Grunow, Vice Chair**
 484 Marlin Circle
 Barefoot Bay, FL 32976
AlGrunow@aol.com
228-3000 c. 321-544-6061
 Appoint Date: Alternate– **6/23/15**
1st term ends 6/23/18
- Ed Dunham “Alternate”**
 843 Hyacinth Circle
 Barefoot Bay, FL 32976
 (no email)
772-388-7055
 Appoint Date: **7/28/15**
1st term ends: 7/28/18
- Hurrol Brinker “Alternate”**
 554 Tarpon Drive
 Barefoot Bay, FL 32976
[EMAIL](#) Address
321-312-8940
 Appoint Date: **8/28/15**
1st term ends: 8/28/18
- Joe Klosky, Trustee, DOR Enforcement Liaison ARCC Chairperson**
JKlosky@bbrd.org – **664-3324**
- Sue Cuddie, Resident Relations Mgr.**
SusanCuddie@bbrd.org **664-4839**
- Thomas O'Donnell, Officer**
Todonnell@bbrd.org **664-4722**
- Rich Armington, Officer**
RichArmington@bbrd.org **664-4722**
- Thelma Gruseck, Officer/Admin. Clerk DOR/ARCC Recording Secretary**
ThelmaGruseck@bbrd.org **664-4722**
- Matt Goetz, Property Services – Recording**
MattGoetz@bbrd.org **664-2063**

Meeting Date
Sep. 09, 2016



Agenda	
Section	9
Item No	H

Agenda Report
Barefoot Bay Recreation District Board of Trustees

Subject: Baenziger Report Discussion

Dept/Office: Administration: District Clerk

Requested Action: Discussion and Direction to Staff
<p>Summary Explanation and Background:</p> <p>Trustee Cavaliere requested this item be placed on the agenda for discussion purposes regarding the governance of BBRD (role of the Community Manager, Trustees and Advisory Committees).</p> <p>The Baenziger report, 2015 BBRD-HOA survey and 2016 HOA survey are scheduled to be discussed by the BOT in a workshop (date to be determined).</p> <p>Staff requests direction regarding this issue.</p>
Exhibits Attached: Baenziger Report
Contact: Dawn Myers, District Clerk; John W. Coffey, Community Manager
Fiscal Impact: N/A
Contract/Agreement Reviewed by Attorney: N/A
Community Manager's Approval:

STATEMENT OF QUALIFICATIONS AND PROPOSAL

For

COLIN BAENZIGER & ASSOCIATES



OPERATIONAL REVIEW OF BAREFOOT BAY RECREATIONAL DISTRICT

Colin Baenziger & Associates

Contact Person: **Colin Baenziger**
Colin Baenziger & Associates
12970 Dartford Trail – Suite 8
Wellington, FL 33414
(561) 793-2624
(561) 792-2137 Facsimile
E-Mail: colin@cb-asso.com

Visit Our Website at: www.cb-asso.com

Executive Summary

Barefoot Bay Recreation District is at a critical junction in its existence. Created by Brevard County in 1984 under Ordinance 84-05, the District was initially a developer controlled body. Since 1998, when the developer left, the board members have been residents chosen through popular elections. As such, the government is still relatively young and as would be expected, things have not always gone as smoothly as one might like. The purpose of this report is to identify issues that inhibit efficient and effective governmental operations and to suggest solutions.

At the outset, it is important to note that many things are being done right at Barefoot Bay. Overall, the residents get outstanding value for their assessment dollar. The members of the Board of Trustees take their jobs seriously and, although they do not always agree, genuinely have the best interests of the community at heart. In the vast majority of cases, the District staff members perform their duties competently and effectively. Staffing levels are reasonable for the work being performed. Salaries, if anything, are lower than one would expect.

There are, of course, areas where improvement can be made. Some are systemic and will require amendment to the District Charter. Others are structural and will require a revision to the staffing pattern and compensation levels. Finally, some are related to the operating procedures employed by the District.

Each area will be briefly discussed in this report. Before proceeding, however, it is important to note that this report is not designed to identify and solve every problem. We have identified what we could in the limited time available to us. While we have identified both large and small problems, we believe the District should focus on the larger issues and when they are resolved, the Board and the professional staff will be properly positioned to deal quickly, appropriately and effectively with the smaller issues.

We should also note that while many of these recommendations will save money, others will cost money. We considered limiting our recommendations to those that were relatively inexpensive or provided a dollar return but ultimately decided that we should provide all our suggestions even if they do cost money. We recognize that some of these recommendations may not be able to be implemented in the short run or even in the long run due to financial considerations. Still, we feel they should be made so that the District will be able to evaluate them and perhaps institute them in the future.

II. Technical Approach

Colin Baenziger & Associates performed an operational review of the Barefoot Bay Recreation District by accomplishing the following tasks.

Task 1: Interviewed the Elected Officials

Given that the nine District Trustees are the elected representatives, our first task was to interview them to determine first what the Community's vision for the District is both in the short and long term and to get their input concerning what they feel the organization's strengths and weaknesses are as well as the reasons for them. Further, we wanted to find out how they felt the District could be more efficient in meeting the Community's needs. Finally, we wanted to learn what general and specific issues and problems caused the Trustees to feel the District would benefit from an operational review by a third party.

Task 2: Interview the Staff

Once we had an understanding of the perspective of the Trustees, we interviewed the staff to discuss the same issues.

Task 3: Review the District's Line Operations

We spent time with the District's personnel; that is, the people who deliver the services directly to the public. We spent time in their offices and in the "field" studying, firsthand, what they do, how they do it and what their constraints are. We focused on their capabilities, their procedures and their resources to determine what factors affect their success.

Task 4: Review the District's Support Operations

Every line operation has a support function, a "back office" -- administrative, finance, human resources, purchasing and other components -- that provides the support for the line operations. While these back office operations are not generally visible to the public, they are absolutely critical to the success of the line operations that do interface with the public. Performing well, the back office helps the line operation's work flow smoothly and efficiently. Performing poorly, the back office can cripple the line operations effectiveness and morale. We spent approximately six days looking at these operations and concurrent documentation.

Task 5: Review the District's Documentation

Concurrently to our review of the District's operations, we examined its Charter, other governing law and regulation, organization charts, written policies and procedures, budgetary documents, results of the external audit (including the management letter), other financial reports, contracts, job descriptions (and any other materials that define the staff's duties), personnel records, the

OPERATIONAL REVIEW OF BAREFOOT BAY RECREATIONAL DISTRICT

District's current strategic and long range plans (if any), management reports, and data processing systems, reports and user manuals.

Task 6: Develop and Present Report

Finally, we developed a report summarizing our findings. This document is the report.

III. Findings and Recommendations

The Barefoot Bay Recreation District is a relatively young government having only been self-governed (that is, by a popularly elected board as opposed to a developer controlled board) since 1998. As such, it faces a number of the issues that other, older local governments have worked through. Some of the issues are structural, some management and some operational. In this section, we have first dealt with the structural issues and then proceeded to the others.

Finding#1: The District has not had a top quality manager running its operations in some time, if ever.

Our review of the operations indicates that while the District may have had decent people as it's community manager over the last few years, it has never had a truly talented manager running its operations. Otherwise, some of the conditions we found would not be existent.

Special Note: We understand that on October 8, 2004, the Board voted 6 to 3 to hire George Hunt to be its District Manager. We applaud this decision and hope that Mr. Hunt and the District will be able to come to terms on a contract. By hiring Mr. Hunt, the Board will be taking a major step towards ensuring that the District is properly run and the community maintains its current high level for the foreseeable future.

Recommendation #1: Hire a truly talented, experienced manager to oversee the District's operations.

As noted previously, we will be making a number of recommendations in this report. Some of the recommendations are structural. Most, however, relate to day to day operations and for them to be effectively carried out requires that the District have a high quality manager.

In fact, the biggest single thing the District could do to resolve the issues it faces and correct the problems that exist is to hire someone with the experience and expertise necessary to fix the problem, to provide advice the Board needs to go forward and to maintain Barefoot Bay as the high quality community that it is.

The difference between retaining a talented and a mediocre manager cannot be underestimated. An experienced, talented manager recognizes organizational flaws very quickly and knows how to fix them. He or she recognizes inefficiency and corrects it. He or she understands how to work with contractors and get projects done at a reasonable cost. The process is not immediate but over a period of two years, the

OPERATIONAL REVIEW OF BAREFOOT BAY RECREATIONAL DISTRICT

District can be made into a top flight, efficient and effective organization – if a top notch manager is hired.

A good manager generally costs more than a mediocre manager but a good manager will save the District eight or ten times the difference in salary by not making the mistakes that a mediocre manager makes and by finding inefficiency and correcting it.

We have made additional recommendations later (Recommendations 8 through 10) concerning the position and compensation to assist the District in finding the right person.

Finding #2: At nine members, the Board of Trustees is too large.

For a number of reasons, the size of the Board of Trustees is a deterrent to smooth and successful operations. First and foremost is the Sunshine Law. The Trustees all take their obligations as elected officials seriously and they should. As such, they are in regular contact with the Community Manager. Further, of course, the Manager must often initiate contact with the trustees to keep them informed of events that they may not be aware of. With nine individuals to contact, the Manager can spend the better part of his/her day in discussions with trustees instead of overseeing District operations. That situation presents a problem because the Manager must do both and there simply is not enough time in the day for one person to do so. Many local governments solve this dilemma by having the manager work closely with the board and have an assistant manager oversee many of the day-to-day operations (which we do not recommend in this situation). We believe that some of the issues regarding capital projects are a result of the Manager simply not having the necessary time to devote to project oversight. Secondly, having nine members makes it difficult to move forward on issues. Each has a view point on an issue and, as an elected representative, should be heard. Hence, the discussions (and the meetings) take longer. If one member asks for an issue to be postponed so that he/she can give it full consideration, it is difficult for the other trustees to say no. It also provides more opportunity for issues upon which action has been taken to be brought back for reconsideration (see Finding #3 for additional discussion on this point).

Recommendation #2A: The Charter should be amended to reduce the number of trustees to five.

One of the unwritten rules when forming a decision making body is to keep it as small as reasonably possible so it can be effective. We believe that same rationale applies here and is demonstrated by the way local governments in Florida typically operate. Most have only five elected officials. For example, of the 67 counties in Florida, 57 have only five elected commissioners. With the remainder generally having seven and tends to be in counties with populations of over a million people (Orange, Miami-Dade, Broward,

OPERATIONAL REVIEW OF BAREFOOT BAY RECREATIONAL DISTRICT

Duval, Hillsborough Counties and so on). Locally, eleven of the sixteen cities in Brevard County have five elected officials and none have more than seven.

Implementation would require an amendment to the District Charter which can be done by the Brevard County Commission. While we believe the County Commission would be sympathetic, it might be wise for the District to gather signatures on a petition to demonstrate that the change has the support of the community. Support could also be shown through a referendum but that approach is likely to be more costly.

Recommendation #2B: Until the number of trustees can be reduced, establish a target number of hours per week that each trustee can spend with the Manager. We would assume that the Board president should get twice as many hours as any other trustee.

If each trustee were to spend three hours a week, on average, discussing issues with the Community Manager, which would account for 27 hours of his time. If we allow the Board President twice that number, and if the Manager works a standard 40 hour week, 30 of the 40 hours (or 75%) have been consumed by meetings with trustees.

We do recognize that the trustees do need to be kept informed. They are elected to office to represent the residents and they can only make good decisions if they are adequately informed.

So it is a balancing act. The manager needs time to do his/her job and the Board needs to be informed. Under the circumstances, we suggest that each trustee attempt to limit their time with the manager to one hour or less per week and the Board President limit herself to two hours.

Finding #3: The Board of Trustees presently runs by seat. We do not believe that always results in the officials with the most public support being elected.

Presently, when candidates run for office in Barefoot Bay, they must designate which seat they are running for. Since the seats do not represent specific geographic areas, anyone can run for any seat. Under this system, two exceptionally qualified candidates with widespread support could oppose one another for one seat while two lesser candidates with much less support oppose each other in a different seat. Under the current scenario, one exceptional candidate and one lesser candidate would be elected. It should be noted that we cannot cite specific examples in Barefoot Bay since the current system does not really permit us to make that judgment. Additionally, the District is largely homogenous where geography and ethnicity are not factors.

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Recommendation #3: Replace the current system whereby candidates designate the seat that they want to run for with one where the top vote getters get the seat.

In the majority of governments in Florida that we are familiar with where geography is not a factor, candidates are required to designate the seat that they want to be elected to. One exception is the City of Lauderdale Lakes. The system seems to work well and makes the elections less personal. Candidates do not have to pick someone that they want to run against. Instead, they would be running for one of two available seats.

Implementation would require an amendment to the District Charter which can be done by the Brevard County Commission.

Finding #4: Trustees serve staggered two year terms.

Presently four trustees are elected for a two year and one year term and five for a two year term. The result is an almost continuous election cycle. Shortly after one election is over, people begin focusing on the next. When that happens, it is difficult to make good decisions, decisions that are made without considering the political ramifications.

Four year terms, on the other hand, would provide an off year between elections, a period of time when people are not thinking about getting re-elected or who will be elected to serve with them and a period when the ramifications of decisions are not considered in light of the effect on politics.

Recommendation #4: Amend the charter so that the Trustees serve staggered four year terms.

In our work, we have found that most elected officials in Florida serve either two or three year terms. It is our observation, however, that the most effective governments are those whose elected officials serve four year terms.

We also recognize that this feature is often very difficult to change. For some reason, citizens are often reluctant to extend the terms of their elected officials. We believe it is because residents have a certain level of comfort in knowing they can re-evaluate the official every two years and vote the individual out of office if desired. In reality, most elected officials are re-elected. If an individual proves to be incompetent, the individual should be subject to a recall vote. See next finding and recommendation.

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Finding #5: The section of the District Charter regarding removal of a trustee is confusing.

The Article 5, Section 5 deals with the removal of a trustee and reads,

5. Removal of a Trustee. Any trustee who fails to discharge his duties may be removed for cause by the remaining members of the Board of Directors after due notice and an opportunity to be heard upon charges of malfeasance or misfeasance.

This section appears to say that a Trustee can be removed for failure to discharge his duties. Such failure to discharge duties could include many things such as, for example, being elected and refusing to attend the Board meetings.

But then Section 5 continues and appears to limit the hearing to misfeasance or malfeasance.

Recommendation #5: Rewrite Article 5, Section 4 to provide the residents of Barefoot Bay with the opportunity to recall trustees.

Not only do we find the current section to be confusing but we believe it could be misused. We are concerned any time a majority of a board can remove the minority. The current language is vague enough that, with the sympathetic attorney interpreting the charter, the majority of the trustees could remove the rest of the Trustees without good cause.

We suggest that the language be rewritten so that a trustee can be recalled just as most other officials can be recalled; that is, for example, 10% or those who vote in the District must sign a petition. If the signatures are validated, then a special election is held to determine if the individual should remain in office.

Finding #6: The Board of Trustees frequently reconsiders important items and progress is slowed as a result.

One of the complaints we heard frequently from the Trustees and staff was that it seemed to take forever to get projects going. Often, once they are approved, they are reconsidered and the direction changed only later to be reconsidered and changed again. The bathrooms in Building A and the Sheriff's substation at the shopping plaza were frequently cited examples. Various explanations have been given. They range from better information becoming available to speculation that when a trustee going home after the meetings, their neighbors have asked, "Why did you vote that way" and then the trustee changed his/her mind.

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The effect of frequently reconsidering an issue is not positive, however. First, they are costly. Contractors and consultants begin work and then are told to change direction. That results in additional billings. It also results in the consultants and contractors losing faith in the District's decision making abilities and in losing interest in bidding on District projects. Hence the bidding process becomes less effective because fewer bids may be received, the bids received may be higher and/or the resulting work may be of lower quality. Second, the staff hesitates to take action once given direction. Their thinking might be, "The Board is just going to change its mind anyway so there is no point in getting started now." Waiting a little may also save the District money since there will be fewer false starts.

Recommendation #6: Adopt a Board rule that requires a supermajority of six of the nine trustees to vote to reconsider an item.

Two of the most frustrating situations in government from the point of view of the public are to see its government (1) make a bad decision and (2) to waffle back and forth seemingly unable to make up its mind.

The Trustees want to make the right decision. Most of the decisions that the Board makes, however, do not affect the health, safety and welfare of the residents. To discuss the decisions repeatedly is not productive. A supermajority would limit the number of reconsiderations and move projects along – saving money from design changes and the like while avoiding public frustration.

After it votes, should the Board discover that a better way exists to conduct a project, certainly six of the nine members will recognize the validity of the new approach and adopt it. If not, then in spite of the feelings of those that want to reconsider the matter, it is probably not of sufficient consequence to make a significant difference in the long run.

If the District adopts this recommendation, we also suggest that this change be made formally to the District's charter. Otherwise, the rule could be changed from one meeting or, indeed, one item to the next.

Finding #7: In essence, Barefoot Bay Recreation District is governed by two different forms of government.

Local governments typically utilize one of three approaches to managing their operations.

The first is the strong mayor form which is modeled on the federal system of government. An individual is elected to be the mayor who has responsibility for the day-to-day operations of the government. Another body, typically five members, acts as the legislative arm of government. It can pass legislation but the mayor has veto power. The advantage of this form is that one elected official has a mandate to go forward with

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specific programs. The disadvantage is that, on the local level, people tend to be good managers or good politicians but not both. Nothing is more frustrating to a community to select a mayor who is incapable of running an effective government.

The second form of government is the commission form. Under it, the elected body divides into subcommittees and each subcommittee takes responsibility for a specific area of government. Department heads report directly to, and take direction from, the appropriate subcommittee. The advantage of this form is that responsibility for operating the government is spread evenly among the elected officials. The disadvantage is that it is difficult to maintain consistency within the government – the subcommittees may adopt different policies for managing and rewarding staff, discipline, procurement and so on. The result can be confusion among the employees concerning what they should be doing and how. Additionally, departments frequently must rely upon each other to achieve the government's goal and when even simple priorities conflict or an error is made, subcommittees may need to take the matter to the full board to resolve the issue and to hold the responsible parties accountable. In a sense, everyone is in charge and no one is in charge. Finally, as volunteers, elected officials often do not have the time to stay abreast of developments in technology and management in government in general, not to mention their specific respective areas of responsibility. This form of government can be effective but for it to be so, a number of natural barriers must be overcome. As a result, the commission form of government has virtually become extinct.

The third form is the manager form of government. Under it, a group of residents are elected to oversee the government and to set policy. The board are all equals in terms of authority and they only provide direction by acting as a group where the majority rules. They, in turn, appoint a professional manager to carry out the direction of the elected board and to oversee the day-to-day operations. The manager should be a professional with demonstrated knowledge of management and operations. The advantages are that accountability is centralized in one individual, the manager, and she/he is responsible for every action that the staff takes. Policy will be consistently applied and enforced. If the manager is ineffective, then the board should fire the individual and hire someone who will do a better job. The disadvantage to this system is that the manager has to wait for direction from the board. By contract, in the strong mayor form, within proscribed parameters, the mayor recognizes a problem and addresses it.

Presently, the District is run by a combination of the manager and commission forms of government. The Manager is the officially designated CEO overseeing day-to-day operations while the Board has "Board Representative Designees" which are sometimes assisted by committees. Officially the Designees have no operational authority. Instead, they are to gather information only. Unfortunately, some of the staff and Board Designees feel the Board Designees have some operational authority. The result is that clear lines of authority do not exist, operational effectiveness suffers and money is spent unwisely. For example, recently, one of the trustees told the maintenance staff to erect a sign at the RV parking site.

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After spending time and money to have the sign made, the staff installed it. The next day a second trustee saw the sign and told the staff to take it down so they did. The sign now sits at the maintenance shop waiting for someone to give further instruction.

We do want to emphasize at this point that we have met all of the members of the Board of Trustees and a majority of the staff. We believe that they are all well-meaning individuals with the best interests of the community in their hearts. We believe that the Board has stepped in to give direction to staff and resolve the problems because prior management left undone items that the Board feels need to be done. Nature abhors a vacuum and the Board has filled it. In some cases, the result has been positive. In others, it has been quite the opposite and resulted in inefficient operations and additional cost to the District.

Recommendation #7A: The Board needs to define clearly what form of government it wants to utilize in Barefoot Bay and abide by it. We believe the form that has been officially sanctioned by the Board, the manager form, is the best alternative.

In the form of government that the District has adopted, the manager form, the Board is supposed to make policy and give direction to the District Manager. The Manager, in turn, is supposed to oversee the day-to-day operation. Board members should not give instructions directly to staff members. It is appropriate for them to ask questions to gain information but not to give direction.

When a trustee gives direction directly to staff members, two things happen. First the staff members, wanting to please, try to carry out the trustee's wishes without knowing if that is something the majority of the Board would support. The sign story that we just cited is a good example of what happens and how money can be wasted. Second, it makes it impossible for the District Manager to do his/her job. As noted, the Board needs to give the manager policy direction. The manager then needs to prioritize needs, review available resources and give day-to-day direction. When a trustee tells a staff member to do something, it takes that staff member away from his/her assigned priorities, muddles the work schedule and destroys the chain of command. The result is that the District Manager cannot be held accountable for managing the District because she/he does not have control over the day-to-operations. It also prevents the Manager from being fully informed. She/he may not be even being aware of problems, problems that may have a broader scope than is immediately apparent to, say, the maintenance staff.

We should point out that this problem is not unique to Barefoot Bay, but rather occurs in many other jurisdictions as well. The reason is that elected officials are generally well meaning individuals (just as in Barefoot Bay), have been selected by their peers to be the leaders of their communities, truly want the best for their communities and feel an urgency to fix problems when they see them. Such actions are, however, in the long term, counterproductive and will destroy the effectiveness of the organization's management structure.

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Recognizing this tendency, many governments have non-intervention clauses in their charters or their ordinances. These clauses explicitly state that it is improper (or illegal) for an elected official individually to direct staff. One such government that we are aware of, Nassau County in northeast Florida had a particularly serious problem with its board members directing staff. It recognized the adverse effect that it has and passed an ordinance whereby the Commission is committed to reporting to the Governor any of its members who intervene in day-to-day operations. Presumably, if the individual persisted, the Governor would remove him/her from office.

If, on other hand, the Board prefers to be involved with the day-to-day operations, then it should officially hand over operational authority to the subcommittees and do away with the district manager position. The various operations (maintenance, finance including purchasing, administration (the district clerk and human resources), golf course operations, pool operations and food and beverage would then report to different subcommittees of the Board. We do not recommend this approach. The odds are that it will not be effective and that is why this form of government is becoming extinct. Still it would be better than continuing the current arrangement which is a little of this and a little of that.

Recommendation 7B: Which ever form the Board adopts, individual trustees must stop giving instructions directly to employees.

As noted previously, when trustees give instructions to employees and the employees follow them, it destroys the chain of command, inhibits efficient operations and potentially results in financial waste. If a trustee sees something amiss, it should be reported to the district manager so that she/he can deal with it.

Recommendation 7C: Employees must stop taking instructions from anyone other than his/her direct supervisor. That prohibition would include trustees, club officers and anyone else that might feel it appropriate to give direction. Employees who take direction from anyone other than his/her direct supervisor should be disciplined and if the problem persists, have their employment terminated.

It should be noted that it takes two parties to destroy the chain of command. The first is the trustee giving the instructions and the second is the employee who accepts and carries out the instructions. When given instructions by a trustee, an employee should politely ask that the trustee direct those instructions to the district manager and not carry them out without his/her supervisor's telling them to do so.

Note: In the preceding paragraphs, we have used the term trustee to describe those who may be giving instructions directly to the staff. We recognize that Barefoot Bay also has committees of residents who assist with certain activities such as tennis and golf. We also recognize that these individuals are well-meaning and have the best interests of Barefoot Bay at heart. However, just

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as trustees should not be giving instructions to staff, the committee members should not be either.

Finding #8: The salary offered the Community Manager is low compared to salaries paid to comparable government officials.

The community manager oversees approximately 80 employee and the facilities of a community of almost 10,000. While the range of responsibilities overall is somewhat more limited than a typical city manager faces, overall the positions and level of responsibility are very similar. The salary range offered to the manager is \$42,196 to \$56,529. Unfortunately, there are not many capable and experienced managers willing to work for that salary. The quality of the recent applicant for the manager's position demonstrates the dilemma. The types of people we would consider if we were looking for a community manager would be the manager who just left Frostproof (population 1500) and the current manager of Fort Meade (population 5,500). Before the Frostproof manager left, he was making \$55,000 and the Fort Meade manager is making \$64,000.

If the District hires a professional manager, many of the day-to-day operational issues that occupy the Board's time will be dealt with effectively by staff.

Recommendation #8: Offer a salary range of \$70,000 to \$80,000 for the Community Manager.

We recognize that funding in Barefoot Bay is limited. Still, not having an experienced and competent manager costs the District money in terms of mistakes and waste. It is often said that a good manager will save his employer money, generally more than the difference between the salary of an average manager. In order to get a good manager, the District needs to offer a competitive salary. Something in the \$70,000 to \$80,000 should draw some good people.

As an aside, we would also expect that a higher paid manager would do more. See next finding and recommendation.

Finding #9: Community managers have not had long tenures in Barefoot Bay.

Barefoot Bay has had three community managers (Tibby Parker, Hugh Williams and Helen Hambro) not including two interim managers (George Hunt who is still there and Steven Lachenmyer who is not). Most have left under less than auspicious circumstances. Unfortunately the managerial community is small in Florida and it has a very good grapevine.

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Recommendation #9: In order to attract a talented person, the District will have to offer the next person a contract with a severance pay provision.

Talented professionals are in short supply. In order to attract them, the job must be attractive as well as the compensation package. The Board has done much to improve the caliber of the candidates by increasing the top of the salary range to \$80,000. Still, if a manager is going to move his/her family to Barefoot Bay, he/she will need some guarantee that they will not be let go shortly after they settle into the area.

Once an applicant has been selected to be the next Community Manager, the most effective way to negotiate a contract is to authorize the Board president (or a Board designee) to work with the District's Attorney to negotiate a contract. The Board should provide, at a public meeting, the general parameters of the contract and let the attorney and Board President work out the details with the candidate. The contract that result from the negotiations is then brought back to the Board for ratification. The Board can, of course, not ratify what is presented and suggest changes.

Finding #10: The title of the District's CEO is community manager.

The title Community Manager is typically used for individuals overseeing condominium or gated communities. While many of these individuals are quite talented, many are not and the title is not one that is normally associated with a highly respected profession. It also does not convey what the CEO of Barefoot Bay really does. Barefoot Bay is a special purpose government and, although it is not a city, many of the responsibilities and functions of the manager are very similar to those of a city manager (reports to an elected board, carries out board policy, oversees the day-to-day operations including public works, recreation, architectural review, stormwater, security and so on).

Many young governmental managers have difficulty getting their first job as a city manager. Additionally, more experienced managers would be reluctant to give up the title of city manager to work for Barefoot Bay as a community manager. The problem is that when they get ready to go to the next job, potential employers will not realize that the position is very similar to that of a city manager and will be reluctant to give the individual serious consideration.¹

¹ As a former special district manager, I personally experienced this difficulty.

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Recommendation #10: Change the title of the District's CEO from "community manager" to "city manager," or at least, "community/city manager."

As noted, the District's CEO has very similar responsibilities and functions to that of a city manager. Additionally, the District should be able to refer to its CEO whatever it wishes so long as there is no legal impediment. Switching the CEO title to "city manager" will have a dramatic effect improving the caliber of applicants for the position. It will attract professionals who would otherwise not consider the position because when they apply for their next job, they will have the title city manager on their resume.

It should be noted that we have considered other terms. District Manager is acceptable but carries a sales connotation and is not really meaningful when the manager is looking for the next job in government. Executive director is another possibility and some special districts use it. Still, it carries the connotation of the CEO of a non-profit. The title of District or Chief Administrator is still another possibility. That title works but it does not carry any particular meaning and makes the individual's career path difficult.

Finding #11: The District Charter seriously restricts its ability to implement capital improvement projects.

Presently, the Charter requires all projects that are in excess of \$25,000 to be approved by referendum. This \$25,000 figure has not been changed since the Charter was approved in 1984. Such a limitation hampers the Board in terms of making desirable improvements within the Bay. Frankly, we question if the figure was ever adequate but definitely do not believe it to be adequate in this day and age. Since January 1984, when the District's Charter was approved, the Consumer Price Index has risen from 101.9 to 189.5 (August, 2004). If the \$25,000 had been indexed to inflation, it would now be \$46,500.

In most communities, residents elect the officials in their government and let the officials select the capital projects that are necessary for the community's continued well-being. If the elected officials select projects that the majority of the community does not support, then they are recalled or voted out of office at the next election.

Recommendation #11: Remove or, at the very least, increase the limit on capital spending to \$50,000.

Operations

Rather than deal with operations as a whole, the various aspects of it will be dealt with individually in the sections that follow.

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Staffing

Staffing should be looked at in four ways. First are you using your staff efficiently? Essentially the question to be answered is, "Is there sufficient work to keep the staff fully occupied?" Second, is what the staff doing effective; that is, "Is the work the staff members are doing necessary? Does it lead to the betterment of the community?" The classic example of an efficient but ineffective use of staff is the old army story about digging holes and then immediately filling them up. A corollary question is, "Is there a better, less expensive way to accomplish the same end?" Third, are the currently employed members of the staff capable of fulfilling their assigned duties? Finally, are the staff members paid appropriately (are they being paid too much, too little, just the right amount)?

Finding #14: The District uses its staff reasonably efficiently.

For the most part, we believe the answer to the first question is yes. The District does a good job of keeping its staff busy. Our observation was that staffing levels were appropriate. For example, the pools are open between nine and 13 hours each day (except for Christmas when only Pool 1 is open and then only for four hours). While they are open, a pool host is on duty to check badges. It is necessary to have a human being checking badges. By the same token, the staff of the gift shop, the restaurants, at the golf course, in administration and so on also seemed reasonable. The maintenance staff seemed to be busy but also had time to do special projects.

The only area we had serious concerns about was in Code Enforcement. As we understand it, one of the inspectors works from 3 pm to 11 pm each day. Since code enforcement is largely a visual function, it is difficult to understand how this individual can be productive, or at least as productive as he could be during the daylight hours. The following table indicates production for the Code Enforcement staff:

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Table 1: Violations Written by Code Enforcement Officers
April to August, 2004

Walt Mattheiss	Paul Ingardia	Paul Chase	Sal Labello	Call-in/ Other	Total
576	157	171.5	39.5	25	969

We note that one inspector (Walt) wrote almost four times as many citations as the next highest inspector (Paul). We initially thought that perhaps the work hours might explain the discrepancy. It did not. Table 2 displays the number of hours worked per week by the Code Enforcement Staff.

Table 2: Hours per Week Worked by Code Enforcement Officers

Walt Mattheiss	Paul Ingardia	Paul Chase	Sal Labello
34	40	40	30

It should be noted that Chase is a supervisor and would not be expected to write as many citations as the other staff members. Still he wrote more than two of his other people.

We also felt that the supervision in Property Services might be a little top heavy. According to the organizational chart, the Crew Leader oversees all the crews and a Property Services Manager oversees the Crew Leader. It seems that this may be an unnecessary management level position and that the Property Services Manager could oversee the crews directly. That would also free up a position that might be better used on all the projects that the maintenance staff has to get done.

Recommendation #14: Replace the two least productive Code Enforcement Offices with more productive individuals.

Finding 15: The District does not always use its staff effectively.

The answer to the second question, "Does the District use its staff effectively?" is, for the most part yes but not always. For example, the District annually spends approximately \$32,000 in direct salary for pool hosts for Pool 1 and \$25,000 each for Pools 2 and 3 for a total of \$82,000. The first question is, are the pool hosts necessary? Would there be a significant influx of non-residents without them? We doubt it. Wouldn't periodic or random spot checks of pool users be sufficient to deter interlopers? Nonetheless, if that is a concern, then the District could install a security card reader system to allow entrance of residents. Discussions with a vendor picked at random indicated that a smart card system (including a card for every Barefoot Bay resident) could be purchased for between \$15,000 and \$30,000 depending on the level of sophistication required.

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Recommendation #15: Eliminate the pool host positions. Wait two months and determine if some sort of a system is necessary to protect the pool from interlopers. Review the situation again in two more months.

Alternatively, the pool hosts could be eliminated at one pool on an experimental basis to see what happens. If outsiders begin to use the pool, then the pool hosts could be reinstated or a security card system studied.

Finding #16: The key staff, specifically the department directors, seems to understand their jobs and can perform them for the most part.

Since it is beyond the scope of this paper to review every staff member and whether they are not capable, we focused on the department heads. We also had the opportunity to interact with some of the other staff and to draw conclusions. It is our belief that the individuals, by and large, know their jobs and perform them capably. It should be noted that our review was, by its nature, brief. The new community manager, once hired and once he/she has had the opportunity to spend several months with the directors, may draw a different conclusion.

We did, however, notice two areas of concern. At least one director seems, on occasion to purposely circumvent the community manager and go directly to the trustees. At least one other sometimes takes direction directly from trustees instead of from the community manager. While both practices are unacceptable, the former situation, if it persists, is grounds for termination of employment while the latter at least is grounds for disciplinary action.

We also feel we should comment on the property services director specifically as he was mentioned in a number of conversations we had with the trustees and staff. We believe that he is competent and knows his job. He certainly is knowledgeable of Barefoot Bay and is a valuable asset in that regard. We are concerned that he has taken too much direction directly from Trustees instead of the Community Manager.

Nonetheless, as noted above, our review was limited and the appropriate way to approach this position and the other department heads is to bring in a professional manager to run the District and to give him the latitude to evaluate the employees. He can then make the changes that are necessary.

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Recommendation #16A: Any employee of the District who purposely circumvents the chain of command should be disciplined and, if it persists, have his/her employment terminated.

Recommendation #16B: Any employee who takes direction directly from someone other than his/her direct supervisor should be disciplined and, if it persists, have his/her employment terminated.

Finding #17: The salaries paid District employees are, overall, a bit low compared to even the private sector.

The table on the following page compares the salaries of the current District employees to those of private sector employees from 2003. When reviewing it, it is important to remember that we are comparing 2004 data for Barefoot Bay to 2003 data for the private sector and that it is likely that the private sector positions were being paid 2% more (the cost of living factor) in 2004 than 2003. It is also important to examine the full pay range. In a number of cases, the low end of the private sector salary range is lower than the low end of Barefoot Bay's salary range but the upper end is significantly higher.

Overall, we would say that the salaries the District pays its employees are lower than what employees in comparable positions would be paid in the private sector. See Table 3 for further details. They are particularly lower for the higher level, management positions. We should also add that, while we did not do a comparison with public sector positions for this report, our experience is that had we done so, we would have come to the same conclusion. In fact, we believe we would have found that the public sector employees are paid even more than those in the private sector.

There are, of course, some exceptions to our findings, some of which are logical. For example, waitresses in the private sector make a substantial portion of their income from tips. Judging from our limited experience in Barefoot Bay, we would expect both the volume and amount of the tips to be less than in the private sector. Hence it would be logical to expect the waitresses to be paid more, on an hourly basis, in Barefoot Bay than outside the Bay.

The question that should next be asked is, "Should Barefoot Bay be concerned about having its employee's salaries lower than other employers in the area?" We believe the answer is yes. Overall, we have been impressed by the staff at Barefoot Bay. As noted in the previous finding, we believe they are competent and, in fact, there are some very, very good people in the organization. If the Bay's employees can find jobs that pay more outside the Bay, over time, they will do so. The better the employee, the more likely they are to find better jobs. The result is that, over time, the Bay will have a work force made up of people who are less productive than the people who have left and will also incur more costs in training new employees.

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Over time, since the worker will be less competent, it will require more of them to accomplish the same amount of work and the District may be paying more to accomplish the same amount of work or even more to accomplish less.

Note: The source for the private sector data was: Employers Association of Florida. It did not have a similar position for every position that Barefoot Bay has. Hence, there is no comparison data for some of the positions in the table.

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**Table 3: Comparison of Barefoot Bay Employees Salaries
to Those in the Private Sector**

Position	Barefoot Bay		Private Sector	
	Minimum	Maximum	Minimum	Maximum
Waitress	\$5.61	\$8.58	\$2.50	\$3.50
Bartender	\$5.61	\$8.58	\$4.00	\$5.10
Pool Host	\$6.12	\$9.18		
Cook	\$6.12	\$9.18	\$7.15	\$12.13
Starter/Ranger	\$6.12	\$9.18		
Accounting Clerk	\$21,611	\$30,243	\$22,384	\$32,745
Pool Technician	\$8.35	\$11.28	\$9.40	\$13.06
Store Clerk - Pro Shop	\$16,078	\$21,715	\$13,208	\$23,130
Administrative Assistant	\$22,838	\$31,990	\$22,984	\$34,694
Calendar Coordinator	\$10.98	\$15.38	\$6.60	\$9.46
Code Enforcement Officers	\$12.17	\$17.04		
Custodian	\$7.11	\$9.60	\$6.60	\$11.12
Building Maintenance Technician	\$8.35	\$11.28	\$10.00	\$15.47
Mechanic/AC Technician	\$10.98	\$15.38	\$10.00	\$15.47
Pro Shop Manager	\$24,084	\$33,717	\$24,024	\$35,318
Code Enforcement Supervisor	\$25,323	\$35,451		
Food & Beverage Service Coordinator	\$25,323	\$35,451	\$43,135	\$68,182
Crew Leader Supervisor	\$26,562	\$37,187		
Accounting Manager	\$37,710	\$52,794	\$46,543	\$82,370
Human Resources Manager	\$37,710	\$52,794	\$34,005	\$82,326
Golf Operations Manager	\$37,710	\$52,794		
Property Services Manager	\$37,710	\$52,794	\$40,566	\$66,800
Community Association Manager	\$42,196	\$56,262		

Recommendation #17A: Consider raising the salary ranges for those who are under that of the private sector and tie them to the Consumer Price Index (CPI).

Raising salary ranges will not necessarily have a financial impact in the short run. For the most part, the current ranges for Barefoot Bay employees are similar to those of the private sector except the private sector range may start a little higher and end at the point above the high end of the District's range. Thus, unless an employee is at the bottom of the range, the employee is likely to fall in the same salary range as the private sector

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employees. It does send a message to the employees that they are valued and that in the long run, they can expect to achieve the salary that they could achieve elsewhere.

Where it may have a financial impact, the changes do not have to be made all at once but made incrementally over a period of years.

Recommendation #17B: If the District does decide to increase the pay ranges, then it should use 2004 data for comparative purposes. Additionally, it should include some data from public sector employers as well.

Additionally, some of the ranges listed above for private sector organizations are very broad. We suspect that situation results from the association gathering data from organizations that vary widely in size. These ranges should be narrowed by working with the association which compiled the data to identify organizations that are approximately the same size as Barefoot Bay.

Recommendation #17C: Salary ranges should be kept current annually by adjusting them using a CPI factor and once every three to five years, conducting a market review to insure the salaries remain comparable.

Finding #18: The District lacks the expertise in-house to initiate and complete capital projects effectively. It also lacks a single point of control when implementing capital projects.

Capital projects are difficult, time consuming and expensive. To oversee them properly requires someone who understands how they are done and has experience doing them. Given how expensive they are, the District needs the proper expertise.

Currently responsibility for capital projects lies primarily with the Property Services Manager. At times, the Community Manager, members of the Board of Trustees and officers of the various clubs also provide input. While we believe the Property Services Manager can competently perform his job of overseeing the maintenance crews, we do not believe that he has the time or training to oversee the District's capital projects as well.

We believe that to some degree the difficulties surrounding the tennis court resurfacing was a result of the District's lack of expertise during the procurement of the services. The contract bid document makes it clear that the contract did not warrantee cracks. We have been told that the contractor explained that the cracks might reappear. We have been told that the Property Service Manager made that clear to everyone who would listen. Still there was a hullabaloo when the resurfacing was completed and the cracks returned.

Had an experienced senior level manager been overseeing the District's operations, we believe the project would have been done correctly. It might have cost more, but an

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experienced manager would have had extensive conversations with the contractors, understood the risks and made the appropriate recommendation to the Board.

We should also add that we believe having consultants oversee the project is often not the best approach to overseeing capital projects. In the best case scenario, they provide valuable expertise that the District does not have. There is a tendency, however, among governments to turn projects over to consultants and to not manage the consultants. Soon they are doing things that they feel are necessary to insure the best product but that may not really be necessary. They tend to over-design projects and bill the client accordingly. For example, when installing a roof, do you need a roof consultant? We are inclined to think not. If the District has a capable manager, he or she could arrange to have three reputable roofing firms review the project and provide their input. The Manager could then draw up an appropriate bid document with strong performance guarantees and put it out for bid. We would suggest a two step process where first the District verifies that the companies have strong performance records and then considers price from among the most qualified. The District would select the most qualified and the one with the best price. Once under contract, the District would inspect the work periodically and, as with all building permits, have the County inspect it as well. With strong guarantees, should there be a problem later, it would be fixed under the guarantee.

Recommendation #18: Hire an individual to be the Community Manager who has strong experience in capital projects and make that person responsible for the successful execution of the District's capital efforts.

With the increased salary that we have recommended comes increased expectations. Frankly, while the job of Community Manager is not an easy one, it is also not overly complex. A professional manager should be able to oversee the capital projects as well as the day to day operations. That professional manager should be the single contact for capital projects.

Facilities

It should be noted that a full, in-depth analysis of the District's facilities was beyond the scope of this report. The following observations are based on a limited overview.

Finding #19: The District does not appear to have a comprehensive long range capital plan.

Proper care of facilities begins with planning. While the District, through its Long Range Planning Committee, has attempted to develop a capital improvement program and has done an admirable job, the effort still needs work. Over time, facilities wear out and need to be replaced. Without a plan, these costs can be upon the District and require an expensive, special assessment.

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A full comprehensive capital improvement program begins with an inventory of the District's assets including their condition and their remaining estimated useful life. By doing so, it becomes what needs to be replaced and when. At this level, the plan is fairly general and project out 30 to 40 years. Still it is a road map that will protect the District's facilities.

In the shorter term, the next five years, a much more comprehensive capital improvement plan should be developed. It would include a listing of projects that will need to be done in the next five years. The elements of the plan are the projects, a preliminary scope of each project, a preliminary cost estimate for each project (including both hard and soft costs) and an identification of possible funding source(s) for each project. When the operating budget for the next fiscal year is developed, the capital projects for that year are folded into it. It should also be noted that any long range capital plan should mirror the long range operating budget for the District.

Recommendation #19: We recommend the District establish a comprehensive capital improvement program.

As noted previously, with additional salary come additional expectations. We recommend that the District's professional staff develop the draft of the capital improvement program and the District's Long Range Planning Committee review and provide input to it prior to presentation and adoption by the Board. When a qualified Community Manager is hired, the staff will have a trained professional on board who knows how to do a comprehensive capital improvement plan. With his/her staff to do the leg work, the new manager should be able to develop a sound plan.

Finding #20: Over all the District's facilities appeared to be in relatively good condition prior to Hurricanes Francis and Jeanne with two exceptions.

At least prior to the hurricane, the golf course, clubhouse, restaurants, swimming pools, drainage and other infrastructure appeared to be in relatively good condition. As everyone is aware, the tennis court had some cracks in it. Our major concerns from the point of view of facilities are (1) the administration building and (2) the maintenance building. The former is a temporary structure and, suffered as a result of the recent hurricanes. The latter is even less adequate.

Recommendation #20: Budget for and build a new administration building, one that can withstand a significant weather event, and for a new maintenance building.

It is always difficult to justify spending money on governmental infrastructure such as administration and maintenance buildings. Still the heart and records of the District are in the Administration Building and it needs to be a sound structure. Parts and equipment are kept in the Maintenance Structure.

OPERATIONAL REVIEW OF BAREFOOT BAY RECREATIONAL DISTRICT

It does not need to be done immediately but it does need to be done. We suggest that it be incorporated in the District's capital improvement program.

Maintenance

Finding #21: The Property Maintenance Department has the Crew Leader Supervisor reporting to the Property Services Manager. Virtually all the staff report to the Crew Leader Supervisor.

A review of the organization chart shows that the Property Services staff, with the exception of the Office Manager, reports to the Crew Leader Supervisor. Generally speaking, management theory suggest that one person reporting to one person is an inefficient use of resources. Recommended supervisory span of control is normally four to eight people depending on the function.

Recommendation #21: Review the two top positions in Property Services with an eye towards combining them.

Finding #22: The District has a work order process in place but it is not fully utilized.

Barefoot Bay's maintenance staff has a work order process but does not fully utilize it. Based on discussions with staff and trustees, maintenance often performs work that is not requested with a work order and is not recorded on a work order. While this approach is understandable (the employee is nearby and it will just take a few minutes), it does present management problems. If the staff is off is doing its own (or a trustee's thing), other planned work is being put off. Priority work may not be getting done.

Recommendation #22: The Maintenance staff must make more complete use of the work order system.

We recognize that small projects often are brought to a maintenance worker's attention while he/she is working on a job in the field and since they are already there, it may make sense to do it then. Nonetheless, when that happens, the maintenance worker should contact the property manager, inform him of what is being asked, get permission to proceed and then contact the office manager to have her generate a work order.

Additionally, once management reporting begins in earnest, workers who do work outside the work order process will appear less productive than they really are. The result may be smaller raises because the worker will appear less productive than his/her counterparts.

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Finance

A review of the finance function has two components. The first question is, "Are the finances of the District in generally good condition? That is, does the District have enough money to meet its needs?" The second question is, "Is the District's staff properly accounting for the money?"

Finding #23A: Unless the District takes some fairly serious actions quickly, it may not have the money it needs to carry it through the current fiscal year.

When the budget was presented this year, the interim community manager suggested in a memorandum to Trustees that they were facing a shortfall of over \$300,000 for the 2004-2005 fiscal year. This shortfall would have been largely erased if the assessments had been raised by \$5.00 per month. Even if assessments had been raised \$5.00 per month, he still projected a shortfall of over \$2 million for the five year period beginning in 2004-2005.

Finding 23B: The prior finance director did not enter any data into the finance system after May 2004 and hence his financial reports are questionable.

We recently learned that the District staff had discovered that the prior finance director, the one who had just left, had not entered any data from the accounts payable and accounts receivable systems in the finance system. The result is that the District does not currently know precisely what its financial position is.

Recommendation 23A: Work with the external auditors, as the staff is doing, to determine the appropriate course of action to update the financial system.

The correct procedure at this point would be to reconstruct the financial system since May by entering all the data. That approach may be extremely costly and, while it is best to be perfect, beyond the available resources. Hence, we believe the appropriate course is for the staff and the external auditors to evaluate the situation and determine the most cost effective solution to the dilemma the District faces.

Recommendation 23B: While we understand that these estimates are based on questionable numbers, we believe the District needs to be aware that it may be in financial jeopardy and needs to take the appropriate actions. Such would include developing a more precise estimate of the projected deficit and a course of response.

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Finding #24: The District appears to be missing some opportunities to collect revenues.

The code enforcement presently assesses fines for deed restriction violations. It is not clear that these fines are being transferred to accounting and/or billed to residents in every case.

Recommendation #24: The staff from Code Enforcement and Accounting should review the interface between the two functions and determine what needs to be done to ensure that fines are billed promptly.

Finding 25: The District's assessments have been \$45 per month since October 1, 2002 and there is also a \$1 per month assessment for storm water.

We understand that the assessments should be tied to actual budget numbers. We also recognize that costs continue to rise. These costs need to be taken into account when budgeting.

Assessments have been \$46 per month since October 1, 2002. Over the same period, inflation has increased a little over 5%.

Recommendation #25: When the District begins its budget preparation, it should target an increase in its assessments that reflects the cost of living index. If special reasons exist, the assessments should be higher or lower (for example, implementing some of the recommendations in this report), then they should be adjusted accordingly.

Most of us would prefer it if the assessments and taxes we pay were less and we certainly do not like it when they increase. Still we must recognize that each year costs go up at least with inflation. To believe that assessments and taxes can be held at the same level indefinitely in the face of rising costs is to avoid reality. Sooner or later the level of government services will need to be cut or the assessments raised. If they are not raised gradually, the increase, when it comes, will be large and seem punitive.

Had assessments been increased based on the CPI, the District would be in a stronger financial position.

We also recognize that most of the residents of Barefoot Bay are living on fixed incomes and that poses another constraint. Still, social security system is indexed to inflation and Barefoot Bay should follow suit.

Otherwise, the quality of this beautiful community will suffer and the investments people have made in their homes will decline.

Finding #26: Some of the bank reconciliations for the review period did not agree to the financial statements or reconcile.

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In a review of the bank reconciliation performed from October 2003 to May 2004, almost half of the months did not reconcile. For example, three out of the eight months of bank reconciliations were not properly completed. All bank reconciliations should be completed in a timely manner and be initialed by the person responsible for the internal control record as well as documenting responsibility. If the bank accounts are not reconciled, it is impossible to determine if the bank has made an error, or if all transactions have been posted correctly. There is also the possibility of theft due to forgery or fraud that will not be found in a timely manner. Finally, possibly most importantly, the District will not truly know how much money it has to spend.

Recommendation #26: Each month's bank reconciliation should be balanced exactly to the amount shown on the bank statement. If, for some reason, material changes are later found, the financial statements should be corrected and reprinted to show the exact amount. Additionally, prior statements that have not been reconciled should be reconciled as soon as possible.

Finding #27: Many of the bank reconciliations for this fiscal year (beginning in October) did not have the handwritten initials of the person who performed the reconciliation. Instead, there were only pre-printed names at the bottom noting the preparer and the reviewer.

The individuals who are involved in the preparation and review of the bank reconciliations should initial beside the pre-printed name and date it the date that the reconciliation is completed. This practice documents the responsibility of those charged with reconciling the bank, as well as documenting that the reconciliation has been completed.

We also noted that the District had, starting in May, revised its procedures for dating bank reconciliations. Prior to May, bank reconciliations were often dated the last day of the prior month, which is impossible since the bank statement does not arrive until several days later. Since May, the District has properly dated its bank reconciliations using the date on which they were actually performed (which is the standard in the accounting world).

Recommendation #27: Implement a policy which states that the bank reconciliations should be initialed and dated by the individuals responsible for preparing and reviewing the bank reconciliations.

Finding #28: Although recently completed, the Finance Policies and Procedures Manual needs a few changes made to it.

Although the Policies and Procedures Manual was recently updated and approved by the Trustees, there were some references in it that need to be updated. For example, the bank

OPERATIONAL REVIEW OF BAREFOOT BAY RECREATIONAL DISTRICT

account numbers are listed the Manual. Doing so would seem to be a serious security issue. Anyone can get a copy of the Manual simply by making a public records request and thereby have access to the bank account numbers. That, in turn, could lead to a repeat of the issue where a resident called the bank and had the address changed to have the statements delivered to their personal residence or something significantly worse. Although the bank has implemented additional security features, allowing virtually anyone to have access to the bank account number poses considerable risk.

Additionally, the auditors have removed the Pension Fund from the audited financial statements in FY03 in accordance with GAAP. That leads to some changes that need to be made in the Manual.

Recommendation #28A Remove the bank account numbers from Finance Policies and Procedures Manual.

Recommendation #28B: Once a new finance director has been hired and on board for a few months, review the Policies and Procedures manual to ensure it is up to date. Specifically, all outdated references should be removed.

Finding #29: Some of the District's internal financial controls need to be improved.

In the past year, an employee was able to "borrow" money from a petty cash fund to make personal loans to herself, always promising to pay the money back. The supervisor was aware of these "loans" and assisted in covering up what amounted to theft. Although the former Accounting Manager had already made a number of much needed changes such as reducing the dollar amounts of some of the petty cash drawers, the separation duties and internal controls need to be enhanced.

Recommendation #29: Introduce periodic surprise audits of the petty cash drawers by the Accounting Manager or another designated employee, neither of whom should have any direct involvement with the Petty Cash function.

Finding #30: The Financial Policy and Procedures Manual does not have an item referencing the timeliness of budget amendments.

In reviewing financial records, we found that historically some budget amendments have been approved months after the fact. That logically is something that the Financial Policies and Procedures Manual would address.

Recommendation #30: We recommend that the Financial Policies and Procedures Manual be updated to require that when the Board takes an action that requires moving money from one budget category to another, a budget amendment should accompany the documentation for the expense that the Board is authorizing. When staff needs to move money from one category to another to cover an expense, it should be allowed to do so (so

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long as the transfer is within its authority) but should follow up within the next 45 days with a budget amendment.

Finding #31: The Finance Policies and Procedures Manual contains a series of strict ethical standards but they have not always been followed.

The District lists strict ethical standards of doing business with and on behalf on the District in the Financial Policies and Procedures Manual. In the recent past, a member of the Board rented space in the shopping center. While we have not identified any improprieties, we believe this situation was in conflict with the ethical standards set forth in the Manual.

Recommendation #31: The ethical standards spelled out in the Finance Policies and Procedures Manual should be strictly enforced among not only staff but trustees.

We believe that the ethical standards in the Finance Policies and Procedures Manual should apply to everyone who has a direct supervisory or employment relationship with the District. Once elected to the Board or employed by the District, any such person should be required remove himself/herself from any business dealings with the District. Not to do so, raises at least the potential appearance of impropriety.

If for some reason, the Board disagrees, at a minimum, the previously described individuals should abstain from discussing and voting on any issues and negotiations in connection with their business interests.

Finding #32: The District writes a check and takes it to the bank every two weeks to cover the payroll.

Needless to say, writing a check and taking it to the bank is time consuming. The District could instead set up a ZBA account eliminating the need to do so.

Recommendation #32: Set up ZBA account for payroll.

Procurement

Finding #33: The section of the Finance Policies and Procedures Manual dealing with purchases needs some clarification.

The Finance Policies and Procedures Manual specifies that all purchases that exceed \$30,000 require utilizing a formal bid/RFP process. By local government standards, \$30,000 is relatively high.

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Further, the Accounting Manual also does not discuss the procedures for purchases from \$15,000 to \$30,000 - the manual addresses purchases over \$30,000 and purchases up to \$15,000.

Recommendation #33: Amend the Finance Policies and Procedures Manual. First extend the guidelines that presently end at \$15,000 to \$20,000 and then lower the threshold for bid/RFP documents to \$20,000.

Many governments with populations between 10,000 and 20,000 require bids for any items over \$15,000. These guidelines have generally been in effect for some time and given the cost of items these days, we believe \$20,000 is more reasonable.

Finding #34: The District does not presently utilize a realtor to lease the space it owns in its shopping center.

Earlier in the year, the District entered into an arrangement with a local realtor to lease the space it owns in the shopping center. Using a professional to lease the space is a good idea. A professional knows the market and can insure that the District receives the maximum rents possible for the property. Further, involving a third party realtor provides the residents with a sense of comfort – a sense that business is being conducted openly, professionally and above board. For some reason, this arrangement has faltered and is no longer in effect.

Recommendation #34: Reinstitute the arrangement the District had with a realtor to oversee the leasing of space in the shopping center.

Human Resources

Overall, we believe that the human resources function within Barefoot Bay is well run and doing the right things. The following comments are minor but we felt should be made nonetheless.

Finding #35: The organizational chart and job descriptions do not reflect the same chain of command.

Organizations are constantly evolving and it is often difficult to keep organization charts and position descriptions completely up to date. This statement is particularly true in when key staff has changed and natural disasters (such as Hurricane Francis and Jeanne have intervened.

We should also add that, overall, the District's staff members have done a very good job of keeping the organization chart and position descriptions up to date, particularly in the face of the staff changes and disasters we mentioned.

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Still some of the recent changes in the Finance Department and Human Resource Department have changed the various job descriptions. There may be other areas where changes have been made.

Recommendation #35: Update job descriptions to reflect the current supervisor (i.e., Accounting Manager vs. Administrative Services Manager). Verify that duties listed are being performed and that the list is complete. We normally suggest that the employees, at the time of each annual evaluation, be asked to review their duties with their supervisors to ensure accuracy and completeness.

We noted, for example, the administrative assistant reporting to the Accounting Manager is, according to her job description, involved in human resource information such as pre-employment drug screening? Given that the organization is small with limited resources, the answer may well be yes. Still it should be reviewed.

Finding #36: No policies and procedures manual has been prepared documenting human resources procedures such as hiring, and the current employees' handbook is being updated.

Without a policies and procedures manual for the Human Resource Function, confusion may exist concerning what the current and correct procedures are. Additionally, should staff change, it is a good idea for a procedures manual to exist as those filling in are often not as well trained as those who have left. It also provides a good place for new staff to begin learning their jobs. Further, as the Human Resource Function grows, knowledge will have to be handed down orally instead of having the procedural handbook which will lead to interpretation issues which will likely result in inconsistent policies and procedures.

The current employee handbook is currently being updated. The importance of having a current employee handbook cannot be under estimated. It is the Bible, so to speak. In it, the District's policy on a variety of issues should be spelled out in this handbook, with everything from vacation time and benefits to the District's policy on hiring terminated employees.

Recommendation #36: Develop and implement a policies and procedures manual to clearly document the adopted procedures for Human Resources. Continue the updating process for the Employees' Handbook.

The District should make every effort to complete the creation and updating of these volumes quickly.

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Information Technology

Finding #37: The District has not kept pace with technology in terms of hardware, software and training.

In this day and age, it is imperative that the District stay abreast of current developments in terms of computer technology and software. While in our experience, new technology generally does not lead to reductions in staff, it does increase their productivity and capability. Since we are always being called upon to do more with less, keeping up with technology is imperative. Further, these days the cost of the technology is relatively minor.

We noted that the District had only one computer in Code Enforcement which is used by the clerk. If the Manager needs to check something or has another use for the computer, he must either wait for it to become available or interrupt the clerk's work.

Other examples of not keeping with technology are that the District had just recently switched to Windows Payroll from DOS. Most other organizations made the change years ago. Only recently did code enforcement acquire a package to assist in performing its duties but has been unable to install it because it is having trouble getting the information from the utility billing data base converted into the appropriate format so the new system can use it.

Training on the various forms of software is a small investment that produces large returns and aids staff in greater productivity but has not been provided in some key areas. For example, some of the Finance Department employees have not been formally trained in the basics of Excel, a basic tool in that department. The staff members are learning by being self taught and are using it to some degree, but not to the degree they could be if they are properly trained.

Recommendation #37A: Identify, budget for and provide additional computer equipment that would assist the District employees in carrying out their duties.

Recommendation #37B: Identify, budget for and provide software packages that would assist the District employees in carrying out their duties.

Recommendation #37C: Identify, budget for and provide necessary training that would assist the District employees in carrying out their duties.

Finding #38: The District's support staff for data processing is very limited and that has caused operational issues.

The District has one individual who operates its local area network in addition to doing most of the electrical work. He is self-taught and frankly good at what he does. Should

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the District lose him, however, no one is ready to step in and take over. Additionally, while he is capable, he does not know everything about personal computers, local area networks and so on. For example, Code Enforcement has not been able to send out letters for the past three weeks because there appears to be a virus in its computer system and it cannot access the programs it needs to use to send them out.

Recommendation #38: The District first needs to take action to protect the asset it has in its in-house computer expertise so that it is not lost to another employer. It then needs to find ways to supplement this expertise so that, when necessary, additional expertise can be acquired.

Food and Beverage

Finding #39: Food and beverage is not breaking even.

Barefoot Bay has a fairly large food and beverage function. While it should not be making a huge profit, we would expect it to breakeven or turn a small profit. Otherwise, people living in Barefoot Bay who do not eat at the District's facilities are subsidizing those who do.

Unfortunately, the food and beverage facilities are not breaking even or even coming close, much less generating a modest profit. Table 4 below analyzes the revenues and expenses of the Food and Beverage function based on actual or budget.

**Table 4: Food and Beverage Revenues and Expenses
Actual and Budgeted**

Fiscal Year	Revenues	Expenses	Profit/Loss
2002/03 Actual	\$341,889	\$408,588	(\$66,699)
2003/04 Budget	\$307,400	\$393,603	(\$86,203)
2004/05 Budget	\$327,400	\$442,470	(\$115,070)

As can be seen, the function does not breakeven. Even worse, there is a very disturbing trend – its deficit is growing every year which means the subsidy that it receives from the general assessments is increasing.

Recommendation #39: The District needs to conduct a thorough review of its food and beverage operations and develop a plan to make them at least breakeven.

Golf Operations

Finding #40: Golf operations are not breaking even.

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The golf course is a central feature of Barefoot Bay and one of the attractions to the community. Due to its existence, we believe home prices are higher than they would be without the golf course. As such, it has an intrinsic value to the community and it may not be as important that it breakeven. And it does not as shown in Table 5 below.

**Table 5: Golf Operations
Actual and Budgeted**

Fiscal Year	Revenues	Expenses	Profit/Loss
2002/03 Actual	\$582,900	(\$687,555)	(\$104,655)
2003/04 Budget	\$561,083	(\$760,930)	(\$199,847)
2004/05 Budget	\$594,222	(\$767,242)	(\$173,020)

Recommendation #40: The District needs to conduct a thorough review of its Golf Operation and develop plans to move it towards self-sufficiency.

Management Reporting

Finding #41: The District lacks a true management reporting system.

A number of reports are forwarded from the departments to the trustees and community manager. They are very limited in scope and do not provide the information necessary to manage the District.

The problem with this situation is that it is very difficult to allocate resources when the District does not know what services are being used and how much its staff members are accomplishing.

We are concerned as well that the department heads often do not have the reports that would help them manage their areas. For example, in Finding 14, we had to compile the production data displayed in Table 1 from a violations log. This data is the kind of data that a manager should have at his/her finger tips so that he/she can evaluate employee performance. If the managers do not have statistics on how productive their employees are, then it is not possible to manage their operation properly.

We also believe that at least some individuals have taken advantage of the lack of performance statistics and not done their jobs.

Recommendation #41: Develop performance indicators that measure employee productivity. On a monthly basis, this data should be rolled up and given to the Community Manager and the Board.

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Each department head should be asked to develop a series of meaningful indicators demonstrating what his/her staff have accomplished.

General Comments

Finding #42: The District does not have a formal, written disaster recovery plan.

During the past two hurricanes, the staff has performed admirably in terms of shutting down the operations and preparing for the storms. Still, they have done so based on an informal mental check list. While such mental check lists can and often do work well, they do leave a margin for error. It is like going to the grocery store. Generally, you try to make a list before you go so that you do not forget anything. Given that personnel sometime leave or maybe on vacation, mental check lists are somewhat less than ideal. Such a plan is particularly important in the data processing area where qualified staff is very limited.

Recommendation #42: Develop a complete disaster recovery plan.

Natural and manmade disasters occur. Hurricanes are the obvious example but there are others such as tornados. Some come with warning and some do not. Each element of the District's operations (ranging from golf operations to data processing) should determine what it needs to do in case of a disaster. The plan should consider what to do in case of a disaster that may come with lead time and one that may not. Steps should be outlined to evacuate residents. Financial and computerized records should be protected with copies stored off site. Equipment should be placed in a safe place and so on.

Finding #43: The District mows the median and shoulders on the county roadways within the community but does not receive any compensation for its efforts.

The County maintenance schedule calls for its roadways to be mowed 12 times a year. Obviously, during the rainy season, were that schedule to be followed within Barefoot Bay, the community would look terrible much of the time. Consequently, the District has assumed the responsibility of mowing the county roadway medians and shoulders but it receives no compensation.

Recommendation #43: The District should be compensated by the County for mowing the right of way to the extent that the County would have mowed it (that is, the cost of mowing the right of way 12 times), as the District is doing the County's work for it.

An example of the practice is the Village of Wellington and Palm Beach County. The County mows its right of ways 12 times a year and the Village mows its right of ways 44 times a year. To resolve this conflict, Palm Beach County pays Wellington what it would normally pay the contractor to mow the medians. Wellington mows them 44 times a year (the extra 32 at its own expense).

Meeting Date
Sep. 09, 2016



Agenda
Section 9
Item No I

Agenda Report
Barefoot Bay Recreation District Board of Trustees

Subject: Adoption of Revised Policy Manual

Dept/Office: Administration: District Clerk

Requested Action: Adoption of Policy Manual as Attached

Summary Explanation and Background:

Staff submitted the draft revised Policy Manual to the BOT with a host of proposed revisions. The BOT reviewed the document on 28Jul16 and 30Aug16 with a consensus to bring the revised Policy Manual to a BOT meeting for adoption: Areas amended include:

General Operating Policy

- Travel Policy

General Financial Policies

- Accounts Payable
- Inventories
- Investment Policy
- Long-term Debt Note Payable
- Use of Purchase Orders-Competitive Pricing
- Exception to Competition
- Purchase from State Contract
- Purchase of Services from a Goods and Sole Source Provider

General Rules Applicable to District Facilities

- Definitions
- General Rules
- Identification Badges and Dress
- Membership
- Games/Meeting Rooms
- Swimming Pools
- Tennis Courts
- Golf
- Beach
- RV Lots
- Fee Schedule
- Guidelines for Registering as a Club or Organization and Use of District Facilities

Public Records Request Policy

- Copies and Fees

Staff recommends the BOT approve the resolution adoption revisions to the BBRD Policy Manual as attached.

Exhibits Attached: Revised Policy Manual and Resolution

Contact: Dawn Myers, District Clerk; John W. Coffey, Community Manager
Fiscal Impact: N/A
Contract/Agreement Reviewed by Attorney: N/A
Community Manager's Approval:

RESOLUTION 2016-_____

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 FEBRUARY 13, 2015; PROVIDING FOR CONFLICTS; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the Board of Trustees has previously adopted Resolution 2009-05 establishing a Policy Manual for the residents of Barefoot Bay in relation to the operation of the Recreational Facilities of Barefoot Bay; and

WHEREAS, the Barefoot Bay Recreation District Board of Trustees has discussed suggested comprehensive revisions to the above referenced document, as amended through February 13, 2015, at a public workshops on July 20, 2016 and August 30, 2016; and

WHEREAS, the Board of Trustees of Barefoot Bay Recreation District is desirous of amending the Policy Manual previously adopted and revised consistent with the revised version attached and incorporated hereto as "Exhibit A;"

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

Section 1: The Policy Manual for Barefoot Bay Recreation District is hereby amended in accordance with Exhibit "A" attached and specifically incorporated hereto this Resolution.

Section 2: If any portion, clause, phrase, sentence or classification of this resolution is held or declared to be either unconstitutional, invalid, inapplicable, inoperative or void, then such declaration shall not be construed to affect other portions of the resolution; it is hereby declared to be the expressed opinion of the Trustees of the Barefoot Bay Recreation District that any such unconstitutional, invalid, inapplicable, inoperative or void portion or portions of this resolution did not induce its passage, and that without the inclusion of any such portion or portions of this resolution, the Trustees would have enacted the valid constitutional portions thereof.

Section 3. Conflict with other Provisions.

All resolutions or parts of resolutions in conflict herewith are hereby repealed and all resolutions or parts or resolutions not in conflict herewith are hereby continued in full force and effect.

Section 4. Effective Date. This Resolution shall become effective immediately.

The foregoing Resolution was moved for adoption by Trustee _____ . The motion was seconded by Trustee _____ and, upon being put to a vote, that vote was as follows:

Chairman, Joseph Klosky	_____
Trustee Frank Cavaliere	_____
Trustee, Brian Lavier	_____
Trustee Lee Wright	_____
Trustee, Steve Diana	_____

The Chairman thereupon declared this Resolution Done, Ordered, and Adopted this 9th day of September, 2016.

BAREFOOT BAY RECREATION DISTRICT

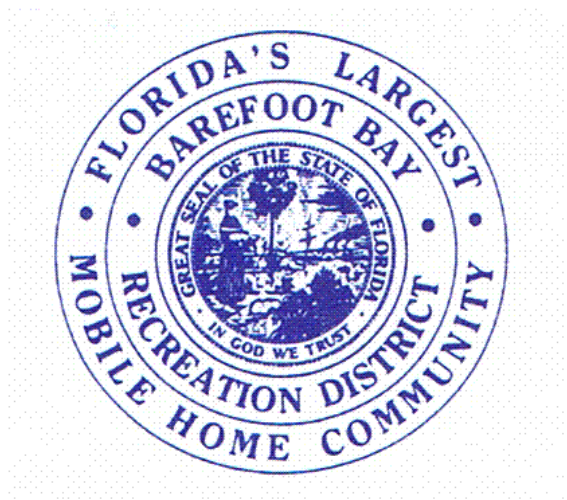
By: _____
JOSEPH KLOSKY
CHAIRMAN

ATTEST:

By: _____
STEVE DIANA
SECRETARY

Barefoot Bay Recreation District

Policy Manual



Includes Revisions Adopted by BOT on 10Jun16

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PURPOSE

The Barefoot Bay Recreation District Policy Manual has been developed to provide the Board of Trustees and employees of the District with assistance in effectively performing their responsibilities by stating the policies of the District and the Financial Department and the ways and means of accomplishing its goals.

This Policy Manual was established based on the criteria identified by applicable state law and statutes, administrative code and Uniform Accounting System_Manual and recommendations from the District's financial auditors.

The reasons for developing a Policy Manual include:

1. Written policies promote teamwork.
2. Written policies promote clarity, consistency and continuity of performance.
3. Written policies provide useful information for training programs and a means of comparing competent practice to the written approved descriptions of policies.
4. The written manual is a central source of adding, changing or deleting policy.
5. Written policies promote proper delegation of authority.
6. Using a policy manual supports effective time management for supervisors to provide for planning and departmental development functions.
7. Policy manuals save supervisory time spent in answering repetitive questions.
8. Policy manuals serve as a source document for inspection by approval agencies.

The Board of Trustees will modify and adopt changes to the Policy Manual as needed to best serve the operation and intent of the Recreation District and will conduct a full review as needed to address any recommended changes to the entire document.¹ Revised Policy Manuals will replace the outdated policy manuals (if changes are made) in all Departments as soon as possible after adoption. The Department Managers will be responsible for replacing the Policy Manuals and the necessary review and training required by the updates. The Policy Manual will be updated and printed through the Administration Department of the Barefoot Bay Recreation District.

To the extent that these policies reference any specific statute, ordinance, law or rule, the Board specifically intends that these policies shall comport with and/or incorporate any amendments to such statute, ordinance, law, or rule subsequent www.myflorida.com is the website for easy access to Florida Statutes. As the statute(s) change(s), this policy manual will be modified accordingly.

Part One. General Operating Policy

1.0 EMPLOYMENT AND TRAINING

Barefoot Bay Recreation District recognizes the value of employees, and wishes to acquire talented personnel, providing the necessary training to allow employees to advance within the organization. Barefoot Bay Recreation District will hire the most suitable candidate for any open position, and employees to learn about the organization and to work as a valued team member.

Standard hiring practice is to perform open recruitment for job openings. To encourage employee personal and professional development growth, the hiring manager may elect to use internal recruitment only when the hiring manager and his or her supervisor believes there is more than one qualified employee to fill the position. Under special circumstances (key critical positions), the Community Manager may authorize promotion or appointment of a qualified candidate to a position without using the recruitment process. Upon such circumstances a written statement will be placed in the employees file explaining why the normal process was not used.

Within budgetary restraints, the District recognizes the importance of professional continuing education to maintain and grow skills sets of professional positions. Training will be completed in state only. In the event there is a need for out of state training, the Board will approve out of state travel. ²

1.1 TRAVEL POLICY

Barefoot Bay Recreation District does not recommend the use of personal vehicles for business purposes. Employees will not be reimbursed for mileage when they use their personal vehicle for Barefoot Bay Recreation District business. An exception is made when 1. an employee is required to attend a seminar, training or any overnight business travel, or 2. An employee is on an official assignment and a Barefoot Bay vehicle is not available. subject to prior approval of district management. If necessary, during a declared emergency, district management may waive this policy. ³

Per diem and travel expenses of public officers, employees and authorized persons shall be reimbursed in accordance with Section 112.061, Florida Statutes. Training will be completed in state only. In the event there is a need for out of state training, the Board will approve the travel. ⁴These basic policies apply to all BBRD travel:

- a. All travel, if pre-authorized by the Community Manager
- b. Receipts are required for reimbursed expenses
- c. Rates of per diem and subsistence allowance and mileage rate for use of personal vehicles is reimbursed in accordance with Sec.-112.061, F.S.
- d. Expense reports that approved by the Department Head and Community Manager are reimbursed in a timely manner.
- ~~e. ARCC committee members are reimbursed for travel expenses at a rate of \$10.00 per house permit in lieu of mileage as provided above.⁵~~

e.f. Traveler must elect prior to travel use of per diem or reimbursement for meal expense (including up to 15% tip and sales tax).

1.2 REPORTS REQUESTED BY THE BOARD OF TRUSTEES

The following reports shall be provided by the 15th of each month:

1. A financial report showing the actual expenses and revenues for each month and year to date compared to the budget amount for the year for all departments and overall district.
2. Revenues and Expenditures of any federal, state, or local agency grant funds applicable to any budgeted project shall be accounted for as separate line items.

The following report shall be provided at each meeting:

1. A listing of all checks paid by the District from the previous meeting to the current report time. The list will include the amount of the check, vendor, and description.

1.3 JOB INSTRUCTION TRAINING MANUAL

Job Instruction Training Manual will be established and updated by management on an "as needed" basis. Input from the Department Managers and employees will be valuable in keeping these documents current and representative of actual procedures. Attention will be focused on best practices as recommended by management, audit recommendations, and legal professional recommendations. Department Managers will be responsible for instruction and training on the updated JIT and Procedure Manual.

Part Two. General Financial Policies

2.0 ACCOUNTS PAYABLE

All bills, packing slips, filled purchase orders and applicable paperwork must be turned into accounts payable on a daily basis, and all bills must be signed by the department manager or designee. Unsigned bills will be returned to the department and payment will be delayed.

Sales Tax

Sales tax is collected on all taxable items and paid in accordance with Florida Statutes. This includes, but is not limited to, shopping center rentals, pro shop sales, food and beverage sales and resident user fees.

2.1 ACCOUNTS RECEIVABLE

All receipts are recorded when received and coded to the proper General Ledger accounts. Bank deposits from each location are compiled into one deposit and deposited with the bank of record each day. Customer accounts will be credited with payment receipts by the next business day following the receipt of the payment.

2.2 ASSESSMENT FEE COLLECTION POLICY

Customers delinquent 30 days or more are subject to a monthly \$10.00 delinquent fee until their account is current. Payments are due on the first day of each month. Accounts are delinquent after 30 days.

When a resident goes 60 days past due, the District mails a demand letter that documents the delinquency and notifies the property owner of the District's intent to collect the debt. If there is no response to the demand letter, 10 days from the date of the letter, a lien is recorded on the property. The District sends a copy of the signed and notarized lien to the resident, both by certified mail and by regular mail and the District files the lien with the county. If there is still no response sixty (60) days after the date of recording or one year after the delinquent installment first became due (whichever is later), the overdue account will be sent to the District's attorney for collection.

In cases where a property owner disputes the District's assertion that an assessment payment is delinquent, the District shall reimburse the property owner up to an amount of \$50.00 in bank fee charges incurred by the owner to obtain bank documentation which affirmatively demonstrates that payment of the delinquent assessment was made timely by the owner. Such reimbursement shall be made only after verification of valid payment by the District, and in no instance shall District funds be advanced to an owner for such purpose prior to verification of valid payment.

Effective October 1, 2009, the District shall collect its assessment via the uniform method for the levy, collection, and enforcement of non-ad valorem assessments pursuant to Sec. 197.3632, Florida Statutes. Delinquent accounts as of that date will be processed by the District in the manner provided for above.

2.3 CONVEYANCE OF PROPERTY

The appropriate social membership fee plus sales tax is collected from each new owner each time the property changes hands, in accordance with the District's General Rules Applicable to District Facilities and the Deed of Restrictions.

2.4 PAYROLL

Payroll is processed on a biweekly schedule. The pay period runs Monday 12:01 AM to Sunday at 11:59 PM.

All employees must use the accepted method of time keeping for recording time in and out as well as sick, vacation, and personal time off.

2.5 RETIREMENT PLAN

A retirement plan is available for any full time employees who wish to participate. The District will match one for one up to 3% of employee's deduction of gross wages.

2.6 INVENTORIES

Monthly a physical inventory is taken of food and beverage supplies, food stock, and pro shop merchandise and reconciled to the ledger.

A listing of all equipment for each department, with a purchase price greater than ~~\$250~~-1,000 shall be maintained. Each item received is tagged with an all-weather tag.

2.7 FIXED ASSETS

A listing of all assets with a value of \$2,000.00 or more will be maintained, updated, and completed for each year by September 30th. Each item received is tagged with an all-weather tag. Both additions and deletions to the asset list require approval by Community Manager.

Surplus or otherwise obsolete tangible personal property owned by the District may be disposed of in any manner as provided in Chapter 274 Florida Statutes, or as otherwise provided by general law.

2.8 YEARLY BUDGET SCHEDULE AND LEVY OF ASSESSMENTS

The audit should be completed according to Florida Statutes. The yearly budget schedule is prepared in accordance with the requirements as provided in Article VI BREVARD COUNTY ORDINANCE NO. 84-05 (The Charter of the Barefoot Bay Recreation District) as excerpted below:

Fiscal Year and Budget Process

"The fiscal year of the district shall commence on October 1 of each year and end on September 30 of the following year. The trustees shall, on or before April 1 of each year, prepare an annual financial statement of income and disbursements during the prior fiscal year. On or before July 1 of each year, the trustees shall prepare and adopt an itemized budget showing the amount of money necessary for the operation of the district for the next fiscal year and the special assessment to be assessed and collected upon improved residential parcels of the district for the next ensuing year. Each year such a financial statement shall be published once during the month of April in a newspaper of general circulation within the county. A copy of the statement and a copy of the budget shall also be furnished to each owner of an improved residential parcel within 30 days after its preparation, and a copy of each shall be made available for public inspection at the principal office of the district at reasonable hours."

In order to meet the time frame mandated by the Charter, and the Florida Statutes, the Community Manager will begin to hold pre-budget meetings with each department of the district in order to have a draft of the proposed budget available for trustee perusal and public meetings. The Community Manager shall have a working draft available by April 1 of each year.

April 1	Prior fiscal year Financial Statement and working draft of next fiscal year's Budget to be presented to Trustees.
First Week of April	First working draft presented to the Trustees
Third Week of April	Workshop for the Trustees to give their recommendations to the Community Manager.
Fourth Week of April	Publish prior fiscal year Financial Statement in generally circulated newspaper within Brevard County.
Third week of May	Workshop to present proposed draft for mail out to community and hear comments from both Trustees and citizens.
Regular May Meeting	Adopt proposed draft for mail out to property owner of record and set Public Hearing date (must be 21 days after notice is published).
On or before Monday after May meeting	Publish notice of Public Hearing in newspaper of general circulation (must be 21 days prior to hearing). Mail proposed budget, proposed assessment rate, and prior year financial statements to all property owners of record.
June 20th to June 30th	Time frame for Public Hearing, for community input, on proposed budget, proposed assessment that was received in mail. Board will have to consider two resolutions. One to set the special assessment rate, and one to adopt the formal budget.
September 15	Deadline to certify the Non-Ad valorem Assessment Roll to Brevard County Tax Collector
September 30	Current fiscal year ends

October 1 New fiscal year starts

2.9 ESTABLISHING A NEW FUND

It is the policy of the Recreation District to establish a new fund based on the criteria identified by the State of Florida in the Uniform Accounting System Manual. The manual recommends that only a minimum number of funds consistent with the legal and operational requirements of the District should be established. Each new fund adds complexity and costs to the administration of the District's financial system. A fund is defined as an independent fiscal and accounting entity consisting of a self-balancing set of accounts segregated for the purpose of carrying on specific activities in accordance with defined regulations, restrictions and limitations. This policy should address the following areas when opening a new fund:

Charter Reference

The terms of reference are required, giving authority to open a new fund and setting out its purpose, manner of operation and peculiarities, if any.

Fund Identification and Interaction with Other Funds

The named fund is allocated an identifying number for General Ledger data collection and reporting.

The General Ledger set-up should take cognizance of the relationship of the new fund to existing funds and the appropriate codes put in place to facilitate operation.

2.10 Budget Amendments and Transfer ⁶

Budget Amendments

Budget amendments that either increase or decrease the amount of a fund or department within the General Fund will be recommended by the Finance Manager, approved by the Community Manager and authorized by a affirming vote of the Board of Trustees with an accompanying resolution to the budget amendment.

The only exception to this policy will be the annual allocation of the employee incentive budget once all employees have received their annual evaluations. This Budget Transfer will be recommended by the Finance Manager and approved by the Community Manager. A copy of said budget amendment will be provided electronically to the Trustees on the date of execution.

Budget Transfers

Budget transfers that do not either increase or decrease the amount of a fund or department within the General Fund will be recommended by the Finance Manager and approved by the Community Manager.

2.11 CHART OF ACCOUNTS – GENERAL LEDGER ACCOUNT STRUCTURE

Each fund has its own chart of accounts for all transactions relating to:

- Balance Sheet
- Revenues
- Cost of Sales (if applicable)
- Expenditures /Expenses

The funds and purposes are listed below. The General Fund and the Debt Service Fund consist of revenue and expenses for various operations. The other funds listed below are maintained as record-keeping funds.

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	001-101000

Purpose: receipts and expenditures for the General Fund.

Investment Policy

The District has an investment policy whereby the District can invest in various instruments and programs. The District currently participates in the State Board Association Pooled Investment Program (SBA). The interest earned on the SBA investments is recorded annually~~monthly~~. Funds moved out only by Board of Trustees resolution.

- SBA Reserve ~~Emergency Reserve~~Account
(Purpose: to reserve money for emergency needs).
- SBA ~~Reserve~~ ~~Capital Reserve~~Capital Improvement Account
(Purpose: to reserve funds for capital expenditures).
- SBA Debt Service Account
(Purpose: to reserve funds for payment of long term debt).

~~2.13 LONG TERM DEBT NOTES PAYABLE~~

~~Primary Mortgage Instrument~~

~~In December, 1996 the Barefoot Bay Recreation District entered in a loan agreement (Obligation No. 18, Public Improvement Revenue Bond Series 1996 A) with Barnet Bank for the purchase of property, buildings, common grounds, facilities and recreation amenities. This bonded indebtedness or primary loan for the purchase of the above referenced items was in the amount of \$8,370,500.00. The loan is a variable interest rate loan and has a swap rate adjustment factor tied to bond prices and inflationary indexes. As a result, the amount of interest charged on the loan may vary from year to year. Payments are due annually to 2017. Copies of the original loan documents shall be maintained in safety deposit box located at the district's bank of record. The terms of loan established a principal and interest payment based on the following payment schedule:~~

~~BAREFOOT BAY RECREATION DISTRICT REVISED AMORTIZATION \$8,370,500.00~~

Year	Payment	Principal Payment	Outstanding Balance
1/31/1997	0		\$8,370,500.00
1/30/1998	1	\$223,904.00	\$8,146,596.00
1/31/1999	2	\$237,674.00	\$7,908,922.00
1/31/2000	3	\$252,292.00	\$7,656,630.00
1/31/2001	4	\$267,807.00	\$7,388,823.00
1/31/2002	5	\$284,277.00	\$7,104,546.00
1/31/2003	6	\$301,761.00	\$6,802,785.00
1/30/2004	7	\$320,318.00	\$6,482,467.00
1/31/2005	8	\$340,018.00	\$6,142,449.00
1/31/2006	9	\$360,930.00	\$5,781,519.00
1/31/2007	10	\$383,126.00	\$5,398,393.00
1/31/2008	11	\$406,689.00	\$4,991,704.00
1/31/2009	12	\$431,700.00	\$4,560,004.00
1/29/2010	13	\$458,250.00	\$4,101,754.00
1/31/2011	14	\$486,432.00	\$3,615,322.00
1/31/2012	15	\$516,348.00	\$3,098,974.00

Barefoot Bay Recreation District
Policy Manual
GENERAL FINANCIAL POLICIES

Part 2- 7

1/31/2013	16	\$548,103.00	\$2,550,871.00
1/31/2014	17	\$581,811.00	\$1,969,060.00
1/30/2015	18	\$617,593.00	\$1,351,467.00
1/29/2016	19	\$655,574.00	\$695,893.00
1/31/2017	20	\$695,893.00	\$0.00

~~Irrigation Loan (Irrigation System)~~

~~A second long term debt instrument line was entered into on September 7, 2001 by the Barefoot Bay Recreation District with Bank of America Inc. (Obligation No. 265, Public Improvement Revenue Bond Payable Series 2001. The principal amount borrowed was \$500,000 and was used for the installation of an irrigation system for the Golf Course. Annual installments are due through December, 2016. The payment schedule is established as follows:~~

~~Bank of America \$500,000~~

Year	Amount
2002	\$16,286.93
2003	24,429.53
2004	25,523.60
2005	26,788.16
2006	28,063.01
2007	29,377.59
2008	30,719.48
2009	32,215.18
2010	33,736.28
2011	35,329.19
2012	36,969.19
2013	38,742.89
2014	40,572.21
2015	42,487.90
2016	58,768.86

~~Annual Debt Payment~~

~~The Long Term Debt is paid once per year. Payment on the original loan is due on January 31 annually and payment on the \$500,000 credit line is due on December 30 annually.~~

2.14 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.

Payment of Sales Tax

In accordance with State law, Barefoot Bay Recreation District is exempt from paying sales tax on purchases. A copy of the District's sales tax exemption certificate shall be maintained and available at the administrative offices.

Capital Budget Expenditures

The Board of Trustees and Community Manager must approve all Capital budget purchases. Capital budget purchases or outlays are for the acquisition of or addition to fixed assets. They generally add value to the land or building, have a useful life of more than one year, are of a non-consumable nature, and must exceed \$5,000.00⁷ in value.

Capital Budget expenditures are classified as:

1. Land: including land acquisition cost, easements, and/or rights of way.
2. Buildings
3. Improvements other than buildings: including, but not limited to, roads, bridges, curbs and gutters, docks, wharves, fences, landscaping, lighting systems, parking areas, storm drains, and athletic fields.
4. Machinery and equipment: includes motor vehicles, heavy equipment, office furniture and equipment
5. Construction in progress: used to account for undistributed work in progress on construction projects.

General Purchasing Requirements

Community Manager shall ensure that the funds are sufficient and authorized for all expenditures. Each department/area of operation purchases supplies and inventory items according to the department's budget plan for the fiscal year. This policy has been deemed the most cost-effective, efficient approach to purchasing. The purchase of office supplies shall be coordinated through the community manager's office. The department heads/managers shall be responsible for staying within their budget as adopted by the Board of Trustees.

Department	Department Head or Designee
Administration	Community Manager or Designee

The Community Manager is authorized to approve budgeted expenditures of up to \$7,500.00 without Board authorization. All expenditures of \$7,500.00⁸ or more shall be authorized by the Board of Trustees and have two authorized signatures on ANY check.

Use of Purchase Orders-Competitive Pricing

The primary method of purchasing a product is through a purchase order. A purchase order ensures that proper procedures and approvals have been obtained prior to placing the order for the product. Certain items do not require a purchase order and are listed under exceptions to the use of Purchase Orders.

1. For purchases of up to \$999.99⁹, a purchase order and competitive pricing is not required; however, obtaining quotations is recommended whenever practical.
2. For purchases of \$1,000.00 to \$19,999.99¹⁰ informal quotes are required from at least two sources. A "No Bid" does not constitute a quote. These quotations should be submitted in writing, and kept on file in the accounts payable office and the requesting department.
3. For purchases in the amount of \$20,000.00 to \$49,999.99¹¹ written, signed bids are required from at least three sources. A "No Bid" does not constitute a bid. These bids should be kept on file in the accounts payable office and the requesting department.
4. For all purchases in the amount of \$50,000¹² or more, sealed bids are required and the Request for Proposal or Invitation to Bid Process must be followed (see Section 2.14).

If staff is unable to obtain more than one quote or bid after a reasonable time, the Community Manager may authorize the procurement based on the Department Manager's recommendation and use of Exception to Competition, #7-8 "Under other documented and justified circumstances approved by the Community Manager." When this exception to competition (a second quote cannot be found in a reasonable time) is used, the Community Manager shall notify the Board of Trustees at the next regularly scheduled Board meeting and notate the date, vendor and price on an "Exception to Competition log" as maintained by the District Clerk.¹³

Blanket Purchase Orders

Blanket purchase orders may be used for small repetitive specified goods or services from the same vendor that requires numerous orders / shipments over specified periods of time. The use of blanket purchase orders to by-pass the competitive pricing or bid policies is not allowed.

Exceptions to the use of Purchase Orders

Some recurring obligations, which are exempt from the competitive bidding process and the purchasing approval process, are as follows:

- Utilities
- Travel and Training (reimbursements are handled through A/P)
- Insurance Premiums
- Debt Service Costs
- Certain refunds and reimbursements
- Inventory purchases for retail sale ¹⁴

Approval and payments for these items will be processed using the Monthly invoices as back up. These items require the approval of the Community Manager or Designee and require separate verification that funds are budgeted and available before the expenditure can be made. If funds are not available, a budget transfer shall be made upon approval of the Board of Trustees.

Exceptions to Competition

The competitive procurement process may be waived:

1. In defined emergencies, documented in accordance with the Emergency Purchases section of these policies.
2. For sole source procurements documented and approved in accordance with the Sole Source Purchases section of these policies.
3. For seminars registrations and professional membership dues and fees.
4. For purchase of local utility services for BBRD owned or operated facilities.
5. Postage expense, when billed by a vendor at the currently prevailing postage rates established by the U.S. Postal Service.
6. Repair or services for proprietary equipment, software, hardware, etc.
7. Repairs that require action within 72 hours.¹⁵
8. Under other documented and justified circumstances approved by the Community Manager.

Emergency Purchases

In cases of a declared emergency which require the immediate purchase of supplies or contractual services, the Community Manager may waive normal purchasing procedures.

In the event of the need to repair existing infrastructure that impacts the health welfare and safety of residents, the Community Manager may waive normal purchasing procedures. The Community Manager shall place the contract for repairs on the next regularly scheduled BOT meeting agenda for confirmation.¹⁶

Purchases from Purchasing agreements of Special Districts, Municipalities, or Counties (Piggybacking)¹⁷

District purchases based on purchasing agreements from other Special Districts, Municipalities, or Counties (Piggybacking) per Sec. 189.4221 F.S. will be allowed.

Purchases from State Contract

District purchases based on the use of state contracts will be allowed.

Emergency Payment

In a declared emergency either the Community Manager and one Trustee, or two Trustees, are required to sign checks over \$7,500¹⁸ to pay for needed purchases, supplies or contracted services. ¹⁹

Purchase of Services From a Goods and Sole Source Provider

Sole source is an award of contract to the only known source for the required goods or services. A sole source purchase cannot be justified on the basis of quality or price, as quality can be a subjective evaluation based on individual opinion, and price considerations must be evaluated by competitive bidding. If there is more than one product or service that will perform essentially the same functions under essentially the same conditions as the requested product or service, a sole source is deemed not to exist.

Some of the factors considered to qualify as a sole source are:

1. The stated vendor is the only producer of the product or service, and no commercial substitute is available.
2. The information or data is proprietary.
3. The maintenance or repair requires specialized equipment or expertise, which is available only from the original vendor, or vendor representative.
- 3.4. If the District currently has a continuing service contract with the vendor.

Sole source items must be justified and contain the following information:

1. How was a determination made, that the goods or services being purchased, are only available from one source.
2. What contacts, (if any), were made in an attempt to identify alternate sources.
3. What is the rationale that the goods or services being purchased cannot be substituted with similar goods or services from other sources.

Awards Quotes/Bids under \$50,000²⁰

Award recommendations exceeding \$7,500.00²¹ will be submitted by the Community Manager for approval by the Board of Trustees, unless previously exempted or approved.

Suppliers shall be selected based on total cost, which considers delivery, freight costs, prices, quality, life cycles costs, warranty, services, terms and conditions. Awards to other than the low bidder, shall be documented to show the rationale for rejection (i.e. does not meet specifications, delivery and past performance problems).

Tie Bids

Award of all tie quotes/bids shall be made by the District in accordance with Sec. 287.087, F.S., which allows a firm certified as a Drug-Free Workplace to have preference. In the event that both or neither firm is a Drug-Free Workplace, tie quote/bids may be awarded by lot.

Waiver of Irregularities

The Board of Trustees shall have the authority to waive irregularities in any proposal, and/or bid.

Signatures on Contracts

The Community Manager must execute all contracts for on-going and/or routine purchases of goods and services.

The Board of Trustees must approve and the Chair of the Board must execute contracts that exceed one year (1) in duration, including renewal term or that exceed \$7,500 in value.

Change Orders or Amendments

Change order means changes, due to unanticipated conditions or developments, made to a contract, which do not substantially alter the character of the work contracted for and which do not vary so substantially from the original specifications as to constitute a new undertaking. Such changes must be reasonably and conscientiously viewed as being in fulfillment of the original scope of the contract. Further, such changes when viewed against the background of the work described in the contract and the language used in the specifications, must clearly be directed either to the achievement of a more satisfactory result of the elimination of work not necessary to the satisfactory completion of the contract.

The Community Manager is hereby authorized to approve and initiate work on the following types of change orders determined in his or her judgment to be in the best interest of the public and which do not materially alter the scope of the work contemplated by the initial contract.

1. All change orders resulting in a cumulative net decrease to the initial cost of the contract to Barefoot Bay Recreation District.
2. All change orders increasing the initial contract cost by under 10%, provided sufficient documentation is provided.
3. All change orders or amendments involving procedural or other matters that will not result in any change to the contract's cost.

The Board of Trustees must formally approve all other change orders before work may be authorized to begin.

Purchase of Computer, Related Equipment and Supplies

Purchase of any IT related product or service will be coordinated through the IT services contract manager for vendor analysis and approval.²²

Receiving and Approving Goods and Services

It is the responsibility of each department to inspect all goods or services to determine their conformance with the specifications set forth in the purchase agreement.

If goods or services are not acceptable, the department manager take appropriate action and if necessary, notify the Community Manager.

Services Performed on BBRD Property

Vendors performing work on Barefoot Bay Recreation District property, regardless of value of the project or scope of work, are required to:

1. Be properly licensed under existing Federal, State and local laws.
2. Provide a Certificate of Insurance to assure BBRD's insurance provider will not be responsible for any losses in any way arising out of or resulting from the contractor's operations, activities, or services provided to BBRD. Further, contractors must agree to hold harmless and indemnify BBRD for any claims whatsoever, which may arise as a result of the contractor's actions. The amounts and types of insurance required will be specifically detailed in the bidding, purchase, and/or contract documents for each specific project. However, the amounts and types of insurance required shall be no less than those as provided for herein unless otherwise waived or approved by the Board of Trustees:

Workers' Compensation Insurance: statutory benefits, as provided by statute;

Employer's Liability Insurance: \$1,000,000 per occurrence;

Comprehensive or Commercial General Liability Insurance (Including, but not limited to, the following Supplementary Coverages: (i) Contractual Liability to cover liability assumed under this Agreement; (ii) Product and Completed Operations Liability Insurance; (iii) Broad Form Property Damage Liability Insurance; and, (iv) Explosion, Collapse, and Underground Hazards (Deletion of the X,C,U Exclusions), if such exposure exists):

Bodily Injury: \$1,000,000 per occurrence
Property Damage: \$1,000,000 per occurrence;

Automobile Liability Insurance:

Bodily Injury: \$1,000,000 per occurrence
Property Damage: \$1,000,000 per occurrence

If a Combined Single Limit is provided, the total coverage shall not be less than \$2,000,000 per occurrence;

Professional Liability Insurance (For professional services as defined pursuant to Florida Law, environmental contractors, or as otherwise specifically required by BBRD): \$1,000,000 per occurrence

The most recent Rating Classification Financial Size Category of the Insurer regarding any coverage's as required herein, as published in the latest edition of AM Best's Rating Guide (Property-Casualty), shall be a minimum of A.

3. Obtain all permits required for the nature of the work.
4. Have the completed job inspected by appropriate staff to affirm correctness of the job before submitting the invoice for payment

Hiring or Use of Employment Service Workers-Temporary Employees

The contract for services or use of an Employment Agency for temporary employees shall have the approval of the Community Manager up to a \$7,500.00 (or existing budgetary restraints). Any contract greater than \$7,500.00 will be brought to the Board of Trustees for approval.²³

Unacceptable Purchasing Practices

The following practices are prohibited:

1. Purchase of a product or service prior to obtaining an approved purchase order.
2. Splitting purchase orders into smaller amounts for the purpose of avoiding the need for quotations, or formal bidding.
3. Specifying a purchase as a sole source when other sources, or substitute products or services are available.
4. Miscoding purchases to accounts in order to avoid having to process a budget transfer.

2.15 FORMAL SEALED BIDS (FOR PURCHASES OF \$50,000 OR MORE)²⁴

Competitive Procurements Process For Formal Bids

Formal bids are written documents issued by the Department Heads, and approved by the Community Manager, inviting potential contractors to submit sealed, written pricing for specific goods or services in conformance with specifications, terms, conditions and other requirements described in the bid invitation documents. Formal bids shall be utilized to document procurements of goods and contractual services with an aggregate cost of \$50,000 or more.

Request for Proposals or Request for Qualifications (RFP's, RFQ's) are written documents issued by the Department Heads and approved by the Community Manager, inviting potential vendors to submit sealed proposals for specific professional services or goods in conformance with the scope of services, terms, conditions and other requirements described in the RFP documents. RFP's are utilized for procurements of professional services or goods with an aggregate cost of \$50,000 or more. At the time of publication of the RFP/RFQ a copy shall be furnished to each member of the Board of Trustees.

RFQ's/RFP's for engineers/consultants will follow Sec. 287.055 F. S.

Request for Proposals/Qualifications. RFQ's/RFP's shall be publicly advertised as provided by law or otherwise.

Specific Procedures for Formal Sealed Bids/Quotes

Bids/Quotes shall be opened in public at the date, time and place stated in the public notices. No bids shall be accepted after the time and date or at any location other than that designated for bid opening. Bids received late will be returned unopened. All quotes/bids received and accepted will be made available for public inspection ten (10) days after opening or upon recommendation of award, whichever occurs first as per Sec. 119.07 (3) (m), F.S.

A tabulation of all formal sealed bids/quotes received with the recommended award(s) will be available for public inspection in the main offices of the District during regular business hours no later than (3) business days after a public opening. Vendors filing protest of award must do so as per the section titled, "Vendor Complaints and Disputes."

Award of Bids

For formal sealed bids/quotes, the user department shall submit a recommendation of award to the Community Manager prior to final award. On all procurements, to determine the lowest responsive and qualified quoter/bidder, the following will be considered:

1. The ability, capacity, equipment, and skill of the quoter/bidder to perform the contract.
2. Whether the quoter/bidder can perform the contract within the time specified, without delay or interference.
3. The character, integrity, reputation, judgment, experience and efficiency of the quoter/bidder
4. The quality of performance on previous contracts.
5. The previous and existing compliance by the quoter/bidder with laws and ordinances relating to the contract.
6. The sufficiency of the financial resources to perform the contract to provide the service
7. The quality, availability and adaptability of the supplies or contractual services to the particular use required.
8. The ability of the quoter/bidder to provide future maintenance and service.
9. The number and scope of conditions attached to the quote/bid.

Waiver of Irregularities

The Board of Trustees shall have the authority to waive irregularities in any and all formal sealed quote/bids.

Evaluation Committee

An evaluation Committee, identified by the Community Manager prior to issuance of the RFP or RFQ, shall review all responses to the RFP or RFQ. The Board shall be advised of the membership of the committee at the time of the issuance of the RFP or RFQ.²⁵

Members of the Evaluation Committee shall consist of at least one (1) user department representative, one (1) Board member, and one (1) third-party non-employee resident chosen at the discretion of the Community Manager. The Community Manager and Board Chairman shall serve on the committee as non-voting members.²⁶

The Committee should consist of an odd number of people to avoid a tie when selecting the awarded vendor. Selection committee meetings are subject to Sunshine Law; and therefore, public notice of the intended meeting of the committee must be posted in advance to allow for the provision of any special accommodation needs of any attendees. Committee members should not conduct, with another voting committee member, any discussion related to the proposals received except during public meetings. A memorandum explaining the evaluation process and committee member responsibilities will be provided to each committee member prior to any meeting.

The user department, in conjunction with the Community Manager shall select evaluation criteria (to include price whenever possible). Such criteria must be stated in the RFP. The user department may also assign a weight to each criterion by its relative importance, with the total weights equal to 100. If used, these weights will be assigned prior to issuance of the solicitation but may or may not be published in the solicitation. If unpublished, the weights will be revealed at the opening of the RFP unless otherwise directed within the RFP. If weights are not assigned, the RFP shall set for the relative importance of the factors in addition to price that will be considered in award. The intent of which is to provide a complete understanding on the part of all competitors of the basis upon which award will be made.

The user department/Community Manager shall issue and receive the RFP proposals. Committee members shall review the received proposals and independently score each proposal for each criterion. Price will be objectively scored, as shown, when applicable.

The lowest priced proposal receives the maximum weighted score for the price criteria. The other proposals should receive a percentage of the weighted score based on the percentage differential between the lowest proposal and the other proposals. All weighted scores are then multiplied by the maximum score available (i.e. 45%) to determine the total percentage awarded.

VENDOR PRICE	% AWARDED	X	WEIGHT		WEIGHTED SCORE
A \$20,000	(100 %)	X	45%	=	45
B \$25,000	(80%)	X	45%	=	36
C \$28,000	(71%)	X	45%	=	31

*Vendor B's percentage is $\$20,000/\$25,000 = 80\%$

** Vendor C's percentage is $\$20,000/\$28,000 = 71\%$

NOTE: Weighted Score shall be rounded to nearest whole number price evaluation and calculation may be revised to conform to the needs for each individual RFP selection committee. Each committee member shall then rank each vendor's score. A scoring sheet (Exhibit A) shall be completed by each voting committee member. The rankings are then added for each vendor and the vendor with the lowest sum of collective rankings is recommended for award. A ranking sheet (Exhibit B) compiling the ranking of each proposal shall be completed by the Community Manager and posted with the scoring sheets.

If oral presentations are requested and the vendors short-listed, the original rankings are eliminated and the process begins again. At a minimum, three (3) vendors should be short-listed. A summary of total scores and rankings will be prepared for the vendors after all members of the evaluation committee have reviewed and evaluated the written and, if required, oral presentations. A copy of all evaluation forms and notes completed by each evaluator must be maintained by the Community Manager for review and audit records. The Community Manager will prepare an agenda item for Board approval of the recommended award.

If fewer than three sealed and qualified proposals are received by the Evaluation Committee, by a majority vote the Evaluation Committee may request the Community Manager to seek non-sealed bids for comparative analysis or forward their recommendation for award of contract or (in the case of a RFQ) their recommended ranking order for staff to negotiate a contract to the Board of Trustees for their consideration.²⁷

Vendor Complaints & Disputes (Protests)

Barefoot Bay Recreation District encourages prompt and fair handling of all complaints and disputes with the business community. In order to resolve disputed matters in an equitable manner, the following procedures are adopted:

1. *Posting of Bid/RFP Award Notices*

No later than three (3) business days after a bid opening the Community or his/her designee shall post the intended award recommendation. If after posting the tabulation, the highest ranked vendor is found non-responsive to the specifications, the next highest vendor shall be the intended award recommendation. The time for filing a protest will begin on the date of the notice of posting of intended award.

2. *Posting of Formal Sealed Proposals*

No later than three (3) business days after the selection committee recommendations are finalized the Community Manager or his/her designee shall post the selection committee's rankings and recommended award for proposals.

3. *Proceedings for Protest of Award*

Any bidder, quoter, or proposer who is allegedly aggrieved in connection with the solicitation or pending award of a contract must file a formal written protest with the Community Manager within five (5) business days of the posted award recommendation.

The formal written protest shall reference the bid/quote/proposal number, and shall state with particularity the facts and laws upon which the protest is based, including full details of adverse effects and the relief sought. The Community Manager shall schedule the protest to be heard before the Board of Trustees prior to the Board's consideration of the intended award. The intended award vendor shall be given notice and an opportunity to be heard during the protest hearing.

The Board of Trustees shall have the sole discretion to reverse any intended award on the basis of a protest; to require re-evaluation by the selection committee, or to take any other action as determined by the Board to be appropriate and responsive to the protest.

4. *Stay of Procurement During Protests*

Failure to observe any or all of the above procedures shall constitute a waiver of the right to protest a contract award. In the event of a timely protest under the procedure, the District shall not proceed further with solicitation or with the award until a protest is resolved.

PART THREE. GENERAL RULES APPLICABLE TO DISTRICT FACILITIES

3.0 GENERAL

Definitions:

As used in these rules, the following terms shall have the following meanings:

"Associate Golf Membership" shall mean a golf membership that is available to non-residents of Barefoot Bay.

"Board" shall mean the Board of Trustee(s) of the Barefoot Bay Recreation District.

"Cause" shall mean a violation of the rules or a violation of State, Local, or Federal law.

"Club or Social Club" shall mean a Club or Organization consisting of a majority of members who are residents of the Barefoot Bay Recreation District. Certified organizations intended to benefit Veterans or their families are not considered to be "clubs or social clubs."

"Delinquent" shall mean any fee or charge which is not paid by the defined date.

"Dependent" shall mean children who reside with the owner(s) and are: 1. Under 18 years of age and unmarried; or 2. Full time students at any institution of higher education and not over 23 years of age; or 3. Incapable of total self-support due to physical or mental handicap regardless of age.

"District" shall mean the Barefoot Bay Recreation District as defined in the Brevard County Ordinance No. 84-05.

"District Management" shall mean the management personnel or authorities designated by the Board to manage the District facilities.

"Grandchild pass" shall mean a pass purchased by a social member to be used for their grandchildren (under 18 years of age) while they are visiting their grandparent.

"Guest " shall mean those persons normally residing outside of the subdivision who have a guest pass, which was purchased by a Social Member, for the use of his/her guest to gain access to District Facilities.

"Guest pass" shall mean a pass granting a guest privileges to utilize District Facilities and shall include all privileges.

"Invitee" shall mean any non-resident who is invited by a member of an authorized Club or Organization, to participate in an activity or a specific event. An invitee may include, but not necessarily be limited to, a speaker, facilitator, or instructor. An invitee has access only to the facility where the event is held."

"Long term renter" shall mean a renter of one year or more.

"Members" shall refer to those who are granted membership Under Section 3.1 and in good standing.

"Social Membership Fee" shall refer to a user fee that entitles the member to the use of the District facilities.

"Non-Resident(s)" shall mean a person not residing in Barefoot Bay and not accompanied by a member resident.

"Property owner " shall mean the owner(s) of any platted residential lot in the subdivision.

"Renter/Tenants" shall mean non-property owner(s) leasing a dwelling within the subdivision.

"Resident" shall mean person(s) living with a property owner but not on the deed.

"Resident spouse" shall mean the spouse or domestic partner of a property owner who is not on the recorded deed.

"Rules" shall mean these rules governing the use of District facilities.

"Seasonal renter" shall mean a renter for less than one year.

"Subdivision" shall mean that group of platted subdivisions recorded in the public records of Brevard County and known as Barefoot Bay.

"Temporary Lounge/Business Pass" shall mean a pass obtained by a vendor or realtor that has a stated business purpose at the lounge.²⁸ Temporary Lounge/Business Passes will not be issued up to two hours before or during any music event.^{29 30}

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Objective

1. The objective of the District shall be to provide recreational entertainment facilities for its members and guests including but not limited to; Golf, Tennis, Swimming, Shuffleboard, Lawn Bowling, Basketball, Bocce ball, Horseshoes, Softball, Handball, Community Center Complex, Golf Clubhouse, Common Grounds, Beach property and Fishing pier.

Management

1. The Board of Trustees (the Board) of the Barefoot Bay Recreation District (the District) shall be responsible for the operation and management of all its facilities. Their judgment shall be final in all questions involving interpretation of rules, regulations, fees and charges.

GENERAL RULES APPLICABLE TO DISTRICT FACILITIES

General Rules

1. The District's facilities are available to members and open to the public and guests paying the appropriate fees and meeting membership requirements.
2. Guests may use District upon payment of appropriate fees.
3. Fees paid to the District are to be used at the discretion of the "Board."
4. The use of District facilities, including the golf course, may be limited or restricted by the board or by District management as necessary to allow all eligible persons to have reasonable use of District facilities without overcrowding.
5. District management reserves the right to refuse use of the District facilities to any person or group for violations of these rules.
6. Any member delinquent in payment of fees shall be denied use of facilities.
7. District management reserves the right to ask the member to have their guest present at the time of obtaining a guest pass(es).
8. Residency in the District does not confer upon any member the unlimited right to use the District facilities.
9. Fees, assessments, and service charges shall be set by the Board.
10. Office hours of the Community Center complex or other designated facility for the payment of membership fees will be as posted.
11. Property owners shall be responsible for any debt incurred by the Property owner, their family, guests, or tenants.
12. The Property owner is responsible for the conduct and appearance of his/her guest(s) while using the District facilities.
13. Appropriate dress is required in all facilities.
14. Smoking, use of any tobacco product and/or use of e-cigarettes (ie nicotine vapor devices) are not permitted in any District facilities and may only be permitted in designated outdoor areas.³²
15. All physical injuries sustained on Barefoot Bay Recreation District Property must be reported to BBRD Staff as soon as possible by the injured party or a representative.³³
16. Golf membership shall be renewed annually.
17. The Community Manager may suspend, cancel, or revoke any resident or property's social membership, family membership, golf membership, or guest pass based on a violation of these rules. The affected resident whose membership was suspended, canceled, or revoked may appeal the suspension, cancellation or revocation by requesting a hearing before a Special Magistrate. The Board of Trustees shall appoint a Special Magistrate to hear and decide cases involving such violations. If an appeal is requested, violation cases shall be processed as follows:³⁴
 - A. District Management shall provide the owner, resident, and/or guest with written notification of the alleged rules violation and penalty. The alleged violator would accept the penalty or request a hearing before the Special Magistrate. If a hearing is requested, a written notice of hearing shall be provided at least ten (10) days in advance of any hearing. After a hearing is requested suspension, cancellation or revocation may be stayed by the Community Manager until the Special Magistrate hearing.³⁵
 - B. BBRD staff shall present evidence of the alleged rules violation to the Special Magistrate at a quasi-judicial hearing held to determine whether such violation occurred, and if so, the appropriate penalty to be imposed. The hearing shall not be governed by the formal rules of evidence; however, due process shall be provided to the owner, resident, and/or guest. The owner, resident, and/or guest shall have the right to cross examine witnesses and to present relevant evidence which is responsive to the alleged rule violations.

GENERAL RULES APPLICABLE TO DISTRICT FACILITIES

- C. The Special Magistrate shall determine whether BBRD staff has established, by a preponderance of the evidence, that a rules violation has occurred. If a rules violation is found to have occurred, the Special Magistrate shall impose a penalty of suspension, cancellation, or revocation of the violator's social membership, family membership, golf membership, or guest pass. The violator shall be notified in writing of the Special Magistrate's ruling within ten (10) days of the hearing. In levying any penalty imposed pursuant to this Section, the Special Magistrate is not obligated to impose the penalty imposed³⁶ by District Management.
- D. The decision of the Special Magistrate shall constitute final quasi-judicial action of BBRD. Any aggrieved party may appeal the ruling of the Special Magistrate to a court of competent jurisdiction in Brevard County, Florida.
- E. If a hearing is requested and the violator is found to have committed the violation as alleged, the violator shall be responsible for the District's cost in bringing the matter to hearing.³⁷
18. Pets are not allowed in District Recreational facilities, except for service animals.
19. Special rules applicable to individual buildings will be conspicuously posted and observed by members and guests.
20. Beverage laws and license regulations forbid the bringing in alcoholic beverages of any type for consumption on or in District facilities. Therefore, alcoholic beverages of any type consumed on the premises must be obtained from District facilities.
21. The following behaviors may result in the suspension, cancellation or revocation of a person's social membership, family membership, golf membership and/or guest pass:
- A. Violation of District Policies or Rules applicable to District Facilities.
 - B. Violation of any local, state, or federal law while using District Facilities.
 - C. Fighting and verbal assault.
 - D. Discourteous, threatening, or rude behavior to BBRD employees, residents or patrons of District Facilities.
 - E. Loud and raucous behavior which decreases the enjoyment of other patrons of District Facilities.
 - F. Unintentional or deliberate misuse of the BBRD Facility or property which results in, or has the potential to result in, damage to the Facility or property, or in any way compromises the safety of any Barefoot Bay Recreation District Facility patron or BBRD staff member.
 - G. Misrepresentation of facts which may result in the District's Policies or fee structure improperly administered or collected.³⁸
22. A guest fee shall be charged in accordance with the fee schedule to any non-resident for use of District facilities. This fee shall not be charged to any non-resident using District facilities ~~as an invitee for a club activity or social function conducted by any approved Club or Social Club or for social functions and events authorized by the District, under the following circumstances:~~
- A. ~~When the facility is rented by a non-resident who has paid the appropriate fee per page 3-19.~~
 - B. ~~When the event is held by a registered club, organization or the District where the public is invited to attend.~~
 - C. ~~When a registered club, organization or the District is hosting an active recreational event at a District amenity.~~
 - D. ~~When a non-resident is attending an active recreational event as a spectator at a District amenity.~~
23. ~~All non-property owners who intend to use District facilities must register on arrival and become social members of the District.~~
24. Children under age 12, must be accompanied by an adult when using District facilities. Groups of children who are using the facilities with guest passes must have one responsible adult for every five children.³⁹

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GENERAL RULES APPLICABLE TO DISTRICT FACILITIES

25. Commercial solicitation is prohibited while on District properties. The gathering of signatures for petitioning of elected officials is prohibited within buildings or upon District facilities. Bonafide nonprofit or 501(c) fundraising efforts shall be permitted.
26. Any organization or individual desiring to plant trees, shrubbery, flowers, or other vegetation on District property must have prior approval of District management. A landscaping and maintenance plan shall be submitted for review and approval prior to any planting activity. Any vegetation planted on District property shall become the property of the District. No removal of vegetation is permitted without District approval.
27. Decorations⁴⁰
 - A. No items or decorations of any type, which may be viewed as offensive to any patrons, may be affixed, installed or added to any facility by individuals, residents, clubs, or organizations.
 - B. No items or decorations may be applied or attached to any public area facility without the expressed permission of management. This permission must be in writing and cover the type, style, material, custodial and maintenance requirements as well as the contact person in charge of the decorations.
 - C. The use of candles, confetti, birdseed, rice or other non-environmentally friendly products will not be used except as authorized by the Community Manager. Requests for said exceptions shall be made in writing, reviewed by the Property Services Manager and approved or denied by the Community Manager no less than 3 business days before an event.⁴¹
 - D. All items must be promptly removed from the area at the end of the event (party, meeting, show or other)
 - E. Failure to adhere to this policy could result in revocation of use of the facilities for the persons involved.
28. If any property has been determined to be in violation of the Amended and Restated Deed of Restrictions for Barefoot Bay by the BBRD Violations Committee, then all social, family, and golf memberships affiliated with property determined to be in violation shall be automatically suspended upon rendition of a Findings of Fact, Conclusions of Law, and Order by the BBRD Violation Committee. No party, whether they be owner, renter, or guest affiliated with the property in violation may use any District Facility until an Order of Compliance is issued by the Violation Committee. This provision shall operate to suspend all referenced memberships regardless of whether the owner owns multiple properties or other properties not determined to be in violation. Should an owner appeal a finding of the Violation Committee to the BBRD Board of Trustees (or circuit court), the automatic suspension of privileges shall be tolled during the pendency of such appeal.⁴²
29. Where any vehicle located on any residential lot has been posted with three (3) administrative notices of violation of Article III, Section 3 (D) of the Amended and Restated Deed of Restrictions for Barefoot Bay related to prohibited parking on the lawn, grass, or landscaped area of said lot, within any thirty (30) day period, all social, family, and golf memberships affiliated with the lot shall be automatically suspended for thirty (30) days. For any subsequent posted violation of Article III, Section 3 (D) of the Amended and Restated Deed of Restrictions for Barefoot Bay occurring of the same lot, subsequent to the issuance of the initial thirty (30) day suspension, and within one (1) year from the date of the initial posted notice, all social, family, and golf memberships affiliated with the lot shall be automatically suspended for six (6) months. For any subsequent posted violations of Article III, Section 3 (D) of the Amended and Restated Deed of Restrictions for Barefoot Bay occurring on the same lot at any time subsequent to the issuance of any six (6) month suspension, all social, family, and golf memberships affiliated with the lot shall be automatically suspended for one (1) year for each subsequent posted violation. An owner may appeal any notice of suspension issued pursuant to the provisions of Paragraph 17 herein.⁴³

30. Non-employees (including but not limited to trustees, advisory committee members, residents and/or guests) shall not enter an employee work area (i.e. behind a bar, kitchen, work shop, private office, etc.) without being accompanied by the Community Manager, Department Manager or designee.

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Identification Badges and Dress

1. Identification badges are issued to identify members, their dependents, guests and renters. The issuance of badges will be controlled by District management. Badges are required for all.
2. Unless waived by District Policy or Management, members and guests are required to wear, or have in their possession, an appropriate District identification badge when using District facilities. The identification badge must be produced upon request by Barefoot Bay staff. If not presented, resident/member/guest must leave the facilities.⁴⁴
 - 2-a. If a resident with an expired social membership badge wishes to enter a facility on the when business offices are closed, the resident may purchase a daily guest pass to enter the facility when business offices are closed. Said residents must update their badges the next business day at which point they may apply for reimbursement of the guest pass paid.
3. Shoes and shirts shall be required when using District facilities, except for the swimming pool areas.
4. Unidentified persons using District facilities should be reported to the District Management.
5. Property owner(s), guest(s) or rental tenant(s) shall not make, or have made duplicate keys to gain access to fishing pier, beach property or RV storage compounds, or allow unauthorized persons access to such keys. Keys shall be returned to the Community Center office when no longer needed. Violators will be subject to prosecution for trespassing and/or revocation of social membership privileges.
6. Any violators may be subject to prosecution for trespassing and/or revocation of membership privileges.

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3.1 MEMBERSHIP

Types of Membership

Social memberships:

1. Social membership entitles the member to the use of the District facilities. Social membership fees for property owners are a one-time fee except as further defined herein. Social membership fees for guests and renters/tenants are annual fees as defined herein. Golf privileges may be extended upon registration at the Pro shop and payment of current green fees.
2. Social membership is available to: ~~Property owners, resident spouses or domestic partners, and unmarried children as an incident of such ownership.~~
 - a. Property owners, resident spouses or domestic partners, and unmarried children as an incident of such ownership.
 - b. Non-property owners renting in the subdivision as tenants or guests as an incident of residence.
 - c. Other guests upon payment of appropriate fees.
3. Social Membership fees shall be due and payable upon application for social membership in accordance with adopted fee schedules.

Family Social Membership:

1. ~~A.~~ Privileges and fees under this type of membership are the same as social membership. Family Social membership shall include the adult property owner(s) and their children, when the children reside with the owner(s) and are:
 - a. Under 18 years of age and unmarried.
 - b. Full-time students at any institution of higher education and not over 23 years of age.
 - c. Incapable of total self-support due to physical or mental handicap regardless of age.
2. ~~B.~~ Other adults and children no longer qualified under paragraphs ~~A 1, 2 and 3~~ **a, b & c**, of this section residing with the property owner(s) shall secure a social membership of the District in their own name and pay the appropriate membership fees.

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Golf Membership:⁴⁵

- A. Golf membership entitles the member to the use of the golf course and attendant facilities in consideration of annual membership dues as provided in these rules. Application for membership by eligible persons is made to the ~~Pro Shop~~ **Golf Operations** Manager.
- B. Golf membership is available to:
 - a. Property owner(s) and unmarried children of property owner(s) under 18 of years age and residing at a property owner(s) home under the Family Social Membership or full-time students at any institution of higher education and not over 23 years of age.
 - b. Unmarried children over 18 years of age and other adults residing in a property owner(s) home must obtain a membership in their own name.
 - c. Renters/Tenants with a lease agreement and residing in the subdivision may be granted a golf membership upon application to the ~~Pro Shop~~ **Golf Operations** Manager.
 - d. Associate Golf Membership is:
 - i. Open to persons outside of Barefoot Bay.
 - ii. Annual Single & Family Golf Memberships available.
 - iii. Associate Golf Memberships entitles the member the use of the golf course and 19th Hole.
 - iv. Annual Associate Golf Membership dues include a one-time Initiation Fee and appropriate User Fees.
 - v. Application for membership by eligible persons is made to the ~~Pro Shop~~ **Golf Operations** Manager.

Priorities with respect to golf membership.

Because the number of golf memberships is subject to a maximum limit as set forth in the golf course rules and regulation adopted by the District, priority in availability of memberships shall be in the order of the categories set forth in paragraphs 1 through 3, of these rules. No person(s) on a waiting list in any category shall be offered a golf membership so long as there is a person on the waiting list in the immediate prior category.

Changes of Golfing Membership

A member may terminate his or her golf membership, or Trail fees only for medical reasons, or death. Documentation from his or her doctor either limiting or prohibiting the member's ability to play shall be required. This request must be in writing to the ~~Pro Shop~~ Golf Operations Manager, and must be approved by the Community Manager prior to any return of any funds for unused fees. Both membership and trail fees will be returned on a pro-rata basis for the first six (6) months of the ~~fiscal~~ year. After ~~March 31~~ of any ~~fiscal~~ year, there will be no return of any unused portion of fees.⁴⁶

Applications for Social and Family Social Membership:

1. Property owner(s) in the District and members of a property owner's immediate family need not make formal application, since membership is required at the time of recording of the title to such property.
2. The non-property owner adult family member in residence must apply in person at the Community Center office or other designated District facilities for membership when no longer qualified under "Family Social Membership".
3. Renter/Tenants and guests who intend to use District facilities shall register and arrange for membership in the District.

Fees and Dues

1. **Social and Family Social Membership**
 - A. A membership fee shall be paid for Social and Family Social membership.
 - B. A property owner shall pay the fee only once for each home site of which they are owner of record. This fee is non-transferable between parties.
 - C. Non-property owner, such as tenants or guests shall pay the fee upon becoming a member.
 - D. The tenants or guests who concurrently pays the fee and enters into a home purchase contract may have his/hers ~~unused monthly or initial annual~~ rental social membership ~~or guest fee amount~~ applied toward the property owner membership fee due at the time of closing provided that closing occurs within 12 months of initial membership.
2. **Golf Membership**
 - A. Fees for the golf membership are as specified in these rules and subject to change by the Board of Trustees.
 - B. Golf membership fees are for one fiscal ~~-(October 1 thru September 30)~~ year; six-month memberships are available for the time period between October 1st thru March 31st of any fiscal year.
 - C. A member accepting a golf membership after October 1 shall pay a pro-rated share of the annual fee. Dues shall be on an annual basis only.

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GENERAL RULES APPLICABLE TO DISTRICT FACILITIES

- D. Membership dues or the first of three (3) installments are due on or before October 1st of each fiscal year. (Second and third payments are due November 1st and December 1st). ~~Statements will be issued thirty (30) days in advance of the due date.~~ If the installment method of payment is utilized, there will be a \$~~310~~.00 processing fee per payment for each additional payment.⁴⁷
- E. Membership fees are categorized as "family" or "single" as follows:
- a. Family - joint property owners owning a home as defined in definitions.
 - b. Single - one property owner with non-playing spouse, unmarried children over 18 years, or other adults in residence.
 - c. Family and single memberships are also available to eligible renter/tenants.
 - d. Annual Associate Family and Single Memberships are available.

No six month memberships available.

All other Associate Golf Membership policies apply.

Refer to 3.1 Membership, Section 3 Golf Membership Item ~~B-d2-d~~

Property Damage

1. *Personal Property*

The District shall not be responsible or liable for damage, destruction, loss, or theft of personal property belonging to a member. This rule applies also to member's family or guest.

2. *District Property*

- A. Any District member, non-member, or guests responsible for intentional, accidental, or negligent damage or destruction of District property shall be charged for repair or replacement costs of the District property.
- B. Items removed from District property without permission will be charged to the responsible person.

3.2 RULES FOR SPECIFIC DISTRICT FACILITIES

General

1. The rules in this section pertain to the buildings, Recreation facilities and common grounds available for use by members and registered Clubs or Social Clubs. More specific rules for each separate facility are posted in the building or areas designated and must be observed.
2. Only registered Clubs or Social Clubs and members may use District facilities in accordance with the rules herein. Use of facilities will be governed by BBRD management.⁴⁸ Use of District facilities by non-members shall be required to pay appropriate rental fees according to adopted fee schedules.
3. Keys or combinations to locks shall be provided to all sheds, rooms, cabinets, offices and storage facilities used by clubs or groups and which are owned or placed on BBRD property. These shall be clearly marked and provided to the BBRD clerk.⁴⁹
4. Any club, organization or individual desiring to construct or install any building, sun cover, bench or other type of structure on District property must have prior approval of District management. A complete plan including materials and design, along with maintenance, repair and insurance requirements must be included. All local, county, state and federal regulations pertaining to excavation and building must be met prior to construction or installation of any structure. Any structure constructed, placed or installed on District property becomes the property of the District. No removal of any such structure is permitted without District approval.⁵⁰

Use of Buildings or Amenities

1. Normal hours for use of buildings are posted. Exceptions may be granted by pre-arrangement with the District Management offices.
2. Persons or official BBRD organizations desiring to use Barefoot Bay facilities shall make such reservations in advance with the appropriate District office in charge of calendar coordination in writing. Persons or organizations may reserve Building A, Building D&E or other facilities for exclusive or non-exclusive use. Denial of requests for exclusive use of amenities shall be provided to the requestor within 3 business days in writing, citing reasons for denial. Persons or official BBRD organizations may appeal staff's denial of a request for exclusive use of an amenity to the Board of Trustees at the next regularly scheduled meeting. These facilities are for the principal use of residents, who have priority over any outside-sponsored activities.⁵¹
3. Changes to reservations shall be made in writing to appropriate District office in charge of calendar coordination.⁵² When two parties or organizations are involved in a change, both parties to the change will sign the written request. Calendar dates unconditionally released will be reassigned on a first request basis. Calendar schedules of events will be published monthly and posted on the official website.
4. Individuals or organizations authorized for exclusive use of any facility⁵³ are responsible for the premises during their occupancy. Such sponsors will prevent damage or destruction and provide cleanup, including the kitchen and serving area, following the event.

5. Abuse of the facilities shall be reported to the District Management offices.
6. Persons or organizations responsible for damage or destruction to the building, furnishings or equipment shall be held pecuniary liable. Payment will be required for cleanup necessitated by the failure to leave the building, furnishings, or equipment in the same condition as when they were delivered for use of said person(s) or organization.
7. Use of portable items of equipment shall be arranged for in advance by contact with the District Management offices.
8. Desired setup plans shall be submitted to the District Management office at least two (2) weeks in advance of the scheduled usage date.
9. All setups must meet fire code requirements. No alterations to the setup are allowed by any person, club or organization.

Game/Meeting Rooms

1. Use of the facilities shall be scheduled in advance by arrangements with the District Management offices.
2. Rules for use of the pool tables are posted in the entryway. These rules shall be observed by persons using tables.
3. The pool room may be entered on request made to District management officials, or pool host on duty. No person under the age 18 shall be allowed in pool room unless supervised by parent, grandparent, legal guardian or responsible property owner.
4. Vandalism to the premises or inappropriate conduct by individuals should be immediately reported to the District Management offices or pool host.
5. Normal hours for use are ~~posted~~maintained by the Calendar Coordinator in Resident Relations. Exceptions may be granted by pre-arrangement with District Management offices.

Swimming Pools

1. The District's "Rules for Swimming Pool Use", as posted at each pool, must be adhered to by members and guests in the pools, pool-side areas, and dressing/rest room facilities. The posted pool rule signs will be updated to reflect the amended policies as soon as possible.
2. District management reserves the right to refuse use of the swimming pool to any person or group for a violation of any of these rules.
3. Proper ID, as required by the District, must be presented in order to gain access to the pool areas.
4. The Pool Host has the authority to check bags or coolers for prohibited items before access is granted into the pool area.⁵⁴
5. There is no life guard on duty at any of the District's pools; swim at your own risk.
6. Normal hours for use are as posted.
7. Children under 12 years of age must be accompanied by an adult parent, guardian or family member over 18 years old while in the swimming pool area.
8. Children under 6 years of age are not permitted in the pool without immediate and constant supervision of an adult parent, guardian or family member over 18 years old.
- ~~8-9.~~ Guests that have physical issues that decrease their personal safety (i.e. elderly, physically or mentally disabled, etc.) in the pool, are not permitted in the pool without immediate and constant supervision of a guardian or care taker.
- ~~9-10.~~ It is a violation of Florida law to bring into pool areas or otherwise use glass bottles, containers, or other glass products.
- ~~10-11.~~ The State of Florida law prohibits bringing in and consuming alcoholic beverages on premises unless purchased from the District.⁵⁵
- ~~11-12.~~ Flasks- Containers carrying alcohol may not be brought into the pool area.⁵⁶
- ~~12-13.~~ No food or drink is permitted in or near the swimming pool or within 4 feet of the swimming pool.
- ~~13-14.~~ Members and guests are required to use the rest rooms located in the dressing room in pool area.
- ~~14-15.~~ Lifesaving equipment shall be used only for the purpose intended.
- ~~15-16.~~ Infants, and those individuals with incontinence issues, shall wear "swim diapers" or other appropriate apparel which prevents the release of bodily waste while using swimming pools.⁵⁷
- ~~16-17.~~ No swimmer with open sores that are likely to degrade water quality, infection, or contagious disease may use District swimming pools.⁵⁸
- ~~17-18.~~ Members and guests are required to shower before entering the swimming pool. Showers are for pool users only.
- ~~18-19.~~ Diving, running, jumping, rough play, or profanity are not allowed in or around the pool.
- ~~19-20.~~ No animals are allowed in the pool area, with the exception of service animals.
- ~~20-21.~~ Appropriate cover-up and shoes must be worn when entering any of the facilities.
- ~~21-22.~~ Members and guests should exercise respectful and proper conduct around the pools and report all improper behavior to the District Management offices or pool host.
- ~~22-23.~~ Swimsuits or authorized swim wear are the only authorized apparel for use in the pools. Cutoff jeans, shorts, and/or colored T shirts are not permitted in the pool. Colorfast shirts are permitted if in good condition. Anyone entering a pool with clothing that bleeds and requires the pool to be closed will be billed the cost to treat the pool.
- ~~23-24.~~ In the event of thunder or other threatening weather, residents must leave the pool when instructed by the Pool Host and remain out of pool until instructed by the Pool Host that it is safe to re-enter the pool (for at least 30 minutes from the last thunder observed).⁵⁹

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Shuffle Board-Bocce- Lawn bowling – Horseshoes and Basketball

1. Normal hours for play are as posted.
2. Equipment is available for issue from the pool host. Badges will be left with pool host for security of equipment.
3. Misuse of the courts or equipment should be reported to the District Management offices or pool host.

Lounge

Days and hours for the lounge will be open and rules to be observed will be posted in bar/lounge area.

Tennis Courts⁶⁰

1. Tennis Courts are available to all residents wishing to use this recreational facility.
2. Tennis Courts are reserved through the Calendar Coordinator.
3. Gates to the courts are open from dawn to dusk. Operating hours are dawn to 10:00 PM. Access after dusk is available by obtaining a key to the gate and to the lights from the Pool Host at Pool 1. A BBRD-I-D-District social membership card, quest pass or visitor's pass is necessary to obtain these keys.
4. Additional rules for the use of the facility may be posted by BBRD at the courts.

Softball Field Rules and Regulations

1. Softball Field is reserved through the Calendar Coordinator.
2. Visiting teams are permitted as guests of any properly constituted Barefoot Bay League. The Sponsors of the visiting teams shall be responsible for the actions of their guests.
3. Casual use of the field is permitted outside of any pre-reserved time.
4. Vandalism to the premises or inappropriate conduct by individuals should be immediately reported to the District Management offices. Persons or organizations responsible for damage or destruction shall be held peculiarly liable.
5. Any disputes concerning use of the facilities, may be appealed to the District-Community Manager, and his/her judgment shall be final.

Golf

1. The Golf Operation Manager or his/her designee is in charge of the golf course, Pro Shop and the facilities at the course.
2. All players shall register in the Pro shop before play.
3. Play may be limited by Golf Operation Manager or his/her designee for specific reasons, i.e. tournaments, maintenance, weather, etc.
4. Property owners, members having golf membership and their guests shall have priority for available tee time.
5. Green fees are on a daily basis. Rain check policies are posted in the Pro shop.
6. Each player must have a set of clubs and putter including a golf bag.
7. All play must begin at either the 1st. or 10th tee as scheduled by the Pro Shop.
8. Power golf carts are not to be used for more than two (2) riders and two (2) golf bags.

GENERAL RULES APPLICABLE TO DISTRICT FACILITIES

9. Children under 16 years of age are not permitted to operate power golf carts.
10. Players must be properly attired. Shirts and shoes are mandatory.
11. Wading in lakes is prohibited.
12. Players shall play in foursomes, particularly on Saturday, Sunday and holidays. "Five some" must have permission from ~~Pro-shop Golf Operations~~ manager~~ment~~ or his/her designated employee in his/her absence in his absence the starter.
13. Power golf carts ~~or hand-pulled carts~~ shall not be driven ~~or pulled~~ on high slopes of greens, sand traps or tees.
- ~~13.~~14. ADA validated individuals may park in designated areas (identified by blue stakes). These areas may be moved or closed due to inclement weather or any unsafe condition as defined by the Golf Operations Manager or his/her designee and/or the Golf Course Superintendent.
- ~~14.~~15. Faster players must be permitted to "play through."
- ~~15.~~16. Hawking for golf balls in lakes and canals is strictly forbidden.
- ~~16.~~17. All play will be on a reserved tee time basis.
- ~~17.~~18. No fishing permitted in lakes on the golf course.
- ~~18.~~19. The club will not allow private golf carts or replacements when the total number of private carts equals 170. The Board shall be responsible for establishing user fees for private carts and such fees are subject to change at any time at the discretion of the Board.
- ~~19.~~20. The Board reserves the right to terminate the use of private golf carts at any time.
- ~~20.~~21. All golf guests must be registered by the golf member, fees paid, receipts presented to starter, and if requested by the starter, member's current year's membership card must be presented.

Beach⁶¹

1. The park and beach are for the use of residents and their guests. Guests must have an appropriate guest pass, secured in advance and displayed on their vehicle.
2. The gate should be locked except when entering and exiting the park.
3. While the park is open 24 hours per day, quiet is maintained from 10:00 PM to 6:00 AM.
4. Fires are permitted in the grills only.
5. Brevard County Ordinance does not permit dogs on the beach.
- ~~5.~~6. Any pets on any Barefoot Bay property must be on leashes and owners must clean up after pets.
- ~~6.~~7. Campers assume all risks for camping at the park.
- ~~7.~~8. The following rules apply to overnight camping:
 - a. Maximum camping stays are seven days.
 - b. Camp sites will be assigned at ~~Customer Service~~Resident Relations
 - ~~b-c.~~ A permit must be obtained at Resident Relations office which must be displayed on vehicles.
 - ~~c-d.~~ Guests must be accompanied by the resident who obtains the guest pass.
 - ~~d-e.~~ Persons under the age of 18 must be accompanied by an adult when camping.
- ~~8.~~9. Fireworks, loud noise, and outside music are not permitted.
- ~~9.~~10. A key is required to gain access to these facilities and is available from ~~Customer Service~~Resident Relations.
- ~~10.~~11. Members and guests using these facilities are required to observe posted rules.
- ~~11.~~12. The cutting of bait shall be at authorized stations only. The cleaning of fish is prohibited in District facilities.

Fishing Pier

GENERAL RULES APPLICABLE TO DISTRICT FACILITIES

1. Use of these facilities is limited to members and guests.
2. A key is required to gain access to these facilities and is available from ~~Customer Service~~Resident Relations.
3. Members and guests using these facilities are required to observe posted rules.
4. The cutting of bait shall be at authorized stations only. The cleaning of fish is prohibited in District facilities.

Canoe/Kayak Storage at Fishing Pier

1. Canoe and Kayak owners utilizing the Canoe/Kayak storage must enter into a storage lease agreement.
2. Lessee's shall be solely responsible for all loss or damage to Lessee's stored property.
3. Due to limited availability, Barefoot Bay Property Owners with authorized social membership privileges may rent one canoe/kayak storage unit.
4. Assignment or subletting of spaces is prohibited.
5. Only one (1) unit per space will be allowed.
6. Nonpayment of lease payments will result in abandonment of space, and removal of stored items.
7. All lease payments are due on the first day of the current quarter and may be made up to twelve (12) months in advance.
8. All canoes and kayaks must display a Barefoot Bay provided identification sticker.

RV Lots

1. Use of the RV Storage Lots is primarily for Barefoot Bay Residents. Non-residents may lease the facility during the months of May through September. RV owners utilizing the RV Storage lots must enter into a storage lease agreement.⁶²
2. Storage lease agreements shall be on a month-to-month basis.
3. No stand-alone structures or loose articles will be allowed in any space.
4. Owners shall be solely responsible for all loss or damage to owners stored property.
5. Owner shall keep all stored property properly licensed, registered, road-worthy, and/or operational for the property's intended use at all times.
6. Assignment or subletting of spaces is prohibited.
- ~~7. No stand-alone structures or loose articles will be allowed in any space.~~
8. Owners must assure that all vehicles are chocked.
9. Only one (1) unit or trailer per space will be allowed.
10. No gate access card⁶³ shall be passed on to anyone else.
11. All gate access cards must be returned upon relinquishment of leased space.
12. Upon termination of the Lease, owner shall surrender the leased space to the District in the same condition as it was originally leased to the owner.
13. All lease payments are due on the first day of the current month and may be made up to twelve (12) months in advance. Payment of lease payments in advance shall not prevent Lessor from terminating the lease as provided herein. In the event of such default or upon termination by Lessor, Lessee shall only be entitled to the return of any advance payments made by Lessee, prorated accordingly.
14. Nonpayment of lease payments will result in disabling of access cards. A reactivation fee shall be charged as per the BBRD fee schedule.⁶⁴

GENERAL RULES APPLICABLE TO DISTRICT FACILITIES

15. Owner must give written notice of intent to terminate no later than ~~10-5 business~~ days prior to the end of any month; otherwise owner shall be responsible for payment of full rent for the following month. ⁶⁵
16. Failure to comply with the above rules and regulations will result in termination of this Lease Agreement. Any non-compliant Lessee will be held responsible for costs incurred for removal of stored property from storage facility. Costs of removal will be determined by staff. The monthly fee will continue to accrue until the issue of non-compliance is settled.
17. A replacement fee will be charged if the access card is not returned upon termination of lease or if the card is lost. ⁶⁶

Temporary Parking

A temporary parking lot is available on Falcon Drive for the parking of Boat/Trailers and Truck/RV's.

A permit must be obtained from ~~Customer Service~~Resident Relations prior to parking. Appropriate fees apply based on the fee schedule.

No commercial vehicles over 10,000 pounds will be allowed to park in the Falcon Drive lot.

No Boat/Trailer or Truck/RV parking will be allowed in the Building "A" parking lot. Overnight parking of automobiles will be allowed in the Building "A" parking lot provided a permit is obtained from ~~Customer Service~~Resident Relations and appropriate fees will apply.

3.3 FEE SCHEDULE

Residents ⁶⁷

All residents and renters/tenants are required to register to use district facilities. The one-time fee for a social membership for all residents intending to occupy the residents unit shall be as follows:

Property owner (one-time fee) \$495.00 + tax for 2 people.

Property owner + one adult living with the owner will be considered 2nd on membership and is included in fee for property owner. The following ownership transfers shall not require the payment of an additional Property owner Social Membership Fee (additional resident fees still apply):

1. Owner placing lot in trust ownership where beneficiaries are immediate family members, including subsequent deed transfers to or between named beneficiaries.
2. Addition or removal of immediate family members to/from deed with owner.
3. Transfers to immediate family members by way of probate or estate administration proceedings.
4. Life estate deeds where remaining interest has passed to immediate family members.
5. Transfer to immediate family members where genuine sale has not occurred.

For purposes of this section, immediate family members shall be defined as, spouses, fathers, mothers, children, grandfathers, grandmothers, grandchildren, and siblings. For purposes of this section, genuine sale shall be defined as one where the owner retains no interest and substantial consideration (i.e. fair market value of the property) has been paid for conveyance of deed.

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Policy Manual
GENERAL RULES APPLICABLE TO DISTRICT FACILITIES

Part 3 - 17

Additional resident/property owner (over 2) must pay the resident fee.⁶⁸ \$125.00 + tax

Note: In the event more than 2 people are listed on a deed, additional (over 2) property owners must pay resident fee - \$125.00 + tax.⁶⁹

Administrative Fee

Any changes to 2nd on membership will require a change fee.⁷⁰ \$25.00 + tax

Dependents

\$25.00 + tax

All dependents are required to register to use District facilities.

Fees Applicable to Renters/Tenants

Seasonal Renter \$20.00 per person per month & tax

Long term renter**

Per Adult⁷¹ \$100.00 + tax

Per Dependent⁷² \$25.00 + tax

Annual Renewal

Per Adult⁷³ \$25.00 + tax

Per Dependent \$10.00 + tax⁷⁴

**A dated copy of the current lease agreement showing address of home and duration of the lease shall be provided on an annual basis or on renewal of rental badges.⁷⁵

Badges

1. All registered property owners, residents, renters and dependents (except for children under 12) shall require a picture badge. The initial cost of the picture badge is included in the member fee. All property owners, residents, renters and dependents have to renew picture badges on an annual basis to use district facilities.

All replacement picture badges \$5.00

2. Residents and guests must display their badges and/or guest passes at any event or District meeting or workshop in the Lounge, 19th Hole or Pool #1 Pavillion.

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Guest Passes/Temporary Social Membership (All active military and children under 5 exempt)

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GENERAL RULES APPLICABLE TO DISTRICT FACILITIES

Part 3 - 18

1. One Day Guest Pass
 - a. Regular (purchased at Resident Relations or any of the pools) \$3.00 per person⁷⁶
 - b. Street dance or other special events (purchased at Pool#1) \$5.00 per person
2. Two to Seven Day (week) Guest Pass⁷⁷
 - a) Purchased at Pools \$7.00 per person
 - b) Purchased at Resident Relations Office \$5.00 per person

The cost of a one-day guest pass (except when purchased at a special event at Pool #1) will be credited from the cost of a week guest pass when purchased on the first business day following the weekend purchase at a pool.
3. Grandchild Pass (with picture)
 - a. Quarterly \$10.00 per child
 - b. Annually \$25.00 per child
4. Non-Residents (Visitor) Pass \$15.00 per person per day
5. Temporary Lounge/Business Pass⁷⁸ \$0.00 (No Charge)⁷⁹

Additional Fees

Rental of building/spaces for any Barefoot Bay club, organization, or resident except for clubs and organizations registered with the District before July 1, 2016, are based on the following fee schedule.

1. Bldg. A. \$100.00 & tax up to 8 hours
 - a. \$50.00 fee for use of kitchen (non-refundable)
2. Bldg. C \$25.00 up to 8 hours
3. Bldg. D or E \$40.00 & tax up to 8 hours per side
4. Bldg. D&E \$80.00 & tax up to 8 hours
5. Pool #1 Pavilion (exclusive use) \$50
6. Pool #1 (exclusive use) (exclusive use) \$500 for 4 hours
7. Pool #2 or #3 (exclusive use) (exclusive use) \$500 for 4 hours

Use is based on availability and with advanced booking through the Calendar Coordinator. These are part of the amenities offered to Barefoot Bay residents unless the use is a for profit function, in which case, the same rates will be charged as for non Barefoot Bay residents or commercial businesses.

Property Owners, Residents, Renter

1. R.V. storage area Per current lease agreement⁸⁰
2. Reactivation of Access Cards \$10.00
3. Initial keys for beach and pier \$5.00
- 3-4. Replacement keys ~~RV storage~~, beach and pier⁸¹ \$25~~10~~.00 per key⁸²
- 4-5. RV Storage late fee⁸³ Per current lease agreement.
- 5-6. Resident for Profit Use of Building Non-Resident fees apply

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Non-Resident

1. ~~Golf course~~ ~~\$5.00 1-day pass plus current green & cart fees~~
~~(includes all privileges included in temporary social membership)~~

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2. Rental of Buildings: Building "A" ~~\$75~~100.00 per hour (2 hour min.)
~~\$60~~100.00 fee for use of kitchen (non-refundable)
Plus \$100.00 refundable deposit

Building "D or E" ~~\$40~~80.00 per hour (2 hour min.)
~~\$15.00/hr. thereafter~~
\$2550.00 for use of kitchen (non-refundable)
Plus ~~\$25.00 or~~ \$7580.00 refundable deposits
Note: Fees are double if both sides are used.

Building "C" ~~\$50.00 per hour (2 hour minimum)~~
Pool #1 Pavilion \$100 per hour (2 hour minimum)
~~Pools \$1,000.00 (2 hour minimum)~~
~~& all other facilities~~ \$25.00 first 4 hrs.
~~\$10.00/hr. thereafter~~

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Note: All deposits must be paid at the time of reservation. If renter does not cancel their reservation within 7 days of reservation, they will forfeit their rental fee.

"Not for profit" and governmental entities that perform free services to support District residents in health and well-being may be provided the use of buildings at no charge. The waiver of rental fee must be approved by the Community Manager or his/her designee.

Any "for profit" function held at any District facility must be approved by the Community Manager or his/her designee.

3. ~~RV Storage Area~~ ~~\$35.00/Month + tax~~
~~(During months of May to Sept only)~~⁸⁴

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4. ~~RV Storage Key Deposit~~⁸⁵ ~~Per current lease agreement.~~

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5. ~~RV Storage Late Fee~~⁸⁶ ~~Per current lease agreement.~~

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6. ~~7.~~ Parking fee for allowed vehicles
(other than automobiles) at Falcon Dr. Lot \$10.00 per day

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Automobiles overnight in Building "A" lot:

Residents Free

Guests

GENERAL RULES APPLICABLE TO DISTRICT FACILITIES

1-2 nights	\$ 5.00
3-7 nights	\$10.00
8 or more nights	\$25.00/week

7. Beach and Pier \$15.00 1 Day pass
\$25.00 refundable key deposit

Revision Record Page

The Board notes that prior versions of the General Rules Applicable to District Facilities were created/amended by numerous Resolutions. Footnote references which are still applicable have been left in the preceding text as found at the time of last amendment. However, due to the substantial format changes being implemented by Resolution 2009-05, the Article and Section references on the prior revision record page are no longer applicable. The Board also notes that some prior amendments were not reflected by footnotes. The Board further notes that the prior revision record page included an incorrect reference to Resolution 2001-01 where such reference should have been to Resolution 2003-01.

The following is a list of Resolutions known by the Board to have created and/or amended the General Rules Applicable to District Facilities and/or related to fee schedules:

Date	Resolution	Subject
01/30/98	98-01	Fee Schedule.
05/12/00	2000-01	Fee Schedule.
05/11/01 Schedule.	2001-02	Non-Resident Golf Badge Fee; Fee
09/17/01	2001-09	Revised General Rules.
12/14/01 Dues.	2001-12	Golf Membership and Membership
03/08/02	2002-02	R.V. Storage Area Fees.
03/08/02	2002-03	A&E Clean Up Deposit.
05/10/02	2002-06	Social/Family Membership Fees when moving within District.
03/14/03	2003-01	\$2.00 non-resident guest pass; Softball Fee Schedule deletions.
07/11/03	2003-05	Suspension/cancellation of membership hearing procedure; swimming pool rules.

3.4 Guidelines for Registering as a Club or Organization and Use of District Facilities

Registration of Clubs/Organizations/Private Parties

1. Any request to form a registered Club or Organization that intends to use District facilities must be reviewed by the Community Manager and approved by the Board of Trustees.
2. An Application form and Building Registration form must be filed as part of the application which shall include the following information:
 - A. Name of Club or Organization
 - B. Names, addresses, phone numbers of at least four responsible year round residents or elected officers or alternates. **All officers of the club or organization must be District residents.**
 - C. Times, dates, and their choice of established layouts of tables and chairs needed for the club/organization.
 - D. Definition and purpose of the club or organization.**
 - DE.** Other pertinent information as may be required.
3. Changes to Club Officers or designated responsible parties must be reported to BBRD management staff when changes occur to keep registration forms current.
- ~~3-4.~~ Clubs or Organizations must renew their applications for use of District facilities on an annual basis. This must be done no later than the December 31st of each year. **Names and address of officers (who must ne District residents) shall be provided. Failure to maintain residents as officers will result in the club or organization being de-certified as a registerd club or organization.** This is necessary to reaffirm scheduling for each season/year. Applicants also need to report if they desire to have their names published in the HOA annual phone directory.
- ~~4-5.~~ The designated parties will be the only recognized officials to make new arrangements and changes to the schedule or set up plans.
- ~~5-6.~~ The time that has been scheduled for club meetings must be followed. Members are not allowed to come in early. Other functions or cleaning may be in progress prior to the clubs scheduled time.

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Use of District Facilities

1. Any Club or Organization that uses District facilities must be comprised of a majority of Barefoot Bay residents unless permitted by policies adopted by the Board of Trustees. Only registered Clubs or Organizations may use District facilities on a non-fee basis. No fees, (other than temporary social membership fees, as applicable) shall be charged to an invitee of a registered Club or Organization to attend an activity or specific event sponsored by a Club, Organization or Resident Group (Resolution 2003-01).
2. Residents of the Barefoot Bay Recreation District may utilize District facilities but registered Clubs or Organizations shall have priority in scheduling.
3. Social events held by residents requesting use of District facilities shall be classified as "District Resident-Private Parties." Rental fees shall not apply; however, non-residents who attend these functions must register as guests and pay fees in accordance with the District's fee schedule.
4. Residents using District facilities for a "for profit" event are required to pay fees in accordance with the District's fee schedule.

GENERAL RULES APPLICABLE TO DISTRICT FACILITIES

5. Non-registered clubs and organizations or non-residents may use District facilities upon payment of appropriate fees in accordance with the District's fee schedule. Priority shall be given to registered Clubs, Organizations and District Resident-Private Parties in terms of scheduling.

Non-Discrimination Policy

1. The Barefoot Bay Recreation District does not discriminate against anyone in a protected class including, but not limited to race, creed, color, national origin, religion, gender, or sexual orientation. When in use of Barefoot Bay Recreation District facilities, anyone in a protected class including employees, residents and guests will not be discriminated against regardless of race, creed, color, national origin, religion, gender or sexual orientation.⁸⁷

Use of Alcoholic Beverages

1. Bringing alcoholic beverages to District facilities is prohibited. Where permitted, all alcoholic beverage purchases must be provided by the Barefoot Bay Recreation District.
- ~~4-2.~~ In accordance with Florida Law, Home owners, residents, or guests may NOT place alcoholic beverages that are not purchased through the golf course or 19th-hole on their property adjacent to the golf course for any amenity user to consume.
- ~~2-3.~~ For all functions desiring the use of bar service for the purpose of purchasing alcoholic beverages, the minimum service charge shall be \$100.00.⁸⁸ For non-club functions, this fee is payable in advance at the ~~Customer Service~~Resident Relations office.⁸⁹ If the Bar takes in less than \$100.00, the function host will reimburse the bar total.⁹⁰ Clubs who register a bar must also meet the \$100 minimum, but are not required to pay in advance.⁹¹ Clubs who do not meet the \$100 minimum must make up the difference.⁹²
- ~~3-4.~~ Clubs or Organizations must fill out a Bar Form (if a bar is desired) to request a Bar for the function. Give a good estimate on the number of people that will attend. This helps the bartender to stock the bar properly.
- ~~4-5.~~ A request for bar service must be made at least two weeks in advance. If not submitted two weeks prior to the event,⁹³ BBRD cannot guarantee that personnel will be available to cover the bar.

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Scheduling and Set-Up

1. It will be necessary to have dates of annual events scheduled prior to November 25th each year for the following year. There will be no confirmation of these dates until they have been reviewed and approved.
2. Reservations will be booked for eleven months only: If an entity desires the use of club facilities during December, this must be requested on a separate form. Regular scheduling of facilities shall be beginning in January.
3. Pick more than one date and check with the Calendar Coordinator's Office to determine the availability of time and building.
4. At the time of reservation, you will need to know the number of people that will be attending, and if you would like round or square tables. Options for table layout are limited to established table layouts.
5. Buildings will no longer be held for the Clubs or Organizations unless they come into the office and sign the necessary paperwork.
6. In order to cancel a meeting, an authorized representative must come in person to the Calendar Coordinator's office to cancel. They will be asked to sign a cancellation form.

GENERAL RULES APPLICABLE TO DISTRICT FACILITIES

7. The Barefoot Bay Recreation District reserves the right to assign, re-assign or re-schedule any function. The Community Manager shall be responsible for all final decisions regarding conflicts in scheduling.
8. Smaller clubs/organizations/events may be reassigned to a smaller facility to reduce utility and maintenance costs.
9. All functions requiring set-up must be submitted at least 2 weeks in advance. Failure to provide adequate notice by this deadline shall result in payment of set-up fees of \$25.00 & tax. Once set up plans are submitted and approved, any changes to the set up plans as submitted may be required to pay additional fees.
10. Persons requesting the use of Building A or D & E and requiring multiple large electrical usage appliances must follow the plan outlined by Property Services to safely utilize existing power supplies. Failure to follow the set plan will result in loss of usage of the facility for that event. It is the responsibility of the Barefoot Bay Recreation District to strictly adhere to all Fire and Safety regulations for events in and around the Recreation District facilities.
11. Persons requesting the use of Building A or D& E which will result in large groups of mobile guests are required to follow the plan outlined by Property Services to safely utilize doorways and exits. Failure to follow the set plan will result in loss of usage of the facility for that event. It is the responsibility of the Barefoot Bay Recreation District to strictly adhere to all Fire and Safety regulations for events in and around the Recreation District facilities.

Use of District Facilities Where Fees Are Charged

1. The use of all buildings, pools and Pool #1 Pavilion by clubs, organization or residents require a rental fee except for regularly occurring events of clubs and organizations registered with the District before July 1, 2016. Said rental fees are listed in section 3.3 of this document.
2. All private functions requiring a fee or individual admissions charge may be subject to additional payment fees to the District, unless waived by the Board of Trustees in consideration that the fees accrued go to benefit the registered club's stated purpose that being of a "non-profit" nature. Non-resident fees will apply.

Use of Facilities for Gambling and Games of Chance

Gambling/games of chance of any kind shall not be permitted unless authorized by state statute and as may be authorized by the Board of Trustees.

Use of Kitchen Facilities/Bringing in Incidental Food

1. Any function that requires the use of kitchen facilities including the use of grills stoves, refrigerators, sinks shall pay a usage fee and clean-up deposit as may be determined by the Board of Trustees.
2. Clean up deposits and usage fees may be waived if food and beverages brought into the District facilities are of an incidental nature. However, a clean-up fee may be charged to any entity using District facilities if areas have to be cleaned by custodial staff.
3. Refrigerators and Freezers must be reserved with the Calendar Coordinator at least two weeks prior to their use.
4. If a private caterer requires the use of the stove, refrigerator and/or freezer, the Barefoot Bay club, organization representative, or Barefoot Bay resident must reserve them with the Calendar Coordinator at least two weeks in advance. There will be no catering charge for the Barefoot Bay club, organization, or resident unless the equipment is damaged. Damage to equipment will be

GENERAL RULES APPLICABLE TO DISTRICT FACILITIES

assessed at the repair or replacement cost of the equipment to the Barefoot Bay club, organization, or resident.⁹⁴

5. Any function that leaves the facilities in an unclean manner shall be charged a \$~~50~~100.00 clean-up fee. If the fee is not paid, the entity will lose their privileges until the matter is settled.
6. Due to insurance requirements, the slicer, deep fryer and use of grill in Building A is are not available for use by non-staff persons. District personnel will provide slicing-said services when requested. A fee of \$~~42~~15.00 per hour will be charged for this service for the slicer or deep fryer. A \$~~35~~50-fee for use of the grill service for two hours, additional hours \$~~42~~15.00 per hour.⁹⁵
7. The gas grill is available for use at Pool 1 by residents and their guests on a first come, first served basis.⁹⁶
8. Residents must wipe the grill and cooking area clean when cooking is complete.
9. Residents assume all responsibility for food safety.
- ~~10. The grill behind Build D & E is available for use by residents. Reservations for use are made with the Calendar Coordinator.~~
- ~~11. Due to the potential risks, residents using grills are required to sign a waiver and assume all responsibility for the cooking and safety of the prepared food.~~
- ~~12. Residents must provide their own cooking tools.~~

Payment of Guest Fees

- ~~1. The present "guest pass" fee shall be based on policies adopted by the Board of Trustees and shall be established by the Board of Trustees.⁹⁷~~

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3.5 Guidelines for Gift and or Memorials for the Barefoot Bay Recreation District⁹⁸

All gifts and /or memorials plans must be submitted for review by the Community Manager for compliance with the guidelines below. Those meeting the criteria below may be recommended for acceptance to the Board of Trustees at a regularly scheduled meeting. Acceptance of any memorial or gift meeting the criteria shall be at the discretion of the Board of Trustees. The Board of Trustees reserves the right to decline the acceptance of gifts or memorials due to inappropriateness, restrictions placed upon the gift or memorial and any potential financial or legal liability and for any other reason.

1. No gifts or memorials may be considered until the person has been deceased for more than 90 days.
2. Residents desiring to donate gifts and/or memorials shall work with staff to determine the costs of the memorial or item. The cost of the item will be presented to the donor. BBRD will purchase the item after the resident has paid for the item(s) and assume legal liability for the item.
3. No restrictions can be placed on the use or ownership of the gift or memorial. The BBRD is the sole owner of all gifts and will determine the use of the gift or memorial.
4. The gift or memorial must be deemed appropriate by the Community Manager and the Board of Trustees.
5. The Community Manager must determine all short and long-term costs of all gifts and memorials. These costs shall include the maintenance, repair, upkeep, insurance and/or any other hazards or liability. The placement of any memorial or gift shall not interfere with the maintenance of District facilities.
6. The acceptance, placement, use and removal of gifts and memorials are at the sole discretion of the District.
7. Plaques for all memorials shall not be considered permanent, and will be removed at the sole discretion of the District when they deteriorate.

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PUBLIC RECORDS REQUEST POLICY

Part 4. Public Records Request Policy

4.0 PURPOSE.⁹⁹

Barefoot Bay Recreation District ("BBRD") is committed to the tenets set forth in Chapter 119, Florida Statutes, governing access to public records, also known as Florida's Public Records Act.

The purpose of this Policy is to provide guidelines and procedures for BBRD staff to assure compliance and uniformity with regard to handling of requests for inspection and copies of public records not exempted by state law.

To the extent that any term is not specifically defined herein, the definitions pursuant to Sec. 119.011, F.S. shall apply to any request for public records submitted to BBRD.

4.1 PUBLIC RECORDS REQUEST PROCEDURE.

A. Intake of Request.

1. Parties requesting to inspect and/or receive copies of public records maintained by BBRD ("Requesting Parties") shall be directed to submit their requests to the BBRD Clerk who shall serve as the BBRD Records Custodian.
2. Upon receipt of a public records request, the BBRD Clerk shall coordinate the response.
3. Each request shall be reviewed carefully by the BBRD Clerk to determine the estimated length of time required to gather the records. All requests shall be satisfied as expeditiously as possible considering the nature and volume of the request.
4. Public records will be made available within a "reasonable period of time" and "under reasonable conditions." Although there is no statutory definition of this time period, a "reasonable period of time" and "reasonable conditions" shall take into account the number of documents sought; the number of locations where the documents are stored; whether the records are maintained electronically or as hard copies; whether the documents must be examined for confidential information or redacted; and whether substantial research will be required to identify, obtain and copy the records requested.
5. The BBRD Clerk must review the documents to determine if exempt/confidential information or material is included in the documents requested. Exempt/confidential information as provided pursuant to the Florida Constitution or Chapter 119, F.S., must be redacted prior to review by, or distribution to, the requesting party.
6. Unless otherwise provided by law, BBRD is not required to create new records in response to a request for information, nor is BBRD required to reformat its records in a particular electronic format, if requested by the requesting party. BBRD will provide a copy of the record in the medium requested, if BBRD maintains the record in that medium. BBRD may also elect to provide a copy of a public record in the requested medium, if not routinely used in BBRD, and charge a reasonable fee in accordance with section 119.07(4), Florida Statutes and as provided herein.

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B. Notification and Response.

1. When a response to a records request has been completed, the requesting party shall be notified of the availability of the copied records, if any, and the location where the documents will be made available. Notification shall be made by telephone and/or email, if the email address of the requesting party is known. Any email notification sent by the BBRD Clerk shall be stored in an electronic file pertaining to the public records request. If a telephone notification is the only notification provided, the BBRD Clerk shall make an email record of the date and time of the telephonic notification and store the email in an electronic file set up for the public records request.
2. The BBRD Clerk shall collect the required fee as outlined in Paragraph 4.3 of this policy prior to providing requested copies of public records to a requesting party. Upon payment and delivery of such records, the BBRD clerk shall deliver a written receipt for the amount paid. The receipt shall provide a short description of the documents being provided and shall specify the number of hard copy pages, DVD's, CD's, VHS, or audio tapes delivered to the requesting person.
3. In instances where electronic records are requested/provided, a copy of the email with the responsive documents shall be maintained by the BBRD Clerk as evidence of compliance with the request. Any BBRD employee sending a responsive email with documents attached shall copy the BBRD Clerk with the responsive email.
4. The BBRD Clerk or is required to maintain an agency copy of a response to a public records request for a period of one year after the response has been received by the requesting party. General Records Schedule GS I-SL, Item 23, requires a minimum of one year retention for public information requests and responses. In this way, BBRD will have proof of compliance and the ability to re-inspect the response, if questioned.

C. Public Record Inspections.

1. Inspections of Public Records may take place at any time throughout the workday, generally Monday through Friday, 8:00 am to 4:30 pm, except holidays.
2. BBRD must have an employee present to monitor all scheduled records inspections.
3. The BBRD Clerk is responsible for providing safeguards to protect original public records during any scheduled inspection.

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4.2 REQUESTS FOR VOLUMINOUS RECORDS REQUIRING EXTENSIVE STAFF TIME/EXTENSIVE INFORMATION TECHNOLOGY RESOURCES.

1. For the purposes of this policy, a "voluminous" request, which requires "extensive" use of clerical or supervisory assistance/information technology resources by BBRD staff for response, is deemed to exist if BBRD staff will be required to expend more than thirty (30) minutes researching, reviewing, gathering, redacting, or copying the requested records.
2. If the nature or volume of public records requested to be inspected or copied pursuant to this policy is such as to require extensive use of information technology resources or extensive clerical or supervisory assistance by BBRD staff, BBRD may charge the actual cost incurred for duplication as provided in Paragraph 4.3 of this policy, as well as a special reasonable service charge based on the cost incurred for extensive use of information technology resources or the labor cost attributable to the clerical and supervisory assistance required to provide the response to the request.
3. In the case of requests for voluminous as described above, the BBRD Clerk should provide the requesting party with a written response providing the following information after coordinating a projected response time and cost with the applicable BBRD staff members who will assist in the preparing the response:
 - a. an estimate of the staff time required to respond to the request;
 - b. the projected cost that will be charged to comply with the request;
 - c. a request for a deposit in the amount of 50% of the projected cost, before BBRD staff will begin preparing the response;
 - d. an offer to allow the requesting party the alternative of inspecting any nonexempt or non-confidential records requested and identifying which specific records, if any, the requesting party would like to have copied.
4. A deposit in the amount of 50% of the estimated charge shall be required before undertaking a response to a request for voluminous public records. All charges shall be invoiced and collected by the BBRD Clerk based upon the number of copies made and the amount of time spent complying with the request in excess of thirty (30) minutes.
5. Charges for extensive staff time will be assessed at the hourly rate of the lowest paid staff person who is qualified to respond to or supervise (where required) a response to the request for public records.
6. Charges for extensive use of information technology resources shall be billed at the actual cost incurred by BBRD for the extensive use of such information technology resources in filling the request for public records.
7. In the event of non-retrieval of records copied as a result of a public records request, any advance deposit may be retained and the requesting party may also be billed for any difference between the deposit and actual costs incurred by BBRD to produce the records. BBRD may require any requesting party who fails to retrieve or pay the charges associated with a request for voluminous public records, as provided herein, to pay the full costs associated with filling any subsequent public records requests in advance of providing any response to such subsequent request.

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4.3 COPIES AND FEES.

Those seeking copies of public records will be charged only the actual costs of making copies. However, if the nature or volume of the request requires extensive use of information technology resources or clerical assistance by BBRD staff, BBRD may charge, in addition to actual cost of duplication, an additional special service charge in accordance with Section 119.07(4)(d), Florida Statutes, and Paragraph 4.2 above.

A receipt for the amount of payment must be provided to the person paying for the records.

Homeowners and residents may obtain one free copy of the following documents per calendar year:

- Charter
- Deed of Restrictions
- ARCC Guidelines
- Policy Manual
- Employee Handbook
- Homeowners" Copy of Proposed Budget
- Homeowners" Copy of Approved Budget

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Those records maintained by BBRD in an electronic information system may transfer the electronic records from that system onto a CD or, in the case of videotaped documents, onto a DVD. Assuming that the electronic information within the system is easily retrievable, the charges for such transfer should be the actual costs of duplication. BBRD may charge for CD disks, if not provided by the requestor. Special charges may be added if the request is extensive enough to require clerical assistance and extensive use of technology resources as provided in Paragraph 4.2 above.

The uniform fee for copies to be charged by BBRD is as follows, unless otherwise provided by law:

Paper copies:

First 10 pages per month, per citizen: No Charge

Additional:

11x8.5 or less - one-sided	\$0.15
11x8.5 or less - two-sided	\$0.20
14x8.5 or less - one-sided	\$0.15
14x8.5 or less - two-sided	\$0.20
11x17	\$0.25

Certified copies: \$1.00

CD/DVD/VHS/Audio Tapes:

Duplication:

Duplication of CD's, DVD's, VHS, or audio tapes shall be the actual cost of the CD's, DVD's, VHS, or audio tape. Actual mailing costs shall be charged rather than a flat fee. Mailing costs shall include protective cases and padded mailing envelope, plus postage.

Postage:

Large orders or those to be mailed out of BBRD should be weighed and calculated individually, using www.usps.gov for postage rates.

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Any unusually large volume of copying requiring the documents to be sent to a copy service for reproduction are to be billed to the requesting party based on the actual cost to BBRD.

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Endnotes

¹ Amended 12/10/13 Resolution 2013-16

² Added 2/13/2015, Resolution 2015-04

³ Amended 7/10/09, Resolution 2009-12

⁴ Amended 2/13/2015, Resolution 2015-04

⁵ ~~Amended 12/10/13 Resolution 2013-16~~

⁶ Section added 2/13/2015, Resolution 2015-04

⁷ Amended 2/13/2015, Resolution 2015-04

⁸ Amended 2/13/2015, Resolution 2015-04

⁹ Amended 2/13/2015, Resolution 2015-04

¹⁰ Amended 2/13/2015, Resolution 2015-04

¹¹ Amended 2/13/2015, Resolution 2015-04

¹² Amended 2/13/2015, Resolution 2015-04

¹³ Amended 2/13/2015, Resolution 2015-04

¹⁴ Amended 2/13/2015, Resolution 2015-04

¹⁵ Amended 2/13/2015, Resolution 2015-04

¹⁶ Amended 2/13/2015, Resolution 2015-04

¹⁷ Amended 2/28/12 Resolution 2012-05

¹⁸ Amended 2/13/2015, Resolution 2015-04

¹⁹ Amended 06/23/09, Resolution 2009-08

²⁰ Amended 2/13/2015, Resolution 2015-04

²¹ Amended 2/13/2015, Resolution 2015-04

²² Amended 2/13/2015, Resolution 2015-04

²³ Amended 2/13/2015, Resolution 2015-04

²⁴ Amended 2/13/2015, Resolution 2015-04 All references to purchases over \$30,000 changed to \$50,000 in this section.

²⁵ Amended August 13 2010, Resolution 2010-14

²⁶ Amended 12/10/13 Resolution 2013-16

²⁷ Added 2/13/2015, Resolution 2015-04

²⁸ Amended December 10, 2013, Resolution 2013-16

²⁹ Amended May 14, 2010, Resolution 2010-09

³⁰ Amended December 10, 2013, Resolution 2013-16

³¹ Temporary Social membership reference deleted 2/13/2015, Resolution 2015-04

³² Amended December 10, 2013, Resolution 2013-16

³³ Amended December 10, 2013, Resolution 2013-16

³⁴ Amended 2/13/2015, Resolution 2015-04

³⁵ Amended 2/13/2015, Resolution 2015-04

³⁶ Amended 2/13/2015, Resolution 2015-04

³⁷ Amended September 10, 2010, Resolution 2010-15

³⁸ Amended September 10, 2010, Resolution 2010-16

³⁹ Amended December 10, 2013, Resolution 2013-16

⁴⁰ Amended January 13, 2012 Resolution 2012-01

⁴¹ Amended December 10, 2013, Resolution 2013-16

⁴² Amended June 8, 2012 Resolution 2012-09

Version approved February 13, 2015, with approved changes including Resolution 2015-4

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PUBLIC RECORDS REQUEST POLICY

- ⁴³ Amended September 23, 2014 Resolution 2014-12
⁴⁴ Amended October 25, 2011. Resolution 2011-16
⁴⁵ Amended 7/8/11, Resolution 2011-12 .Changes to Golf Membership regarding “full time students” and changed to fiscal year.
⁴⁶ Res. 2001-12, 12/14/01
⁴⁷ Approved 12/14/04, Res. 2001-12
⁴⁸ Amended 2/13/2015, Resolution 2015-04
⁴⁹ Amended March 12, 2010, Resolution 2010-7
⁵⁰ Amended March 23, 2010, Resolution 2010-8
⁵¹ Amended 2/13/2015, Resolution 2015-04
⁵² Amended 2/13/2015, Resolution 2015-04
⁵³ Amended 2/13/2015, Resolution 2015-04
⁵⁴ Amended December 10, 2013, Resolution 2013-16
⁵⁵ Amended December 10, 2013, Resolution 2013-16
⁵⁶ Amended December 10, 2013, Resolution 2013-16
⁵⁷ Amended December 10, 2013, Resolution 2013-16
⁵⁸ Amended December 10, 2013, Resolution 2013-16
⁵⁹ Amended 2/13/2015, Resolution 2015-04
⁶⁰ Amended 3/11/2011 Resolution 2011-04
⁶¹ Amended July 8, 2011 Resolution 2011-12
⁶² Amended July 10, 2009, Resolution 2009-14
⁶³ Amended 2/13/2015, Resolution 2015-04
⁶⁴ Amended 2/13/2015, Resolution 2015-04
⁶⁵ Amended July 8, 2011, Resolution 2011-12
⁶⁶ Amended 2/13/2015, Resolution 2015-04
⁶⁷ Section amended 2/13/2015, Resolution 2015-04
⁶⁸ Amended December 10, 2013, Resolution 2013-16
⁶⁹ Amended December 10, 2013, Resolution 2013-16
⁷⁰ Amended December 10, 2013, Resolution 2013-16
⁷¹ Amended December 10, 2013, Resolution 2013-16
⁷² Amended December 10, 2013, Resolution 2013-16

⁷³ Amended December 10, 2013, Resolution 2013-16
⁷⁴ Amended December 10, 2013, Resolution 2013-16
⁷⁵ Amended December 10, 2013, Resolution 2013-16
⁷⁶ Amended 2/13/2015, Resolution 2015-04
⁷⁷ Amended December 10, 2013, Resolution 2013-16
⁷⁸ Amended December 10, 2013, Resolution 2013-16
⁷⁹ Amended May 14, 2010, Resolution 2010-09
⁸⁰ Amended December 10, 2013, Resolution 2013-16
⁸¹ Amended December 10, 2013, Resolution 2013-16
⁸² Amended 2/13/2015, Resolution 2015-04
⁸³ Amended December 10, 2013, Resolution 2013-16
⁸⁴ Amended July 10, 2009, Resolution 2009-14
⁸⁵ Amended December 10, 2013, Resolution 2013-16
⁸⁶ Amended December 10, 2013, Resolution 2013-16

⁸⁷ Amended December 10, 2013, Resolution 2013-16
⁸⁸ Amended December 10, 2013, Resolution 2013-16
⁸⁹ Amended December 10, 2013, Resolution 2013-16
⁹⁰ Amended December 10, 2013, Resolution 2013-16
⁹¹ Amended December 10, 2013, Resolution 2013-16
⁹² Amended December 10, 2013, Resolution 2013-16

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⁹³ Amended 2/13/2015, Resolution 2015-04

⁹⁴ Amended January 8, 2009, Resolution 2010-01

⁹⁵ Amended 2/13/2015, Resolution 2015-04

⁹⁶ Amended July 8, 2011, Resolution 2011-12

⁹⁷ ~~Amended December 10, 2013, Resolution 2013-16~~

⁹⁸ Amended February 12, 2010, Resolution 2010-5

⁹⁹ Barefoot Bay Recreation District Public Records Request Policy was formally adopted with Resolution 2010-22 on October 26, 2010.

Meeting Date
Sep. 09, 2016



Agenda	
Section	9
Item No	J

Agenda Report
Barefoot Bay Recreation District Board of Trustees

Subject: Adoption of Revised Employee Handbook

Dept/Office: Administration: District Clerk

Requested Action: Adoption of Employee Handbook as Attached
<p>Summary Explanation and Background:</p> <p>Staff submitted a draft revised Employee Manual to the BOT with a host of proposed revisions. The BOT reviewed the document on 30Aug16 with a consensus to bring the revised Employee Manual to a BOT meeting for adoption: Areas amended include:</p> <p>.....</p> <ul style="list-style-type: none"> • Workweek & Overtime/Compensatory Time • Holidays • Employment Classifications • Performance Evaluations • Recognition Policy: Service Awards • Personal Calls, Visits, and Business • Workplace Monitoring • Network and Electronic Resources Policy • Rules of Conduct and Progressive Disciplinary Procedure • Tuition Reimbursement • Additional Benefits <p>Staff recommends the BOT <u>approve the BBRD Employee Handbook as attached.</u></p>
Exhibits Attached: Revised Employee Handbook
Contact: Dawn Myers, District Clerk; Sue Cuddie, Resident Relations Manager; John W. Coffey, Community Manager
Fiscal Impact: N/A
Contract/Agreement Reviewed by Attorney: N/A
Community Manager's Approval:



Barefoot Bay Recreation District Employee Handbook

Approved December 11, 2009

Version 4 approved by Board of Trustees on 14Nov14

Proposed Revisions 28Jul16

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WELCOME TO BAREFOOT BAY RECREATION DISTRICT

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

BAREFOOT BAY RECREATION DISTRICT’S PHILOSOPHY

OPEN-DOOR POLICY

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

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

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

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

Steps to take if you have concerns:

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

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

CODE OF ETHICAL CONDUCT

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

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

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

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

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

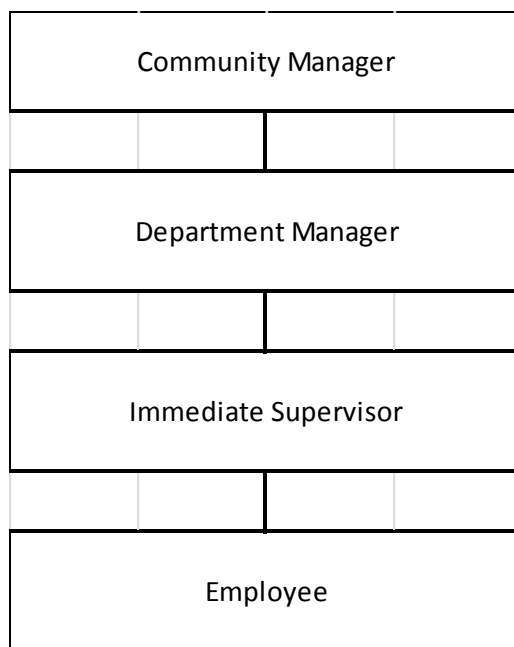
Violations of this code may lead to disciplinary action, up to and including termination.

LOYALTY OATH

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

CHAIN OF COMMAND

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



PROHIBITION AGAINST NEPOTISM

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

- Under no circumstances will an individual be appointed, employed, retained, promoted or transferred to any position where a relative has direct supervision, jurisdiction or control over that position. If two employees become related while working for the District, they are subject to this policy and must immediately notify HR.
- Related persons will not be involved in evaluation of each other's job performance or in making recommendations for salary adjustments, promotions, or other budget decisions.
- Related employees shall not be employed in the same department.

INTERNAL RECRUITMENT/TRANSFERS/PROMOTIONS

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

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

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

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

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

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

NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

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

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

Definitions of Sexual Harassment

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

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

Other Forms of Harassment

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

Individuals and Conduct Covered

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

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

Retaliation is Prohibited

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

Reporting an Incident of Harassment, Discrimination or Retaliation

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

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

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

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

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

- Examining his/her own behavior in the workplace to be sure that he/she is not engaged in offensive conduct
- Making it clear that he/she does not approve of actions or conduct that may be offensive
- Supporting the District's policy against harassment
- Promptly informing the person or persons involved that they should stop engaging in the conduct which is offensive or objectionable to the employee
- Promptly bringing the matter to the attention of their immediate supervisor, a member of management or Human Resources

The Investigation

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

Responsive Action

Misconduct constituting harassment, discrimination or retaliation will be dealt with promptly and appropriately. Responsive action may include, for example, training, referral to counseling, monitoring of the offender and/or disciplinary action such as warning, reprimand, withholding of

a promotion or pay increase, reduction of wages, reassignment, temporary suspension without pay or termination, as the District believes appropriate under the circumstances.

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

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

AMERICANS WITH DISABILITIES ACT POLICY STATEMENT

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

A disability is:

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

Reasonable Accommodation

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

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

Procedure for Requesting an Accommodation

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

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

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

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

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

WORKING AND COMPENSATION

EMPLOYMENT ON AN AT-WILL BASIS

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

ATTENDANCE AND REPORTING TO WORK

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

The District depends on its employees to be at work at the times and locations scheduled. Excessive absenteeism and/or tardiness will lead to disciplinary action, up to and including termination. The determination of excessive absenteeism will be made at the discretion of the Department Manager. After three days' absence, you will be required to provide documentation from your physician to support an injury- or illness-related absence, and to ensure that you may

safely return to work. Absence from work for three consecutive days without properly notifying your immediate supervisor will be considered a voluntary resignation except for unavoidable circumstances.

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

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

WORKDAY HOURS AND SCHEDULING

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

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

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

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

RECORDING HOURS WORKED

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

PAY PERIOD AND PAYDAY

The District issues paychecks, on a Bi-weekly basis. Pay periods start Monday at 12:01 a.m. and ends on Sunday at 12:00 midnight. Employees are encouraged to have their paychecks directly deposited into their designated bank account. Paychecks are deposited no later than Thursday following the end of the pay period. If the employee does not choose direct deposit, the paychecks will be mailed by the payroll company directly to the employee's address of record.

WORKWEEK & OVERTIME/COMPENSATORY TIME

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

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

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

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

HOLIDAYS

The District observes the following holidays:

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

- Day after Thanksgiving
- Christmas Eve
- Christmas

Only ~~Regular Full-time~~ employees who have been employed a minimum of 30 days will be paid for these holidays as long as the employee was present for scheduled work on the workdays immediately before and after that holiday. If a paid holiday falls within an employee's prior approved vacation period, the holiday will not be counted as a vacation day.

If a holiday falls on a Saturday it is observed on Friday, or if it falls on a Sunday, it will be observed on the following Monday. If you normally work weekends you will observe the holiday on the day it occurs.

If you are a Regular Part-time or Temporary/Seasonal Employee and work on a holiday you will be paid your regular pay plus holiday pay for every hour worked.

All non-exempt employees who work on both the actual holiday and the observed holiday will be paid holiday pay for only one of the two days worked.

EMPLOYMENT CLASSIFICATIONS

Upon being hired by the District, all new employees and employees who have been transferred or promoted to a new position must serve a ~~ninety (90) calendar day~~ six (6) month probationary period. It is especially important that you make your Department Manager aware of any questions or problems you may encounter during this period. Your performance will be carefully monitored during this period. At the end of the probationary period, your performance will be reviewed, by your Department Manager and if it has been satisfactory, you will become a Regular Full-Time or Regular Part-Time Employee. Satisfactory completion of the probationary period does not entitle you to employment for any specific term, but may entitle you to participation in many of the District's employee benefits programs.

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

1. Regular Full-Time Employees - An employee who has satisfactorily completed the probationary period and is scheduled to work a minimum of thirty ~~three~~ (3330) hours per week (minimum of 1,500 hours per year).
2. Regular Part-Time Employees - An employee who has satisfactorily completed the probationary period and is scheduled to work less than thirty ~~three~~ (3330) hours per week (maximum of 1,500 hours per year).
3. Temporary or Seasonal Employees - An employee whose services are scheduled to be of limited duration. Temporary or Seasonal employees are not eligible for participation in those employee benefits programs made available for the District Regular Full-Time and Regular Part-Time Employees. Service as a temporary does not count as service as a Regular Employee for benefit eligibility purposes.
4. Interim Employee – An employee who is hired or promoted as a replacement to temporarily supplement the workforce.

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

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

MAINTAINING YOUR PERSONNEL RECORDS

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

PERSONNEL FILES

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

PERFORMANCE EVALUATIONS

Employees will have their job performance reviewed at the mid-point and end of their ~~ninety (90)~~ calendar day6 month probationary period and on an annual basis by their immediate supervisor and/or Department Manager.

RECOGNITION POLICY: SERVICE AWARDS

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

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

Years	Bonus days off	Years	Bonus days off
Five	One	Twenty Five	Five
Ten	Two	Thirty	Six

Fifteen

Three

Thirty Five

Seven

Twenty

Four

Forty

Eight

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

10 years \$1

20 years \$2

30 years \$3

STANDARDS AND EXPECTATIONS FOR THE WORKPLACE SAFETY

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

REPORTING UNSAFE CONDITIONS OR PRACTICES

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

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

MAINTAINING A SAFE WORKSITE

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

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

USING SAFETY EQUIPMENT

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

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

REPORTING AN INJURY

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

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

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

DIRECTIONS FOR ANY WORKER ACCIDENT:

Step 1: If this requires emergency attention – CALL 911

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

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

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

URGENT CARE

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

HOSPITALS

1. Sebastian River Medical Center 13695 US Hwy 1, Sebastian, FL, 32958 (3.77 Miles)
2. Palm Bay Community Hospital 1425 Malabar Rd, NE, Palm Bay, FL (13 Miles)
3. Holmes Regional Medical Center, 1350 S Hickory, Melbourne, FL (16.89 miles)
4. Indian River Memorial Hospital 1000 36th St., Vero Beach, FL, (18.28 miles)
5. Wuesthoff Medical Center 250 N. Wickham Rd., Melbourne, FL. (21.87 miles)

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

HAZARD COMMUNICATIONS

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

DISTRICT EQUIPMENT, SUPPLIES, AND VEHICLES

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

Please notify the immediate supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or is in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. Your immediate supervisor or Department Manager can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

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

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

- Absolutely No Smoking. Under no circumstances will there be any smoking in any vehicle at any time, including, but not limited to, tobacco products and electronic cigarettes.
- Authorized Barefoot Bay Recreation District personnel Only. In cases of emergency, the Community Manager may authorize an exception.
- In Case of Accident. All accidents and damages must be reported to your immediate Department Manager as soon as possible. Any employee involved in any accident with a

District vehicle must complete both state and company insurance accident reports within 24 hours of the accident.

- Driver's License. All employees assigned to drive a vehicle owned by the District must have a valid and current Florida driver's license. Employees recently relocated to Florida must obtain a Florida license before they may drive a District vehicle.
- Driving while impaired. No employee may operate a vehicle owned by the District while impaired by alcohol, illegal drugs or medication.
- Personal Use. Vehicles owned by the District may not be used for personal purposes.
- Loss of Insurability. If you are deemed to be a high risk driver or are otherwise uninsurable, you will lose the right to use a vehicle owned by the District. You must notify your supervisor immediately if you are a high risk driver or are uninsurable.
- No Irresponsible or Reckless Driving. Anyone driving a vehicle owned by the District must obey all laws and regulations regarding the operation of a motor vehicle and shall exercise extreme caution when operating the vehicle.
- Payment of Fines and Tickets. Employees will be responsible for paying all traffic or parking fines received while operating a District owned vehicle.

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

Employees are subject to mandatory drug testing as provided for in the BBRD Drug Free Workplace Policy immediately after any vehicular accident while at work and/or on duty that the employee has caused, contributed to, or been involved in. This provision shall apply regardless of whether employee is driving a District owned vehicle or a vehicle owned by any other party.

SMOKING AT THE WORKPLACE

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

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

VIOLENCE AND WEAPONS

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

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

EMERGENCY OPERATION POLICY

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

DEFINITION:

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

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

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

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

EMERGENCY OPERATION POLICIES

1. No time off or annual leave will be granted within 5 days of an anticipated emergency, during a declared state of emergency and during a Level II EOC state of preparedness or immediately following an emergency (as determined by the Community Manager). Exceptions will be reviewed and granted by the Community Manager on a case by case basis.. Given the above, employees are expected to prepare their home emergency plans and protect their property during non-work hours and in advance of the possible preparation of District facilities.
2. Those who are not scheduled to work may be called in to assist in the preparation of BBRD facilities. Those called in will be compensated in accordance with the BBRD's policies.
3. BBRD facilities and amenities will be closed in accordance with the Emergency Management plan prior to any anticipated disaster.
4. Per the Emergency Management Plan, non-essential personnel and pre/post disaster essential personnel will be released from work as required. Said employees will be put on administrative leave. Employees who work scheduled shifts in advance of, cessation of normal BBRD operations, and report back to work after the emergency will be compensated for the time on administrative leave up to 32 hours.
5. Employees are required before hurricane season each year to provide their immediate supervisor with an up-to-date contact number or numbers. This number will be the

number at which the employee can be reached in the event of preparation for, evacuation of area and Return to Work Notice. Failure to Return to Work when notified at this contact number may result in the determination that the employee has abandoned the job. He or she may be disciplined up to and including termination.

6. During the preparation of facilities and recovery from disasters employees may be asked to perform jobs that are not in their usually daily work or job description. Failure to perform reasonable tasks at the direction of Management of BBRD may be cause for immediate suspension and/or termination.

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

DRUG-FREE WORKPLACE

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

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

As a condition of employment, employees must notify their Department Manager if they are arrested for a criminal charge relating to illegal drugs and/or alcohol. Such notification must be made within twenty four (24) hours of the arrest. Any employee who is convicted of violating

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

criminal drug or alcohol statutes must notify an appropriate Department Manager or the Community Manager of that conviction within five days of the conviction. Failure to do so may lead to disciplinary action, up to and including termination.

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

CUSTOMER SERVICE/RESIDENT RELATIONS

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

APPEARANCE AND DRESS

Management may exercise good discretion to determine appropriateness in appearance. Employees who do not meet a professional standard, to be determined at management's sole discretion, may be sent home to change and non-exempt employees will not be paid for that time off. Some basic essentials of appropriate dress include the need for clothing to be neat and clean. A reasonable dress code prohibits any extreme in dress, accessory, fragrances or hair. It is impossible and undesirable to define an absolute code for dress and fragrances. Management will apply a rule of reason on a case-by-case basis.

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

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

CONFLICTS OF INTEREST

Barefoot Bay Recreation District is a special unit of local government which means that Florida Statutes have established clear rules of conduct. You should avoid external business, financial, or

employment interests that conflict with the District's community & business interests or with your ability to perform your job duties. This applies to your possible relationships with any other employer, consultant, contractor, resident, or supplier.

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

SOLICITATION AND DISTRIBUTION

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

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

PERSONAL CALLS, VISITS, AND BUSINESS

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

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

INSPECTION OF PERSONAL AND DISTRICT PROPERTY

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

WORKPLACE MONITORING

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

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

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

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

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

NETWORK AND ELECTRONIC RESOURCES POLICY

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

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

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

7. Employees must not attempt to override or evade any program or measure installed by the District to protect the security or limit the use of its Network and Electronic Resources.
8. Employees shall ~~refrain from~~not play non-work related- video and/or music streaming during regular business hours from District computers or devices.

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

CONFIDENTIAL AND PROPRIETARY INFORMATION

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

PERSONAL CONDUCT

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

RULES OF CONDUCT AND PROGRESSIVE DISCIPLINARY PROCEDURE

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

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

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

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

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

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

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

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

- **DEMOTION** - Demotions occur when employees do not follow the methods and procedures established for the particular job function or when the employee does not sustain quality performance.

- DISMISSAL - Dismissals are the involuntary separation of an employee at Barefoot Bay Recreation District. Dismissals should be substantiated with documentation of previous disciplinary actions, except in those cases serious enough to warrant immediate dismissal.

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

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

1. Excessive absenteeism or tardiness.
2. Dishonesty, including falsification of District-related documents, Employment Applications, or misrepresentation of any fact.
3. Fighting, disorderly conduct, horseplay, or any other behavior which is dangerous or disruptive.
4. During your working hours for the District, being in the possession of, consumption of, or being under the influence of alcoholic beverages or illegal drugs.
5. Illegal manufacture, distribution, dispensation, sale, possession, or use of illegal drugs or un-prescribed controlled substances.
6. Reporting for work with illegal drugs or un-prescribed controlled substances in your body.
7. Possession of weapons, firearms, ammunition, explosives, or fireworks, in accordant with current Local, State, and Federal laws.
8. Failure to promptly report a workplace injury or accident involving any of the District's employees, residents, equipment, or property.
9. Willful neglect of safety practices, rules, and policies.
10. Speeding or reckless driving in a District Vehicle.
11. Violation of a criminal or civil state or federal law or other conduct which may damage the reputation of District.
12. Use of profane language while on District business.
13. Stealing, misappropriating, or intentionally damaging property belonging to the District or its residents or employees.
14. Unauthorized use of the District's or its residents' name, logo, funds, equipment, vehicles, or property.
15. Insubordination, including failure to comply with any work assignments or instructions given by any District Department Manager or immediate supervisor with the authority to do so.
16. Violation of the District's Equal Employment Opportunity Policy or its Harassment Policy.
17. Interference with the work performance of other employees.
18. Failure to cooperate with an internal investigation, including, but not limited to, investigations of violations of these work rules.
19. Failure to maintain the confidentiality of information belonging to the District or its residents.

20. Failure to comply with the personnel policies and rules of the District.
- 20-21. Unauthorized tampering, altering, turning off or adjusting District electronic equipment, including but not limited to CCTV system.

RE-EMPLOYMENT

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

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

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

OUTSIDE EMPLOYMENT

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

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

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

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

BENEFITS

HEALTH INSURANCE

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

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

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

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

VOLUNTARY INSURANCE AND BENEFITS

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

TUITION REIMBURSEMENT

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

Employees in the following employment –situations are eligible to participate in ~~the~~ Tuition Reimbursement:

Regular full-time employees and uUnder certain circumstances full time and part time employees may take training or academic course work and receive reimbursement for tuition. Courses must be job related.

~~A. —~~

~~B.A. _____ Under certain circumstances full time and part time employees may take training or course work and receive reimbursement for tuition. Courses must be job related.~~

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

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

~~D.C. _____~~ Course reimbursement will be made after completion of course with documentation of course passing.

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

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

VACATION TIME

The Regular full-time employees are eligible for paid vacation. Regular part-time employees are eligible for paid vacation only for the weeks they work 20 hours or more. Temporary and seasonal employees are not eligible for paid vacation. The length of annual vacations is determined by the length of service.

Vacation time will begin to accrue on the ~~first~~ 31st day of employment; however, employees may not use accrued vacation time until completing six (6) months of employment. Vacation time must be scheduled and approved in advance by your Department Manager. Every effort will be made to accommodate vacation requests. However, business needs will determine the ability to honor such requests.

Regular Full-time Employees – Accrual Schedule

Length of Service	Vacation Accrual
0 through 5th year =	8 hours per month
6 years through 10th year =	10 hours per month
11 years through 15th year =	12 hours per month
16+ years =	14 hours per month

Maximum Accrued Time for Regular Full-time Employee:

240 hours maximum on record

The maximum amount of Vacation time a Regular Full-time Employee may accrue is 240 hours. Once an employee's Vacation time reaches a maximum of 240 hours, no more hours will be credited to the employee's Vacation time until hours are used and hours on record falls below the 240-hour maximum.

Regular Part-time Employees– Accrual Schedule

Length of Service	Vacation Accrual
0 through 2nd year =	2 hours per month
3+ years =	4 hours per month

Maximum Accrued Time for Regular Part-time employee:

The maximum amount of Vacation time a Regular Part-time employee (work at least 20 hours per week) may accrue is 90 hours. Once a Regular Part-time employee (work at least 20 hours per week) Vacation Time reaches a maximum of 90 hours, no more hours will be credited to the employee's Vacation Time until hours are used and hours on record falls below the 90-hour maximum.

New employees who begin work between the first and fifteenth days of the month will begin to accrue annual vacation as of the first of the month; those employed after the fifteenth day of the month will start accruing vacation on the first day of the next calendar month.

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

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

Holidays that occur while an employee is on prior approved vacation will count as a holiday rather than as a vacation day. When sickness occurs within a vacation leave, the period of illness may be charged as sick leave and the charge against vacation leave reduced accordingly. Request for such action must be made within two (2) days after return from vacation and must be supported by a medical certification substantiating the illness or injury claimed.

If bereavement leave occurs within a vacation period, the vacation period may be extended to cover this period and such time charged to bereavement leave as authorized; otherwise, the vacation leave will be reduced accordingly. Upon the termination of employment, the employee shall receive payment for all accumulated vacation time up to the maximum accumulations listed above.

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

- An employee in his or her initial 6-months employment is not eligible to use Vacation Time. However, an employee is accruing Vacation Time during this period that will be available upon completion of this 6-month period.
- Employees on short-term illness or Family Medical Leave Act (FMLA) leave will not accrue Vacation Time.
- Regular Full-time employees Vacation Time is accrued in hours, once a month, on the first pay period after the 15th. Regular Part-time employees Vacation Time is accrued in hours, once a month, on the first pay period of the following month.
- Upon termination from the District, employees who have completed their initial 6-month employment period will be paid in their last check for any accrued, but unused Vacation time.

SICK LEAVE

Sick leave is available for regular full-time employees only and is intended for use on a necessity basis only. It is not intended as additional vacation or paid time off. Sick time will begin to accrue on the first day of employment and may be used after completion of six (6) months of employment.

Sick leave will accrue at a rate of eight (8) hours per month during the first ten (10) years of employment. Sick leave will accrue at a rate of twelve (12) hours per month after completing ten (10) years of employment. The maximum amount of sick time an employee may accrue is 750 hours. Once an employee's Sick leave reaches a maximum of 750 hours, no more hours will be credited to the employee's Sick leave until hours are used and fall below the 750-hour maximum. Sick leave shall not accrue when an employee is on any type of leave, other than vacation.

Sick leave may be used for personal illness, the death or critical illness of a member of your immediate family, to keep medical and dental appointments, and to supplement workers compensation or disability, in order to equal the employee's usual gross pay prior to the workers compensation triggering event. Holidays that occur while an employee is on Sick leave will count as a holiday rather than as a Sick leave.

If you will be absent from work due to an illness, notice must be given to your immediate supervisor prior to or at your scheduled reporting time, each day you are absent from work due to illness. If you are to be absent and fail to comply with the rules and regulations covering sick leave, you may be subject to disciplinary action. If you are absent from work and you are unable to contact your Department Manager because of a serious emergency situation or an accident, you must contact your Department Manager as soon as you are able. Management is responsible for determining that sick leave is properly authorized and used in accordance with this policy. At the discretion of the District, you must furnish a written medical certification that substantiates the illness and/or injury and your need to be absent from work. Absences of three (3) or more consecutive days will require medical certifications that affirm your illness and/or injury and permits you to return to work.

No payment shall be made for unused sick leave except at retirement, resignation or layoff. Such employees will receive pay for their accrued sick leave upon separation from employment. Payment will be at the following schedule:

0-5 year's service	10%
6-10 year's service	15%
11-15 year's service	20%
16-20 years service	25%
21-25 year's service	30%
25+ year's service	40%

ADDITIONAL BENEFITS

- Employees are entitled to a reduced price lunch at the lounge and 19th Hole during their working hours.
- All employees are permitted to play one game of golf a week for \$5 from November through April and two times a week from May through October at no charge for greens fees.
- ~~20% Discount on Pro Shop merchandise~~
- All full time employees may join the ICMA Retirement Corporation Plan. Employees contribute 3% of their gross pay, and Barefoot Bay contributes 1% The District will match employee deductions one for one up to a maximum of 3% of the employee's gross pay.

LEAVES OF ABSENCE

FAMILY AND MEDICAL LEAVE (FMLA ELIGIBILITY)

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

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

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

The following circumstances qualify for FMLA leave:

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

SERIOUS HEALTH CONDITION

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

Serious health conditions include:

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

REQUESTING FMLA LEAVE

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

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

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

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

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

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

MEDICAL CERTIFICATION

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

- Contact information for the health care provider
- The onset of the serious health condition

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

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

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

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

BENEFITS WHILE ON LEAVE

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

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

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

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

Employees who fail to return from a leave and have maintained medical insurance coverage will be responsible for reimbursing the District for the Employer's portion of the premiums paid by the District while on such leave. However, the District will not send reimbursement for premiums if the employee's failure to return to work is due to the continuation, recurrence, or the onset of a serious health condition or other circumstances beyond the employee's control.

RETURN TO WORK

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

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

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

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

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

JOB RESTORATION

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

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

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

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

KEY EMPLOYEES

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

KEY EMPLOYEE NOTIFICATION

BBRD will:

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

DONATIONS OF SICK LEAVE

Employees with greater than eighty hours of accrued sick time, or who are separating from the District, may donate leave to an employee who has experienced an FMLA leave qualifying event from your accrued vacation or sick time on an hour to hour basis. Donations may be made under the following conditions in regard to receiving employee: he/she has not abused sick leave in the past; the illness is documented; all sick and annual leave is exhausted; and only the specific amount of leave time which is needed may be donated.

BEREAVEMENT LEAVE

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

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

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

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

JURY LEAVE

~~A-All Regular~~ employees of the District who are called for jury duty will be granted time off with pay to perform this civic duty for the hours that they are scheduled for work. Employees must notify their immediate supervisor as soon as they learn they have been summoned as a juror so

that work arrangements can be made. In order to be paid for Jury Leave, an employee must provide his or her immediate supervisor with the jury summons and a note from the Clerk of the Court indicating the times the employee was in court for jury duty. The District will pay employees straight time for their regularly scheduled hours of work, for up to five days of jury service. An employee who is excused from jury duty prior to the end of a regularly scheduled workday must notify the Department Manager who will determine if the employee is to report for work for the remainder of that day.

MILITARY LEAVE

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

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

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

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

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

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

DOMESTIC VIOLENCE LEAVE POLICY

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

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

Reasons this leave can be requested include:

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

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

RETURNING/NOT RETURNING FROM A LEAVE OTHER THAN FMLA

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

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



ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYEE HANDBOOK

I have received the current **Barefoot Bay Recreation District Employee Handbook Amended by Barefoot Bay Recreation District Board of Trustees and Approved on November 14, 2014**. I have read and understand the material covered. I have had the opportunity to ask questions about the policies in this handbook, and I understand that any future questions that I may have about the handbook or its contents will be answered by the Community Manager or his or her designated representative upon request. I agree to and will comply with the policies, procedures, and other guidelines set forth in the handbook. I understand that the District reserves the right to change, modify, or abolish any or all of the policies, benefits, rules, and regulations contained or described in the handbook as it deems appropriate at any time, with or without notice. I acknowledge that neither the handbook nor its contents are an express or implied contract regarding my employment.

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

This handbook is the District property and must be returned upon separation.

Signature

Date

Printed Name

Meeting Date
Sep. 09, 2016



Agenda	
Section	9
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Agenda Report
Barefoot Bay Recreation District Board of Trustees

Subject: Acceptance of \$60,000 (50% Match) Coastal Partnership Initiative Beach Grant

Dept/Office: Administration: District Clerk

Requested Action: Authorization for Chairman Klosky to Sign Agreements
<p>Summary Explanation and Background:</p> <p>BBRD has been awarded a \$60,000 (50% match grant) from the State of Florida, Department of Environmental Protection, Florida Coastal Management Program (pursuant to the National Oceanic and Atmospheric Administration Cooperative Award). The term of the grant is from 01Jul16 through 30Jun17.</p> <p>Staff recommends the BOT <u>authorize Chairman Klosky to sign the CPI \$60,000 50% match grant agreement.</u></p>
Exhibits Attached: Agreement (attached as a separate file due to size)
Contact: Dawn Myers, District Clerk; John W. Coffey, Community Manager
Fiscal Impact: Up to \$60,000 with up to \$30,000 reimbursable
Contract/Agreement Reviewed by Attorney: N/A
Community Manager's Approval:

Meeting Date
Sep. 09, 2016



Agenda	
Section	9
Item No	L

Agenda Report
Barefoot Bay Recreation District Board of Trustees

Subject: Lawn Bowling Irrigation Replacement

Dept/Office: Capital

Requested Action: Authorization to Proceed with Project
<p>Summary Explanation and Background:</p> <p>The Lawn Bowling green is currently irrigated by a system that draws water from the lake and is delivered via golf course grade irrigation heads at the four corners and in the center (which prohibits the two lanes that run each way through the center from being used by competitive players). During this summer, the irrigation system has experienced multiple problems resulting in inadequate water being consistently applied to the green. Property Services and ABM have been trouble shooting the current system (BBRD-ABM contract calls for BBRD to maintain inlet pipe, pump, controller and source of electricity while ABM maintains piping, wiring and heads) to no avail. With lawn bowling season set to begin in early November staff recommends the replacement of the golf course grade irrigation system with a residential grade system to start over and to have a less powerful set of heads that will not work against having a smooth playing surface (current heads throw the water with so much force that sand top dressed often is dislodged from low spots thus exacerbating the unevenness of the greens)</p> <p>There is sufficient available budget in the FY16 Capital Department's Replacement Lawnmower budget (\$11,978.58) to cover the anticipated expense (we currently have one quote for \$3,400) of no more than \$3,800.00.</p> <p>Although the Community Manager has the authority to authorize the project and transfer the funds (only within a single department), the approval of the BOT is sought prior to the project for transparency of the use of budgeted funds within the Capital Department. As of the drafting of this memo, only one quote was received and the second quote will be forwarded to the BOT prior to the meeting for their review.</p> <p>Staff recommends the BOT <u>authorize staff to proceed with the project and to transfer required budget from the balance of the FY16 Lawn Mower Replacement project.</u></p>
Exhibits Attached: Quote from Sprinkler Repair, Inc.
Contact: Matt Goetz, Property Services Manager; John W. Coffey, Community Manager
Fiscal Impact: Estimated not to exceed \$3,800.00
Contract/Agreement Reviewed by Attorney: N/A
Community Manager's Approval:

COPY Sprinkler Repair Inc.

Date 8-31-16

Invoice No.

167763

Landscape Lighting

1782 Otisco Way, Winter Springs, FL 32708

- ☐ BACKFLOW TESTING
- ☒ ESTIMATE
- ☐ INSTALLATION
- ☐ LIGHTING
- ☐ MAINTENANCE
- ☐ REPAIR
- ☐ WARRANTY

Name: Barefoot Bay
 Address: 625 Barefoot Blvd
 City/State/Zip: Sebastian FL 32976
 Phone: 772-444-9985

CENTRAL FLORIDA LOCATIONS

Casselberry, Winter Park
 Altamonte Springs, Maitland
 407-628-0036
 Sanford, Lake Mary
 Longwood, Heathrow
 407-333-8818
 Winter Garden
 Ocoee, Windermere
 407-445-0844
 Oviedo, Chuluota
 Geneva, Winter Springs
 407-359-1619
 St Cloud, Celebration
 Kissimmee, Hunters Creek
 407-935-0006
 Clermont, Sorrento, Ocala
 Lake County, Mt Dora
 352-241-4345
 Deltona, Deltona
 Deland, Orange City
 386-775-0033
 Orlando
 Bay Hill, Dr. Phillips
 407-523-1001
 Daytona, New Smyrna
 Palm Coast, Ormond Beach
 386-252-9976

SOUTH FLORIDA LOCATIONS

Cocoa, Cocoa Beach, Palm Bay, Melbourne
 321-242-8666
 St. Lucie, Vero, Palm Beach Gardens
 772-340-0200

Email: office@sprinklerrepairinc.com
 Fax 407-688-7482

www.sprinklerrepairinc.com

Estimated Work: _____

Estimated Cost: _____

Signature: _____

Description of work performed:	
put in 3 New	3 1/2" Valve
Zone and New Suck line	15' 6" Run
Valve filter on pump put in	pipe 1' 1000 ft
15' 6" Run in New pipe	fitting & flex
1000 feet New Suck line	Suck 2" 60 feet
100 feet 2" pipe Low	Low Suck 2" 1
Seam 2" and Duck	1
	Valve filter 2" 1
	Check Valve 2" 1
	Deck 1
	1/2" Ran Ben Time Response
<u>CHASCOU SC</u>	
<u>if work is Done</u>	
<u>855 will Con-Of The work</u>	

PAYMENT METHOD (CIRCLE)

Make all checks payable to: Sprinkler Repair, Inc.

CASH CHECK _____

AE D MC V _____

EXP. _____

Materials

Labor

TOTAL DUE

Homeowner is satisfied with the work completed _____

Signature _____

Tech BRA

TA _____

TI _____

TD _____

TO _____

Sprinkler Repair, Inc. is not responsible for quality of water from shallow wells.

Sprinkler Repair, Inc. is not responsible for any cuts to underground wiring (Cable, Phone, etc.)

If any unforeseen problems occur during service or after initial estimate, customer is responsible for any extra cost.

ALL PAYMENTS ARE DUE UPON COMPLETION OF WORK, UNLESS OTHER ARRANGEMENTS HAVE BEEN MADE.

Customer acknowledged by signing this invoice there is a 6 months warranty on manufacturers defects. Timer settings, head adjustments and coverage are not a warranted issue. Technician will determine warranty issues when on property. Lightning damages, power surges, vandalism & acts of God not warranted. We will not warranty electric valves on reclaim water.

RM IM CW PS _____

Backflow _____ Location: _____

Timer Set: M T W Th F S Su Start Time: _____

RS: ☐ NO ☐ YES

Meeting Date
Sep. 09, 2016



Agenda	
Section	9
Item No	M

Agenda Report
Barefoot Bay Recreation District Board of Trustees

Subject: BBRD Census

Dept/Office: Administration: District Clerk

Requested Action: Direction to Staff
<p>Summary Explanation and Background:</p> <p>Trustee Cavaliere requested this item be placed on the agenda. Due to BBRD being a special district, the U.S. Census does not report demographic information about the community in their data. No other source of demographic information for BBRD currently exists.</p> <p>Staff requests direction regarding this matter.</p>
Exhibits Attached: N/A
Contact: Frank Cavaliere, Trustee; Dawn Myers, District Clerk; John W. Coffey, Community Manager
Fiscal Impact: TBD
Contract/Agreement Reviewed by Attorney: N/A
Community Manager's Approval:

Meeting Date
Sep. 09, 2016



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Agenda Report
Barefoot Bay Recreation District Board of Trustees

Subject: Increased Child Safety

Dept/Office: Administration: District Clerk

Requested Action: Direction to Staff
<p>Summary Explanation and Background:</p> <p>Trustee Wright requested this item be placed on the agenda based on resident feedback and the increasing number of programs offered for children in BBRD.</p> <p>Staff requests direction regarding this matter.</p>
Exhibits Attached: N/A
Contact: Lee Wright, Trustee; Dawn Myers, District Clerk; John W. Coffey, Community Manager
Fiscal Impact: TBD
Contract/Agreement Reviewed by Attorney: N/A
<p>Community Manager's Approval:</p>



Barefoot Bay Recreation District

625 Barefoot Boulevard, Building "F"
Barefoot Bay, FL 32976-9233

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

Memo To: Board of Trustees

From: John W. Coffey, Community Manager

Date: September 09, 2016

Subject: Manager's Report

1. **Beach Planning Deliverables** – Staff anticipates the conceptual site plan, rough magnitude of costs and regulatory requirements to be received within the next two weeks. Once they are received copies will be forwarded to the BOT and members of the Facilities Planning Advisory Committee (FPAC). Once the FPAC has reviewed the items and made their recommendations, the issue will be placed on the next available BOT meeting agenda.
2. **Stormwater Drainage Equipment Update** – The Bobcat, boom arm and mower were delivered this week. Once staff has been trained on the new equipment, a demonstration event will be scheduled for anyone wishing to come down to Falcon Drive and inspect the equipment and see it in action.
3. **Reminder about Political and/or Yard Sale Signs** – Residents are encouraged to remember that political sign and/or yard sale signs are not allowed in the median of Barefoot Boulevard or on BBRD common areas. Said signs placed in these areas will be removed and stored at Falcon Drive for 30 days and then disposed if not claimed.
4. **Golf Cart Lease RFP Evaluation Committee Membership** – Per the BBRD Policy Manual, page 2-15, "*Members of the Evaluation Committee shall consist of at least one (1) user department representative, one (1) Board member, and one (1) third-party non-employee resident chosen at the discretion of the Community Manager. The Community Manager and Board Chairman shall serve on the committee as non-voting members.*" One member of the BOT will need to be selected prior to my announcement of the committee membership. The RFP will be issued on 12Sep16 and opened on 12Sep16. Dates and times will be announced for all meetings.

Manager's Report

Attorney's Report

Trustees Liaison Reports

Incidental Remarks from Trustees

Audience Participation

Adjournment