



**BAREFOOT BAY
RECREATION DISTRICT**

Barefoot Bay Recreation District Regular Meeting
December 6, 2019 at 1:00 PM
Building D&E

Agenda

Please turn off all cell phones

- 1. Thought of the Day**
- 2. Pledge of Allegiance to the Flag**
- 3. Roll Call**
- 4. Presentations and Proclamations**
- 5. Approval of Minutes**
 - A. Nov. 8, 2019 Minutes
- 6. Treasurer's Report**
 - A. Treasurer's Report
- 7. Audience Participation**
- 8. Unfinished Business**
- 9. New Business**
 - A. BOT 2020 Regular Meeting Schedule
 - B. Facilities Usage Report
 - C. Shopping Center Lease Renewal: RJ's Family Restaurant
 - D. Acknowledgement of Name Change in Renewal and Amended Service Agreement-ABM Industry Groups, LLC
 - E. FY20 Employee Pay and Classification Plan
 - F. FY20 Budget Amendment: Employee Insurance Budgeted Savings
- 10. Manager's Report**
 - A. Community Manager's Report
- 11. Attorney's Report**
- 12. Incidental Trustee Remarks**
- 13. Adjournment**

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

Barefoot Bay Recreation District Regular Meeting



BAREFOOT BAY RECREATION DISTRICT

Board of Trustees Regular Meeting

November 8, 2019

1PM –Building D&E

Meeting Called to Order

The Barefoot Bay Recreation District Board of Trustees held a Meeting on November 8, 2019 Building D&E 1225 Barefoot Boulevard, Barefoot Bay, Florida. Mr. Klosky called the meeting to order at 1PM.

Pledge of Allegiance to the Flag

Led by Mr. Diana

Roll Call

Present: Mr. Klosky, Mr. Wheaton, Mr. Diana, Ms. Henderson, and Mr. Loveland. Also, present, John W. Coffey, ICMA-CM, Community Manager, Cliff Repperger, General Counsel, and Stephanie Brown, District Clerk, Jason Pierman of SDS, Charles Henley, Finance Manager and Rich Armington, Resident Relations Manager.

Presentations

Veteran's Day Proclamation

Mr. Klosky read proclamation and presented it to local Veterans. Veterans thanked the trustees.

Mr. Diana made a motion to approve the Veteran's Proclamation. Mr. Loveland Second. Passed unanimously.

Employee Milestones

Mr. Klosky presented Lynn Tummolo and Diana Kraus with a 5-year certificate of appreciation.

Mr. Klosky presented Deborah Ferguson with a certificate for 15 years of service to BBRD.

Minutes

Mr. Diana made a motion to approve the minutes dated October 22, 2019. Second by Henderson, who also stated there is an error in the date of the next meeting. Motion carried unanimously.

Treasurer's Report

Mr. Diane made a motion to approve the Treasurer's Report for November 8, 2019 as read. Second by Mr. Wheaton. Motion passed unanimously.

Audience Participation

Newly Trustee-elect Mr. Michael R. Maino-1714 Gladiolus Dr Drive introduced himself and spoke in favor of the pool temperature being raised so residents are comfortable.

Mr. Richard LePage-1037 Royal Palm Drive-spoke in favor of the BOT making the decision today to raise the pool temperature.

Ms. Nancy Eisle-944 Barefoot Blvd. spoke in favor of an indoor pool as a solution to the pool temperature issue.

Ms. Karin Bacon-428 Royal Tern Drive-voiced her support for the pool temperature being raised.



BAREFOOT BAY RECREATION DISTRICT

Mr. Edward Keely-101 Hydrangea Ct. voiced his opinion that the focus should be on what is needed as opposed to what is wanted and to fix what we already have. He also voiced his approval that the pool temperature should be changed.

Louise Crouse-808 Sapodilla Drive-expressed congratulations to the newly elected board members. Ms. Crouse spoke in favor of reviewing and revising the DOR regarding various issues.

Mr. Jack Reddy-806 Tamarind Circle-expressed his congratulations to the newly elected members of BOT. He spoke about the great amenities offered within the district. Mr. Reddy voiced his opinion that changing the temperature will not satisfy all residents.

Ms. Joann Plasse-1028 Barefoot Circle-spoke about ADA golf carts and those who are still using regular golf carts.

Ms. Robin Gayton – 1174 Barefoot Cir. voiced her support for raised pool temperatures based on information she had.

Ms. Patricia Rinabarger-208 Calico Court-in response to the pool temperature issue stated that the current pool temperature is the manufacturer's recommendation. She also asked a question about the progress of covers for the pools.

Ms. Geri Early-925 Yew St- in response to the pool issue stated that the pool manufacturer was contacted, and they advised that the pools shouldn't need to be anything over 84 degrees. Ms. Early voiced her concern over the possibility of residents leaving due to pool temperatures.

Ms. Pat Beling-905 Laurel Circle-in response to Ms. Beling stated that the ADA golf carts are being requested because there is a change in rules advising that regular golf carts cannot be driven up to the tee.

Dawn Fowler-709 Silverthorn Court -voiced her approval that the pool temperatures need to be warmer.

Unfinished Business

Pool Temperatures

Ms. Henderson suggested raising the temperature higher in the morning so when residents are using the pool it will be warmer and then set at 83 for the remainder of the day. Mr. Loveland recommended that trustees take a vote on it to get the issue resolved. He also stated that there should be a guideline for managers to follow regarding the pool temperature. Mr. Diana stated that he is willing to support voting on it with the understanding that there may be added costs. Mr. Wheaton suggested the temperature should be raised. Mr. Klosky suggested that it is placed on one temperature and remains there. Mr. Loveland recommended Mr. Coffey's staff take on the task of determining how to maintain the pool at 84 degrees.

Mr. Loveland makes a motion to approve setting the pool temperature to 84 degrees. Mr. Wheaton second. The motion passed unanimously.



BAREFOOT BAY RECREATION DISTRICT

New Business DOR Violations

Case # 19-003184 915 WREN CIRCLE

Ms. Henderson made a motion with a 10-day stipulation to verify if the property has been sold, to refer case #19-003184 915 Wren Circle to General Counsel Repperger for legal action, equitable or other appropriate action with failure to comply. If the BOT brings any such action to enforce DOR, the charge for such action shall be charged to the Respondents account and shall constitute as a lien. Seconded by Mr. Loveland. Motion passed unanimously.

Case # 18-002234 914 ORIOLE CIRCLE

Mr. Diana made a motion to refer case #18-002234 914 Oriole Circle to General Counsel Repperger for legal action, equitable or other appropriate action with failure to comply. If the BOT brings any such action to enforce DOR, the charge for such action shall be charged to the Respondents account and shall constitute as a lien. Seconded by Ms. Henderson. Motion passed unanimously.

Case #18-002080 446 MARLIN CIRCLE

Ms. Henderson made a motion to refer case #18-002080 446 Marlin Circle to General Counsel Repperger for legal action, equitable or other appropriate action with failure to comply. If the BOT brings any such action to enforce DOR, the charge for such action shall be charged to the Respondents account and shall constitute as a lien. Second by Mr. Loveland. Motion passed unanimously.

Discussion of Community Center Parking Study Report

Mr. Wheaton stated after reading the study, 204 more parking spaces would be needed if an expansion is done. Mr. Coffey responded that the civil engineer doesn't think it will pick up 200 spaces and may need a more in-depth study. Mr. Loveland stated that he looks forward to exploring other options outside of expansion. Mr. Diana asked if Veterans Way was changed would that create more parking spaces. Mr. Coffey responded spaces could be picked up on the lake side and that was a possibility. Ms. Henderson responded by asking how many spaces and Mr. Klosky answered that the study does not specify. The topic of expansion was tabled, no further discussion at this time.

FY19 Budget Amendment: CVO Donation-Pavilion

Mr. Repperger read the resolution:

RESOLUTION 2019-12-A RESOLUTION OF THE BOARD OF TRUSTEES OF THE BAREFOOT BAY RECREATION DISTRICT AMENDING RESOLUTION 2018-06; AMENDING BUDGET

Mr. Diana made a motion to approve Resolution 2019-12 as read. Motion passed unanimously.



BAREFOOT BAY RECREATION DISTRICT

FY19 Budget Amendment: Elimination of Budgeted General Fund Transfer to the Debt Service Fund and Budgeted Transfer from the 2018 Bond Projects Fund

Resolution read by Mr. Repperger:

RESOLUTION 2019-11-A RESOLUTION OF THE BOARD OF TRUSTEES OF THE BAREFOOT BAY RECREATION DISTRICT AMENDING RESOLUTION 2018-06; AMENDING THE BUDGET.

Mr. Diana made a motion to approve resolution 2019-11 as read. Second by Mr. Wheaton. Motion passed unanimously.

FY19 Budget Amendment: Year End Adjustments

Resolution read by Mr. Repperger:

RESOLUTION 2019-13-A RESOLUTION OF THE BOARD OF TRUSTEES OF THE BAREFOOT BAY RECREATION DISTRICT AMENDING RESOLUTION 2018-06; AMENDING THE BUDGET.

Mr. Diana made a motion to approve Resolution 2019-13 as read. Ms. Henderson Second. Motion passed unanimously.

FY19 Budget Amendment: Year End R&M/Capital Department Budget Adjustments

Resolution by Mr. Repperger:

RESOLUTION 2019-14-A RESOLUTION OF THE BOARD OF TRUSTEES OF THE BAREFOOT BAY RECREATION DISTRICT AMENDING RESOLUTION 2018-06; AMENDING THE BUDGET.

Mr. Diane makes a motion to approve Resolution 2019-14 as read. Ms. Henderson Second. Motion passed unanimously.

FY20 Budget Amendment: Carry Forward R&M/Capital Department Budget Adjustments

Resolution read by Mr. Repperger:

RESOLUTION 2019-15-A RESOLUTION OF THE BOARD OF TRUSTEES OF THE BAREFOOT BAY RECREATION DISTRICT AMENDING RESOLUTION 2019-03; AMENDING THE BUDGET.

Mr. Diana makes a motion to approve Resolution 2019-15 as read. Ms. Henderson Second. Motion passed unanimously.

FY20 Budget Amendment: Reallocating Budget Insurance Savings

Resolution read by Mr. Repperger:

RESOLUTION 2019-16-A RESOLUTION OF THE BOARD OF TRUSTEES OF THE BAREFOOT BAY RECREATION DISTRICT AMENDING RESOLUTION 2019-03; AMENDING THE BUDGET.

Mr. Diane makes a motion to approve 2019-16 as read. Ms. Henderson Second. Motion passed unanimously.



BAREFOOT BAY RECREATION DISTRICT

Discussion of Early Golf Fleet Cart Lease Renewal

Staff seeks direction for early renewal of the Yamaha lease with an increase of 8.61%, adding on the purchase of an ADA golf cart.

Mr. Diana makes a motion to approve early renewal of the Yamaha lease with an increase of 8.61%, adding on the purchase of an ADA golf cart. Ms. Henderson Second. Mr. Wheaton dissents. 4-1 motion passed.

Golf Course Lake Bank Restoration Change Order #1

Staff recommended adding geo-tubbing to the golf course lake bank for safety due to slopping.

Ms. Henderson made a motion to approve change order #1. Second by Mr. Diana. Motion passed unanimously.

Neighborhood Revitalization Program (NRP) Purchase Confirmation: 969 Laurel Circle

Staff recommends the purchase of 969 Laurel Circle as a part of the NRP.

Mr. Diana makes a motion to approve the purchase of 969 Laurel Circle. Ms. Henderson Second. Motion passed unanimously.

Utility Cart

Staff recommends approval for a utility cart. *Motion by Mr. Diana award contract and execute budget transfer; Henderson-unanimous pass*

Continuing Services Agreement with Family Pools Inc.

Mr. Repperger stated there is a change under 7(b) of the contract, a sentence added at the request of the contractor: ***Notwithstanding the foregoing, should Family Pools terminate this agreement for BBRD's failure to pay for prior services rendered, Family Pools shall have no further obligation to perform any services or complete any ongoing projects.*** Mr. Repperger recommends approval.

Ms. Henderson made a motion for approval to sign the Continuing Service Agreement with Family Pools Inc. Mr. Diana Second. Motion passed unanimously.

FY19 Audit Planning Communication Letter

Staff recommended acknowledgement of the audit planning communication letter.

Mr. Diana made a motion to acknowledge receipt of the audit planning communication letter. Mr. Loveland Second. Motion passed unanimously.

Manager's Report-Revised

Resident Relations

ARCC Meeting 10/29/19

- 1 Old Business (denied)
- 21 Consent Items (approved)
- 7 Other Items (6 approved and 1 tabled)

ARCC Meeting 11/12/19.

Next agenda is due out November 5, 2019.



BAREFOOT BAY RECREATION DISTRICT

VC Meeting 10/25/2019

- 6 cases came into compliance prior to the meeting
- 7 Cases found in violation
- 1 is working with the homeowner

VC Meeting 11/08/2019

- 11 cases are on the agenda all but two were resolved

Food & Beverage

The **Fun Bourbon, Whiskey and Cigar Event** will be held on Thursday, November 21st outside the 19th Hole from 3-6pm. Kenny Williams will entertain in the band shell. Tastings of new bourbons and whiskey will be offered, a variety of cigars for purchase and even a cigar roller! There will also be a special snack menu.

The **50th Anniversary of Woodstock party** will be held in Building A on Saturday, November 30th. Some tickets are still available at the Lounge, the 19th Hole or Administration Building.

Big Time Tributes presents its Classic Rewind concert at this year's Friday night kickoff event at the Barefoot Bay by the Lake Festival. Barefoot Bay residents may purchase tickets for lakeside reserved seating at the Administration Building. Field seats (\$5) may also be purchased at the Lounge, the 19th Hole and the CVO Office. There will be limited open free seating, so get your tickets early.

Flyers with all the details are posted.

Golf-Pro Shop

- Tournaments at BBRD Golf Course: Contact Pro Shop 664-3174 for details or sign up
 - Nov 16th Member/Member
 - 8:30 Shotgun
 - 18-Holers \$35.00
 - 9-Holers \$28.00
 - Sign up till November 13th
 - Dec 6th Night Golf
 - 5:00 pm
 - \$45 + tax/person
 - Sign up starts November 11th
- November 11th: To celebrate our Veterans, Any Vet playing golf this day
 - Free Hot Dog, Chips and Soda
- November 28th: Thanksgiving Day the course will close at 2:00 pm
 - Last cart out will be 10:00 am

Ernie says *"there are only 47 more shopping Days till Christmas"* so do not delay, come to the Pro Shop for all your official BBRD logo gifts.



BAREFOOT BAY RECREATION DISTRICT

Property Services

- Began upgrades of electrical panels at Building C and the Lounge
- Completed drainage work at the miniature golf course. Construction of concrete forms next task.
- Set up and tore down for the Trunk or Treat event
- Misc. painting and repairs around Pool 1
- Coordinated installation of the NAB generator propane tank and testing of unit.
- Worked with Brevard County to clean up the downed Oak Tree limb lost at Midway and Barefoot Blvd.
- Completed removal of storm shutters and replaced all shade structures
- Replaced security cameras at the beach
- Trimmed bushes and planted new vegetation in the back of the shopping center
- Continued soliciting bids and quotes for various projects

General Information

3rd Annual FY21 Budget Kick-off Town Hall Meeting – Monday, December 2, 2019 in Bldg. D/E starting at 7pm. This is the meeting you want to attend where you can voice your opinion about how BBRD should develop the FY21-25 Five-Year Financial Model and Capital Improvement Plan which will be reviewed by the BOT on January 30, 2020. Waiting till June (when the BOT adopts the budget) to make suggestions is a popular course of action but it usually is not fruitful. Be bold and do not wait till June to let your voice be heard. This is the meeting where you can ask a question of the BOT or possibly get a response from a Trustee (and/or Trustee-elect) to your comments unlike the public comment section of regularly schedule BOT meetings.

Steward Medical Lease Saga – In a meeting with Mr. Taylor, Acting Sebastian River Medical Center CEO, and Mr. McEachern, Sebastian River Medical Center CFO, I was informed they are no longer interested in leasing the unit at the Shopping Center as they now believe it is too small for their needs. They are interested in a short and long-term presence in BBRD and we discussed option and how they should research them prior to any future presentations to the BOT.

Trustee-Elects Participation at Nov. 26th Workshop and Dec. 2nd Townhall Meeting – Staff requests direction from the BOT on if they wish to invite Trustee-elect Roger Compton and Trustee-elect Mike R. Maino to sit at the dais for these upcoming events. BOT stated they are invited.

Attorney's Report

Mr. Repperger gave clarification about 969 Laurel, regarding the NRP and advised the properties are sold at auction. Mr. Repperger stated that the purpose of NRP is for the district to have the opportunity to take control of problem properties. By taking control, the district will be able to remedy problems that would otherwise be more costly and less time efficient. Mr. Repperger gave credit to Rich for being tenacious with negotiating with the seller to get things going.

Blissful Things update-Mr. Repperger stated he does not have a hearing date as of yet, but he is working towards a resolution.



BAREFOOT BAY RECREATION DISTRICT

Incidental Trustee Remarks

Mr. Loveland expressed his congrats to everyone who ran in the election and to those that won. He also extended gratitude to Mr. Wheaton and Mr. Diana for all their effort and dedication to the district. Mr. Loveland advised he would not be attending the Workshop on Nov 26th and recommended that all workshops be put off until January so that the most amount of people would be able to attend.

Mr. Diana gave thanks to Veterans for their service and wished residents a Happy Thanksgiving.

Ms. Henderson stated that the Lounge Workshop is still scheduled for Nov 26th at 7pm. She also expressed her gratitude to our Veterans and wished everyone happy holidays.

Mr. Klosky stated that Dec 1st is the annual Christmas parade. He also stated he will not be attending the Nov. 26th Workshop and wished residents a Happy Thanksgiving and to stay healthy.

Mr. Wheaton stated for everyone to be safe during the holidays.

Adjournment

The next meeting will be on December 6, 2019 at 1pm in Building D/E

Mr. Wheaton made a motion to adjourn. Second by Mr. Klosky

Meeting adjourned at 3:05pm

Steve Diana, Secretary

Stephanie Brown, District Clerk

Barefoot Bay Recreation District

Treasurer's Report

December 6, 2019

Cash Balances in General Fund as of 11/25/19

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

Operating Cash in Banks

MB&T Operating Account 1,295,951.39
Total Operating Accounts: 1,295,951.39

Interest Bearing Accounts

SBA Reserve Account 691,781.40
Total Interest Bearing Accounts 691,781.40

Total Cash Balances in General Fund: \$ 1,990,232.79

Total Daily Deposits and Assessments Received for 11/01 - 11/25/2019

Daily deposits: \$ 205,153.84
 Assessments received: 171,243.25
Total Deposits Received \$ 376,397.09

Expenditures over \$5,000 for for 11/01 - 11/25/2019

Check Number	Vendor	Description	Check Amount
54020	Bonnie J. Gentile	Purchase 969 Laurel Cir - NRP	10,000.00
54035	Brevard County Tax Collector	2019 Property Taxes	30,566.85
54041	Civic Plus	Annual Fee - BBRD Website	8,640.00
54105	ABM Landscape & Turf Services	Grounds Maintenance: 10/19	38,691.16
54106	ABM Landscape & Turf Services	Grounds Maintenance: 11/19	38,691.16
54125	Health First Health Plans Inc	Employee Health Insurance: 12/19	21,646.41
54223	Rossway Swan et al	Legal Fees: 10/19	10,234.41
	US Treasury	Payroll Tax: PPE 11/10/19	18,052.14
	Paychex	Net Payroll: PPE 11/10/19	57,083.23
	Department of Revenue	Sales Tax: October 2019	26,255.66
Total Expenditures over \$5,000			\$ <u>259,861.02</u>

Board of Trustees

Date: Friday, December 6, 2019
Title: **BOT 2020 Regular Meeting Schedule**
Section & Item: 9.A.
Department: Administration, District Clerk
Fiscal Impact: N/A
Contact: John W. Coffey ICMA-CM, Community Manager
Attachments:
Reviewed by
General Counsel: No
Approved by: John W. Coffey, ICMA-CM, Community Manager



Requested Action by BOT

Authorization to advertise the BOT regularly scheduled meetings for calendar year 2020.

Background and Summary Information

Listed below for approval are the dates for the 2020 BOT regular meetings. All meetings are still being held on the 2nd Friday and the 4th Tuesday of the month, with the exception of two dates.

January 10, 2020
January 28, 2020
February 14, 2020
February 25, 2020
March 13, 2020
March 24, 2020
April 3, 2020 (First Friday of the month, due to April 10th being Good Friday and during Passover)
April 28, 2020
May 8, 2020
May 26, 2020
June 12, 2020
June 23, 2020
July 10, 2020
July 28, 2020
August 14, 2020
August 25, 2020
September 11, 2020
September 22, 2020
October 9, 2020
October 27th, 2020
November 13, 2020
December 4, 2020 (First Friday of the month, to facilitate employee annual evaluations)

Staff recommends the BOT approve the proposed dates for the regularly scheduled BOT meeting in calendar year 2020 and authorize staff to advertise them in the Florida Today.

Board of Trustees Meeting Agenda Memo

Date: Friday, December 6, 2019
Title: **Facilities Usage Report**
Section & Item: 9.B.
Department: Administration, District Clerk
Fiscal Impact: N/A
Contact: Luann Henderson, Trustee, 2nd Chair, John W. Coffey ICMA-CM, Community Manager
Attachments: Facilities Usage Report with Appendices 16Oct19
Reviewed by
General Counsel: No
Approved by: John W. Coffey, ICMA-CM, Community Manager



Requested Action by BOT

Review of report and direction to staff.

Background and Summary Information

The attached report and underlying study were requested by the BOT on July 12, 2019. Said report was disseminated to the BOT and made available to the public on October 16, 2019. Trustee Henderson requested this topic be placed on the agenda.

Key findings of the report include:

Overall Comparison of Building Usage

- Significant across the board increase in usage of facilities in the winter season
- Uneven usage rate across the week in both analysis periods.

Day of Week Comparison

- During both the summer and winter seasons, Mondays and Wednesdays had the highest usage of assembly buildings.
- The summer off-season has the greatest variability in usage with the percentage of building usage ranging from a low of 13% (Tuesdays) to a high of 48% (Wednesdays) resulting in a spread of 35 percentage points.
- The winter season, in contrast, has a small variability in usage with the low of 47% (Thursdays) and a high of 77% (Mondays) resulting in a spread of 30 percentage points.

Comparison of Size of Groups using Building A versus Building D/E

- Only 2% of room usage could have been scheduled for smaller buildings. However, the eventual growth in attendance of this group, staff's decision to schedule them for the larger room proved correct.

Staff requests direction regarding this matter.

Facilities Usage Report



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

Submitted to the BBRD
Board of Trustees on October 16, 2019

INTRODUCTION

The level of usage of BBRD assembly buildings and the adequacy in their scheduling are topics periodically raised by residents and/or Trustees. A few years ago, the Board of Trustees (BOT) debated transferring the coordination of recognized clubs and organizations plus the scheduling of meeting rooms to the Civic Volunteer Organization (FKA Barefoot Bay Homeowners' Association). Said debated resulted in no change to the current practice of staff coordination and scheduling but did raise the visibility of the issue as a result of a few very vocal individuals' displeasure with then practiced procedures. Additionally, the prior BOT's discussion of building a new larger assembly building behind the Shopping Center was largely based on the perception of limited meeting rooms availability versus current demands of clubs, organizations, and individual residents. This topic (the proposed new building) was discussed again by the BOT on July 12, 2019 resulting in Trustee Loveland's request for staff to do a "facilities usage analysis" to determine the actual level of use of the assembly buildings. An informal consensus of the BOT concurred with Trustees Loveland's request. This report summarizes the key findings from said analysis which actual data is contained in the Appendices attached to this report.

METHODOLOGY

Although a variety of analytical approaches were available to staff regarding the desired analysis, staffing and time limitations (i.e. the budgeted Management Analyst position amendment to the SDS contract being deferred till early 2020 and the FY21 Budget preparation cycle being currently underway) prevented options that were more time intensive than using calendar data from one month in the winter season and one month in the summer off season. Although each month has unique characteristics, I believe the range of findings are significant enough to allow the reader to infer the probable overall annual trend.

Data was taken from the four meeting rooms (Building D/E were treated as separate but related meeting rooms for ease of analysis but also analyzed as a single building) for the months of August 2018 and January 2019. The calendar Coordinator then provided set up and tear down times to provide a clear picture of when specific rooms were available or in use (by either staff or the reserving party). The reader should note, in the data cleaning process some inaccuracies in previously used set up and tear down assumptions were discovered by the new Custodian Supervisor which were retroactively factored into the calendar to present the most accurate information possible (although not technically historically accurate). I believe the level of adjustment to be very minor and therefore not subject to concern. Additionally, the reader should note that the number of participants is provided each spring by the groups representatives and may increase or decrease over the year. Staff does informally monitor if the set ups are too large or too small and this feedback is provided to the groups at the next annual reservation period to aid in possibly relocating the group to a more adequately sized facility.

Finally, the data was compiled by calendar day of the week and compared per building, in total and by time (morning, mid-day and evening). Time involved in this data cleaning and analysis was not directly track but is estimated to be in the range of 50-55 hours. The provision of the actual data in the appendices and electronically (via public records request) will permit others to use the cleaned data to conduct alternate modes of analysis to refute or replicate the findings included in this report.

FINDINGS

Overall Comparison

An examination of the chart to the right illustrates two major findings: a significant across the board increase in usage of facilities in the winter season and an uneven usage rate across the week in both analysis periods.

In terms of time of day usage, two patterns are easily observed: lowest usage is in the mornings and the winter season sees a spike in afternoon usage as compared to similar aggregate summer month usage of meeting rooms in the afternoons and evenings. During the summer months the variability of usage rates is comparable (13 percentage points in summer versus 15 percentage points in winter) although the level of usage is almost double on average. The largest change in usage rates from summer to winter is observed in the mornings which has a 148% percent increase as compared to the mere 69% increase in evening usage.

Aug-18	Mornings	Mid-day	Evenings	Total
Sun.	50%	25%	13%	29%
Mon.	25%	50%	44%	40%
Tues.	13%	6%	19%	13%
Wed.	35%	65%	45%	48%
Thurs.	5%	20%	50%	25%
Fri.	25%	40%	35%	33%
Sat.	13%	38%	44%	31%
Total	23%	35%	36%	32%
Jan-19	Mornings	Mid-day	Evenings	Total
Sun.	75%	69%	58%	69%
Mon.	63%	94%	83%	77%
Tues.	45%	70%	53%	55%
Wed.	65%	85%	80%	73%
Thurs.	40%	55%	50%	47%
Fri.	63%	94%	54%	63%
Sat.	63%	63%	58%	54%
Total	58%	73%	61%	62%
Difference (Total)	148%	107%	69%	94%

Day of Week Comparison

During both the summer and winter seasons, Mondays and Wednesdays had the highest usage of assembly buildings. The summer off-season has the greatest variability in usage with the percentage of building usage ranging from a low of 13% (Tuesdays) to a high of 48% (Wednesdays) resulting in a spread of 35 percentage points. The winter season, in contrast, has a small variability in usage with the low of 47% (Thursdays) and a high of 77% (Mondays) resulting in a spread of 30 percentage points. An examination of the chart to the right illustrates while the daily usage of assembly buildings has some change between seasons, certain days have a higher demand by residents than other days. Monday and Wednesdays are to top two days in terms of usage year-round while on average Thursdays is the least desirable day throughout the year. The popularity of Food & Beverage events (i.e. Taco Tuesday, weekend music events at the Pool #1 complex, etc.) and the hosting of some events in assembly buildings (Music Bingo on Mondays in Building A and Pasta Night on Wednesdays in Building D/E in the winter season) can explain some of this pattern but I believe outside (of BBRD) restaurants and events, television shows, and sporting events also factor into patterns of daily

Daily Usage Ranking*			
Aug-18		Jan-19	
Wed.	1	Mon.	1
Mon.	2	Wed.	2
Fri.	3	Sun.	3
Sat.	4	Fri.	4
Sun.	5	Tues.	5
Thurs.	6	Sat.	6
Tues.	7	Thurs.	7
* 1 indicates most used day of the week			

usage of facilities by residents and guests. The tables below illustrate the breakdown of usage of buildings per day of the week and time of day in different formats.

	Aug-18			Jan-19			Difference		
	A	D/E	C	A	D/E	C	A	D/E	C
Sun.	83%	17%	0%	100%	63%	50%	20%	275%	N/A
Mon.	25%	50%	33%	67%	71%	100%	167%	42%	200%
Tues.	25%	8%	8%	40%	63%	53%	60%	660%	540%
Wed.	67%	33%	60%	87%	67%	73%	30%	100%	22%
Thurs.	40%	13%	33%	60%	40%	47%	50%	200%	40%
Fri.	0%	33%	67%	42%	71%	67%	N/A	113%	0%
Sat.	17%	21%	67%	50%	46%	75%	200%	120%	13%
Total	37%	25%	40%	63%	60%	63%			

The impact of seasonal usage of assembly buildings and preference of certain days and times are clearly seen in the tables. The dramatic increase in usage of Building D/E during the winter months is primarily attributed to use by golf clubs and organizations plus the many clubs/organizations that do not meet in the summer season due to a high percentage of their members being seasonal residents. While some buildings sit largely empty during the summer months on certain days and times, only Building C on Fridays had no change from summer to winter seasons. This lack of variability is due to the nature of the clubs/organizations using the buildings on a year-round basis. No building had a decline in usage from summer to winter.

Building		Aug-18	Jan-19	Difference
A	Sun.	83%	100%	20%
	Mon.	25%	67%	167%
	Tues.	25%	40%	60%
	Wed.	67%	87%	30%
	Thurs.	40%	60%	50%
	Fri.	0%	42%	N/A
	Sat.	17%	50%	200%
	Total	37%	63%	74%
D/E	Sun.	17%	63%	275%
	Mon.	50%	71%	42%
	Tues.	8%	63%	660%
	Wed.	33%	67%	100%
	Thurs.	13%	40%	200%
	Fri.	33%	71%	113%
	Sat.	21%	46%	120%
	Total	25%	60%	136%
C	Sun.	0%	50%	N/A
	Mon.	33%	100%	200%
	Tues.	8%	53%	540%
	Wed.	60%	73%	22%
	Thurs.	33%	47%	40%
	Fri.	67%	67%	0%
	Sat.	67%	75%	13%
	Total	40%	63%	59%

Comparison of Building D/E individual meeting rooms

In reviewing the data for Building D/E the reader should note two factors that play into the usage of the rooms: the building is dividable so groups can use the entire space of just one half and secondly, the “D” side is closest to the 19th Hole. The reason the later factor is important is “D” side has the large ceiling mounted projector and screen while the “E” side has the small kitchen and bar.

Considering many groups are social in nature, the slightly higher use of “E” side is not unexpected given the access to a sink, oven, refrigerator, coffee pot and bar (only the bar requires staff to operate, all other mentioned items are capable of self-service). Additionally, the larger trend previously identified on a BBRD-wide basis of certain dates and times being preferred holds true when Building D/E is examined in detail. The biggest difference between summer and winter seasons can be seen on Tuesdays where heavy use by golfers during the winter months results in a 660% increase over summer usage rates. Conversely, Mondays, Fridays, and Saturdays had the lowest increase in usage from summer to winter seasons.

Aug. 18	D Total	E Total	Bldg D/E Total
Sun.	17%	17%	17%
Mon.	58%	42%	50%
Tues.	8%	8%	8%
Wed.	27%	40%	33%
Thurs.	13%	13%	13%
Fri.	20%	47%	33%
Sat.	0%	42%	21%
Total	20%	30%	25%
Jan. 19	D Total	E Total	Bldg D/E Total
Sun.	67%	58%	63%
Mon.	75%	67%	71%
Tues.	67%	60%	63%
Wed.	53%	80%	67%
Thurs.	40%	40%	40%
Fri.	67%	75%	71%
Sat.	33%	58%	46%
Total	57%	62%	60%
Difference	D Total	E Total	Bldg D/E Total
Sun.	300%	250%	275%
Mon.	29%	60%	42%
Tues.	700%	620%	660%
Wed.	100%	100%	100%
Thurs.	200%	200%	200%
Fri.	233%	61%	113%
Sat.	N/A	40%	120%
Total	179%	107%	136%

Comparison of size of groups using Building A versus Building D/E

A cursory review of the January 2019 Building A and D/E calendars indicated 3 (or 6% of all usages of Building A) possible incidences of where the groups using Building A could have been scheduled in Building D/E thereby freeing up the largest assembly room for other groups. In depth analysis indicates the following reasons:

- One incident was a result of a group using Building D/E and not wanting the usage of the building placed on the “public” calendar so when the data was exported for this project that usage was not captured. Therefore, it was not the possibility for the identified group to use Building D/E in lieu of the Larger Building A.
- A second incident was identified where a smaller group in Building A that could have been scheduled for Building D/E. This group, first organized in 2012, was much larger when it started and when the FY18 and FY19 usages were calendarized their projected number of participants were overestimated (in hindsight). Prior to the commission of this task by the BOT, this group was moved to Building D/E by staff starting in the FY20 season (most clubs and groups reserve meeting rooms once a year in advance).

- The last group identified as being small enough for Building D/E is an interesting story. Due to the known popularity of the activity, staff believed the number of participants listed on the reservation form (used for the entire season) was understated and scheduled them for Building A out of an abundance of caution. Within a few months the number of participants quickly grew to the point that Building D/E would not have been big enough thus proving staff's decision correct to schedule them for the larger room.

CONCLUSIONS AND ACKNOWLEDGEMENTS

Although I am under no illusion that this report or the underlying analysis will settle the issue of whether staff is coordinating the use of assembly buildings in the most efficient and effective manner, I do believe there is statistically sufficient information contained within this report to refute the claim that staff allows any sized groups into Building A at the expense of larger groups needing the building for their activities. The question of whether the assembly rooms are full or not is a matter of opinion and this report will not settle that debate. The assembly rooms are full during the winter months during the most desirable days and times. Additionally, there is much less use of the buildings during most of the year when seasonal residents are not here. If the BOT wishes to force clubs/organizations to use non-desirable times, then staff will need clear direction through added language in the BBRD Policy Manual.

The reader should note that the applicability of this report is time limited. As society changes, so does the preferences of residents and guests. When BBRD was first opened shuffleboard and golf were king among Florida retirees. Today shuffleboard is largely a winter sport played by seasonal residents like lawn bowling. The number of golfers is a third of what BBRD had 20 years ago. Pickle ball and bocce ball are the current kings of active recreation. Similarly, non-active recreational clubs and organizations increase and decrease in popularity over time. Years ago, ethnic and regional clubs were very popular, while today some of these once large groups have merged and/or shrunken greatly in numbers. Today Food & Beverage events draw large crowds year-round. The success of the Annual Barefoot by the Lake Festival was unimaginable years ago. Hence, the usage of assembly buildings today is different than what it was years ago and will be different in years to come.

Whether BBRD needs additional buildings or expanded buildings will never be settled by an analysis of building usage and the production of a written report. BBRD is a form of local government and hence, the political process of candidates running for office on a multitude of platforms will eventually answer the questions of how BBRD will evolve in the future. No other process will answer the questions that face BBRD today. Hopefully, this report and the underlying data will aid in this process.

Finally, I would like to thank Lori Kenney, Calendar Coordination; Rich Armington, Resident Relations Manager/H.R. Coordinator; Jeff Clark, Custodian Supervisor; and Melanie Goldie, Administrative Assistant to the District Clerk for their role in the development and review of this report and data contained within the appendices. Of course, any errors, omissions, or inaccuracies are solely my responsibility.

**Appendix A
August 2018 Facilities Usage Data**

Date		Bldg. A											Bldg. A		
		club/org.	Attendance	setup time	start time	set up & use of room start time	end time	break down end time	tables	chairs	breakdown time	Duration (hrs.)	Morning (7-11am)	Mid-day (11am-4pm)	Evening (4-11pm)
August															
8/5/2018	Sun.	Grace Gathering Church	50	1.0	900	800	1200	1300	No tables	50	1.0	5.0	X	X	
8/5/2018	Sun.	Backup for street dance	200	1.0	1400	1300	1800	1900	max	max	1.0	6.0		X	X
8/5/2018*	Sun.												X	X	X
8/12/2018	Sun.	Grace Gathering Church	50	1.0	900	800	1200	1300	No tables	50	1.0	5.0	X	X	
8/19/2018	Sun.	Grace Gathering Church	50	1.0	900	800	1200	1300	No tables	50	1.0	5.0	X	X	
8/19/2018	Sun.	Backup for street dance	200	1.0	1400	1300	1800	1900	max	max	1.0	6.0		X	X
8/19/2018*	Sun.												X	X	X
8/26/2018	Sun.	Grace Gathering Church	50	1.0	900	800	1200	1300	No tables	50	1.0	5.0	X	X	
8/6/2018	Mon.	MUSIC BINGO	100	1.5	1700	1530	2030	2130	13 round	100	1.0	6.0			X
8/6/2018	Mon.														
8/6/2018	Mon.														
8/6/2018*	Mon.														X
8/13/2018	Mon.	MUSIC BINGO	100	1.5	1700	1530	2030	2130	13 round	100	1.0	6.0			X
8/13/2018	Mon.														
8/13/2018	Mon.														
8/13/2018*	Mon.														X
8/20/2018	Mon.	MUSIC BINGO	100	1.5	1700	1530	2030	2130	13 round	100	1.0	6.0			X
8/20/2018	Mon.														
8/20/2018	Mon.														
8/20/2018*	Mon.														X
8/27/2018	Mon.	NO Music Bingo													
8/27/2018	Mon.														
8/27/2018	Mon.														
8/27/2018*	Mon.														
8/7/2018	Tues.														
8/14/2018	Tues.														
8/21/2018	Tues.														
8/28/2018	Tues.	Election Day	600	1.0	700	600	1900	2100	4 long	8	1.0	15.0	X	X	X
8/1/2018	Wed.	Crafter's Club	40	1.5	900	730	1200	1300	8 long	40	1.0	5.5	X	X	
8/1/2018	Wed.														
8/1/2018	Wed.														
8/1/2018	Wed.														
8/1/2018*	Wed.												X	X	
8/8/2018	Wed.	Crafter's Club	40	1.5	900	730	1200	1300	8 long	40	1.0	5.5	X	X	
8/8/2018	Wed.														
8/8/2018	Wed.														
8/8/2018*	Wed.												X	X	
8/15/2019	Wed.	Crafter's Club	40	1.5	900	730	1200	1300	8 long	40	1.0	5.5	X	X	
8/15/2019	Wed.														
8/15/2019	Wed.														
8/15/2018*	Wed.												X	X	
8/22/2018	Wed.	Crafter's Club	40	1.5	900	730	1200	1300	8 long	40	1.0	5.5	X	X	
8/22/2018	Wed.														
8/22/2018	Wed.														
8/22/2018*	Wed.												X	X	
8/29/2018	Wed.	Crafter's Club	40	1.5	900	730	1200	1300	8 long	40	1.0	5.5	X	X	
8/29/2018	Wed.														

**Appendix A
August 2018 Facilities Usage Data**

Date		Bldg. A											Bldg. A		
		club/org.	Attendance	setup time	start time	set up & use of room start time	end time	break down end time	tables	chairs	breakdown time	Duration (hrs.)	Morning (7-11am)	Mid-day (11am-4pm)	Evening (4-11pm)
8/29/2018*	Wed.												X	X	
8/2/2018	Thurs.	Little Theater	30	1.0	1700	1600	2200	2230	2 long	30	0.5	6.5			X
8/2/2018	Thurs.														
8/2/2018*	Thurs.														X
8/9/2018	Thurs.														
8/16/2018	Thurs.	Little Theater	30	1.0	1300	1200	1500	1530	2 long	30	0.5	3.5	X	X	
8/16/2018	Thurs.	CVO Gen. Meeting	50	1.5	1900	1530	2100	2230	8 rounds	50	1.5	7.0			X
8/16/2018*	Thurs.												X	X	X
8/23/2018	Thurs.	CVO Bingo	100	2.0	1730	1530	2130	2330	13 long	100	2.0	8.0			X
8/30/2018	Thurs.	Little Theater	30	1.0	1300	1200	1500	1530	2 long	30	0.5	3.5		X	
8/3/2018	Fri.														
8/3/2018	Fri.														
8/3/2018	Fri.														
8/3/2018*	Fri.														
8/10/2018	Fri.														
8/10/2018	Fri.														
8/10/2018	Fri.														
8/10/2018*	Fri.														
8/17/2018	Fri.														
8/17/2018	Fri.														
8/17/2018	Fri.														
8/17/2018*	Fri.														
8/24/2018	Fri.														
8/24/2018	Fri.														
8/24/2018	Fri.														
8/24/2018*	Fri.														
8/31/2018	Fri.														
8/31/2018	Fri.														
8/31/2018*	Fri.														
8/4/2018	Sat.														
8/4/2018	Sat.														
8/4/2018*	Sat.														
8/11/2018	Sat.														
8/11/2018	Sat.														
8/11/2018*	Sat.														
8/18/2018	Sat.	Private Party	100	2.0	1700	1500	2200	2300	13 rounds	100	1.0	8.0			X
8/18/2018	Sat.														
8/18/2018	Sat.														
8/18/2018*	Sat.														X
8/25/2018	Sat.	Private Party	100	2.0	1700	1500	2200	2300	13 round	100	2.0	8.0			X
8/25/2018	Sat.														
8/25/2018	Sat.														
8/25/2018*	Sat.														X
* indicates summation															

**Appendix A
August 2018 Facilities Usage Data**

Date	Bldg. D&E													Bldg. D&E						
	club/org.	Building	Attendance	setup time (hours)	start time	set up & use of room start time	end time	break down end time	tables	chairs	breakdown time	Duration (hrs.)	Morning (7-11am)		Mid-day (11am-4pm)		Evening (4-11pm)			
													D	E	D	E	D	E		
August																				
8/5/2018	Sun.	River of Life Church	D&E	30	1.0	900	800	1100	1200	2 long	40	1.0	4.0	X	X					
8/5/2018	Sun.																			
8/5/2018*	Sun.																			
8/12/2018	Sun.	River of Life Church	D&E	30	1.0	900	800	1100	1200	2 long	40	1.0	4.0	X	X					
8/19/2018	Sun.	River of Life Church	D&E	30	1.0	900	800	1100	1200	2 long	40	1.0	4.0	X	X					
8/19/2018	Sun.																			
8/19/2018*	Sun.																			
8/26/2018	Sun.	River of Life Church	D&E	30	1.0	900	800	1100	1200	2 long	40	1.0	4.0	X	X					
8/6/2018	Mon.	Little Theater	D&E	30	1.0	1800	1700	2100	2200	2 long	30	1.0	5.0					X	X	
8/6/2018	Mon.	Yoga	D	5	-	900	900	1100	1100	0	-	-	2.0	X						
8/6/2018	Mon.	Art Group	E	12	1.0	1300	1200	1600	1630	3 long	12	0.5	4.5				X			
8/6/2018*	Mon.													X			X	X	X	
8/13/2018	Mon.	Little Theater	D&E	30	1.0	1800	1700	2100	2130	2 long	30	0.5	4.5					X	X	
8/13/2018	Mon.	Yoga	D	5	-	900	900	1100	1100	0	-	-	2.0	X						
8/13/2018	Mon.	Art Group	E	12	1.0	1300	1200	1600	1630	3 long	12	0.5	4.5							
8/13/2018*	Mon.													X				X	X	
8/20/2018	Mon.	Little Theater	D&E	30	1.0	1800	1700	2100	2130	2 long	30	0.5	4.5			X	X			
8/20/2018	Mon.	Yoga	D	5	-	900	900	1100	1100	0	-	-	2.0	X						
8/20/2018	Mon.	Art Group	E	12	1.0	1300	1200	1600	1630	3 long	12	0.5	4.5				X			
8/20/2018*	Mon.													X		X	X			
8/27/2018	Mon.		D&E																	
8/27/2018	Mon.	Yoga	D	5	-	900	900	1100	1100	0	-	-	2.0	X						
8/27/2018	Mon.	Art Group	E	12	1.0	1300	1200	1600	1630	3 long	12	0.5	4.5				X			
8/27/2018*	Mon.													X		X				
8/7/2018	Tues.		D&E																	
8/14/2018	Tues.	British Club	D&E	60	1.5	1700	1530	2200	2330	8 rounds	60	1.5	8.0					X	X	
8/21/2018	Tues.																			
8/28/2018	Tues.																			
8/1/2018	Wed.		D&E																	
8/1/2018	Wed.		D&E																	
8/1/2018	Wed.	Chess Club	D	6	0.5	830	800	1230	1300	2	6	0.5	5.0	X		X				
8/1/2018	Wed.	Euchre	E	16	1.0	1900	1800	2200	2230	8	16	0.5	4.5							X
8/1/2018*	Wed.													X		X				X
8/8/2018	Wed.		D&E																	
8/8/2018	Wed.		D&E																	
8/8/2018	Wed.	Euchre	E	16	1.0	1900	1800	2200	2230	8	16	0.5	4.5							X
8/8/2018*	Wed.																			X
8/15/2019	Wed.		D&E																	
8/15/2019	Wed.		D&E																X	X
8/15/2019	Wed.	Euchre	E	16	1.0	1900	1800	2200	2230	8	16	0.5	4.5							X
8/15/2018*	Wed.																		X	X
8/22/2018	Wed.	BOT Workshop	D&E	10	1.5	1400	1230	1600	1700	3 long	10	1.0	4.0			X	X			
8/22/2018	Wed.		D&E																	
8/22/2018	Wed.	Euchre	E	16	1.0	1900	1800	2200	2230	8	16	0.5	4.5							X
8/22/2018*	Wed.															X	X			X
8/29/2018	Wed.		D&E																	
8/29/2018	Wed.	Euchre	E	16	1.0	1900	1800	2200	2230	8	16	0.5	4.5							X

**Appendix A
August 2018 Facilities Usage Data**

Date		Bldg. D&E											Bldg. D&E						
		club/org.	Building	Attend ance	setup time (hours)	start time	set up & use of room start time	end time	break down end time	tables	chairs	breakd own time	Duration (hrs.)	Morning (7-11am)		Mid-day (11am-4pm)		Evening (4-11pm)	
													D	E	D	E	D	E	
8/29/2018*	Wed.																		X
8/2/2018	Thurs.		D&E																X
8/2/2018	Thurs.	Hospice group	D	15	0.1	1100	1030	1500	1530	0	15	0.5	4.0			X			
8/2/2018*	Thurs.															X			X
8/9/2018	Thurs.		D&E																
8/16/2018	Thurs.		D&E																
8/16/2018	Thurs.	Hospice group	D	15	0.5	1100	1030	1500	1530	0	15	0.5	4.0			X			
8/16/2018*	Thurs.															X			X
8/23/2018	Thurs.		D&E																
8/30/2018	Thurs.		D&E																
8/3/2018	Fri.		D&E																
8/3/2018	Fri.		D&E																
8/3/2018	Fri.	Tops Club	E	12	1.0	700	600	900	930	1 long	12	0.5	3.5			X			
8/3/2018*	Fri.															X			
8/10/2018	Fri.	Violations Committee	D&E	20	2.0	1000	800	1200	1230	6 long	20	0.5	4.5	X	X	X	X		
8/10/2018	Fri.	BOT Meetings	D&E	50	0.5	1300	1230	1600	1730	6 long	50	1.5	5.0			X	X		
8/10/2018	Fri.	Tops Club	E	12	1.0	700	600	1000	1030	1 long	12	0.5	3.5			X			
8/10/2018*	Fri.													X	X	X	X		
8/17/2018	Fri.		D&E																
8/17/2018	Fri.		D&E																
8/17/2018	Fri.	Tops Club	E	12	1.0	700	600	1000	1030	1 long	12	0.5	3.5			X		X	
8/17/2018*	Fri.															X		X	
8/24/2018	Fri.	Computer Club	D&E	15	1.0	1800	1700	2100	2200	3 long	15	1.0	5.0					X	X
8/24/2018	Fri.		D&E																
8/24/2018	Fri.	Tops Club	E	12	1.0	700	600	2200	1030	1 long	12	0.5	3.5			X			
8/24/2018*	Fri.															X		X	X
8/31/2018	Fri.		D&E																
8/31/2018	Fri.		D&E																
8/31/2018*	Fri.																		
8/4/2018	Sat.		D&E																
8/4/2018	Sat.																		
8/4/2018*	Sat.																		
8/11/2018	Sat.		D&E																
8/11/2018	Sat.		D&E																
8/11/2018*	Sat.																		
8/18/2018	Sat.		D&E																
8/18/2018	Sat.		D&E																
8/18/2018	Sat.	ROL Brunch	E	12	1.0	1100	1000	1300	1400	2 long	12	1.0	3.0			X		X	
8/18/2018*	Sat.															X		X	
8/25/2018	Sat.		D&E																
8/25/2018	Sat.		D&E																
8/25/2018	Sat.	Private Party	E	40	1.0	1700	1600	2200	2300	5 round	40	1.0	6.0						X
8/25/2018*	Sat.															X		X	X

* indicates summation

**Appendix A
August 2018 Facilities Usage Data**

Date		Bldg. C only											Bldg. C only		
		club/org.	Attendance	setup time	start time	set up & use of room start time	end time	break down end time	tables	chairs	breakdown time	Duration (hrs.)	Morning (7-11am)	Mid-day (11am-4pm)	Evening (4-11pm)
August															
8/5/2018	Sun.														
8/5/2018	Sun.														
8/5/2018*	Sun.														
8/12/2018	Sun.														
8/19/2018	Sun.														
8/19/2018	Sun.														
8/19/2018*	Sun.														
8/26/2018	Sun.														
8/6/2018	Mon.	Canasta	12	0.5	1300	1230	1600	1630	3 card	12.0	0.5	4.0		X	
8/6/2018	Mon.														
8/6/2018	Mon.														
8/6/2018*	Mon.												X		
8/13/2018	Mon.	Canasta	12	0.5	1300	1230	1600	1630	3 card	12.0	0.5	4.0		X	
8/13/2018	Mon.														
8/13/2018	Mon.														
8/13/2018*	Mon.												X		
8/20/2018	Mon.	Canasta	12	0.5	1300	1230	1600	1630	3 card	12.0	0.5	4.0		X	
8/20/2018	Mon.														
8/20/2018	Mon.														
8/20/2018*	Mon.												X		
8/27/2018	Mon.	Canasta	12	0.5	1300	1230	1600	1630	3 card	12.0	0.5	4.0		X	
8/27/2018	Mon.														
8/27/2018	Mon.														
8/27/2018*	Mon.												X		
8/7/2018	Tues.														
8/14/2018	Tues.	Vet's Council	6	0.5	1000	930	1200	1230	1 long		0.5	3.0	X		
8/21/2018	Tues.														
8/28/2018	Tues.														
8/1/2018	Wed.	Mahjong	8	0.5	1200	1130	1600	1630	2 card	8.0	0.5	5.0		X	
8/1/2018	Wed.	AA Meeting	40	1.0	2000	2100	2200	2300	1 long	40.0	1.0	4.0		X	
8/1/2018	Wed.														
8/1/2018	Wed.														
8/1/2018*	Wed.												X	X	
8/8/2018	Wed.	Mahjong	8	0.5	1200	1130	1600	1630	2 card	8.0	0.5	5.0		X	
8/8/2018	Wed.	AA Meeting	40	1.0	2000	1900	2200	2300	1 long	40.0	1.0	4.0		X	
8/8/2018	Wed.														
8/8/2018*	Wed.												X	X	
8/15/2019	Wed.	Chess Club	8	0.5	830	800	1230	1300	2 card		0.5	5.0	X		
8/15/2019	Wed.	Mahjong	8	0.5	1200	1130	1600	1630	2 card	8.0	0.5	5.0		X	
8/15/2019	Wed.														
8/15/2018*	Wed.												X	X	
8/22/2018	Wed.	Mahjong	8	0.5	1200	1130	1600	1630	2 card	8.0	0.5	5.0		X	
8/22/2018	Wed.	AA Meeting	40	1.0	2000	1900	2200	2300	1 long	40.0	1.0	4.0		X	
8/22/2018	Wed.														
8/22/2018*	Wed.												X	X	
8/29/2018	Wed.	Mahjong	8	0.5	1200	1130	1600	1630	2 card	8.0	0.5	5.0		X	
8/29/2018	Wed.														

**Appendix A
August 2018 Facilities Usage Data**

Date		Bldg. C only											Bldg. C only		
		club/org.	Attendance	setup time	start time	set up & use of room start time	end time	break down end time	tables	chairs	breakdown time	Duration (hrs.)	Morning (7-11am)	Mid-day (11am-4pm)	Evening (4-11pm)
8/29/2018*	Wed.												X		
8/2/2018	Thurs.	Men's Poker	6	0.5	1700	1630	2200	2230	1 poker	6.0	0.5	6.0			X
8/2/2018	Thurs.														
8/2/2018*	Thurs.														X
8/9/2018	Thurs.	Men's Poker	6	0.5	1700	1630	2200	2230	1 card	6.0	0.5	6.0			X
8/16/2018	Thurs.	Men's Poker	6	0.5	1700	1630	2200	2230	1 card	6.0	0.5	6.0			X
8/16/2018	Thurs.														
8/16/2018*	Thurs.														X
8/23/2018	Thurs.	Men's Poker	6	0.5	1700	1630	2200	2230	1 card	6.0	0.5	6.0			X
8/30/2018	Thurs.	Men's Poker	6	0.5	1700	1630	2200	2230	1 card	6.0	0.5	6.0			X
8/3/2018	Fri.	Ladies Poker	8	0.5	1230	1200	1530	1600	1 card	8.0	0.5	4.0	X		
8/3/2018	Fri.	Pinochle	8	0.5	1900	1830	2200	2230	2 card	8.0	0.5	4.0			X
8/3/2018	Fri.														
8/3/2018*	Fri.												X X		
8/10/2018	Fri.	Ladies Poker	8	0.5	1230	1200	1530	1600	1 card	8.0	0.5	4.0		X	
8/10/2018	Fri.	Pinochle	8	0.5	1900	1830	2200	2230	2 card	8.0	0.5	4.0			X
8/10/2018	Fri.														
8/10/2018*	Fri.												X X		
8/17/2018	Fri.	Ladies Poker	8	0.5	1230	1200	1530	1600	1 card	8.0	0.5	4.0		X	
8/17/2018	Fri.	Pinochle	8	0.5	1900	1830	2200	2230	2 card	8.0	0.5	4.0			X
8/17/2018	Fri.														
8/17/2018*	Fri.												X X		
8/24/2018	Fri.	Ladies Poker	8	0.5	1230	1200	1530	1600	1 card	8.0	0.5	4.0		X	
8/24/2018	Fri.	Pinochle	8	0.5	1900	1830	2200	2230	2 card	8.0	0.5	4.0			X
8/24/2018	Fri.														
8/24/2018*	Fri.												X X		
8/31/2018	Fri.	Ladies Poker	8	0.5	1230	1200	1530	1600	1 card	8.0	0.5	4.0		X	
8/31/2018	Fri.	Pinochle	8	0.5	1900	1830	2200	2230	2 card	8.0	0.5	4.0			X
8/31/2018*	Fri.												X X		
8/4/2018	Sat.	Bridge Club	8	0.5	1200	1130	1600	1630	2 card	8.0	0.5	5.0		X	
8/4/2018	Sat.	AA Meeting	40	1.0	2000	1900	2200	2300	1 long	40.0	1.0	4.0			X
8/4/2018*	Sat.												X X		
8/11/2018	Sat.	Bridge Club	8	0.5	1200	1130	1600	1700	2 card	8.0	0.5	5.0		X	
8/11/2018	Sat.	AA Meeting	40	1.0	2000	1900	2200	2300	1 long	40.0	1.0	4.0			X
8/11/2018*	Sat.												X X		
8/18/2018	Sat.	Bridge Club	8	0.5	1200	1130	1600	1630	2 card	8.0	0.5	5.0		X	
8/18/2018	Sat.	AA Meeting	40	1.0	2000	1900	2200	2300	1 long	40.0	1.0	4.0			X
8/18/2018	Sat.														
8/18/2018*	Sat.												X X		
8/25/2018	Sat.	Bridge Club	8	0.5	1200	1130	1600	1630	2 card	8.0	0.5	5.0		X	
8/25/2018	Sat.	AA Meeting	40	1.0	2000	1900	2200	2300	1 long	40.0	1.0	4.0			X
8/25/2018	Sat.														
8/25/2018*	Sat.												X X		
* indicates summation															

**Appendix B:
August 2018 Facilities Usage Summary Statistics**

	Bldg. A				Bldg. D&E						
	Morning (7-11am)	Mid-day (11am-4pm)	Evening (4-11pm)	Total	Morning (7-11am)		Mid-day(11am-4pm)		Evening (4-11pm)		Total
					D	E	D	E	D	E	
Number of Events											
Sun.	4	4	2	10	2	2	0	0	0	0	4
Mon.	0	0	3	3	4	0	1	3	2	2	12
Tues.	1	1	1	3	0	0	0	0	1	1	2
Wed.	5	5	0	10	1	0	2	1	1	5	10
Thurs.	1	2	3	6	0	0	2	0	0	2	4
Fri.	0	0	0	0	1	4	1	2	1	1	10
Sat.	0	0	2	2	0	2	0	2	0	1	5
	11	12	11	34	8	8	6	8	5	12	47
Number of Opportunities											
Sun.	4	4	4	12	4	4	4	4	4	4	24
Mon.	4	4	4	12	4	4	4	4	4	4	24
Tues.	4	4	4	12	4	4	4	4	4	4	24
Wed.	5	5	5	15	5	5	5	5	5	5	30
Thurs.	5	5	5	15	5	5	5	5	5	5	30
Fri.	5	5	5	15	5	5	5	5	5	5	30
Sat.	4	4	4	12	4	4	4	4	4	4	24
	31	31	31	93	31	31	31	31	31	31	186
Usage Percentage											
Sun.	100%	100%	50%	83%	50%	50%	0%	0%	0%	0%	17%
Mon.	0%	0%	75%	25%	100%	0%	25%	75%	50%	50%	50%
Tues.	25%	25%	25%	25%	0%	0%	0%	0%	25%	25%	8%
Wed.	100%	100%	0%	67%	20%	0%	40%	20%	20%	100%	33%
Thurs.	20%	40%	60%	40%	0%	0%	40%	0%	0%	40%	13%
Fri.	0%	0%	0%	0%	20%	80%	20%	40%	20%	20%	33%
Sat.	0%	0%	50%	17%	0%	50%	0%	50%	0%	25%	21%
	35%	39%	35%	37%	26%	26%	19%	26%	16%	39%	25%

**Appendix B:
August 2018 Facilities Usage Summary Statistics**

	Bldg. C only				All Buildings			
	Morning (7-11am)	Mid-day (11am-4pm)	Evening (4-11pm)	Total	Total	Mornings	Mid-day	Evenings
Number of Events								
Sun.	0	0	0	0	14	8	4	2
Mon.	0	4	0	4	19	4	8	7
Tues.	1	0	0	1	6	2	1	3
Wed.	1	5	3	9	29	7	13	9
Thurs.	0	0	5	5	15	1	4	10
Fri.	0	5	5	10	20	5	8	7
Sat.	0	4	4	8	15	2	6	7
	2	18	17	37	118	29	44	45
Number of Opportunities								
Sun.	4	4	4	12	48	16	16	16
Mon.	4	4	4	12	48	16	16	16
Tues.	4	4	4	12	48	16	16	16
Wed.	5	5	5	15	60	20	20	20
Thurs.	5	5	5	15	60	20	20	20
Fri.	5	5	5	15	60	20	20	20
Sat.	4	4	4	12	48	16	16	16
	31	31	31	93	372	124	124	124
Usage Percentage								
Sun.	0%	0%	0%	0%	29%	50%	25%	13%
Mon.	0%	100%	0%	33%	40%	25%	50%	44%
Tues.	25%	0%	0%	8%	13%	13%	6%	19%
Wed.	20%	100%	60%	60%	48%	35%	65%	45%
Thurs.	0%	0%	100%	33%	25%	5%	20%	50%
Fri.	0%	100%	100%	67%	33%	25%	40%	35%
Sat.	0%	100%	100%	67%	31%	13%	38%	44%
	6%	58%	55%	40%	32%	23%	35%	36%

**Appendix C
January 2019 Facility Usage Data**

Date		Bldg. A	club/org.	Attendance	setup time	start time	set up & use of room start time	end time	break down end time	tables	chairs	breakdown time	Duration (hrs)	Bldg. A		
														Morning (7-11am)	Mid-day (11am-4pm)	Evening (4-10pm)
1/6/2019	Sun.	Grace Gathering		80	1.5	900	730	1200	1330	No tables	80	1.5	5.0	X	X	
1/6/2019	Sun.	Backup for street dance		200	1.0	1400	1300	1800	1900	max	max	1.0	6.0		X	X
1/6/2019*	Sun.													X	X	X
1/13/2019	Sun.															
1/13/2019	Sun.	Grace Gathering		80	1.5	900	730	1200	1330	No tables	80	1.5	5.0	X	X	
1/13/2019	Sun.	Backup for street dance		200	1.0	1400	1300	1800	1900	max	max	1.0	6.0		X	X
1/13/2019*	Sun.													X	X	X
1/20/2019	Sun.															
1/20/2019	Sun.	Grace Gathering		80	1.5	900	730	1200	1330	No tables	80	1.5	5.0	X	X	
1/20/2019	Sun.	Backup for street dance		200	1.0	1400	1300	1800	1900	max	max	1.0	6.0		X	X
1/20/2019*	Sun.													X	X	X
1/27/2019	Sun.	Grace Gathering		80	1.5	900	730	1200	1330	No tables	80	1.5	5.0	X	X	
1/27/2019	Sun.	American Legion Card Party		120	2.0	1900	1700	2200	2330	30 card	120	1.5	6.5			X
1/27/2019	Sun.	Backup for street dance		200	1.0	1400	1300	1800	1900	max	max	1.0	6.0		X	X
1/27/2019*	Sun.													X	X	X
1/7/2019	Mon.	Little Theater Rehearsal		50	0.5	1300	1230	1500	1530	Stage	10	0.5	3.0		X	
1/7/2019	Mon.	Music Bingo		200	2.5	1700	1430	2100	2230	24 round	192	1.5	8.0		X	X
1/7/2019	Mon.															
1/7/2019	Mon.															
1/7/2019	Mon.															
1/7/2019*	Mon.														X	X
1/14/2019	Mon.															
1/14/2019	Mon.															
1/14/2019	Mon.	Little Theater Rehearsal		50	0.5	1300	1230	1500	1530	Stage	10	0.5	3.0		X	
1/14/2019	Mon.	Music Bingo		200	2.5	1700	1430	2100	2330	24 round	192	1.5	8.0		X	X
1/14/2019	Mon.															
1/14/2019	Mon.															
1/14/2019*	Mon.														X	X
1/21/2019	Mon.															
1/21/2019	Mon.	Little Theater Rehearsal		50	0.5	1300	1230	1500	1530	Stage	10	0.5	3.0		X	
1/21/2019	Mon.	Music Bingo		200	2.5	1700	1430	2100	2330	24 round	192	1.5	8.0		X	X
1/21/2019	Mon.															
1/21/2019	Mon.															
1/21/2019*	Mon.														X	X
1/28/2019	Mon.															
1/28/2019	Mon.	Little Theater Rehearsal		50	0.5	1300	1230	1500	1530	Stage	10	0.5	3.0		X	
1/28/2019	Mon.	Music Bingo		200	2.5	1700	1430	2100	2230	24 round	192	1.5	8.0		X	X
1/28/2019	Mon.															
1/28/2019	Mon.															
1/28/2019	Mon.															
1/28/2019*	Mon.														X	X
1/1/2019	Tues.															
1/8/2019	Tues.	Italian Board Meeting		10	0.5	1000	930	1200	1230	2 long	10	0.5	3.0	X		
1/8/2019	Tues.	Little Theater Rehearsal		50	0.5	1300	1230	1500	1530	Stage	10	0.5	3.0		X	
1/8/2019	Tues.															
1/8/2019	Tues.															
1/8/2019*	Tues.													X	X	
1/15/2019	Tues.															
1/15/2019	Tues.	Little Theater Rehearsal		50	0.5	1300	1230	1500	1530	Stage	10	0.5	3.0		X	
1/15/2019	Tues.															
1/15/2019*	Tues.														X	

**Appendix C
January 2019 Facility Usage Data**

Date		Bldg. A											Bldg. A		
		club/org.	Attendance	setup time	start time	set up & use of room start time	end time	break down end time	tables	chairs	breakdown time	Duration (hrs)	Morning (7-11am)	Mid-day (11am-4pm)	Evening (4-10pm)
1/22/2019	Tues.	Little Theater Rehearsal	50	0.5	1300	1230	1500	1530	Stage	10	0.5	3.0		X	
1/22/2019	Tues.	German Club	60	1.0	1700	1600	2200	2230	8 round	60	1.0	6.5			X
1/22/2019*	Tues.													X	X
1/29/2019	Tues.	Little Theater Rehearsal	50	0.5	1300	1230	1500	1530	Stage	10	0.5	3.0		X	
1/29/2019	Tues.														
1/29/2019*	Tues.													X	
1/2/2019	Wed.	Crafters Club	75	2.5	900	630	1200	1330	20 long	75	1.5	7.0	X	X	
1/2/2019	Wed.	Senior Singles	25	1.0	1400	1300	1600	1630	3 long	25	0.5	3.5		X	
1/2/2019	Wed.	Polish Club	60	1.5	1700	1530	2100	2200	8 round	60	1.0	6.5			X
1/2/2019	Wed.														
1/2/2019	Wed.														
1/2/2019	Wed.														
1/2/2019	Wed.														
1/2/2019*	Wed.												X	X	X
1/9/2019	Wed.	Crafters Club	75	2.5	900	630	1200	1430	20 long	75	2.5	8.0	X	X	
1/9/2019	Wed.	Canada Club	180	2.5	1700	1430	2200	2430	23 round	180	2.5	10.0		X	X
1/9/2019	Wed.														
1/9/2019	Wed.														
1/9/2019	Wed.														
1/9/2019	Wed.														
1/9/2019*	Wed.												X	X	X
1/16/2019	Wed.	Crafters Club	75	2.5	900	630	1200	1330	20 long	75	1.5	7.0	X	X	
1/16/2019	Wed.	Irish Club	200	2.5	1700	1430	2200	2400	25 round	200	2.0	9.5		X	X
1/16/2019	Wed.														
1/16/2019	Wed.														
1/16/2019	Wed.														
1/16/2019*	Wed.												X	X	X
1/23/2019	Wed.	Crafters Club	75	2.5	900	630	1200	1330	20 long	75	1.5	7.0	X	X	
1/23/2019	Wed.	Organ & Keyboard Club	50	1.0	1300	1200	1600	1700	6 long	50	1.0	5.0		X	
1/23/2019	Wed.														
1/23/2019	Wed.														
1/23/2019*	Wed.												X	X	
1/30/2019	Wed.														
1/30/2019	Wed.	Crafters Club	75	2.5	900	630	1200	1330	20 long	75	1.5	7.0	X	X	
1/30/2019	Wed.														
1/30/2019	Wed.														
1/30/2019*	Wed.												X	X	
1/3/2019	Thurs.														
1/3/2019	Thurs.	BFB Line Dancing	90	0.5	930	900	1130	1200	1 long	5	0.5	3.0	X		
1/3/2019	Thurs.														
1/3/2019	Thurs.														
1/3/2019	Thurs.														
1/3/2019*	Thurs.												X		
1/10/2019	Thurs.	BFB Line Dancing	90	0.5	930	900	1130	1200	1 long	5	0.5	3.0	X		
1/10/2019	Thurs.	Great Lakes Club	110	1.5	1700	1530	2200	2300	14 round	110	1.0	7.5			X
1/10/2019	Thurs.														
1/10/2019*	Thurs.												X		X
1/17/2019	Thurs.	BFB Line Dancing	90	0.5	930	900	1130	1200	1 long	5	0.5	3.0	X		
1/17/2019	Thurs.	CVO General Meeting	120	2.0	1900	1700	2100	2230	15 round	120	1.5	5.5			X
1/17/2019	Thurs.														
1/17/2019	Thurs.														
1/17/2019*	Thurs.												X		X

**Appendix C
January 2019 Facility Usage Data**

Date		Bldg. A	club/org.	Attendance	setup time	start time	set up & use of room start time	end time	break down end time	tables	chairs	breakdown time	Duration (hrs)	Bldg. A		
														Morning (7-11am)	Mid-day (11am-4pm)	Evening (4-10pm)
1/24/2019	Thurs.	BFB Line Dancing		90	0.5	930	900	1130	1200	1 long	5	0.5	3.0	X		
1/24/2019	Thurs.	Shuffleboard Luncheon		50	1.0	1200	1100	1300	1400	7 round	50	1.0	3.0	X		
1/24/2019	Thurs.	CVO Bingo Night		200	2.0	1600	1400	2100	2230	25 long	200	1.5	8.5		X	X
1/24/2019	Thurs.															
1/24/2019*	Thurs.													X	X	X
1/31/2019	Thurs.	BFB Line Dancing		90	0.5	930	900	1130	1200	1 long	5	0.5	3.0	X		
1/4/2019	Fri.															
1/4/2019	Fri.	Little Theater Rehearsal		50	0.5	1300	1230	1500	1530	Stage	10	0.5	4.0		X	
1/4/2019	Fri.															
1/4/2019	Fri.															
1/4/2019*	Fri.														X	
1/11/2019	Fri.															
1/11/2019	Fri.															
1/11/2019	Fri.	Little Theater Rehearsal		50	0.5	1300	1230	1500	1530	Stage	10	0.5	4.0		X	
1/11/2019	Fri.															
1/11/2019*	Fri.														X	
1/18/2019	Fri.															
1/18/2019	Fri.	Little Theater Rehearsal		50	0.5	1300	1230	1500	1530	Stage	10	0.5	4.0		X	
1/18/2019	Fri.															
1/18/2019	Fri.															
1/18/2019*	Fri.														X	
1/25/2019	Fri.	Little Theater Rehearsal		50	0.5	1300	1230	1500	1530	Stage	10	0.5	4.0		X	
1/25/2019	Fri.	Italian Club		80	1.0	1700	1600	2100	2200	8 round	80	1.0	6.0			X
1/25/2019	Fri.															
1/25/2019*	Fri.														X	X
1/5/2019	Sat.															
1/5/2019	Sat.															
1/5/2019	Sat.															
1/5/2019*	Sat.															
1/12/2019	Sat.	Ethnic Bake Sale		100	1.5	900	730	1200	1330	18 long	10	1.5	6.0	X		
1/12/2019	Sat.															
1/12/2019*	Sat.													X		
1/19/2019	Sat.	Celebration of Life		50	1.0	1100	1000	1500	1600	7 round	50	1.0	6.0	X	X	
1/19/2019	Sat.															
1/19/2019*	Sat.													X	X	
1/26/2019	Sat.	Canada Pancake Breakfast		150	2.0	700	500	1100	1300	19 long	150	2.0	8.0	X	X	
1/26/2019	Sat.	Beatle Guys		200	2.0	1700	1500	2200	0	25 round	200	2.0	9.0		X	X
1/26/2019	Sat.															
1/26/2019*	Sat.													X	X	X
* indicates summation																

**Appendix C
January 2019 Facility Usage Data**

Date	Bldg. D&E													Bldg. D&E					
	club/org.	Building	Attendance	setup time	start time	set up & use of room	end time	break down	tables	chairs	breakdown time	Duration (hrs)	Morning (7-11am)		Mid-day (11am-4pm)		Evening (4-11pm)		
													D	E	D	E	D	E	
1/6/2019	Sun.	River of Life Church	D/E	50	1.5	900	730	1100	1200	2 long	50	1.0	4.5	X	X				
1/6/2019	Sun.																		
1/6/2019*	Sun.																		
1/13/2019	Sun.	River of Life Church	D/E	50	1.5	900	730	1100	1200	2 long	50	1.0	4.5	X	X				
1/13/2019	Sun.	Private Party	D/E	80	1.0	1600	1500	2000	2100	10 round	80	1.0	6.0			X	X	X	X
1/13/2019	Sun.																		
1/13/2019*	Sun.													X	X	X	X	X	X
1/20/2019	Sun.	River of Life Church	D/E	50	1.5	900	730	1100	1200	2 long	50	1.0	4.5	X	X				
1/20/2019	Sun.	Sunday Scramble Party	D/E	80	1.5	1300	1200	1800	1900	10 round	80	1.0	7.0			X	X	X	X
1/20/2019	Sun.																		
1/20/2019*	Sun.													X	X	X	X	X	X
1/27/2019	Sun.	River of Life Church	D/E	50	1.5	900	730	1100	1200	2 long	50	1.0	4.5	X	X				
1/27/2019	Sun.	Private Card Party	D	8	0.5	1330	1300	1630	1700	1 round	8	0.5	4.0			X			
1/27/2019	Sun.																		
1/27/2019*	Sun.													X	X	X			
1/7/2019	Mon.	Yoga	D	10	-	900	900	1100	1100	-	-	-	2.0	X					
1/7/2019	Mon.	MJ's Chair Excercise Class	E	50	1.0	1000	900	1100	1200	-	50	1.0	3.0		X				
1/7/2019	Mon.	Irish Cruise Meeting	D	50	1.0	1300	1200	1400	1500	2 long	50	1.0	3.0			X			
1/7/2019	Mon.	Art Group	E	12	1.0	1300	1200	1600	1700	3 long	12	1.0	5.0				X		
1/7/2019	Mon.	Neighborhood watch	D	50	1.0	1500	1400	1700	1800	2 long	50	1.0	4.0			X		X	
1/7/2019	Mon.																		
1/7/2019*	Mon.													X	X	X	X	X	
1/14/2019	Mon.	MJ's Chair Excercise Class	E	50	1.0	1000	900	1100	1200	-	50	1.0	3.0		X				
1/14/2019	Mon.	Yoga	D	10	-	900	900	1100	1100	-	-	-	2.0	X					
1/14/2019	Mon.	DAV Chapter 155	D	20	0.5	1300	1200	1500	1530	2 long	20	0.5	3.5			X			
1/14/2019	Mon.	Art Group	E	12	1.0	1300	1200	1600	1700	3 long	12	1.0	5.0				X		
1/14/2019	Mon.																		
1/14/2019	Mon.																		
1/14/2019*	Mon.													X		X	X		
1/21/2019	Mon.	MJ's Chair Excercise Class	E	50	1.0	1000	900	1100	1200	-	50	1.0	3.0		X				
1/21/2019	Mon.	Art Group	E	12	1.0	1300	1200	1600	1700	3 long	12	1.0	5.0				X		
1/21/2019	Mon.	Neighborhood watch	D	50	1.0	1600	1500	1800	1900	2 long	50	1.0	4.0			X		X	
1/21/2019	Mon.																		
1/21/2019	Mon.																		
1/21/2019*	Mon.														X	X	X	X	
1/28/2019	Mon.																		
1/28/2019	Mon.																		
1/28/2019	Mon.	Yoga	D	10	-	900	900	1100	1100	-	-	-	2.0	X					
1/28/2019	Mon.	MJ's Chair Excercise Class	E	50	1.0	1000	900	1100	1200	-	50	1.0	3.0		X				
1/28/2019	Mon.	Art Group	E	12	1.0	1300	1200	1600	1700	3 long	12	1.0	5.0				X		
1/28/2019	Mon.	Neighborhood Watch	D/E	50	1.0	1800	1700	2000	2100	1 long	50	1.0	4.0					X	X
1/28/2019*	Mon.													X	X	X	X	X	
1/1/2019	Tues.																		
1/8/2019	Tues.	18 Holer's Board Meeting	D	10	0.5	800	730	900	930	1 long	10	0.5	2.0	X					
1/8/2019	Tues.	ARCC Committee	D	10	0.5	900	830	1100	1130	2 long	20	0.5	3.0	X					
1/8/2019	Tues.	British Club	D/E	60	2.0	1700	1500	2100	2230	10 long	60	1.5	7.5					X	X
1/8/2019	Tues.																		
1/8/2019*	Tues.													X				X	X
1/15/2019	Tues.	Self Defense Class	E	20	0.5	900	830	1100	1200	1 long	20	1.0	3.5		X				
1/15/2019	Tues.	American Legion/Aux	D/E	80	2.0	1300	1100	1500	1630	4 long	80	1.5	5.5			X	X		
1/15/2019	Tues.	Private Party	D/E	100	2.0	1800	1600	2100	2300	10 round	80	2.0	7.0					X	X
1/15/2019*	Tues.														X	X	X	X	X

**Appendix C
January 2019 Facility Usage Data**

Date	Bldg. D&E													Bldg. D&E						
	Date	Day	club/org.	Building	Attendance	setup time	start time	set up & use of room start time	end time	break down end time	tables	chairs	breakdown time	Duration (hrs)	Morning (7-11am)		Mid-day (11am-4pm)		Evening (4-11pm)	
															D	E	D	E	D	E
															1/22/2019	Tues.	9 Holer's General Meeting	D/E	60	1.5
1/22/2019	Tues.	Sunshine Law Workshop	D/E	60	1.5	1700	1530	1900	2000	4 long	60	1.0	6.5					X	X	
1/22/2019*	Tues.													X	X	X	X	X	X	
1/29/2019	Tues.	18 Holer's CTP tournament	D/E	90	2.0	1000	800	1500	1630	12 round	90	1.5	8.5	X	X	X	X			
1/29/2019	Tues.	ROL Movie Night	D	40	1.0	1700	1600	2100	2200	5 round	40	1.0	6.0					X		
1/29/2019*	Tues.													X	X	X	X	X		
1/2/2019	Wed.																			
1/2/2019	Wed.																			
1/2/2019	Wed.	Chess Club	D	12	0.5	830	800	1230	1300	3 card	12	0.5	5.0	X						
1/2/2019	Wed.	MJ's Chair Excercise Class	E	50	1.0	1000	900	1100	1200	-	50	1.0	3.0		X					
1/2/2019	Wed.	Pasta Night	E	40	1.0	1600	1500	2000	2100	3 cd. 4 rd.	40	1.0	6.0			X			X	
1/2/2019	Wed.	Euchre Club	D	70	1.0	1900	1800	2200	2300	8 long	64	1.0	5.0					X		
1/2/2019*	Wed.													X	X	X	X	X	X	
1/9/2019	Wed.	MJ's Chair Excercise Class	E	50	1.0	1000	900	1100	1200	-	50	1.0	3.0		X					
1/9/2019	Wed.	Pasta Night	E	40	1.0	1600	1500	2000	2100	3 cd. 4 rd.	40	1.0	6.0			X			X	
1/9/2019	Wed.																			
1/9/2019	Wed.	Euchre Club	D	70	1.0	1900	1800	2200	2300	8 long	64	1.0	5.0					X		
1/9/2019	Wed.																			
1/9/2019	Wed.															X	X	X	X	
1/9/2019*	Wed.																			
1/16/2019	Wed.	Conservative Club	D	40	1.0	1400	1300	1600	1700	2 long	40	1.0	4.0			X			X	
1/16/2019	Wed.	Euchre Club	D	70	1.0	1900	1800	2200	2300	8 long	64	1.0	5.0					X		
1/16/2019	Wed.	Pasta Night	E	40	1.0	1600	1500	2000	2100	3 cd. 4 rd.	40	1.0	6.0			X			X	
1/16/2019	Wed.																			
1/16/2019*	Wed.															X	X	X	X	
1/23/2019	Wed.																			
1/23/2019	Wed.	Men's General Meeting	D/E	80	1.5	1130	1000	1500	1600	8 round	80	1.0	6.0			X	X			
1/23/2019	Wed.	Euchre Club	D	70	1.0	1900	1800	2200	2300	8 long	64	1.0	5.0					X		
1/23/2019	Wed.	Pasta Night	E	40	1.0	1600	1500	2000	2100	3 cd. 4 rd.	40	1.0	6.0			X			X	
1/23/2019*	Wed.															X	X	X	X	
1/30/2019	Wed.																			
1/30/2019	Wed.	Euchre Club	D	70	1.0	1900	1800	2200	2300	8 long	64	1.0	5.0					X		
1/30/2019	Wed.	Pasta Night	E	40	1.0	1600	1500	2000	2100	3 cd. 4 rd.	40	1.0	6.0			X			X	
1/30/2019	Wed.																			
1/30/2019*	Wed.															X	X	X	X	
1/3/2019	Thurs.																			
1/3/2019	Thurs.	Hospice Group	D	20	0.5	1100	1030	1500	1530	-	20	0.5	5.0			X				
1/3/2019	Thurs.	MS Support Group	E	30	1.0	1200	1100	1400	1500	2 long	30	1.0	4.0			X				
1/3/2019	Thurs.	Senior Softball Meeting	D	50	1.0	1800	1700	2100	2200	1 long	50	1.0	5.0					X		
1/3/2019	Thurs.																			
1/3/2019*	Thurs.															X	X	X		
1/10/2019	Thurs.																			
1/10/2019	Thurs.	Low Vision Support Group	E	10	0.5	1200	1130	1400	1430	2 long	10	0.5	3.0			X				
1/10/2019	Thurs.	NY State Club	D/E	70	1.5	1700	1530	2100	2200	9 round	70	1.0	6.5					X	X	
1/10/2019*	Thurs.																	X	X	
1/17/2019	Thurs.																			
1/17/2019	Thurs.	Hospice Group	E	20	0.5	1100	1030	1500	1530	-	12	0.5	5.0			X				
1/17/2019	Thurs.	Democratic Club	D	50	1.0	1530	1430	1730	1800	2 long	50	0.5	3.5					X		
1/17/2019	Thurs.	Marine Corp	D/E	50	1.0	1900	1800	2100	2300	2 long	50	2.0	5.0					X	X	
1/17/2019*	Thurs.															X	X	X	X	

**Appendix C
January 2019 Facility Usage Data**

Date		Bldg. D&E											Bldg. D&E						
		club/org.	Building	Attendance	setup time	start time	set up & use of room end time	break down end time	tables	chairs	breakdown time	Duration (hrs)	Morning (7-11am)		Mid-day (11am-4pm)		Evening (4-11pm)		
													D	E	D	E	D	E	
1/24/2019	Thurs.																		
1/24/2019	Thurs.																		
1/24/2019	Thurs.	BOT Workshop - Renters	D/E	80	2.0	1000	800	1200	1330	3 long	80	1.5	5.5	X	X				
1/24/2019	Thurs.	Conservative Club	D	50	1.5	1400	1230	1600	1700	2 long	50	1.0	4.5			X			
1/24/2019*	Thurs.													X	X	X			
1/31/2019	Thurs.																		
1/4/2019	Fri.																		
1/4/2019	Fri.	Tops	E	12	0.5	700	630	900	930	4 long	12	0.5	3.0		X				
1/4/2019	Fri.	Artist Guild	D	25	1.0	1300	1200	1600	1700	2 long	25	1.0	5.0			X			
1/4/2019	Fri.																		
1/4/2019*	Fri.														X	X			
1/11/2019	Fri.	Tops	E	12	0.5	700	630	900	930	4 long	12	0.5	3.0		X				
1/11/2019	Fri.	Violations Committee	D/E	20	2.0	1000	800	1200	1200	6 long	20	-	4.0	X	X	X	X		
1/11/2019	Fri.	BOT Meetings	D/E	50	1.0	1300	1200	1600	1800	6 long	50	2.0	6.0			X	X	X	X
1/11/2019	Fri.	Boat & Fishing Club	D/E	60	1.5	1930	1800	2130	2230	2 long	60	1.0	4.5					X	X
1/11/2019*	Fri.													X	X	X	X	X	X
1/18/2019	Fri.																		
1/18/2019	Fri.	Tops	E	12	0.5	700	630	900	930	4 long	12	0.5	3.0		X				
1/18/2019	Fri.	Benefits for Seniors	E	20	0.5	1200	1130	1400	1430	4 long	20	0.5	3.0				X		
1/18/2019	Fri.	Artist Guild	D	25	1.0	1300	1200	1600	1630	2 long	25	0.5	4.5			X			
1/18/2019	Fri.																		
1/18/2019*	Fri.														X	X	X		
1/25/2019	Fri.	Tops	E	12	0.5	700	630	900	930	4 long	12	0.5	3.0		X				
1/25/2019	Fri.	Violations Committee	D/E	20	2.0	1000	800	1200	1330	6 long	20	1.5	5.5	X	X	X	X		
1/25/2019	Fri.	Artist Guild	D	25	1.0	1300	1200	1600	1700	2 long	25	1.0	5.0			X			
1/25/2019	Fri.	Computer Club	D/E	60	1.5	1800	1630	2100	2200	14 long	60	1.0	5.5					X	X
1/25/219*	Fri.													X	X	X	X	X	X
1/5/2019	Sat.																		
1/5/2019	Sat.																		
1/5/2019	Sat.																		
1/5/2019*	Sat.																		
1/12/2019	Sat.	Private Golf Tournament	E	45	1.0	800	700	1500	1600	6 round	45	1.0	6.0		X		X		
1/12/2019	Sat.	Kentucky Club	D/E	80	1.5	1800	1630	2100	2230	10 long	80	1.5	6.0					X	X
1/12/2019*	Sat.														X		X	X	X
1/19/2019	Sat.	Veteran's Tournament	D/E	100	1.5	800	630	2100	2230	12 round	100	1.5	13.0	X	X	X	X	X	X
1/19/2019	Sat.																		
1/19/2019*	Sat.													X	X	X	X	X	X
1/26/2019	Sat.																		
1/26/2019	Sat.	ROL Brunch	E	25	0.5	1100	1030	1300	1330	5 long	25	0.5	3.0			X			
1/26/2019	Sat.																		
1/26/2019*	Sat.															X			
* indicates summation																			

**Appendix C
January 2019 Facility Usage Data**

Date		Bldg C only										Bldg C only			
		club/org.	Attendance	setup time	start time	set up & use of room start time	end time	break down end time	tables	chairs	breakdown time	Duration (hrs)	Morning (7-11am)	Mid-day (11am-4pm)	Evening (4-11pm)
1/6/2019	Sun.	AA Meeting	40	1	2000	1900	2200	2300	1 long	40	1	4			X
1/6/2019	Sun.														
1/6/2019*	Sun.														
1/13/2019	Sun.	FIT Cognitive Study	6	0.5	800	730	1200	1230	4 card	6	0.5	5	X	X	
1/13/2019	Sun.	Private Card Party	8	0.5	1630	1600	2000	2030	2 card	8	0.5	4.5			X
1/13/2019	Sun.														
1/13/2019*	Sun.												X	X	X
1/20/2019	Sun.														
1/20/2019	Sun.	Private Card Party	8	0.5	1630	1600	2000	2030	2 card	8	0.5	4.5			X
1/20/2019	Sun.														
1/20/2019*	Sun.														X
1/27/2019	Sun.														
1/27/2019	Sun.	FIT Cognitive Study	6	0.5	800	730	1200	1230	4 card	6	0.5	5	X	X	
1/27/2019	Sun.														
1/27/2019*	Sun.												X	X	
1/7/2019	Mon.														
1/7/2019	Mon.	Card Making	5	0.5	900	830	1100	1130	2 card	10	0.5	3	X		
1/7/2019	Mon.	Canasta	16	1	1200	1100	1600	1630	4 card	16	0.5	5.5		X	
1/7/2019	Mon.	German Board	8	0.5	1600	1530	1700	1730	2 card	8	0.5	2		X	X
1/7/2019	Mon.														
1/7/2019	Mon.														
1/7/2019*	Mon.												X	X	X
1/14/2019	Mon.	Card Making	5	0.5	900	830	1100	1130	2 long	10	0.5	3	X		
1/14/2019	Mon.	Ethnic Meeting	8	0.5	1100	1030	1200	1230	2 card	8	0.5	2	X	X	
1/14/2019	Mon.	Canasta	16	1	1200	1100	1600	1700	4 card	16	1	6		X	
1/14/2019	Mon.	Bridge	16	1	1800	1700	2130	2230	4 card	16	1	5.5			X
1/14/2019	Mon.														
1/14/2019	Mon.														
1/14/2019*	Mon.												X	X	X
1/21/2019	Mon.	Card Making	5	0.5	900	830	1100	1130	2 long	10	0.5	3	X		
1/21/2019	Mon.	Canasta	16	1	1200	1100	1600	1700	4 card	16	1	6		X	X
1/21/2019	Mon.	Bridge	16	1	1800	1700	2130	2230	4 card	16	1	5.5			X
1/21/2019	Mon.														
1/21/2019	Mon.														
1/21/2019*	Mon.												X	X	X
1/28/2019	Mon.	Card Making	5	0.5	900	830	1100	1130	2 long	10	0.5	3	X		
1/28/2019	Mon.	Canasta	16	1	1200	1100	1600	1700	4 card	16	1	6		X	
1/28/2019	Mon.	Bridge	16	1	1800	1700	2130	2230	4 card	16	1	5.5			X
1/28/2019	Mon.														
1/28/2019	Mon.														
1/28/2019	Mon.														
1/28/2019*	Mon.												X	X	X
1/1/2019	Tues.														
1/8/2019	Tues.	Bridge	16	1	1800	1700	2130	2230	4 card	16	1	5.5			X
1/8/2019	Tues.	Vet's Council	8	0.5	1000	930	1200	1230	2 card	8	0.5	3	X	X	
1/8/2019	Tues.														
1/8/2019	Tues.														
1/8/2019*	Tues.												X	X	X
1/15/2019	Tues.	Duplicate Bridge	16	1	1830	1730	2200	2300	4 card	16	1	5.5			X
1/15/2019	Tues.	Chess Club	12	0.5	830	800	1230	1300	3 card	12	0.5	5	X	X	
1/15/2019	Tues.														
1/15/2019*	Tues.												X	X	X

**Appendix C
January 2019 Facility Usage Data**

Date		Bldg C only											Bldg C only			
		club/org.	Attendance	setup time	start time	set up & use of room start time	end time	break down end time	tables	chairs	breakdown time	Duration (hrs)	Morning (7-11am)	Mid-day (11am-4pm)	Evening (4-11pm)	
1/22/2019	Tues.															
1/22/2019	Tues.	Duplicate Bridge	16	1	1830	1730	2200	2300	4 card	16	1	5.5				X
1/22/2019*	Tues.															X
1/29/2019	Tues.	Duplicate Bridge	16	1	1830	1730	2200	2300	4 card	16	1	5.5				X
1/29/2019*	Tues.															X
1/2/2019	Wed.	Petals & Palms	20	0.5	1000	930	1100	1130	1 long	20	0.5	2	X			
1/2/2019	Wed.	MahJong	16	1	1300	1200	1600	1700	4 card	16	1	5		X		
1/2/2019	Wed.	AA Meeting	40	1	2000	1900	2200	2300	1 long	40	1	4				X
1/2/2019	Wed.															
1/2/2019	Wed.															
1/2/2019	Wed.															
1/2/2019	Wed.															
1/2/2019*	Wed.												X	X		X
1/9/2019	Wed.	Duplicate Bridge	16	1	1830	1730	2200	2300	4 card	16	1	5.5				X
1/9/2019	Wed.	MahJong	16	1	1300	1200	1600	1700	4 card	16	1	5		X		
1/9/2019	Wed.	AA Meeting	40	1	2000	1900	2200	2300	1 long	40	1	4				X
1/9/2019	Wed.															
1/9/2019	Wed.															
1/9/2019*	Wed.													X		X
1/16/2019	Wed.	MahJong	16	1	1300	1200	1600	1700	4 card	16	1	5		X		
1/16/2019	Wed.	AA Meeting	40	1	2000	1900	2200	2300	1 long	40	1	4				X
1/16/2019	Wed.															
1/16/2019	Wed.															
1/16/2019	Wed.															
1/16/2019*	Wed.													X		X
1/23/2019	Wed.	MahJong	16	1	1300	1200	1600	1700	4 card	16	1	5		X		
1/23/2019	Wed.	AA Meeting	40	1	2000	1900	2200	2300	1 long	40	1	4				X
1/23/2019	Wed.															
1/23/2019	Wed.															
1/23/2019*	Wed.													X		X
1/30/2019	Wed.	MahJong	16	1	1300	1200	1600	1700	4 card	16	1	5		X		
1/30/2019	Wed.	AA Meeting	40	1	2000	1900	2200	2300	1 long	40	1	4				X
1/30/2019	Wed.															
1/30/2019	Wed.															
1/30/2019*	Wed.													X		X
1/3/2019	Thurs.	Ladies Bible Study	12	0.5	930	900	1200	1230	1 long	12	0.5	3.5	X	X		
1/3/2019	Thurs.	Men's Poker	12	0.5	1700	1630	2200	2230	2 card	12	0.5	6				X
1/3/2019	Thurs.															
1/3/2019	Thurs.															
1/3/2019	Thurs.															
1/3/2019*	Thurs.												X	X		X
1/10/2019	Thurs.	Men's Poker	12	0.5	1700	1630	2200	2230	2 card	12	0.5	6				X
1/10/2019	Thurs.															
1/10/2019	Thurs.															
1/10/2019*	Thurs.															X
1/17/2019	Thurs.	Men's Poker	12	0.5	1700	1630	2200	2230	2 card	12	0.5	6				X
1/17/2019	Thurs.															
1/17/2019	Thurs.															
1/17/2019	Thurs.															
1/17/2019*	Thurs.															X

**Appendix C
January 2019 Facility Usage Data**

Date		Bldg C only											Bldg C only		
		club/org.	Attendance	setup time	start time	set up & use of room start time	end time	break down end time	tables	chairs	breakdown time	Duration (hrs)	Morning (7-11am)	Mid-day (11am-4pm)	Evening (4-11pm)
1/24/2019	Thurs.														
1/24/2019	Thurs.														
1/24/2019	Thurs.	Men's Poker	12	0.5	1700	1630	2200	2230	2 card	12	0.5	6			X
1/24/2019	Thurs.														
1/24/2019*	Thurs.														X
1/31/2019	Thurs.	Men's Poker	12	0.5	1700	1630	2200	2230	2 card	12	0.5	6			X
1/4/2019	Fri.	Ladies Poker	12	0.5	1230	1200	1530	1600	2 card	12	0.5	4		X	
1/4/2019	Fri.	Pinochle	12	0.5	1900	1830	2200	2230	3 card	12	0.5	4			X
1/4/2019	Fri.														
1/4/2019	Fri.														
1/4/2019*	Fri.													X	X
1/11/2019	Fri.	Ladies Poker	12	0.5	1230	1200	1530	1600	2 card	12	0.5	4		X	
1/11/2019	Fri.	Pinochle	12	0.5	1900	1830	2200	2230	3 card	12	0.5	4			X
1/11/2019	Fri.														
1/11/2019	Fri.														
1/11/2019*	Fri.													X	X
1/18/2019	Fri.	Ladies Poker	12	0.5	1230	1200	1530	1600	2 card	12	0.5	4		X	
1/18/2019	Fri.	Pinochle	12	0.5	1900	1830	2200	2230	3 card	12	0.5	4			X
1/18/2019	Fri.														
1/18/2019	Fri.														
1/18/2019*	Fri.													X	X
1/25/2019	Fri.	Ladies Poker	12	0.5	1230	1200	1530	1600	2 card	12	0.5	4		X	
1/25/2019	Fri.	Pinochle	12	0.5	1900	1830	2200	2230	3 card	12	0.5	4			X
1/25/2019	Fri.														
1/25/2019	Fri.														
1/25/2019*	Fri.													X	X
1/5/2019	Sat.	Green Thumb	15	0.5	1000	930	1100	1130	1 long	15	0.5	2	X		
1/5/2019	Sat.	AA Meeting	40	1	2000	1900	2200	2300	1 long	40	1	4			X
1/5/2019	Sat.	Sat. Bridge	16	0.5	1200	1130	1600	1630	4 card	16	0.5	5		X	
1/5/2019*	Sat.												X	X	X
1/12/2019	Sat.	Sat. Bridge	16	0.5	1200	1130	1600	1630	4 card	16	0.5	5		X	
1/12/2019	Sat.	AA Meeting	40	1	2000	1900	2200	2300	1 long	40	1	4			X
1/12/2019*	Sat.													X	X
1/19/2019	Sat.	Sat. Bridge	16	0.5	1200	1130	1600	1630	4 card	16	0.5	5		X	
1/19/2019	Sat.	AA Meeting	40	1	2000	1900	2200	2300	1 long	40	1	4			X
1/19/2019*	Sat.													X	X
1/26/2019	Sat.	Sat. Bridge	16	0.5	1200	1130	1600	1630	4 card	16	0.5	5		X	
1/26/2019	Sat.	AA Meeting	40	1	2000	1900	2200	2300	1 long	40	1	4			X
1/26/2019	Sat.														
1/26/2019*	Sat.													X	X
* indicates summation															

**Appendix D:
January 2019 Facilities Usage Summary Statistics**

	Bldg. A				Bldg. D&E							
	Morning (7-11am)	Mid-day (11am-4pm)	Evening (4-10pm)	Total	Morning (7-11am)		Mid-day(11am-4pm)		Evening (4-11pm)		Total	
					D	E	D	E	D	E		
Number of Events												
Sun.	4	4	4	12	3	3	3	2	2	2	15	
Mon.	0	4	4	8	3	3	3	4	3	1	17	
Tues.	1	4	1	6	3	3	3	3	4	3	19	
Wed.	5	5	3	13	1	2	2	5	5	5	20	
Thurs.	5	1	3	9	1	1	2	3	3	2	12	
Fri.	0	4	1	5	2	4	4	3	2	2	17	
Sat.	3	2	1	6	1	2	1	3	2	2	11	
	18	24	17	59	14	18	18	23	21	17	111	
Number of opportunities												
Sun.	4	4	4	12	4	4	4	4	4	4	24	
Mon.	4	4	4	12	4	4	4	4	4	4	24	
Tues.	5	5	5	15	5	5	5	5	5	5	30	
Wed.	5	5	5	15	5	5	5	5	5	5	30	
Thurs.	5	5	5	15	5	5	5	5	5	5	30	
Fri.	4	4	4	12	4	4	4	4	4	4	24	
Sat.	4	4	4	12	4	4	4	4	4	4	24	
	31	31	31	93	31	31	31	31	31	31	186	
Usage percentage												
Sun.	100%	100%	100%	100%	75%	75%	75%	50%	50%	50%	63%	
Mon.	0%	100%	100%	67%	75%	75%	75%	100%	75%	25%	71%	
Tues.	20%	80%	20%	40%	60%	60%	60%	60%	80%	60%	63%	
Wed.	100%	100%	60%	87%	20%	40%	40%	100%	100%	100%	67%	
Thurs.	100%	20%	60%	60%	20%	20%	40%	60%	60%	40%	40%	
Fri.	0%	100%	25%	42%	50%	100%	100%	75%	50%	50%	71%	
Sat.	75%	50%	25%	50%	25%	50%	25%	75%	50%	50%	46%	
	58%	77%	55%	63%	45%	58%	58%	74%	68%	55%	60%	

**Appendix D:
January 2019 Facilities Usage Summary Statistics**

	Bldg. C only				All Buildings			
	Morning (7-11am)	Mid-day (11am-4pm)	Evening (4-11pm)	Total	Total	Mornings	Mid-day	Evenings
Number of Events								
Sun.	2	2	2	6	33	12	11	14
Mon.	4	4	4	12	37	10	15	20
Tues.	2	2	4	8	33	9	14	16
Wed.	1	5	5	11	44	13	17	24
Thurs.	1	1	5	7	28	8	11	15
Fri.	0	4	4	8	30	10	15	13
Sat.	1	4	4	9	26	10	10	14
	11	22	28	61	231	72	93	116
Number of opportunities								
Sun.	4	4	4	12	48	16	16	24
Mon.	4	4	4	12	48	16	16	24
Tues.	5	5	5	15	60	20	20	30
Wed.	5	5	5	15	60	20	20	30
Thurs.	5	5	5	15	60	20	20	30
Fri.	4	4	4	12	48	16	16	24
Sat.	4	4	4	12	48	16	16	24
	31	31	31	93	372	124	124	186
Usage percentage								
Sun.	50%	50%	50%	50%	69%	75%	69%	58%
Mon.	100%	100%	100%	100%	77%	63%	94%	83%
Tues.	40%	40%	80%	53%	55%	45%	70%	53%
Wed.	20%	100%	100%	73%	73%	65%	85%	80%
Thurs.	20%	20%	100%	47%	47%	40%	55%	50%
Fri.	0%	100%	100%	67%	63%	63%	94%	54%
Sat.	25%	100%	100%	75%	54%	63%	63%	58%
	35%	71%	90%	66%	62%	58%	75%	62%

Board of Trustees

Meeting Agenda Memo

Date: Friday, December 6, 2019
 Title: **Shopping Center Lease Renewal: RJ's Family Restaurant**
 Section & Item: 9.C.
 Department: Administration, Finance
 Fiscal Impact: \$23,602.44 Annually
 Contact: Charles Henley, Finance Manager, John W. Coffey ICMA-CM, Community Manager
 Attachments: RJ's Family Restaurant and Catering - lease extension opt_, 9006 2002 Restaurant Executed 2015 lease
 Reviewed by
 General Counsel: No
 Approved by: John W. Coffey, ICMA-CM, Community Manager



Requested Action by BOT

Consideration of the renewal of RJ's Family Restaurant lease at current terms for a five-year period.

Background and Summary Information

On February 24, 2015, the BBRD entered into a lease with 2002 Sebastian, Inc. and Raymond Macht for the use of Building 2, Space 1 and a portion of Space 2. The initial 5 year term expires December 31, 2019. The BOT approved the assignment of the lease on March 27, 2018 to Ninette M. Jerome who operates the business as RJ's Family Restaurant.

On November 23, 2019, BBRD received a written request to exercise the first of two 5-year extensions specified in the lease. This request was received after the 60 day deadline called for in the lease.

Staff recommends the BOT approve a five-year lease renewal for Building 2, Space 1 and part of 2 at the Shopping Center according to the terms of the initial lease.



Bbrd Finance <bbrdfinance@bbrd.org>

lease extension opt.

1 message

Robert Masta <robertjohn3773@gmail.com>
To: BBRDFinance@bbrd.org

Sat, Nov 23, 2019 at 1:52 PM

I Robert Schmidt wish to exercise the first five year extension option. According to the lease agreement dated 2/14/15 between BBRD and 2002 sebastian inc. later assumed by Rjs Family Restaurant

LEASE AGREEMENT

THIS LEASE AGREEMENT is made and entered into this 24 day of Feb, 2015, by and between BAREFOOT BAY RECREATION DISTRICT, a mobile home park recreation district organized and existing under the provisions of Section 418.30, et seq., Florida Statutes, and Brevard County Ordinance No. 84-05, (hereinafter referred to as "Lessor") and 2002 Sebastian, Inc. and Raymond Macht, (hereinafter referred to collectively as "Lessee").

WITNESSETH:

That Lessor, for and in consideration of the rents hereinafter to be paid by Lessee and the covenants herein to be made and kept by Lessee, hereby demises and leases unto Lessee that certain premises located in Brevard County, Florida, to wit:

Building 2, Space 1 and a portion of Space 2 located at
937 Barefoot Boulevard
Barefoot Bay, Florida 32976

1. Term.

(a) The term of this Lease shall be for a period of five (5) years commencing on January 1, 2015, and ending on December 31, 2019.

(b) Provided that the Lessee is not in default of any provisions of this lease, Lessee may renew or extend said lease for two (2) additional five (5) year periods upon the same terms, covenants and conditions as set forth herein, except that Lessor, at its option, may increase the base rent by as much as five percent (5%) per renewal period, beginning the second year of each renewal period. In no event shall the base rent increase more than five percent (5%) in any renewal period. Lessee shall exercise such option by giving written notice to Lessor not less than sixty (60) days prior to the expiration of the initial term hereof. No further renewal of this Lease, subsequent to the above described renewal period, shall occur without the express written consent of the Board of Trustees of the Barefoot Bay Recreation District.

2. Rent.

(a) The base rent payable by Lessee to Lessor during the initial five year term of this Lease and the First and Second Renewal Periods are as reflected on the Schedule of Monthly Rental Payments attached and incorporated herein as Exhibit "A". In addition to the base rent, Lessee shall pay to Lessor, at the time rental payments are made, Common Area Maintenance Charges (CAM), presently in the set amount of Three Hundred Nine Dollars and 33/100 (\$309.33) per month. Said CAM charges are currently fixed, but may be increased from time to



Lessee initial

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Lessor initial

time in the sole discretion of Lessor pursuant to Paragraph 9(b). Additionally, Lessee agrees to pay to Lessor, at the time rental payments are made, its prorata share of the actual real estate taxes levied on the leased premises, presently estimated to be Two Hundred Thirty-Seven Dollars and 57/100 (\$237.57) per month, but may also increase during any term or renewal periods of this Lease. Furthermore, Lessee also agrees to pay to Lessor, at the time rental payments are made, all applicable Florida and local sales and use taxes that arise because of payment of rent to Lessor. A Schedule of Annual Payments is attached and incorporated herein as Exhibit "B." The Schedule of Annual Payments reflects estimated annual payments due by Lessee prior to any applicable discount and/or any increase in CAM, real estate taxes, and local sales and use taxes. To the extent that this paragraph and Exhibit "B" shall conflict, Exhibit B shall control.

Each monthly installment of rent, CAM charges, real estate tax and sales tax shall be payable in advance on the first day of each and every month during the term of the Lease without deduction, offset, prior notice or demand. If any of said payments are not received within five (5) days of the date due, Lessee shall pay Lessor a Twenty Five and 00/100 Dollars (\$25.00) late fee. If the lease term commences on a date that is not the first day of the month, or if the lease termination date is not the last day of the month, a prorated monthly installment shall be paid at the then current rate for the fractional month during which the Lease commences and/or terminates.

(b) All rental installments, together with any other payments required to be made by Lessee to Lessor hereunder, shall be payable in United States currency at the office of Lessor located at 931 Barefoot Boulevard Suite 1, Barefoot Bay, Florida 32976-9233, or at such other location as may be hereafter specified by Lessor to Lessee.

3. Past Due Rent. All past due rent, including any other payment required to be made by Lessee to Lessor, and any other amount which Lessor has advanced in order to cure Lessee's default hereunder, shall bear interest at the rate of eighteen percent (18%) per annum from the date due, or that date of payment, as the case may be, until repaid. Any amounts advanced by Lessor pursuant to the terms and provisions of this Lease, shall be repaid to Lessor by Lessee within ten (10) days after written demand therefore.

4. Security for Payment of Rents. Lessee hereby pledges with and assigns unto Lessor all of the furniture, fixtures, goods and chattels of said Lessee which may be brought or put on the leased premises, and which are presently on said premises, as security for the payment of the rents herein reserved, and agrees that Lessor's lien for the payment of said rent may be enforced by distress, foreclosure or otherwise at the option of Lessor.

5. Security Deposit; Key Deposit:

(a) Lessor hereby acknowledges that Lessee has deposited with Lessor the sum of One Thousand Five Hundred and 00/100 Dollars (\$1,500.00). Said sum shall be held by Lessor as a security deposit for the faithful performance by Lessee of all of the terms, covenants and

conditions of this Lease to be kept and performed by Lessee during the term hereof. If Lessee defaults with respect to any provision of this Lease, including but not limited to, the provision relating to the payment of rent and any of the monetary sums due hereunder, Lessor may (but shall not be required to) use, apply or retain all or any part of this security deposit for the payment of any amount which Lessor may spend by reason of Lessee's default or to compensate Lessor for any other loss or damage which Lessor may suffer by reason of Lessee's default. If any portion of said deposit is so used or applied, Lessee shall, within ten (10) days after written demand therefor, deposit cash with Lessor in an amount sufficient to restore the security deposit to its original amount; Lessee's failure to do so shall be a material breach of this Lease. Lessor shall not be required to keep the security deposit separate from Lessor's general funds, and Lessee shall not be entitled to interest on such deposit.

(b) If Lessee shall fully and faithfully perform every provision of this Lease to be performed by Lessee, the security deposit or any balance thereof shall be returned to Lessee (or, at Lessor's option, to the last assignee of Lessee's interest hereunder) at the expiration of the lease term and after Lessee has vacated the leased premises. In the event of termination of Lessor's interest in this Lease, Lessor shall transfer said deposit to Lessor's successor-in-interest whereupon Lessee agrees to release Lessor from liability for the return of such deposit or to account therefor.

(c) In addition to the security deposit required as provided herein above, Lessee shall deposit with Lessor the sum of Twenty-Five and 00/100 Dollars (\$25.00) for each key to the leased premises provided to Lessee by Lessor. If Lessee at any time requires a replacement key or fails to return all keys to the leased premises to Lessor upon termination of this Lease, Lessor may retain the applicable key deposit to compensate Lessor for all costs incurred in replacing the lost or unreturned key(s). Upon termination of this Lease and Lessee's return of all of the key(s) to the leased premises to Lessor, Lessee shall be entitled to the return of the applicable key deposit.

6. Taxes.

(a) During the term hereof, Lessee shall pay, prior to delinquency, all taxes assessed against and levied upon fixtures, furnishings, equipment and all other personal property of Lessee contained in the leased premises, and when possible, Lessee shall cause said fixtures, furnishings, equipment and other personal property to be assessed and billed separately from the real property of Lessor. In the event any or all of Lessee's fixtures, furnishings, equipment and other personal property shall be assessed and taxed with Lessor's real property, Lessee shall pay to Lessor its share of such taxes within ten (10) days after delivery to Lessee by Lessor of a statement in writing setting forth the amount of such taxes applicable to Lessee's property. For the purpose of determining said amount, figures supplied by the County Tax Assessor as to the amount so assessed shall be conclusive. Lessee shall comply with the provisions of any law, ordinance or rule of taxing authorities which requires Lessee to file a report of Lessee's property located in the leased premises.


Lessee initial

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Lessor initial

(b) Lessee shall also pay or cause to be paid, prior to delinquency, all real estate taxes and assessments levied or charged against the leased premises.

7. Alterations and Additions. Lessee shall not make or allow to be made any alterations or physical additions or improvements in or to the leased premises without first obtaining the written consent of Lessor. Any alterations, physical additions or improvements to the leased premises made by Lessee shall at once become the property of Lessor and shall be surrendered to Lessor upon the termination of this Lease; provided, however, this clause shall not apply to movable equipment or furniture owned by Lessee which may be removed by Lessee at the end of the term of this lease if Lessee is not then in default and if such equipment and furniture is not then subject to any other rights, liens and interests of Lessor. If required by Lessor, such alterations, additions or improvements shall be removed by Lessee upon the expiration or sooner termination of the term of this Lease and Lessee shall repair damage to the premises caused by such removal, all at Lessee's cost and expense. Lessee shall submit to Lessor plans and specifications for all alterations and additions at the time Lessor's consent is sought.

8. Maintenance and Repair. Lessor agrees to repair and maintain in good condition the roof, roof drains, sewers, outside walls, foundations and structural portions of the leased premises. Lessee shall be responsible for all other repairs and maintenance necessary, including, but not limited to work on the storefront, show windows, windows, window glass, interior decoration and painting, plumbing, heating, air conditioning and electrical facilities. Lessee shall do all things necessary to keep the leased premises (except the roof, roof drains, sewers, outside walls, foundations and structural portions of the leased premises, which shall be maintained by Lessor), including the sidewalks and area adjacent to the leased premises, in a clean, neat and sanitary manner and in compliance with all laws, ordinances, rules and regulations of any public authority and in compliance with such rules and regulations that may be adopted from time to time by Lessor that are applicable to all tenants in the Shopping Center of which the leased premises is apart. Lessee shall also be solely responsible for all repairs required as a result of the negligent or intentional acts or omissions of Lessee or Lessee's guests or invitees.

9. Services.

(a) Lessee shall during the term hereof pay prior to delinquency all charges for all electrical, water, sewer, garbage and telephone service to the leased premises and shall hold Lessor harmless from any liability therefrom.

(b) Lessor shall provide for maintenance and repair of parking and common areas of the Shopping Center. Except as specifically provided for herein, Lessor shall not be obligated to provide any services to Lessee. In addition, Landlord does not warrant that any such services provided to Lessee will be free from interruption due to causes beyond Lessor's control. In the

event of an interruption of such services or delay in the restoration of such services, the same shall not be deemed an eviction or disturbance of Lessee's use and possession of the leased premises or render Lessor liable to Lessee for damages by abatement of rent or otherwise, nor shall the same relieve Lessee from the performance of Lessee's obligations under this Lease.

Lessee shall pay Lessor its proportionate share of the cost of repair and maintenance expenses of the parking and common areas of the Shopping Center, said proportionate share being based on the square footage of the building which is occupied when repairs are made. In the event that the monthly common area maintenance payment does not satisfy the cost of said maintenance, Lessee shall pay Lessor its proportionate share of excess within ten (10) days of receipt of the statement which evidences such excess payment. If Lessee fails to make said payment within ten (10) days of receipt of said statement, Lessee shall pay Lessor a Twenty Five Dollar (\$25.00) late fee for every month said payment is not made. In the event Lessee does not pay said common area maintenance expense for two consecutive months, Lessor, at its option, may terminate said lease and take all efforts permitted by Paragraph 20 herein.

10. Parking. No part of any parking area adjoining the leased premises is leased hereunder. Lessor agrees that parking areas shall be available to, and may be used by, customers of Lessee along with customers of other tenants of other portions of the building of which the leased premises form a part, and subtenants and concessionaires thereof. Said parking area shall not be used by Lessee, subtenant, or concessionaire, except with the written consent of Lessor, in which event said Lessee, subtenant, concessionaire or employee shall park their automobiles in such place or places as shall be designated by Lessor. Lessor shall have the right to, at any time, and from time to time, establish rules and regulations for the operation of said parking area. Lessee further agrees that upon written notice from Lessor, Lessee shall provide Lessor a list of the automobile license number assigned to Lessee's car and to the cars of all employees or agents.

11. Use.

(a) Use. The leased premises shall be used and occupied by Lessee as a restaurant and for no other purpose without the prior written consent of Lessor.

(b) Suitability. Lessee acknowledges that neither Lessor nor any agent of Lessor has made any representation or warranty with respect to the leased premises or with respect to the suitability of the leased premises for the conduct of Lessee's business, nor has Lessor agreed to undertake any modification, alteration or improvement to the leased premises except as provided in this Lease. The taking of possession of the leased premises by Lessee shall conclusively establish that the leased premises were at such time in satisfactory condition.

(c) Lessee's Acceptance: Lessee accepts the leased premises in the condition they are in on the date this Lease commences, or the date Lessor grants occupancy, which ever occurs first. Lessee hereby acknowledges that it has received the leased premises in a thoroughly good and tenantable order, safe condition and repair of which the execution of this Lease, and Lessee's


Lessee initial

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Lessor initial

taking of possession hereunder, shall be conclusive evidence.

(d) Zoning and Occupational License. Lessee shall be solely responsible to determine that the purpose for which it intends to use the leased premises is allowed under the current zoning and occupational license rules and regulations. Lessor makes no representations as to the permissible uses under the applicable zoning and occupational license rules and regulations.

(e) Uses Prohibited: Lessee hereby agrees that:

(i) Lessee shall not do or permit anything to be done in or about the leased premises nor bring to or keep anything therein which will in any way increase the existing rate or affect any fire or other insurance upon the leased premises or the real property of which the premises are a part or of any of its contents (unless Lessee shall pay any increased premium as a result of such use or acts), or cause a cancellation of any insurance policy covering said premises or real property or any part thereof or any of its contents, nor shall Lessee sell or permit to be sold in or about said premises any articles which may be prohibited by a standard form policy of fire insurance.

(ii) Lessee shall not do or permit anything to be done in or about the leased premises which will in any way obstruct or interfere with the rights of other tenants or occupants of adjacent property or injure or annoy them or use or allow the leased premises to be used for any unlawful or objectionable purpose, nor shall Lessee cause, maintain or permit any nuisance in, on or about the leased premises. Lessee shall not commit or suffer to be committed any waste in or upon the leased premises.

(iii) Lessee shall not use the leased premises to permit anything to be done in or about the leased premises which will in any way conflict with any law, statute, ordinance or governmental rule or regulation or requirement of duly constituted public authorities now in force or which may hereafter be enacted or promulgated.

(iv) Lessee shall not leave the leased premises unoccupied or vacant. Throughout the term of this lease, Lessee shall conduct and carry on in the leased premises the type of business for which the leased premises are leased.

(v) Lessee is prohibited from conducting business from 10:00 p.m to 7:00 a.m., unless the Lessor consents to such conduct in writing. Twenty four hour operations are strictly prohibited.

12. Insurance.

(a) Public Liability: Lessee shall, at Lessee's sole cost and expense, but for the

mutual benefit of Lessor and Lessee, maintain throughout the term of this Lease general public liability insurance against claims for personal injury, death or property damage occurring in, on, or about the leased premises, and in, on, or about the sidewalks directly adjacent to the leased premises and such other areas as Lessee, Lessee's officers, agents, employees, contractors and invitees shall have the right to use pursuant to this Lease. Such insurance shall have a minimum coverage of \$500,000.00 for single occurrence and \$1,000,000.00 for more than one occurrence.

(b) Fire and Extended Coverage: Lessor shall take out and keep in force during the term of this Lease, at Lessor's expense, fire and extended coverage insurance on the building within which the leased premises are located, exclusive of Lessee's fixtures, personal property and equipment, in an amount determined by Lessor.

(c) Miscellaneous: The insurance policy or policies required hereunder of Lessee shall be written in companies licensed to do business in Florida, selected by Lessee, subject to the approval of such companies by Lessor. Lessee shall, prior to opening for business in the leased premises, furnish from the insurance companies certificates of coverage evidencing the existence and amounts of such insurance. All such policies of insurance shall be issued in the name of Lessor and Lessee and for the mutual and joint benefit and protection of the parties hereto, but in no event shall such policies limit Lessee's liability. All such policies shall be primary, not contributory with and not in excess of the coverage which Lessor may carry. All such policies shall contain a clause or endorsement to the effect that they may not be terminated or materially amended except after fifteen (15) days written notice thereof to Lessor. Lessee shall have the right to provide such coverage pursuant to blanket policies obtained by Lessee provided such blanket policies expressly afford the coverage required by this Lease. The failure of Lessee to obtain the insurance policy or policies required hereunder shall constitute a default under the terms of this Lease. If Lessee does not take out such insurance or keep the same in full force and effect, Lessor may, but shall be under no duty to, acquire the necessary insurance and pay the premium therefor and Lessee shall repay to Lessor the amounts so paid promptly after demand. Lessor's purchasing of said insurance shall not affect Lessor's remedies for Lessee's default.

13. Assignment. Lessee covenants and agrees not to assign, transfer, mortgage, pledge or hypothecate the leasehold or to sublet the leased premises or any part thereof without the prior written consent of Lessor, which consent may be withheld in Lessor's sole discretion. Any transfer of this Lease from Lessee by merger, consolidation or liquidation shall constitute an assignment for the purposes of this Lease. No consent by Lessor to any assignment or subletting by Lessee shall relieve Lessee of any obligation to be performed by Lessee under this Lease, whether occurring before or after such consent, assignment or subletting.

14. Indemnification. Lessee shall indemnify, defend and save harmless Lessor from and against any and all claims, suits, actions, damages or causes of action arising during the term of this Lease for any personal injury, loss of life, or damage to property sustained in or about the leased premises by reason or as a result of Lessee's occupancy thereof and from and against any orders, judgments or decrees which may be entered thereon and from and against all costs,

Lessee initial _____ Page 7 _____ Lessor initial

attorney's fees, expenses and liabilities incurred in and about the defense of any such claim or in the investigation thereof.

15. Subordination. It is agreed by Lessee that this Lease shall be subject and subordinate to any mortgage, deed of trust, or other liens now on the premises or which may hereafter be made on account of any proposed loan to be placed on said premises by Lessor to the full extent of all debts and charges secured thereby; and to any renewals, extensions and modifications of all or any part thereof which Lessor may hereafter, at any time, elect to place on said premises, and Lessee agrees upon request to hereafter execute any paper or papers which counsel for Lessor may deem necessary to accomplish that end. That in default of Lessee's doing so, Lessor is hereby empowered to execute such paper or papers, in the name of Lessee, and as the act and deed of said Lessee, and this authority is declared to be coupled with an interest and not revocable.

16. Liens. Lessee shall keep the leased premises, and the property in which the leased premises are located, free from any liens arising out of any work performed, materials furnished or any obligations incurred by Lessee, it being expressly acknowledged that the leasehold interest hereby leased shall not be subject to any such liens.

17. Entry By Lessor. Lessor reserves and shall at any and all times have the right to enter the leased premises to inspect the same, to submit said premises to prospective purchasers or Lessees, to post notices of non-responsibility and "For Lease" signs and to alter, improve or repair the leased premises and any portion of the building without abatement of rent and may for that purpose erect scaffolding and other necessary structures where reasonably required by the character of work to be performed, always providing that the business of Lessee shall not be interfered with unreasonably. Lessee hereby waives any claim for damages for any injury or inconvenience to or interference with Lessee's business, any loss of occupancy or quiet enjoyment of the leased premises, and any other loss occasioned thereby. For each of the aforesaid purposes, Lessor shall at all times have and retain a key with which to unlock all of the doors in, upon and about the leased premises, excluding Lessee's vaults and safes, and Lessor shall have the right to use any and all means which Lessor may deem proper to open doors in an emergency, in order to obtain entry to the leased premises, and any entry to the leased premises obtained by Lessor by any of said means or otherwise, shall not under any circumstances be construed or deemed to be a forcible or unlawful entry into, or a detainer of, the leased premises or an eviction of Lessee from the leased premises or any portion thereof.

18. Casualty Damage. In the event the leased premises are destroyed or so damaged by fire or other casualty during the term of this Lease so that they become untenable, then Lessor shall have the right to render said premises tenantable by making the necessary repairs within ninety (90) days after the date of written notification by Lessee to Lessor of the destruction or damage and if said premises are not rendered tenantable within said time, it shall be optional with either party to cancel this Lease and, in the event of such cancellation, the rent shall be paid only to the date of such written notification of the fire or casualty. If the leased premises should only be partially damaged by fire or other casualty and Lessor chooses to repair

said premises and the damage or destruction was not caused or contributed to by act or negligence of the Lessee, its agents, employees, invitees or those for whom the Lessee is responsible, the rent payable under this lease during the period for which part of the premises is uninhabitable shall be adjusted downward, proportionate with the share of the total space which is uninhabitable.

19. Condemnation:

(a) If the whole of the leased premises or such portion thereof as will make the leased premises unsuitable for the purpose herein leased is condemned for any public use or purpose by any legally constituted authority, then in either of such events, the Lease shall terminate as of the date when possession is taken by such public authority and rental shall be payable by Lessee only to such date.

(b) If any part of the leased premises shall be condemned and taken without causing a termination pursuant to the above paragraph, then Lessor at its option shall have the right to either terminate the Lease upon written notice within sixty (60) days after said taking, or to continue the term of the said Lease, in which event the rental shall be equitably reduced in proportion to the space so taken (but not for parking space so taken), and Lessor shall, at its own cost and expense, restore the remaining portion of the leased premises to the extent necessary to render it reasonably suitable for the purposes for which it was leased, and make all repairs to the building in which the premises are relocated to the extent necessary to constitute the building a complete architectural unit.

(c) All compensation awarded or paid upon such a total or partial taking of the leased premises shall belong to and be the property of Lessor without any participation by Lessee, and Lessee hereby assigns to Lessor any award made to Lessee, provided, however, that nothing contained herein shall be construed to preclude Lessee from prosecuting any claim directly against the condemning authority in such condemnation proceedings for loss of business, or depreciation to, damage to, or costs of removal of, or for the value of, stock, trade, fixtures, furniture, and other personal property belonging to Lessee, provided that no such claim shall diminish or otherwise adversely affect Lessor's award.

20. Default. Each of the following events shall be a default hereunder by Lessee and a breach of this Lease:

(a) If Lessee shall fail to pay to Lessor any rent or sales or use tax thereon, or any other payment required to be made by Lessee, as and when the same shall become due and payable and such failure to pay shall continue for ten (10) days after the same became due and payable;

(b) If Lessee or any successor or assignee of Lessee, while in possession, shall file a petition in bankruptcy or insolvency or for reorganization or arrangement under the Bankruptcy Act of any State, or shall voluntarily take advantage of any such law or act by answer or

Lessee initial _____ Page 9  Lessor initial

otherwise, or shall take an assignment for the benefit of creditors, or, if Lessee be a corporation, shall be dissolved, voluntarily or involuntarily;

(c) If involuntary proceedings under any such bankruptcy law or insolvency act, or for the dissolution of a corporation shall be instituted against Lessee or such successors or assignee, or if a receiver or trustee shall be appointed of all or substantially all of the property of Lessee or such successor or assignee;

(d) If Lessee shall fail to perform or breach any of the conditions on Lessee's part to be performed and if such nonperformance or breach shall continue for a period of ten (10) days after notice thereof by Lessor to Lessee, or if such performance cannot be reasonably had within such ten (10) day period and Lessee shall not in good faith have commenced such performance within such ten (10) day period and shall not diligently proceed therewith to completion;

(e) If Lessee shall vacate or abandon the leased premises for a period of ten (10) days or more;

(f) If this Lease or the interest of Lessee hereunder shall be transferred or assigned in a manner other than herein permitted;

(g) If Lessee fails to take possession of the leased premises on the term commencement date or within seven (7) days after notice that the leased premises are available for occupancy, if the term commencement date is not fixed herein, and if such occupancy date shall not be deferred in writing by Lessor; or

(h) If Lessee fails to pay the monthly common area maintenance fee for two consecutive month.

21. Lessor's Options After Default. In the event of the occurrence of any default specified hereunder, Lessor may, at any time thereafter, without limiting Lessor in the exercise of any right or remedy at law or in equity which Lessor may have by reason of such default or breach:

(a) Terminate this Lease, resume possession of the leased premises for its own account, and recover immediately from Lessee the entire rent for the balance of the lease term.

(b) Resume possession and re-lease or rent the leased premises for the remainder of the term for the account of Lessee, and recover from Lessee, at the end of the term or at the time each payment of rent comes due under this Lease or as Lessor may choose, the difference between the rent specified in the Lease and the rent received on the re-leasing or renting.

(c) In any event, Lessor shall also recover all expenses incurred by reason of the breach, including, but not limited to, reasonable attorney's fees and court costs, and the costs of

re-renting and making required alterations to the leased premises.

22. Condition of Leased Premises upon Termination or Expiration: Lessee shall, upon the expiration or termination of this lease, quit and surrender the leased premises, broom clean, in good condition and repair, reasonable wear and tear excepted, together with all keys and combinations to locks, safes and vaults and improvements, alterations, additions, fixtures, and equipment at any time made or installed in, upon or to the interior or exterior of the leased premises (except personal property and other unattached movable trade fixtures put in at Lessee's expense), all of which shall be the property of the Lessor without any claim by Lessee therefor, but the surrender of such property to Lessor shall not be deemed to be a payment of rent or in lieu of any rent reserved hereunder. Before surrendering the demised premises, Lessee shall remove all of Lessee's said personal property and unattached movable trade fixtures and, at Lessor's option, Lessee shall also remove any improvements, alterations, additions, fixtures, equipment and decorations at any time made or installed by Lessee in, upon or to the interior or exterior of the leased premises, and Lessee further agrees to repair any damage caused thereby. If Lessee fails to remove any of Lessee's personal property and trade fixtures, said property shall, at the option of the Lessor, either be deemed abandoned and become the exclusive property of Lessor, or Lessor shall have the right to remove and store said property, at the expense of the Lessee, without further notice to or demand upon Lessee and hold Lessee responsible for any and all charges and expenses incurred by Lessor therefore. If the leased premises are not surrendered as and when aforesaid, Lessee shall indemnify Lessor against all loss or liability resulting from the delay by Lessee in so surrendering the same, including without limitation, any claims made by any succeeding occupant founded on such delay. Lessee's obligation under this provision shall survive the expiration or sooner termination of this lease.

23. Signs. Lessee shall have the right to erect one sign on the front of the leased premises. Lessee shall obtain Lessor's written consent prior to the erection or painting of any sign at the leased premises, which consent may be withheld in Lessor's sole discretion. Lessors discretion shall be based on the size, nature, exact location, design, style, wording thereof and illumination of the proposed sign. Lessor reserves the right to use the exterior wall and roof of the leased premises, except as otherwise provided herein. Lessee shall not inscribe, paint or affix any signs, lights, advertisements, notices, placards, marquees or awnings on the exterior of the leased premises, including but not limited to the windows, doors, stairs, hallways or vestibules, without first receiving the written consent of the Lessor. No overhanging roof or projecting sign, placard, marquee or other advertisement and no paper or cardboard signs on or in the windows, doors or exterior of the leased premises, and no sidewalk racks or other display or vending machines shall be permitted. Lessee shall, upon receiving a written request from the Lessor, remove any notice, sign, light, advertisement, placard, marquee, awning, sidewalk rack or other display or vending machine which Lessee has placed or permitted to be placed in, on or about the leased premises which, in the opinion of the Lessor, is objectionable, offensive or not in good taste, and if the tenant shall fail to do so, Lessor may re-enter the leased premises and remove same at expense of Lessee.

24. Inability to Perform. If the parties hereto are delayed or prevented from

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Lessor initial

performing any of their obligations under this Lease by reason of strikes, lock-outs, labor troubles, inability to produce materials, failure of power, restrictive governmental laws or regulations, riots, insurrection, war or other reason of like nature which is not the fault of the party delayed in performing the work or doing the acts required under the terms of this lease, then performance of such act shall be excused for the period of such delay or such prevention and the period of such delay or such prevention shall be deemed added to the time herein provided for the performance of any such obligation.

25. Estoppel Certificate:

(a) Lessee shall at any time upon not less than ten (10) days prior written notice from Lessor execute, acknowledge and deliver to Lessor a statement in writing (i) certifying that this Lease is unmodified and in full force and effect (or, if modified, stating the nature of such modification and certifying that this Lease, as so modified, is in full force and effect) and the date to which the rent and other charges are paid in advance, if any, and (ii) acknowledging that there are not, to Lessee's knowledge, any uncured defaults on the part of Lessor hereunder, or specifying such defaults if any are claimed. Any such statement may be conclusively relied upon by any prospective purchaser or encumbrancer of the leased premises.

(b) Lessee's failure to deliver to deliver such statement within such time shall be construed conclusively upon Lessee (i) that this Lease is in full force and effect, without modification except as may be represented by Lessor, (ii) that there are no uncured defaults in Lessor's performance, and (iii) that not more than one month's rent has been paid in advance.

26. Transfer of Lessor's Interest: In the event of a sale or conveyance by Lessor of Lessor's interest in the leased premises or in any building of which the leased premises may be a part other than a transfer for security purposes only, Lessor shall be relieved from, after the date specified in any such notice of transfer, all obligations and liabilities accruing thereafter on the part of Lessor, provided that any funds in the hands of Lessor at the time of transfer in which Lessee has an interest shall be delivered to the successor of Lessor. This Lease shall not be affected by any such sale and Lessee agrees to attorn to the purchaser or assignee.

27. Captions; Attachments; Defined Terms:

(a) The captions of the sections of this Lease are for convenience only and shall not be deemed to be relevant in resolving any question of interpretation or construction of any section of this Lease.

(b) Exhibits attached hereto, and addendums and schedules initialed by the parties, are deemed by attachment to constitute part of this Lease and are incorporated herein.

(c) The words "Lessor" and "Lessee," as used herein, shall include the plural as well as the singular. Words used in neuter gender include the masculine and feminine and words

in the masculine or feminine gender include the neuter. If there be more than one Lessor or Lessee, the obligations hereunder imposed upon Lessor or Lessee shall be joint and several; as to a Lessee which consists of husband and wife, the obligations shall extend individually to their sole and separate property as well as community and joint property. The term "Lessor" shall mean only the owner or owners at the time in question of the fee title or a Lessee's interest in a ground lease of the leased premises. The obligations contained in this Lease to be performed by Lessor shall be binding on Lessor's successors and assigns only during their respective periods of ownership.

28. Entire Agreement: This instrument, along with any exhibits and attachments hereto, constitutes the entire agreement between Lessor and Lessee relative to the leased premises and this Agreement and the exhibits and attachments may be altered, amended or revoked only by an instrument in writing signed by both Lessor and Lessee. Lessor and Lessee hereby agree that all prior or contemporaneous oral agreements between and among themselves and their agents or representatives relative to the leasing of the leased premises are merged in or revoked by this Agreement.

29. Severability: If any term or provision of this Lease shall, to any extent, be determined by a court of competent jurisdiction to be invalid or unenforceable, the remainder of this Lease shall not be affected thereby, and each term and provision of this Lease shall be valid and enforceable to the fullest extent permitted by law.

30. Cost of Suit:

(a) If Lessee or Lessor shall bring any action for any relief against the other, declaratory or otherwise, arising out of this Lease, including any suit by Lessor for the recovery of rent or possession of the leased premises, the losing party shall pay the successful party a reasonable sum for attorney's fees and costs which shall be deemed to have accrued on the commencement of such action and shall be paid whether or not such action is prosecuted to judgment.

(b) Should Lessor, without fault on Lessor's part, be made a party to any litigation instituted by Lessee or by any third party against Lessee, or by or against any person holding under or using the leased premises by license of Lessee, or for the foreclosure of any lien for labor or material furnished to or for Lessee or any such other person or otherwise arising out of or resulting from any act or transaction of Lessee or of any such person, Lessee covenants to save and hold Lessor harmless from any judgment rendered against Lessor or the leased premises or any part thereof, and all costs and expenses, including reasonable attorney's fees, incurred by Lessor in or in connection with such litigation.

31. Time; Joint and Several Liability: Time is of the essence of this Lease and each and every provision hereof, except as to the conditions relating to the delivery of possession of the leased premises to Lessee. All the terms, covenants and conditions contained in this Lease to

Lessee initial _____ Page 13 _____ Lessor initial *JAL*

be performed by either party, if such party shall consist of more than one person or organization, shall be deemed to be joint and several, and all rights and remedies of the parties shall be cumulative and nonexclusive of any other remedy at law or in equity.

32. Binding Effect; Choice of Law: Subject to any provisions hereof restricting assignment or subletting by Lessee and subject to Section 24, all of the provisions hereof shall bind and inure to the benefit of the parties hereto and their respective heirs, legal representatives, successors and assigns. This Lease shall be governed by the laws of the State of Florida and venue shall be in Brevard County, Florida.

33. Waiver: No covenant, term or condition or the breach thereof shall be deemed waived, except by written consent of the party against whom the waiver is claimed, and any waiver of the breach of any covenant, term or condition shall not be deemed to be a waiver of any preceding or succeeding breach of the same or any other covenant, term or condition. Acceptance by Lessor of any performance by Lessee after the time the same shall have become due shall not constitute a waiver by Lessor of the breach or default of any covenant, term or condition unless otherwise expressly agreed to by Lessor in writing.

34. Surrender of Premises: The voluntary or other surrender of this Lease by Lessee, or a mutual cancellation thereof, shall not work as merger, and shall, at the option of Lessor, terminate all or any existing subleases or subtenancies, or may, at the option of Lessor, operate as an assignment to Lessor of any or all such subleases or subtenancies.

35. Holding Over: If Lessee remains in possession of the leased premises after the Lease expires or terminates for any reason and without the execution of a new Lease, Lessee will be deemed to be occupying the leased premises as a Lessee from month to month at the sufferance of Lessor. Lessee will be subject to all of the provisions of this Lease, except that the fixed rent will be at a monthly rate equal to twice the amount of a single monthly installment of fixed rent at the rate in effect for the last month of the term of this Lease. Additionally, Lessee shall also be responsible for any and all other consequential and actual damages incurred by Lessor for Lessee's failure to surrender the premises as required. This provision does not give Lessee any right to hold over at the expiration of the term of this Lease, and shall not be deemed to be a renewal of the Lease term, either by operation of law or otherwise.

36. Abandoned Property: BY SIGNING THIS LEASE, LESSEE AGREES THAT UPON SURRENDER OR ABANDONMENT, AS DEFINED BY THE FLORIDA STATUTES, LESSOR SHALL NOT BE LIABLE OR RESPONSIBLE FOR STORAGE OR DISPOSITION OF LESSEE'S PERSONAL PROPERTY.

Signed and accepted this 24 day of February, 2015.

ATTEST:

"LESSOR"

Joseph Klosky
Secretary Chairman

Joseph Klosky
By: [Signature]

CEO 2002 Sebastian

Signed and accepted this 24 day of February, 2015.

WITNESSES:

"LESSEE" - 2002 Sebastian, Inc.

Dawn Myers
Printed Name: [Signature]

By: _____
Its: _____

Printed Name: _____

"LESSEE"

Printed Name: _____

PEPS 2002 SEBASTIAN Raymond Macht
Raymond Macht, Individually AS CEO

Susan Cudde
Printed Name: SUSAN Cudde

[Signature]
Lessee initial

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[Signature]
Lessor initial

SCHEDULE OF MONTHLY RENTAL PAYMENTS

2002 Restaurant

		Effective Date Periods	Base monthly rent *	Annual Total	Term Total
Initial Term of lease	1st year of lease, 25% Discount	1/1/2015 - 12/31/2015	\$1,331.53	\$11,983.77	\$11,983.77
	2-5 year of lease	1/1/2016 - 12/31/2019	\$1,398.11	\$16,777.28	\$67,109.11
First renewal period	1ST YEAR OF 1ST RENEWAL PERIOD	1/1/2020 - 12/31/2020	\$1,398.11	\$16,777.28	\$16,777.28
	YEAR 2-5 OF 1ST RENEWAL PERIOD	1/1/2021- 12/31/2024	\$1,468.01	\$17,616.14	\$70,464.57
Second renewal period	1ST YEAR OF 2nd RENEWAL PERIOD	1/1/2025- 12/31/2025	\$1,468.01	\$17,616.14	\$17,616.14
	YEAR 2-5 OF 2ND RENEWAL PERIOD	1/1/2026- 12/31/2029	\$1,541.41	\$18,496.95	\$73,987.80

Exhibit "A"

* Excludes CAM Charges, Real Estate Taxes, and Sales Tax

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SCHEDULE OF ANNUAL PAYMENTS
2002 Restaurant

	Lease Expiration Date	Base Monthly Rent	Annual Rent **	Annual Cam - subject to change*	Annual Real Estate Tax- subject to change*	Sales Tax (6.5%)*	Total Annual Payment * **	Monthly Payment * **
1st YEAR OF LEASE	1/1/2015 - 12/31/2015	\$1,331.53	\$15,978.36	\$3,711.96	\$2,850.84	\$1,465.18	\$24,006.34	\$2,000.53
2-5 YEAR OF LEASE	1/1/2016 - 12/31/2019	\$1,398.11	\$16,777.28	\$3,711.96	\$2,850.84	\$1,517.11	\$24,857.18	\$2,071.43
1ST YEAR OF 1ST RENEWAL PERIOD	1/1/2020 - 12/31/2020	\$1,398.11	\$16,777.28	\$3,711.96	\$2,850.84	\$1,517.11	\$24,857.18	\$2,071.43
YEAR 2-5 OF 1ST RENEWAL PERIOD	1/1/2021- 12/31/2024	\$1,468.01	\$17,616.14	\$3,711.96	\$2,850.84	\$1,571.63	\$25,750.57	\$2,145.88
1ST YEAR OF 2nd RENEWAL PERIOD	1/1/2025- 12/31/2025	\$1,468.01	\$17,616.14	\$3,711.96	\$2,850.84	\$1,571.63	\$25,750.57	\$2,145.88
YEAR 2-5 OF 2ND RENEWAL PERIOD	1/1/2026- 12/31/2029	\$1,541.41	\$18,496.95	\$3,711.96	\$2,850.84	\$1,628.88	\$26,688.63	\$2,224.05

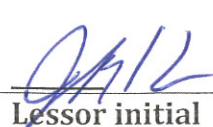
Exhibit "B"

* Amounts Reflected are Estimated and Subject to Increase

** 25% Discount of 1st year of lease payments are prorated beginning in March.

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Board of Trustees

Meeting Agenda Memo

Date: Friday, December 6, 2019

Title: **Acknowledgement of Name Change in Renewal and Amended Service Agreement-ABM Industry Groups, LLC**

Section & Item: 9.D.

Department: Administration

Fiscal Impact: N/A

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

Attachments: Acknowledgement of Name Change

Reviewed by

General Counsel: Yes

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



Requested Action by BOT

Approve execution of Acknowledgement of Name Change in Renewal and Amended Service Agreement.

Background and Summary Information

On April 13, 2018, the Board of Trustees approved a Renewal and Amended Service Agreement which granted a renewal and amendment of the Service Agreement with ABM Industry Groups, LLC for a term beginning October 1, 2018 and ending on September 30, 2023.

The Renewal and Amended Service Agreement reflects the contractor’s name as “ABM Services, Inc. dba ABM Landscape and Golf Services.” The proper name of the contractor is “ABM Industry Groups, LLC.” The attached document amends the Amended Service Agreement to reflect the proper name and contact information for the contractor.

Staff recommends the BOT authorize Chairman Klosky to execute the Acknowledgement of Name Change in Renewal and Amended Service Agreement.

**ACKNOWLEDGEMENT OF NAME CHANGE IN
RENEWAL AND AMENDED SERVICE AGREEMENT**

THIS ACKNOWLEDGEMENT OF NAME CHANGE IN RENEWAL AND AMENDED SERVICE AGREEMENT (the “Acknowledgement”) is made and entered into on this the ____ day of _____, 2019, by and between ABM Industry Groups, LLC (“ABM”) 912 Avenida Central, The Villages, Florida 32159 and Barefoot Bay Recreation District 625 Barefoot Bay Boulevard, Barefoot Bay, Florida (“Customer”).

W I T N E S S E T H:

WHEREAS, Customer is a mobile home recreation district in the State of Florida; and

WHEREAS, ABM is in the business of providing professional services of landscaping and maintenance of golf course facilities and has for the past ten (10) years provided said services to Customer; and

WHEREAS, Pursuant to an RFP awarded by the Board of Trustees of Customer on or about October 28, 2008, Customer and ABM executed a Service Agreement dated December 19, 2008 (Service Agreement); and

WHEREAS, The Service Agreement dated December 19, 2008 was for a term of five (5) years; and

WHEREAS, On or about October 3, 2013, ABM proposed amendment of the term, pricing structure, and scope of work performed pursuant to the Service Agreement; and

WHEREAS, On or about October 11, 2013, the Board of Trustees of Customer approved conceptual acceptance of the proposal submitted by ABM to Customer dated October 3, 2013 and directed preparation of an Amended Service Agreement; and

WHEREAS, on January 28, 2014, the Board of Trustees of Customer approved an Amended Service Agreement to replace the Service Agreement dated December 19, 2008 and any Addendums thereto in their entirety through September 30, 2018; and

WHEREAS, on December 8, 2017 the parties entered into an Amendment to Amended Service Agreement, which, in part, changed the name of ABM from “ABM Services, Inc. dba OneSource Landscape and Golf Services to ABM Industry Group, LLC; and

WHEREAS, on April 13, 2018, the Board of Trustees of Customer approved of a Renewal and Amended Service Agreement which granted a renewal and amendment of the Service Agreement for a term beginning October 1, 2018 and ending on September 30, 2023; and

WHEREAS, the Renewal and Amended Service Agreement dated April 13, 2018 inadvertently and incorrectly refers to the full name and address of ABM as “ABM Services, Inc. dba ABM Landscape and Golf Services” “5028 Tampa West Blvd., Tampa, FL 33634;” and

WHEREAS, the Parties desire to acknowledge the proper corporate name and address of ABM under the Renewal and Amended Service Agreement;

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. **Recitals**. The above recitals are true and correct and are incorporated herein by this reference.

2. **Proper Name and Address Acknowledgement**. The parties acknowledge and agree that the proper corporate name and address of service provider under the Renewal and Amended Service Agreement dated April 13, 2018 is: “ABM Industry Group, LLC, 912 Avenida Central, The Villages, Florida 32159.” All references to “ABM” in the Renewal and Amended Service Agreement dated April 13, 2018 are intended to refer to “ABM Industry Group, LLC.”

3. **Remaining Agreement**. Other than the amendment as provided for above in Section 2 of this Acknowledgment, all other provisions of the Renewal and Amended Service Agreement between the parties dated April 13, 2018 shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Acknowledgement of Name Change in Renewal and Amended Service Agreement as of the date first above written.

ABM Industry Groups, LLC ("ABM")

By: _____
Date: _____
Printed Name: Robbie Turner
Title: Vice President

Barefoot Bay Recreation District ("Customer")

By: _____
Date: _____
Printed Name: Joseph Klosky
Title: Chairman, BBRD Board of Trustees

Board of Trustees

Meeting Agenda Memo

Date: Friday, December 6, 2019
 Title: **FY20 Employee Pay and Classification Plan**
 Section & Item: 9.E.
 Department: Resident Relations, Customer Service
 Fiscal Impact: Maximum of \$141,187 (\$95,845 for COLA/Merit increases and \$45,342 for 2.5% pay plan adjustment)-
 Contact: Richard Armington, Resident Relations Manager, John W. Coffey ICMA-CM, Community Manager
 Attachments: Pay Plan adoption Resolution, Exhibit A FY20 BOT adopted Budget Pay Plan 05Nov19
 Reviewed by
 General Counsel: No
 Approved by: John W. Coffey, ICMA-CM, Community Manager



Requested Action by BOT

Review recommended pay and classification plan approve Resolution 2019-17.

Background and Summary Information

Beginning in FY17, BBRD adopted a formal pay and classification plan based on a representative employee pay survey and an internal comparative worth review to ensure the continued equity of the pay and classification plan where employees performing comparable work are fairly compensated. In early 2019, staff updated the previous salary survey and identified BBRD’s pay and classification plan was approximately 7.4% below market average. To address this deficiency, the BOT included in the FY20 Approved Budget a 2.5% increase to the minimum pay of non-tipped employee classifications and a maximum 5.0% employee incentive (COLA and merit increase).

The FY20 employee pay and classification plan, will update BBRD’s personnel system for compliance with the 2020 Florida minimum wages of \$5.54 for tipped employees and \$8.56 for non-tipped employees. Of note, the COLA and merit maximums are as follows:

		Merit	
	COLA	Max.	Total
Non-tipped	1.2%	3.8%	5.0%
Tipped	1.2%	3.8%	5.0%

The reader should be aware the tipped minimum wage is a calculation of the non-tipped minimum wage minus \$3.02 therefore causing a higher percentage COLA for tipped employees as compared to non-tipped employees. Hence, the percentage increase for FY20 for the tipped minimum wage is actually 1.8%. Eleven BBRD employees will receive an additional increase ranging from \$0.02 to \$0.03 an hour to bring them up to the 2020 state minimum wage for tipped employees.

The pay plan is recommended to be amended as follows:

- Change Mgr. 109 “Resident Relations Manager/H.R. Coordinator” to Resident Relations/H.R. Manager” to better reflect functions of the position
- Change NE-26 “Associate Golf Professional” title to “Golf Professional” title to be in compliance with PGA nomenclature
- Add NE-24 “H.R. Generalist/Office Coordinator” to allow for future flexibility in personnel management
- Add NE-18 “Landscape/Irrigation Technician” title to allow for future flexibility in personnel management

The Community Manager recommends the BOT approve the resolution #2019-17 thereby adopting the FY20 Employee Pay and Classification Plan effective December 23, 2019 with a 2.5% adjustment to non-tipped employee minimum pay and a maximum of a 5.0% combined COLA and merit increase for all eligible employees.

RESOLUTION 2019-17

A RESOLUTION OF THE BAREFOOT BAY RECREATION DISTRICT AMENDING RESOLUTION 2018-XX AND ADOPTING AN EMPLOYEE PAY AND CLASSIFICATION PLAN FOR FISCAL YEAR 2019-2020; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICT WITH OTHER PROVISIONS; AND, PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Board of Trustees desires to maintain a competitive pay and classification plan to attract and maintain a qualified workforce; and

WHEREAS, the Board of Trustees adopted a formal pay and classification plan Resolution 2017-18; and

WHEREAS, an annual internal comparative worth review was conducted to ensure the continued equity of the pay and classification plan where employees performing comparable work are fairly compensated; and

WHEREAS, the Board of Trustees adopted Fiscal Year 2019-2020 Operating Budget Resolution 2019-03 which contains funding for employee compensation; and

WHEREAS, the Board of Trustees adopted Fiscal Year 2019-2020 Operating Budget Resolution 2019-03 which contains funding a 2.5% increase to the minimum pay of each non-tipped position within the Barefoot Bay Recreation District pay and classification plan to close the gap between average non-tipped pay as related to comparable positions within comparable organizations; and

WHEREAS, the Board of Trustees adopted Fiscal Year 2019-2020 Operating Budget Resolution 2019-03 which contains funding a maximum of 5.0% increase per employee to be split between a cost-of-living-increase and a merit-based increase; and

WHEREAS, the State minimum pay for tipped non-exempt employees is scheduled to increase to \$5.54 per hour on January 1, 2020; and

WHEREAS, the State minimum pay for non-tipped non-exempt employees is scheduled to increase to \$8.56 per hour on January 1, 2020; and

WHEREAS, the Board of Trustees desires to maintain a pay and classification plan that is gender neutral and based on each employee's ability to perform her/his job and job market conditions; and

WHEREAS, the Board of Trustees desires to formally adopt an employee pay and classification plan so residents and employees understand the minimum and maximum pay for each position;

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

Section 1. The Fiscal Year 2019-2020 Employee Pay and Classification Plan appearing as Exhibit "A" of this Resolution is hereby adopted to serve as the basis of employee compensation of Barefoot Bay Recreation District.

Section 2. Severability.

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 of resolutions not in conflict herewith are hereby continued in full force and effect.

Section 4. Effective Date.

The Fiscal Year 2019-2002 Employee Pay and Classification Plan appearing in Exhibit "A" of this Resolution shall take effect December 23, 2019.

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

- Chairman Joseph Klosky
- Trustee Steve Diana
- Trustee Randy Loveland
- Trustee David Wheaton
- Trustee Luann Henderson

The Chairman thereupon declared this resolution Done Ordered and Adopted this 6th day of December 2019.

BAREFOOT BAY RECREATION DISTRICT

By: _____
JOSEPH KLOSKY, Chairman

Attest: _____
Steve Diana, Secretary

FY20 Pay and Classification Plan (BOT agenda item on 06Dec19)

FY 20 Employee Pay and Classification Plan					
<u>Position</u>	<u>Classification</u>	<u>Grade</u>	<u>Min*</u>	<u>Mid</u>	<u>Max</u>
Finance Manager	Mgr.	115	33.49	40.19	46.89
	Mgr.	114	32.67	39.21	45.74
	Mgr.	113	31.88	38.25	44.63
	Mgr.	112	31.10	37.32	43.54
	Mgr.	111	30.34	36.41	42.48
Food & Beverage Manager	Mgr.	110	29.60	35.52	41.44
Resident Relations/H.R. Manager	Mgr.	109	28.88	34.66	40.43
	Mgr.	108	28.17	33.81	39.44
Golf Operations Manager	Mgr.	107	27.49	32.99	38.48
	Mgr.	106	26.82	32.18	37.54
	Mgr.	105	26.16	31.40	36.63
District Clerk	Mgr.	104	25.53	30.63	35.74
Property Services Manager	Mgr.	103	24.90	29.88	34.86
Lead Accountant	Exempt	38	21.47	25.77	30.06
	Exempt	37	20.95	25.14	29.33
	Exempt	36	20.44	24.53	28.61
	Exempt	35	19.94	23.93	27.92
	Exempt	34	19.45	23.34	27.24
	Exempt	33	18.98	22.78	26.57
	Exempt	32	18.52	22.22	25.92
	Exempt	31	18.06	21.68	25.29
	Exempt	30	17.62	21.15	24.67
	Exempt	29	17.19	20.63	24.07
	Exempt	28	16.77	20.13	23.48
	Exempt	27	16.37	19.64	22.91
	Exempt	26	15.97	19.16	22.35
	Exempt	25	15.58	18.69	21.81
Kitchen Supervisor	Exempt	24	15.20	18.24	21.28
Accounting Associate III	Non-Exempt	28	16.77	20.13	23.48
Accounting Associate II	Non-Exempt	27	16.37	19.64	22.91
Associate Golf Professional	Non-Exempt	26	15.97	19.16	22.35
Accounting Associate I	Non-Exempt	26	15.97	19.16	22.35
P.S. Crew Leader	Non-Exempt	25	15.58	18.69	21.81
Custodian Supervisor	Non-Exempt	25			
Pool Sup./Office Coordinator	Non-Exempt	25			
H.R. Generalist/Office Coordinator	Non-Exempt	24	15.20	18.24	21.28

* indicates minimum of pay scale is higher than on the Florida minimum non-tipped wage of \$8.56

FY20 Pay and Classification Plan (BOT agenda item on 06Dec19)

FY 20 Employee Pay and Classification Plan					
<u>Position</u>	<u>Classification</u>	<u>Grade</u>	<u>Min*</u>	<u>Mid</u>	<u>Max</u>
Catering Coordinator	Non-Exempt	23	14.83	17.79	20.76
Bldg. Tech III	Non-Exempt	23			
Maintenance/Audio-Visual	Non-Exempt	22	14.47	17.36	20.25
Bldg. Tech II	Non-Exempt	22			
Bldg. Tech/Mechanic	Non-Exempt	22			
	Non-Exempt	21	14.11	16.93	19.76
Administrative Assistant	Non-Exempt	20	13.77	16.52	19.28
DOR/ARCC Administrative Assistant	Non-Exempt	20			
DOR/ARCC Inspector	Non-Exempt	19	13.43	16.12	18.81
Calendar/RV Coordinator	Non-Exempt	19			
Lead Cook	Non-Exempt	19			
Lead Pool Tech	Non-Exempt	19			
Landscape/Irrigation Technician	Non-Exempt	18	13.10	15.73	18.35
Community Watch Officer	Non-Exempt	17	12.78	15.34	17.90
Accounting Clerk	Non-Exempt	17			
Bldg. Tech I	Non-Exempt	17			
Customer Service Clerk	Non-Exempt	16	12.47	14.97	17.46
Lead Grounds Keeper	Non-Exempt	15	12.17	14.60	17.04
Custodian/AV Tech	Non-Exempt	14	11.87	14.25	16.62
	Non-Exempt	13	11.58	13.90	16.22
Lead Custodian	Non-Exempt	12	11.30	13.56	15.82
Pool Tech	Non-Exempt	12			
	Non-Exempt	11	11.02	13.23	15.43
Administrative Clerk	Non-Exempt	10	10.76	12.91	15.06
Receptionist/Clerk	Non-Exempt	10			
(Golf) Clerk	Non-Exempt	10			
Cook	Non-Exempt	10			
	Non-Exempt	9	10.49	12.59	14.69
	Non-Exempt	8	10.24	12.28	14.33
	Non-Exempt	7	9.99	11.99	13.98
Grounds Keeper	Non-Exempt	6	9.74	11.69	13.64
Pool Host	Non-Exempt	6			
Player Assistant/Cart Tech	Non-Exempt	6			
	Non-Exempt	5	9.51	11.41	13.31
	Non-Exempt	4	9.27	11.13	12.98
Custodian	Non-Exempt	3	9.05	10.86	12.67
Crowd Monitor/Bar Back	Non-Exempt	3			
	Non-Exempt	2	8.83	10.59	12.36

* indicates minimum of pay scale is higher than on the Florida minimum non-tipped wage of \$8.56

FY20 Pay and Classification Plan (BOT agenda item on 06Dec19)

FY 20 Employee Pay and Classification Plan					
<u>Position</u>	<u>Classification</u>	<u>Grade</u>	<u>Min*</u>	<u>Mid</u>	<u>Max</u>
Dish Washer	Non-Exempt	1	8.83	10.59	12.36
Courtesy Golf Cart Driver	Non-Exempt	1			
F&B Host	Non-Exempt	1			
Player Assistant	Non-Exempt	1			
Bar Supervisor	Tipped Non-Exempt	H	6.59	7.90	9.22
	Tipped Non-Exempt	G	6.42	7.71	8.99
	Tipped Non-Exempt	F	6.27	7.52	8.78
	Tipped Non-Exempt	E	6.12	7.34	8.56
	Tipped Non-Exempt	D	5.97	7.16	8.35
Lead Server	Tipped Non-Exempt	C	5.82	6.98	8.15
Lead Bartender	Tipped Non-Exempt	C			
	Tipped Non-Exempt	B	5.68	6.81	7.95
Bartender	Tipped Non-Exempt	A	5.54	6.65	7.76
Server	Tipped Non-Exempt	A			

* indicates minimum of tipped pay scale is based on the Florida minimum tipped wage.

Board of Trustees

Meeting Agenda Memo

Date: Friday, December 6, 2019
 Title: **FY20 Budget Amendment: Employee Insurance Budgeted Savings**
 Section & Item: 9.F.
 Department: Administration, Finance
 Fiscal Impact: \$0
 Contact: Charles Henley, Finance Manager, John W. Coffey ICMA-CM, Community Manager
 Attachments: 191206 Resolution 2019-18 Health Insurance Savings, 190913 Agenda Memo - Health Insurance Savings
 Reviewed by
 General Counsel: N/A
 Approved by: John W. Coffey, ICMA-CM, Community Manager



Requested Action by BOT

Adoption of accompanying Resolution 2019-18 transferring a surplus of \$30,575.39 in employee insurance budgets to R&M/Capital Contingency.

Background and Summary Information

On September 13, 2019, the BOT awarded the employee Health, Dental, Life and AD&D insurance coverage's with a budgeted savings of \$30,575.39 which is to be moved from various departments to R&M/Capital Contingency according to the table below:

Finance	1300	06	2,547.65
District Clerk		07	2,480.69
Administration			5,028.34
Customer Service	7220	09	1,320.28
DOR		10	3,852.16
Resident Relations			5,172.44
F&B Admin	7210	08	1,273.83
Lounge		01	2,547.65
19th Hole		02	3,821.49
Food & Beverage			7,642.97
Golf	7230	9999	1,294.09
Golf			1,294.09
Buildings	7241	11	6,321.98
Grounds		12	1,283.96
Custodial		13	1,283.96
Pools		14	2,547.65
Property Services			11,437.55
			30,575.39

Staff recommends the BOT adopt resolution 2019-18 transferring a surplus of \$30,575.39 in employee insurance budgets to R&M/Capital Contingency.

RESOLUTION 2019-18

**A RESOLUTION OF THE BOARD OF TRUSTEES
OF THE BAREFOOT BAY RECREATION
DISTRICT AMENDING RESOLUTION 2019-03;
AMENDING THE BUDGET.**

WHEREAS, the Barefoot Bay Recreation District Board of Trustees adopted Resolution 2019-03, an operating Budget for the Fiscal Year beginning October 1, 2019 and ending September 30, 2020; and

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

WHEREAS, the Board of Trustees has ascertained that the following amendments are necessary to provide for the operation of the District for the Fiscal Year 2019-20:

An Amendment to transfer \$5,028.34 from the Administration Department to be added to the Contingency in the R&M/Capital Department;

An Amendment to transfer \$7,642.97 from the Food & Beverage Department to be added to the Contingency in the R&M/Capital Department;

An Amendment to transfer \$5,172.44 from the Resident Relations Department to be added to the Contingency in the R&M/Capital Department;

An Amendment to transfer \$1,294.09 from the Golf/Proshop Department to be added to the Contingency in the R&M/Capital Department; and

An Amendment to transfer \$11,437.55 from the Property Services Department to be added to the Contingency in the R&M/Capital Department.

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

Section 1. The amendment shall be made to the operating Budget for the Fiscal Year beginning October 1, 2019 and ending September 30, 2020.

Section 2. The Community Manager and the Finance Manager are directed to adjust FY 2019/20 Adopted Budget.

Section 3. This resolution shall become effective immediately upon adoption.

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

Chairman, Joseph Klosky
Trustee, David Wheaton

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

The Chairman thereupon declared this Resolution Done, Ordered, and Adopted on this 8th day of November 2019.

BAREFOOT BAY RECREATION DISTRICT

By: _____
Joseph Klosky,
CHAIRMAN

Steve Diana,
SECRETARY

Board of Trustees

Meeting Agenda Memo

Date: Friday, September 13, 2019
Title: **Employee Health and Ancillary Insurances**
Section & Item: 9.F.
Department: Resident Relations, Customer Service
Fiscal Impact: \$270,174.61 (FY20 Budget of \$300,750.00)
Contact: Richard Armington, Resident Relations Manager, John W. Coffey
ICMA-CM, Community Manager
Attachments: Health insurance quotes, dental quotes, Life and ADD quotes, vision quotes, voluntary short-term disability quotes, voluntary life quotes



Reviewed by
General Counsel: N/A
Approved by: John W. Coffey, ICMA-CM, Community Manager

Requested Action by BOT

Selection of Employee Health and Ancillary Insurance Plans.

Background and Summary Information

Health Insurance

Participating employees have been insured for medical coverage under Health First policies since October 2017 (prior two fiscal years were covered under United Health Care). Due to Obamacare regulations, one or more "affordable" plans must be offered which is defined as not greater than 9.86 percent of an employee's W-2 taxable (Box 1) income. Last year, the BOT adopted two "affordable" plans in addition to a traditional health insurance plan. For FY20 both the HFHP HDHMO 660 w/Copay 6020 and HFHP HDHMO 2500/80 Copay 6003 renewals meet the criterion at 81% BBRD paid premiums (which will keep BBRD in compliance with Obamacare regulations).

Following are the plans, costs, and comparison to the FY20 Budget. Annual costs and savings assume all employees choose the same plan as they currently have unless they have otherwise so indicated. Of note, of the 34 anticipated full-time employees for FY20, staff believes only 25 will elect coverage. Turnover of the remaining 9 employees and/or qualifying events resulting in additional elections of coverage would increase costs to BBRD beyond the figures provided within this agenda memo.

	Renewal Increase %	Monthly per emp. Premium	BBRD %	Monthly per emp. BBRD Cost	Monthly Employee Cost	# Emp.	Annual BBRD Total Cost
FY 20 Budget*		1,231.82	82.5%	1,016.25	215.57	24	291,791
Standard Plans							
POS HFHP VC5 6105 (FY19)	N/A	1,071.12	82.5%	883.67	187.45	20	212,082
POS HFHP VC5 6105 (renewal)	3.5%	1,108.51	82.5%	914.52	193.99	20	219,485
POS HFHP VC5 6105 (renewal)	3.5%	1,108.51	85.0%	942.23	166.28	20	226,136
FLA Blue HMO 61	2.1%	1,093.98	85.0%	929.88	164.10	20	223,172
FLA Blue HMO 46	-1.4%	1,055.77	85.0%	897.40	158.37	20	215,377
FLA Blue HMO 70	-21.0%	846.00	85.0%	719.10	126.90	20	172,584
UHC AQPM	-3.3%	1,071.91	85.0%	911.12	160.79	20	218,670
UHC AQNI HMO	-22.5%	858.78	85.0%	729.96	128.82	20	175,191
UHC AQMV HMO	-30.9%	755.77	85.0%	642.40	113.37	20	154,177
Obamacare "Affordable" Plans							
HFHP HDHMO 2500/80 Copay 6003 (FY19)	N/A	755.13	82.5%	622.98	132.15	4	29,903
HFHP HDHMO 2500/80 Copay 6003 (renewal)**	3.5%	781.56	85.0%	664.33	117.23	4	31,888
HFHP HDHMO 6600 w/Copay 6020 (FY19)	N/A	486.78	82.5%	401.59	85.19	1	4,819
HFHP HDHMO 6600 w/Copay 6020 (Renewal)	3.5%	503.82	85.0%	428.25	75.57	1	5,139
					Total:	25	263,163
					Difference:		28,628
* One employee was budgeted for an Obamacare policy coverage; therefore, total annual cost to BBRD is lower than the calculation from left to right in this row.							
** Obamacare required the employer-paid premium percentage be set at a maximum of 9.86% of the lowest-paid employee eligible for health insurance benefits (which would be 81% for FY20).							

From FY14 through FY17, BBRD covered only 75% of employee-only coverage and 0% of dependent coverage. To address employee morale (often the increase in the employee's portion of the annual increase in premiums cost outstripped the 3% maximum annual increase in pay), for FY18, the BOT endorsed a plan proposed by the Community Manager to gradually increase BBRD's percentage of premiums over the next several years to 90% for employee-only coverage and 50% for dependent coverage. Recommended for FY20 is an increase to 85% coverage for employee-only insurance and 35% coverage for dependent coverage. The chart below illustrates the progress made toward achieving the goal of 90% and 50% coverage.

Fiscal Year	BBRD's Percentage of Premium Coverage	
	Emp.	Dependent
17	75.0	0.0
18	80.0	25.0
19	82.5	25.0
20	85.0	35.0

The chart below illustrates the cost of increasing BBRD's percentage of premiums paid for the standard plan (for ease of calculation it assumes all employees elect the costliest plan). The highlighted shows the recommended percentage of

BBRD Percentage of Premiums	BBRD Cost (annually w/ 25 Emps)	Total Increase Annual Cost to BBRD
82.5%	255,423.00	-
83%	256,971.02	1,548.02
84%	260,067.05	4,644.05
85%	263,163.09	7,740.09
86%	266,259.13	10,836.13
87%	269,355.16	13,932.16
88%	272,451.20	17,028.20
89%	275,547.24	20,124.24
90%	278,643.27	23,220.27

premiums for BBRD in FY20.

Therefore, to increase the competitiveness of BBRD's compensation package for semi-skilled and professional positions, staff recommends the BOT adopt the following plans for FY20 at 85.0% employer-paid premiums at a cost of \$239,012.09:

Renewal POS HFHP VC5 6105

Renewal HFHP HDHMO 2500/80 Copay 6003 (Obamacare affordable plan)

Renewal HFHP HDHMO 6600 w/Copay 6020 (Obamacare affordable plan)

Dental Insurance

The FY20 Budget was based on 243 participating employees. Current information indicates BBRD can expect 25 employees to elect coverage in FY20.

	Renewal Increase %	Monthly per emp. Premium	Monthly per emp. BBRD Cost (75%)	# Emp.	Annual BBRD Total Cost	Monthly Employee Cost (25%)	Budget minus Renewal Rate
FY 20 Budget	2.0%	422.67	317.00	24	7,607.00	105.67	N/A
UHC Renewal PPO 30	-5.9%	397.56	298.17	25	7,454.25	99.39	152.75
Principle Voluntary	-25.9%	319.68	239.76	25	5,994.00	79.92	1,613.00
UNUM Passive PPO	-26.6%	316.80	237.60	25	5,940.00	79.20	1,667.00

The current provider's renewal rate is 4.0% lower than last year's rate. The other two proposals have lower costs. An analysis of the new proposals indicates Principal's plan is more advantageous as it has a higher annual maximum and has orthodontic coverage (neither UHC and UNUM have such coverage and have lower annual maximums). Hence, staff recommends the BOT award contract for dental insurance to Principal (PPO plan) at a cost of \$5,994.00 to BBRD.

Group Life and AD&D Insurance

BBRD currently offers 100% paid life insurance in the amount of \$10,000 to each full-time employee through UNUM. Principal offers a similar policy with a two-year rate guarantee at a lower cost to

	Renewal Increase	Monthly BBRD Cost (100%)	Annual BBRD Total Cost	Budget minus Renewal Rate
FY 20 Budget	N/A	112.67	1,352.00	N/A
UNUM (FY19)	N/A	97.75	1,173.00	N/A
UNUM (renewal)	14.7%	112.13	1,345.56	6.44
Principal	-13.2%	84.83	1,017.96	334.04

BBRD.

Hence, staff recommends the BOT award contract for Group Life and AD&D Insurance to Principal at an annual cost of \$1,017.96.

Vision Insurance

BBRD currently offers an optional 100% employee-paid vision plan with United Healthcare.

	Renewal Increase %	Monthly Premium
UHC V1008 (renewal)*	0.0%	5.59
Principal VSP Choice in-network	0.0%	5.59
Principal VSP Choice	9.1%	6.10
Guardian Davis Vision	-10.6%	5.00
* indicates no increase from FY19		

Staff obtained quotes from two additional vendors. The Principal VSP Choice plan is slightly higher but has a richer benefit plan (frames or contact lens every 12 months verse every 24 months as provided for in other plans). Hence, staff recommends the BOT award contract for employee paid vision insurance to Principal for the VSP Choice plan at no cost to BBRD.

Supplemental Short-term Disability Insurance

BBRD currently offers an optional 100% employee-paid short-term disability insurance.

Supplemental Short-term Disability Insurance	
(Cost per \$10 of weekly benefit)	
55-59 Age*	
MetLife	1.0800
UNUM	0.7500
Principal	0.4700
* Age bracket shown as a example of costs. Actual costs based on age and income.	

The current provider (MetLife) did not raise rates but the two alternate vendors provide similar benefits for substantially lower costs to the employee. Therefore, staff recommends the BOT award contract for voluntary short-term disability insurance to Principal at zero cost to BBRD.

Supplemental Life and Accidental Death & Dismemberment (AD&D) Insurance

BBRD currently offers an optional 100% employee paid supplemental life and accidental death & dismemberment (AD&D) insurance from Met Life based on age and coverage. Two additional quotes were received this year.

Supplemental Life and AD&D Insurance	
(Cost per \$1,000 of coverage)	
	55-59 Age*
MetLife (renewal)	1.0000
UNUM	1.0000
Principal	0.9640
* Age bracket shown as an example of costs. Actual costs based on age.	

Staff recommends the BOT award contract to Principal for supplemental life and accidental death & dismemberment (AD&D) insurance at zero cost to BBRD.

Summary

A summary of BBRD costs as compared to the FY20 Budget is provided below.

Insurance Type	FY20 Budget	Actual	Difference
Health	291,791.00	263,162.65	(28,628.35)
Dental	7,607.00	5,994.00	(1,613.00)
Life & AD&D	1,352.00	1,017.96	(334.04)
Total	300,750.00	270,174.61	(30,575.39)



Barefoot Bay Recreation District

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

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

Memo To: Board of Trustees
From: John W. Coffey, ICMA-CM, Community Manager
Date: December 06, 2019
Subject: Manager's Report

Resident Relations

ARCC Meeting 11/12/19

- (1) Old Business – Extension - Approved
- (1) Tabled – 10/29/2019 – Approved
- (9) Consent Items – Approved
- (23) Other Items
 - (1) Tabled
 - (22) Approved

ARCC Meeting 11/26/19

- (3) Old Business – Extensions – Approved
- (1) Tabled 11/12/19 – Approved with stipulations
- (7) Consent – Approved
- (11) Other Items – Approved

ARCC Meeting 12/10/19.

Next agenda is due out December 3, 2019.

VC Meeting 11/22/2019

- (29) Cases
 - (15) In compliance prior to the meeting
 - (1) DOR is working with the homeowner
 - (13) Presented and approved

VC Meeting 12/06/2019

- 17 cases are on the agenda

Food & Beverage

The **Jingle Bell Rocks Party** is in the Lounge on Saturday, December 21st from 6-10pm with TC and SASS. There will be an ugly Christmas sweater contest, a holiday small plate menu and spirited cocktails.

Tickets for **reserved seating in the Lounge for the New Year's Eve Party** with Soul Time are on sale now in the Administration Building. A \$5 fee will be collected at the gate to enter the lakeside area on New Year's Eve starting at 6pm.

Tickets can be purchased at the 19th Hole for the **New Year's Eve 19th Hole Small Plate Dinner and Party** with Steve Cole.

There will be a **Pavilion Grand Opening** on Wednesday, January 22nd from 4-5:30pm. A brief ceremony, complementary appetizers and a cash mini bar will be available.

Big Time Tributes presents its Classic Rewind concert at this year's Friday night kickoff event at the Barefoot Bay by the Lake Festival. Barefoot Bay residents may purchase tickets for lakeside reserved seating at the Administration Building. Field seats (\$5) may also be purchased at the Lounge, the 19th Hole and the CVO Office. There will be limited open free seating, so get your tickets early.

Flyers with all the details are posted.

Golf-Pro Shop

- December 11th: Golf Course Members Only Christmas sale in the pro shop
 - 5–7 pm
 - Cheese, crackers and wine
- December 24th: Course closes at 2pm
 - Last Cart out will be at 10am
- December 25th: Course Closed

Ernie says *"there are only 18 more shopping Days till Christmas"* so do not delay, come to the Pro Shop for all your official BBRD logo gifts.



Property Services

- Constructed forms for additional concrete at the miniature golf project (Concrete to be poured next)
- Constructed forms for the new softball bleachers pads (concrete to be poured at the same time as miniature golf pour)
- Set up Christmas decorations
- Trimmed low various low hanging limbs around BBRD properties
- Facilitated the removal of Australian pines on the corner of East and Egret

- Rototilled the softball field
- Painted the concrete under the new pavilion
- Replaced hot water heater in the golf maintenance building
- Continued soliciting bids and quotes for various projects

General Information

Request to Waive Donation Requirements for Petals and Palms – The organization responsible for many landscaped areas in BBRD is requesting BOT permission to directly purchase a Christmas Palm to be planted by staff at the “y” junction of the sidewalk leading to the Administration Building. Considering the legacy of the group staff recommends the BOT approve this request.