

**RIVERCREST
COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS SPECIAL MEETING
OCTOBER 3, 2017**

RIVERCREST COMMUNITY DEVELOPMENT DISTRICT AGENDA OCTOBER 3, 2017- 6:30 p.m.

The Rivercrest Clubhouse, located at 11560 Ramble Creek Drive, Riverview, FL 33569

District Board of Supervisors	Chairman	Joe McGee
	Vice Chairman	Elaine Sellent
	Supervisor	Lisa Fernandez
	Supervisor	Frank Nocco
	Supervisor	Vacant
District Manager	Meritus	Brian Howell
Operations Manager	Rivercrest CDD	Rick Reidt
District Attorney	Bush Ross, PA	Michelle Drab
District Engineer	Stantec, Inc.	Tonja Stewart

All cellular phones and pagers must be turned off while in the meeting room

The District Agenda is comprised of seven different sections:

The meeting will begin at **6:30 p.m.** with the third section called **Audience Comments on Agenda Items** this is an opportunity for the individuals to comment on agenda items. The fourth section is called **Staff Reports** this section allows the District Administrator, Engineer, and Attorney to update the Board of Supervisors on any pending issues that are being researched for Board action and vendors presentation of information from any potential or current contractor of the District. The fifth section **Business Administration** contains items that require the review and approval of the District Board of Supervisors as a normal course of business. The sixth section is called **Business Items**. The business items section contains items for approval by the District Board of Supervisors that may require discussion, motion and votes on an item-by-item basis. If any member of the audience would like to speak on one of the business items, they will need to register with the District Administrator prior to the presentation of that agenda item. The seventh section is **Old Business** this section covers any business brought before the Board at previous meetings in which a decision was not made or further information was required before a decision could be reached. Occasionally, certain items for decision within this section are required by Florida Statute to be held as a Public Hearing. During the Public Hearing portion of the agenda item, each member of the public will be permitted to provide one comment on the issue, prior to the Board of Supervisors' discussion, motion and vote. Agendas can be reviewed by contacting the Manager's office at (813) 397-5120 at least seven days in advance of the scheduled meeting. Requests to place items on the agenda must be submitted in writing with an explanation to the District Manager at least fourteen (14) days prior to the date of the meeting. The eighth section is called **Supervisor Requests and Audience Comments**. This is the section in which the Supervisors may request Staff to prepare certain items in an effort to meet residential needs. The Audience Comment portion of the agenda is where individuals may comment on matters that concern the District. Each individual is limited to **three (3) minutes** for such comment. The Board of Supervisors or Staff is not obligated to provide a response until sufficient time for research or action is warranted. **IF THE COMMENT CONCERNS A MAINTENANCE RELATED ITEM, THE ITEM WILL NEED TO BE ADDRESSED BY THE DISTRICT ADMINSTRATOR OUTSIDE THE CONTEXT OF THIS MEETING.**

Public workshops sessions may be advertised and held in an effort to provide informational services. These sessions allow staff or consultants to discuss a policy or business matter in a more informal manner and allow for lengthy presentations prior to scheduling the item for approval. Typically, no motions or votes are made during these sessions.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the District Office at (813) 397-5120, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770, who can aid you in contacting the District Office.

Any person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that this same person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.

October 3, 2017

Dear Board Members:

The Special Meeting of the Board of Supervisors of the Rivercrest Community Development District will be held on **Tuesday, October 3, 2017 at 6:30 p.m.** at the Rivercrest Clubhouse, located at 11560 Ramble Creek Drive, Riverview, FL 33569. The agenda is included below.

1. CALL TO ORDER/ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. AUDIENCE QUESTION AND COMMENT ON AGENDA ITEMS

4. BUSINESS ADMINISTRATION

- A. Consideration of Adjustments to Service Line Items Within Operations Budget.....Tab 01
- B. Consideration of Resolution 2017-06; Setting FY 2018 Meeting ScheduleTab 02
- C. Consideration of Amendments to FY 2018 Budget

5. SUPERVISOR REQUESTS AND AUDIENCE QUESTION AND COMMENT ON OTHER ITEMS

6. ADJOURNMENT

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (813) 397-5120.

Sincerely,

Brian Howell
District Manager



Community Development District
District Office ♦ 2005 Pan Am Circle ♦ Suite 120 ♦ Tampa, Florida 33607 ♦
(813) 397-5121 ♦ Fax (813) 873-7070

To: Board of Supervisors
From: Rick L. Reidt - Operations Manager
Re: Staffing
Date: September 28,2017

Program for Priority: Provide recap of operations, current Job Descriptions, Daily Activity report completed by staff, staffing recommendations and budget provisions to the Board of Supervisors.

Considerations in metric process of determining staffing requirements:

- Management reviews hourly attendance in tracking since 2010 on segments of the Community Center. The segments are family pool guests, cabana pool guests, park guests, multipurpose field guests, and community room guests. Management also takes into consideration special events and rentals to adjust staffing needs.
- Ten years ago staffing consisted of two full time managers and 11 part time staff with the facility at half the size it is today. The facility was poorly maintained and resident safety was not a consideration. Serious changes were made when new OM was hired and today none of that staff remains.
- Currently we have 7 part time facility monitors and each working on average between 10-20 hours a week based on other jobs they may have or college attendance. Six of these staff members are residents of Rivercrest. The other was and has since moved. Every attempt is made to hire from within the District as that promotes ownership in the community. (Job Description attached)
- Our Maintenance staff member works on average 24 hours a week with his other business he operates. He has been with the District nearly 10 years. (Job Description attached)
- The Management team works split shift scheduled at 40 hours weekly and also works as needed on weekends and evenings to support and coach staff and work events. Management is also available 24/7 by phone. (Job Description attached)
- Office operations are 2pm to 8pm Monday, Wednesday and Friday and Saturdays 10am to 2pm. Facility operation hours are 7am to 9pm, 363 days out off the year. Currently the facility is closed Thanksgiving Day and Christmas Day to allow staff to enjoy their family time.
- The primary goal of each employee is to provide a full range of resident friendly service, implement all district policy in a consistent manner and conduct a multitude of custodial duties.
- Management has an Employee Personnel Manual and Standard Operating Procedures in place.
- Management continually oversees weather and attendance conditions, reducing staffing when not need. Staffing may be added during school holidays, rentals, and events as needed.

Attachments:

First Item: Current Job Descriptions

Second Item: Daily Activity report for each staff member working a shift.

Third Item: Confidential Payroll Information with current rate, years of service, projected increases if approved, evaluation projected level of performance and annual year-end bonus if continued by the Board.

Fourth Item: schedule for staffing of facility maintaining current level of services.

Fifth Item: Schedule which is cut back to minimum staffing projects which will impact services.

- Staffing would be cut by two to four members based on season need.
- This schedule would severely impact resort type resident services.
- The ability to control access at entry to residents only monitoring guest attendance would be limited due to limited staff and size of facility.
- Supervision and resident services for rentals of different venues community room, cabana, and multipurpose field would be limited.
- Ability to monitor facility consistently as we already work hard to do would be eliminated.
- Misbehaviors would not be addressed at all times.
- Maintenance of the restrooms, pool decks and facility would be difficult.
- Staff would be hard to keep in place due to the increased burden placed on them to maintain and supervise the facility in a manner that has been established with less support.
- Ability to run successful controlled events would be minimized
- By utilizing the maintenance person for excessive monitoring the external cleaning, maintenance, vandalism repair and dog station/trash maintenance would suffer.

Staff Recommendation:

Management looks to the Board of Supervisors for direction on staffing. Any pay increases and year-end bonus would be at the discretion of the board. All calculations are assuming the recommended pay increases for part time staff as it exists today.

RIVERCREST CDD

Facility Monitor

Definition:

To perform a full range of resident friendly service and custodial duties related to the Community building and facilities; and to maintain security of property and enforce community rules and provide hospitality to all residents. Continually demonstrate good work ethics.

This is a list of the major duties and requirements of the job and is not all-inclusive. Incumbent may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Availability is expected 7:00am to 9:00pm seven days a week and additional hours as required.
- Clean and maintain restrooms and toiletry supplies.
- Sweep, clean and straighten pool deck, skim pool.
- Empty, clean and sanitize waste receptacles; pick up papers and other debris.
- Clean areas of the community as needed, remove litter and monitor community areas for damage, misuse, deterioration and improvements.
- Perform other duties and responsibilities as directed.
- Have knowledge of and enforce the community rules of all District amenities in a resident friendly professional way. Maintain security of the entire community and amenities.
- Check all photos on resident access cards when they enter facility and enforce guest regulations and limitations.
- Complete Pool daily activity reports neatly and accurately.
- Know and understand all standard operating procedures, personnel manual, facility rules and rental procedures and requirements.
- Avoid verbal and physical confrontations with residents or guests simply state the rules and ask for compliance clear and professional manner. If they fail to respond after several attempts use your best judgment to enforce rules by calling management or authorities if the situation requires.

Qualifications:

- Safe work practices.
- Valid State of Florida Drivers License.
- Pass a background check and drug screening.

Ability to:

- Work independently in the absence of supervision
- Understand and follow oral and written directions.

- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective and friendly relationships with those contacted in the course of work.
- Proactively and professionally interact with residents on a daily basis.
- Enforce community rules and regulations throughout the community and its playgrounds, ball courts, pool and all other amenities.

Experience:

- Customer service and Custodial experience where interaction with clients, staff, or community members occurred.

Training:

- Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

Working Conditions:

- Travel from site to site within the community
- Some exposure to dust and noise
- Some heavy lifting, standing, climbing and walking.
- May work at heights
- Work in varied weather conditions.

RIVERCREST CDD

Part Time Maintenance Manager

Definition:

To provide maintenance, painting and repair of buildings and equipment; to perform a full range of custodial duties related to the organizing, stocking and cleaning of community buildings and facilities; and to maintain security of property and enforce community rules while performing duties of facility monitor.

This is a list of the major duties and requirements of the job and is not all-inclusive. Incumbent may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Install light bulbs, doors, and bulletin boards.
- Maintain the pool by making sure it is cleaned and safe for resident use at start of shift.
- Maintain all amenities making sure they are clean and safe for resident use. Reporting need of major repairs to management.
- Supplement landscape watering on a daily basis around the community.
 - A. The community amenities.
 - B. All the islands on the street entrance.
 - C. The mini parks.
 - D. The three main entrances.
- Touch up paint interior and exterior of buildings and hardscapes, hang pictures assemble furniture and accept delivery of supplies.
- Minor repair windows, doors, floors, woodwork, plaster, drywall and other parts of the building and amenity structures
- Clean and sanitize restroom facilities and fixtures including, sinks, urinals and toilets, wash windows, mirrors and walls; clean and sanitize showers as assigned.
- Sweep, vacuum, mop, wax, strip, and polish floors.
- Empty, clean and sanitize waste receptacles, Doggy receptacles, and pick up papers and other debris.
- Replace lights and adjust shades and blinds.
- Regulate Ventilation and temperature; clean air vents as required.
- Perform routine preventative maintenance to ensure that District property and amenities, run smoothly, are clean, free of hazards and it does not deteriorate.
- Repair or replace defective equipment parts using hand tools.
- Pressure wash areas of the community as needed, remove litter and monitor community areas for damage, misuse, deterioration and improvements.
- Record maintenance and repair work performed and the costs of the work.
- Perform related duties and responsibilities as directed by management.

- Properly and safely operate GEM car in community.

Qualifications:

- Basic principles of plumbing, wood finishing, painting, electricity and carpentry.
- Methods, materials and equipment used in custodial work.
- Safe work practices.
- Valid State of Florida Drivers License.
- Pass a background check and drug screening.

Ability to:

- Clean and care for the community areas and equipment.
- Learn to use a variety of custodial equipment, supplies and materials.
- Perform minor repairs to community areas and equipment.
- Work independently in the absence of supervision.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective and friendly relationships with those contacted in the course of work.
- Professionally and respectfully interact with residents on a daily basis
- Enforce community rules and regulations throughout the community and its amenities.

Experience:

- 1-2 Years of custodial or janitorial experience where interaction with clients, staff, or community members occurred.

Training:

- Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

Working Conditions:

- Travel from site to site within the community and to stores to purchase materials as needed.
- Some exposure to dust and noise.
- Some heavy lifting, standing, and climbing.
- May work at heights.
- Work in varied weather conditions.

Pay

- Negotiable

RIVERCREST CDD

Assistant Operations Manager

The Assistant Operations Manager is a representative of the Community Development District Board of Supervisors and is the backup on-site point of contact for the Management Company of record. The Assistant Operations Manager reports to the Operations Manager. The Assistant Operations Manager serves as a point of contact with community residents on a day-to-day basis. This person is responsible for the overall supervision, administration and appearance of the district's public facilities and amenities, including assistance in supervision of any outside contractors and maintenance staff. The Assistant Operations Manager is responsible for implementing all policies and procedures established by the CDD through the management company under the direction of the Board of Supervisors and the Operations Manager. The Assistant Operations Manager is also required to have a thorough knowledge of the community they serve, and be willing to assure that personal responses regarding issues or request for service are handled as expeditiously as possible. The work schedule of the Assistant Operations Manager must be reasonably flexible in order to monitor resident requests, contractors and emergencies, while maintaining stability in the community.

This is a list of the major duties and requirements of the job and is not all-inclusive. Incumbent may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

Requirements:

Basic knowledge/awareness of all aspects of residential community maintenance to include:

- Pool and related equipment
- Equipment maintenance
- Minor repairs
- Assist staff in monitoring all amenities and filling in as needed.
- Assist Operations Manager in developing rules, procedures and policies for staff and facilities.
- Assist in management of site staff and administer staff issues, including:
 - Administering Board rules and procedures with staff.
 - Planning, scheduling and coordinating staff and staff schedules.
 - Planning, scheduling and coordinating operational tasks at facilities.
 - Review, approve and submit payroll for staff as needed.
 - Ability to train staff.
 - Continually coach staff improving performance.
 - Assist Operations Manager in preparing and conducting employee reviews with all staff as outlined by the Management Company.
- Assist Operations Manager in the process of issuing resident access cards. Assist in management and maintenance of the system.

- Perform regularly scheduled reviews of the following:
 - Preventative maintenance records.
 - Inventories.
 - Purchasing.
 - Short term and long term project planning.
- Assist in overseeing all purchasing for the facilities.
- Assist in planning, communicating and conducting all Community Events.
- Assist in overseeing operations and maintenance of CDD property and facilities.
- Maintain inventory control of maintenance items, including preparation of and implementation of preventative maintenance programs.
- Demonstrate ability to handle emergency situations in a professional manner.
- Assist in Cleaning and maintaining all facilities.
- Work with the Operations Manager on projects and tasks of the community preparing needed reports and information as needed for presentation to Board of Supervisors and vendors.
- The Assistant Operations Manager will assume the Operations Managers duties if the Operations Manager is not available.

- **Experience:**
- 3 Years of management experience where interaction with clients, staff, or community members occurred. Property management experience is desired.

- **Training:**
- Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.
- Computer literate with the ability to use and prepare e-mail, reports, letters, and Microsoft Business Suite and operating programs

- **Working Conditions:**
- Travel from site to site within the community and to stores to purchase materials as needed
- Ability to work at a desk for extended periods of time.
- Some exposure to dust and noise
- Some heavy lifting, standing climbing.
- May work at heights
- Work in varied weather conditions

Pay:

- Negotiable

RIVERCREST CDD

Operations Manager

The District Operations Manager is the representative of the Community Development District Board of Supervisors and is the on-site point of contact for the Management Company of record. The Operations Manager is the first point of contact with community residents on a day-to-day basis. This person is responsible for the overall supervision, administration and appearance of the district's public facilities and amenities, including the supervision of any outside contractors and maintenance staff.

The District Operations Manager is responsible for implementing all policies and procedures established by the CDD through the management company under the direction of the Board of Supervisors. However the Operations Manager is also responsible for the management company as a vendor. The Operations Manager is also required to have a thorough knowledge of the community they serve, and be willing to assure that personal responses regarding issues or request for service are handled as expeditiously as possible. The work schedule of the Operations Manager must be reasonably flexible in order to monitor resident requests, contractors and emergencies, while maintaining stability in the community.

This is a list of the major duties and requirements of the job and is not all-inclusive. Incumbent may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

Requirements:

- Full knowledge/awareness of all aspects of residential community maintenance to include:
 - Landscaping
 - Pool and related equipment
 - Lakes & wetlands
 - Equipment maintenance
 - Minor repairs
 - Meet with and maintain professional communications with vendors.
 - Arrange bids and work proposals from contractors.
 - Monitor and oversee vendor contracts and operations.
 - Assist CDD Board in setting rule, procedures and policies for staff and facilities.
 - Manage site staff and administer staff issues, including:
 - Administering Board rules and procedures with staff.
 - Planning, scheduling and coordinating staff and staff schedules.
 - Planning, scheduling and coordinating operational tasks at facilities.
 - Review, approve and submit payroll for staff.
 - Ability to train staff.
 - Continually coach staff improving performance.

- Prepare and conduct employee reviews with all staff as outlined by the Management Company.
- Assess property damage.
- Estimate costs for repairs working with vendors.
- Present report on activities to CDD Board ahead of scheduled meetings.
- Perform regularly scheduled reviews of the following:
 - Preventative maintenance records.
 - Inventories.
 - Purchasing.
 - Invoicing of services and materials to the CDD.
 - Short term and long term project planning.
- Manage budget, including:
- Effectively propose annual staffing and clubhouse budget to District Manager for presentation to the Board of Supervisors.
- Effectively monitor annual budgets against spending on all aspects of the CDD which are in Field Managers control.
- Provide interpretation of budget items if necessary.
- Oversee all purchasing for the facilities.
- Manager invoices and contractor billing.
- Oversee operations and maintenance of CDD property and facilities.
- Maintain inventory control of maintenance items, including preparation of and implementation of preventative maintenance programs.
- Attend Board of Supervisor Meetings
- Work with the District Manager on projects and tasks of the community preparing needed reports and information as needed for presentation to Board of Supervisors and vendors as needed.

- **Experience:**
- 5 Years of management experience where interaction with clients, staff, or community members occurred. Property management experience is desired.

- **Training:**
- Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.
- Computer literate with the ability to use and prepare e-mail, reports, letters, and Microsoft Business Suite and operating programs

- **Working Conditions:**
- Travel from site to site within the community and to stores to purchase materials as needed
- Ability to work at a desk for extended periods of time.
- Some exposure to dust and noise
- Some heavy lifting, standing climbing.
- May work at heights

- Work in varied weather conditions

Pay:

- Negotiable

Daily Activity Report

Date: ____/____/____

Employee Name: _____ Propane Read _____

Pool Temperature #3/ #4/Spa: Shift Start: ____/____/____ Mid-Shift: ____/____/____ Shift End: ____/____/____
Report Flow reading to management on any of the heaters.

Opening Shift – Pool Meter Reads Daily/ Front Meter: _____ Cabana Meter: _____

Time	Family Pool Guests	Cabana Pool Guests	Park Guests	Multipurpose Field Guests	Community Room Guests	Security Walk Through Time	Parking Lot Check and Cleanup Time
8:30am							
9:30am							
10:30am							
11:30am							
12:30pm							
1:30pm							
2:30pm							
3:30pm							
4:30pm							
5:30pm							
6:30pm							
7:30pm							
8:30pm							
9:30pm							

Notes on items needing repair or management attention:
Incident – Accident – Contamination Reports to be completed for all situations.

Daily Activity Checklist:

Employee Signature: _____

Restroom Maintenance:	Yes / No / N/A
Empty Trash Cans	
Check and refill toilet paper.	
Sweep and mop floors.	
Clean toilets and urinals. (Replace urinal pads as needed.)	
Clean Sinks, mirrors, dispensers and chrome.	
Clean dividers and divider doors.	
Fill and clean dispensers.	
Clean and refill Baby Changing Stations	
Doors open in by 9am and secured at closing or rental end.	
Windows cleaned inside and outside	
Wall tiles cleaned in restrooms	
Pool Area Maintenance:	
Check pool water cleanliness net and brush pool beginning of shift.	
Sweep and clean deck, pull weeds and remove gum.	
Pool furniture neat, clean and organized resort style.	
Pool furniture cleaned with spray and inspected.	
Pool maintenance area secure	
Trash emptied if near more than 1/3rd full.	
Park , Center and Lot Maintenance	
Walkways, and courts cleaned, weeds pulled and gum removed.	
Non-windy days Umbrellas opened and closed at appropriate time.	
Adjustable Basket Ball Goals always locked and set in top position at close.	
All shifts insure debris and mulch is off tennis and basketball courts.	
Mulch areas in all play areas raked and weeded.	
Fence line security check and litter clean up of Center in and out.	
Trash emptied as needed and at close.	
Alarms off at open and on at close.	
Community Center Windows and doors cleaned inside and out.	
Clean all railings and benches, chairs and tables in Park.	
Pick up all garbage in parking lot before close.	
Upon closing, ensure nobody is loitering in parking lot after hours.	
Dumpster area secure at all times.	
Clean Cigarette Container in Smoking area.	
Clean counter tops and appliances in Community Center/Cabana	
Sweep and Mop all floors in Office and Community Center/Cabana	
Clean Office Refrigerator and Refill Water Supply	
Check entertainment center/Cabana Electrical Closet, verify control count.	
Ensure all propane lines are in the closed position.	

Yes – Means completed, No - Not completed, N/A-Means not applicable.

If something needs completed at any time it is expected that you do the task.

Clock in and Out with your Employee access card and complete time sheets daily.

Always check Access ID's of Residents enforcing rules and regulations consistently and fairly.

See a problem report it; if serious contact management immediately.

Do not just sit around. There is always something that needs cleaning.

Provide Excellent and Friendly Resident Services Ongoing

Staff Member	Hire Date	Position	Years of Service December 15th, 2017	Bonus Process for Distribution 12/4/17 for pay on 12/8/17	Current Hourly	Proposed Increase Effective 9/25/17	Evaluation Level September 2017
Bachman, William	6/2/2017	Facility Monitor	1/2 Year	\$ 50.00	\$ 9.00	\$ 9.30	Satisfactory
Bartley, Romario	7/23/2012	Facility & Resident Services	5 Years	\$ 250.00	\$ 10.50	\$ 11.05	Good
Dixon, Susan	1/25/2017	Facility Monitor	1 Year	\$ 50.00	\$ 9.45	\$ 10.00	Good
Johnson, Glenn	7/7/2016	Facility Monitor	1 Year	\$ 50.00	\$ 9.45	\$ 10.00	Good
Monadi, Fred	3/16/2017	Facility Monitor	3/4 Year	\$ 50.00	\$ 9.55	\$ 10.00	Good
Merced, Antonio Colon	12/14/2007	Part Time Maintenance Mgr.	10 Years	\$ 500.00	\$ 14.45	\$ 15.20	Good
Sims, Maurice	3/16/2017	Facility Monitor	3/4 Year	\$ 50.00	\$ 9.30	\$ 9.80	Good
Valdez, Jeanette	6/13/2016	Facility Monitor	1 Year	\$ 50.00	\$ 9.45	\$ 10.00	Good
Grand Totals				\$ 1,000.00			

Part Time Performance Increases Based on Annual Evaluations.	
Poor	0%
Fair	2%
Satisfactory	3%
Good	5%
Excellent	6%

Onsite Management

		Management Position	Years of Service	Bonus 2016	Current Salary	Proposed 2017-2018	Evaluation Level
Reidt, Rick L.	11/5/2007	Operations Manager	10 Years	BS - TBD	\$56,339.40	BS - TBD	DM & Chairman
Dickman, Mathew S.	11/17/2014	Assistant Operations Manager	3 Years	BS - TBD	\$32,000.00	BS - TBD	Very Good

* Salaried Staff receive vacation days by years of service and holidays. No other benefits such as insurance are provided.

New Hire PT Starts at \$9.00 per hour.

* Most business for Part-time employees outside the food industry are starting staff at \$10.00 to \$15.00 per hour. The District remains very conservative on hourly rates.

Spring/Fall Hours - March, April, September, October

Staff Member	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Hours	Avg. Hourly	Total Cost
Operations Manager	8:30-5:30	8:30-5:30	8:30-5:30	8:30-5:30	8:30-5:30	Open	Open	Salary		
Assistant Operations Manager	12:00-9:00	12:00-9:00	12:00-9:00	12:00-9:00	12:00-9:00	Open	Open	Salary		
Maintenance Manager	9:00-1:00	9:00-2:00	9:00-2:00	9:00-2:00	9:00-2:00	Off	Off	24	\$ 15.20	\$ 364.80
Facility Monitors-Family	5:00-9:00		5:00-9:00		5:00-9:00	9:00-9:00	9:00-9:00	36	\$ 10.10	\$ 363.60
Facility Monitor Family/Cabana								0	\$ 10.10	\$ -
Facility Monitor Cabana	3:00-9:00	3:00-9:00	3:00-9:00	3:00-9:00	3:00-9:00	10:00-9:00	10:00-9:00	52	\$ 10.10	\$ 525.20
Sub-Total Part Time/ Weekly								112		\$ 1,253.60
Sub-Total Part Time for Period 18 Weeks								2016		
Facility Hours of Operations 98 Hours a week	7:00-9:00	7:00-9:00	7:00-9:00	7:00-9:00	7:00-9:00	7:00-9:00	7:00-9:00		18	\$ 22,564.80
Office Hours of Operation 22 Hours per week	2:00-8:00	Closed	2:00-8:00	Closed	2:00-8:00	10:00-2:00	Closed			

Summer Hours - May, June, July, August and School Breaks and Days Off

Staff Member	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Hours	Avg. Hourly	Total Cost
Operations Manager	8:30-5:30	8:30-5:30	8:30-5:30	8:30-5:30	8:30-5:30	Open	Open	Salary		
Assistant Operations Manager	12:00-9:00	12:00-9:00	12:00-9:00	12:00-9:00	12:00-9:00	Open	Open	Salary		
Maintenance Manager	9:00-1:00	9:00-2:00	9:00-2:00	9:00-2:00	9:00-2:00	Off	Off	24	\$ 15.20	\$ 364.80
Facility Monitors-Family	9:00-9:00	9:00-9:00	9:00-9:00	9:00-9:00	9:00-9:00	9:00-9:00	9:00-9:00	84	\$ 10.10	\$ 848.40
Facility Monitor Cabana	10:00-9:00	10:00-9:00	10:00-9:00	10:00-9:00	10:00-9:00	10:00-9:00	10:00-9:00	77	\$ 10.10	\$ 777.70
Facility Monitor Swing Shift						1:00-6:00	1:00-6:00	10	\$ 10.10	\$ 101.00
Sub-Total Part Time Weekly								195		\$ 2,091.90
Sub-Total Part Time for Period 18 Weeks								3510		
Facility Hours of Operations 98 Hours a week	7:00-9:00	7:00-9:00	7:00-9:00	7:00-9:00	7:00-9:00	7:00-9:00	7:00-9:00		18	\$ 37,654.20
Office Hours of Operation 22 Hours per week	2:00-8:00	Closed	2:00-8:00	Closed	2:00-8:00	10:00-2:00	Closed			

Winter Hours - November, December, January, February

Staff Member	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Hours	Avg. Hourly	Total Cost
Operations Manager	8:30-5:30	8:30-5:30	8:30-5:30	8:30-5:30	8:30-5:30	Open	Open	Salary		
Assistant Operations Manager	12:00-9:00	12:00-9:00	12:00-9:00	12:00-9:00	12:00-9:00	Open	Open	Salary		
Maintenance Manager	9:00-1:00	9:00-2:00	9:00-2:00	9:00-2:00	9:00-2:00	Off	Off	24	\$ 15.20	\$ 364.80
Facility Monitors-Family						9:00-9:00	9:00-9:00	24	\$ 10.10	\$ 242.40
Facility Monitor-Family/Cabana	3:00-9:00	3:00-9:00	3:00-9:00	3:00-9:00	3:00-9:00			30	\$ 10.10	\$ 303.00
Facility Monitor Cabana						3:00-9:00	3:00-9:00	12	\$ 10.10	\$ 121.20
Sub-Total Part Time/ Weekly								90		\$ 1,031.40
Sub-Total Part Time for Period 16 Weeks								1530		
Facility Hours of Operations 98 Hours a week	7:00-9:00	7:00-9:00	7:00-9:00	7:00-9:00	7:00-9:00	7:00-9:00	7:00-9:00		16	\$ 16,502.40
Office Hours of Operation for Access and Rentals 22 Hours	2:00-8:00	Closed	2:00-8:00	Closed	2:00-8:00	10:00-2:00	Closed			

Total Hours for 52 Weeks 7056
 52 Week Grand Total Hourly Cost Part Time prior to taxes and additional costs \$ 76,721.40

All Hours will possibly be reduced during slow attendance periods or during inclement or cold weather conditions
 Maintenance Manager may be utilized in facility during unexpected high attendance periods.
 Management will cover facilities also during slower operations time minimizing part time staffing hours.
 Management will also work all Events in the District.
 All of the schedules are based on metrics of attendance throughout the year in all facilities.
 Management may plus up limited hours to cover Cabana, Multipurpose Field and Community Center Rentals when needed.

This schedule will maintain existing service with reduced hours.

Spring/Fall Hours - March, April, September, October

Staff Member	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Hours	Avg. Hourly	Total Cost
Operations Manager	8:30-5:30	8:30-5:30	8:30-5:30	8:30-5:30	8:30-5:30	Open	Open	Salary		
Assistant Operations Manager	12:00-9:00	12:00-9:00	12:00-9:00	12:00-9:00	12:00-9:00	Open	Open	Salary		
Maintenance Manager	9:00-1:00	9:00-2:00	9:00-2:00	9:00-2:00	9:00-2:00	Off	Off	24	\$ 15.20	\$ 364.80
Facility Monitors-Family						9:00-9:00	9:00-9:00	24	\$ 10.10	\$ 242.40
Facility Monitor Family/Cabana								0	\$ 10.10	\$ -
Facility Monitor Cabana	3:00-9:00	3:00-9:00	3:00-9:00	3:00-9:00	3:00-9:00	5:00-9:00	5:00-9:00	38	\$ 10.10	\$ 383.80
Sub-Total Part Time/ Weekly								86		\$ 991.00
Sub-Total Part Time for Period 18 Weeks								1548		
Facility Hours of Operations 98 Hours a week	7:00-9:00	7:00-9:00	7:00-9:00	7:00-9:00	7:00-9:00	7:00-9:00	7:00-9:00		18	\$ 17,838.00
Office Hours of Operation 22 Hours per week	2:00-8:00	Closed	2:00-8:00	Closed	2:00-8:00	10:00-2:00	Closed			

Summer Hours - May, June, July, August and School Breaks and Days Off

Staff Member	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Hours	Avg. Hourly	Total Cost
Operations Manager	8:30-5:30	8:30-5:30	8:30-5:30	8:30-5:30	8:30-5:30	Open	Open	Salary		
Assistant Operations Manager	12:00-9:00	12:00-9:00	12:00-9:00	12:00-9:00	12:00-9:00	Open	Open	Salary		
Maintenance Manager	9:00-1:00	9:00-2:00	9:00-2:00	9:00-2:00	9:00-2:00	Off	Off	24	\$ 15.20	\$ 364.80
Facility Monitors-Family	9:00-9:00	9:00-9:00	9:00-9:00	9:00-9:00	9:00-9:00	9:00-9:00	9:00-9:00	84	\$ 10.10	\$ 848.40
Facility Monitor Cabana	3:00-9:00	3:00-9:00	3:00-9:00	3:00-9:00	3:00-9:00	10:00-9:00	10:00-9:00	52	\$ 10.10	\$ 525.20
Facility Monitor Swing Shift								0	\$ 10.10	\$ -
Sub-Total Part Time Weekly								160		\$ 1,738.40
Sub-Total Part Time for Period 18 Weeks								2880		
Facility Hours of Operations 98 Hours a week	7:00-9:00	7:00-9:00	7:00-9:00	7:00-9:00	7:00-9:00	7:00-9:00	7:00-9:00		18	\$ 31,291.20
Office Hours of Operation 22 Hours per week	2:00-8:00	Closed	2:00-8:00	Closed	2:00-8:00	10:00-2:00	Closed			

Winter Hours - November, December, January, February

Staff Member	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Hours	Avg. Hourly	Total Cost
Operations Manager	8:30-5:30	8:30-5:30	8:30-5:30	8:30-5:30	8:30-5:30	Open	Open	Salary		
Assistant Operations Manager	12:00-9:00	12:00-9:00	12:00-9:00	12:00-9:00	12:00-9:00	Open	Open	Salary		
Maintenance Manager	9:00-1:00	9:00-2:00	9:00-2:00	9:00-2:00	9:00-2:00	Off	Off	24	\$ 15.20	\$ 364.80
Facility Monitors-Family						9:00-9:00	9:00-9:00	24	\$ 10.10	\$ 242.40
Facility Monitor-Family/Cabana	3:00-9:00	3:00-9:00	3:00-9:00	3:00-9:00	3:00-9:00			30	\$ 10.10	\$ 303.00
Facility Monitor Cabana									\$ 10.10	\$ -
Sub-Total Part Time/ Weekly								78		\$ 910.20
Sub-Total Part Time for Period 16 Weeks								1326		
Facility Hours of Operations 98 Hours a week	7:00-9:00	7:00-9:00	7:00-9:00	7:00-9:00	7:00-9:00	7:00-9:00	7:00-9:00		16	\$ 14,563.20
Office Hours of Operation for Access and Rentals 22 Hours	2:00-8:00	Closed	2:00-8:00	Closed	2:00-8:00	10:00-2:00	Closed			

Total Hours for 52 Weeks	5754
52 Week Grand Total Hourly Cost Part Time prior to taxes and additional costs	\$ 63,692.40

All Hours will possibly be reduced during slow attendance periods or during inclement or cold weather conditions
 Maintenance Manager may be utilized in facility during unexpected high attendance periods.
 Management will cover facilities also during slower operations time minimizing part time staffing hours.
 Management will also work all Events in the District.
 All of the schedules are based on metrics of attendance throughout the year in all facilities.

Reduce Hours with compromised levels of service

Spring/Fall Hours - Single Monitor on weekends till 5pm. This impacts supervisions of rentals and consistent implementation of rules and gate access checks.

Summer/Hours - No swing shift of weekends to assist with peak hours and closing checklist. No additional staffing for rentals, and events.

Single monitor until afternoon compromising cleaning, supervision, cleaning and gate access checks.

Winter Hours already at minimum levels.

Number of Staff Members will be reduce by two to four members depending on season.

Short Term Goals	Assigned Staff	Projected Date	Notes	Estimated Cost
JAH – Recovery	MD	9/18/2017	Pending Mitigation on 10/27/2017	TBD
Hillsborough County Tax Lien Issue	MD	9/18/2017	Pending	TBD
<i>TECO Lighting Cost Savings</i>	<i>MD</i>	<i>9/18/2017</i>	<i>Pending</i>	<i>TBD</i>
<i>Repair of damaged pool furniture and umbrellas no longer under warranty.</i>	<i>RLR</i>	<i>9/28/2017</i>	<i>3 Chase Lounges and 3 Umbrellas Damaged</i>	<i>TBD</i>
Repaint the Child Spray Feature	RLR	December	Approved Quote from Spearman	\$3,325.00
Acid Wash of Child Spray Feature and Waterfall in Cabana	RLR	December	Approved Quote Zebra Pool	\$350.00
<i>301 Entry Feature Repair - Approval</i>	<i>RLR</i>	<i>9/18/2017</i>	<i>Tabled until December</i>	<i>\$4,270.00</i>
<i>Lightening Protection on all Breaker Panels</i>	<i>RLR</i>	<i>9/18/2017</i>	<i>Tabled until December</i>	<i>\$3,640.00</i>
<i>Request by Chair to replace red logo shirts with a more resident friendly color and relaxed style</i>	<i>RLR</i>	<i>9/18/2017</i>	<i>Pending</i>	<i>\$750.00</i>

Long Term Goals	Assigned Staff	Projected Date	Notes	Estimated Cost
Repair wood trim on Clubhouse, Paint faux stone front, replace shutters, recover doors and repaint clubhouse to match colors of cabana.	RR &MSD	TBD by BS	Quotes being obtained. Estimated	\$60,000.00 +
Phase II Camera Installs – Multipurpose Field coverage.	RR	TBD by BS	Pending Quote from MHD	\$9,300.00
Phase III Camera Installs – North end parking lot wide coverage with LP.	RR	TBD by BS	Pending Quote MHD	\$8,500.00
Phase IV Camera Installs – Community center main entry wide coverage and LP	RR	TBD by BS	Pending Quote MHD	\$1,600.00
Phase V Camera Installs – Additional parking lot coverage	RR	TBD by BS	Pending Quote MHD	\$1,200.00

Phase VI Camera Installs – Community center replacement of old analog cameras as they fail or become weak.	RR	As Needed	Approximately \$500 per location. Nine to convert.	\$4,500.00
Additional Water Fountain on South end of Water Table by Clubhouse	RR	TBD by BS	Pending Quote Remson Aquatics	\$9,195.00
Phase III Irrigation zone separation of entry Islands	RLR	TBD by BS	LMP Quote Pending	\$4,011.29
Phase IV Irrigation zone separation of entry islands.	RR	TBD by BS	LMP Quote Pending	\$6,996.35
Phase I Symmes Road conversion to Odorsotisimum replacing Suspensum on berms between Palm Islands and Coconut Island north side.	RLR	TBD by BS	LMP Quote Pending	\$7,150.00
Phase II Symmes Road conversion to Odorsotisimum replacing Suspensum on berms between Coconut Island and Mountain Bay north side.	RLR	TBD by BS	LMP Quote Pending	\$7,150.00
Phase III Symmes Road conversion to Odorsotisimum replacing Suspensum on berms between Mountain Bay and Bridge Pine north side.	RLR	TBD by BS	LMP Quote Pending	\$8,236.22
Phase IV Symmes Road conversion to Odorsotisimum replacing Suspensum on berms south side	RLR	TBD by BS	LMP Quote not yet received.	TBD
Resurface of Family Pool interior this should be budgeted in 2018-2019 as surface is chipping.	RLR	TBD by BS	Quotes Pending	TBD
Replacement and Repair of cracked or broken curbing in the Community Center parking lot.	RLR	TBD by BS	Spearman has quoted and District Engineer recommends additional quotes	\$6,500.00
Resurface and restriping of the Community Center parking lot.	RLR	TBD by BS	Quotes Pending BS Direction to obtain	TBD



Community Development District
 District Office ♦ 2005 Pan Am Circle ♦ Suite 120 ♦ Tampa, Florida 33607 ♦
 (813) 397-5121 ♦ Fax (813) 873-7070

To: Board of Supervisors
 From: Rick L. Reidt - Operations Manager
 Re: Possible Budget Savings
 Date: September 28th, 2017

Program for Priority: Suggestion on possible considerations the Board of Supervisors may make on Budget savings.

Savings implemented since budget approval:

Electronic processing of access card files with email of agreement, rules and regulations to the resident reducing printing Costs all leases and documents are scanned.	Unrealized Savings
Board of Supervisors approved rental of Multipurpose Field and Cabana moving forward.	Unrealized Savings
New contract with Zebra Pool Cleaning for maintenance of two pools, hot tub and child feature. Net savings of \$100 per month. (Signed by Chairman)	\$1,200 per year.
Mathew Dickman the Assistant Operations Manager has been trained by the American Red Cross and is now an authorized instructor for CPR/AED/Basic First Aid. In the past we paid \$121.73 per staff member to receive training on CPR/AED/Basic First Aid. We now will only need to pay \$27.00 per student he trains to the American Red Cross. This will lower our training costs for staff turnover and in training new employees. It will also reduce the cost of recertification every two years. Mr. Dickman may also train other Meritus Communities staff for an increased fee to generate possible income for the District. Classes may also be given to residents at minimal cost to cover time and fee to the Red Cross.	Reduction in Certification Costs for District Possible Revenue source for district.
Meritus was able to renegotiate our insurance packages and save \$5,000 a year	\$5,000 per year
Remson Aquatics has agreed to reduce the Conservation Maintenance from \$380.00 a quarter to \$295.00 a quarter.	Savings \$340.00 per year.
Total	\$6,540.00 plus unrealized income per year.

Possible Budget Savings Considerations for the Board of Supervisors

Develop electronic rentals forms system for Clubhouse, Multipurpose Field, and Cabana rentals eliminating printing costs. Management may coordinate.	Unrealized Savings
Website administration only needs to be the annual fees of maintaining the server and domain URL. Field staff maintains website except for postings of meeting books and financials which Meritus addresses.	Estimated Savings of \$270.00

Remson Aquatics currently is contracted to provide maintenance of all decorative water fountains. The monthly cost is \$240.00. The District could eliminate this contract and pay \$100.00 per service call. We have had minimal failures most of which were covered under warranty. If it is not under warranty we still pay for parts, motors, lights, electrical parts, timers, and gaskets.	Estimated Savings of \$2,880.00
Eliminate the Legal Counsel from attendance at meetings reducing monthly billing for attending meetings. Council may be available on speaker phone at the beginning of the meeting to report on documents that are included in the agenda and respond to supervisor questions.	Estimated \$5,000 in Savings
Board of Supervisors may decide to open rental of the Cabana area to people living outside of the District to obtain additional revenue.	Unrealized Income
Board of Supervisors may decide to open family pool with water feature and or Playground Equipment as an additional charge for parties within the Community Room. Staff will prepare proposal if suggested.	Unrealized Income
Eliminate current Rivercrest Reporter Newsletter. Replace with free Facebook page under government account. The District would be able to post all announcements, pool closings, events, meeting notices and the like on this page and restrict outside postings to the page. This would save significant postage costs.	Savings of \$2,761.54
Discontinue the Scholarship Program	Savings \$2,000.00
LMP Mulch cost reduction. With the installation of pavers around the basketball court and installation of river rock in other areas of the Community Center and the decision to stop mulching the top of the berms the District could reduce their mulch from \$15,000.00 budgeted by 50%.	Savings \$7,500.00
LMP Placement of annuals could be reduced with placements only on the 301-entry feature, Balm Riverview sign and community center entry and circle. The final savings would be negotiated with LMP. Initially the beds at the tips of each entry will need placement of colorful year-round plants. This will also eliminate the need for island separations of irrigation phase 3 and 4 which is estimated to save \$11,000.00 in projected long-term spending.	Estimate \$3,000.00
Negotiate with LMP to eliminate the maintenance of 27 Dog Stations and 32 Trash Cans in the community twice a week. In house maintenance staff would assume this responsibility.	Savings TBD
Evaluation of Security Services provided by the CDD. Choices may be continuation as is, elimination, quoting part time with vehicle or part time in Community Center only after closing. Savings will depend on Board of Supervisors decision.	Maximum Savings \$50,000.00
Potential Savings	\$23,411.00 to \$73,411.00 plus

Events

Meeting is scheduled with Potential Sports to schedule events for 2018 to utilize new multipurpose field and other venues resulting in increased revenue to the District. Also review methods to promote participation.	Unrealized Income
Zumba Classes will continue and management will work with provider to promote higher attendance to develop more resident involvement and increase income to the District.	Unrealize Income

Separately a breakdown of events conducted by the District and often supported by the HOA and our District Vendors will be provided to evaluate continuation of events for the residents of the community at the meeting.

Staff Recommendation:

Board of Supervisors review suggestions adding their own and issue direction to the management team for implementation.

RESOLUTION 2017-06

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE RIVERCREST
COMMUNITY DEVELOPMENT DISTRICT DESIGNATING DATE, TIME AND
LOCATION FOR REGULAR MEETINGS OF THE BOARD OF SUPERVISORS AND
PROVIDING FOR AN EFFECTIVE DATE HEREOF**

WHEREAS, Rivercrest Community Development District (hereinafter the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Hillsborough, Florida; and

WHEREAS, the District’s Board of Supervisors (hereinafter the “Board”), is statutorily authorized to exercise the powers granted to the District, but has not heretofore met; and

WHEREAS, all meetings of the Board shall be open to the public and governed by the provisions of Chapter 286, Florida Statutes; and

WHEREAS, the Board is statutorily required to file annually, with the local governing authority and the Florida Department of Community Affairs, a schedule of its regular meetings.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF RIVERCREST
COMMUNITY DEVELOPMENT DISTRICT THAT:**

Section 1. Regular meetings of the Board of Supervisors of the Rivercrest Community Development District, for the Fiscal Year 2018, shall be held as provided on the schedule, which is attached hereto and made a part heretofore, as Exhibit A.

Section 2. In accordance with Section 189.417(1), Florida Statutes, the District’s Secretary is hereby directed to file annually, with the Hillsborough County and the Florida Department of Community Affairs, a schedule of the District’s regular meetings.

Section 3. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 3rd DAY OF OCTOBER, 2017.

**RIVERCREST
COMMUNITY DEVELOPMENT DISTRICT**

CHAIRMAN

ATTEST:

SECRETARY

EXHIBIT A

**RIVERCREST COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS REGULAR MEETING SCHEDULE**

FISCAL YEAR 2017/2018

October	16, 2017	6:30 p.m.
November	20, 2017	6:30 p.m.
December	18, 2017	6:30 p.m.
January	22, 2018	6:30 p.m.
February	19, 2018	6:30 p.m.
March	19, 2018	6:30 p.m.
April	16, 2018	6:30 p.m.
May	21, 2018	6:30 p.m.
June	18, 2018	6:30 p.m.
July	16, 2018	6:30 p.m.
August	20, 2018	6:30 p.m.
September	17, 2018	6:30 p.m.

All meetings will convene at 6:30 p.m. at Rivercrest Clubhouse, located at 11560 Ramble Creek Drive, Riverview, FL 33569