

Access Plan Outline:

Staffing of Gates/Access - In season and Off Season Staffing Plans are below

Staffing Plan for In Season – October 15th– April 14th

Gate Main	Gate Tiki	Pool 1	Pool 2	Total Staff Per Shift
9A- 8:30P	9A- 8:30P	10A – 9:30P	11Aa- 9:30P	2 – Main Gate 1 – Tiki Gate 2 – Pool Deck Total 5

Staffing Plan for Off Season – Weekday (Mon-Thur)– April 15 – October 14th

Gate Main	Gate Tiki	Pool 1	Pool 2	Total Staff Per Shift
9A-5P	9A-5P	10A-8P	N/A	1 – Main Gate 1 – Tiki Gate 1 Pool Deck Total 3

Staffing Plan for Off Season – Weekend (Fri-Sat) – April 15 – October 14th

Gate Main	Gate Tiki	Pool 1	Pool 2	Total Staff Per Shift
9A-8P	9A-8P	10A-8:30P	11a-9:30P	1 – Main Gate 1 – Tiki Gate 2 Pool Deck Total 4

These staffing plans are guidelines. The following will be considered when scheduling weekly:

- Holidays that fall in non-peak periods
- Weather and any closures or slow times on pool deck
- Entertainment on pool deck will call for later scheduling times
- Hours of usage for water amenities and sunset times based on season

Areas to Consider to lower payroll for Gate areas:

- Limited access (one point of entry only for pool area).
- Only Main gate monitored in off season – Tiki gate closed and de-activated. This gate can be deactivated when F&B is closed or during the full week and only active and staffed on weekends.

Member Services:

Staffing – Member Services – throughout the year:

Member Services	Hours of Operation	Staffing Levels
Sunday – Wednesday	7A – 5P	Two (2) Agents
Thursday – Saturday	7A – 6P	Two (2) Agents

Enrollment Staffing – this will take place initially for the first 3 months of the program weekly. In the event there is not an enrollment sign up scheduled, member services will be able to enroll you and register your guests as needed.

Enrollment Schedule	Hours of Operation	Staffing Levels
Mon, Wed, Fri	9a-12p & 3p-6p	Three (3) staff
Tue, Thur	9a-12p & 3p-7p	Three (3) staff
Sat & Sun	10a-7p	Five (5) staff

These shifts will be covered by various members of staff and management to ensure little waiting for members when enrolling.

Revenue

Revenue Center	Projected Yearly RFID Card Revenue	Additional Cards In Plan	Miscellaneous/ Lost Card Revenue	Detail
Owner Group	\$0.00	\$0.00	\$225.00	No Charge for RFID. Misc. Lost Card Charges (15)
Permanent Resident	\$0.00	\$1500.00	\$225.00	No Charge for RFID. Additional RFID for 23 & older in unit Lost Card based on 15)
Registered Renters	\$8000.00	\$0.00	\$1500.00	Based on 14% Paseo owners rent. based on 2 people per rented unit (320). Lost card based on 100 ppl
Registered Guests	\$0.00	0.00	\$250.00	Lost card/bands based on 25ppl @ average \$10.00 each
Registered Guest-Owners	\$60,000.00	0.00	\$1000.00	Based on 1146 doors/2 visitors per door (3k visitors @ avg \$20. Per RFID) Lost cards/bands @ avg of \$10. Per RFID with 100 ppl)
Registered Guest-Renters	\$9600.00	\$0.00	\$500.00	Based on 320 renters with 2 visitors per year Lost cards/bands @ avg of \$5. Per RFID with 100 ppl)
Sponsored Guest-Owner/Renter	\$0.00	\$0.00	\$0.00	Only valid for 24 hours of property use. Must be registered. Usage limited to 2x's weekly
Totals	\$77,600.00	\$1500.00	\$3700.00	\$82,800.00

Start-Up Expenses

Item	Estimated Cost	Detail
Upgrade –Existing Biometrics System	\$10,000.00	One time cost at start-up
*Replace Troubled Card Readers	\$2,000.00	Initial Cost – possibly less depending on reader health (\$1000.00 annually after 1 st year)
Photo ID System	\$3,000.00	One time cost at start-up (includes warranty of 2 years)
*RFID Cards & Wristbands and Photo ID Materials	\$6,000.00	One time cost at start-up. (Supplies annually after 1 st year – \$750.)
Additional Photo ID System Rentals	\$1,600.00	Rental of two (2) machines for enrollment
Ipad(s) & Scanners	\$2,200.00	Based on 1 per gate & 1 scanner per gate
Gate Change – Tiki Higher and 1 wide gate	\$6,000.00	One time cost at start-up. Assist with security and access prevention
*Miscellaneous signage & paper supply costs	\$500.00	Yearly to supply staff and guests with rules, guidelines, etc.
*Uniforms	\$800.00	Based on 4 shirts per person/\$22. Each shirt. Yearly
Total Labor Enrollment Meetings	\$7,891.00	Additional 40 hours @\$12p/hour for 12 weeks. (\$7,891.00)
Total Start Up Costs	\$39,991.00	

Summary

Summary – Annual P&L	
Projected Revenue	\$82,800.00
Labor - 2018	\$222,408.00
Projected Other Expenses	\$3,050.00
Profit/Loss	(\$142,658.00)

Summary of Current Plan v's Proposed Plan	
2017 Budget/Current Plan	\$168,000.00
Cost of Proposed Plan	\$142,658.00
Net Savings	\$25,342.00

Overall, the payroll is the largest expense and is the item most needed regardless if the system remains the same (fingerprint) or upgraded to the proposed access scenario.

In the event the community wanted to increase gate coverage to ensure no access gained anytime the pool amenity is open – this 99% secured facility payroll plan would be \$361,102.00 annually or approximately an additional \$140,000 over the proposed plan.