

Agenda
Bayshore Gardens Park & Recreation District
Board of Trustees Meeting
Wednesday; November 17, 2021 @ 7:00 P.M.

1. Call to Order
2. Roll Call
3. Pledge to Flag
4. Approval of Minutes: 10/27/21 BOT Meeting
5. Treasurer's Report
6. District Office Manager's Report
7. Trustee Committee Reports:
 - House & Grounds Committee (Morris)
 - Communication Committee (Dan)
 - Policy & Procedure Committee (Melanie)
 - i. Agenda Motion - Melanie - Non-Res. Marina Ramp Access Contract - 1019NRC
 - ii. Agenda Motion - Melanie - Balancing Daily Receipts Policy - 1014DRP
 - iii. Agenda Motion - Melanie - Balancing Daily Receipts Report - 1014DRF
 - iv. Agenda Motion - Melanie - Receipts Deposit - 1014DRD
 - v. Agenda Motion - Melanie - Employee Complaint Form - 1014ECF
 - vi. Agenda Motion - Melanie - Employee Physical Alt. Complaint Form - 1014EPA
 - Personnel & Salaries Committee (Terry)
 - i. Agenda Motion - Terry - Maintenance Job Description
 - ii. Agenda Motion - Terry - Maintenance Checklist
 - iii. Agenda Motion - Terry - Todd's Annual Review
 - iv. Agenda Motion - Terry - Hiring Part Time Maintenance
8. Additional Items as Needed

(Resident comments agenda item 3 minutes)
9. Adjournment

Pursuant to Section 286.26, Florida Statutes, and the Americans with Disabilities Act, any handicapped person desiring to attend this meeting should contact the District Manager at least 48 hours in advance of meeting to ensure that adequate accommodations are provided for access to the meeting.

Pursuant to Section 286.0105, Florida Statutes, should any person wish to appeal a decision of the Board with respect to any matter considered at this meeting, he or she will need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is based.

Bayshore Gardens Park & Recreation District
Profit & Loss Budget Performance

October 2021

Ordinary Income/Expense	Oct 21	Budget	Oct 21	YTD Budget	Annual Budget
Income					
4000 - Assessments					
4005 - Property Tax	0.00	43,595.40	0.00	43,595.40	523,145.00
4006 - Commission fees	0.00	-1,177.08	0.00	-1,177.08	-14,125.00
4007 - Excess fees (Excess commission fees)	2,876.84		2,876.84		
Total 4000 - Assessments	2,876.84	42,418.32	2,876.84	42,418.32	509,020.00
4100 - Rent					
4111 - Screen Room Rental	100.00	83.34	100.00	83.34	1,000.00
4120 - Hall Rentals	949.26	1,666.68	949.26	1,666.68	20,000.00
4150 - Marina Rentals					
4151 - Slip Rental					
4152 - Resident slip rentals	37,212.00	3,750.00	37,212.00	3,750.00	45,000.00
4153 - Non Resident slip rentals	60,795.00	6,042.00	60,795.00	6,042.00	72,500.00
4158 - Homeowner-Non Resident	6,162.00	625.00	6,162.00	625.00	7,500.00
Total 4151 - Slip Rental	104,169.00	10,417.00	104,169.00	10,417.00	125,000.00
4154 - Small Boat Area	384.00	416.67	384.00	416.67	5,000.00
4156 - Trailer Space Rental	2,244.00	166.74	2,244.00	166.74	2,000.00
4157 - Gate Keys	4,680.00	433.34	4,680.00	433.34	5,200.00
4162 - NR Boat Ramp	3,200.00		3,200.00		
4825 - Work Area/Pressure Washer	410.00		410.00		
Total 4150 - Marina Rentals	115,087.00	11,433.75	115,087.00	11,433.75	137,200.00
Total 4100 - Rent	116,136.26	13,183.77	116,136.26	13,183.77	158,200.00
4300 - Pool					
4360 - Pool FOB	940.00	91.66	940.00	91.66	1,100.00
Total 4300 - Pool	940.00	91.66	940.00	91.66	1,100.00
4600 - Interest Income (Interest Income)	41.64	41.67	41.64	41.67	500.00
4800 - Miscellaneous Income					
4802 - Office Services	1.45		1.45		
4800 - Miscellaneous Income - Other	1.35	4.17	1.35	4.17	50.00
Total 4800 - Miscellaneous Income	2.80	4.17	2.80	4.17	50.00
Total Income	119,997.54	55,739.59	119,997.54	55,739.59	668,870.00

Bayshore Gardens Park & Recreation District
Profit & Loss Budget Performance

October 2021

	Oct 21	Budget	Oct 21	YTD Budget	Annual Budget
Gross Profit	119,997.54	55,739.59	119,997.54	55,739.59	668,870.00
Expense					
5000 · Administration Expenses					
5100 · Wages, Taxes and Fees					
5120 · Wages - Administration	2,640.00	4,584.00	2,640.00	4,584.00	55,000.00
5130 · Wages - Maintenance	9,053.71	10,167.00	9,053.71	10,167.00	122,000.00
5132 · Wages - Dockmaster	700.00	750.00	700.00	750.00	9,000.00
5133 · Marina Project Manager	0.00		0.00		
5135 · Wages - Pool	2,488.74	4,500.00	2,488.74	4,500.00	54,000.00
5170 · Health Insurance Compensation	300.00	583.34	300.00	583.34	7,000.00
5210 · FICA-941 Taxes	1,161.48	1,666.66	1,161.48	1,666.66	20,000.00
5215 · Unemployment Taxes	17.44	50.00	17.44	50.00	600.00
5610 · Accounting Fees	1,150.00	1,125.00	1,150.00	1,125.00	13,500.00
6080 · Travel Mileage	0.00	41.66	0.00	41.66	500.00
Total 5100 · Wages, Taxes and Fees	17,511.37	23,467.66	17,511.37	23,467.66	281,600.00
Total 5000 · Administration Expenses	17,511.37	23,467.66	17,511.37	23,467.66	281,600.00
5200 · Marina Expense					
5250 · Property Tax	0.00	416.66	0.00	416.66	5,000.00
5575 · Marina Repair/Maintenance	217.65		217.65		
Total 5200 · Marina Expense	217.65	416.66	217.65	416.66	5,000.00
5300 · Security					
5311 · Security Camera R&M	0.00	166.66	0.00	166.66	2,000.00
5300 · Security - Other	0.00		0.00		
Total 5300 · Security	0.00	166.66	0.00	166.66	2,000.00
5400 · Utilities					
5410 · Electric	1,841.74	1,291.66	1,841.74	1,291.66	15,500.00
5420 · Water/Sewer	1,643.26	1,350.00	1,643.26	1,350.00	16,200.00
5430 · Telephone	436.56	250.00	436.56	250.00	3,000.00
5440 · Gas/Propane	0.00	8.33	0.00	8.33	100.00
5460 · Internet	0.00	100.00	0.00	100.00	1,200.00
Total 5400 · Utilities	3,921.56	2,999.99	3,921.56	2,999.99	36,000.00
5500 · Building and Grounds					

Bayshore Gardens Park & Recreation District
Profit & Loss Budget Performance
October 2021

	Oct 21	Budget	Oct 21	YTD Budget	Annual Budget
5511 · Professional/Contract Services	1,165.00	733.34	1,165.00	733.34	8,800.00
5512 · Repairs, Maintenance & Supplies	1,094.71	675.00	1,094.71	675.00	8,100.00
5515 · Janitorial and Cleaning	314.93	250.00	314.93	250.00	3,000.00
5516 · Gasoline (Grounds machinery fuel)	0.00	66.66	0.00	66.66	800.00
5520 · Maintenance Equipment	0.00	250.00	0.00	250.00	3,000.00
5530 · Pest Control	105.00	83.34	105.00	83.34	1,000.00
5560 · Landscaping	170.40	1,916.66	170.40	1,916.66	23,000.00
5580 · Pool Maintenance	0.00	416.66	0.00	416.66	5,000.00
5585 · Pool Repair/Replacement	64.97	1,250.00	64.97	1,250.00	15,000.00
5590 · Pool Chemicals	1,248.95	1,333.34	1,248.95	1,333.34	16,000.00
5591 · EPA/Water	72.00	102.50	72.00	102.50	1,230.00
5683 · Certification Reimbursement	0.00	41.66	0.00	41.66	500.00
6500 · Playground Expense	0.00	125.00	0.00	125.00	1,500.00
Total 5500 · Building and Grounds	4,235.96	7,244.16	4,235.96	7,244.16	86,930.00
5600 · Other Administration Expense					
5519 · Leased Equipment	0.00	183.34	0.00	183.34	2,200.00
5650 · Postage	0.00	41.66	0.00	41.66	500.00
5660 · Legal Fees	0.00	833.34	0.00	833.34	10,000.00
5665 · Seminars, Training and Fees	175.00	83.34	175.00	83.34	1,000.00
5670 · Office Supplies/Expenses	529.00	666.66	529.00	666.66	8,000.00
5680 · Audit Fees	0.00	985.00	0.00	985.00	11,820.00
5682 · Organizational Fees and License	10.00	125.00	10.00	125.00	1,500.00
5686 · Website Maintenance	100.00	100.00	100.00	100.00	1,200.00
5690 · Advertising	0.00	41.66	0.00	41.66	500.00
6020 · Bank Fees	2,573.67	666.66	2,573.67	666.66	8,000.00
6040 · Trustee Election	0.00	416.66	0.00	416.66	5,000.00
Total 5600 · Other Administration Expense	3,387.67	4,143.32	3,387.67	4,143.32	49,720.00
5630 · Insurance-Business					
5631 · Insurance - Liability	0.00	750.00	0.00	750.00	9,000.00
5632 · Insurance - Workers Compensatio	0.00	894.16	0.00	894.16	10,730.00
5633 · Insurance - Auto Liability	0.00	18.34	0.00	18.34	220.00
5634 · Insurance -Property	0.00	916.66	0.00	916.66	11,000.00

Bayshore Gardens Park & Recreation District
Profit & Loss Budget Performance

October 2021

	Oct 21	Budget	Oct 21	YTD Budget	Annual Budget
5635 - Insurance - Flood	0.00	550.00	0.00	550.00	6,600.00
Total 5630 - Insurance-Business	0.00	3,129.16	0.00	3,129.16	37,550.00
5700 - Publications Expense					
5711 - Banner composition	340.00	266.66	340.00	266.66	3,200.00
5720 - Banner - Printing Costs	29.17		29.17		
5750 - Banner - Office Supplies	0.00	183.34	0.00	183.34	2,200.00
Total 5700 - Publications Expense	369.17	450.00	369.17	450.00	5,400.00
5800 - District Recreation					
5830 - Expenses -	0.00	250.00	0.00	250.00	3,000.00
Total 5800 - District Recreation	0.00	250.00	0.00	250.00	3,000.00
5900 - Capital Layout					
5901 - Survey	0.00	0.00	0.00	0.00	0.00
5907 - Basketball Court	0.00	0.00	0.00	0.00	0.00
5909 - Screen Room Repair	0.00	3,333.33	0.00	3,333.33	40,000.00
5911 - Pool Repairs	0.00	2,639.17	0.00	2,639.17	31,670.00
5921 - Capital Layout-T.B.D.	0.00	7,500.00	0.00	7,500.00	90,000.00
Total 5900 - Capital Layout	0.00	13,472.50	0.00	13,472.50	161,670.00
Total Expense	29,643.38	55,740.11	29,643.38	55,740.11	668,870.00
Net Ordinary Income	90,354.16	0.00	90,354.16	0.00	0.00

Bayshore Gardens Park & Recreation District
Balance Sheet
 As of October 31, 2021

Oct 31, 21

ASSETS

Current Assets

Checking/Savings

1000 · Checking-Operating 5/3 2537	193,232.24
1004 · Petty Cash - District	350.00
1005 · Escrow Account 5/3 - 3919	36,000.00
1006 · Checking-Payroll 5/3 2545	16,163.17
1016 · Savings - Operating 5/3 4032	198,810.26
1019 · Savings Reserves 5/3 5013	
1021 · Reserve Fund-Roofing	4,607.39
1022 · Reserve Fund-Hall Upgrade	-2,373.67
1023 · Reserve Fund-Pool	7,110.59
1024 · Reserve Fund - Wood Shop Exp	800.00
1025 · Reserve Fund - ADA	25,000.00
1032 · Reserve Fund - Marina	44,754.69
1033 · Reserve Fund-Outdoor Recreation	5,000.00
1036 · Reserve Fund - Security System	10,000.00
1019 · Savings Reserves 5/3 5013 - Other	-3,372.43
Total 1019 · Savings Reserves 5/3 5013	<u>91,526.57</u>

Total Checking/Savings 536,082.24

Accounts Receivable

1100 · Accounts Receivable	69,237.16
----------------------------	-----------

Total Accounts Receivable 69,237.16

Other Current Assets

11500 · Water Boy Bottle Deposit	35.00
1499 · *Undeposited Funds	3,370.18

Total Other Current Assets 3,405.18

Total Current Assets 608,724.58

Fixed Assets

1900 · Land	400,000.00
1910 · Buildings	1,307,197.93
1920 · Recreation Area	1,768,907.19
1940 · Recreation Area F & E	97,308.64
1960 · Machines & Equipment	93,144.21
1980 · Office Furniture and Equipment	36,158.54
1990 · Other Furniture and Equipment	53,448.88
1995 · Accumulated Depreciation	-1,195,385.52
1999 · 2019-2020 FY Reserve Expenses	59,815.22

Total Fixed Assets 2,620,595.09

Other Assets

SUSPENSE	1,013.44
1800 · Utility Deposits	280.00

Total Other Assets 1,293.44

TOTAL ASSETS 3,230,613.11

LIABILITIES & EQUITY

Bayshore Gardens Park & Recreation District Balance Sheet

As of October 31, 2021

Oct 31, 21

Liabilities		
Current Liabilities		
Accounts Payable		
2000 · Accounts Payable	19,473.96	
Total Accounts Payable	<u>19,473.96</u>	
Credit Cards		
2055 · Fifth Third CC	-184.00	
Total Credit Cards	<u>-184.00</u>	
Other Current Liabilities		
2010 · Accrued Wages	6,180.17	
2100 · Payroll Liabilities		
2215 · SUTA Payable	-0.70	
2220 · FUTA Payable	-4.20	
2300 · Garnishment of Wages	-1,033.78	
2100 · Payroll Liabilities - Other	-1,363.00	
Total 2100 · Payroll Liabilities	<u>-2,401.68</u>	
2171 · Sales Tax Payable	9,322.82	
2500 · Security Deposits		
2501 · Hall Security Deposits	-2,770.00	
2502 · Marina Security Deposits	33,821.00	
2503 · Screen Room Deposit (Screen Room Deposit)	200.00	
Total 2500 · Security Deposits	<u>31,251.00</u>	
2600 · Deferred Revenues	46,682.59	
2700 · Prepaid Income	665.65	
Total Other Current Liabilities	<u>91,700.55</u>	
Total Current Liabilities	<u>110,990.51</u>	
Total Liabilities	110,990.51	
Equity		
3040 · Owners' Equity	182,295.76	
3050 · Retained Earnings (Retained Earnings)	1,718,799.14	
3200 · Fund Balance	-86,517.97	
3300 · Investment in GFAAG	1,214,661.51	
Net Income	90,384.16	
Total Equity	<u>3,119,622.60</u>	
TOTAL LIABILITIES & EQUITY	<u><u>3,230,613.11</u></u>	

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA FORM FOR TRUSTEES

1002F

Completed form due in the office by 4:00 p.m. eight (8) days prior to meeting date.

This form can be utilized to bring a motion and/or discussion topic to the board.

Motion Defined: A motion is a request, or proposal, for the board to take action on an issue.

Agenda Item: Non-Resident Marina Ramp Access Contract Meeting Date: 11-17-21

Type of meeting:

Workshop

Board meeting

Motion: Discussion: (check one)

Rationale for Request: Changing FOB replacement cost
to \$10.00 instead of \$100.00 to bring
replacement cost in line with other
contracts

Estimated Costs to District (if applicable)

N/A

Attachments/Supporting documents: ~~None~~

Form 1019 NRC

Board Trustee: Melanie Woodruff Date: 11-9-21

Print Name: Melanie Woodruff

Received by: [Signature] Date: 11/9/21

**BAYSHORE GARDENS PARK AND RECREATION DISTRICT
NON-RESIDENT MARINA RAMP ACCESS CONTRACT**

Contract # _____

FOB # _____

Decal # _____ Decal # _____ Decal # _____

1019 NRC

As A Non-resident of Bayshore Gardens a Special Tax District, I accept and understand the Rules and Regulation below and will produce documents required: I will be provided a copy of the Marina Rules and I understand those rules are a part of this agreement. The fiscal year for this agreement is October 1st thru September 30th. These contracts are not subject to being prorated and are non-refundable.

1. Copy of my current vessel/trailer registration, drivers' license, and proof of insurance on the vehicle, must be presented at the time of request for a FOB. Vehicle must be registered in my name and address.
2. One FOB per application
3. FOB is solely for the use of the contracted holder. Unauthorized or misuse of card will necessitate deactivation of the FOB. Loaning of gate FOB to unauthorized person will void contract. No refund will be issued for unused contract.
4. FOB held by owner trailering in their boats are subject to renewal yearly on October 1st. No notices will be sent out. Notices will be posted at the Marina gates, the launch ramp and published in the Bayshore Banner. Rates may be reviewed and increased on an annual basis.
5. A numbered Bayshore Gardens parking decal will be issued with each FOB. The decal must be displayed on the outside of back windshield of the registered vehicle. FOB holders may obtain additional parking decals. The same registration documentation, as cited in 1 above is required for each vehicle issued a decal. Tow vehicle not registered with the office and/or not displaying the proper numbered parking decal are subject to being impounded at owner's expense. Guests will not be allowed to park in Marina. (Past FOB gate)

THE RULES ABOVE WILL BE STRICTLY ENFORCED. I HAVE READ AND FULLY UNDERSTAND THE ABOVE RULES AND AGREE TO ABIDE BY THEM. I FURTHER UNDERSTAND AN ANNUAL FEE OF \$400.00 plus tax PER FOB WILL BE CHARGED TO NON RESIDENT, TRAILERED BOAT OWNERS (non-slip holders). Lost FOB replacement will be \$10.00 and original FOB will be deactivated. Copy of Marina Rules 1005 MRR have been provided and are a part of this agreement.

Signature: _____ Date: _____

Print Name: _____ Telephone: _____

Address: _____ Email: _____

Trailer Tag #: _____ Vehicle Tag #: _____

ATTACH A COPY OF DRIVERS LICENSE, AND PROOF OF INSURANCE

Accepted by District Representative: _____ Date: _____

Approved: 09/29/21
Effective: 09/29/21
Revised: 11/17/21

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA FORM FOR TRUSTEES

1002F

Completed form due in the office by 4:00 p.m. eight (8) days prior to meeting date.

This form can be utilized to bring a motion and/or discussion topic to the board.

Motion Defined: A motion is a request, or proposal, for the board to take action on an issue.

Agenda Item: Policy Balancing Daily Receipts Meeting Date: 11-17-21

Type of Meeting: _____ Workshop _____ Board Meeting X

Motion: X Discussion: _____ (check one)

Rationale for Request: Policy for using daily receipts form & Deposit Form

Estimated Costs to District (if applicable):

N/A

Attachments/Supporting documents: None: _____

1014 DRP

Board Trustee: Melanie A Woodruff Date: 11-9-21

Print Name: Melanie Woodruff

Received by: [Signature] Date: 11/9/21

DAILY BALANCING 1014 DRF

District Office Manager shall be responsible for the collection of all monies received, cash, check, or credit card.

A receipt shall be written for every transaction. A copy of the receipt shall be placed in the receipt drawer. Credit Card receipts from the credit card machine shall be attached to the written receipt. If more than one receipt book used, record all numbers on report.

District Office Manager shall be responsible for the creation of a daily Receipt Report:

- ✓ The Credit Card Machine shall be batched out at the end of every business day and a copy of the report attached to the daily report.
- ✓ The receipts for cash shall be totaled and attached to the daily report
- ✓ The receipts for checks shall be totaled and attached to the daily report.
- ✓ If a refund is given in either cash or credit card, a receipt shall be written and attached to the daily receipt report. This refund is not recorded on the report, it will be included in the batch report.
- ✓ Every numbered receipt must be accounted for, if voided, attach one copy to the daily report and leave a copy in the receipt book clearly marked VOID.

District Office Manager shall be responsible to count down the receipts drawer and document on the daily report.

Overage or shortage shall be noted on the report

DEPOSIT REPORT 1014 DRD

The Deposit slip shall be created in duplicate when bank deposit is prepared.

- ✓ One copy of deposit slip to be attached to the deposit report
- ✓ One copy of deposit slip to the Accountant

The deposit report shall be completed for every deposit

- ✓ Attach a copy of each of the daily report included in this deposit
- ✓ Complete the Deposit Report 1014 DRD.

Approved _____
Revised _____

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA FORM FOR TRUSTEES

1002F

Completed form due in the office by 4:00 p.m. eight (8) days prior to meeting date.

This form can be utilized to bring a motion and/or discussion topic to the board.

Motion Defined: A motion is a request, or proposal, for the board to take action on an issue.

Agenda Item: Balancing Daily Receipts Report Meeting Date: 11-17-21

Type of Meeting: Workshop Board Meeting

Motion: Discussion: (check one)

Rationale for Request: This form will help total out days receipts

Estimated Costs to District (if applicable)

N/A

Attachments/Supporting documents: None:

FORM 1014 DRF

Board Trustee: Melanie A. Woodruff Date: 11-9-21

Print Name: Melanie Woodruff

Received by: [Signature] Date: 11/9/21

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
BALANCING DAILY RECEIPTS REPORT

1014 DRF

Month: _____ Day: _____ Year: _____ **TOTAL LINE 7** \$ _____

RECEIPTS NUMBERS FROM _____ TO _____

1. Total of all receipts \$ _____

2. Total of Cash includes coin \$ _____
3. Total of Checks \$ _____
4. Total from Credit Card Machine \$ _____ attach batch report
5. **SUB-TOTAL** (cash, checks, cc's) \$ _____
6. **LESS CASH REFUNDS** \$ _____
7. **TOTAL** \$ _____

OVER \$ _____ **SHORT** \$ _____

ATTACH COPY OF ALL DAILY RECEIPTS HERE

Prepared By _____

Date _____

Approved: _____
Effective: _____
Revised: _____

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA FORM FOR TRUSTEES

1002F

Completed form due in the office by 4:00 p.m. eight (8) days prior to meeting date.

This form can be utilized to bring a motion and/or discussion topic to the board.

Motion Defined: A motion is a request, or proposal, for the board to take action on an issue.

Agenda Item: Receipts Deposit Meeting Date: 11-17-21

Type of meeting: Workshop Board Meeting

Motion: Discussion: (check one)

Rationale for Request: Form for Deposits
(usually) weekly

Estimated Costs to District (if applicable):
N/A

Attachments/Supporting documents: None: Form 1014 DRT

Board Trustee: Melanie Woodruff Date: 11-9-21

Print Name: Melanie Woodruff

Received by: [Signature] Date: 11/9/21

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
RECEIPTS DEPOSIT

1014 DRD

TOTAL OF DEPOSIT \$ _____

Period Covered with this Deposit M/D/YY From: _____ to: _____

Total M/D/YY _____ \$ _____

Total M/D/YY _____ \$ _____

Total M/D/YY _____ \$ _____

Total M/D/YY _____ \$ _____

Total M/D/YY _____ \$ _____

TOTAL OF THIS DEPOSIT \$ _____ (fill in amount at top of form)

**ATTACH EACH DAILY REPORT 1014 DRF AND A COPY OF DEPOSIT SLIP TO
THIS REPORT**

Prepared By

Date

Approved: _____
Effective: _____
Revised: _____

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA FORM FOR TRUSTEES

1002F

Completed form due in the office by 4:00 p.m. eight (8) days prior to meeting date.

This form can be utilized to bring a motion and/or discussion topic to the board.

Motion Defined: A motion is a request, or proposal, for the board to take action on an issue.

Agenda Item: Employee Complaint Form Meeting Date: 11-17-21

Type of meeting: Workshop Board Meeting

Motion: Discussion: (check one)

Rationale for Request: Supply a workable form
for standard employee complaints

Estimated Costs to District (if applicable)

N/A

Attachments/Supporting documents: None:

Form 1014 ECF

Board Trustee: Melanie Woodcraft Date: 11-9-21

Print Name: Melanie Woodcraft

Received by: [Signature] Date: 11/9/21

If Board of Trustee Policy, State number of policy as well as paragraph if applicable. _____

Issued resolved Yes _____ No _____

If yes, record the resolution here _____

If no, the District Office Manager shall make the arrangements to meet with the head of the Personnel and Salary Committee with the Employee on _____. The employee has been notified of the date for the meeting with Head of personnel and Salary on (date) _____. The Office Manager must include with his/her report to the Head of Personnel and Salary the recommended action from Employee Manual 3.13 Corrective Action.

A copy of this form to Employee, a copy to Employee Personnel file and a Copy to Trustee in charge of Personnel and Salary as well as the recommended action.

District Representative Employee I swear that All statements above are accurate Date

Approved _____
Revised _____

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA FORM FOR TRUSTEES

1002F

Completed form due in the office by 4:00 p.m. eight (8) days prior to meeting date.

This form can be utilized to bring a motion and/or discussion topic to the board.

Motion Defined: A motion is a request, or proposal, for the board to take action on an issue.

Agenda Item: Employee Physical Altercation Complaint Form Meeting Date: 11-17-21

Type of meeting: Workshop Board Meeting

Motion: Discussion: (check one)

Rationale for Request: Supply a workable form for Employee/District in the event of a physical altercation concerning an employee

Estimated Costs to District (if applicable):
N/A

Attachments/Supporting documents: None:

Form 1014 EPA

Board Trustee: Melanie Woodruff Date: 11-9-21

Print Name: Melanie Woodruff

Received by: [Signature] Date: 11/9/21

Employee Manual Section 7.3 Procedure for Handling Complaints

Today's Date _____ Time _____

EMPLOYEE LODGING COMPLAINT _____

If a physical altercation has occurred, the police should be called. The District has no authority in a criminal matter. When the police arrive, a copy of the employee statement and the witness statement/s (if available) must be available for the officer as well as the security footage available for Police Office to view/capture.

Employee requests the police be called. Signature of Employee _____
Employee declines assistance of police. Signature of Employee _____

District Office places a call for a Manatee County Deputy to respond and while waiting the Employee lodging the complaint completes the Employee Statement of Facts. The Security footage is not available to employee/s or the public. The Officer will determine the beginning and ending of the incident to be captured as evidence.

EMPLOYEE STATEMENT OF FACTS

Note anyone that was involved or witnessed the incident you are reporting as well as anyone you have discussed this incident with prior to coming to the District Office. This statement is to be completed prior to any discussion with anyone. **Viewing security footage or discussing with Office Manager prior to completing the STATEMENT OF FACT is strictly prohibited. If you have discussed with another person provide that information in your Statement of Fact.**

Date of Incident _____ Time of Incident _____ Other party involved _____

Witness/s _____

Any person the incident was discussed with prior to coming to the office. _____

Statement of FACTS

If there is a witness to the incident, the District Office Manager will contact that person/s for a statement. Employee and witness statements must be completed individually on separate forms. The complainant and the witness/s do not converse with each other until they receive permission to do so. *(Employee and witness/s cannot discuss the incident until completing their account of the incident.)*

A copy of this form to Employee, a copy to Employee Personnel file and a Copy to Trustee in charge of Personnel and Salary as well as the recommended action.

Employee Signature

District Representative

Approved _____
Revised _____

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA FORM FOR TRUSTEES

1002F

Completed form due in the office by 4:00 p.m. eight (8) days prior to meeting date.

This form can be utilized to bring a motion and/or discussion topic to the board.

Motion Defined: A motion is a request, or proposal, for the board to take action on an issue.

Agenda Item: Maintenance Job Description Meeting Date: 11/9/21

Type of Meeting: _____ Workshop _____ Board Meeting

Motion: Discussion: _____ (check one)

Rationale for Request: Approve pages 32, 33, 33(a)

Estimated Costs to District (if applicable)

Attachments/Supporting documents: None: _____

Board Trustee: Terry Zimmerly Date: 11/9/21

Print Name: Terry Zimmerly

Received by: _____ Date: _____

Bayshore Gardens Park and Recreation Tax District
Maintenance Technician Job Description
(continued)

The following duty examples can be shared with the part time technician.

Monday, Wednesday, Friday, Saturday, and Sunday. Clean up debris that has washed up on the beach.

Monday and Thursday. Check playground and rake mulch to maintain an even play area.

Mondays- Clean and restock all exterior restrooms. Sweep breezeway as needed. Back porch entrance way should be blown and swept. Clean all ashtrays. Make sure dumpster's doors are left propped open for pickup. Move picnic tables back to proper area. Empty all trash cans. Pick up all debris around park, marina and beach area.

Tuesdays - Clean all exterior bathrooms. Clean ashtrays and front entrance area.

Wednesdays -Clean and restock all exterior bathrooms. Clean as needed ashtrays and front entrance area.

Thursdays- Clean and restock all exterior bathrooms. Clean ashtrays and front entrance area as needed. Remove spider webs and wasps nests from all areas. Pick up all trash. Clean back porch entrance area.

Friday- Clean and restock as needed all exterior bathrooms. Clean as needed all ashtrays and front entrance area.

BEFORE AND AFTER EVENT IN HALL AND SCREEN ROOM

Hall floors cleaned and polished. All tables to be cleaned before event and after event. All tables in Screen room must be cleaned and floor swept, power wash as necessary. All bathrooms in Hall and Screen room cleaned and restocked.

Ashtrays:

- o No butts should be in any ashtray, front, back or by porch at the end of your shift.
- o Replace sand as needed.

Bathroom Cleaning Procedure:

- o Clean sinks
- o Clean toilets
- o Clean mirrors
- o Wipe down all shelves
- o Restock toilet paper, paper towels, soap.
- o Empty all trash containers, clean if necessary
- o Sweep or vacuum floors to get up all debris before mopping
- o Mop floors

Kitchen Cleaning Procedure:

- Ice machine must be checked weekly for mold buildup. Clean as necessary
- Kitchen floor must be swept daily and mopped after every event. Food Cart must be wiped clean after every use.
- Main cooler must be kept clean
 - Discard spoiled food
 - Wipe out weekly
 - If in question about any food or drink in cooler, ask in office before taking or throwing away.
- The kitchen is part of the hall and as such is also rented to public. It must be clean and sanitary at all times.
- If ants or bugs are present, use proper chemical elimination of them.

Hall cleaning procedure:

- Floor **must** be maintained at all times
- Sweep or dust mop floor Monday and Thursday to clean up any and all debris
- Floor must be mopped with hot water every Monday and Thursday. Do not leave water on floor. It must be mopped up and not left to puddle. Squeegee if necessary.
- All window sills and counters are to be wiped down weekly.
- All trash cans must be emptied at least every Monday & Friday.
- All mats must be vacuumed as necessary

Tables and chairs in hall maintenance:

- All tables must be wiped down before they are stored.
- All tables & chairs must be checked to be sure they have rubber covers on feet. This is a constant duty. If they do not, replace the rubber covers or remove them from hall until you do replace them as they will scratch the floor.

Board Room cleaning procedure:

- This room should be cleaned once a week.
- Sweep or vacuum floor
- Wipe down tables
- Mop at least once a month on a regular basis
- Wipe down windowsills
- All trash must be removed immediately

WEEKLY

- Weed under stored trailers
- Mow and weed whack around lift station
- Cut and chemical treat weeds and invasive plants from beach to marina
- Clean up sand and debris from around woodshop
- Clean up hill at end of drive to beach.
- In season mow ballfield once weekly

- Mowing grounds
- Trimming all bushes as needed
- Maintain areas that are professionally trimmed. (spray weeds, and invasive plants, clean up washed in debris at beach)
- Weed mulched areas replace mulch as needed.

MONTHLY/AS NEEDED

- Clean out all drains north of the Marina
- Clean out catch basins between buildings (Woodchoppers)
- Inspect seawall and make sure sand is not running down into marina
- Check all ladders in marina for safety and make sure they are hung securely.
- Check end of beach road for holes and fill with shell when necessary
- Check speed bumps and concrete wheel stops , paint as needed
- Clean EPA drain at the Boat Ramp
- Spray weeds in all shell areas
- Paint trim on woodshop and maintenance building as needed.
- Make sure EPA Drain system is working and basins are clear of debris
- Check clay on baseball diamond and replace as necessary.
- Set up hall per floor plan for all events and Board of Trustee meetings and committee meetings.

BEFORE AND AFTER STORM

- Pick up any items that could blow around and secure inside of maintenance building
- Remove fence coverings at the pool and put in pool storage room
- Put all chairs and tables inside of the restrooms at the pool
- Store all pool equipment inside storage room at the pool.

Approved pages 32 thru 33a _____

Revised _____

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA FORM FOR TRUSTEES

1002F

Completed form due in the office by 4:00 p.m. eight (8) days prior to meeting date.

This form can be utilized to bring a motion and/or discussion topic to the board.

Motion Defined: A motion is a request, or proposal, for the board to take action on an issue.

Agenda Item: Maintenance Checklist Meeting Date: 11/17/21

Type of Meeting: _____ Workshop _____ Board Meeting

Motion: Discussion: _____ (check one)

Rationale for Request: Approve Maintenance Checklist

Estimated Costs to District (if applicable)

Attachments/Supporting documents: None: _____

Board Trustee: Terry Zimmerman Date: 11/9/21

Print Name: Terry Zimmerman

Received by: [Signature] Date: 11/9/21

One Form Per Month

WEEKLY/MONTH

JOB	Date	Initials	Date	Initials	Date	Initials
Weeds cleared under stored trailers						
Mowed and weed wacked around lift station						
Cut and chemically treat all invasive plants from beach to marina and stay at keep chemical 10ft from water						
Clean up sand around woodshop						
Clean up hill at end of drive to beach						
In season, mow ballfield once a week						

WEEKLY/AS NEEDED

Mowing grounds						
Trimming all bushes as needed						
Maintain areas that are professionally trimmed. (Spray weeds, and invasive plants, clean up washed in debris at beach.						
Weed mulched areas replace mulch as needed.						

MONTHLY/AS NEEDED

Clean out catch basin at WoodChoppers						
Clean out all drains north of marina						
Inspect seawall and make sure sand is not running into marina						
Make sure ladders in marina are hung						
Check end of beach road for holes and fill with shell						
Paint Speed bumps and stop bars as needed						
Clean drain at Boat Ramp						
Spray Weeds in all shell areas						
Paint trim on woodshop and buildings as needed						
Make sue EPA drain system is working						
Check clay on baseball diamond add when needed						

Approved: _____

Effective: _____

Revised: _____

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA FORM FOR TRUSTEES

1002F

Completed form due in the office by 4:00 p.m. eight (8) days prior to meeting date.

This form can be utilized to bring a motion and/or discussion topic to the board.

Motion Defined: A motion is a request, or proposal, for the board to take action on an issue.

Agenda Item: *2021 annual review* Meeting Date: *11/17/21*

Type of Meeting: _____ Workshop _____ Board Meeting

Motion: Discussion: _____ (check one)

Rationale for Request: _____
 Raise from \$13.75 to \$14.75 cost of living
 plus four years here

Estimated Costs to District (if applicable)
 1760

Attachments/Supporting documents: None: _____

Board Trustee: *Terry Zimmerman* Date: *11/9/21*

Print Name: *Terry Zimmerman*

Received by: *[Signature]* Date: *11/9/21*

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA FORM FOR TRUSTEES

1002F

Completed form due in the office by 4:00 p.m. eight (8) days prior to meeting date.

This form can be utilized to bring a motion and/or discussion topic to the board.

Motion Defined: A motion is a request, or proposal, for the board to take action on an issue.

Agenda Item: Hiring Richard Sanders Meeting Date: 11/10/21

Type of Meeting: _____ Workshop _____ Board Meeting

Motion: Discussion: _____ (check one)

Rationale for Request: Hire Richard Sanders part time
Temporary Maintenance Manager

Estimated Costs to District (if applicable)

\$700 per hour

Attachments/Supporting documents: None: _____

Board Trustee: Terry Zimmerly Date: 11/9/21

Print Name: Terry Zimmerly

Received by: [Signature] Date: 11/9/21

RICHARD SANDERS

6108 Dartmouth Drive Bradenton, Florida 34207
Phone: 678-502-6270 E-Mail: rsanders2@icloud.com

Summary

Highly experienced professional with over 30 years experience in roofing sales, marketing, business development, estimating and hands on roofing. Strong sales and marketing background with the ability to build new business and cultivate existing customers relationships. Self-confident, organized, and self-motivated individual with the creativity and entrepreneurial spirit to succeed in all business endeavors.

Experience

Co-Founder/Sales Manager, Roof Restorers, LLC **2016 to 2018**

- Acquired new and repeat business through meticulous management of organizational sales structure
- Responsible for every aspect of the sales processes to include: sales, bidding, scheduling and lead follow-up.
- Ensured client's expectations were met within scope, on time and on budget and with complete customer satisfaction
- Generated over &150K in revenue in 1st six months of business

Founder/President, Duck Back Roofing and Exteriors **2010 to 2019**

- Facilitated commercial and residential sales and operations in excess of \$10.6 million
- Controlled the organization's strategic business planning and marketing to consistently acquire new business and growth
- Ensured compliance and regulatory requirements were met
- Effectively managed sales teams, crews and office personnel on a daily basis
- Focused on customer satisfaction from initial contact to close of every job

Vice President of Operations, ATL Roof.com **2007 to 2010**

- Maintained all commercial accounts and sales
- Established new commercial business
- Ensured all regulatory requirements with OSHA and roofing consultants
- Grew sales from \$3M to \$8M

Sales Manager, Roofing Supply Group **1998 to 2007**

- Established and maintained a strong contractor/customer base in a new store: Atlanta Georgia.
- Consistently met sales goals by achieving an excess \$24M/year in sales
- Developed and modified existing operation processes to exceed sales goals

Sales Manager, Roofing Supply Group

- CertainTeed Master Installer, Carlisle Certified Installer, Owens Corning Preferred Installer
- Proficient in Microsoft Office Suite and Social Media Enterprises
- Clayton State University certificates in Management, Sales & Marketing

Hobbies and Volunteer Work

- Deep Sea Fishing, Boating
- Bayshore Gardens Neighborhood Watch

References available on request