

Agenda
Bayshore Gardens Park & Recreation District
Board of Trustees Meeting
Wednesday; January 24, 2024 @ 7:00 P.M.

1. Roll Call
2. Call to Order
3. Pledge to Flag
4. Cure Emergency Meeting that was held Friday, January 5, 2024 @ 12:00 P.M.
 - Screen Room Repair
 - Interview Candidate(s) for Open Board of Trustee Seat / Appointment - Joyce Fisher
5. Approval of Minutes: 12/20/23 BOT Meeting / 1/5/24 Emergency Meeting & 1/10/23 Work Session
6. Treasurer's Report
 - Resolution 2024-01
 - Resolution 2024-02
7. Trustee Committee Reports
 - Landscaping (Barb. S.)
8. District Office Manager's Report
9. Old Business
 - Agenda Motion - (Terry) - Hall Floors
 - Agenda Motion - (Terry) - FOB for Basketball Court
10. New Business
 - Agenda Motion - (Terry) - Changes to Employee Manual
 - Agenda Motion - (Terry) - New Years Eve Hall Rental Hours
 - Agenda Motion - (Morris) - North Ballfield Overflow Parking
 - Agenda Motion - (Morris) - Park Fencing
 - Agenda Motion - (Morris) – Painting
 - Interview Candidates for Open Board of Trustee Seat / Appointment
11. Resident comments agenda item 3 minutes
12. Announcements for Clubs & Organizations
13. 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.



RECEIVED

1-3-24

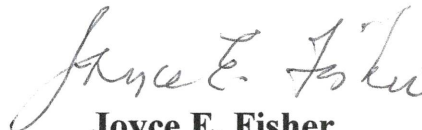
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**Bayshore Gardens Park and Recreation District
6919 26th Street W
Bradenton, Fl 34207**

Gentlemen:

I would like to be considered for a position on the Board of Directors of the Bayshore Gardens Recreation Center.

I have lived in Bayshore Gardens for over 50 years and have been active in many of the activities at the Center and feel that I may have an understanding of the challenges that come before the Board.


Joyce E. Fisher

Bayshore Gardens Treasurer's Monthly Report

Fiscal Year - 2023 - 2024	Month - 12/31/2023
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INCOME	Year to date	Budget
ASSESSMENTS / 4000	\$425,240.14	\$513,000.00
RENTAL INCOME / 4100	\$208,752.88	\$221,450.00
OTHER INCOME / 4800	\$2,529.62	\$0.00
TOTAL INCOME	\$636,522.64	\$734,450.00

RESERVES FORWARD	\$350,000.00	\$350,000.00
BALANCE FORWARD	\$150,000.00	\$150,000.00
TOTAL	\$1,136,522.64	\$1,234,450.00

EXPENSES		
Wages/ 5100	\$43,779.60	\$259,600.00
Taxes / 5250	\$9,740.88	\$6,200.00
Security / 5300	\$3,104.61	\$22,700.00
Utilities / 5400	\$15,976.89	\$45,300.00
Bulding & Grounds / 5500	\$23,047.04	\$107,600.00
Other Administration / 5600	\$15,502.93	\$57,200.00
Insurance / 5630	\$46,984.00	\$55,000.00
Publication / 5700	\$1,503.09	\$7,000.00
Recreation / 5800	\$0.00	\$5,000.00
TOTAL OPERATING	\$159,639.04	\$565,600.00

CAPITAL OUTLAY		
Hall / 5922	\$0.00	\$15,000.00
ADA Bathrooms / 5917	\$0.00	\$125,850.00
Maint. Shed Awning / 5903	\$0.00	\$15,000.00
Fitness Trail / 5921	\$0.00	\$12,000.00
Survey / 5901	\$0.00	\$1,000.00
TOTAL OUTLAY	\$0.00	\$168,850.00

TOTAL EXPENSES	\$159,639.04	\$734,450.00
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RESERVES		
Marina / 1032	\$160,000.00	\$160,000.00
Pool / Shower / ADA / 1025	\$270,000.00	\$270,000.00
Screen Room / 1035	\$30,000.00	\$30,000.00
Roofing / 1021	\$15,000.00	\$15,000.00
Security System / 1036	\$10,000.00	\$10,000.00
Fitness Trail / 1037	\$5,000.00	\$5,000.00
Playground Equipment / 1034	\$9,000.00	\$9,000.00
Hall Floors / 1038	\$1,000.00	\$1,000.00
RESERVES TOTAL	\$500,000.00	\$500,000.00

TOTAL INCOME & RESERVES	\$1,136,522.64	\$1,234,450.00
LESS TOTAL EXPENSE	-\$159,639.04	-\$734,450.00
BALANCE FORWARD	\$976,883.60	\$500,000.00

ESCROW ACCOUNT	\$36,000.00
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Bayshore Gardens Park & Recreation District
Profit & Loss Budget Performance
December 2023

	<u>Dec 23</u>	<u>Budget</u>	<u>Oct - Dec 23</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense					
Income					
4000 · Assessments					
4005 · Property Tax	419,820.56	45,737.50	435,073.95	137,212.50	548,850.00
4006 · Commission fees	-12,594.62	-2,987.50	-13,052.22	-8,962.50	-35,850.00
4007 · Excess fees (Excess commission fees)	0.00		3,218.41		
Total 4000 · Assessments	<u>407,225.94</u>	<u>42,750.00</u>	<u>425,240.14</u>	<u>128,250.00</u>	<u>513,000.00</u>
4100 · Rent					
4111 · Screen Room Rental	0.00	66.66	250.00	199.98	800.00
4120 · Hall Rentals	2,375.00	1,583.34	7,617.63	4,750.02	19,000.00
4150 · Marina Rentals					
4151 · Slip Rental					
4152 · Resident slip rentals	-828.00	4,350.00	57,848.00	13,050.00	52,200.00
4153 · Non Resident slip rentals	3,793.00	10,650.00	126,969.25	31,950.00	127,800.00
Total 4151 · Slip Rental	<u>2,965.00</u>	<u>15,000.00</u>	<u>184,817.25</u>	<u>45,000.00</u>	<u>180,000.00</u>
4154 · Small Boat Area	96.00	83.34	1,728.00	250.02	1,000.00
4156 · Trailer Space Rental	1,440.00	333.33	6,120.00	999.99	4,000.00
4157 · Gate Keys	360.00	341.66	3,960.00	1,024.98	4,100.00
4162 · NR Boat Ramp	0.00	966.66	4,000.00	2,899.98	11,600.00
4825 · Work Area/Pressure Washer	60.00		260.00		
Total 4150 · Marina Rentals	<u>4,921.00</u>	<u>16,724.99</u>	<u>200,885.25</u>	<u>50,174.97</u>	<u>200,700.00</u>
Total 4100 · Rent	<u>7,296.00</u>	<u>18,374.99</u>	<u>208,752.88</u>	<u>55,124.97</u>	<u>220,500.00</u>
4300 · Pool					
4360 · Pool FOB	70.00	75.00	1,563.46	225.00	900.00
Total 4300 · Pool	<u>70.00</u>	<u>75.00</u>	<u>1,563.46</u>	<u>225.00</u>	<u>900.00</u>
4500 · Publications					
4520 · Banner - Subscriptions	0.00		30.00		
Total 4500 · Publications	<u>0.00</u>		<u>30.00</u>		
4600 · Interest Income (Interest Income)	330.76		919.51		
4800 · Miscellaneous Income					
4802 · Office Services	0.30	4.17	16.05	12.51	50.00
4800 · Miscellaneous Income - Other	0.00		0.60		

Bayshore Gardens Park & Recreation District
Profit & Loss Budget Performance
December 2023

	<u>Dec 23</u>	<u>Budget</u>	<u>Oct - Dec 23</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Total 4800 · Miscellaneous Income	0.30	4.17	16.65	12.51	50.00
Total Income	<u>414,923.00</u>	<u>61,204.16</u>	<u>636,522.64</u>	<u>183,612.48</u>	<u>734,450.00</u>
Gross Profit	414,923.00	61,204.16	636,522.64	183,612.48	734,450.00
Expense					
5000 · Administration Expenses					
5100 · Wages, Taxes and Fees					
5120 · Wages - Administration	4,702.69	4,583.34	15,048.94	13,750.02	55,000.00
5130 · Wages - Maintenance	5,184.25	8,333.34	15,887.20	25,000.02	100,000.00
5132 · Wages - Dockmaster	646.16	750.00	2,261.56	2,250.00	9,000.00
5133 · Marina Project Manager	0.00		0.00		
5135 · Wages - Pool	65.00	4,500.00	3,641.00	13,500.00	54,000.00
5170 · Health Insurance Compensation	250.00	583.34	875.00	1,750.02	7,000.00
5210 · FICA-941 Taxes	829.87	1,666.66	2,885.09	4,999.98	20,000.00
5215 · Unemployment Taxes	13.81	50.00	280.81	150.00	600.00
5610 · Accounting Fees	900.00	1,125.00	2,900.00	3,375.00	13,500.00
6080 · Travel Mileage	0.00	41.66	0.00	124.99	500.00
Total 5100 · Wages, Taxes and Fees	<u>12,591.78</u>	<u>21,633.34</u>	<u>43,779.60</u>	<u>64,900.03</u>	<u>259,600.00</u>
Total 5000 · Administration Expenses	12,591.78	21,633.34	43,779.60	64,900.03	259,600.00
5200 · Marina Expense					
5250 · Property Tax	-28.28	516.66	3,458.15	1,549.98	6,200.00
5575 · Marina Repair/Maintenance	35.78	166.66	6,282.73	499.98	2,000.00
Total 5200 · Marina Expense	7.50	683.32	9,740.88	2,049.96	8,200.00
5300 · Security					
5311 · Security Camera R&M	765.84	1,891.66	3,104.61	5,674.98	22,700.00
Total 5300 · Security	765.84	1,891.66	3,104.61	5,674.98	22,700.00
5400 · Utilities					
5410 · Electric	2,215.07	1,916.66	9,283.49	5,749.98	23,000.00
5420 · Water/Sewer	2,004.41	1,500.00	5,518.08	4,500.00	18,000.00
5430 · Telephone	330.88	100.00	390.88	300.00	1,200.00
5440 · Gas/Propane	0.00	8.34	0.00	25.02	100.00
5460 · Internet	251.36	250.00	784.44	750.00	3,000.00
Total 5400 · Utilities	<u>4,801.72</u>	<u>3,775.00</u>	<u>15,976.89</u>	<u>11,325.00</u>	<u>45,300.00</u>

Bayshore Gardens Park & Recreation District
Profit & Loss Budget Performance
December 2023

	<u>Dec 23</u>	<u>Budget</u>	<u>Oct - Dec 23</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
5500 · Building and Grounds					
5511 · Professional/Contract Services	658.70	691.66	1,414.10	2,074.98	8,300.00
5512 · Repairs, Maintenance & Supplies	1,448.38	833.34	4,191.67	2,500.02	10,000.00
5514 · Building Maintenance	80.78	1,250.00	80.78	3,750.00	15,000.00
5515 · Janitorial and Cleaning	0.00	291.66	2,924.00	874.98	3,500.00
5516 · Gasoline (Grounds machinery fuel)	0.00	66.66	0.00	199.98	800.00
5520 · Maintenance Equipment	0.00	500.00	5,961.77	1,500.00	6,000.00
5530 · Pest Control	0.00	100.00	0.00	300.00	1,200.00
5560 · Landscaping	11.97	1,916.66	3,410.56	5,749.98	23,000.00
5580 · Pool Maintenance	0.00	83.34	113.01	250.02	1,000.00
5585 · Pool Repair/Replacement	0.00	83.33	243.50	249.99	1,000.00
5590 · Pool Chemicals	1,110.00	2,500.00	4,519.65	7,500.00	30,000.00
5591 · EPA/Water	0.00	108.34	0.00	325.02	1,300.00
5683 · Certification Reimbursement	0.00	83.34	0.00	250.02	1,000.00
5684 · Woodchoppers	188.00	83.34	188.00	250.02	1,000.00
6500 · Playground Expense	0.00	208.34	0.00	625.02	2,500.00
Total 5500 · Building and Grounds	3,497.83	8,800.01	23,047.04	26,400.03	105,600.00
5600 · Other Administration Expense					
5519 · Leased Equipment	214.77	183.34	510.45	550.02	2,200.00
5650 · Postage	0.00	100.00	899.10	300.00	1,200.00
5660 · Legal Fees	954.00	833.34	3,263.30	2,500.02	10,000.00
5665 · Seminars, Training and Fees	599.95	83.34	774.95	250.02	1,000.00
5670 · Office Supplies/Expenses	336.11	666.63	1,450.77	1,999.88	8,000.00
5680 · Audit Fees	0.00	1,166.66	2,700.00	3,499.98	14,000.00
5682 · Organizational Fees and License	0.00	125.00	0.00	375.00	1,500.00
5686 · Website Maintenance	126.00	133.34	504.00	400.02	1,600.00
5690 · Advertising	63.18	58.34	117.00	175.02	700.00
6020 · Bank Fees	218.51	1,000.00	5,283.36	3,000.00	12,000.00
6040 · Trustee Election	0.00	416.66	0.00	1,249.98	5,000.00
Total 5600 · Other Administration Expense	2,512.52	4,766.65	15,502.93	14,299.94	57,200.00
5630 · Insurance-Business					
5631 · Insurance - Liability	0.00	833.34	11,260.00	2,500.02	10,000.00

Bayshore Gardens Park & Recreation District
Profit & Loss Budget Performance
December 2023

	<u>Dec 23</u>	<u>Budget</u>	<u>Oct - Dec 23</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
5632 · Insurance - Workers Compensatio	0.00	1,166.66	3,746.00	3,499.98	14,000.00
5633 · Insurance - Auto Liability	0.00	20.84	0.00	62.52	250.00
5634 · Insurance -Property	0.00	2,562.50	31,978.00	7,687.50	30,750.00
Total 5630 · Insurance-Business	0.00	4,583.34	46,984.00	13,750.02	55,000.00
5700 · Publications Expense					
5711 · Banner composition	420.00	375.00	830.00	1,125.00	4,500.00
5720 · Banner - Printing Costs	158.84		538.09		
5740 · Banner - Paper Delivery	45.00		135.00		
5750 · Banner - Office Supplies	0.00	208.34	0.00	625.02	2,500.00
Total 5700 · Publications Expense	623.84	583.34	1,503.09	1,750.02	7,000.00
5800 · District Recreation					
5830 · Expenses -	0.00	416.66	0.00	1,249.98	5,000.00
Total 5800 · District Recreation	0.00	416.66	0.00	1,249.98	5,000.00
5900 · Capital Layout					
5901 · Survey	0.00	83.34	0.00	250.02	1,000.00
5903 · Sheds to Replace Porta Potty	0.00	0.00	0.00	0.00	0.00
5907 · Basketball Court	0.00	0.00	0.00	0.00	0.00
5915 · Maintenance Shed Awning	0.00	1,250.00	0.00	3,750.00	15,000.00
5917 · Pool ADA Bathrooms	0.00	10,487.50	0.00	31,462.50	125,850.00
5921 · Fitness Trail	0.00	1,000.00	0.00	3,000.00	12,000.00
5922 · Hall	0.00	1,250.00	0.00	3,750.00	15,000.00
Total 5900 · Capital Layout	0.00	14,070.84	0.00	42,212.52	168,850.00
Total Expense	24,801.03	61,204.16	159,639.04	183,612.48	734,450.00
Net Ordinary Income	390,121.97	0.00	476,883.60	0.00	0.00
Other Income/Expense					
Other Income					
10000 · Sales Tax Discount	6.78		33.85		
Total Other Income	6.78		33.85		
Net Other Income	6.78		33.85		
Net Income	390,128.75	0.00	476,917.45	0.00	0.00

Bayshore Gardens Park & Recreation District

Balance Sheet

As of December 31, 2023

Dec 31, 23

ASSETS

Current Assets

Checking/Savings

1000 · Checking-Operating 5/3 2537	267,977.42
1004 · Petty Cash - District	350.00
1005 · Escrow Account 5/3 - 3919	36,000.00
1006 · Checking-Payroll 5/3 2545	50,433.27
1016 · Savings - Operating 5/3 4032	444,503.62
1019 · Savings Reserves 5/3 5013	
1021 · Reserve Fund-Roofing	7,507.39
1022 · Reserve Fund-Hall Upgrade	21,935.22
1022.5 · Building Maintenance	15,000.00
1023 · Reserve Fund-Pool	46,730.11
1024 · Reserve Fund - Wood Shop Exp	215.01
1025 · Reserve Fund - ADA	32,389.00
1027.5 · Basketball Court	-181.52
1032 · Reserve Fund - Marina	136,643.44
1033 · Reserve Fund-Outdoor Recreation	25,000.00
1036 · Reserve Fund - Security	10,000.00
1019 · Savings Reserves 5/3 5013 Interest minus Bank Charges	-4,514.60
Total 1019 · Savings Reserves 5/3 5013	<u>290,724.05</u>

Total Checking/Savings 1,089,988.36

Accounts Receivable

1100 · Accounts Receivable	61,135.01
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Total Accounts Receivable 61,135.01

Other Current Assets

11500 · Water Boy Bottle Deposit	35.00
11600 · A/R Lupson (gate repair)	150.00
1499 · *Undeposited Funds	2,560.74

Total Other Current Assets 2,745.74

Total Current Assets 1,153,869.11

Fixed Assets

1900 · Land	400,000.00
1910 · Buildings	1,367,061.93
1920 · Recreation Area	1,768,907.19
1940 · Recreation Area F & E	97,308.64
1960 · Machines & Equipment	106,524.12
1980 · Office Furniture and Equipment	38,112.48
1990 · Other Furniture and Equipment	53,448.88
1995 · Accumulated Depreciation	-1,342,680.52
1999 · Reserve Expenses	79,640.39

Total Fixed Assets 2,568,323.11

Other Assets

Bayshore Gardens Park & Recreation District

Balance Sheet

As of December 31, 2023

	Dec 31, 23
1800 · Utility Deposits	280.00
Total Other Assets	280.00
TOTAL ASSETS	3,722,472.22
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	20,402.87
Total Accounts Payable	20,402.87
Other Current Liabilities	
2010 · Accrued Wages	6,180.17
2100 · Payroll Liabilities	
2300 · Garnishment of Wages	110.84
2100 · Payroll Liabilities - Other	-612.82
Total 2100 · Payroll Liabilities	-501.98
2171 · Sales Tax Payable	4,091.37
2500 · Security Deposits	
2501 · Hall Security Deposits	-20.00
2502 · Marina Security Deposits	39,250.00
Total 2500 · Security Deposits	39,230.00
2600 · Deferred Revenues	43,925.59
2700 · Prepaid Income	665.65
2800 · Deposit on Boat Slips	1,000.00
Total Other Current Liabilities	94,590.80
Total Current Liabilities	114,993.67
Total Liabilities	114,993.67
Equity	
3040 · Owners' Equity	182,295.76
3050 · Retained Earnings (Retained Earnings)	2,103,817.02
3200 · Fund Balance	-86,517.97
3300 · Investment in GFAAG	930,966.29
Net Income	476,917.45
Total Equity	3,607,478.55
TOTAL LIABILITIES & EQUITY	3,722,472.22

RESOLUTION 2024-01

A RESOLUTION TO AMEND THE 2023-2024 BUDGET OF
BAYSHORE GARDENS PARK AND RECREATION DISTRICT

Whereas, Bayshore Gardens Park and Recreation District is a tax supported Special purpose district authorized under the provisions of House Bill 997, the 2002 Legislature, Florida Law 2002-365, to charge a "Recreation District Tax" on all taxable real property and,

Whereas the Board of Trustees held a properly advertised public Board of Trustee Meeting in accordance with Florida Statute 189.015 to amend the Budget for the fiscal year 2023-2024.

Whereas the provisions of Florida Law 189.016 (6)(C) require that the Board of Trustees amend the budget by Resolution for the transfer funds for the fiscal year 2023-2024.

Now, therefore, be it Resolved by the Board of Trustees of Bayshore Gardens Park and Recreation District to the following accounts:

- \$392.61 from Saving Operating (1016) to Reserve Fund Roofing (1021)
- \$151,000 from Saving Operating (1016) to Reserve Fund ADA (1025)
- \$23,356.56 from Saving Operating (1016) to Reserve Fund Marina (1032)
- \$9,000 from Saving Operating (1016) to Reserve Fund Playground Equipment (1034)
- \$30,000 from Saving Operating (1016) to Reserve Fund Screen Room (1035)
- \$5,000 from Saving Operating (1016) to Reserve Fund Fitness Trail (1037)
- \$1,000 from Saving Operating (1016) to Reserve Fund Hall Floors (1038)

1. The Resolution shall become an attachment to the minutes.
2. This Resolution shall be posted on the Official Website for a minimum of two years.
3. The Resolution shall be forwarded to Account for adjustment to the Budget.
4. The Resolution shall be made a part of the funds available for 2023-2024.

Adopted: 1/24/2024

Morris Raymer, Chairman

Terry Zimmerly, Treasurer

RESOLUTION 2024-02

A RESOLUTION TO AMEND THE 2023-2024 BUDGET OF
BAYSHORE GARDENS PARK AND RECREATION DISTRICT

Whereas, Bayshore Gardens Park and Recreation District is a tax supported Special purpose district authorized under the provisions of House Bill 997, the 2002 Legislature, Florida Law 2002-365, to charge a "Recreation District Tax" on all taxable real property and,

Whereas the Board of Trustees held a properly advertised public Board of Trustee Meeting in accordance with Florida Statute 189.015 to amend the Budget for the fiscal year 2023-2024.

Whereas the provisions of Florida Law 189.016 (6)(C) require that the Board of Trustees amend the budget by Resolution for the transfer funds for the fiscal year 2023-2024.

Now, therefore, be it Resolved by the Board of Trustees of Bayshore Gardens Park and Recreation District to the following accounts:

- \$15,000 from Reserve Fund Pool (1023) to Reserve Fund Basketball / Pickleball Court (1027.5)
- \$25,000 from Reserve Fund Pool (1023) to Reserve Fund Security (1036)
- \$7,335.91 from Reserve Fund Pool (1023) to Reserve Fund Building Maintenance (1022.5)

1. The Resolution shall become an attachment to the minutes.
2. This Resolution shall be posted on the Official Website for a minimum of two years.
3. The Resolution shall be forwarded to Account for adjustment to the Budget.
4. The Resolution shall be made a part of the funds available for 2023-2024.

Adopted: 1/24/2024

Morris Raymer, Chairman

Terry Zimmerly, Treasurer

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: Hall Floors Meeting Date: 1/24/24

Type of Meeting: _____ Workshop _____ Board Meeting

Motion: Discussion: _____ (check one)

Rationale for Request: Refresh Hall Floor

Up to \$25,000
\$19,926 + \$385 for repairs

Estimated Costs to District (if applicable)

Attachments/Supporting documents: None: _____

Board Trustee: Terry Zimmerly Date: 1/3/24

Print Name: Terry Zimmerly

Received by: [Signature] Date: 1/3/24

Wood Floor by Alexander, Inc.
3012 25th Street West
Bradenton, FL 34205
941.751.4248

WORK PERFORMED AT: *proposal*

TO: *Bay shore gardens*
755 1912 / 941 739 3515
ATT: Lisa Cruz

8919 26th st West
Bradenton

DATE: *aug* YOUR WORK ORDER NO: *office @ baysidegardens.org* OUR BID NO:

DESCRIPTION OF WORK PERFORMED

area 4428 sq ft.

\$19926 - sanding finishing wood floor with 3 coats polyurethane Natural no stain

optional - if staining required extra 0.65 \$ per sq feet.

\$385 - repair wood floor damaged wood area (Labor and material)

I thank you Alex

All Material is guaranteed to be as specified, and the above work was performed in accordance with the drawings and specifications provided for the above work, and was completed in a substantial workmanlike manner for the agreed sum of _____

sanding, finishing - \$19926 Dollars (\$ _____)

This is a Partial Full invoice due and payable by: *repair \$385* Month _____ Day _____ Year _____

In accordance with our Agreement Proposal No. _____ Dated _____ Month _____ Day _____ Year _____

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: Job for Basketball Court Meeting Date: 1/24/24

Type of Meeting: _____ Workshop _____ Board Meeting

Motion: Discussion: _____ (check one)

Rationale for Request: People continue to play after dark even when they are told it is not allowed. Kids riding bikes on the courts. Animals on the court after dark.

Estimated Costs to District (if applicable) 5,000

Attachments/Supporting documents: None: _____

Board Trustee: Terry Zimmerly Date: 1/2/24

Print Name: Terry Zimmerly

Received by: [Signature] Date: 1/8/24

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: Changes in the Employee Manual Date: 1/24/24

Type of Meeting: _____ Workshop _____ Board Meeting

Motion: Discussion: _____ (check one)

Rationale for Request: Needed Changes

Estimated Costs to District (if applicable)
0

Attachments/Supporting documents: None: _____

Board Trustee: Terry Zimmerman Date: 1/9/24

Print Name: Terry Zimmerman

Received by: [Signature] Date: 1/9/24

Bayshore



GARDENS

PARK & RECREATION DISTRICT

EMPLOYEE MANUAL

Last Revised: September 18, 2013

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SECTION 1

INTRODUCTION

This Manual is designed to acquaint you with Bayshore Gardens and provide you with information about working conditions, benefits, and policies affecting your employment.

The information contained in this Manual applies to all employees of Bayshore Gardens. Following the policies described in this Manual is considered a condition of continued employment. However, nothing in this Manual alters an employee's status. The contents of this Manual shall not constitute nor be construed as a promise of employment or as a contract between the District and any of its employees. The Manual is a summary of our policies, which are presented here only as a matter of information.

You are responsible for reading, understanding, and complying with the provisions of this Manual. Our objective is to provide you with a work environment that is constructive to both personal and professional growth.

1.1 CHANGES IN POLICY

This Manual supersedes all previous employee manuals and memos that may have been issued from time to time on subjects covered in this Manual.

However, since our business and our organization are subject to change, we reserve the right to interpret, change, suspend, cancel, or dispute with or without notice all or any part of our policies, procedures, and benefits at any time. We will notify all employees of these changes. Changes will be effective on the dates determined by the District, and after those dates all superseded policies will be null.

If you are uncertain about any policy or procedure, speak with the Manager.

1.2 EMPLOYMENT APPLICATIONS

We rely upon the accuracy of information contained in the employment application and the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

1.3 EMPLOYMENT RELATIONSHIP

You enter into employment voluntarily, ~~and you are free to resign at any time with a written notice of resignation. Similarly, since Florida is a "right to work" state, Bayshore Gardens is free to conclude its relationship with any employee at any time~~ **during the probationary period**. Following the probationary period, employees ***Bayshore Gardens is*** are required to follow with a written explanation the Employment Termination Policy (See Section 3.14).

SECTION 2

DEFINITIONS OF EMPLOYEES STATUS

“EMPLOYEES” DEFINED

An “employee” of Bayshore Gardens is a person who regularly works for Bayshore Gardens on a wage or salary basis. “Employees” may include exempt, non-exempt, regular full-time, regular part-time, and temporary persons, and others employed with the District who are subject to the control and direction of Bayshore Gardens in the performance of their duties.

EXEMPT

Employees whose positions meet specific criteria established by the Fair Labor Standards Act (FLSA) and who are exempt from overtime pay requirements.

Exempt employees must meet the following criteria. Guaranteed minimum pay for any work week in which s/he performs work. Receive at least \$35,705.00 in pay per year, and perform exempt duties such as supervision of at least two other employees. As of 9/1/2022

NON-EXEMPT

Employees whose positions do not meet FLSA criteria as stated in the Exempt Employee, are shall be paid one and one-half their regular rate of pay for hours worked in excess of 40 hours per week.

REGULAR FULL-TIME

Employees who have completed the 90-day probationary period and who are regularly scheduled to work 40 or more hours per week. Generally, they are eligible for the District’s health allotment, vacations, and personal days, subject to the terms, conditions, and limitations set by the Board of Trustees.

REGULAR PART-TIME

Employees who have completed the 90-day probationary period and who are regularly scheduled to work less than 40 hours per week.

CASUAL PART-TIME

Employees who are regularly scheduled to work less than 24 hours per week year-round.

TEMPORARY (FULL-TIME or PART-TIME)

Those whose performance is being evaluated to determine whether further employment in a specific position or with the District is appropriate or individuals who are hired as interim replacements to assist in the completion of a specific project or for vacation relief. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status until they are notified of a change. They are not eligible for any of the District’s benefit programs.

PROBATIONARY PERIOD FOR NEW EMPLOYEES

A new employee whose performance is being evaluated to determine whether further employment in a specific position or with Bayshore Gardens is appropriate. When an employee completes the probationary period of 90 days, the employee will be notified of his/her new status with Bayshore Gardens.

SECTION 3

EMPLOYMENT POLICIES

3.1 NON-DISCRIMINATION

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Bayshore Gardens will be based on merit, qualifications, and abilities. Bayshore Gardens does not discriminate in employment opportunities or practices because of race, color, religion, sex, national origin, age or disability.

Bayshore Gardens will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Employees with questions or concerns about discrimination in the workplace are encouraged to bring these issues to the attention of the Manager. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in unlawful discrimination will be subject to disciplinary action, including termination of employment.

~~3.2 NON-DISCLOSURE/CONFIDENTIALITY~~

~~The protection of confidential business information is vital to the interests and success of Bayshore Gardens. Such confidential information includes, but is not limited to, the following examples:~~

- ~~• Compensation data,~~
- ~~• Personnel/Payroll records, and~~
- ~~• Conversations between any persons associated with the District.~~

~~All employees are required to sign a non-disclosure agreement as a condition of employment.~~

~~Employees who improperly use or disclose confidential business information will be subject to disciplinary action, including termination of employment and legal action, even if they do not actually benefit from the disclosed information.~~

3.3 NEW EMPLOYEE ORIENTATION

Orientation is a formal welcoming process that is designed to make the new employee feel comfortable, informed about the District, and prepared for their position. New employee orientation includes an overview of the District history, an explanation of the District core values, vision, and mission, and District goals and objectives. In addition, the new employee will be given an overview of benefits, tax, and legal issues, and complete any necessary paperwork.

Employees are presented with all codes, keys, and procedures needed to navigate within the workplace. The new employee's Manager then introduces the new hire to staff throughout the District, reviews their job description and scope of position, explains the District's evaluation procedures, and helps the new employee get started on specific functions.

3.4 PROBATIONARY PERIOD FOR NEW EMPLOYEES

The probationary period for regular full-time and regular part-time employees lasts up to 90 days from date of hire. During this time, employees have the opportunity to evaluate our District as a place to work and management has its first opportunity to evaluate the employee. During this introductory period, both the employee and the District have the right to terminate employment without advance notice.

Upon satisfactory completion of the probationary period, a 90-day review will be given and benefits will begin as appropriate. All employees, regardless of classification or length of service, are expected to meet and maintain District standards for job performance and behavior (See Section 4, Standards of Conduct).

3.5 OFFICE HOURS

Bayshore Gardens office is open for business from ~~8 a.m. to 4 p.m.~~ Monday through Friday, except for Holiday **as set by the Board of Trustees** (See Section 6.5, Holidays).

The standard workweek is 40 hours of work (see Section 5.3, Overtime). In the computation of various employee benefits, the employee workweek is considered to begin on Saturday (starting at 12:01 a.m.) through Friday (ending at 12:00 a.m.), unless a Manager makes prior ~~other~~ arrangement with the employee.

3.6 LUNCH PERIODS

Although not required by law, if an employee wants to take a lunch, the District permits each employee to schedule this unpaid period as prearranged with his/her Manager so that the absence does not create a problem for co-workers or clients.

3.7 BREAK PERIODS

While the District does not provide scheduled breaks for employees, they are permitted to breaks as required by your position's duties.

If employees have unexpected personal business to take care of, they must notify the Manager to discuss time away from work and make provisions as necessary. Personal business including personal phone calls will be conducted on the employee's own time.

Employees who abuse the break policy or do not adhere to the break policy will be subject to disciplinary action, including termination.

3.8 PERSONNEL FILES

Employee personnel files include the following: job application, job description, résumé, records of participation in training events, salary history, records of disciplinary action, documents related to employee performance reviews, and all tax forms for payroll deduction. ***Social Security numbers, phone numbers and home addresses shall be redacted on any copy provided pursuant to a public records request. EMPLOYEE MEDICAL RECORDS ARE EXEMPT PROTECTED BY HIPPA.***

~~Personnel files are the property of Bayshore Gardens, and access to the information is restricted. Management personnel of Bayshore Gardens who have a legitimate reason to review the file are allowed to do so.~~

Employees who wish to review their own file should contact the Manager. With reasonable advance notice, the employee may review his/her personnel file in District's office and in the presence of the District Office-Manager and either the Chair of Personnel & Salaries or Chairman of the Board. ***The employee may receive a copy of his file at no cost to the employee.***

3.9 PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify the Manager of any changes in personnel data such as:

- Mailing address,
- Telephone numbers,
- Name and number of dependents, and
- Individuals to be contacted in the event of an emergency.

An employee's personnel data should be accurate and current at all times.

3.10 INCLEMENT WEATHER/EMERGENCY CLOSINGS

At times, emergencies such as severe weather, fires, or power failures can disrupt District operations. The decision to close the office will be made by the Chairman of the Board of Trustees and/ or Manager.

When the decision is made to close the office, employees will receive official notification from the Manager.

Time off from scheduled work due to emergency closings will be paid for all non-exempt employees.

3.11 EMPLOYEE PERFORMANCE REVIEW AND PLANNING SESSIONS

The Manager will conduct performance reviews and planning sessions with all regular full-time and regular part-time employees on the anniversary of their hire date. The Manager may conduct informal performance reviews and planning sessions more often if they choose.

Performance reviews and planning sessions are designed for the Manager and the employee to discuss his/her current job tasks, encourage and recognize attributes, and discuss positive, purposeful approaches for meeting work-related goals. Together, employee and Manager discuss ways in which the employee can accomplish goals or learn new skills. The planning sessions are designed for the employee and the Manager to make and agree on new goals, skills, and areas for improvement.

Bayshore Gardens directly links wage and salary increases with performance. Employee performance review and planning sessions will have a direct effect on any changes in employee's compensation. For this reason among others, it is important to prepare for these reviews carefully, and participate in them fully.

New employees will be reviewed at the end of their probationary periods (see Section 3.4, Probationary Period for New Employees). After the initial review, the employee will be reviewed according to the regular annual schedule.

3.12 OUTSIDE EMPLOYMENT

~~Employees may hold outside jobs in non-related businesses or professions as long as the employee meets the performance standards of their job description with Bayshore Gardens. Unless an alternative work schedule has been approved by Bayshore Gardens,~~ eEmployees will be subject to the District's scheduling demands, regardless of any existing outside work assignments.

Bayshore Garden's office space, equipment, and materials are not to be used for outside employment.

3.13 CORRECTIVE ACTION

Bayshore Gardens holds each of its employees to certain work rules and standards of conduct (see Section 4). When an employee deviates from these rules and standards, Bayshore Gardens expects the employee's Manager to take corrective action.

Corrective action at Bayshore Gardens is progressive. That is, the action taken in response to a rule infraction or violation of standards typically follows a pattern, increasing in seriousness until the infraction or violation is corrected.

The usual sequence of corrective actions includes an oral warning, a written warning, probation, and finally termination of employment. In deciding which initial corrective action would be appropriate, the Manager will consider the seriousness of the infraction, the circumstances surrounding the matter, and the employee's previous record.

Though committed to a progressive approach to corrective action, Bayshore Gardens considers certain rule infractions and violations of standards as grounds for immediate termination of employment. These include but are not limited to: theft in any form, insubordinate behavior, vandalism or destruction of District property, the use of District equipment without prior authorization by Management, untruthfulness about personal work history, skills, or training, divulging District business practices, and misrepresentations of Bayshore Gardens to a customer, a prospective customer, the general public, or an employee.

3.14 EMPLOYMENT TERMINATION

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are a few examples of some of the most common circumstances under which employment is terminated:

- **Resignation** - Voluntary employment termination initiated by an employee.
- **Termination** - involuntary employment termination initiated by Bayshore Gardens.
- **Layoff** - involuntary employment termination initiated by Bayshore Gardens for non-disciplinary reasons.

When ~~an non-exempt~~ employee intends to terminate his/her employment with Bayshore Gardens, ~~he/she shall give Bayshore Gardens~~ **the employer REQUESTS** at least two (2) weeks written notice. ~~Exempt employees shall give at least four (4) weeks written notice.~~

Since employment with Bayshore Gardens is based on mutual consent, both the employee and Bayshore Gardens have the right to terminate employment at will, with or without cause during the Introductory/Probationary Period for New Employees (See Section 3.4, Introductory/Probationary Period for New Employees).

The Chairman of the Board of Trustees or the First Vice-Chair has the authority to place a Manager on administrative leave with pay. Should such action be taken, an emergency meeting will be called to determine if the Manager will return to office or be removed. A Manager may be removed from office only by a majority vote of the Board.

Any employee who terminates employment with Bayshore Gardens shall return all files, records, keys, and any other materials that are the property of Bayshore Gardens. No final settlement of an employee's pay will be made until all items are returned in appropriate condition. The cost of replacing non-returned items will be deducted from the employee's final paycheck. Furthermore, any outstanding financial obligations owed to Bayshore Gardens will also be deducted from the employee's final check.

3.15 SAFETY

Bayshore Gardens provides information to employees about workplace safety and health issues through regular internal communication such as:

- Training sessions where necessary
- Meetings
- Bulletin board postings

Each employee is expected to obey safety rules and exercise caution and common sense in all work activities. Employees must immediately report any unsafe conditions to the Manager. Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report, or where appropriate, remedy such situations, may be subject to disciplinary action including termination of employment.

In the case of an accident that results in injury, regardless of how insignificant the injury may appear, employees should notify the Manager (See Section 3.17, Employee Requiring Medical Attention).

3.16 HEALTH-RELATED ISSUES

Employees, who become aware of any health-related issue, including pregnancy, should notify the Manager of health status. This policy has been instituted strictly to protect the employee.

A written “permission to work” from the employee’s doctor is required at the time or shortly after notice has been given. The doctor’s note should specify whether the employee is able to perform regular duties as outlined in his/her job description.

A leave of absence may be granted on a case-by-case basis. If the need arises for a leave of absence, employees must notify the Manager.

3.17 EMPLOYEE REQUIRING MEDICAL ATTENTION

If an employee is injured or becomes ill on the job, Bayshore Gardens shall immediately submit an incident report to the Workers Comp Carrier.

Employees should report the injury/illness immediately but no later than 7 days after injury/Illness.

In the event an employee requires medical attention, whether injured or becoming ill while at work, the ~~employee’s personal physician must be notified immediately.~~ **Employer shall direct you to a medical provider.** If it is necessary for the employee to be seen by the doctor or go to the hospital, a family member will be called to transport the employee to the appropriate facility. If an emergency arises requiring Emergency Medical Services to evaluate the injury/illness of an employee on-site, ~~the employee will be responsible for any transportation charges~~ **Bayshore Gardens shall call Emergency services.** -. Furthermore, Bayshore Gardens’ employees will not take on the responsibility for transportation of another employee due to liabilities that may occur.

Should the injured/ill employee refuse treatment/transportation, a waiver shall be signed by the employee refusing the assistance.

A physician’s “return to work” notice ~~may~~ **will** be required.

3.18 BUILDING SECURITY

All employees who are issued keys to the office are responsible for their safekeeping. These employees will sign a Building Key Disbursement form upon receiving the key. The last employee, or a designated employee, who leaves the office at the end of the business day assumes the responsibility to ensure that all doors are securely locked, the alarm system is armed, thermostats are set on appropriate evening and/or weekend setting, and all appliances and lights are turned off with exception of the lights normally left on for security purposes.

3.19 INSURANCE ON PERSONAL EFFECTS

Personal property of any value will not be kept on District Property. Bayshore Gardens assumes no risk for any loss or damage to personal property.

3.20 SUPPLIES; EXPENDITURES; OBLIGATING THE DISTRICT

Only authorized persons may purchase supplies in the name of Bayshore Gardens. No employee whose regular duties do not include purchasing shall incur any expense on behalf of Bayshore Gardens or bind Bayshore Gardens by any promise or representation without written approval.

3.21 EXPENSE REIMBURSEMENT

Expenses incurred by an employee must have prior approval by the *District Office* Manager. Reimbursements for authorized expenditures under \$50.00 will be issued in the office with the submission of receipts to the Manager. If the amount is more than \$50.00, the reimbursement request will be processed like an invoice. All completed reimbursement request forms will be turned in to the Manager. Once a month all mileage reports will be submitted to the *District Office* Manager for reimbursement.

3.22 PARKING

Employees must park their cars in areas indicated and provided by the District.

3.23 VISITORS IN THE WORKPLACE

To provide for the safety and security of employees, visitors, and the facilities at Bayshore Gardens, only authorized personnel are allowed in certain areas of the workplace, such as the pool pit, chemical storage areas, maintenance building. Restricting unauthorized visitors helps ensure security, decreases insurance liability, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

3.24 IMMIGRATION LAW COMPLIANCE

Bayshore Gardens employs only United States citizens and those non-U.S. citizens authorized to work in the United States in compliance with the Immigration Reform and Control Act of 1986.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with Bayshore Gardens within the past three years or if their previous I-9 is no longer retained or valid.

SECTION 4

STANDARDS OF CONDUCT

The work rules and standards of conduct for Bayshore Gardens are important, and the District regards them seriously. All employees will become familiar with these rules and standards. In addition, employees are expected to follow the rules and standards faithfully in doing their own jobs and conducting the District's business. Please note that any employee who deviates from these rules and standards will be subject to corrective action, up to and including termination of employment (see Section 3.13, Corrective Action).

While not intended to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of rule infractions or misconduct that may result in disciplinary action, including termination of employment.

- Theft or inappropriate removal or possession of property
- Falsification of timecards (See Section 5.2, Timekeeping)
- Working under the influence of alcohol or illegal drugs (See Section 4.6, Substance Abuse)
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace (See Section 4.6, Substance Abuse)
- Possession of firearms on the property
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of District-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Sexual or other unlawful or unwelcome harassment (See Section 4.3, Harassment, Including Sexual Harassment)
- Excessive absenteeism or any absence without notice (See also, Section 4.1 Attendance/Punctuality and 4.2, Absence without Notice)
- Unauthorized use of telephones, or other District-owned equipment (See Section 4.4, Telephone Use)
- Using District equipment for purposes other than business (i.e., playing games on computers, allowing non-personnel to ride on golf cart, mowers etc.)
- Unauthorized disclosure of confidential information
- Violation of personnel policies
- Unsatisfactory performance or conduct

4.1 ATTENDANCE/PUNCTUALITY

The District expects that every employee will be regular and punctual in attendance. This means being at their workstation, ready to work at their starting time each day. Absenteeism and tardiness place a burden on other employees and on the District.

If you are unable to report for work for any reason, notify the Manager before regular starting time. You are responsible for speaking directly with the Manager about your absence. It is not acceptable to leave a message on the District's voice mail, except in extreme emergencies. In the case of leaving a voice-mail message, a follow-up call must be made later that day. The District phone number is 941-755-1912.

Should undue tardiness become apparent, disciplinary action may be required.

If there comes a time when you see that you will need to work some hours other than those that make up your usual work week, notify the Manager as soon as possible in advance. Each request for special work hours will be considered separately, in light of the employee's needs and the needs of the District. Such requests may or may not be granted.

4.2 ABSENCE WITHOUT NOTICE

If you do not report for work and the District is not notified of your status, it will be assumed after ~~two~~ one consecutive days day of absence that you have resigned, and you will be removed from the payroll.

If you become ill while at work or must leave ~~the office~~ for some other reason before the end of the workday, be sure to inform the District Office Manager of the situation immediately. You may be required to have a return to work verification from a licensed professional.

4.3 HARASSMENT, INCLUDING SEXUAL HARASSMENT

Bayshore Gardens is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated.

If you believe you have been the victim of harassment, or know of another employee who has, report it immediately. Employees can raise concerns and make reports without fear of reprisal.

Any employee who becomes aware of possible harassment should promptly advise the Manager who will handle the matter in a timely and confidential manner.

4.4 TELEPHONE USE

The District telephones are intended for the use of serving our customers and in conducting the District's business.

To respect the rights of all employees and avoid miscommunication in the office, employees must inform family members and friends to limit personal telephone calls during working hours except for extreme emergencies.

Employees are prohibited from using personal cell phones on work time.

All personal telephone calls should be kept brief to avoid congestion on the telephone line. Personal phone calls to the District Office for an employee that are non-emergency are prohibited.

If an employee is found to be deviating from this policy, he/she will be subject to disciplinary action (See Section 3.13, Corrective Action).

4.5 PUBLIC IMAGE

A professional appearance is important anytime an employee comes in contact with customers or potential customers. Employees should be well groomed and appropriately dressed for our business and for their position in particular.

The District allows casual dress, but the following items are considered inappropriate working attire for Bayshore Gardens:

- Spaghetti-strapped shirts
- Short miniskirts or short shorts
- Sheer clothing
- T-shirts with inappropriate or offensive gestures or advertising
- Flip flops

Consult your Manager if you have any questions about appropriate business attire.

4.6 SUBSTANCE ABUSE

The District is committed to providing a safe and productive workplace for its employees. In keeping with this commitment, the following rules regarding alcohol and drugs of abuse have been established for all employees, regardless of rank or position. The rules apply during working hours to all employees of the District while they are on District premises or elsewhere on District business.

The manufacture, distribution, possession, sale, or purchase of controlled substances of abuse on District property is prohibited.

Being under the influence of illegal drugs, alcohol, or substances of abuse on District property is prohibited.

Working while under the influence of prescription drugs that impair performance is prohibited.

So that there is no question about what these rules signify, please note the following definitions:

District property: All District owned, or leased property ~~used by employees.~~

Drugs: Any chemical substance that produces physical, mental, emotional, or behavioral change in the user *without a prescription from a doctor and written directions from the doctor is required to insure the employees safety in the work place while taking the prescription. The providers orders must be provided to the District office. The orders are subject to HIPPA regulations.*

Drug paraphernalia: Equipment, a product, or material that is used or intended for use in concealing an illegal drug, or otherwise introducing into the human body an illegal drug or controlled substance.

Illegal drugs:

- a. Any drug or derivative thereof whose use, possession, sale, transfer, attempted sale or transfer, manufacture, or storage is illegal or regulated under any federal, state, or local law or regulation.
- b. Any drug, including – but not limited to – a prescription drug, used for any reason other than that prescribed by a physician.
- c. Inhalants used illegally.

Under the influence: A state of not having the normal use of mental or physical faculties resulting from the voluntary introduction into the body of an alcoholic beverage, drug, or substance of abuse.

Consistent with the rules listed above, any of the following actions constitutes a violation of the District's policy on drugs and may subject an employee to disciplinary action, up to and including immediate termination.

Using, selling, purchasing, transferring, manufacturing, or storing an illegal drug or drug paraphernalia, or attempting to or assisting another to do so, while in the course of employment.

Working or reporting to work, conducting District business or being on District property while under the influence of an illegal drug or alcohol, or in an impaired condition.

4.7 TOBACCO PRODUCTS

Employees must follow all rules posted in designated nonsmoking areas and adhere to all policies associated with this policy (See Sections 3.7, Break Periods and 3.15, Safety).

4.8 INTERNET USE *BY DISTRICT OFFICE AND HEAD OF MAINTENANCE*

Employees are allowed use of the Internet and e-mail when necessary to serve our customers and conduct the District's business.

Employees may use the Internet when appropriate to access information needed to conduct business of the District. Employees may use e-mail when appropriate for District business correspondence.

~~Use of the Internet must not disrupt operation of the District computer network. Use of the Internet must not interfere with an employee's productivity. Employees are responsible for using the Internet in a manner that is ethical and lawful.~~

Internet messages are public and not private. ~~Bayshore Gardens reserves the right to access and monitor all files and messages on its systems.~~

SECTION 5

WAGE AND SALARY POLICIES

5.1 WAGE OR SALARY INCREASES

Each employee's hourly wage or annual salary will be reviewed at least once each year. The employee's review date will usually be conducted on or about the anniversary date of employment or the date of the previous compensation review. Such reviews may be conducted more frequently for a newly created position or based on a recent promotion.

Increases will be determined on the basis of performance, adherence to District policies and procedures, and ability to meet or exceed duties per job description and achieve performance goals (See Section 3.11, Performance Review/Planning Sessions).

Although the District's salary ranges and hourly wage schedules will be adjusted on an ongoing basis, Bayshore Gardens does not grant "cost of living" increases. Performance is the key to wage increases in the District.

5.2 TIMEKEEPING

Accurately recording time worked is the responsibility of every non-exempt employee. Time worked is the time actually spent on a job(s) performing assigned duties.

Bayshore Gardens does not pay for extended breaks or time spent on personal matters.

All employees are expected to report for work and begin working on time in accordance with their established work schedule and at the designated work site. Each employee must document his/her work hours on a daily basis. Employees will record hours worked and leave taken and submit a time sheet to the Manager.

For all full time-year around employees work is eight (8) hours per day or forty (40) hours a week.

5.3 OVERTIME: EXEMPT EMPLOYEES

Bayshore Gardens office is open for business 40 hours per week. Overtime is compensated by accruing comp time at the rate of one and one-half times the hours over forty (40) hours of work week. Time off on personal time, holidays, or any leave of absence will not be considered hours worked when calculating overtime. In addition, vacation time does not constitute hours worked. All accrued overtime comp time must be used within the current calendar year.

5.3.A OVERTIME: NON-EXEMPT EMPLOYEES

All overtime work performed by an hourly employee must receive the Manager's prior authorization. Overtime worked without prior authorization from the Manager may result in disciplinary action. The Manager's signature on a timesheet authorizes pay for overtime hours worked.

All accrued overtime comp time must be used within the current calendar year **approved by the District Office Manager and Chairman of the Board of Trustees..**

5.4 PAYDAYS

All employees are paid biweekly. In the event that a regularly scheduled payday falls on a weekend or holiday, employees will receive pay on the previous day of operation.

If a regular payday falls during an employee's vacation, the employee's paycheck will be available upon his/her return from vacation.

If the employee is not at work when paychecks are distributed and does not receive the paycheck, the employee will need to see the Manager.

Paychecks will not, under any circumstances, be given to any person other than the employee without written authorization. Paychecks may also be mailed to the employee's address upon request accompanied by a self-addressed stamped envelope.

SECTION 6

BENEFITS AND SERVICES

Bayshore Gardens offers a benefits program for its [regular full-time] and [regular part-time] employees. However, the existence of these programs does not signify that an employee will necessarily be employed for the required time necessary to qualify for the benefits included in and administered through these programs.

6.1 INSURANCE

The District does not have a current insurance benefit plan but offers a monthly allotment for all year-round employees to use towards any insurance program they may have purchased outside Bayshore.

6.2 SOCIAL SECURITY/MEDICARE

Bayshore Gardens withholds income tax from all employees' earnings and participates in FICA (Social Security) and Medicare withholding and matching programs as required by law.

6.3 VACATION

Paid vacation is available to regular full-time and regular part-time employees following their first-year anniversary with Bayshore Gardens and is provided based on the following calculations:

During the first 3 (three) years of employment, one week of paid vacation time will have been earned. Earned vacation can be taken after 1 (one) year continuous employment.

During the 4th (fourth) year of employment, two weeks of paid vacation time will be earned.

After the 5th (fifth) year of employment, 3 weeks of paid vacation time will be earned.

NOTES:

The vacation policy applies to all regular full-time and part-time employees.

Casual part time employees cannot earn vacation, as they do not work a full calendar year.

Paid vacation time of regular part-time employees will be earned on a fractional basis. Fractional vacation weeks will correspond to the average number of hours worked during the preceding year.

Example: Employee "A" works 25 hours per week for 52 continuous weeks
 Earned vacation equals 25 hours

Earned vacation leave cannot be taken before it is accrued and approved.

Vacation may be taken in half-day increments of time with the advance approval of the Manager.

Upon termination, payment for unused earned vacation will be evaluated on a case-by-case basis. If granted, it will be paid in a lump sum in the employee's final paycheck.

No vacation may be carried over from one calendar year to the next. However, no more than one week of vacation may be taken at one time, except under extraordinary circumstances. Requests for more than one week of vacation should be in writing at least thirty 30 days prior to the beginning of the requested vacation period. All vacations are subject to Manager approval.

Bayshore Gardens encourages all employees to make the most of their vacation time.

Regular breaks from daily work make everyone more productive. As vacation time is not a wage earned, getting paid for vacation earned but not taken would have to be reviewed by Personnel and Salaries and then submitted to the Board for approval. It is the responsibility of the employee to notify the Manager in advance of so it can be taken to the next Board meeting for final approval.

6.4 RECORD KEEPING

The Manager maintains vacation time earned and used.

6.5 HOLIDAYS

Bayshore Gardens observes the following paid holidays per year for all year-round employees:

New Year's Day	Martin Luther King Jr Day
Memorial Day	Independence Day
Labor Day	Veteran's Day
Thanksgiving Day	Day After Thanksgiving Day
½ Day Christmas Eve	Christmas Day
½ Day Floating Personal Holiday	

If any of these holidays fall on Saturday, the preceding Friday shall be observed as a holiday; if any of these holidays fall on Sunday, the following Monday shall be observed as a holiday.

Regular year-round employees also have 5 floating holiday/sick days to use at the approval of the Manager. The 4th of July is a mandatory workday.

6.6 JURY DUTY/MILITARY LEAVE

Employees will be granted time off to serve on a jury or military leave with pay. All regular employees both full-time and part-time will be kept on the active payroll until their civic duties have been completed. A copy of the jury duty summons, and all other associated paperwork are required for the personnel file.

6.7 SICK LEAVE

Full time employees are eligible for up to five days, or forty hours, of sick leave during each calendar year. Part-time employees are eligible for pro-rated sick leave, based on the number of hours the employee is regularly scheduled to work. Sick leave benefits are earned on a pro-rated basis for each complete calendar month of service. Sick leave does not accrue from year to year, nor will it be paid out at the end of the year, or upon termination.

Employees who are unable to report to work due to illness or injury need to contact their Manager as soon as possible and prior to the beginning of the workday.

Employees absent for more than three days in a row will be required to bring a note from your Doctor stating it is safe for your return to work.

The only exception to this would be upon approval of the Manager, Chairman of the Board, or Chairman of Personnel and Salaries.

6.8 TRAINING AND PROFESSIONAL DEVELOPMENT

Bayshore Gardens recognizes the value of professional development and personal growth for employees. Therefore, Bayshore Gardens encourages its employees who are interested in job specific training to research these further and get approval before signing up for the seminars or courses. Personnel and Salaries Committee must first review the requested courses and the cost of the training; after committee approval it must be submitted to the Board for final approval.

6.9 USE OF FACILITIES

Full, part time, and casual employees of Bayshore Gardens Park and Recreation District who do not live in the district may use the pool, picnic and beach area, and the fishing pier during non-working hours under the following conditions: (a) employee only, at their own risk, (b) follows all rules and regulations stipulated by the District, (c) signs a waiver indicating their understanding of the conditions, and (d) behaves in a manner becoming of an employee. The District *Office Manager* ~~and/or manager~~ reserves the right to suspend or revoke the privilege if abused. *The employee may appeal the decision of the District Office Manager to the Board of Trustees.*

SECTION 7

EMPLOYEE COMMUNICATIONS

7.1 STAFF MEETINGS

Staff meetings will be held at the discretion of the Manager. These informative meetings allow employees to be informed on recent District activities, changes in the workplace and employee recognition.

7.2 BULLETIN BOARDS

Bulletin boards placed in hall amp room, maintenance building and lifeguard room provide employees access to important posted information and announcements. The employee is responsible for reading necessary information posted on the bulletin boards.

7.3 PROCEDURE FOR HANDLING COMPLAINTS

Under normal working conditions, employees who have a job-related problem, question or complaint should first discuss it with the Manager. At this level, employees usually reach the simplest, quickest, and most satisfactory solution. If the employee and Manager do not solve the problem, Bayshore Gardens encourages employees to contact the Manager with the Head of Personnel Committee. If the problem still cannot be resolved, the Manager will bring it in writing to the Board Chairman.

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BAYSHORE GARDENS PARK AND RECREATION DISTRICT

District Office Manager Job Description

Approved September 17, 2013 Revised: _____

The manager is responsible to the Board of Trustees and reports directly to the Chairman of the Board. The manager prepares and delivers month end reports on the status of the Center along with recommendations for future projects and activities to the Board at regular Board meetings. The manager attends monthly and annual Board meetings and is on call for emergencies.

A varied background and experience are necessary to accomplish the duties of the position. This includes bookkeeping, administering office procedures, supervising maintenance and custodial requirements, pool operations, and all personnel. Strong human relation skills are required to deal effectively with the needs and sites of the Bayshore Gardens homeowners and other Recreation Center patrons. The manager must be bondable and approved to act as a Notary Public.

Detailed job duties and responsibilities include but are not limited to the following:

- a) Allocate and supervise work in the office
- b) Supervise the use of facilities by residents and clubs, all rental contracts and scheduled use of the recreation center facilities. In compliance with Board policy.
- c) Supervise the pool operations including pool attendants, pool scheduling and pool closings.
- d) Dockmaster reports marina operations to District Office.
- e) Advise trustees on updated state laws and regulations applying to park and recreation districts.
- f) Authorize the purchase of all supplies and maintain all purchase and receipt records.
- g) Keep all monies (except petty cash) in the safe, locked at all times.
- h) Deposit cash and checks on a weekly basis, provided the amount on hand doesn't exceed \$_____.
- i) Negotiate everyday contracts for use of facilities according to Board Policy.
- j) Supervise the work of all personnel.
- k) Advise and/or train personnel in the performance of their duties.
- l) Recommendation to promote and/or raise pay based on performance to the Chair of Personnel and Salary.
- m) Discuss write ups with Chairman of Personnel and Salary prior to administering to employee and placing in employee file.
- n) Complete employee performance reviews on all employees after their first 90 days and then annually on their anniversary date of hire. Complete these reviews in a timely fashion and keep them in the employee's individual file as well as providing a copy to Chairman of Personnel and Salary.
- o) Maintain Public Records, including disposal schedule.
- p) Prepare responses to Public Record Request.
- q) Maintain the District's website.
- r) Prepare and cause to be published all mandatory legal notices in compliance with the law.
- s) Prepare and maintain a file in the office at all times of all original documents for any project in progress in the District.

BAYSHORE GARDENS PARK AND RECREATION DISTRICT

Part-Time Administrative Assistant Job Description

Approved April 2010

Function: This part time position will report to and provide administrative support for the Manager on an as needed basis for the operation of the recreation center, marina & park. It includes responsibility for maintaining various records, preparing correspondence. Must have strong communication skills. Also calls for flexibility, excellent interpersonal skills, project coordination experience, and the ability to work well with all levels of management and staff, as well as outside clients and vendors. Employee may supervise others during Managers absence.

Responsibilities include but are not limited to the following:

- Answers phones, directs calls, and handles office details including filing, faxing, routinely re-ordering department supplies.
- Prepares and mails bulk materials and purchases stamps when needed.
- Assists with coordination and contracts for use of facilities including main hall, picnic area, pool and marina.
- Initiates correspondence requiring knowledge of District procedures and policies.
- Has knowledge of and will interpret and handle routine matters in accordance with District policy including implementation of all district procedures such as hurricane preparation, marina rules and pool procedures.
- Assure discreet handling of all business.
- Take initiative in manager's absence.

Knowledge, Skills, and Abilities required at this level include:

- A major emphasis on secretarial skills, good written and oral skills, with strong attention to detail.
- The ability to be well-organized, self-motivated, have good judgment, possess proofreading skills, and follow oral and written instructions.
- The ability to maintain effective working relationships with others.

BAYSHORE GARDENS PARK AND RECREATION DISTRICT

Full Time Maintenance Technician Job Description

Approved 2005

This job description shall be reviewed by the Personnel and Salaries Committee as necessary and can only be modified by the Board of Trustees.

Maintenance Technician reports directly to the Manger.

The maintenance technician must:

- Be able to multitask job functions.
- Be able to prioritize jobs.
- Be able to utilize good judgment in time management.
- Be able to work with a minimum of supervision.
- Be a self-starter
- Have basic skills in painting...carpentry...electrical as well as plumbing and irrigation
- Have basic knowledge in small engine operations, maintenance mechanical repair
- Be able to perform routine maintenance and repair, keeping facilities and equipment in proper working order

The maintenance technician will keep management updated on all ongoing projects, and report all projects completed.

All projects and repairs including price estimates will go to management for approval prior to commencement.

The maintenance technician will become familiar with hurricane procedure and, when informed by management, will implement hurricane preparedness list.

Duties also include the following:

- Perform all daily maintenance to Park, Hall, Marina, Pool Area, Ballpark, Picnic Area, and Restrooms.
- Ensure work accomplished and use of resources is accurate and efficient
- Have complete knowledge of pool operations. This includes testing, adjusting or maintaining chemicals in the regular maintenance operations of both mechanically operated and automated systems of the pool.
- Setting up main hall, patio and/or picnic area as needed
- Cleaning and upkeep of all inside facilities
- Emptying trash, sweeping, and cleaning offices
- Maintaining floor in hall. Cleaning and polishing as needed.
- Cleaning kitchen and inside restrooms daily

BAYSHORE GARDENS PARK AND RECREATION DISTRICT

Full Time Maintenance Technician Job Description

(continues)

The following duties can be shared with the part time technicians.

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.

Sunday, Tuesday & Wednesday: Make sure dumpster doors are left propped open for pickup.

Monday: Pick up debris around marina, park and beach areas. Empty all trash cans on District property. Clean and restock as needed all exterior restrooms. Sweep breezeway as needed. Clean as needed ashtrays and front entrance area.

Tuesday: Clean and restock as needed all exterior restrooms. Clean as needed ashtrays and front entrance area.

Wednesday: Clean and restock as needed all exterior restrooms. Clean as needed ashtrays and front entrance area.

Thursday: Clean and restock as needed all exterior restrooms. Clean as needed ashtrays and front entrance area. Check for spider webs and wasps' nests in playground and around buildings. Pick up debris around marina, park and beach areas. Back porch entrance way should be blown and swept.

Friday: Clean and restock as needed all exterior restrooms. Clean as needed 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 back porch area must be cleaned and floor swept. All bathrooms in Hall and Screen Room cleaned and restocked.

Ashtrays:

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

Bathroom Cleaning Procedure:

- Clean sinks
- Clean toilets
- Clean mirrors
- Wipe down all shelves
- Replace as needed toilet paper, paper towels and soap
- Empty trash cans and sanitary bins... clean if necessary
- Sweep or vacuum floors to get up all debris before mopping
- Mop floors

Full Time Maintenance Technician Job Description (continues)

Kitchen Cleaning Procedure:

- Ice machine must be checked weekly for mold buildup. Clean if necessary.
- Kitchen floor must be swept daily and mopped every Monday, Friday or after each event. Food Cart must be wiped clean after each event.
- Main Cooler
 - 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 the public. It must be clean and sanitary at all times.
- If ants or bugs are present, notify office and take appropriate action.

Hall Cleaning Procedure:

- Sweep or dust mop floor Monday and Thursday to clean up any and all debris.
- Floor must be mopped with hot water solution after every event. Do not leave water on floor. It must be mopped up and not left to puddle. Squeegee if necessary.
- Polish floors before event setup.
- All windowsills and counters are to be wiped down weekly.
- All trash cans must be emptied at least every Monday & Friday and after each event.
- All mats must be vacuumed as necessary.
- 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.

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.

Full Time Maintenance Technician Job Description
(continues)

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

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 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.

BAYSHORE GARDENS PARK AND RECREATION DISTRICT

Part Time Grounds Technician Job Description

Approved August 2005

This job description shall be reviewed by the Personnel and Salaries Committee as necessary and can only be modified by the Board of Trustees.

The Grounds Technician reports directly to the Manager.

The Grounds Technician must:

- Be able to multitask job functions
- Be able to prioritize jobs
- Be able to utilize good judgment in time management
- Be able to work with a minimum of supervision
- Be a self-starter

The Grounds Technician will become familiar with hurricane procedures and, when informed by management, will implement hurricane preparedness list.

Duties include, but are not limited to, the following:

- Lawn mowing, edging, weed eating, tree and bush trimming of the marina, baseball field, picnic and beach areas
- Landscaping & debris removal
- Routine maintenance and repair to keep equipment in good working order
- Outside trash pick up

BAYSHORE GARDENS PARK AND RECREATION DISTRICT

Part Time Dockmaster Job Description

Approved September 2007

The Dock Master works directly under the manager in conjunction with the Marina Committee.

Duties include but are not limited to the following:

1. Meet with the Manager as requested by the Manager and check in with the Manager at least once a day.
2. Required to attend meetings of the Marina Committee and invited to attend Board of Trustees meetings; be ready to provide answers to any questions about the marina that may come up.
3. The Dock Master will enforce all Rules and Regulations.
4. Ensure that no one is issued a slip or trailer space in the marina without first obtaining a lease
5. Assign slips and trailer spaces. Notify the office of any slip exchanges and reasons why on the forms provided.
6. Check eligibility of all vessels, Notify the manager in writing of any unauthorized watercraft found in the marina. Once a month check to see if all boats in the marina are displaying current registration stickers. Notify the Manager in writing of any violations.
7. Once a week verify all boats and trailers are in assigned spaces and that all boats are properly secured.
8. The Dockmaster shall leave a note on any trailer not attached to a tow vehicle (except those in storage) stating that the trailer may not be left there. He shall inform the Manager in writing of the tag number so the office can help locate the owner.
9. Before any boat owner puts his/her boat in a work area, the Dockmaster must ensure that the boat owner is first registered with the office and show written proof of current registration and insurance of at least \$100,000. A copy will be kept with the Dockmaster.
10. The Dockmaster shall specify in writing, a time period for having the boat in the work area on the form provided. Approval of the manager is required before granting any extensions.
11. The Dockmaster will oversee and ensure the cleanliness of the work area and inform the Manager in writing of any cleanliness issues or EPA violations in the work area.
12. The Dockmaster shall notify the Manager in writing, as to the time and date of all "haul outs" and returns to the water.
13. The Dockmaster will provide the Manager in writing a waiting list of all boat owners requesting a trailer space, boat slip or workspace spot.
14. Without prior written authorization from the Dockmaster, and a copy of that authorization provided to the office to be placed with the Lessees records, lessees shall not construct, alter, or attach anything on Park or marina property

BAYSHORE GARDENS PARK AND RECREATION DISTRICT

Part Time Dockmaster Job Description

(continues)

15. Once a week, walk all piers and work areas, and provide the Manager in writing a list of all maintenance needs, concerns, and safety issues.
16. Act as custodian of all Marina equipment and provide to the manager an annual inventory of all Marina equipment. This is due on the 31s' of October of each year.
17. The Dockmaster will assist the maintenance department with repair and maintenance issues as required.
18. By the tenth (10th) of each month, turn in a typewritten "Dockmaster's Report" to the editor of the Banner.
19. The Dockmaster shall be available to assist boat owners in securing or moving their boats in the event of all severe weather, but not limited to Tropical storms and hurricanes.
20. In the event of severe weather and the boat owners cannot be contacted, the Dockmaster shall take whatever means necessary (including relocating the boats) to secure the boats to prevent or minimize damage to the boats or Marina property.
21. The Dockmaster will not enter into any Business Arrangements in the Marina while employed by Bayshore Gardens Park and Recreation District.
22. Bayshore Gardens Marina policy prohibits the Dockmaster from conducting any Marina related business for personal gain. This relates to financial or other profit form slip rentals, boat assignments, sale and/or repair of boats or marine equipment, use of boat slips or marina equipment by unauthorized personnel.
23. Any personal business act entered into by the Dockmaster in the marina must be conducted as an individual, not as a District employee. Marina rules must be adhered to, and the office must be notified of personal business within the marina.

RECEIPT OF EMPLOYEE MANUAL STATEMENT

I _____ have received a copy of the Bayshore Gardens Park and Recreation District Employee Manual. I hereby agree abide by these rules as a condition of my employment. I have been informed this agreement with my signature will be placed in my personnel file.

Employee Signature

Date

EMPLOYEE WAIVER STATEMENT

I _____ understand that the privilege of using Bayshore Gardens Park and Recreation District facilities during non-working hours is at my own risk. I will follow all rules and regulations stipulated by the District and will behave in a manner this is becoming of an employee. My privileges will be revoked by the District and or manager if I fail to act accordingly.

Employee Signature

Date

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: New Years Eve Hall Rental Hrs Meeting Date: 1-24-24

Type of Meeting: _____ Workshop _____ Board Meeting

Motion: Discussion: _____ (check one)

Rationale for Request: Extend the Hall Hours on New Years Eve to be open past Midnight.

Estimated Costs to District (if applicable)

Attachments/Supporting documents: None: _____

Board Trustee: Terry Zimmerly Date: 1/9/24

Print Name: Terry Zimmerly

Received by: [Signature] Date: 1/4/24

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: North Ballfield Overflow Parking Meeting Date: 1-24-24

Type of Meeting: _____ Workshop _____ Board Meeting

Motion: Discussion: _____ (check one)

Rationale for Request: Make North end of the ballfield
permant overflow parking for the marina ~~etc~~
with parking decal required.

Estimated Costs to District (if applicable)

Attachments/Supporting documents: None: _____

Board Trustee Morris Raymer Date: 1-9-24

Print Name: Morris Raymer

Received by: [Signature] Date: 1-9-24

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: Park Fencing Meeting Date: 1-24-24

Type of Meeting: _____ Workshop _____ Board Meeting

Motion: Discussion: _____ (check one)

Rationale for Request: The county is requiring an engineer's drawing for the fence park to be fenced. USA Fence said they can have this done for us.

Estimated Costs to District (if applicable)

\$450.00

Attachments/Supporting documents: None: _____

Board Trustee: Morris Raymer Date: 1-12-24

Print Name: Morris Raymer

Received by: Hia [Signature] Date: 1-12-24

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: Painting Meeting Date: 1-24-24

Type of Meeting: _____ Workshop _____ Board Meeting

Motion: Discussion: _____ (check one)

Rationale for Request: Paint everything to match the existing hall paint

Estimated Costs to District (if applicable)

Attachments/Supporting documents: None: _____

Board Trustee: Morris Raymer Date: 1-11-24

Print Name: Morris Raymer

Received by: [Signature] Date: 1-11-24



RECEIVED
1-18-24

2

LETTER OF INTENT

My name is Richard Jackerson. I am interested in running for the Board of Trustees for Bayshore Gardens Park and Recreation District. I have been a resident of Bayshore Gardens for three and a half decades. I was on the board for six years. I have had experience running a law office. I would like to do what I can to help run the board at it's best.

Sincerely,

Richard Jackerson January 18, 2024
Richard Jackerson



RECEIVED
1-17-24

3

Jan 17, 2024

Sharon Denson addition to letter of interest on file for a Board appointment as Trustee. This letter is for any and all open Board of Trustee seats until I withdraw in writing.

I retired as the Executive Assistant to the President of a retail Corporation with over 200 locations East of the Mississippi river. I traveled to the locations when directed and audited their locations. The audits included a physical audit as well as an audit of the books. I also was part of a transition team that converted purchased companies into the corporate policies and procedures as well as training the acquired company's employees.

I thought that the Trustees had noticed the service to the District that I have provided, but find that has not been the case, so I will list some of the duties and responsibilities that required more expertise and time than other trustees either recognized and/or attempted.

- ADU, Prepared Brief and presentation to Manatee County Commission to exempt us from ADU (Adult Dwelling Units) Our District was slated for each parcel in our District to be able to construct a home in the backyard that could be rented. This could potentially double our number of facility users without doubling the assessment we could collect. The County Attorney agreed with my Brief and presentation, we were exempted by the Commission.
- Read all of the minutes and memorialized all voted policy issues into usable form
- Performed the mandatory review and disposal of Public Records. It had not been done legally in many years. It has not been done since and is overdue. Legal requirement not being met.
- Prepared legal documents for the District's Attorney to avoid a lawsuit when the Board had failed to follow the law. Saved the District \$\$\$
- Started the Jammers as a District sponsored activity and supervised their sessions. Free entertainment for the District.
- Bylaws I found numerous District Attorney Opinions in the process of disposing of records and put the opinions in a book for easy access. One of the issues that I found were numerous Attorney written opinions received over time informing us that our Bylaws were in violation of the Law and needed to be corrected. I worked with the letters and the laws of the State of Florida and completed the current Bylaws. The Bylaws were approved by the District's Attorney as well as the Board of Trustees.
- Collected all of the Historical Documents that were scattered thru the boxes of Public Records. They are boxed and labeled for those interested.
- Boat Launch Re-negotiated the contract with the Engineering firm, saving the District \$20,000.00 plus.
- Reviewed and corrected Employee Manual to bring it into compliance with the law. You are currently in the process of approving the revised manual.
- Chaired the Auditor Selection Committee twice. The first saved the District \$20,000.00 over a five year period.
- I was asked numerous times by Terry Zimmerly to chair the Auditor Selection committee a second time. The Trustee on the Board who had served on the previous committee refused. The second Auditor Selection Committee has the potential of savings for the District of \$40,000.00 plus even though that was not the reason for the selection of the auditor by the Committee.
- Met with Landscape committee at the request of the Committee Chair and was asked to write the specs for the Cantilever Gate. I complied and delivered to the Chairman of that committee
- Served on numerous committees. House and Grounds, Policy and Procedure, Budget and Finance, Personnel and Salary, and Audit Selection.
- Made a trip to Tampa at my expense and met with the State to start the process beach restoration, which involves the removal of some beach mangroves. Researched the statutes to proceed with the process.
- Wrote the RFP for the Basketball and Pickleball courts. The RFP was approved and published. Served on the Committee to complete the project. As a Government entity our RFP and ITB have statutory requirements that must be included.

- Wrote the ITB for the ADA bathroom and showers. The ITB was approved and published. Located engineers to bid on Engineering as well as contractors to submit bids to do the bathrooms. Project currently in progress.
- Have assisted with the office staff when asked.
- Served on Committee with County Commissioner for the interests of Bayshore Gardens Park and Recreation District.
- I have attended more Board meetings than most of the Trustees.
- I can read and understand the Charter as well as other applicable statutes.

It would appear that the Board has not had anyone to perform the above tasks. I have assumed the responsibility for the Board/ District. I feel that a reasonable person would find that the Board has a need for the talents that I have demonstrated on numerous occasions.

Sharon Denson

A handwritten signature in black ink, appearing to read 'Sharon Denson', with a long, sweeping underline.



RECEIVED
1-23-24

4

Jenny Smetters
2904 Bowdoin Pl Bradenton, FL 34207
1-727-325-7190

Applying for a seat on the Board of Directors for Bayshore Gardens. I have been a resident of the district for 5 years. I rented for one year and we purchased a home 4 years ago in Bayshore. We love the community and wanted to stay a Bayshore resident. I have been to several meetings throughout the years and am fully aware of the policy and procedures that the district adheres to. I have an Accounting degree and have been in the finance and customer service industry for 20 plus years. I work full-time as a Marina Accounting Manager for a large marina corporation in downtown Sarasota. I hope you will consider my experience beneficial to serve our community.

Regards,

Jenny Smetters

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RECEIVED
1-24-24

District Office <office@bayshoregardens.org>

Notice of Intent

1 message

Skip Wilhoit <steelerskip@verizon.net>

Wed, Jan 24, 2024 at 8:22 AM

To: "Office@BayshoreGardens.org" <Office@bayshoregardens.org>

Hi Gia!

I was asked to consider joining the Board and have decided to throw my hat in the ring. I was told I could simply submit an email to you to formally initiate the process. Please let me know if there is anything else I need to do. Thanks!