

Agenda
Bayshore Gardens Park & Recreation District
Board of Trustees Meeting
February 19, 2020, 7 P.M.

1. Roll Call, Establish a Quorum
2. Call to Order
3. Pledge to flag
4. Approval of Minutes: 11/6/19 Wkshp; 1/20/20 Special Meeting; 1/22/20 BOT meeting; 2/5/20 Wkshp
5. Treasurer's Report
6. Trustee Committee Reports
7. District Manager's Report

BUSINESS

8. New Policy Guidelines for Clubs/Organizations/Rescind Policies 1020KF & 1020P, attached
9. Code of Conduct for the Board of Trustees/Rescind Policy Trustee Removal, attached
10. Motion: Dissolve Committees/Rescind Committee Charges
11. Board Approval of Maintenance Fence per Insurance Company, FMIT
12. Board Approval of Seawall Repair
13. Board Approval of Pedestals for Marina
14. Employee Performance Form/ Staff Review
15. Board Approval to Remove Observation Deck per Insurance, FMIT
16. Board Approval to spend \$2,500 to PRAG
17. Board of Trustees Emergency Contact for Hall Rentals
18. Additional Board business
19. Adjournment

(Resident comments agenda item 3 minutes)

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

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

Bayshore Gardens Park & Recreation District
Balance Sheet
As of January 31, 2020

Jan 31, 20

ASSETS

Current Assets		
Checking/Savings		
1000	· Checking-Operating 5/3 2537	138,583.76
1004	· Petty Cash - District	350.00
1006	· Checking-Payroll 5/3 2545	51,901.20
1016	· Savings - Operating 5/3 4032	131,095.63
1019	· Savings Reserves 5/3 5013	
1021	· Reserve Fund-Roofing (funds for Roofing)	26,607.39
1022	· Reserve Fund-Hall Upgrade (Funds for Hall upgrade)	70,904.87
1024	· Reserve Fund - Wood Shop Exp	800.00
1025	· Reserve Fund - ADA (Funds for furniture)	15,000.00
1026	· Reserve Fund-Park/Landscaping (Funds for playground and landscaping)	4,252.09
1027	· Reserve Fund- Parking Lot (funds for parking lot)	5,267.19
1031	· Reserve Fund-Air Conditioning	257.00
1032	· Reserve Fund - Marina (Marina Maintenance and Repair)	439,408.30
1019	· Savings Reserves 5/3 5013 - Other	5,508.37
Total 1019 · Savings Reserves 5/3 5013		568,005.21
Total Checking/Savings		889,935.80
Accounts Receivable		
1100	· Accounts Receivable	15,659.80
Total Accounts Receivable		15,659.80
Other Current Assets		
1200	· Prepaid Insurance	21,637.26
Total Other Current Assets		21,637.26
Total Current Assets		927,232.86
Fixed Assets		
1900	· Land	400,000.00
1910	· Buildings	1,008,289.93
1920	· Recreation Area	411,150.19
1940	· Recreation Area F & E	98,556.63
1960	· Machines & Equipment	86,719.22
1980	· Office Furniture and Equipment	36,158.54
1990	· Other Furniture and Equipment	54,459.88
1995	· Accumulated Depreciation	-1,144,431.66
Total Fixed Assets		950,902.73
Other Assets		
1800	· Utility Deposits	280.00
Total Other Assets		280.00
TOTAL ASSETS		1,878,415.59
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000	· Accounts Payable	259.75
Total Accounts Payable		259.75

Bayshore Gardens Park & Recreation District
Balance Sheet
 As of January 31, 2020

Jan 31, 20

		Other Current Liabilities	
		2010 · Accrued Wages	787.17
		2100 · Payroll Liabilities	
		2300 · Garnishment of Wages	101.40
		2100 · Payroll Liabilities - Other	1,437.90
		Total 2100 · Payroll Liabilities	1,539.30
		2171 · Sales Tax Payable	1,542.43
		2500 · Security Deposits	
		2501 · Hall Security Deposits	6,500.00
		2502 · Marina Security Deposits	8,045.00
		2503 · Screen Room Deposit (Screen Room Deposit)	80.00
		2500 · Security Deposits - Other	-8,545.00
		Total 2500 · Security Deposits	6,080.00
		2600 · Deferred Revenues	13,707.59
		Total Other Current Liabilities	23,656.49
		Total Current Liabilities	23,916.24
		Total Liabilities	23,916.24
		Equity	
		3040 · Owners' Equity	182,295.76
		3050 · Retained Earnings (Retained Earnings)	1,493,436.75
		3200 · Fund Balance	-86,517.97
		3300 · Investment in GFAAG	6,808.74
		Net Income	258,476.07
		Total Equity	1,854,499.35
		TOTAL LIABILITIES & EQUITY	1,878,415.59

**Bayshore Gardens Park & Recreation District
Profit & Loss Budget Performance**

January 2020

9:24 AM
02/05/20
Accrual Basis

Ordinary Income/Expense	Jan 20	Budget	Oct '19 - Jan 20	YTD Budget	Annual Budget
Income					
4000 · Assessments					
4005 · Property Tax	100,335.46	42,939.00	418,247.60	171,756.00	515,268.00
4006 · Commission fees	-3,010.06	-1,291.67	-12,216.22	-5,166.68	-15,500.00
4007 · Excess fees (Excess commission fees)	0.00		3,415.48	0.00	0.00
Total 4000 · Assessments	97,325.40	41,647.33	409,446.86	166,589.32	499,768.00
4100 · Rent					
4111 · Screen Room Rental	150.00	83.33	200.00	333.32	1,000.00
4120 · Hall Rentals	1,900.00	1,666.67	4,507.71	6,666.64	20,000.00
4150 · Marina Rentals					
4151 · Slip Rental					
4152 · Resident slip rentals	-500.00	3,283.37	-500.00	13,133.36	39,400.00
4153 · Non Resident slip rentals	-500.00	7,750.00	-500.00	31,000.00	93,000.00
4155 · Short Term Slip Rental	0.00	25.00	0.00	100.00	300.00
4158 · Homeowner-Non Resident	0.00	83.37	-648.00	333.36	1,000.00
4151 · Slip Rental - Other	-117.64		-117.64		
Total 4151 · Slip Rental	-1,117.64	11,141.74	-1,765.64	44,566.72	133,700.00
4154 · Small Boat Area	192.00	166.66	1,920.00	666.67	2,000.00
4156 · Trailer Space Rental	0.00	250.00	2,592.00	1,000.00	3,000.00
4157 · Gate Keys	400.00	500.00	4,560.00	2,000.00	6,000.00
4805 · late fees	0.00	33.33	0.00	133.32	400.00
4825 · Work Area/Pressure Washer	0.00	75.00	90.00	300.00	900.00
Total 4150 · Marina Rentals	-525.64	12,166.73	7,396.36	48,666.71	146,000.00
Total 4100 · Rent	1,524.36	13,916.73	12,104.07	55,666.67	167,000.00
4300 · Pool					
4360 · Pool FOB	0.00		210.00		
Total 4300 · Pool	0.00		210.00		
4400 · Donations					
4405 · General Donations	0.00		0.00	0.00	0.00
Total 4400 · Donations	0.00		0.00	0.00	0.00
4500 · Publications					

Bayshore Gardens Park & Recreation District
Profit & Loss Budget Performance
 January 2020

9:24 AM
 02/05/20
 Accrual Basis

	Jan 20	Budget	Oct '19 - Jan 20	YTD Budget	Annual Budget
4520 · Banner - Subscriptions	0.00		0.00	0.00	0.00
4530 · Banner - Classified Ads	0.00	416.66	20.00	1,666.64	5,000.00
Total 4500 · Publications	0.00	416.66	20.00	1,666.64	5,000.00
4600 · Interest Income (Interest Income)	1,571.61	416.66	6,906.97	1,666.72	5,000.00
4800 · Miscellaneous Income					
4802 · Office Services	19.40		57.70		
4815 · Insurance Refunds	0.00		0.00		
4830 · Over/Short	0.00		0.01		
4800 · Miscellaneous Income - Other	0.00	83.34	0.00	333.36	1,000.00
Total 4800 · Miscellaneous Income	19.40	83.34	57.71	333.36	1,000.00
Total Income	100,440.77	56,480.72	428,745.61	225,922.71	677,768.00
Gross Profit	100,440.77	56,480.72	428,745.61	225,922.71	677,768.00
Expense					
5000 · Administration Expenses					
5100 · Wages, Taxes and Fees					
5120 · Wages - Administration	8,587.90	5,166.66	25,289.04	20,666.64	62,000.00
5130 · Wages - Maintenance	12,945.44	9,315.00	39,928.87	37,260.00	111,780.00
5132 · Wages - Dockmaster	1,400.00	750.00	2,800.00	3,000.00	9,000.00
5133 · Marina Project Manager	0.00	208.34	0.00	833.36	2,500.00
5135 · Wages - Pool	0.00	4,750.00	5,306.94	19,000.00	57,000.00
5170 · Health Insurance Compensation	675.00	416.66	2,025.00	1,666.64	5,000.00
5210 · FICA-941 Taxes	1,806.05	1,500.00	5,744.99	6,000.00	18,000.00
5215 · Unemployment Taxes	160.37	50.00	264.19	200.00	600.00
5330 · Hall Monitor	66.00		286.00	0.00	0.00
5450 · Cell Phone	0.00	25.00	0.00	100.00	300.00
5610 · Accounting Fees	800.00	3,250.00	4,300.00	13,000.00	39,000.00
6080 · Travel Mileage	0.00	41.66	51.04	166.64	500.00
Total 5100 · Wages, Taxes and Fees	26,440.76	25,473.32	85,996.07	101,893.28	305,680.00
Total 5000 · Administration Expenses	26,440.76	25,473.32	85,996.07	101,893.28	305,680.00
5200 · Marina Expense					
5250 · Property Tax	0.00		4,758.66	0.00	0.00
5570 · Small Boat Area	0.00		0.00	0.00	0.00

**Bayshore Gardens Park & Recreation District
Profit & Loss Budget Performance**

January 2020

9:24 AM
02/05/20
Accrual Basis

	Jan 20	Budget	Oct '19 - Jan 20	YTD Budget	Annual Budget
5575 · Marina Repair/Maintenance	0.00	166.66	156.57	666.64	2,000.00
Total 5200 · Marina Expense	0.00	166.66	4,915.23	666.64	2,000.00
5300 · Security					
5310 · Security Systems	39.99		159.96		
5311 · Security Camera R&M	0.00		0.00	0.00	0.00
5320 · Gate Closing Expense	250.00	114.59	625.00	458.36	1,375.00
5335 · Key Fobs	0.00	52.09	0.00	208.36	625.00
5300 · Security - Other	0.00		0.00		
Total 5300 · Security	289.99	166.68	784.96	666.72	2,000.00
5400 · Utilities					
5410 · Electric	0.00	1,500.00	3,684.51	6,000.00	18,000.00
5420 · Water/Sewer	1,062.55	1,416.66	4,437.97	5,666.64	17,000.00
5430 · Telephone/Pager/Cable/Web	296.45	333.34	1,009.16	1,333.36	4,000.00
5440 · Gas/Propane	19.30	83.34	151.24	333.36	1,000.00
Total 5400 · Utilities	1,378.30	3,333.34	9,282.88	13,333.36	40,000.00
5500 · Building and Grounds					
5511 · Professional/Contract Services	0.00	816.66	2,444.96	3,266.64	9,800.00
5512 · Repairs, Maintenance & Supplies	75.00	583.34	1,935.58	2,333.36	7,000.00
5515 · Janitorial and Cleaning	82.03	416.66	1,301.74	1,666.64	5,000.00
5516 · Gasoline (Grounds machinery fuel)	0.00	58.34	107.01	233.36	700.00
5520 · Maintenance Equipment	31.97	250.00	389.97	1,000.00	3,000.00
5530 · Pest Control	0.00	250.00	80.25	1,000.00	3,000.00
5560 · Landscaping	0.00	833.34	16,190.24	3,333.36	10,000.00
5580 · Pool Maintenance	0.00	416.66	71.58	1,666.64	5,000.00
5585 · Pool Repair/Replacement	0.00		0.00	0.00	0.00
5590 · Pool Chemicals	265.05	1,333.34	2,886.25	5,333.36	16,000.00
5683 · Certification Reimbursement	0.00	166.66	0.00	666.64	2,000.00
6500 · Playground Expense	0.00	208.34	0.00	833.36	2,500.00
Total 5500 · Building and Grounds	454.05	5,333.34	25,407.58	21,333.36	64,000.00
5600 · Other Administration Expense					
5519 · Leased Equipment	0.00		408.15	0.00	0.00
5650 · Postage	0.00	41.66	0.00	166.64	500.00

**Bayshore Gardens Park & Recreation District
Profit & Loss Budget Performance**

January 2020

9:24 AM
02/05/20
Accrual Basis

	Jan 20	Budget	Oct '19 - Jan 20	YTD Budget	Annual Budget
5660 · Legal Fees	0.00	833.34	2,160.00	3,333.36	10,000.00
5665 · Seminars, Training and Fees	84.99	83.34	259.99	333.36	1,000.00
5670 · Office Supplies/Expenses	563.96	416.68	3,270.74	1,666.72	5,000.00
5680 · Audit Fees	0.00	1,000.00	0.00	4,000.00	12,000.00
5682 · Organizational Fees and License	50.00	125.00	1,550.00	500.00	1,500.00
5686 · Website Maintenance	100.00		542.34	0.00	0.00
5690 · Advertising	10.53	125.00	1,080.42	500.00	1,500.00
6020 · Bank Fees	299.46	500.00	1,785.80	2,000.00	6,000.00
6040 · Trustee Election	0.00	375.00	4,352.95	1,500.00	4,500.00
Total 5600 · Other Administration Expense	1,108.94	3,500.02	15,410.39	14,000.08	42,000.00
5630 · Insurance-Business					
5631 · Insurance - Liability	0.00	750.00	2,168.75	3,000.00	9,000.00
5632 · Insurance - Workers Compensatio	0.00	1,166.66	3,411.75	4,666.64	14,000.00
5633 · Insurance - Auto Liability	0.00	16.66	40.00	66.64	200.00
5634 · Insurance -Property	0.00	1,566.66	4,692.75	6,266.64	18,800.00
5635 · Insurance - Flood	1,293.00	833.34	5,172.00	3,333.36	10,000.00
Total 5630 · Insurance-Business	1,293.00	4,333.32	15,485.25	17,333.28	52,000.00
5700 · Publications Expense					
5710 · Banner - Commissions	0.00	125.00	0.00	500.00	1,500.00
5711 · Banner composition	300.00	416.66	1,010.00	1,666.64	5,000.00
5720 · Banner - Printing Costs	63.55	833.32	63.55	3,333.28	10,000.00
5740 · Banner - Paper Delivery	117.60	250.00	417.60	1,000.00	3,000.00
5750 · Banner - Office Supplies					
5752 · Office supplies	0.00		36.00	0.00	0.00
5750 · Banner - Office Supplies - Other	0.00		0.00	0.00	0.00
Total 5750 · Banner - Office Supplies	0.00		36.00	0.00	0.00
5760 · Banner - Miscellaneous Expenses					
5761 · Tide Tables	0.00	20.84	0.00	83.36	250.00
5762 · King Features	0.00	20.84	0.00	83.36	250.00
5760 · Banner - Miscellaneous Expenses - Other	0.00		0.00	0.00	0.00
Total 5760 · Banner - Miscellaneous Expenses	0.00	41.68	0.00	166.72	500.00
Total 5700 · Publications Expense	481.15	1,666.66	1,527.15	6,666.64	20,000.00

Bayshore Gardens Park & Recreation District Profit & Loss Budget Performance

January 2020

9:24 AM
02/05/20
Accrual Basis

	Jan 20	Budget	Oct '19 - Jan 20	YTD Budget	Annual Budget
5800 · District Recreation					
5830 · Expenses -	32.08	833.34	75.79	3,333.36	10,000.00
Total 5800 · District Recreation	32.08	833.34	75.79	3,333.36	10,000.00
5880 · Concession Stand	0.00		0.00	0.00	0.00
5885 · Depreciation Expense	0.00		0.00	0.00	0.00
5900 · Capital Layout					
5901 · ADA Lift for Pool	0.00		0.00	0.00	0.00
5902 · ADA Compliant Ramp for Rec Ctr	0.00		0.00	0.00	0.00
5903 · Sheds to Replace Porta Potty	0.00	666.66	0.00	2,666.64	8,000.00
5904 · Resurface Breezeway	0.00		0.00	0.00	0.00
5906 · Fishing Pier Repair	0.00	1,383.58	0.00	5,534.36	16,603.00
5907 · Pickleball Crt @ Basketball Crt	0.00		0.00	0.00	0.00
5908 · Add Heat to AC	0.00		0.00	0.00	0.00
5909 · Screen Room Repair	0.00	2,500.00	0.00	10,000.00	30,000.00
5911 · Rec Hall Repairs	125.99	78.75	1,964.17	315.00	945.00
5912 · Automatic Gate to the Beach	0.00	0.00	-14,040.00	0.00	0.00
5913 · Splash Park	0.00	0.00	-1,000.00	0.00	0.00
5914 · Dog Park	0.00	0.00	-1,000.00	0.00	0.00
5916 · Lighting Basketball Court	0.00	0.00	-13,500.00	0.00	0.00
5917 · Pool ADA Bathrooms	0.00	0.00	-40,000.00	0.00	0.00
5918 · Lighting Pool	0.00	0.00	-15,000.00	0.00	0.00
5921 · Capital Layout - Marina Project	0.00	84,540.00	84,540.00	84,540.00	84,540.00
Total 5900 · Capital Layout	125.99	89,168.99	1,964.17	103,056.00	140,088.00
5960 · Marina Construction					
5961 · Marina Contractors	0.00		0.00	0.00	0.00
Total 5960 · Marina Construction	0.00		0.00	0.00	0.00
6000 · Miscellaneous Expenses					
6010 · Over/Short Expenses	0.00		0.00	0.00	0.00
6000 · Miscellaneous Expenses - Other	0.00		0.00	0.00	0.00
Total 6000 · Miscellaneous Expenses	0.00		0.00	0.00	0.00
6900 · Uncategorized Expenses	0.00		0.00	0.00	0.00
7500 · Bad Debt	9,351.92		9,351.92		

Bayshore Gardens Park & Recreation District Profit & Loss Budget Performance

January 2020

	Jan 20	Budget	Oct '19 - Jan 20	YTD Budget	Annual Budget
9010 - Bank Service Charges	31.50		73.50		
Total Expense	40,987.68	133,975.67	170,274.89	282,282.72	677,768.00
Net Ordinary Income	59,453.09	-77,494.95	258,470.72	-56,360.01	0.00
	59,453.09	-77,494.95	258,470.72	-56,360.01	0.00

Clubs and organizations of Bayshore Gardens Park & Recreation District must be officially recognized by the Board of Trustees and meet the following qualifications:

1. Must have a minimum of 5 resident members to start a club/organization.
2. Provide two (2) main points of contact.
3. Fifty percent of the membership must be Bayshore Gardens residents.
4. Any **private events** that exclude the residents of the District must be paid for in advance and Reservation Form 1020F2 completed with the District office.
5. Each club/organization shall be entitled to three (3) weekend public rentals of the recreation hall per calendar year. If the event is cancelled fifteen (15) days prior to the event, the event will be counted as one of the three (3) annual rentals.
6. Should an additional weekend public rental be needed for the recreation hall, complete Reservation Form 1020F2 and attendance of thirty (30) attendees or more confirmed.

Clubs/organizations shall complete District forms on an annual basis by February 1st that include club contact information and facility reservations for the upcoming year.

All clubs/organizations are entitled to two (2) District issued FOBs for facility access.

Each club/organization may have on-site storage for club related materials. Two (2) keys will be issued to members who will be responsible for labeling storage items with the club name.

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
CLUBS AND ORGANIZATIONS POLICY

1020 P

The District recognizes the value of clubs and organizations and encourages the formation of same. The Clubs and Organizations will establish their membership requirements that are not inconsistent with the Charter. The Clubs and Organizations are not an arm of the Board of Trustees and therefore are not subject to the Sunshine Laws.

The clubs shall notify the District office on February 1st of each year of their officers and complete a facility use application to schedule use of the facilities. The schedule shall be approved by the District Manager and added to the Banner and event calendar.

Articles about the club/organization activities are welcome in the Banner. Submit articles to the District office for publication in Banner by the 15th of the month.


The District office will accept payments for the clubs and organizations but cannot provide a receipt to members of clubs or organizations.

Clubs and Organizations who wish to place Tangible Real Personal property in the facilities of the District must have prior Board approval. The Tangible Real Personal Property will become the property of the District when placed in the common areas.

The Clubs and Organizations may request secure storage space for their property. Clubs/Organizations placing anything in other than their assigned area must receive prior approval of the Board. The allocated areas must be kept clean and orderly. The space will be allocated on an as available basis. Every effort will be made to accommodate all requests.

The WoodChoppers and Crime Watch serve the community and have been assigned the use of their respective facilities. Equipment purchased by the District in those areas remains property of the District.

Articles secured in storage area provided to clubs and organizations by the District would not be considered Tangible Real Personal Property of the District

Date Approved 7-17-18 
Date Revised _____
Date Effective 7-17-18

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
CLUBS FACILITIES ACCESS KEYS AND FOBS

1020KF

Clubs and Organizations of the District shall have access to the facilities with the following guidelines.

1. The Club/Organization upon request shall receive two keys to the Recreation Hall. Keys to other areas are available in the District Office. The keys must be signed out from the District Office, one day prior to the event (on Friday if event should fall on a Sunday). The signed out keys shall be returned to the District Office the next business day after the event.
2. The fobs shall be issued to clubs for any event that would utilize the pool or marina. The fobs may be issued one day in advance of the event. (on Friday if the event should fall on a Sunday). The fobs shall be returned to the District the first business day after the event.
3. Neighborhood Watch may be issued 2 fobs with 24/7 access. Neighborhood Watch is responsible for the use of the fobs.
4. The Woodshop has a programmable lock that shall be controlled by the Woodchoppers organization. The Woodchoppers may be issued (2)fobs for an event and shall be returned to the District Office the first business day after the event.

The District Office must maintain records that control the distribution of the keys. The clubs shall renew their keys/fobs annually with the 1020P submission.

Approved 6/18/19 

Revised _____

Effective 6/18/19

Code of Conduct

Board Trustees: Bayshore Gardens Park & Recreation District

Goal: *To establish a set of principles and practices for the Bayshore Gardens Park & Recreation District Board of Trustees that will set parameters and provide guidance and direction for board conduct and decision-making.*

Code: Members of the Board of Trustees of Bayshore Gardens are committed to observing and promoting the highest standards of ethical conduct in the performance of their responsibilities on the board. Board members pledge to accept this code as a minimum guideline for ethical conduct and shall:

Accountability Faithfully abide to the District Charter, by-laws and policies of Bayshore Gardens Park & Recreation District. Exercise reasonable care, good faith and due diligence in organizational affairs. Fully disclose, at the earliest opportunity, information that may result in a perceived or actual conflict of interest. Fully disclose, at the earliest opportunity, information of fact that would have significance in board decision-making and remain accountable for prudent fiscal management of taxpayer funds to the residents of the District.

Professional Excellence Maintain a professional level of courtesy, respect, and objectivity in all Bayshore Gardens activities. Strive to uphold those practices and assist other Bayshore Gardens trustees of the board in upholding the highest standards of conduct.

Personal Gain Exercise the powers invested for the good of all members of the community rather than for his or her personal benefit.

Equal Opportunity Ensure the rights of all District residents, volunteers and staff to appropriate and effective services without discrimination on the basis of geography, political, religious, gender, sexual orientation, national origin, race, religion, age, political affiliation or disability, in accordance with all applicable legal and regulatory requirements.

Confidential Information Respect the confidentiality of sensitive information known due to board service. It is the policy of Bayshore Gardens that board and committee members of Bayshore Gardens will not disclose confidential information belonging to, or obtained through their affiliation with, Bayshore Gardens to any person. Board Trustees and other volunteers are cautioned to demonstrate professionalism, good judgment, and care at all times in handling any information related to Bayshore Gardens to avoid unauthorized or improper disclosures of confidential information.

Collaboration and Cooperation Respect the diversity of opinions as expressed or acted upon by the Board of Trustees, committees and residents, and formally register dissent as appropriate. Promote collaboration, cooperation, and partnership among board members and community residents.

It is the policy of Bayshore Gardens Park & Recreation District Board of Trustees to uphold the highest legal, ethical and moral standards. The residents of the District trust the Board to be good stewards of their resources, and to uphold rigorous standards of conduct. The Board will strive to maintain a reputation of integrity and excellence by carefully observing all applicable laws, rules and regulations, as well as a regard for the highest standards of conduct and personal integrity.

As a Trustee of Bayshore Gardens, I will comply with all applicable laws and conduct myself in a professional businesslike manner. I will refrain from any illegal, dishonest or unethical conduct and treat others with respect. I owe a duty of care, loyalty and obedience to the residents of the Bayshore Gardens District of whom I have been appointed/elected to serve.

My responsibility as a Board member involve:

- Attending all board and committee meetings and as many functions, as possible. If unable to attend a meeting, notify a fellow board member.
- Be informed about the District’s mission, services, policies and programs.
- Prepare for board, workshop and committee meetings by reviewing the meeting agenda and supporting materials.
- Serve on committees or volunteer for special events when time permits.
- Follow conflict-of-interest and confidentiality policies.
- Assist the board in carrying out its fiduciary responsibilities by reviewing the financials.
- Being prepared for a vote by asking questions, having a clear understanding of the policy/procedure/issue and exercise my sole and impartial decision-making based on the facts.
- Trustee should be in good standing with their real estate taxes and annual assessments. No Manatee Code violations should remain outstanding on my property. Board members are held to a higher standard and should set an example for the community.

Infractions of this statement of personal and professional Standards of Conduct will be investigated by the Board who has the authority to remove a member from the Board of Trustees by majority vote.

Bayshore Gardens Park & Recreation District

Trustee Signature

Print Name

Dated: _____

Board Seat # _____

Witness

Dated: _____

PROCESS TO REMOVE A TRUSTEE 2002-365 SECTION 2 (5), February 4, 2019

“A Trustee failing to discharge the duties of his or her position may be removed for cause by the Board of Trustees after due notice and an opportunity to be heard upon charges of malfeasance or misfeasance.” 2002-365 Section 2 (5)

Should a Trustee request the removal of another Trustee he/she must adhere to the following:

1. Accuser shall provide the Chairman of the Board of Trustee an agenda form 1002F containing the motion to hold a hearing for the purpose of removing a Trustee from Office at least 8 days prior to a noticed Board of Trustee meeting . The form will provide as much information as available at that time. The Chairman shall place the motion on the agenda for the next Board of Trustee meeting.
2. The Board of Trustee Meeting having the item on the agenda will proceed as follows:
 - a) Trustee requesting the vote must present his/her case for removal and the need to go forward
 - b) Board discussion
 - c) Board vote to proceed to hearing , must be passed by a majority of the Trustees present
3. If motion fails, the process is complete.
4. If motion passes, the trustee bringing the action must provide all of the charges to be heard as well as the supporting documentation to the Trustee charged no later than two weeks from date of vote.
5. Upon receipt of the formal charges and supporting documentation, the accused shall notify the chairman of the Board that he/she has received the documents. Upon notification, a date shall be set for the hearing. The date will be contingent upon the availability of the District's attorney but should be scheduled within the next 30 days. Extension may be requested of the Board of Trustees by the accused/accused attorney or the District's attorney.
6. A Special Meeting of the Board of Trustees shall be called to conduct the hearing. The Board of Trustees Hearing shall be noticed stating the purpose of the hearing . All parties may be represented by an attorney. The Board shall be represented by the District's attorney. The Trustees and attorneys present may question/cross examine the Accuser and the Accused.
7. At the conclusion of the testimony, the Accuser may make a motion to remove the Trustee from office. There must be a second to the motion to proceed. If the motion fails to get a second the motion fails
8. If the motion receives a second, The Board shall vote to remove the Trustee. If a majority of the Board votes for removal, the Trustee is removed.

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: Committees Meeting Date: 2-19-20

Type of Meeting: Board Workshop _____ Board Meeting

Motion: Discussion: _____ (check one)

Rationale for Request: 1) Dissolve the official committees
itemized in the Bylaws of 4-18-18.
2) Revoke the committee charges
passed by the BOT on 3-19-19; 6
policies.
Committees to be appointed as needed
and are fact finding only.

Estimated Costs to District (if applicable)

None

Attachments/Supporting documents: None: _____

Board Trustee: Terry Zimmerman Date: 2-7-2020

Print Name: Terry Zimmerman

Received by: Judie Lamm Date: 2/7/2020

BUDGET AND FINANCE COMMITTEE CHARGE

A record shall be kept of all meetings of the board of trustees and in such meetings, a concurrence of the majority of said trustees shall be necessary to any affirmative action taken by the board. Said trustees may adopt such rules and readations, not inconsistent with any portion of this act, or chapters 189 and 418, Florida Statutes, as they may deem necessary or convenient in and about the transaction of the business of the board and in carrying out the provisions of this act. Notwithstanding any provisions to the

Bayshore Gardens being a Park and Recreation District created a BUDGET AND FINANCE committee to be chaired by the Treasurer Trustee. Members of the Committee shall be appointed by the Chairman of the Board of Trustees at a Board of Trustee Meeting. Trustee Committee Chairman may bring forward candidates for appointment to the committee

The committee shall create a mission statement and submit to the Board for approval. The committee shall determine the budgeting I needs of the District and submit a budget to the Board of Trustees for approval. This is a fact finding committee only.

The Committee shall meet in the Recreation Center. The meeting must be properly noticed in the Bradenton Herald and the Official website; dates should appear in the Banner when possible. The agenda must be submitted to the office at least 8 days prior to the meeting and minutes must be taken and submitted to the District. The agenda must be posted on the official website for the district. The committee has no authority to enter into agreements for the District.

The committee is charged with the following duties and responsibilities:

1. Prepare or cause to be prepared a monthly report of performance to budget at the monthly Board of Trustee meeting .
2. Work with Trustees at work sessions to prepare a budget.
3. Prepare a budget for the next fiscal year by June 1st annually
4. Present possible dates for Budget hearing to Board for approval
5. Monitor budgeted projects to insure they are within budget guidelines
6. Post budget on the website at least 2 days prior to hearing and adopted budget within 30 days of adoption . Must remain for 2 years
7. Post audit report on website when it is finalized.

Residents are encouraged to volunteer for this committee and may come forward at any meeting for appointment to this committee. Everyone is welcome to attend.

Approved 3/19/19

Revised _____

Effective 3/19/19

HOUSE AND GROUNDS COMMITTEE CHARGE

A record shall be kept of all meetings of the board of trustees and in such meetings, a concurrence of the majority of said trustees shall be necessary to any affirmative action taken by the board. Said trustees may adopt such rules and readations, not inconsistent with any portion of this act, or chapters 189 and 418, Florida Statutes, as they may deem necessary or convenient in and about the transaction of the business of the board and in carrying out the provisions of this act. Notwithstanding any provisions to the

Bayshore Gardens being a Park and Recreation District created a HOUSE AND GROUNDS committee to be chaired by a Trustee. Members of the Committee shall be appointed by the Chairman of the Board of Trustees at a Board of Trustee Meeting. Trustee Committee Chairman may bring forward candidates for appointment to the committee

The committee shall create a mission statement and submit to the Board for approval. The committee shall determine the budgeting I needs of the District and submit a budget to the Board of Trustees for approval. This is a fact finding committee only.

The Committee shall meet in the Recreation Center. The meeting must be properly noticed in the Bradenton Herald and the Official website; dates should appear in the Banner when possible. The agenda must be submitted to the office at least 8 days prior to the meeting and minutes must be taken and submitted to the District. The agenda must be posted on the official website for the district. The committee has no authority to enter into agreements for the District.

The committee is charged with the following duties and responsibilities:

1. Survey the needs of the District facilities and report to Board in a noticed meeting
2. Present proposals to the Board for the correction of deficiencies.
3. Obtain bids for the projects that will need approval according to Board Policy
4. Notify the District office and the Chairman of the Board of any situations that require immediate attention.
5. Problems that can be repaired by our employees should be reported to the District office to be put on the work list unless of an urgent nature.

Residents are encouraged to volunteer for this committee and may come forward at any meeting for appointment to this committee. Everyone is welcome to attend.

Approved 3/19/19 

Revised _____

Effective 3/19/19

MARINA COMMITTEE CHARGE

A record shall be kept of all meetings of the board of trustees and in such meetings, a concurrence of the majority of said trustees shall be necessary to any affirmative action taken by the board. Said trustees may adopt such rules and readations, not inconsistent with any portion of this act, or chapters 189 and 418, Florida Statutes, as they may deem necessary or convenient in and about the transaction of the business of the board and in carrying out the provisions of this act. Notwithstanding any provisions to the

Bayshore Gardens being a Park and Recreation District created a Marina Committee to be chaired by a Trustee. Members of the Committee shall be appointed by the Chairman of the Board of Trustees at a Board of Trustee Meeting. Trustee Committee Chairman may bring forward candidates for appointment to the committee


The committee shall create a mission statement and submit to the Board for approval. The committee shall determine the marina needs of the District and submit a plan for implementation to the Board of Trustees for approval. This is a fact finding committee only.

The Committee shall meet in the Recreation Center. The meeting must be properly noticed in the Bradenton Herald and the Official website, dates should appear in the Banner when possible. The agenda must be submitted to the office at least 8 days prior to the meeting for posting on the website and minutes must be taken and submitted to the District. The committee has no authority to enter into any agreements for the District .

The committee is charged with the following duties and responsibilities:

1. Meet with the Dock Master to review his/her concerns at least bi-monthly
2. Tour the Marina at least quarterly and report any concerns to the Dock Master and the Board of Trustees
3. Review fees for slip rentals annually and report to the board by May 1st .
4. Review Trailer Parking space rental fees annually and report findings to the Board of Trustees
5. Review annually Dock Master Job description and report findings/recommendations to the Board of Trustees.

Residents are encouraged to volunteer for this committee and may come forward at any meeting for appointment to this committee. Everyone is welcome to attend.

Approved 3/19/19 

Revised _____

Effective 3/19/19

PERSONNEL AND SALARY COMMITTEE CHARGE

A record shall be kept of all meetings of the board of trustees and in such meetings, a concurrence of the majority of said trustees shall be necessary to any affirmative action taken by the board. Said trustees may adopt such rules and readations, not inconsistent with any portion of this act, or chapters 189 and 418, Florida Statutes, as they may deem necessary or convenient in and about the transaction of the business of the board and in carrying out the provisions of this act. Notwithstanding any provisions to the

Bayshore Gardens being a Park and Recreation District created a Personnel and Salary to be chaired by a Trustee. Members of the Committee shall be appointed by the Chairman of the Board of Trustees at a Board of Trustee Meeting. Trustee Committee Chairman may bring forward candidates for appointment to the committee

The committee shall create a mission statement and submit to the Board for approval. The committee shall determine the personnel needs of the District and submit a plan and salary requirements to the Board of Trustees for approval. This is a fact finding committee only.

The Committee shall meet in the Recreation Center. The meeting must be properly noticed in the Bradenton Herald and the Official website, dates should appear in the Banner when possible. The agenda must be submitted to the office at least 8 days prior to the meeting and minutes must be taken and submitted to the District. The agenda must be posted on the official website for the district. The committee has no authority to enter into agreements for the District . All positions must have prior board approval as well as a budget approved by the Board of Trustees for the position/s.

The committee is charged with the following duties and responsibilities:

1. Review Employee Handbook at least annually and report any recommended changes to the Board in the February Board of Trustee meeting.
2. Review at least annually or as needed the pay scale for each all employees and make recommendations for changes to the Board of Trustees in the February Board of Trustee meeting .
3. Survey the pool usage at least every two weeks and report to the Board of Trustees at the next Board meeting. The data collection may be assigned to a Pool attendant. The head count must be done for one day every two weeks in 15 minute increments during the time the pool is open to the public.
4. Review employee evaluations at least bi-annually to determine if training is necessary for any of our employees.
5. Review annually job descriptions (except Dock Master) and recommend changes to the Board of Trustees.

Approved 3/19/19 

Revised _____

Effective 3/19/19

RECREATION COMMITTEE CHARGE

Bayshore Gardens being a Park and Recreation District creates a RECREATION COMMITTEE to be chaired by a Trustee. Members of the Committee shall be appointed by the Chairman of the Board of Trustees at a Board of Trustee Meeting.

The committee shall create a mission statement and submit to the Board for approval. The committee shall determine the needs of the community and submit a plan to the Board for implementation. Surveys are encouraged; bids to collect the data and prepare a report must be submitted for approval by the Board prior to a survey taking place.

The committee has no authority to enter into agreements for the District until a budget is approved by the Board of Trustees for the activities.

The plan should include but is not limited to, a 4th of July event, activities in the recreation center that may include instructors, construction of facilities to further the Recreation mission statement of Bayshore Gardens.

Residents are encouraged to volunteer for this committee and may come forward at any meeting for appointment to this committee. The Trustee Chairperson may also bring names forward for appointment. There is no limit to the number serving on the committee.

The Committee shall meet in the Recreation Center. The meeting must be properly noticed in the Bradenton Herald and dates should appear in the Banner when possible. The agenda must be submitted at least 8 days prior to the meeting and minutes must be taken and submitted to the District Office and they are a public record. Everyone is welcome to attend.

11/20/18 *Sharon Denson*

POLICY COMMITTEE

GOALS

To review current policies/ procedures, Rules Regulations, and Bylaws for compliance with Charter and applicable laws. To make sure that the policy/procedure, rule/regulation and Bylaws reflect the intent of the district. The Committee will hereafter be referred to as the Policy Committee.

PROCESS

1. Arrange the current policy/procedure book into applicable categories. The Office Procedure Manual should be separate.
2. Obtain prioritized list of policies/procedures, rules/regulations or Bylaws changes that need to be addressed by the Committee from each Trustee
3. The Committee will prepare a prioritized list of policies/procedures, rules/regulations or Bylaw articles to be addressed from those submitted by the Trustees.
4. A Trustee/s with policy draft will submit the proposed new policy/procedure, rule/regulation, or Bylaw change to the Committee for process. The committee may recommend changes if appropriate.
5. Draft policies/procedures, rules/regulations, or Bylaw changes moving out of Committee will be submitted to Board for approval.
6. New Policy/Procedure, Rule/Regulation or Bylaw change will have the noted section as part of the date on the new document and will be added to the index.
7. When approved the new policy/procedure, rule/regulation or Bylaw change will be placed in the policy/procedure or rule/regulation book and will include the date of approval by the Board of Trustees.
8. The Policy/procedure or rule/regulation book/s will have an index and the book/s will be arranged by categories.
9. The meetings will be properly noticed and will be held at 7:00PM on the first Tuesday of the Month or as publicly noticed.

Approved 2/20/18

Mariner Dock and Seawall LLC

4802 Lena Rd, #105
Bradenton, FL 34211 US
chuy@marinerdockandseawall.com



Phone: 941-780-7514 Email: sprouse323@yahoo.com
935 N Berneva RD suit 609 unit 60
Est #1001 CGC1510236

Estimate

ADDRESS
Jim Frost

ESTIMATE 20043
DATE 02/03/2020

DESCRIPTION	QTY	RATE	AMOUNT
Recommended option Seawall repair (3)8"x18" Pin Piling -All Material is guaranteed to be as specified, and the above work to be performed in accordance with specifications Submitted. The work will be completed in a workmanlike manner according to standard practices, for the sum of: (Total Price includes Material and Labor) -(3)18' Vinyl wrapped piling -Bucket of Hydraulic cement -Filter cloth -4hrs of labor.		1,765.00	1,765.00
Scope of work:Mariner Dock and Seawall and Castle construction of South West Florida Inc. will furnish all the material and perform all of the work described in the attached Specifications, which is part of the agreement.Our efforts and repairs are for a long term repair to increase the Longevity of the seawall. (3) 8"x 18'pin pilings will be jetted into the sand table 8' Towards the bottom toe of the seawall panel. Installed up against Seawall where the void is located, also (1) piling on each side of the bad panel to prevent any further panels surrounding the bad seawall panel to blow out. The Void will Patched with Hydraulic cement sealed from any water entering void and washing out soil and eroding the land.On the Land side We will excavate the soil along the side of the length of the 8' panel and install a Filter cloth barrier up against the wall to secure the soil from eroding			

PAYMENT TERMS - TOTAL **\$1,765.00**

PERSONAL CHECKS - ONLY ACCEPTED AT TIME OF SERVICES
ALL MAJOR CREDIT CARDS ACCEPTED - PAYMENT DUE AT TIME OF SERVICE ADDITIONAL 3%.
50% DEPOSIT REQUIRED ON ALL JOBS OVER 1K - BALANCE CHARGED AT COMPLETION OF SERVICE.

BUSINESS CHECKS ACCEPTED (INVOICE) - TERMS = PAYMENT DUE 30 DAYS FROM TIME OF JOB COMPLETION.

PERMITTING COSTS-

CUSTOMER WILL BE RESPONSIBLE FOR ALL PERMITTING FEE'S ASSOCIATED WITH JOB (IF APPLICABLE)

Accepted By

Accepted 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: EMPLOYEE PERFORMANCE REVIEW Meeting Date: 2/19/2020

Type of Meeting: _____ Workshop _____ Board Meeting X

Motion: _____ Discussion: X (check one)

Rationale for Request: I WOULD LIKE TO DISCUSS WITH THE BOARD OUR CURRENT PROCEDURE FOR CONDUCTING EMPLOYEE PERFORMANCE REVIEWS AS WELL AS THE FORM(S) USED FOR THIS PURPOSE.

Estimated Costs to District (if applicable)

Attachments/Supporting documents: None: _____

- 2) 1. BOARD APPROVED EVAL. 1007 R
2. DM'S ACTUAL EVAL. FROM 1/2/2020

Board Trustee: SANDY MCCARTHY Date: 2/11/2020

Print Name: Sandra F. McCarthy

Received by: Hia Cruz Date: 2/11/2020

**BAYSHORE GARDENS PARK AND RECREATION DISTRICT
EMPLOYEE PERFORMANCE REVIEW**

1007 R

This review will be presented and discussed with Employee at time of review and discussed

EMPLOYEE _____

JOB TITLE _____

TODAYS DATE _____

Each of the following will be rated from 1 to 3

3 Exceeds expectations 2 Meets expectations 1 Needs improvement

Knowledge ____

Skills ____

Reliability ____

Appearance ____

Accuracy ____

Perseverance ____

Organization ____

Judgment ____

Follows Instructions ____

Courtesy ____

Cooperation ____

Innovation ____

Initiative ____

Possible points 39 ____

This score _____

Principle strength

Areas that need improvement

Employees comments

Plan for improvement

Reviewed by _____ Position _____

Date of Review _____ Signature _____

I have received this review and have been given an opportunity to respond. I completely understand the contents. Date _____ Employee signature _____

Current rate of pay \$ _____ Pay raise recommendation \$ _____

Effective date of raise _____

Date approved 5-15-18

Revised [Signature]

Approved by 5-15-18

BAYSHORE GARDENS PARK & RECREATION DISTRICT
26TH STREET West
Bradenton, Florida 34207
EMPLOYEE EVALUATION

Name:	Date:
Position:	Dept.:
Evaluation Period: to	Evaluator/Supervisor:
Instructions: Review employee performance during evaluation period. Please circle ranking for each evaluation area. When summarizing strengths and areas of concern, please identify specific numbered items in each evaluation area.	Ranking: 1 = needs improvement 2 = meets expectation 3 = exceeds expectation

EVALUATION AREAS	RANK		
A. ATTITUDES/INTEREST	1	2	3
1. Demonstrates motivation and initiative 2. Demonstrates ability to attend to task (concentration and perseverance) 3. Handles stress and time demands 4. Demonstrate flexibility/ability to adapt to change			
B. KNOWLEDGE AND SKILL	1	2	3
1. Demonstrates ability to understand instructions 2. Demonstrates understanding of specific tasks in job description 3. Demonstrates ability to look for additional information (ask for clarification, etc.) when needed 4. Demonstrates ability to see problems and search for answers or assistance 5. Demonstrates appropriate skill necessary for position (Ex: eye hand coordination, dexterity, equipment and tool usage, etc.) 6. Demonstrates understanding of rules and regulations related to employment and position			
C. SUPERVISION RESPONSE	1	2	3
1. Appropriately responds to daily work assignments given by supervisor 2. Handles and utilizes constructive criticism			
D. INDEPENDENCE	1	2	3
1. Follows instructions 2. Able to sequence tasks 3. Works with little or no supervision 4. Sees tasks not identified 5. Demonstrates awareness of time schedule 6. Demonstrates ability to work through problems/difficulties while working independently			
E. ENDURANCE AND PACE	1	2	3
1. Demonstrates ability to work continually for assigned workday 2. Demonstrates appropriate pace to complete tasks in assigned time demands			

EMPLOYEE EVALUATION

F. ATTENDANCE AND PARTICIPATION		1	2	3
1. Attends work as scheduled 2. Is punctual 3. Willingly participates in all aspects of work schedule (safety meetings, change in assignments, etc.)				
G. COMMUNICATION AND INTERACTION		1	2	3
1. Demonstrates ability to describe needs related to work tasks/performance 2. Demonstrates ability to interact with co-workers necessary for teamwork on tasks 3. Demonstrates ability to interact appropriately with others (employees, residents, contractors, etc.) without work stoppage				
H. SAFETY		1	2	3
1. Able to describe safety measures related to job tasks 2. Demonstrates understanding of safety measures during work performance 3. Follows safety guidelines for the assigned task				
EVALUATION SUMMARY: <i>(Instructions: Add numbers from each area.)</i>			RANK:	
Need Improvement in Multiple Areas			less than 14	
Some Areas Need Improvement			14-15	
Meets Expectations			16	
Exceeds Expectations			17 and above	
Strengths:				
Areas for Future Review:				
Supervisor Signature:			Conference Date:	
This form has been reviewed with me.				
<input type="checkbox"/> Copy given to Employee		(Employee Signature)		(Date)

EMPLOYEE PERFORMANCE EVALUATION

DATE: _____

NAME: _____

JOB LOCATION: _____

JOB TITLE: _____ DATE OF LAST EVALUATION: _____

Please complete this form carefully and thoroughly. Remember its purpose is to:

Provide objective criteria for personnel performance evaluations on a standard basis within your organization.

Compel you to examine *all* of the individual traits affecting employee performance.

Help you to support your conclusion and recommendation for job classification and compensation improvements.

Produce fairer evaluations of employees.

PROCEDURE:

Pages 2 and 3 describe Fifteen personal traits identified with job success or failure.

Decide for each, the level at which the employee performed for this rating period.

Write the corresponding value number in the rating column. Add the numbers to obtain a total score.

Transfer this total to the rating scale on page 4. This will indicate, and support, your overall opinion of the employee's performance.

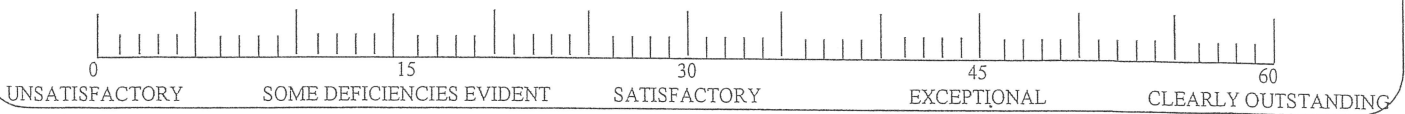
Refer back to pages 2 and 3 to comment on the employee's principal strengths and weaknesses. Your comments should be consistent with your rating of individual traits.

Finally, you should describe the employee's reaction to this evaluation, if you discuss it, and make your recommendation for any changes in the employee's job classification or rate of pay.

Summary Score

TOTAL

(MARK TOTAL NUMERICAL RATING ON SCALE BELOW)



Comment on principle strengths:

Comment on principle weaknesses and suggestions for improvement:

Has this evaluation been discussed with the employee?

Yes No

Comments:

Your recommendation for present and future job classification:

RATED BY (Name and Title):

APPROVED BY:

Completion of this section by employee, is optional, and subject to the policy of your organization.

I have reviewed this evaluation and I completely understand its contents.

Date _____ Employee's signature _____