

Agenda
Bayshore Gardens Park & Recreation District
Board of Trustee Work Session
Wednesday; August 10, 2022 @ 7:00 P.M.

1. Roll Call
2. Call to Order
3. Pledge to Flag
4. Trustee Committee Reports:
 - Policy & Procedure (Melanie) - FOB Annual Rate Sheet - 1026FOB RATE
 - Policy & Procedure (Melanie) - FOB Policy Non-Residents - 1019PNR
 - Policy & Procedure (Melanie) - FOB For Swimming Pool Gate - 1026FOB
 - Policy & Procedure (Melanie) - Trailer Parking Rules - 1006R
 - Policy & Procedure (Melanie) - Procedural Guide for Projects
 - Policy & Procedure (Melanie) - Additional Items Discussed (If Any)
 - Personnel & Salaries (Terry) - Office Managers Job Duties
 - Personnel & Salaries (Terry) - Additional Items Discussed (If Any)
 - House & Grounds - Meeting Canceled
 - Marina - Meeting Canceled
5. Additional Items as Needed

(Resident comments agenda item 3 minutes)
6. Adjournment

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

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

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
FOB ANNUAL RATE SHEET

1026FOB RATE

POOL

RESIDENT ONLY \$20.00 ANNUAL FEE PLUS TAX
REPLACEMENT FOB \$10.00 PLUS TAX

BOAT RAMP

RESIDENT ONLY \$90.00 ANNUAL FEE PLUS TAX
NON-RESIDENT \$400.00 ANNUAL FEE (LIMIT 30 CONTRACTS)

MARINA

WITH CONTRACT FIRST FOB IS FREE
ADDITIONAL FOB'S PER CONTRACT @ \$90.00 EACH PLUS TAX.

WORK AREA

RESIDENT/SLIP HOLDER \$40.00 PLUS TAX TO BE REFUNDED WHEN JOB COMPLETE AND FOB RETURNED

RECREATION HALL

RESIDENT FOB RENTAL FOR EVENT \$40.00 PLUS TAX TO BE REFUNDED WHEN INSPECTION COMPLETE AND FOB RETURNED.

NON-RESIDENT FOB RENTAL FOR EVENT \$80.00 PLUS TAX TO BE REFUNDED WHEN INSPECTION COMPLETE AND FOB RETURNED.

Approved: 8/25/21
Revised: 6/29/22 Revised: _____
Effective: 8/25/21

MARINA BOAT RAMP ACCESS TO NON-RESIDENT

Only 30 contracts to Non-Residents will be issued in a fiscal year. They are not prorated or refundable. The District Office shall maintain a list of those FOB's issued to Non-Residents and shall not exceed the Board approved 30 FOBs.

Fobs to the gates at the Marina will be issued to Non-residents of Bayshore Gardens to access the Boat Ramp only. The FOB'S are for the use of the boat owner and are non-transferable.

The District Office shall number the contracts when issued and maintain a log of those Contract numbers, Name of Non Resident and FOB numbers.

Guests of the Non-Resident will not be allowed to park behind the gates of the Marina.

Approved: 09/29/21

Revised: _____

Effective: 09/29/21

BAYSHORE GARDENS PARK AND RECREATION DISTRICT

FOB #: _____

FOB FOR SWIMMING POOL GATE

FOB #: _____

1026FOB

RESIDENTS ONLY

Date: _____

Name: _____ Spouse: _____

Property Address: _____

Phone Number: _____ Cell Number: _____

Email Address: _____

Owner: _____ Phone Number: _____

8:00 AM - Noon Lap Swimming: Yes ___ No ___ Water Exercise: Yes ___ No ___

Number of people in household: _____ Names: 1. _____

2. _____ 3. _____

Use back of form if more room needed.

Starting date of this agreement October 1, _____ and ending September 30, _____.

I/(we) understand that the FOB is for the use of the swimming pool by our family and our guests and must be renewed annually. Additionally, I understand that all swimmers must sign the Pool waiver. If FOB is lost or damaged, I may replace the lost/damaged FOB **See Rate Schedule**

I/we understand that we are responsible for the use of the FOB's issued to our family. Should anyone using the FOB's assigned to us violate any rule, regulation, policy or procedure of Bayshore Gardens Park and Recreation District, our FOB/S may be deactivated pending a Board of Trustee review of the violation according to Board of Trustee policy. Public Hearing Policy 1030PH will be furnished to you upon request. The FOB is not transferable.

I/we have read this contract and understand my/our responsibilities and have received a copy of this contract.

The annual cost per FOB is **See rate Schedule.**

NUMBER OF FOB'S ISSUED _____ x _____ AMOUNT COLLECTED \$ _____

Owner Signature

Date

Renter Signature

Date

Witness Signature

Date

Approved: 9/27/18 *Shanon Denson*
Revised: 08/25/21 Revised: 10/27/21 Revised: _____
Effective: 9/27/18

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
TRAILER PARKING RULES

1006R

RESIDENT/NON-RESIDENT LEASED TRAILER SPACE

Residents leasing a trailer parking space must have valid plates, registration, and stickers.

~~Resident~~ **AND Non-Residents** only leased trailer parking space must have a leased boat slip, valid plates, current registration, and stickers.

- Trailer must be removed when boat slip contract expires or is terminated. The Security deposit for the boat slip will not be refunded until trailer is removed. If District has to have trailer removed those charges will be deducted from the boat slip security deposit.

Residents and Non-Residents must have:

- Proof of ownership/lease of trailer
- Trailers must be moveable
- Space numbers will be assigned. Tags with space number will be placed on the trailer near the front.
- Must have a gate pass fob that is non-transferrable.

~~NON-RESIDENT~~ TEMPORARY TRAILER PARKING

The trailer may be in the marina grounds without boats while owner is working on boat in work area. Temporary trailer hooked to tow vehicle may be parked on grass behind boat ramp, across from boat slips and in front of the gate.

Date Approved: 9/18/18 *Sharon Dawson*

Date Revised: _____

Date Effective: 9/18/18

BAYSHORE GARDENS PARK AND RECREATION DISTRICT

Job Description District Office Manager

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 is 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:

I. General Management and Administration

- 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) ~~Supervise~~ Dockmaster reports marina operations to District Office
- e) Advise trustees on updated state laws and regulations applying to park and recreation districts.
- g) Authorize the purchase of all supplies and maintain all purchase and receipt records.
- h) Keep all monies (except petty cash) in the safe, locked at all times
- i) Deposit cash and checks on a weekly basis, provided the amount on hand doesn't exceed \$500. \$ _____
- j) Negotiate everyday contracts for use of facilities according to *Board Policy* guidelines.
- k) Supervise the work of all personnel
- l) Advise and/or train personnel in the performance of their duties
- m) *Recommendation to Promote and/or raise pay based on performance to the Chairman of Personnel and Salary. Recommendations to promote out of current pay schedule must be board approved.*
- n) *Discuss write ups with Chairman of personnel and Salary prior to administering to employee and placing in employee file.*
- o) 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.*
- p) *Maintain Public Records, including disposal schedule.*
- q) *Prepare responses to Public Records Request.*
- r) *Maintain website*
- s) *Prepare and cause to be published all mandatory legal notices in compliance with the law.*
- t) *Prepare and maintain a file in the office at all times of all original documents for any project in progress in the District. .*