

**Agenda**  
**Bayshore Gardens Park & Recreation District**  
**Board of Trustees Meeting**  
**Wednesday; August 24, 2022 @ 7:00 P.M.**

1. Roll Call
2. Call to Order
3. Pledge to Flag
4. Approval of Minutes: 7/26/22 BOT Meeting / 8/10/22 BOT Work Session
5. Treasurer's Report
6. Trustee Committee Reports
7. District Office Manager's Report
8. Old Business
9. New Business
  - Agenda Motion - Melanie - FOB Annual Rate Sheet - 1026FOB RATE
  - Agenda Motion - Melanie - FOB for Swimming Pool Gate - 1026FOB
  - Agenda Motion - Melanie - FOB Policy Non-Resident - 1019PNR
  - Agenda Motion - Terry - Pool Fobs
  - Agenda Motion - Terry - Employee Review for Randy
  - Agenda Motion - Terry - Change District Office Manager's Job Description
  - Agenda Motion - Terry - Employee Review for Gia
10. Resident comments agenda item 3 minutes
11. Announcements for Clubs & Organizations
12. Adjournment

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

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

# Bayshore Gardens Park & Recreation District Profit & Loss Budget Performance July 2022

Ordinary Income/Expense	Jul 22	Budget	Oct '21 - Jul 22	YTD Budget	Annual Budget
<b>Income</b>					
4000 · Assessments					
4005 · Property Tax	0.00	43,595.42	502,530.62	435,954.16	523,145.00
4006 · Commission fees	0.00	-1,177.08	-15,421.91	-11,770.84	-14,125.00
4007 · Excess fees (Excess commission fees)	0.00		14,410.12		
<b>Total 4000 · Assessments</b>	<b>0.00</b>	<b>42,418.34</b>	<b>501,518.83</b>	<b>424,183.32</b>	<b>509,020.00</b>
4100 · Rent					
4111 · Screen Room Rental	50.00	83.33	550.00	833.34	1,000.00
4120 · Hall Rentals	275.00	1,666.66	16,697.21	16,666.68	20,000.00
4150 · Marina Rentals					
4151 · Slip Rental					
4152 · Resident slip rentals	0.00	3,750.00	42,460.61	37,500.00	45,000.00
4153 · Non Resident slip rentals	0.00	6,040.00	69,451.02	60,416.00	72,500.00
4158 · Homeowner-Non Resident	0.00	625.00	6,162.00	6,250.00	7,500.00
<b>Total 4151 · Slip Rental</b>	<b>0.00</b>	<b>10,415.00</b>	<b>118,073.63</b>	<b>104,166.00</b>	<b>125,000.00</b>
4154 · Small Boat Area	0.00	416.66	1,536.00	4,166.68	5,000.00
4156 · Trailer Space Rental	0.00	166.66	3,060.00	1,666.68	2,000.00
4157 · Gate Keys	110.00	433.33	7,795.00	4,333.34	5,200.00
4162 · NR Boat Ramp	0.00		7,644.06		
4805 · late fees	0.00		100.00		
4825 · Work Area/Pressure Washer	120.00		2,229.81		
<b>Total 4150 · Marina Rentals</b>	<b>230.00</b>	<b>11,431.65</b>	<b>140,438.50</b>	<b>114,332.70</b>	<b>137,200.00</b>
<b>Total 4100 · Rent</b>	<b>555.00</b>	<b>13,181.64</b>	<b>157,685.71</b>	<b>131,832.72</b>	<b>158,200.00</b>
4300 · Pool					
4360 · Pool FOB	0.00	91.67	1,217.92	916.66	1,100.00
<b>Total 4300 · Pool</b>	<b>0.00</b>	<b>91.67</b>	<b>1,217.92</b>	<b>916.66</b>	<b>1,100.00</b>
4500 · Publications					
4520 · Banner - Subscriptions	-125.00		0.00		
4530 · Banner - Classified Ads	135.00		145.53		
<b>Total 4500 · Publications</b>	<b>10.00</b>		<b>145.53</b>		
4600 · Interest Income (Interest Income)	183.24	41.66	857.59	416.68	500.00

## Bayshore Gardens Park & Recreation District Profit & Loss Budget Performance July 2022

	Jul 22	Budget	Oct '21 - Jul 22	YTD Budget	Annual Budget
4800 · Miscellaneous Income					
4802 · Office Services	5.00		66.60		
4815 · Insurance Refunds	0.00		5,911.00		
4830 · Over/Short	0.00		0.00		
4800 · Miscellaneous Income - Other	0.00	4.16	1.35	41.68	50.00
Total 4800 · Miscellaneous Income	5.00	4.16	5,978.95	41.68	50.00
Total Income	753.24	55,737.47	667,404.53	557,391.06	668,870.00
Gross Profit	753.24	55,737.47	667,404.53	557,391.06	668,870.00
Expense					
5000 · Administration Expenses					
5100 · Wages, Taxes and Fees					
5120 · Wages - Administration	4,481.51	3,333.33	33,668.51	33,333.34	40,000.00
5130 · Wages - Maintenance	11,140.25	9,333.33	82,995.39	93,333.34	112,000.00
5132 · Wages - Dockmaster	700.00	750.00	7,000.00	7,500.00	9,000.00
5133 · Marina Project Manager	0.00		0.00		
5135 · Wages - Pool	0.00	2,000.00	4,067.37	20,000.00	24,000.00
5170 · Health Insurance Compensation	375.00	583.33	2,800.00	5,833.34	7,000.00
5210 · FICA-941 Taxes	1,277.32	1,666.67	9,831.69	16,666.66	20,000.00
5215 · Unemployment Taxes	20.94	50.00	473.36	500.00	600.00
5610 · Accounting Fees	650.00	1,125.00	8,025.00	11,250.00	13,500.00
6080 · Travel Mileage	0.00	41.67	0.00	416.66	500.00
Total 5100 · Wages, Taxes and Fees	18,645.02	18,883.33	148,861.32	188,833.34	226,600.00
Total 5000 · Administration Expenses	18,645.02	18,883.33	148,861.32	188,833.34	226,600.00
5200 · Marina Expense					
5250 · Property Tax	0.00	416.67	5,767.63	4,166.66	5,000.00
5575 · Marina Repair/Maintenance	121.98		5,070.87		
Total 5200 · Marina Expense	121.98	416.67	10,838.50	4,166.66	5,000.00
5300 · Security					
5311 · Security Camera R&M	0.00	166.67	321.27	1,666.66	2,000.00
Total 5300 · Security	0.00	166.67	321.27	1,666.66	2,000.00
5400 · Utilities					
5410 · Electric	1,353.16	1,291.67	12,553.29	12,916.66	15,500.00

## Bayshore Gardens Park & Recreation District Profit & Loss Budget Performance July 2022

	Jul 22	Budget	Oct '21 - Jul 22	YTD Budget	Annual Budget
5420 · Water/Sewer	984.39	1,350.00	12,861.10	13,500.00	16,200.00
5430 · Telephone	0.00	250.00	687.13	2,500.00	3,000.00
5440 · Gas/Propane	0.00	8.34	0.00	83.32	100.00
5460 · Internet	232.57	100.00	1,824.56	1,000.00	1,200.00
<b>Total 5400 · Utilities</b>	<b>2,570.12</b>	<b>3,000.01</b>	<b>27,926.08</b>	<b>29,999.98</b>	<b>36,000.00</b>
5500 · Building and Grounds					
5511 · Professional/Contract Services	0.00	733.33	5,024.88	7,333.34	8,800.00
5512 · Repairs, Maintenance & Supplies	613.23	675.00	7,123.03	6,750.00	8,100.00
5515 · Janitorial and Cleaning	468.49	250.00	2,806.27	2,500.00	3,000.00
5516 · Gasoline (Grounds machinery fuel)	0.00	66.67	60.00	666.66	800.00
5520 · Maintenance Equipment	0.00	250.00	990.24	2,500.00	3,000.00
5530 · Pest Control	0.00	83.33	1,565.00	833.34	1,000.00
5560 · Landscaping					
5560.1 · .1 Ball Field Project	0.00		169.86		
5560 · Landscaping - Other	104.94	1,916.67	8,976.71	19,166.66	23,000.00
<b>Total 5560 · Landscaping</b>	<b>104.94</b>	<b>1,916.67</b>	<b>9,146.57</b>	<b>19,166.66</b>	<b>23,000.00</b>
5580 · Pool Maintenance	0.00	416.67	250.00	4,166.66	5,000.00
5585 · Pool Repair/Replacement	0.00	1,250.00	2,214.97	12,500.00	15,000.00
5590 · Pool Chemicals	700.00	1,333.33	6,760.95	13,333.34	16,000.00
5591 · EPA/Water	146.00	102.50	362.00	1,025.00	1,230.00
5683 · Certification Reimbursement	0.00	41.67	0.00	416.66	500.00
6500 · Playground Expense	0.00	125.00	0.00	1,250.00	1,500.00
<b>Total 5500 · Building and Grounds</b>	<b>2,032.66</b>	<b>7,244.17</b>	<b>36,303.91</b>	<b>72,441.66</b>	<b>86,930.00</b>
5600 · Other Administration Expense					
5519 · Leased Equipment	0.00	183.33	1,431.52	1,833.34	2,200.00
5650 · Postage	0.00	41.67	1,058.70	416.66	500.00
5660 · Legal Fees	125.00	833.33	5,075.00	8,333.34	10,000.00
5665 · Seminars, Training and Fees	0.00	83.33	175.00	833.34	1,000.00
5670 · Office Supplies/Expenses	245.61	664.95	4,519.84	6,666.10	8,000.00
5680 · Audit Fees	0.00	985.00	11,800.00	9,850.00	11,820.00
5682 · Organizational Fees and License	0.00	125.00	125.90	1,250.00	1,500.00
5686 · Website Maintenance	100.00	100.00	1,042.34	1,000.00	1,200.00

Bayshore Gardens Park & Recreation District  
Profit & Loss Budget Performance  
July 2022

	Jul 22	Budget	Oct '21 - Jul 22	YTD Budget	Annual Budget
5690 · Advertising	237.01	41.67	699.83	416.66	500.00
6020 · Bank Fees	176.69	666.67	8,145.69	6,666.66	8,000.00
6040 · Trustee Election	0.00	416.67	0.00	4,166.66	5,000.00
<b>Total 5600 · Other Administration Expense</b>	<b>884.31</b>	<b>4,141.62</b>	<b>34,073.82</b>	<b>41,432.76</b>	<b>49,720.00</b>
5630 · Insurance-Business					
5631 · Insurance - Liability	0.00	750.00	6,915.00	7,500.00	9,000.00
5632 · Insurance - Workers Compensatio	0.00	894.17	10,401.75	8,941.66	10,730.00
5633 · Insurance - Auto Liability	0.00	18.33	178.50	183.34	220.00
5634 · Insurance -Property	0.00	916.67	18,489.75	9,166.66	11,000.00
5635 · Insurance -Marina	0.00	550.00	0.00	5,500.00	6,600.00
<b>Total 5630 · Insurance-Business</b>	<b>0.00</b>	<b>3,129.17</b>	<b>35,985.00</b>	<b>31,291.66</b>	<b>37,550.00</b>
5700 · Publications Expense					
5711 · Banner composition	380.00	266.67	3,650.00	2,666.66	3,200.00
5720 · Banner - Printing Costs	45.52		367.57		
5740 · Banner - Paper Delivery	45.00		714.45		
5750 · Banner - Office Supplies	0.00	183.33	0.00	1,833.34	2,200.00
<b>Total 5700 · Publications Expense</b>	<b>470.52</b>	<b>450.00</b>	<b>4,732.02</b>	<b>4,500.00</b>	<b>5,400.00</b>
5800 · District Recreation					
5830 · Expenses -	0.00	250.00	19.60	2,500.00	3,000.00
<b>Total 5800 · District Recreation</b>	<b>0.00</b>	<b>250.00</b>	<b>19.60</b>	<b>2,500.00</b>	<b>3,000.00</b>
5900 · Capital Layout					
5901 · Survey	0.00		0.00	0.00	0.00
5907 · Basketball Court	0.00	0.00	0.00	0.00	0.00
5909 · Screen Room Repair	0.00	0.00	0.00	0.00	0.00
5911 · Pool Repairs	0.00	18,055.83	62,286.81	180,558.34	216,670.00
5921 · Capital Layout Exercise Path	0.00	0.00	0.00	0.00	0.00
5922 · Hall Floors	0.00	0.00	0.00	0.00	0.00
5940 · Security Cameras	0.00	0.00	0.00	0.00	0.00
<b>Total 5900 · Capital Layout</b>	<b>0.00</b>	<b>18,055.83</b>	<b>62,286.81</b>	<b>180,558.34</b>	<b>216,670.00</b>
6900 · Uncategorized Expenses	-14.00		-14.00		
<b>Total Expense</b>	<b>24,710.61</b>	<b>55,737.47</b>	<b>361,334.33</b>	<b>557,391.06</b>	<b>668,870.00</b>
<b>Net Ordinary Income</b>	<b>-23,957.37</b>	<b>0.00</b>	<b>306,070.20</b>	<b>0.00</b>	<b>0.00</b>

Bayshore Gardens Park & Recreation District

Balance Sheet

As of July 31, 2022

Jul 31, 22

ASSETS

Current Assets

Checking/Savings

1000 · Checking-Operating 5/3 2537	123,552.11
1004 · Petty Cash - District	350.00
1005 · Escrow Account 5/3 - 3919	36,000.00
1006 · Checking-Payroll 5/3 2545	33,274.69
1016 · Savings - Operating 5/3 4032	374,383.62
1019 · Savings Reserves 5/3 5013	
1021 · Reserve Fund-Roofing	4,607.39
1022 · Reserve Fund-Hall Upgrade	-2,373.67
1023 · Reserve Fund-Pool	112,591.59
1024 · Reserve Fund - Wood Shop Exp	800.00
1025 · Reserve Fund - ADA	25,000.00
1032 · Reserve Fund - Marina	44,754.69
1033 · Reserve Fund-Outdoor Recreation	5,000.00
1036 · Reserve Fund - Security System	10,000.00
1019 · Savings Reserves 5/3 5013 - Other	-4,212.30

Total 1019 · Savings Reserves 5/3 5013 196,167.70

Total Checking/Savings 763,728.12

Accounts Receivable

1100 · Accounts Receivable 57,723.81

Total Accounts Receivable 57,723.81

Other Current Assets

11500 · Water Boy Bottle Deposit	35.00
11600 · A/R Lupson (gate repair)	150.00
1499 · *Undeposited Funds	2,605.00

Total Other Current Assets 2,790.00

Total Current Assets 824,241.93

Fixed Assets

1900 · Land	400,000.00
1910 · Buildings	1,307,197.93
1920 · Recreation Area	1,768,907.19
1940 · Recreation Area F & E	97,308.64
1960 · Machines & Equipment	93,144.21
1980 · Office Furniture and Equipment	36,158.54
1990 · Other Furniture and Equipment	53,448.88
1995 · Accumulated Depreciation	-1,195,385.52
1999 · 2019-2020 FY Reserve Expenses	59,521.69

Total Fixed Assets 2,620,301.56

Other Assets

1800 · Utility Deposits 280.00

Total Other Assets 280.00

TOTAL ASSETS 3,444,823.49

LIABILITIES & EQUITY

Bayshore Gardens Park & Recreation District

Balance Sheet

As of July 31, 2022

Jul 31, 22

<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · Accounts Payable	15,560.75
<b>Total Accounts Payable</b>	<u>15,560.75</u>
<b>Credit Cards</b>	
2055 · Fifth Third CC	-4,409.00
<b>Total Credit Cards</b>	<u>-4,409.00</u>
<b>Other Current Liabilities</b>	
2010 · Accrued Wages	6,180.17
2100 · Payroll Liabilities	
2215 · SUTA Payable	-0.70
2220 · FUTA Payable	-4.20
2300 · Garnishment of Wages	-188.32
2100 · Payroll Liabilities - Other	-2,268.84
<b>Total 2100 · Payroll Liabilities</b>	<u>-2,462.06</u>
2171 · Sales Tax Payable	594.55
2500 · Security Deposits	
2501 · Hall Security Deposits	-2,290.00
2502 · Marina Security Deposits	35,000.00
2503 · Screen Room Deposit (Screen Room Deposit)	-570.00
<b>Total 2500 · Security Deposits</b>	<u>32,140.00</u>
2600 · Deferred Revenues	46,682.59
2700 · Prepaid Income	665.65
2800 · Deposit on Boat Slips	500.00
<b>Total Other Current Liabilities</b>	<u>84,300.90</u>
<b>Total Current Liabilities</b>	<u>95,452.65</u>
<b>Total Liabilities</b>	95,452.65
<b>Equity</b>	
3040 · Owners' Equity	182,295.76
3050 · Retained Earnings (Retained Earnings)	1,732,745.18
3200 · Fund Balance	-86,517.97
3300 · Investment in GFAAG	1,214,661.51
Net Income	306,186.36
<b>Total Equity</b>	<u>3,349,370.84</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>3,444,823.49</u></u>

BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
AGENDA FORM FOR TRUSTEES

1002F

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

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

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

Agenda Item: 1019 PNR, 1026 FOB RATE Meeting Date: Aug. 24, 2022

Type of Meeting: \_\_\_\_\_ Workshop \_\_\_\_\_ Board Meeting

Motion:  Discussion: \_\_\_\_\_ (check one)

Rationale for Request: Approve changes to existing policies/procedures

Estimated Costs to District (if applicable)

N/A

Attachments/Supporting documents: None: \_\_\_\_\_

all above on agenda item line

Board Trustee: Melanie C. Woodruff Date: Aug. 17, 2022

Print Name: Melanie Woodruff

Received by: [Signature] Date: 8-17-22



BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
FOB ANNUAL RATE SHEET

1026FOB RATE

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**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: 8/24/22  
Effective: 8/25/21

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 Sharon Denton

Revised: 08/25/21 Revised: 10/27/21 Revised: 8/24/22

Effective: 9/27/18

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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.

BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
AGENDA FORM FOR TRUSTEES

1002F

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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: Pool Jobs Meeting Date: 8/24/22

Type of Meeting: \_\_\_\_\_ Workshop \_\_\_\_\_ Board Meeting

Motion:  Discussion: \_\_\_\_\_ (check one)

Rationale for Request: All pool jobs purchased this year will be reprogrammed for next year upon signing a new work

Estimated Costs to District (if applicable)  
\_\_\_\_\_  
\_\_\_\_\_

Attachments/Supporting documents: None: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Board Trustee: Terry Zimmerly Date: 8/3/22

Print Name: Terry Zimmerly

Received by: Hia Cruz Date: 8/3/22

BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
AGENDA FORM FOR TRUSTEES

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

Agenda Item: Nandy Meeting Date: 8/24/22

Type of Meeting: Board Workshop \_\_\_\_\_ Board Meeting \_\_\_\_\_

Motion:  Discussion: \_\_\_\_\_ (check one)

Rationale for Request: Nandy Raised 1.50 per hour  
about 8% 12 years here

Estimated Costs to District (if applicable)

3,120

Attachments/Supporting documents: None: \_\_\_\_\_

Board Trustee: Terry Zimmerman Date: 8/3/22

Print Name: Terry Zimmerman

Received by: Hia Cruz Date: 8-3-22

BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
AGENDA FORM FOR TRUSTEES

1002F

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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: Change Office Manager Meeting Date: 8/24/22  
Job Description

Type of Meeting: \_\_\_\_\_ Workshop \_\_\_\_\_ Board Meeting

Motion:  Discussion: \_\_\_\_\_ (check one)

Rationale for Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Costs to District (if applicable)  
\_\_\_\_\_  
\_\_\_\_\_

Attachments/Supporting documents: None: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Board Trustee: Terry Zimmerly Date: 8/3/22

Print Name: Terry Zimmerly

Received by: Gia Cruz Date: 8/3/22

# BAYSHORE GARDENS PARK AND RECREATION DISTRICT

## District Office Manager Job Description

Approved September 17, 2013 - Revised: August 24, 2022

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:

### 1. 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) 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 \$500. \$ \_\_\_\_\_**
- 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 Chairman 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 Records Request.
- q) Maintain 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  
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: Hour Raise Meeting Date: 8/24/22

Type of Meeting: \_\_\_\_\_ Workshop \_\_\_\_\_ Board Meeting

Motion:  Discussion: \_\_\_\_\_ (check one)

Rationale for Request: Raise Hour from 16.50 to 19.00  
per hour. Also make her the Office District  
Manager

Estimated Costs to District (if applicable)

\$5200.

Attachments/Supporting documents: None: \_\_\_\_\_

Board Trustee: Terry Zimmerman Date: 8/11/22

Print Name: Terry Zimmerman

Received by: Hica Cruz Date: 8/11/22