

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
BOARD OF TRUSTEE MEETING
May 21, 2019

1. Roll Call, establish quorum
2. Call to Order
3. Pledge to flag
4. MOTION TO MOVE NEW BUSINESS FORWARD FOR AGENDA ITEMS 5,6,7
5. **ATTORNEY TO SPEAK TO BAYSHORE GARDENS**
6. **AMENDMENT TO BYLAWS**
7. **FACILITY ACCESS FOR TRUSTEES**
8. Approval of Minutes
9. Treasurer Report
10. Trustee Committee Reports
11. District Manager Response to Trustees

Old Business

Residents comments agenda item 3 min

12. Revision to Marina vessel contract 1005C
13. Pool attendant job description
14. Disposal of Surplus property (4 derelict vessels)

New Business

Resident comments agenda items 3 min

15. Recreation facility use 1035 RC and RCA
16. Swimming lessons 1010 SP, 1010 SLJD , (1010PS PAY SCALE REVISION)
17. Resident comments that do not address agenda items. Limited to three (3) minutes each
18. Announcements from Clubs and Organizations
19. Adjournment

AGENDA ITEMS 5, 6, AND 7 OUT OF ORDER TO ACCOMMODATE OUR ATTORNEY

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 the 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 to be based.

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA MOTION FORM

1002 F

TODAY'S DATE 5-12-19

MEETING DATE 5-21-19
At least 8 days prior to meeting date

REGULAR MEETING WORK SESSION SPECIAL MEETING EMERGENCY

COMMITTEE MEETING BUDGET

Trustee requesting Sharon Denson

Subject: Change order of Business

Reason to accomodate attorney time

BRIEF EXPLANATION

MOTION IF NEEDED

Supporting documentation attached

Received by _____ Date _____

Approved April 17, 2018 Sharon Denson, Chairman

Revised _____

Effective 4/17/18

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA MOTION FORM

1002 F

TODAY'S DATE May 12, 2019
MEETING DATE May 21, 2019
At least 8 days prior to meeting date

REGULAR MEETING WORK SESSION SPECIAL MEETING EMERGENCY
 COMMITTEE MEETING BUDGET

Trustee requesting Sharon Denson
Subject: Attorney Answers to questions
Reason to inform Trustees and Residents

BRIEF EXPLANATION

MOTION IF NEEDED

Supporting documentation attached

Received by _____ Date _____

Approved April 17, 2018 Sharon Denson, Chairman
Revised _____
Effective 4/17/18

May 1, 2019

Att: Board of Trustees

Re: Chairman discussion with attorney on May 1, 2019

The attorney, James Dye for the Board of Trustees will meet with the Board in its regularly scheduled meeting of May 21, 2019 at 7:00 PM to answer questions from the Trustees.

The Mr. Dye has requested that each Trustee that has questions for him, either email or bring questions in writing to the District Office at least 8 days (by the 13th of May) no later than 2:00 PM . You must sign your questions.

Your questions will be forwarded to our attorney as they are received in the District Office as well as to the Chairman for completing the agenda item; your questions will also be a part of the agenda and posted on the website at least 7 days prior to the meeting to be addressed on May 21, 2019.

The presence of the attorney as well as our questions will be a part of the published agenda and are a public record. Please do not discuss your questions with other Trustees.

The attorney will be on the agenda at the beginning of the meeting and will be in charge of that part of the meeting.

Thank you,

Sharon Denson

Copy:

Jodie Lawman

James Dye

BSG Board - Sunshine Law Questions for Attorney 5/13/2019

1. The Board has okayed Resident/Tenants access to all District amenities because they are "residents". If they can vote in public elections in the County, how can they be "qualified electors" if they are not **property owners** in Bayshore Gardens District? Apparently, absentee/owners can not qualify if they are not **residents** within the taxing district.

So, per our charter, does this mean *Neither* can be "qualified electors"?

2. In Board of Trustee affairs, can any one member act independently on District business—representing themselves as a Board member doing Board business—without knowledge Nor approval of the rest of the Board?

What If it is not amended at the next following meeting?

What if the rest of the Board and public are kept unaware of such actions?

3. a) If there is a meeting of a Community organization that is conducted by a non-board, Bayshore resident, and about 3 - 5 Board trustees show up, this can be legal under Sunshine Laws?

b) What if at least two officers of a community organization are Board members?

c) If anything that transpires at that meeting comes to a Board meeting as Board business, what is the situation here in light of the Sunshine Laws?

5. If the manager of the District was appointed by the Board, as ^{Custodian}~~Keeper~~ of Records for the District, and access to her office and records could be given out to 9 Board members, how can she/he maintain security that this job requires.

Jerry Zimmery
5/13/19

It has recently come to light that one board member has not paid his taxes for several years. Since our charter does not say that a board member needs to be in good standing could we amend our by laws so every board member must be in good standing? Many residents feel someone that is not paying his assessment should not be spending their assessment.

Would you please put all correspondence in writing directed to the office and then to be disbursed by the manager to all trustees. This is what has been done in the past. This will allow all of us to know exactly what you said instead of going through another person.

Sharon said you wrote the current propose amendment to our by laws. Did you write it? Do we need it? Pertaining to special meetings.

Our screen room roof and screens need to be replaced at a cost of about 30,000. Some would like to see it doubled in size but Sharon feels we cannot do that without a referendum. The cost of the new part would be under \$25,000 since that roof does not have to be attached to the existing building. Do we have to do this separately even though the cost would be higher?

Should one member of the board have you checking things like Tri Par Estates without the knowledge of all of the board at the districts expense?

Sharon says all board members must have access to all areas of the Bayshore Recreation District property. This has not ever been the case. Does this have to be 24/7 or could the access to the office be when the office staff is there? The staff feels uncomfortable if they're responsible for records to having nine people allowed 24/7 access to everything..

Should the board be allocating funds in our budget that need a referendum in the future?

Sharon Zimmerman
5/13/19

2

Do you find it proper that the Chairman of the Board writes the District Manager up with a 63 page written warning Disciplinary action without consulting the Board or the Chair of personnel and salaries?

Mr. Dye, can you please explain to the Board Chair what her position involves as Chairman?

Can the District Manager sue the District for libel and slander? Does this abuse of power by the Chair expose the tax payers of this District to a possible lawsuit?

It has been stated by the Chair that you have reviewed and approved the 95 new policies of the District, is that correct? Have you reviewed and approved the new District contracts?

Chair Denson stated that you wrote and recommended the proposed Amendment to the Bylaws, Article IV, Section 5, is that correct? What problems, if any, do you see with Section 5 of the existing bylaws regarding Special Meetings? Why is a change needed?

Should all Board members have access to the District Office where monies, safe combinations, contracts and confidential records are stored? The District Manager is our Custodian of Records. Does this make her liable if records or confidential information is missing or abused?

Should a board member be permitted to serve on the Board of Trustees if they have not paid their real estate taxes or assessment? Many residents have expressed concern that an individual who cannot manage their own financial affairs is on a decision making body for District money. Do you see a problem with this?

Does a Board member have to be a homeowner in the District?

Can the Board deny a homeowner, who lives outside the District, the right to use the District facilities?

Can a trustee earn compensation from selling Banner ads, considering he is the appointed Banner Chair? Do you consider this a conflict of interest?

Dan Rawlson
5/13/19

Bayshore Gardens

From: S. Watkins <usa.satcom@gmail.com>
Sent: Monday, May 13, 2019 1:58 PM
To: Bayshore Gardens
Subject: Questions for the Lawyer

These are my questions for our lawyer at the next Board meeting:

Question: Does any ONE of the nine Trustees have any more power or authority over any of the others, including the Board Chairman?

Question: Does ANY employee of the District have the authority to change the decision of another Trustee?

Question: Can ANY Trustee assume Signature Authority to authorize an employee of the District to go against APPROVED policy or procedure?

Occurrence: Recently a Trustee who is responsible as Banner Chairman submitted to the publisher "bullet point minutes" to be printed in the May 2019 Banner. An employee of the District made a decision to DISCARD the Banner Chair's minutes and publish ALL 11 PAGES of the minutes in the Banner. When the Banner Chair was in the office, a call came in from another Trustee who was put on "speaker phone" and heard to say to the employee, "You do whatever you need to do and I will sign for it." Up until that time the Banner Chair did not know what the employee had done.

Questions: 1. Can the employee circumvent a decision of the Trustee once the Trustee has made a decision?
2. Can a Trustee tell an employee to do whatever they wish against Board policy and that the Trustee will sign off, giving questionable authority to do so?

Steve Watkins, Trustee
Banner Chairman

Questions for Jim Dye

1. Are you now, or have you ever been an attorney for another Special District? If yes, where?
2. Please define the scope of your representation of Bayshore Gardens Park & Recreation District.
3. If a Trustee has a legal question can we call you directly or must we go through the Chair?
4. Why are we billed hourly? Why not a retainer?
5. If a resident is unhappy with the Board or any of its members, what recourse do they have? Other than an election.
6. Would you be willing to attend Board meetings?
7. Can you provide Board members with paper copies of summaries of your conversations with Board members/residents?
8. The Recreation Committee has been approached by the YMCA for partnering opportunities. The Y might provide us with instructors for various classes, or provide other services, such as discounts for our residents. Your reaction, please.
9. Its been said your reaction to the Tri Par decision was "disastrous" – please elaborate.
10. In light of the Tri Par decision would you advise/suggest the Board suspend creating policies?
11. How can we, as a board, work with Tallahassee to become empowered to enforce our procedures/rules?
12. I've heard you're not in favor of social media. While this form of communication can spread gossip, I've seen it work in positive ways. If we could create a social media page would you suggest guidelines to be followed?
13. You had confirmed you would be attending a work session on May 1. At that meeting Ms. Denson advised you would not be attending – please explain why you changed your mind.
14. How was the format for tonight's meeting determined?

Anita "Belle" Barta

SHARON DENSON, QUESTIONS FOR BOARD OF TRUSTEE ATTORNEY IN THE MAY 21, 2019 BOT MEETING

1. Who specifically do you work for: PLEASE EXPLAIN
 - a) District
 - b) District office
 - c) Board of trustees
2. Whose responsibility is it to oversee the Board of Trustees
3. What document determines voting rights in Bayshore Gardens? Who authored that document? CAN THE BOARD OF TRUSTEES OVERRIDE THIS DOCUMENT WITH BYLAWS?
4. What document determines who serves as a Trustee and who votes for Trustee? Who authored that document? CAN THE BOARD OF TRUSTEE'S CHANGE THE RIGHT TO SERVE AS A TRUSTEE OR TO VOTE FOR TRUSTEE'S BY CHANGING BYLAWS?
5. What document determines who can use the facilities? Who does that document authorize?
6. Explain the opinion you recently wrote regarding the validity of the Bylaws approved in April of 2018 by the Board of Trustees
7. Is it mandatory to notice the Board/Budget meetings in a newspaper of general circulation?
8. What are the rights of a resident to speak at a Public Board of Trustee meeting?
 - a) Can a resident use profanity speaking in a public BOT meeting
 - b) Can anyone disrupt the meeting by trying to address non agenda items
 - c) Can anyone take up three minutes to lodge personal attacks at member/s of the Board or anyone else
9. Can one Trustee give any employee the authority to violate a Board of Trustee policy
10. Can an employee of the District dictate who they report to or refuse a lawful directive from any Trustee
11. Are clubs/ organizations subject to the Sunshine Laws?

SHARON DENSON, QUESTIONS FOR BOARD OF TRUSTEE ATTORNEY IN THE MAY 21, 2019 BOT
MEETING continued

12. Review and clarify the proposed amendment to our bylaws and reason for amendment.
13. Can an employee of the district shut off access for trustees to the facilities?
14. Do Roberts Rules of Order supersede Board of Trustee Bylaws and or policy
15. Are written policies approved by the Board necessary? Why/why not
16. Please define misfeasance and malfeasance

Bayshore Gardens

From: Sandy McCarthy <bsgbot06sm@gmail.com>
Sent: Monday, May 13, 2019 1:59 PM
To: Bayshore Gardens
Subject: Attorney Questions

Hi Jodie,

1. Please define, according to our Charter, who are allowed to be the "qualified electors/residents"?
2. In BOT affairs, can any one member act independently on district business, without the knowledge or approval of a majority of the other BOT members?
3. If there is meeting of a community organization that is conducted by a non-board, Bayshore resident, and 3-5 trustees show up, is this legal?
4. Since the district manager is keeper of all records, how can security be maintained when all BOT's have access?
5. What can be done when sunshine law requests are ignored?

Why is Trustee Watkins allowed to continue to knowingly violate the code of ethics for public officers? His relationship as Banner Chairman and his getting paid money and gift certificates as payment for Banner ads is a violation, please address same.

6. Why were the 2009 bylaws ignored when the BOT amended them in April 2019?

Thank You!

Sandy McCarthy
Seat 6

Bayshore Gardens Park & Recreation District
Balance Sheet
As of April 30, 2019

Apr 30, 19

ASSETS

Current Assets

Checking/Savings

1000 · Checking-Operating 5/3 2537	276,882.56
1004 · Petty Cash - District	350.00
1005 · Escrow Account 5/3 - 3919	42,700.00
1006 · Checking-Payroll 5/3 2545	47,185.75
1010 · Checking-Sunshine-Dist.1054	39.67
1016 · Savings - Operating 5/3 4032	139,460.05
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)	161,273.37
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 lar	114.09
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)	1,436,217.60
1019 · Savings Reserves 5/3 5013 - Other	<u>-125,992.64</u>

Total 1019 · Savings Reserves 5/3 5013 1,519,544.00

Total Checking/Savings 2,026,162.03

Accounts Receivable

1100 · Accounts Receivable 28,517.08

Total Accounts Receivable 28,517.08

Other Current Assets

1200 · Prepaid Insurance 13,968.26

1499 · *Undeposited Funds -27.75

Total Other Current Assets 13,940.51

Total Current Assets 2,068,619.62

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 87,369.22

1980 · Office Furniture and Equipment 34,482.06

1990 · Other Furniture and Equipment 54,459.88

1995 · Accumulated Depreciation -1,086,803.04

Total Fixed Assets 1,007,504.87

Other Assets

SUSPENSE 421.39

1025- · Net Payroll 190.92

1800 · Utility Deposits 280.00

Total Other Assets 892.31

TOTAL ASSETS 3,077,016.80

LIABILITIES & EQUITY

Bayshore Gardens Park & Recreation District
Balance Sheet
 As of April 30, 2019

Apr 30, 19

Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	9,068.88
Total Accounts Payable	<u>9,068.88</u>
Credit Cards	
2051 · Staples Credit Card (Credit card)	44.00
2052 · Sam's Credit Card (credit card)	<u>-157.75</u>
Total Credit Cards	-113.75
Other Current Liabilities	
2010 · Accrued Wages	787.17
2100 · Payroll Liabilities	
2212 · Medicare Tax Payable	-0.02
2300 · Garnishment of Wages	-241.36
2100 · Payroll Liabilities - Other	<u>5,635.97</u>
Total 2100 · Payroll Liabilities	5,394.59
2110 · Recovery Fee (Recovery Fee for wage garnish)	10.00
2171 · Sales Tax Payable	3,254.70
2500 · Security Deposits	
2501 · Hall Security Deposits	5,957.00
2502 · Marina Security Deposits	43,250.00
2503 · Screen Room Deposit (Screen Room Deposit)	38.44
2504 · Key Depsit (Screen room bathroom key deposit)	-90.00
2500 · Security Deposits - Other	<u>5,460.00</u>
Total 2500 · Security Deposits	54,615.44
2600 · Deferred Revenues	<u>13,707.59</u>
Total Other Current Liabilities	<u>77,769.49</u>
Total Current Liabilities	<u>86,724.62</u>
Total Liabilities	86,724.62
Equity	
3040 · Owners' Equity	182,295.76
3050 · Retained Earnings (Retained Earnings)	1,567,621.30
3200 · Fund Balance	-86,517.97
3300 · Investment in GFAAG	1,022,882.25
Net Income	<u>304,010.84</u>
Total Equity	<u>2,990,292.18</u>
TOTAL LIABILITIES & EQUITY	<u><u>3,077,016.80</u></u>

Bayshore Gardens Park & Recreation District Profit & Loss Budget Performance April 2019

Ordinary Income/Expense Income	Apr 19	Budget	Oct '18 - Apr 19	YTD Budget	Annual Budget
4000 · Assessments					
4005 · Property Tax	22,919.15	22,040.45	467,531.62	451,408.40	488,562.18
4006 · commission fees (fees withheld by K. Burton)	-687.57	-661.21	-13,495.53	-11,232.53	-12,347.14
4007 · Excess fees (Excess commission fees)	0.00		0.00	0.00	0.00
Total 4000 · Assessments	22,231.58	21,379.24	454,036.09	440,175.87	476,215.04
4100 · Rent					
4111 · Screen Room Rental	75.00	210.09	695.25	776.47	1,423.86
4120 · Hall Rentals	3,575.00	2,408.15	14,560.93	12,755.80	20,478.93
4130 · Sales Tax Collected	0.00		0.00	0.00	0.00
4150 · Marina Rentals (All Marina income rentals)					
4151 · Slip Rental (All Resident Rentals)					
4152 · Resident slip rentals	419.51	22,050.74	35,442.98	42,488.94	43,728.18
4153 · Non Resident slip rentals	1,197.00	38,688.11	75,475.99	70,264.46	77,655.03
4155 · Short Term Slip Rental (Short Term Slip rent	-107.65	-433.26	32.35	334.52	549.49
4158 · Homeowner-Non Resident	0.00		1,065.00		
4151 · Slip Rental (All Resident Rentals) - Other	0.00		0.00	4,143.48	4,143.48
Total 4151 · Slip Rental (All Resident Rentals)	1,508.86	60,305.59	112,016.32	117,231.40	126,076.18
4154 · Small Boat Area (Small Boat Storage Area)	59.81	0.00	2,259.81	761.41	1,729.37
4156 · Trailer Space Rental	0.00	2,051.61	2,484.00	4,115.11	4,913.44
4157 · Gate Keys					
4159 · seawall restoration fee (portion for seawall)	0.00		0.00	0.00	0.00
4157 · Gate Keys - Other	160.00	383.49	4,080.00	3,652.50	4,832.51
Total 4157 · Gate Keys	160.00	383.49	4,080.00	3,652.50	4,832.51
4805 · late fees	2,200.00	100.00	2,450.00	-259.13	190.87
4825 · Work Area/Pressure Washer	50.00	102.83	640.00	289.79	1,087.51
Total 4150 · Marina Rentals (All Marina income rentals)	3,978.67	62,943.52	123,930.13	125,791.08	138,829.88
Total 4100 · Rent	7,628.67	65,561.76	139,186.31	139,323.35	160,732.67
4115 · Bathroom Key Deposit (Deposit for key use)	0.00		0.00	0.00	0.00
4200 · Associate Memberships	0.00		0.00	0.00	0.00
4300 · Pool	0.00		0.00	0.00	0.00

**Bayshore Gardens Park & Recreation District
Profit & Loss Budget Performance
April 2019**

	Apr 19	Budget	Oct '18 - Apr 19	YTD Budget	Annual Budget
4320 · Pool Income - Guests & Passes	0.00		0.00	0.00	0.00
4340 · Pool concession stand (all sales from concessions)	0.00		0.00	0.00	0.00
4360 · Pool FOB	650.00		650.00		
Total 4300 · Pool	650.00		650.00	0.00	0.00
4400 · Donations					
4405 · General Donations	0.00		0.00	50.00	50.00
4400 · Donations - Other	0.00		0.00	0.00	0.00
Total 4400 · Donations	0.00		0.00	50.00	50.00
4500 · Publications					
4520 · Banner - Subscriptions	0.00	0.00	0.00	37.38	18.69
4530 · Banner - Classified Ads	1,567.48	241.79	2,342.07	4,782.22	13,670.38
Total 4500 · Publications	1,567.48	241.79	2,342.07	4,819.60	13,689.07
4600 · Interest Income (Interest Income)	1,544.36	694.23	9,665.26	3,656.73	9,844.67
4800 · Miscellaneous Income					
4802 · Office Services	2.55		2.55		
4810 · Vending Machine (Processing fee on wages)	0.00		0.00	0.00	0.00
4815 · Insurance Refunds	0.00		0.00		
4830 · Over/Short	0.00		0.00		
4800 · Miscellaneous Income - Other	0.00	158.00	2,190.40	3,302.23	3,942.24
Total 4800 · Miscellaneous Income	2.55	158.00	2,192.95	3,302.23	3,942.24
4999 · Uncategorized Income	0.00		-0.64		
Total Income	33,624.64	88,035.02	608,072.04	591,327.78	664,473.69
Gross Profit	33,624.64	88,035.02	608,072.04	591,327.78	664,473.69
Expense					
5000 · Administration Expenses					
5100 · Wages, Taxes and Fees					
5120 · Wages - Administration	5,537.25	4,805.38	42,053.01	17,506.97	44,011.76
5125 · Wages - Office	0.00		0.00	0.00	0.00
5130 · Wages - Maintenance	8,461.50	7,001.50	63,351.46	49,046.07	91,947.71
5132 · Wages - Dockmaster	700.00	700.00	4,900.00	5,600.00	8,750.00
5133 · Marina Project Manager	245.00		245.00		
5135 · Wages - Pool	3,366.50	2,051.01	10,542.45	6,802.63	31,207.16

Bayshore Gardens Park & Recreation District
Profit & Loss Budget Performance
April 2019

	Apr 19	Budget	Oct '18 - Apr 19	YTD Budget	Annual Budget
5136 · Wages-Swim Lessons	0.00		0.00	0.00	0.00
5140 · Wages - Paid Holiday	0.00		0.00	0.00	0.00
5145 · Wages - Sick pay	0.00		0.00	0.00	0.00
5156 · Wages-Overtime (All overtime over 40 hours)	0.00		0.00	0.00	0.00
5157 · Wages-Vacation (Vacation time)	0.00		0.00	0.00	0.00
5160 · Bonus Pay	0.00		0.00	0.00	0.00
5170 · Health Insurance Compensation (Employee Insur	450.00	400.00	2,775.00	3,150.00	5,350.00
5210 · FICA-941 Taxes	664.98	1,181.43	8,131.14	7,455.46	14,281.73
5215 · Unemployment Taxes	35.32	76.31	332.13	126.85	76.91
5330 · Hall Monitor	363.00	0.00	1,974.50	725.50	2,733.50
5450 · Cell Phone	0.00	0.00	0.00	150.00	300.00
5610 · Accounting Fees	1,350.00	1,475.00	10,075.00	15,150.00	27,700.00
6080 · Travel Mileage	0.00	0.00	143.33	172.80	302.50
5100 · Wages, Taxes and Fees - Other	0.00		0.00	561.00	561.00
Total 5100 · Wages, Taxes and Fees	21,163.55	17,690.63	144,523.02	106,447.28	227,222.27
Total 5000 · Administration Expenses	21,163.55	17,690.63	144,523.02	106,447.28	227,222.27
5200 · Marina Expense					
5240 · Sales Tax	0.00		0.00	0.00	0.00
5250 · Property Tax	0.00		4,730.41	4,519.32	4,519.32
5570 · Small Boat Area	0.00		0.00	0.00	0.00
5575 · Marina Repair/Maintenance	0.00	0.00	1,700.35	-10.00	239.99
Total 5200 · Marina Expense	0.00	0.00	6,430.76	4,509.32	4,759.31
5300 · Security					
5310 · Security Systems	39.99		39.99	0.00	0.00
5311 · Security Camera Maintenance (Security Camera Repa	0.00	0.00	10,158.75	212.50	212.50
5320 · Gate Closing Expense	125.00	125.00	875.00	750.00	1,375.00
5335 · Key Fobs	0.00	0.00	0.00	775.00	775.00
5300 · Security - Other	357.74		1,395.21		
Total 5300 · Security	522.73	125.00	12,468.95	1,737.50	2,362.50
5400 · Utilities					
5410 · Electric	1,241.67	906.46	8,703.99	7,314.26	15,845.51
5420 · Water/Sewer	1,119.84	1,822.08	9,245.84	8,262.92	14,758.49

Bayshore Gardens Park & Recreation District Profit & Loss Budget Performance

April 2019

	Apr 19	Budget	Oct '18 - Apr 19	YTD Budget	Annual Budget
5430 · Telephone/Pager/Cable/Web	164.97	423.16	1,507.27	2,521.66	5,619.09
5440 · Gas/Propane	41.85	69.16	784.99	616.27	706.27
Total 5400 · Utilities	2,568.33	3,220.86	20,242.09	18,715.11	36,929.36
5500 · Building and Grounds					
5510 · Supplies Maintenance	0.00		0.00	0.00	0.00
5511 · Professional/Contract Services (outside contractors)	2,351.10	456.25	10,102.45	3,829.20	5,055.16
5512 · Repairs, Maintenance & Supplies	2,771.04	511.72	7,871.26	2,837.81	7,926.95
5513 · Contract Services (Outside Contractor)	0.00		0.00	0.00	0.00
5515 · Janitorial and Cleaning	247.90	159.78	2,117.31	1,621.70	4,154.08
5516 · Gasoline (Grounds machinery fuel)	78.39	99.68	146.69	219.95	533.81
5520 · Maintenance Equipment	0.00	0.00	2,462.12	1,701.99	2,440.41
5530 · Pest Control	0.00	0.00	2,210.25	690.00	840.00
5560 · Landscaping	1,108.65	210.38	4,597.77	2,882.38	4,484.03
5580 · Pool Maintenance	0.00	0.00	4,427.50	979.21	1,924.17
5585 · Pool Repair/Replacement (Pool Repair)	0.00	0.00	0.00	2,182.50	4,382.81
5590 · Pool Chemicals	1,345.40	805.24	7,850.70	7,330.89	15,935.04
5683 · Certification Reimbursement (Pool attendant certifica	450.00		450.00	0.00	0.00
6500 · Playground Expense	0.00	2,220.00	0.00	2,220.00	2,220.00
Total 5500 · Building and Grounds	8,352.48	4,462.05	42,236.05	26,495.63	49,895.46
5600 · Other Administration Expense					
5519 · Leased Equipment	0.00	173.36	1,040.06	931.74	2,044.22
5650 · Postage	168.69	100.00	537.13	218.26	473.97
5660 · Legal Fees	540.00	67.50	4,286.51	589.50	7,317.00
5665 · Seminars, Training and Fees	1,125.24	0.00	1,600.39	236.59	2,326.59
5670 · Office Supplies/Expenses	770.53	850.57	3,378.57	4,020.69	7,018.07
5680 · Audit Fees					
5685 · Employment Agency	0.00		0.00	0.00	0.00
5680 · Audit Fees - Other	0.00	0.00	10,900.00	0.00	143.00
Total 5680 · Audit Fees	0.00	0.00	10,900.00	0.00	143.00
5682 · Organizational Fees and License	36.00	0.00	36.00	223.00	223.00
5686 · Website Maintenance	100.00	0.00	3,001.28	0.00	80.00
5690 · Advertising	317.07	672.40	775.98	839.57	1,524.42

Bayshore Gardens Park & Recreation District
Profit & Loss Budget Performance
April 2019

	Apr 19	Budget	Oct '18 - Apr 19	YTD Budget	Annual Budget
6020 · Bank Fees	439.45	40.00	3,617.30	304.00	1,159.43
6040 · Trustee Election	0.00		0.00	0.00	0.00
Total 6000 · Other Administration Expense	3,496.98	1,903.83	29,173.22	7,363.35	22,309.70
5630 · Insurance-Business					
5631 · Insurance - Liability (FI Municipal)	0.00	0.00	4,226.00	4,077.00	8,228.50
5632 · Insurance - Workers Compensatio	0.00	0.00	6,176.00	6,179.00	12,269.50
5633 · Insurance - Auto Liability	0.00	0.00	78.00	78.00	156.00
5634 · Insurance -Property	0.00	0.00	5,186.00	6,759.00	13,644.00
5635 · Insurance - Flood	1,293.00	1,038.84	6,741.36	2,077.68	7,271.88
Total 5630 · Insurance-Business	1,293.00	1,038.84	22,407.36	19,170.68	41,569.88
5700 · Publications Expense					
5710 · Banner - Commissions	0.00	0.00	726.98	398.88	1,729.67
5711 · Banner composition	540.00	0.00	3,610.00	1,686.17	3,891.17
5720 · Banner - Printing Costs	718.10	869.85	5,737.85	4,368.15	9,461.70
5740 · Banner - Paper Delivery	250.00	250.00	1,750.00	1,750.00	3,000.00
5750 · Banner - Office Supplies					
5751 · office equipment (computer/printer)	0.00		0.00	0.00	0.00
5752 · Office supplies	0.00	0.00	0.00	46.53	594.53
5750 · Banner - Office Supplies - Other	0.00	0.00	0.00	110.96	153.91
Total 5750 · Banner - Office Supplies	0.00	0.00	0.00	157.49	748.44
5760 · Banner - Miscellaneous Expenses					
5761 · Tide Tables (Tide Tables Schedules)	10.50	31.50	126.00	73.50	73.50
5762 · King Features (King Features)	22.79	22.79	159.53	157.73	271.68
5760 · Banner - Miscellaneous Expenses - Other	0.00	440.00	0.00	1,530.00	1,530.00
Total 5760 · Banner - Miscellaneous Expenses	33.29	494.29	285.53	1,761.23	1,875.18
Total 5700 · Publications Expense	1,541.39	1,614.14	12,110.36	10,121.92	20,706.16
5800 · District Recreation					
5830 · Expenses -	0.00	0.00	46.55	0.00	376.28
5800 · District Recreation - Other	0.00		0.00	0.00	0.00
Total 5800 · District Recreation	0.00	0.00	46.55	0.00	376.28
5880 · Concession Stand (Concession Stand Expense)	0.00	246.89	15.34	246.89	948.87
5885 · Depreciation Expense	0.00	0.00	0.00	0.00	75,948.50

Bayshore Gardens Park & Recreation District
Profit & Loss Budget Performance
April 2019

	Apr 19	Budget	Oct '18 - Apr 19	YTD Budget	Annual Budget
5900 · Capital Layout					
5901 · ADA Lift for Pool	4,134.10		8,268.20		
5902 · ADA Compliant Ramp for Rec Ctr	3,200.00		3,200.00		
5907 · Pickleball Crt @ Basketball Crt	0.00		74.64		
5915 · Air Conditioner	0.00		0.00	0.00	0.00
5920 · Furniture & Equipment	0.00		0.00	0.00	0.00
5940 · Security Cameras	0.00		0.00	0.00	0.00
Total 5900 · Capital Layout	7,334.10		11,542.84	0.00	0.00
5950 · ADA (ADA)					
5953 · ADA Port-A-Potty	0.00		0.00	663.86	663.86
5950 · ADA (ADA) - Other	0.00		0.00	0.00	0.00
Total 5950 · ADA (ADA)	0.00		0.00	663.86	663.86
5960 · Marina Construction					
5961 · Marina Contractors(cap imp)	0.00	0.00	2,841.50	863.00	2,995.50
5962 · Material(cap imp)	0.00		0.00	0.00	0.00
Total 5960 · Marina Construction	0.00	0.00	2,841.50	863.00	2,995.50
6000 · Miscellaneous Expenses					
6010 · Over/Short Expenses	0.00	0.13	1.09	0.13	0.13
6030 · Penalties & Interest	0.00		0.00	49.85	49.85
6120 · Deposited Item Charge Back (Bounced check charge	0.00		0.00	0.00	0.00
6000 · Miscellaneous Expenses - Other	0.00	0.00	0.00	-155.00	8,405.05
Total 6000 · Miscellaneous Expenses	0.00	0.13	1.09	-105.02	8,455.03
6900 · Uncategorized Expenses	0.00	0.00	0.00	0.00	0.00
7000 · Future Projects	0.00		0.00	0.00	0.00
8000 · Other Expenses (Other Expenses)					
8001 · Hall Rewiring Project Exp (all expenses incurred)	0.00		0.00	0.00	0.00
Total 8000 · Other Expenses (Other Expenses)	0.00		0.00	0.00	0.00
9010 · Bank Service Charges	28.00		155.50		
Total Expense	46,300.56	30,302.37	304,194.63	196,229.52	495,142.68
Net Ordinary Income	-12,675.92	57,732.65	303,877.41	395,098.26	169,331.01
	-12,675.92	57,732.65	303,877.41	395,098.26	169,331.01

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA MOTION FORM

1002 F

TODAY'S DATE _____

MEETING DATE May 21, 2019
At least 8 days prior to meeting date

REGULAR MEETING WORK SESSION ___ SPECIAL MEETING ___ EMERGENCY ___
___ COMMITTEE MEETING ___ BUDGET ___

Trustee requesting Sharon Denson

Subject: Amendment to Bylaws

Reason Need to define Special Meetings

BRIEF EXPLANATION

Proposed by our attorney

MOTION IF NEEDED

TO adapt Amendment as published

Supporting documentation attached

Received by _____ Date _____

Approved April 17, 2018 Sharon Denson, Chairman

Revised _____

Effective 4/17/18

BYLAWS PROPOSED AMENDMENT TO Article IV. Section 5

Section 5. Special Meetings are defined as a meeting addressing a situation requiring immediate attention and remedial action that cannot wait for a regularly scheduled Board of Trustees Meeting. Any Trustee of the Board may call a special meeting. Special meetings must meet all notice requirements. Notice shall be published in the Bradenton Herald or other newspaper which is legally authorized to publish official notices of Trustee meetings. The notice shall contain the date, place, and time of the special meeting and include an agenda. A notice of the special meeting shall also be published on the District's website at least seven days prior to the special meeting. The Trustee calling the special meeting shall notify the Office Manager at least eight days prior to proposed meeting and provide the agenda and all supporting documentation to the manager. The agenda and date for the meeting shall be reviewed by the Chairman who shall determine if it meets the requirements of this section prior to notice being sent to the newspaper and published on the website and bulletin board. The agenda and all supporting documentation shall be published on the District's website at least seven days prior to the meeting as well as on the District Bulletin Board.

Jim Dye 4/16 /19

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA MOTION FORM

1002 F

TODAY'S DATE _____

MEETING DATE May 21, 2019
At least 8 days prior to meeting date

REGULAR MEETING WORK SESSION _____ SPECIAL MEETING _____ EMERGENCY _____
_____ COMMITTEE MEETING _____ BUDGET _____

Trustee requesting Sharon Denson
Subject: Facility access for Trustees
Reason Trustee Denied access -

BRIEF EXPLANATION

The Jobs were shut off w/o discussion or approval - See Policy 1030PH
This Policy to avoid in future
Recommended by our attorney

MOTION IF NEEDED

I Approve Board of Trustees access to
Facilities: 1036 BAY

Supporting documentation attached

Received by _____ Date _____

Approved April 17, 2018 Sharon Denson, Chairman

Revised _____

Effective 4/17/18

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
BOARD OF TRUSTEES ACCESS TO FACILITIES

1036BA

CHAPTER 2002-365

House Bin No. 997

(7) The administrative duties of the board of trustees shall be as set forth in this act and chapters 189 and 418, Florida Statutes, as they may be amended from time to time. The trustees shall have the following specific powers: page 4

(e) To promulgate reasonable rules and regulations governing the use of the facilities of the district.

(11) The district shall have all powers provided to it by this charter, chapters 189 and 418, Florida Statutes, and other applicable general laws, as they may be amended from time to time. Pg 6

The Board of Trustees has the duty and responsibility for the property of the District including its security. Trustees shall have 24/7 access to all properties whether by key or fob.

Individual Trustees may request the access that they feel they need from the District Office. The District Office shall issue the keys/fobs as requested by the individual Trustee.

A record shall be kept by the District Office for each key/fob issued to a Trustee and the keys/fobs shall be returned to the District Office upon the ending of a term or the resignation of a Trustee.

Date Approved _____
Revised _____
Effective _____

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA MOTION FORM

1002 F

TODAY'S DATE May 12, 2019
MEETING DATE May 21, 2019
At least 8 days prior to meeting date

REGULAR MEETING WORK SESSION SPECIAL MEETING EMERGENCY
 COMMITTEE MEETING BUDGET

Trustee requesting Sharon Denson
Subject: Surplus Property
Reason to get direct Boats out of Marina

BRIEF EXPLANATION

MOTION IF NEEDED

to sell direct Boats -

Supporting documentation attached

Received by _____ Date _____

Approved April 17, 2018 Sharon Denson, Chairman

Revised _____

Effective 4/17/18

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
DISPOSAL OF PUBLIC PERSONAL SURPLUS PROPERTY POLICY

1018F

This form is to be used to identify and dispose of personal surplus property of the District.

Date of this inspection April 2019

Trustee inspector _____

Employee Inspector Gia Cruz

Reason for the inspection _____

Name of property Boat Where located Slip 23 Marina

Description of the Property considered surplus
1988 CRS/4 boat, VIN # CRS7821BA888

Condition of the Property _____

Estimated value _____

Value basis _____

Disposed of date _____ Method _____ Amount sold for _____

TRUSTEE SIGNATURE

EMPLOYEE SIGNATURE

DATE

Upon completion this form to be completed and filed with the inventory of the District

APPROVED

REVISED

EFFECTIVE

5-15-18
[Signature]
5-15-18

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
DISPOSAL OF PUBLIC PERSONAL SURPLUS PROPERTY POLICY

1018F

This form is to be used to identify and dispose of personal surplus property of the District.

Date of this inspection April 2019

Trustee inspector _____

Employee Inspector Gia Cruz

Reason for the inspection _____

Name of property Boat Where located Slip 30 Marina

Description of the Property considered surplus
1981 Hunter Sailboat VIN # HUN2275M81K

Condition of the Property _____

Estimated value _____

Value basis _____

Disposed of date _____ Method _____ Amount sold for _____

TRUSTEE SIGNATURE

EMPLOYEE SIGNATURE

DATE

Upon completion this form to be completed and filed with the inventory of the District

APPROVED 5-15-18
REVISED [Signature]
EFFECTIVE 5-15-18

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
DISPOSAL OF PUBLIC PERSONAL SURPLUS PROPERTY POLICY

1018F

This form is to be used to identify and dispose of personal surplus property of the District.

Date of this inspection April 2019

Trustee inspector _____

Employee Inspector Gia Cruz

Reason for the inspection _____

Name of property Boat Where located Slip 65 Marina

Description of the Property considered surplus
1974 boat, grampian/3 Vin # GRM2669703704

Condition of the Property _____

Estimated value _____

Value basis _____

Disposed of date _____ Method _____ Amount sold for _____

TRUSTEE SIGNATURE

EMPLOYEE SIGNATURE

DATE

Upon completion this form to be completed and filed with the inventory of the District

APPROVED 5-15-18
REVISED [Signature]
EFFECTIVE 3-7-18

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
DISPOSAL OF PUBLIC PERSONAL SURPLUS PROPERTY POLICY

1018F

This form is to be used to identify and dispose of personal surplus property of the District.

Date of this inspection April 2019

Trustee inspector _____

Employee Inspector Gia Cruz

Reason for the inspection _____

Name of property Boat Where located Slip 7 Marina

Description of the Property considered surplus
1978 Hunter Sailboat VIN # HUN54236M78G

Condition of the Property _____

Estimated value _____

Value basis _____

Disposed of date _____ Method _____ Amount sold for _____

TRUSTEE SIGNATURE

EMPLOYEE SIGNATURE

DATE

Upon completion this form to be completed and filed with the inventory of the District

APPROVED 5-15-18
REVISED [Signature]
EFFECTIVE 5-15-18

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA MOTION FORM

1002 F

TODAY'S DATE _____

MEETING DATE May 21, 2019
At least 8 days prior to meeting date

REGULAR MEETING WORK SESSION _____ SPECIAL MEETING _____ EMERGENCY _____
_____ COMMITTEE MEETING _____ BUDGET _____

Trustee requesting Sharon Denson
Subject: Recreation Facility use
Reason New recreation

BRIEF EXPLANATION

Agreement and Rules for Recreation
Committee to provide services

MOTION IF NEEDED

Motion to accept Recreation Committee facility
use 1035 RC & agreement 1035 RCD

Supporting documentation attached

Received by _____ Date _____

Approved April 17, 2018 Sharon Denson, Chairman

Revised _____

Effective 4/17/18

**BAYSHORE GARDENS PARK AND RECREATION DISTRICT
RECREATION COMMITTEE FACILITY USE**

1035 RC

It is the intent of the Board of Trustees of the Bayshore Gardens Park and Recreation District to grant use of the Recreation Center for meetings and public gatherings of a civil, cultural or educational character without interfering with normal District operations. The Center is not available for commercial purposes. Use of the room does not imply Board or District endorsement of the group using it or the program presented.

The District's Recreation Center is to be used for District sponsored programs and activities. Activities sponsored the District receive first consideration and have priority over all other activities. Bayshore Gardens Clubs or organizations from within the District will have priority over non-club events in booking space. District sponsored events supersede any other meeting scheduled.

The agreement should be signed at least 10 working days before the scheduled event using the form provided.

The District reserves the right to revoke Recreation Center privileges at any time. Additional stipulations may be imposed by the Board as may be deemed necessary.

All District sponsored programs shall be non-exclusive and open to District Residents. Non-residents may be included if there is room and may be required to pay a fee.

Smoking is prohibited at all times. There are designated smoking areas outside the Center

Attendance shall be limited to the legal capacity of the room

All state and local regulations affecting the use of public buildings must be observed at all times.

Charges will be collected by a representative of the Board or Recreation Committee

Payment will be made by check from the District to the Presenter within 10 days after presentation.

Approved _____
Revised _____
Effective _____

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
RECREATION COMMITTEE VENDOR AGREEMENT

1035 RCA

Agreement for Presentation

Activity _____ **Number of participants** _____

Date(s) & Time _____

Contact Person _____
Name) _____ Phone _____

Address _____

Program Description _____

NON EMPLOYEE VENDOR MUST HAVE PROOF OF LIABILITY INSURANCE ATTACHED TO THIS AGREEMENT.

Requested Payment for Services Rendered _____

I have received a copy of the regulations governing the use of the Bayshore Gardens Recreation Center and agree to abide by them

Signature of Presenter _____ **Date** _____

Signature of Recreation Committee Chariman _____ **Date** _____

Signature of District Representative _____ **Date** _____

Approved _____

Revised _____

Effective _____

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA MOTION FORM

1002 F

TODAY'S DATE _____

MEETING DATE May 21, 2019
At least 8 days prior to meeting date

REGULAR MEETING WORK SESSION _____ SPECIAL MEETING _____ EMERGENCY _____
_____ COMMITTEE MEETING _____ BUDGET _____

Trustee requesting Sharon Denson

Subject: Marina Vessel Slip Contract 1005C

Reason: Revisions requested from District Office

BRIEF EXPLANATION

Consolidated rules into cost & others as discussed in Committee / Work session meetings
No change in rates or other financials
Removed truck rental

MOTION IF NEEDED

Motion to approve revised contract

Supporting documentation attached

Received by _____ Date _____

Approved April 17, 2018 Sharon Denson, Chairman

Revised _____

Effective 4/17/18

TOTAL CONTRACT FEE \$ _____ DECAL# _____ VESSEL SLIP # _____
BOAT STICKER Y/N _____ FOB # _____ TRAILER SPACE # _____

**BAYSHORE GARDENS PARK AND RECREATION DISTRICT
MARINA VESSEL SLIP CONTRACT**

1005 C

Bayshore Gardens Park and Recreation District hereafter known as the District, does hereby enter into a contract with the undersigned vessel owner, hereinafter called "Lessee" one space for each boat as described below and said space shall be assigned by Dock Master at his/her discretion, subject to such rules and regulations as are a part of this agreement. It is understood by the Lessee that District residents have priority consideration over Non-Residents/owners and non-resident/owners will have priority for space to a non-resident. Should a District owner require a slip leased to a Non-Resident, the Non-resident will be required to leave their leased space at the end of their rental term. District will make every effort to relocate the Lessee.

Vacating slip under contract.

Non-Resident slip holder including Owner Non-Resident will not receive a refund for surrendering their boat slip early, this is an annual contract. The security deposit will be refunded.

Resident slip holder contract may be prorated and a refund of the unused portion of the contract if the District Office receives notification in writing at least 30 days before expected removal. The proration would be based on the date of removal stated in the 30 day notice and the vessel is removed per the 30 day notice.

The Lessee agrees that he/she shall not sublet the Marina slip or to allow another vessel for any reason to occupy the Lessee's slip space.

Sale of Vessel must be submitted to the District office by the contract holder in writing within 10 days of the sale. The new owner must apply for slip space within 15 days of the purchase. The slip holder of record will be responsible for the slip until New contract is recorded in the District office.

Should a breach of this agreement occur, including a violation of rules/regulations or a failure to remit within 15 days of date of renewal date, a fine of \$100.00 shall be added to amount due. If the amount due is not received within 30 days of renewal date, the vessel will be removed at owner's expense and the lease shall be terminated. The account shall be forwarded to Districts' attorney for action pursuant to Section 328.7, Florida Statutes.

Slip fees shall be set by the Board of Trustees on an annual basis.

PERSONAL INJURY & PROPERTY LOSS

The slip space is to be used at the sole risk of Lessee. Lessee including agents, heirs and assigns, hereby agrees to save District harmless for any and all liability or damages for personal injury to himself or herself, family, employees, invitees, guests and agents, arising out of, or in connection with the condition or use of the Lessee's boat, motor and accessories, or the use of the marina premises or facilities. The Lessee, for himself or herself, heirs or assigns, hereby releases and agrees to indemnify and hold harmless the District from any and all liability for, or loss or damage to the above described property or the contents thereof, due to fire, theft, collision, windstorm, accident, or like causes. District is not considered under this agreement as an insurer of the Lessee's property. The Lessee shall indemnify and hold harmless the District for any and all loss, injury, death or damage caused by the leasing of the slip or use of the marina by Lessee or Lessee's guests. Lessee shall be responsible for such indemnity shall include District costs and expenses (including attorneys' fees). No warranty is made as to the condition of the District docks, walks or gangways, ramps, or other District equipment or facilities.

MARINA RULES AND REGULATIONS

Lessee agrees to comply with all laws of the State of Florida.

1. The vessel must be measured by the Dock Master and assigned a slip. If it is found that the vessel does not fit properly in the assigned slip, the renter agrees to remove the vessel from the slip into another slip assigned by the Dock Master (if another slip is available).
2. The vessel (bow or stern) may not stick out beyond the end of their slip. The vessel (bow or stern) must not come closer than 12 inches to the dock. Boats docked at seawalls, must face the seawall .
3. Lessee are required (as a bare minimum) to utilize 6 dock lines; 2 fore, 2 aft and 2 Spring Lines – 1 front and 1 back. Dock lines must be maintained in good condition and must be replaced when they begin to show wear. Boats under 27' in length, must use at least 3/8" diameter dock lines. Boats 27'- 30' in length must use at least 1/2" dock lines. Dock master may require additional lines for safety. When departing, dock lines are to be place on dock in a safe manner. No lines are to be left lying across walkways.
4. Nothing can be constructed on the Pier without the written consent of the Board of Trustees.
5. Vessel must be maintained in operable condition.
6. Bayshore identification stickers will be issued and must be visible on the vessel.
7. While occupying or cruising in the marina area no garbage, refuse matter, sewage or waste material of any type may be thrown, discharged, deposited or allowed to fall from any boat, car or dock into the water or upon the docks, slips, spaces or walkways. The slip area will be maintained neat and orderly at all times.
8. Vessels shall not be stored on trailer in Marina area at any time.
9. Lessee agrees that in case of emergency, the Lessee will move the vessel or cause it to be moved.
10. If an emergency occurs when a vessel is in distress, or is in danger of sinking, and/or causing harm to another vessel or the marina, an attempt to contact the owner will be made by the

Dock Master or District Office. If the Lessee cannot be reached or does not respond, the District may authorize measures to insure the safety of Lessee's vessel and other vessels in the Marina. A minimum charge for the service will be \$100 for the first hour or any portion thereof: Additional charges may be incurred by Lessee. The District shall not be held responsible or liable for damages to the Lessee's boat.

The address of the lessee shown below shall be used for any required notice to a lessee/owner. It is the Lessee's responsibility to keep the contact information current.

Each slip lessee is entitled to one Gate FOB, an additional FOB may be purchased for spouse and one for designees' use in an emergency, Lessee designates _____ to use Lessee's FOB to secure the vessel in Lessee's slip.

Designee phone # _____

The term of the lease shall be for a 12 month period with all payment due upon lease signing. The lease shall commence on Oct 1 _____ and shall be subject to renewal on Sept 30, _____. The fiscal year for all leases shall be October 1 thru Sept 30th. Resident and Non-resident/owner shall have an annual lease but may select a biannual payment. Renewal of lease shall be on an annual basis.

Lessee shall present vessel registration at the time of Lease and upon renewal or as necessary to keep current registration on the vessel. Lessee must present proof of a minimum of \$100,000.00 vessel liability insurance at the time of the lease, and maintain and provide a Certification of said insurance for the term of the lease and thereafter at each renewal.

Boat Name: _____ Boat Description: _____

Make/Model: _____ Length: _____ ft Mfg. Year: _____

Type: ___ Houseboat Cruiser ___ Runabout ___ Pontoon ___ Sail.

Registration State/No. _____ Proof of ownership attached yes ___ no ___

Proof of \$100,000.00 vessel liability insurance attached yes ___ no ___

Non Resident must post a \$500.00 deposit in addition to the amount due when entering into this contract

Lessee Name _____

Email _____

Local Street Address: _____ City: _____ State: _____

Zip Code _____ Home Phone: () _____ Cell () _____

Out of state address _____

Months at out of state address _____ to _____

GOVERNING LAW: This lease is governed by the laws of the State of Florida and in the event of any dispute under this lease; venue shall be in the courts in and for Manatee County, Florida.

The Lessee of the boat described above hereby authorizes the District to proceed under Section 328.17, Florida Statutes, after termination or non-renewal of the lease.

Lessee Signature: _____ Date: _____

Print Name _____

Boat length _____ x \$ 3, 5, or 7 \$ _____ x # of Months _____ \$ _____

	ADDITIONAL FOB/S	\$ _____
	Sales Tax	\$ _____
Deposit	\$500.00 NON-RESIDENT	\$ _____
NON-RESIDENT	CONTRACT TOTAL	\$ _____
RESIDENT	CONTRACT TOTAL	\$ _____

Received By _____ Date _____

Date Approved 8/21/18 Sharon Denson

Date Revised 11/20/18

Date Effective 8/21/18 Retroactive to 10/1/2018

Revised _____

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA MOTION FORM

1002 F

TODAY'S DATE _____

MEETING DATE May 21, 2019
At least 8 days prior to meeting date

REGULAR MEETING WORK SESSION _____ SPECIAL MEETING _____ EMERGENCY _____

_____ COMMITTEE MEETING _____ BUDGET _____

Trustee requesting Sharon Denson

Subject: Swimming Lesson

Reason TO Establish Swimming Lesson Program

BRIEF EXPLANATION

To Provide authority & guidelines for swimming lessons for our residents

MOTION IF NEEDED

To approve Swimming Lesson Policy 1010SLP
Swimming Class Jobdesc 1010SEJD
Revision to Pool Pay scale 1010PS

Supporting documentation attached

Received by _____ Date _____

Approved April 17, 2018 Sharon Denson, Chairman

Revised _____

Effective 4/17/18

**BAYSHORE GARDENS PARK AND RECREATION DISTRICT
POOL PAY SCALE**

1010 PS

POOL ATTENDANT PAY SCALE				
		per hour		per hour
STEP 1	STRONG SWIMMER	\$8.50	to	\$9.25
STEP 2	STRONG SWIMMER PLUS PAST FIRST AID/CPR CERTIFICATION	\$9.26	to	\$10.25
STEP 3	strong swimmer plus current First aid/CPR certificate	\$10.26	to	\$11.50
LIFEGUARD PAY SCALE				
MUST HAVE CURRENT CERTIFICATION AND CPR/FIRST AID				
STEP 1	STARTING PAY/ just completed training	\$12.00	to	\$13.00
STEP 2	2 yrs or more experience /assistant supervisor.	\$14.00	to	\$15.00
STEP 3	SUPERVISOR	\$16.00	to	\$18.00
SWIMMING INSTRUCTOR				
Step 1-3	Swimming Instructor Certification and CPR/First Aid by YMCA, Red Cross or other accredited agencies.	\$15.00	to	\$18.00

Approved 3/19/19 *Sharon Denson*

Revised _____

Effective 3/19/19

**BAYSHORE GARDENS PARK AND RECREATION DISTRICT
SWIMMING INSTRUCTOR JOB DESCRIPTION**

1010 SIJD

POSITION TYPE

Part Time/Seasonal

DESCRIPTION

Provide swimming lessons to the residents and their guest.

RESPONSIBILITIES

- The swim instructor is responsible for instructing all swim lesson participants
- This position is responsible for the safety of the participant in their own class
- Schedule all classes and submit schedule to District Office
- Work hours as scheduled which includes beginning and ending class on time; remaining after class to instruct and evaluates students participant and/or parent questions as needed, and clean up supplies
- Establishes criteria for completion of the course
- Instruct and evaluates students participating in swim lessons
- Awards certificates to those who have passed the class
- Act immediately and appropriately to secure safety of patrons in the event of emergency
- Presents professional appearance and attitude at all times, and maintains a high standard of customer service.
- Remain in pool area at all times participants present

CERTIFICATION REQUIRED

Age: 16 or over with Swim Instructor certificate, CPR and First Aid Certification from Red Cross, YMCA or other accredited organizations.

QUALIFICATIONS

- Knowledge of and the ability to demonstrate skills in swim lessons instruction
- Ability to demonstrate skills as required for class content and use teaching aids such as kickboard, diving rings, lifejackets, etc.
- Ability to work independently and possess energy and enthusiasm
- Ability to positively interact with the general public
- Ability to support child or adult body weight in the water
- Communicate verbally, including projecting voice across distance in normal and loud situations

Date Approved _____

Revised _____

Effective Date _____

**BAYSHORE GARDENS PARK AND RECREATION DISTRICT
SWIMMING LESSONS POLICY**

1010SLP

CHARTER 2002-365

Section 3 Use of district facilities—Persons entitled to use the district facilities and property of the district shall be limited to residents within the district, their family members and guests, and such other persons and groups as the trustees may authorize from time to time, The property of the district shall consist of real or personal property and improvements now or hereafter acquired, erected, or purchased by the trustees for the district. For the purposes of this act, each parcel of property in said district is hereby declared to be uniformly and generally benefited by the provisions hereof.

The Bayshore Gardens Board of Trustees establishes a program to provide swimming lessons to the Residents of Bayshore Gardens. The resident may bring a guest for lessons if space in the class is available. A guest shall not displace a resident.

All participants shall sign the pool waiver in the District Office

The swimming classes shall have at all times a certified Swimming Instructor with certification from Red Cross, YMCA or other accredited programs on file in the District office.

The Swimming Instructor shall receive an hourly rate for the service

The certified Swimming Instructor shall schedule the classes; determine the number for each class, and the number of classes necessary to complete the course. The criteria will be provided to the District Office.

The District Office shall be responsible for registering the residents and guests for the class/es

Date Approved _____

Revised _____

Effective _____