

Policy and Procedure Committee Meeting Minutes

March 26, 2019

The Committee Meeting was called to order at 7:01 PM by Sharon Denson. Those Trustees and Committee Members in attendance included Sharon Denson, and Gwen Norris. Guests included Don Gassie, Allan Riga and Barbara Greenberg.

Item 1. Parking lot Policy (no number). – Sharon said that Barbara brought the need to our attention. She confirmed it is a noise problem. She said she does not want to discourage the kids, she would rather they play basketball than be roaming the neighborhood causing trouble. She suggested that gates be installed at the basketball court and pay Crime Watch or other to close them at 10:30 PM. Gwen stated that the sign says the basketball court closes at 10:00 PM. Sharon said the Hall activities can go onto 11:00PM. She said we could close down some things earlier. She said that there still would be a place for kids. Gwen stated the sign could say ‘quiet after 10:00 PM or officers will be called’. She said she thinks Manatee County ordinance is 10:00 PM for quiet time. Gwen said the neighbors can call the officers. Sharon said we still need a plastic shed to store the pickle ball equipment and attach (chain) it to the fence. She will look into the progress. She said Barbara asked for this policy and we will keep working on it. She said Barbara checked and most parks close at 9:30 PM. The Hall renters have to be off premises at 11:00 PM. Don Gassie said the people at the fishing pier are told they can fish until 10:00 PM and that was the policy. Sharon said 10:00 PM would be fine with her. Sharon said the police do not have to enforce your rules.

Item 2 and 3. Wages scale for maintenance and Wage scale for office. Sharon said Natalie will give her the current wages Thursday. Sharon has researched Manatee County Maintenance Supervisor pay with a range from \$13.77 to \$28.12/hour with the average (50%) at \$20.00. She said the job description includes:

- Plumbing, electricity, air conditioning, repair, etc. She said our guys can do light things but no wiring as they require permitting.
- Developing maintaining maintenance procedure, keeping personnel records. Sharon said Randy does not keep personnel records but does a super good job of keeping things going.
- Task and keeping building clean and orderly condition by examining the buildings on a regular basis for needed repairs, maintenance and cleanliness.
- Supervise maintenance staff and outside contractors.
- Supervise maintenance of landscaping and keep up grounds and equipment.
- Perform or arrange for general building or fixture repairs.
- Supervise all general building maintenance, etc.

Sharon said that most of these things Randy does.

Sharon said that Phil and Todd and Austin fit the Maintenance Technician description, but Austin does more. Sharon said the Manatee County Maintenance Technician’s wages are from \$10.21 to \$25.45/ hour with the average (50%) of \$14.76. She said \$15.00 is close enough. She said the job description states that the job entails following orders.

- They are generally in charge of the upkeep of the facilities.
- Clean and repair building fixtures including lights, locks, windows and doors, screens, walls, floors, gutters, etc.
- Operate and perform... it goes on.

She said she said she thinks Randy is making \$16 but does not think Austin is making \$15. Don Gassie said Austin frequently takes the initiative and does things on his own and is consciences. Sharon agreed and said he does not make enough money to match the county's wages. She gave an example of his responsive/initiative and she had put a letter of accommodation in his file because he deserved it.

Sharon said the county's Office Manager's average wage rate is \$18.75/hour or \$750/week. Florida's average is \$43,665/year (\$21/hour) and is 5% lower than the national average. She said the job description for office manager includes (not government employees):

- Greet visitors and callers.
- Route and resolve information requests.
- Supervise support, clerical staff.
- Review, track and prepare budgets.
- Coordinate space and office organization.

Gwen was surprised that a supervisor with a subordinate made only \$18.75.

Sharon said she thinks we start our Assistants at \$12 or \$13/hour and after 90 days they get a review.

Don Gassie asked if we need an Office Manager when we have a District Manager. Sharon said Jodie is not a (Special) District Manager yet. She is an Office Manager. Jodie is not certified yet, she has got to do a paper. Don asked if we will need another one person in the office (when Jodie is certified). Sharon said we will not hire another, we will change her classification.

Don asked if Sharon checked the wages listed for lifeguards in the Banner proof. Sharon said they are right. Sharon said the newly approved Pool Attendant is \$8.50 to \$11.50 and Lifeguard is \$12.00 to \$18.00. Sharon said Mike had been at the top (\$16) by the old rate.

There are no average wages available for Special District Manager. Gwen hoped that an average pay would be available from the Florida Special District Association.

Sharon said she needs the actual pay from Natalie so we know where everyone is, then we can do a pay scale. Sharon said that the Special District Managers are not much different than an Office Manager. She said that some places offer a salary and housing, but it is not a real high paying job.

Don Gassie asked if there are perks for employees for going back and forth for work. He asked about personal phone usage. Sharon said that no one will pay you to go back and forth to work. He said Joanne was making over \$40,000/year (\$19.30/hour). Sharon said Jodie pays for her own phone and choses to use it but the district has its own cell phones to be used weekends and nights. Sharon said that she would turn them off when home.

Item 4. Public Records Policy (with rates) 1034PR. Sharon she wants to make a policy on the employee usage rates. She said we have a policy of charging 15 cents for one sided documents and 20 cents for two sided documents (8.5"x11"). She said that it is at the limit. She said we can charge for time for extensive research but need to define it. Sharon said if the document can be found quickly it will not need a time charge. She said that normally if your records are in good order it should be found immediately. She said her CERT Team did a public request to prove the documents were in their files and they charged \$20 research time. She said we can charge the cost of the item that it cost us. She said if it is electronic it can be put on a thumb drive and charge the cost of the thumb drive. She said they can bring their own thumb drive, or bring their own copy machine, or take photos. She suggested that the

first 10 minutes be free and every half hour after to find the document be charged. She said that if the request is for a document from ten years ago then it will take a while to locate it. Sharon said the State Law says you can charge a reasonable amount, most of the Attorney General opinions say the time cost should equal the lowest paid man and give some free time up front (15-30 minutes) then start a rate. She said if the requester wants to go through records they can with an office person attending, and we have to pay, so the requester has to pay. The fees received go to the district treasury. Don Gassie asked about the minutes in the Banner and it says 'if you want more you need to pay' but does not mention time costs. Sharon said that those are readily available and do not have an hourly rate. After approved they will be on the website, free. She said that you put the book or box of minutes on the table and the requester goes through it, finds it and you copy it for them. Don said that the electronic documents can be found on the website or on a laptop. Sharon said the policies are on the website as well as a lot of stuff. She also wants declared surplus property listed on the web. She said the legal requirement is a paper copy of the original. She said the record retention schedule we went through is all about paper. She has a copy of a record request and records kept from another place certified as 'actual copy'. She said that we could have a form to fill out but the requester's name, etc., is not to be requested. Then the request becomes record.

Gwen said it would be embarrassing to charge time for most things. Gwen said that another way to define 'extensive search' is by the age of the document and you have to find a box. If it is only a couple of years it is easy, but old stuff is harder to find in the records room. Gwen suggested that time charges on older documents only. Sharon said minutes should stay in the Office for a time. Sharon said records over two years should fit the criteria. She said that Jodie has inventoried the records on the boxes she stored and has a list in the office. She suggested that after 30 minutes of free, charge for the office worker each quarter hour. She said the extensive work charges are paid up front and the difference refunded. She said it used to be you can only charge for the lowest paid person in the office. Gwen felt that it was honorable. She said that the work does not have to be done the moment you get the request. Sharon said that we should set a time limit and if it can't be fulfilled in that length of time a letter or notice should be sent with another time deadline. She said the law does not require a letter probably because we cannot ask them who they are. She said we can assign a number to the request and when they may be back to check on the progress. Sharon described what a certified page looks like. She found others charge \$1.00 for each certified page. She said we can use the same formula and charge after the requester is looking at records for 30 minutes for free. Sharon said the charges need to be adhered to and all persons treated the same.

Sharon read a standard statement: "If the records custodian determines that the request will require extensive clerical work to compile the required documents or records, or extensive supervisory assistance or extensive use of information technology resources, an advance deposit may be required before the request will be processed." If the charge is less than the deposit it is repaid, and if more, the rest needs to be paid.

She said that there are other statutory requirements to reduce and add to the policy. We will continue in another meeting.

Item 5. Items brought forward in Board Meeting on the 19th. There were none. Sharon described how she takes the full meeting minutes and creates a summary for the Banner. Don Gassie suggested that the audio version be put on the website. Sharon said she wants the written ones uploaded to the web first. She will have to see if the audio is even required. She said that for the amount of people that would listen, it would be more trouble putting them on the web.

Item 6. Web site photos. Gwen said that this is not a policy/procedure. Gwen suggested that photos of our community replace the photos on the website. She said we are not a tiled-roof community. She said we should show mid-century modern homes. Sharon said she wants a picture of the marina or beach to catch your eye. Sharon said the photos can be changed out easily.

Item 7. Lift Station info received. Sharon said that the county sent question/answer stuff and one photo of a wall like the one at the airport. Gwen said that the picture should be put with the map to show what they plan to build. She said it would look nice with our sign on top of it. Gwen said that we may not be able to mount the sign on top due to wind load. She said it would be easier to put it on its own support in front of it. Sharon said it could be mounted on the wall and have the county build what we want. She said the only things above the ground are the 25' tower and the generator. Sharon said the new lift stations can be controlled remotely. Sharon said that it is not designed and the 100'x100' does not mean anything. She said it could be designed to look like a little house. Gwen asked if the tower can look like a boat mast. Allan suggested the Trustees go to Lakewood Ranch and look at them. We discussed logistics and decided they could go separately. Sharon said Jim Frost is preparing a power point with photos from Lakewood Ranch. The lift station construction is in 2023/2024. Gwen said that the county is not trying to keep it away from homes and should look at the maintenance building area. She said it is further south and should be a lower elevation. She said that two pumps should make it work. She said that none of their options move it too far from water. Sharon said that the lift station handles all of Bayshore Gardens. Gwen said Bryn Mawr has their own. She said she knows it handles from Cedar Hammock Canal to 26th Street (Including all of 26th St south of Florida Blvd) and may handle more. She cannot remember seeing pipes across the canal, etc. (and not sure of west of 26th St north of Florida Blvd.)

We adjourned at 8:00 PM.

Gwen said FEMA is coming to town for discussion April 1 and 2 from 1 – 7 PM at Bradenton Area Convention Center (Palmetto). She said the maps changed again.

A handwritten signature in black ink, appearing to be 'Gwen', written in a cursive style.