

Agenda
Bayshore Gardens Park & Recreation District
Board of Trustee Work Session
Wednesday; October 13, 2021 @ 7:00 P.M.

1. Roll Call
2. Call to Order
3. Pledge to Flag
4. Trustee Committee Reports:
 - Recreation (Belle) - Basketball / Pickleball Court
 - Recreation (Belle) - Softball
 - Recreation (Belle) - Additional Items Discussed (If Any)
 - Policy & Procedure (Melanie) - Non-Resident Gate Parking Agreement - 1019 NRC
 - Policy & Procedure (Melanie) - Employee Complaint Form - 1014ECF
 - Policy & Procedure (Melanie) - Clubs and Organization Policy Items
 - Policy & Procedure (Melanie) - Office Public Records Procedure and Fee Schedule
 - Policy & Procedure (Melanie) - Plan for Putting P&P and Contracts Book Together
 - Policy & Procedure (Melanie) - Additional Items Discussed (If Any)
 - Personnel & Salaries (Terry) - Maintenance Duties
 - Personnel & Salaries (Terry) - Additional Items Discussed (If Any)
5. Additional Items as Needed

(Resident comments agenda item 3 minutes)
6. Adjournment

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

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

BAYSHORE GARDENS PARK AND RECREATION DISTRICT

FOB #: _____

FOB FOR SWIMMING POOL GATE

FOB #: _____

1026 FOB

RESIDENTS ONLY

Date: _____

Name: _____ Spouse: _____

Property Address: _____

Phone Number: _____ Cell Number: _____

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 purchase another at the same price. I may replace the lost FOB for \$10.00.

The annual cost per FOB is \$20.00 plus tax.

NUMBER OF FOB'S ISSUED _____ X \$20.00 TOTAL PLUS TAX. **AMOUNT COLLECTED \$** _____

Owner Signature

Date

Renter Signature

Date

Witness Signature

Date

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

Bayshore Gardens Park and Recreation Tax District
Maintenance Technician Job Description
(continued)

The following duty examples can be shared with the part time technician.

Monday, Wednesday, Friday, Saturday, and Sunday. Clean up debris that has washed up on the beach.

Monday and Thursday. Check playground and rake mulch to maintain an even play area.

Monday. Check for trash around marina and beach area.

Mondays Check and clean all exterior restrooms. Check and sweep breezeway. Back porch entrance way should be blown and swept. Clean all ashtrays. Make sure dumpster's doors are left propped open for pickup. Move picnic tables back to proper area.

Tuesdays - Check and clean al exterior bathrooms. Check ashtrays and front entrance area. Clean as needed.

Wednesdays - Check and clean and restock all exterior bathrooms. Check ashtrays and front entrance area.

Thursdays- Check and clean all exterior bathrooms. Check ashtrays and front entrance area. Check for spider webs and wasps nests. Pick up all trash.

Friday- Check and clean all exterior bathrooms. Check ashtrays and front entrance area.

BEFORE AND AFTER EVENT IN HALL AND SCREEN ROOM

Hall floors cleaned and polished. All tables in back porch area must be cleaned and floor swept out. All bathrooms in Hall and Screen room cleaned and restocked.

Ashtrays:

- o No butts should be in any ashtray, front, back or by porch at the end of your shift.
- o As sand needs replacing, do it. We are a public facility and need to keep this area clean.

Bathroom Cleaning Procedure:

- o Clean sinks
- o Clean toilets
- o Clean mirrors
- o Wipe down all shelves
- o Check toilet paper, paper towels, soap ... replace as necessary
- o Empty trash cans ... clean if necessary
- o Sweep or vacuum floors to get up all debris before mopping
- o Mop floors

- Ice machine must be checked daily for mold buildup. Clean as necessary
- Kitchen floor must be swept daily and mopped every Monday and Friday. Food Cart must be wiped clean after every use.
- Main cooler must be kept clean
 - Discard spoiled food
 - Wipe out weekly
 - If in question about any food or drink in cooler, ask in office before taking or throwing away.
 - Food in cooler is not free to anyone, it belongs to someone.
- The kitchen is part of the hall and as such is also rented to public. It must be clean and sanitary at all times.
- If ants or bugs are present, use proper chemical elimination of them.

Hall cleaning procedure:

- Floor **must** be maintained at all times
- Sweep or dust mop floor Monday and Thursday to clean up any and all debris
- Floor must be mopped with hot water every Monday and Thursday. Do not leave water on floor. It must be mopped up and not left to puddle. Squeegee if necessary.
- All window sills and counters are to be wiped down weekly.
- All trash cans must be emptied at least every Monday & Friday.
- All mats must be vacuumed as necessary

Tables and chairs in hall maintenance:

- All tables must be wiped down before they are stored
- All tables & chairs must be checked to be sure they have rubber covers on feet. This is a constant duty. If they do not, replace the rubber covers or remove them from hall until you do replace them as they will scratch the floor.

Board Room cleaning procedure:

- This room should be cleaned once a week.
- Sweep or vacuum floor
- Wipe down tables
- Mop at least once a month on a regular basis
- Wipe down windowsills
- All trash must be removed immediately

WEEKLY

- Weed under stored trailers
- Mow and weed whack around lift station
- Cut and chemical treat weeds and invasive plants from beach to marina
- Clean up sand and debris from around woodshop
- Clean up hill at end of drive to beach.
- In season mow ballfield once weekly

WEEKLY/AS NEEDED

- Mowing grounds
- Trimming all bushes as needed
- Maintain areas that are professionally trimmed. (Spray weeds, and invasive plants, clean up washed in debris at beach)
- Weed mulched areas replace mulch as needed.

MONTHLY/AS NEEDED

- Clean out all drains north of the Marina
- Inspect seawall and make sure sand is not running down into marina
- Check all ladders in marina for safety and make sure they are hung securely.
- Check end of beach road for holes and fill with shell when necessary
- Check speed bumps and stop bars , paint as needed
- Clean drain at the Boat Ramp
- Spray weeds in all shell areas
- Paint trim on woodshop and maintenance building as needed.
- Make sure EPA Drain system is working and basins are clear of debris
- Check clay on baseball diamond and replace as necessary.

BEFORE AND AFTER STORM

- Pick up any items that could blow around and secure inside of maintenance building
- Remove fence coverings at the pool and put in pool storage room
- Put all chairs and tables inside of the restrooms at the pool
- Store all Pool equipment inside storage room at the pool.

BAYSHORE GARDENS MAINTENANCE CHECK LIST

One form per month

JOB	Date	Initials	Date	Initials	Date	Initials	Date	Initials
Weeds cleared under stored trailers								
Mowed and weed wacked around lift station								
Cut and chemically treat all invasive plants from beach to marina								
Clean up sand around woodshop								
Clean up hill at end of drive to beach								
In season, mow ballfield once a week								

WEEKLY/AS NEEDED

Mowing grounds								
Trimming all bushes as needed								
Maintain areas that are professionally trimmed. (Spray weeds, and invasive plants, clean up washed in debris at beach.								
Weed mulched areas replace mulch as needed.								

MONTHLY/AS NEEDED

Clean out all drains north of marina								
Inspect seawall and make sure sand is not running into marina								
Make sure ladders in marina are hung								
Check end of beach road for holes and fill with shell								
Paint Speed bumps and stop bars as needed								
Clean drain at Boat Ramp								
Spray Weeds in all shell areas								
Paint trim on woodshop and buildings as needed								
Make sure EPA drain system is working								
Check clay on baseball diamond add when needed								

BOARD APPROVED _____