



PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT
215 Holiday Park Boulevard NE
Palm Bay, Florida 32907-2196

BOARD OF TRUSTEES

MEETING AGENDA

January 8, 2013 - 7:00 PM

Gerald "Russ" R. Livermore
Chairman

Rebecca "Becky" Earnest
1st Vice-Chairman

Richard Kissinger

Joanne Gaughan
Secretary

Mary Ann Palmer
Assistant Secretary

John W. Corton
Treasurer

Philias "Phil" Matton
Assistant Treasurer

Rodney Lindsey
Trustee

Barbara Dufault
Trustee

Richard Anderson
District Manager

Karl Bohne, Jr.
District's Attorney

* To comment on an item, after you have been recognized by the Chair, please go to the microphone and clearly give your name and address for the record. You may speak for up to three minutes. Note: If formal action is to be taken on an item by the Board, public comment will be requested prior to the vote.

NOTE: MINUTES OF BOARD MEETING ARE PREPARED IN SUMMARY FORM ONLY. PER CHAPTER 286.0105 FLORIDA STATUTES, IF ANY PERSON DECIDES TO APPEAL A DECISION OF THE BOARD HE/SHE SHOULD ARRANGE FOR A VERBATIM RECORD OF THE PROCEEDINGS WHICH INCLUDES THE TESTIMONY IN EVIDENCE ON WHICH THE APPEAL IS MADE.

"A community intended and operated for persons 55 and older"

1. Call to order
2. Invocation
3. Pledge of Allegiance
4. Roll Call
5. Announcements by Chairman
6. Oaths of Office – Trustees (Term expiring January 5, 2015)

Article III of By-Laws The Board of Trustees of the District shall hold an annual organizational meeting on the first Tuesday after the first Monday in January of each year. Trustees elected at the preceding general election shall take their respective oaths of office, which oaths shall be administered by a public officer or such other person as may be empowered to administer the oath under the laws of the State of Florida.

- (A) Group 2 Harold Albinus
- (B) Group 4 Donald Wink
- (C) Group 6 Allison Kelly
- (D) Group 8 Philias "Phil" Matton

Action: Oath of Office

[Gavel is passed to First Vice- Chairman]

7. Election of Officers

Article VII By-Laws The officers of the District shall be a Chairman, First Vice-Chairman, Second Vice-Chairman, Secretary, Assistant Secretary, Treasurer, and Assistant Treasurer. The officers shall be elected by the Board of Trustees at the annual organizational meeting of the Board as provided in Article III of the By-Laws, and shall hold office for a period of one year or until their respective successors have been elected and qualified for office.

Article III (B) By-Laws No Trustee shall hold any one of the said offices for more than two consecutive years unless his or her election, for the third or subsequent consecutive year, receives the unanimous approval of the Board of Trustees.

- | | | |
|---------------------|-------------|--|
| (A) <u>Chairman</u> | Action: (1) | Nominate candidate(s) for to the office of Chairman for the term ending January 12, 2014 |
| | (2) | Motion to close nominations |
| | (3) | Motion to elect [name of Candidate – in the order of [nomination] as Chairman. [If motion is not approved, proceed to next Candidate. If office is not filled, election will be scheduled on the scheduled on the next meeting agenda] |

[Gavel is passed to new Chairman]

NOTE: the procedure for selecting First Vice-Chairman, Second Vice - Chairman, Secretary, Assistant Secretary, Treasurer and Assistant Treasurer is the same as the procedure for selecting the Chairman

- Action: (1) Nominate candidate(s) for to the office of ____ for the term ending January 5, 2013
- (2) Motion to close nominations
- (3) Motion to elect [name of Candidate – presented in order of nomination] as _____. [If motion is not approved, proceed to next Candidate].

A) 1st Vice-Chairman

B) 2nd Vice-Chairman

C) Secretary

D) Assistant Secretary

E) Treasurer

F) Assistant Treasurer

8. Adjournment

1. Call to order

2. Roll Call

3. Announcements by Chairman

4. Board Meeting Minutes

Presentation of minutes of the December 10, 2012 Board meeting

Attachment: Draft of December 10, 2012 meeting minutes

Action: Motion to approve

5. Treasurer's Report

Presentation of financial reports for the month of November 2012

Attachment: November 2012 Revenue, Expenditure and Budget Allocation Reports and 11/30/12 Balance Sheet.

Action: Motion to accept November 2012 Financial Reports

6. District Manager's Report

Presentation of December 2012 monthly report

Attachment: District Manager's December Report

Action: Motion to Approve December 2012 monthly report

OLD BUSINESS

7. District Manager – Recruitment

Determination of applicant evaluation procedures.

Attachment: District Manager's January 4, 2012 Memo Number 13-01

Action: Directions to staff

8. Pay Plan – proposed amendment

Consideration of establishing Pay Range for Deputy District Clerk at \$12.00 - \$16.50 per hour.

Attachment: District Manager's November 9, 2012 Memo

Action: Motion to Approve

NEW BUSINESS

9. Record Storage

Consideration of renewal of Document Mall contract expiring Jan 30, 2013 for electronic off-site archive storage. Estimated monthly cost \$140.00 (Budgeted in Office Expense #0513510).

Action: Motion to Approve

10. Fire Extinguisher – Kitchen Hood System

Consideration of replacing (expired) chemical cartridge tanks. Estimated cost \$600.00. (Budgeted in R&M Equipment #0539463)

Action: Motion to Approve

11. Public Comment*

12. Trustees remarks and announcements

13. Adjournment



PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT

215 Holiday Park Boulevard NE
Palm Bay, Florida 32907-2196

#4

BOARD OF TRUSTEE – REGULAR MEETING
December 10, 2012 - 7:00 PM

1. Call to order

By Gerald "Russ" Livermore, Chairman, at 7:01 P.M.

2. Invocation

By Russ Livermore, Chairman

3. Pledge of Allegiance

Led By Russ Livermore, Chairman

4. Roll Call

By: Joanne Gaughan, Secretary, Gerald "Russ" Livermore, Chairman, Rebecca "Becky" Earnest, 1st Vice Chairman, Joanne Gaughan, Secretary, Mary Anne Palmer, Assistant Secretary, John Corton, Treasurer, Philias "Phil" Matton, Assistant Treasurer, Rodney "Rod" Lindsay, Trustee, Barbara Dufault, Trustee, and Richard Kissinger, Trustee all acknowledged their presence. Richard Anderson, District Manager was present with Cheryl Ennis recording.

5. Announcements by Chairman

No announcements by the Chairman.

6. Board Meeting Minutes

Minutes of November 26, 2012 meeting were distributed to the Board, posted on the bulletin board and District website for review. Becky Earnest made a "motion to approve the minutes from November 26, 2012 with corrections". Joanne Gaughan seconded the motion. Becky Earnest noted the correction to the minutes. Rod Lindsay asked that the number of washers and dryers to be purchased be noted as 2. Richard Kissinger asked that his name be included in the Roll Call from the last meeting. A vote was called. Motion carried.

7. Treasurer's Report

Presentation of financial reports for the month of October 2012 was made by John Corton. The report was previously distributed to the Board and posted on the bulletin board for review. John Corton explained the separation in the expense and revenue reports as being required by the State. John Corton "moved that the Treasurers Report be accepted as given". Richard Kissinger seconded that motion. A vote was called. Motion carried.

OLD BUSINESS

8. Direct Manager - Recruitment

Attachment: District Manager's December 7, 2012 Memo Number 12-78 and District Manager's November 2, 2012 Memo Number 12-66. A motion to "open discussion for the District Manager recruitment" was made by Becky Earnest. The motion was seconded by Rod Lindsay. Russ Livermore said that the company previously used, Colin Baenzinger & Associates, would charge the same \$18,500

**Draft
Pending Approval
By the
Board of Trustees**

they previously had when Richard Anderson was hired. The Board discussed the options available for advertising and the Manager's job and the description submitted to the Board by Richard Anderson. The overall discussion was not to use a "headhunter" and start advertising by placing an advertisement in the newspaper using the job description outlined by Richard Anderson noting that familiarity with Florida Statue 418 governing parks should be included. Resumes should be received and ready for the "new" Board to review in January. John Corton made a motion "that the job description that's given in the agenda be used as the basis for the job description for hiring a new manager". The motion was seconded by Phil Matton. Richard Kissinger commented that Florida Statue 418 that governs the park should be included in the job description. John Corton amended his motion to add that "knowledge of Florida Statue 418 applies and all other statues concerning government run Special Districts". The amendment was seconded by Phil Matton. A vote was called on the amendment. Motion Carried. A vote was called on John Corton's "job description" motion. Motion carried.

David Lawrence, 121 Holiday Park Blvd, suggested ad say salary negotiable.

John LaLima 155 Sunflower, said in his opinion with the job description that Mr. Anderson wrote we're not going to get someone for \$50,000.

Leda Sperry, 150 Holiday Park, suggested getting a federal government trainee and asked why we would search only in Florida.

Becky Earnest made a motion "to use the job description Mr. Anderson gave us and was approved only do not put in any salary range. Make it commensurate with experience and education". The motion was seconded by Phil Matton. A vote was called. Motion carried.

John Corton suggested the Manager come up with an advertisement appropriate for the position. John Corton suggested a dollar amount be decided on for the advertisement. Becky Earnest made a motion for "Mr. Anderson to come up with an advertisement subject to Mr. Livermore's approval for up to \$1000." The motion was seconded by Maryann Palmer. A vote was called. Motion carried.

Phil Matton commented on Mr. Anderson's memo regarding the office staff salary. Phil Matton made a motion "to add it to the agenda for discussion". The motion was seconded by Becky Earnest. A vote was called. Motion carried. Phil Matton made a motion to increase the salaries of the office staff to \$14.00 per hour as of Jan 1." The motion was seconded by Becky Earnest. Richard Kissinger asked if it was in the budget. John Corton said there is money that could be squeezed out of the current budget.

Connie Christley, 155 Holiday Park is against it and said she never got a \$2.00 an hour raise.

Kay Vaughn, 133 Holiday Park, agreed and said we should wait until a salary for a manager is decided.

Barbara Kirsch, 349 Holiday Park, said there was a job description on file for the Manager position.

John Corton made a motion to "table the item to the next meeting". The motion was seconded by Barbara Dufault. A vote was called. Motion carried.

9. Public Comment

Ed Goldfield, 1251 Joy, asked about the completion of the roads. It was explained that it has been discussed at previous meetings and the new Board will be given appropriate information to make the determination on contractors.

Leda Sperry, 150 Holiday Park, expressed her concern with the robberies in the park.

Donna Matton, 265 Holiday Park, said the grounds staff did a beautiful job with the plantings.

10. Trustees remarks and announcements

All the Board members wished everyone a happy holiday.

Russ Livermore announced that this would be his last meeting other than the reorganization meeting on January 8th. He said he has been on the Board since 2007 and thanked everyone and said it was a wonderful experience.

Barbara Dufault said she was stepping down after taking over for Larry Steel. She said she felt it was a great opportunity to learn about the Park and recommended everyone take the opportunity to serve.

John Corton said it had been a pleasure to serve on the Board for the last six years. John said he had learned a lot.

Joanne Gaughan reminded everyone of the two meetings on January 8th. First the reorganization meeting then a regular meeting.

Richard Kissinger talked about John Corton's services and how they worked with the Board to grow the assets and have \$750,000. Richard Kissinger also commented on his serving 7 months as chairman and said it was a difficult position, and thanked Russ Livermore for his service.

11. Adjournment

Becky Earnest made a motion "to adjourn the meeting" which was seconded by Richard Kissinger. A vote was called. Motion carried. The meeting was adjourned at 8:40 PM.

HOLIDAY PARK MOBILE HOME PARK RECREATION DISTRICT BUDGET WITH INCOME AND EXPENSE SHEETS WITH CHARTS

ACCT#		REVENUES FOR 2012-2013												YTD BUD		YTD BUD LEFT BY %			
		SPECIAL ASSESSMENTS	BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT		ADJ	LEFT BY \$	
325	GROSS ASSESSMENTS		\$ 1,476,288	\$ -	\$ 315,401												\$ 315,401	\$ 1,160,887	78.64%
325290	ASSESSMENT DISCOUNT & ADJ		\$ (51,788)	\$ -	\$ (13,083)												\$ (13,083)	\$ (38,705)	74.74%
325	NET ASSESSMENTS INCOME		\$ 1,424,500	\$ -	\$ 302,318	\$ -											\$ 302,318	\$ 1,122,182	78.78%
325295	TRANSFERRED TO DEBT SERVICE FUND		\$ (262,200)	\$ (21,849)	\$ (21,849)												\$ (43,698)	\$ (218,402)	83.33%
2252900	FROM GROSS ASSESSMENTS-DEBT SVC		\$ 262,200	\$ 21,849	\$ 21,849												\$ 43,698	\$ 218,502	83.33%
	TOTAL SPECIAL ASSESSMENTS		\$ 1,424,500	\$ -	\$ -												\$ -	\$ -	
324-389	OTHER REVENUE SOURCES																		
3449000	SERVICE CHARGES		\$ 5,000	\$ 485	\$ 634												\$ 1,099	\$ 1,099	21.98%
351100	INTEREST INCOME		\$ 2,500	\$ 154	\$ 134												\$ 287	\$ 287	11.48%
369900	OTHER INCOME		\$ 2,000	\$ -	\$ 2,226												\$ 2,226	\$ 2,226	111.30%
369902	LAUNDRY INCOME		\$ 1,000	\$ 197	\$ 229												\$ 426	\$ 426	42.60%
334-389	TOTAL OTHER REVENUE SOURCES		\$ 10,500	\$ 815	\$ 3,222												\$ 4,038	\$ -	0.00%
	TOTAL INCOME		\$ 1,435,000	\$ 815	\$ 3,054												\$ 3,066	\$ 1,128,644	78.65%
EXPENSE FOR 2012-2013																			
	EXPENSE	% TO BUDGET	BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	ADJ TO EXP	YTD D EXPENSE	YTD D BUDGET	YTD D BY %
	ACCOUNT TITLES		2012-2013																
511	GEN GOV-LEGISLATIVE	0.17%	\$ 2,500	\$ 162	\$ 102												\$ 265	\$ 2,235	10.58%
512-513	GEN GOV-EXEC-FIN & ADMIN	13.62%	\$ 195,400	\$ 16,407	\$ 14,618												\$ 31,225	\$ 164,175	15.98%
514	GEN GOV-LEGAL COUNSEL	0.77%	\$ 11,000	\$ 210	\$ 560												\$ 770	\$ 10,230	7.00%
2517710	DEBT SERVICE-PRINCIPAL EXPENSE	11.72%	\$ 168,200	\$ 14,126	\$ 17,195												\$ 31,321	\$ 136,879	18.62%
2517720	DEBT SERVICE-INTEREST EXPENSE	6.55%	\$ 94,000	\$ 7,723	\$ 4,654												\$ 12,377	\$ 81,623	13.17%
519	OTHER GENERAL GOVERNMENT	19.98%	\$ 286,700	\$ 24,206.25	\$ 21,149												\$ 45,355	\$ 241,345	15.82%
529	PUBLIC SAFETY	7.15%	\$ 102,600	\$ 7,987	\$ 8,560												\$ 16,547	\$ 86,053	16.13%
539	PHYSICAL ENVIRONMENT	9.02%	\$ 129,500	\$ 9,194	\$ 8,753												\$ 17,947	\$ 111,553	13.86%
541	TRANSPORTATION-ROADS & STREET	0.31%	\$ 4,500	\$ 127	\$ 705												\$ 832	\$ 3,668	18.48%
572	CULTURE/PARKS & RECREATION	22.72%	\$ 326,100	\$ 26,475	\$ 24,371												\$ 50,846	\$ 275,254	15.59%
	TOTAL EXPENSES	92.02%	\$ 1,320,500	\$ 105,618	\$ 100,866												\$ 207,484	\$ 1,113,016	15.71%
8381100	APPROPRIATED PY RESERVES		\$ 124,500	\$ -	\$ -												\$ -	\$ 124,500	0.00%
701	CAPITAL OUTLAY																		
519621	BUILDINGS & LAND	3.35%	\$ 8,000		\$ -												\$ -	\$ 8,000	0.00%
519631	INFRASTRUCTURE	85.77%	\$ 205,000		\$ -												\$ -	\$ 205,000	0.00%
519641	PARKS AND RECREATION EQUIP	2.09%	\$ 5,000		\$ -												\$ -	\$ 5,000	0.00%
519642	FURNITURE, FIXT & EQUIP	0.42%	\$ 1,000		\$ -												\$ -	\$ 1,000	0.00%
701	TOTAL CAPITAL OUTLAY	91.63%	\$ 219,000		\$ -												\$ -	\$ 219,000	0.00%
8000099	CONTINGENCY EXPENSE	8.37%	\$ 20,000		\$ -												\$ -	\$ 20,000	100.00%
	CAPITAL OUTLAY AND CONTINGENCY EXPENSE	100%	\$ 239,000		\$ -												\$ -	\$ 239,000	16.90%
	MONTHLY EXPENSE		\$ 106,618	\$ 100,866	\$ 207,484												\$ 207,484	\$ 1,227,516	14.46%
	EXPENSES PER QUARTER		7.43%	7.03%	0.00%	0.00%	0.00%	0.00%	0.00%	0%	0.00%	0.00%	0.00%	0.00%	0.00%		\$ 14,46%	BUDGET LEFT	85.54%

Port Malabar Holiday Park Budget Performance- All Funds November 2012

Ordinary Income/Expense	Nov 12	Oct - Nov 12	Annual Budget	\$ Budget Left	% Budget Used
Income					
325 • Special Assessments					
0325200 • Gross Assessments	315,401.42	315,401.42	1,476,288.00	1,160,886.58	21.36%
0325290 • Assessment Adjustments	-13,083.29	-13,083.29	-51,788.00	-38,704.71	25.26%
0325295 • Transferred to Debt Service Fund	-21,849.25	-43,698.50	-262,200.00	-218,501.50	16.67%
2325200 • From Gross Assessments- DebtSvc	21,849.25	43,698.50	262,200.00	218,501.50	16.67%
Total 325 • Special Assessments	302,318.13	302,318.13	1,424,500.00	1,122,181.87	21.22%
334-389 • Other Revenue Sources					
0341900 • Service Charges	633.70	1,098.75	5,000.00	3,901.25	21.98%
0361100 • Interest Income	133.50	287.03	2,500.00	2,212.97	11.48%
0369900 • Other Income	2,226.00	2,226.00	2,000.00	-226.00	111.3%
0369902 • Laundry Income	229.25	426.00	1,000.00	574.00	42.6%
Total 334-389 • Other Revenue Sources	3,222.45	4,037.78	10,500.00	6,462.22	38.46%
Total Income	305,540.58	306,355.91	1,435,000.00	1,128,644.09	21.35%
Gross Profit	305,540.58	306,355.91	1,435,000.00	1,128,644.09	21.35%
Expense					
511 • Gen Govt- Legislative					
0511451 • Board Bond Ins	102.29	204.58	700.00	495.42	29.23%
0511491 • Election Fees	0.00	20.00	1,600.00	1,580.00	1.25%
0511522 • Uniforms- Board	0.00	40.00	200.00	160.00	20.0%
Total 511 • Gen Govt- Legislative	102.29	264.58	2,500.00	2,235.42	10.58%
512-513 • Gen Govt- Exec, Fin & Admin					
0512130 • Payroll - Executive	6,123.49	12,451.10	74,298.00	61,846.90	16.76%
0512210 • Payroll Taxes - Executive	593.35	1,206.52	7,200.00	5,993.48	16.76%
0512240 • Workers Comp Ins- Executive	263.25	526.50	2,500.00	1,973.50	21.06%
0512400 • Travel Reimb - Executive	0.00	18.42		-18.42	
0513130 • Payroll - Admin	4,281.41	8,702.23	51,102.00	42,399.77	17.03%
0513210 • Payroll Taxes - Admin	414.88	843.25	4,600.00	3,756.75	18.33%
0513230 • Health Insurance - Admin	1,520.29	3,040.58	20,100.00	17,059.42	15.13%
0513240 • Workers Comp Ins - Admin	196.74	393.48	1,600.00	1,206.52	24.59%
0513321 • Professional Fees - Auditing	0.00	1,000.00	9,700.00	8,700.00	10.31%

Port Malabar Holiday Park Budget Performance- All Funds November 2012

	Nov 12	Oct - Nov 12	Annual Budget	\$ Budget Left	% Budget Used
0513322 - Contract Accounting Services	750.00	1,500.00	10,200.00	8,700.00	14.71%
0513340 - Payroll-related Services	133.00	549.00	1,700.00	1,151.00	32.29%
0513341 - Temporary Office Services	0.00	0.00	500.00	500.00	0.0%
0513400 - Travel Reimb- Admin	0.00	35.76	200.00	164.24	17.88%
0513421 - Postage	28.62	50.47	1,400.00	1,349.53	3.61%
0513441 - Equipment Lease- Office	135.46	270.92	1,700.00	1,429.08	15.94%
0513462 - R&M Office Equipment	0.00	0.00	1,000.00	1,000.00	0.0%
0513495 - Advertising Legal	0.00	0.00	800.00	800.00	0.0%
0513496 - Bank Charges	5.20	10.40	300.00	289.60	3.47%
0513499 - Non Capitalized Equip- Office	0.00	0.00	1,500.00	1,500.00	0.0%
0513510 - Office Expense	372.47	626.39	5,000.00	4,373.61	12.53%
Total 512-513 - Gen Govt- Exec, Fin & Admin	14,818.16	31,225.02	195,400.00	164,174.98	15.98%
514 - Gen Govt- Legal Counsel					
0514311 - Professional Fees - Legal	175.00	350.00	8,000.00	7,650.00	4.38%
0514312 - Legal - Deed Rest. Enf.	385.00	420.00	3,000.00	2,580.00	14.0%
Total 514 - Gen Govt- Legal Counsel	560.00	770.00	11,000.00	10,230.00	7.0%
517 - Gen Govt Svcs- Debt Svc Payment					
2517710 - Principal Expense	17,195.43	31,321.41	168,200.00	136,878.59	18.62%
2517720 - Interest Expense	4,653.82	12,377.09	94,000.00	81,622.91	13.17%
Total 517 - Gen Govt Svcs- Debt Svc Payment	21,849.25	43,698.50	262,200.00	218,501.50	16.67%
519 - Gen Govt- Other Gen Govt					
0519411 - Telephone & Communications	511.18	1,021.45	6,500.00	5,478.55	15.72%
0519431 - Utilities - Electric	4,000.99	8,180.08	62,000.00	53,819.92	13.19%
0519432 - Utilities - Gas	0.00	0.00	2,000.00	2,000.00	0.0%
0519433 - Utilities - Water & Sewer	1,266.16	2,388.93	9,000.00	6,611.07	26.54%
0519434 - Storm Water Management	137.33	824.31	3,100.00	2,275.69	26.59%
0519442 - Equipment Lease- General	229.50	459.00	2,800.00	2,341.00	16.39%
0519451 - Insurance - Liability	785.25	4,070.50	9,000.00	4,929.50	45.23%
0519452 - Insurance - Property	1,168.66	2,329.80	14,000.00	11,670.20	16.64%
0519462 - Property Maintenance Expense	-110.00	350.00		-350.00	
0519491 - Cable - TV	12,232.20	24,464.40	147,400.00	122,935.60	16.6%
0519497 - Other Expense	328.70	0.75	100.00	99.25	0.75%

Port Malabar Holiday Park Budget Performance- All Funds November 2012

	Nov 12	Oct - Nov 12	Annual Budget	\$ Budget Left	% Budget Used
0519499 - Non-Cap Equipment- Gen Govt	0.00	492.00		-492.00	
0519521 - Supplies Decals & Badges	0.00	0.00	800.00	800.00	0.0%
0519541 - Taxes, Fees & Licenses	598.55	773.55	30,000.00	29,226.45	2.58%
Total 519 - Gen Govt- Other Gen Govt	21,148.52	45,354.77	286,700.00	241,345.23	15.82%
529 - Public Safety- Other Public Saf					
0529130 - Payroll - Gate	7,204.49	14,183.06	88,100.00	73,916.94	16.1%
0529210 - Payroll Taxes - Gate	698.60	1,375.56	8,300.00	6,924.44	16.57%
0529230 - Health Insurance - Gate	0.00	0.00	0.00	0.00	0.0%
0529240 - Workers Comp Ins- Gate	306.46	612.92	2,800.00	2,187.08	21.89%
0529460 - R&M Gate	350.00	369.54	1,700.00	1,330.46	21.74%
0529490 - Flags	0.00	0.00	300.00	300.00	0.0%
0529499 - Non Capitalize Equip- Gate	0.00	0.00	300.00	300.00	0.0%
0529520 - Supplies - Gate	0.00	5.61	1,000.00	994.39	0.56%
0529521 - Uniforms- Gate	0.00	0.00	100.00	100.00	0.0%
Total 529 - Public Safety- Other Public Saf	8,559.55	16,546.69	102,600.00	86,053.31	16.13%
539 - Physical Env- Other Phys Env					
0539130 - Payroll - Custodians	5,560.04	11,335.36	85,550.00	74,214.64	13.25%
0539210 - Payroll Taxes - Custodial	545.96	1,113.01	8,250.00	7,136.99	13.49%
0539230 - Health Ins- Custodial	1,623.60	3,247.20	20,500.00	17,252.80	15.84%
0539240 - Workers Comp Ins-Custodial	268.03	536.06	3,000.00	2,463.94	17.87%
0539400 - Travel Reimbursement Custodial	0.00	0.00	100.00	100.00	0.0%
0539461 - R&M Buildings	451.68	546.63	4,000.00	3,453.37	13.67%
0539462 - R&M Lighting- Rec Center	0.00	54.41	400.00	345.59	13.6%
0539463 - R&M Equipment	0.00	136.88	3,000.00	2,863.12	4.56%
0539499 - Non Capitalized Equip-Custodial	0.00	0.00	500.00	500.00	0.0%
0539520 - Custodial Supplies	304.01	977.48	4,000.00	3,022.52	24.44%
0539521 - Uniforms- Custodial	0.00	0.00	200.00	200.00	0.0%
Total 539 - Physical Env- Other Phys Env	8,753.32	17,947.03	129,500.00	111,552.97	13.86%
541 - Transportation- Road & Street					
0541461 - R&M Streets	0.00	0.00	1,000.00	1,000.00	0.0%
0541463 - R&M Signage	577.50	577.50	900.00	322.50	64.17%
0541464 - R&M Drainage	127.00	254.00	2,600.00	2,346.00	9.77%

Port Malabar Holiday Park Budget Performance- All Funds November 2012

	Nov 12	Oct - Nov 12	Annual Budget	\$ Budget Left	% Budget Used
Total 541 - Transportation- Road & Street	704.50	831.50	4,500.00	3,668.50	18.48%
572 - Culture/Rec- Parks & Recreation					
0572130 - Payroll - Grounds Crew	10,070.94	20,852.91	160,800.00	139,947.09	12.97%
0572210 - Payroll Taxes - Grounds	975.89	2,020.67	15,100.00	13,079.33	13.38%
0572230 - Health Insurance-Grounds	2,548.13	5,073.80	36,500.00	31,426.20	13.9%
0572240 - Workers Comp Ins-Grounds	469.68	939.36	5,100.00	4,160.64	18.42%
0572341 - Contract Svcs - Lawn Crew	5,517.68	11,067.51	65,000.00	53,932.49	17.03%
0572342 - Landscape Management	1,419.70	1,488.88	2,000.00	511.12	74.44%
0572431 - Landscape Trash Removal	157.21	314.41	2,200.00	1,885.59	14.29%
0572461 - R&M Grounds Equipment	123.91	1,546.10	4,500.00	2,953.90	34.36%
0572462 - R&M Pools & Rec Facilities	1,243.25	2,796.79	12,800.00	10,003.21	21.85%
0572463 - R&M Irrigation System	0.00	0.00	0.00	0.00	0.0%
0572464 - Sound Wall Maintenance	0.00	0.00	1,000.00	1,000.00	0.0%
0572468 - Vehicle Repair	487.80	1,102.80	500.00	-602.80	220.56%
0572499 - Non Capitalized Equip-Grounds	347.51	446.05	2,500.00	2,053.95	17.84%
0572521 - Supplies - Grounds	262.15	588.05	4,500.00	3,911.95	13.07%
0572522 - Fuel	747.05	2,536.48	9,500.00	6,963.52	26.7%
0572523 - Fertilizer	0.00	0.00	300.00	300.00	0.0%
0572524 - Supplies Recreational	0.00	0.00	300.00	300.00	0.0%
0572525 - Uniforms- Grounds	0.00	0.00	200.00	200.00	0.0%
0572526 - Landscape Supplies	0.00	72.14	3,000.00	2,927.86	2.41%
0572551 - Education/Training- Parks & Rec	0.00	0.00	300.00	300.00	0.0%
Total 572 - Culture/Rec- Parks & Recreation	24,370.90	50,845.95	326,100.00	275,254.05	15.59%
Total Expense	100,866.49	207,484.04	1,320,500.00	1,113,015.96	15.71%
Net Ordinary Income	204,674.09	98,871.87	114,500.00		
Other Income/Expense					
Other Income					
8381100 - Appropriated PY Reserves	0.00	0.00	124,500.00	124,500.00	0.0%
Total Other Income	0.00	0.00	124,500.00	124,500.00	0.0%
Other Expense					
701 - Capital Outlay					
0519621 - Cap Outlay-Buildings & Imp	0.00	0.00	8,000.00	8,000.00	0.0%

Port Malabar Holiday Park
Budget Performance- All Funds
November 2012

	Nov 12	Oct - Nov 12	Annual Budget	\$ Budget Left	% Budget Used
0519631 - Cap Outlay-Infrastructure	0.00	0.00	205,000.00	205,000.00	0.0%
0519641 - Cap Outlay- Grounds Equipment	0.00	0.00	5,000.00	5,000.00	0.0%
0519642 - Capl Outlay-Furn, Fixt & Eq	0.00	0.00	1,000.00	1,000.00	0.0%
Total 701 - Capital Outlay	0.00	0.00	219,000.00	219,000.00	0.0%
8000097 - void	0.00	0.00			
8000099 - Contingency Expense	0.00	0.00	20,000.00	20,000.00	0.0%
Total Other Expense	0.00	0.00	239,000.00	239,000.00	0.0%
Net Other Income	0.00	0.00	-114,500.00		
Net Income	204,574.09	98,871.87	0.00		

5:57 PM
01/03/13
Accrual Basis

Port Malabar Holiday Park
Balance Sheet
As of November 30, 2012

	<u>Nov 30, 12</u>
ASSETS	
Current Assets	
Checking/Savings	
0101000 · TD Operating	182,251.45
0101100 · SunTrust Operating	272,390.24
0101500 · TD Fixed Rate Account	405,648.10
0102100 · Petty Cash	575.66
0104100 · SBA - Operating Account	66,211.70
0104500 · SBA Restricted fund B	13,646.68
0104509 · SBA Restr Fund B- Inv Gain(Loss)	-726.65
Total Checking/Savings	<u>939,997.18</u>
Accounts Receivable	
0115100 · Accounts Receivable	110.00
Total Accounts Receivable	<u>110.00</u>
Total Current Assets	940,107.18
Fixed Assets	
0161900 · Land	223,836.00
0162900 · Buildings & Improvements	1,024,401.74
0163900 · AD - Buildings & Improvements	-616,198.17
0164900 · Infrastructure	2,858,676.27
0165900 · AD - Infrastructure	-410,704.35
0166910 · Furn, Fixtures & Equipment	99,882.01
0166920 · Grounds Equipment	77,146.68
0166930 · Computer Software	2,187.85
0167910 · AD - Furn, Fixtures & Equipment	-83,504.08
0167920 · AD - Grounds Equipment	-60,781.49
0167930 · AD - Computer Software	-2,187.85
Total Fixed Assets	<u>3,112,754.61</u>
Other Assets	
0155000 · Prepaid Expenses	7,543.87
0170910 · Capitalized Loan Fees	52,239.00
0170920 · Accum Amortization	-21,462.47
Total Other Assets	<u>38,320.40</u>
TOTAL ASSETS	<u><u>4,091,182.19</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
0202000 · Accounts Payable	26,393.19
Total Accounts Payable	<u>26,393.19</u>
Credit Cards	
0202800 · Ace Hardware Account	137.45
0202910 · Suntrust CC 2202	766.91
Total Credit Cards	<u>904.36</u>
Other Current Liabilities	
0216000 · Accrued Wages Payable	5,581.08
0217000 · Accrued Taxes Payable	543.23
0220000 · Customer Deposits	705.78
2215000 · Accrued Interest Payable	1,265.65
Total Other Current Liabilities	<u>8,095.74</u>
Total Current Liabilities	35,393.29

5:57 PM
01/03/13
Accrual Basis

Port Malabar Holiday Park
Balance Sheet
As of November 30, 2012

	<u>Nov 30, 12</u>
Long Term Liabilities	
0203910 • Loan 1- TD 5455	552,265.34
0203920 • Loan 2- TD 2055	835,233.24
0203930 • Loan 3- TD 9155	483,995.22
Total Long Term Liabilities	<u>1,871,493.80</u>
Total Liabilities	1,906,887.09
Equity	
0271000 • Fund Balance- Unreserved	738,053.65
0274000 • Invested in capital assets	1,140,308.10
8007 • Retained Earnings	207,061.48
Net Income	98,871.87
Total Equity	<u>2,184,295.10</u>
TOTAL LIABILITIES & EQUITY	<u><u>4,091,182.19</u></u>



PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT

MANAGER'S REPORT
December 2012

#6

Summarized below for your review is the status of various District projects as well as certain activities of the Board's staff.

1. Facility Maintenance

The grounds crew has been replacing/upgrading traffic control and information signage, and re-painting sign posts. They have also been painting/re-painting stop bars and the directional exit signs. An annual street name sign replacement program is being prepared to facilitate annual budget requests.

2. Deed restriction - compliance program status

As a result of continuing violations the District has contracted to clean up the properties located at 1185 Greenview, 220 Berry, 101 Cheswick, 146, 194, 357 & 383 Holiday Park, 1285 Dove, and 1042 Moonlight. The owners have been invoiced for the cost. Payment for work at 220 Berry has been received. Lien filing for 220 Blossom, 1183 Greenview, and 357 Holiday Park are in process; liens will also be filled on the other properties if reimbursement is not received within the grace period.

3. Pool # 1 (heated) - Cover Replacement

With in-house repairs the service life of the "thermo-blanket" system (used to reduce heating costs) was extended for two additional years, however it now requires replacement. Price quotations will be present to the Board in February.

4. District Manager

The District Manager is scheduled to retire February 15, 2013, and the position has been advertised (210 resumes have been received to date). Procedures for evaluating candidates are scheduled for consideration by Board during the January 8, 2013 meeting.

5. Americana Blvd. - Fence

After the recent theft of golf carts steel wire ties securing the fabric sections were installed along ~50' offence adjacent to the Gate. It was recommended the District install "guardrail" (for example a 12' sections on each side of the gate directly in front of the fence would cost around \$1200) and if desired quotes will be obtained for Board consideration.

6. Financial Audit 2011-12

Preparation of the Financial Audit for the fiscal year ending September 30, 2012 is proceeding on scheduled to be completed in February.

7. Boundary Fence/Security - Primary Storm Drainage Ditch

During their February 26, 2013 meeting the Melbourne Tillman Water Control District's Board is scheduled to consider our plan to extend the fence to limit unauthorized access.



PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT

17

Memo Number 13-01

MEMORANDUM

To: Board of Trustees

From: Richard Anderson, District Manager

Date: January 4, 2013

Subject: District Manager – Application Evaluation Procedure


The position announcement was advertised in Florida Today (5 days) and CareerBuilder (attachment #1 and #2), posted on our Web site (attachment #3), and included in the Florida League of Cities' "Classified Ads"(attachment #4), with a January 10, 2013 closing date.

As a pay range was not advertised we anticipated a large number of responses (203 received to date), however it appears most of the applicants may not have the necessary training and experience.

To expedite the review process I recommend that the Board determine the evaluation procedures to be utilized. One approach might be:

- A) The Board to select ___(3?)___ Trustees, each of whom would independently screen the resumes and identify ___ (7?) of the applicants that should be considered further. Due to duplicate selections I anticipate about 15 would be short-listed, and each would be requested to complete our formal application form (attachment #5), including their salary/compensation requirements.
- B). Copies of the applications of responding short-listed candidates would be distributed to each Trustee for ranking of their 3 top selections. The ___ (5)? ___ highest rated candidates would be invited for an oral interview.
- C. In addition to the traditional approaches, interviews could be conducted "in rotation" (the system used when I was interviewed); Trustee at separated tables meet with each applicant for up to ___ (10?)___ minutes, and then rank them. (Suggested questions, evaluation format and rating forms will be provided to Board Members to facilitate the selection process).
- D. The ___(3?)___ highest ranked candidates would be scheduled for formal interviews at a Board meeting, after which either: 1) A motion could be considered to authorize _____ to verify the education, experience, references, etc. and negotiate a proposed employment agreement with the highest ranked candidate for subsequent Board approval, along with a second choice if negotiation of an employment contract cannot be completed timely, or 2) . . .

#262

 <p>CAPPELLA UNIVERSITY Matter</p>	<p>MS Mental Health Counseling Human Resources Management</p>	<p>MPH Health Management and Policy</p>	<p>PHD K-12 Studies in Education General Psychology</p>	<p>EdD Education and Management</p>
--	--	--	--	--

See outcomes at www.capella.edu/outcomes

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Manager

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Port Malabar Holiday Park

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Job Snapshot

Location : Palm Bay, FL ([Map it!](#))
Employee Type : Full-Time
Industry : Real Estate - Property Mgt
Manages Others : Not Specified
Job Type : Management
Experience : Not Specified
Post Date : 12/20/2012

Description

Manager

Recreation District
(F.S. Chapter 418 Part 2)
Gated Senior Community.
Min 10 years mgt. exp. with 4 years supv. 10 or more employees
and 2 year degree or equivalent combination.
Salary negotiable.

Resume to
Chairman, Port Malabar
Holiday Park Mobile Home
Park Recreation District,
215 Holiday Park Blvd. NE
Palm Bay, FL 32907
by January 10, 2013.

#23

PORT MALABAR
HOLIDAY PARK MOBILE
HOME PARK
RECREATION DISTRICT

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http://holidayparksfl.com/contactpage.php


1505 Unread - 1/8/2012 - 1/8/2012

Port Malabar Holiday Park ...

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Employment Opportunities

District Manager - Recreation District (F.S. Chapter 418 Part 2) Gated Senior Community - Minimum 10 years management experience including 4 years supervising 10 or more employees and 2 year degree or equivalent combination. Salary negotiable. Click here to download a detail of this job description

To apply, send cover letter, resume by January 10, 2013:

by mail to: **Chairman, Port Malabar Holiday Park**
Mobile Home Park Recreation District
215 Holiday Park Blvd. NE
Palm Bay, FL 32907

or email to: holidayparksfl.com

or fax to: 321-724-8166

Port Malabar Holiday Park is an Equal Opportunity Employer. Port Malabar Holiday Park is a drug free workplace, all selected applicants are subject to pre-employment drug screening, and background checks.

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

1/8/06/8

Home -- About Us -- Employment Opportunities -- Image Gallery -- Deed Restrictions -- Trustee Board Minutes -- Architectural Control Committee Minutes -- Forms -- Links
A Deed Restricted Special Taxing District



PORT MALABAR HOLIDAY PARK MOBILE HOME PARK RECREATION DISTRICT

215 Holiday Park Boulevard NE
Palm Bay, Florida 32907-2196

JOB DESCRIPTION - DISTRICT MANAGER

Essential Responsibilities, Activities and Functions

- 1.) It shall be the Manager's job to manage, supervise and coordinate all activities of the District in an effective, efficient and professional manner. The job requires an individual who has the professional knowledge and the ability to conceive, analysis, evaluate and exercise good judgment and is willing and able to effectively implement, efficiently carryout and continually support programs desired by the Board of Trustees.
- 2.) The Manager shall be responsible for selecting qualified applicants, hiring, training, directing, evaluating, promoting, compensating and taking disciplinary action up to and including termination of all employees in accordance with the Board's rules and regulations and applicable laws. The Manager shall request approval of the District's Board for any changes in size or structure of the organization and/or adjustments to the annual budget if/as required/appropriate.
- 3) The Manager shall suggest new policies or modifications to existing policies and shall actively support and implement all policies established by the Board in connection with the operation of the District.
- 4.) The Manager shall establish purchasing, accounting, and administrative procedures consistent with legal requirements and modern business practices and will prepare and review outside contractor bids and consultant proposals and make recommendations for approval or disapproval to the District.
- 5.) The Manager shall assist the Chairman of the Board in the preparation of the Board's meeting agendas and in selecting items and priorities for discussion. The Manager shall prepare for and attend regular and special meetings of the Board and on a regular basis shall recommend programs to improve the District. The Manager shall participate in meetings, discussions, project site visits, workshops and hearings as may pertain to the administration of the services being provided or planned, and report results to the Board. The Manager shall be responsible for advertising meetings and preparation of all required legal announcements and notices relating to District business, operations, and activities.
- 6.) The Manager shall be responsible for preparing income and expense projections and presenting budget recommendations to the Board and assisting the Board's Treasurer in the management of District's finances, bank and credit accounts, loans and investment vehicles within established District policies and applicable law. The Manager shall control and administer the District's finances and budget(s) in accordance with Board direction and applicable regulations and timely submit all reports required by other agencies.
- 7.) The Manager shall timely coordinate payment to suppliers, contractors and professional service providers for satisfactory delivery of requested materials and services, and shall assist the District by obtaining supplies and services at the lowest and best costs.

8.) The Manager will have an understanding of state and federal laws as they relate to the structure, activities, finance, reporting conduct and operations of local governmental units, particularly F. S. 418 Part 2, Mobile Home Park Recreation Districts and F. S. Chapter 286 ("Sunshine Law"), and will insure timely compliance. The Manager will immediately report any notices of investigations/violations from an agency having jurisdiction to the Board.

9. The Manager will have knowledge of good management principles and skills in personnel, capital financing, public works, funds investment, public relations, and the general accounting and computer software generally utilized by Florida local governments.

10.) The Manager shall act as District's information center for District. Under the general direction of the Board, the Manager shall represent the Board and the District during contacts with owners, residents, their guests and other private and governmental entities to consistently and effectively implement the Board's policies, regulations and assignments.

11.) The Manager's performance may be reviewed by any Board member during any Board meeting and the Manager must be able to accept constructive criticism or changes in plans, priorities, policies and procedures as the Board may approve. Any Board member may meet privately with the Manager to discuss Manager's performance or any other matter relating the District.

12.) The Manager shall assist in presentations and recommendations to the Board regarding construction or acquisition of infrastructure, capital improvements, and capital items including the means and methods of financing. Manager will ensure District compliance with financial commitments and applicable law.

13.) The Manager shall insure the proper coordination of responsibilities and duties between departments and between employees to minimize duplication of effort and to reduce operating costs. The Manager shall identify, propose, and if adopted by the Board, implement method and manners of obtaining or increasing efficiency and quantities of services.

14.) The Manager shall devote such time as necessary to competently and professionally complete the duties and responsibilities assigned by the Board, which may require working nights or weekends. As an essential employee the Manager is expected to perform at a high level of professional service to insure the District operates effectively and efficiently. The Manager may be required to work during emergencies to protect the interests and property of the District.

15.) The omission of specific statements does not preclude the Manager from perform additional services as directed by the Board which are logical assignments to the Manager's duties and responsibilities.

Holiday Park District Manager

MINIMUM QUALIFICATIONS/STANDARDS REQUIRED PERFORMING ESSENTIAL JOB FUNCTIONS:

1. Must have advanced managerial, administrative and interpersonal skills and be able to relate to and effectively deal with people with widely different backgrounds and emotional states. The Manager must be able to concentrate on work related subjects for up to 12 hours per day managing several complex and/or unrelated problems in a professional manner, and to operate effectively while performing under difficult and/or stressful conditions.
2. Must be able to take direction and actively support the Board, and effectively coordinate, direct and supervise employees of various duties and skill levels performing diverse functions to insure District services are cost-effectively provided.
3. Able to record and present information and to follow and give verbal and written instructions, assignments and/or directions in English with poise, voice control and confidence. Ability to read and understand various types of reports, governmental records, studies and legal documents and discuss or present them to individual separately or in groups, using basic accounting, legal, engineering and governmental terminology. Requires the ability to prepare formal correspondence, governmental reports and technical studies using the appropriate format, punctuation, spelling and grammar of business English. The ability to read, write or communicate in other languages desirable but not required.
4. Requires the ability to rapidly learn/assimilate information and apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions and deductions; to interpret a variety of technical instructions and information in mathematical or diagrammatic form; and to effectively and timely deal with several conceptual and abstracts as well as concrete variables and synthesize two or more concepts into one logical program.
5. Position involves sitting a majority of the time, but frequently involves walking or standing for periods of time of a one hour or more. Must be able to frequently lift, carry, push, pull, or otherwise move objects weighing up to 20 pounds.
6. Requires the ability to compare and or judge readily observable functional/structural/composite characteristics (similar to or divergent from obvious standards) of data, people, or things. Requires the ability to utilize basic mathematical formulas; adding and subtracting totals, multiplying and dividing, determining percentages, ratio and proportion. Requires the ability to use positive and negative whole numbers as well as fractions/decimals in addition to basic algebra and geometry concepts with and without typical office equipment and computer software. Form/spatial aptitude required to visually inspect items for proper length, width and shape, with and without the use of recording/measuring devices, to evaluate compliance with Deed Restriction compliance and the District's service delivery standards.



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Special Investigation Unit Updates

Source: Patti Pillar

The Florida League of Cities Special Investigation Unit, created in 1999 to investigate suspected fraud, helps reduce the cost and amount of fraud for Florida Municipal Insurance Trust members. One of its recent cases led to the arrest of a former mechanic with the Daytona Beach Housing Authority on November 19. [MORE>](#)

HR and Labor Relations Summit Series Announced

Source: Jan Piliand

Beginning with the first workshop in Pinellas Park on January 31, the FLC University will host a series of summits providing an overview of best practices, legal parameters and obligations of elected municipal officials in the areas of human resources and labor relations. A panel of legal experts in these fields will present in the morning. Attendees will hear case studies on the practical considerations of these issues (from area cities) in the afternoon. [MORE>](#)

January Institute for Elected Municipal Officials - Registration Now Open

Source: Gail Dennard

The Florida League of Cities and the John Scott Dailey Florida Institute of Government are hosting the first Institute for Elected Municipal Officials (IEMO) of 2013 on January 25-27 in Ocala. This educational program, structured in a three-day Friday through Sunday format, is specially designed for newly elected officials and those with less than one term in office. [MORE>](#)

Florida Municipal Loan Council Updates

Source: Teresa Colvin

The Florida Municipal Loan Council is a fixed rate loan pool program for cities to use for capital improvements, renovations, fixed asset additions or refinancing of existing debt. The loan council is sponsored and administered by the Florida League of Cities, Inc. [MORE>](#)

John Scott Dailey Florida Institute of Government - Public Records Management Certification

Source: Lynn Tipton

The Florida Institute of Government is providing two two-day Public Records Management certification programs. These workshops will be facilitated by Steve M. Lewis, who has more than 35 years of experience managing public records in Florida. [MORE>](#)

Classified Ads

- Marketing & Public Relations Director - Valdosta-Lowndes County Parks and Recreation Authority
- Police Chief - City of Doral
- Human Resource Director - Valdosta-Lowndes County Parks and Recreation Authority
- District Manager - Holiday Park (Independent Special District in Palm Bay)
- Director of Finance - City of Callaway
- Town Manager - Town of Surfside
- Director, Human Resources - Miami Dade County
- Executive Director, North Brevard Economic Development Zone District - Brevard County
- Director of Finance - City of Miami
- Senior Planner - City of St. Pete Beach
- Town Administrator - Town of Lake Placid
- Director, Tourist Development - Palm Beach County Human Resources
- Financial/ Management Analyst - City of Oviedo
- Animal Services & Enforcement Department Director - Brevard County
- Legal Counsel & Ethics Officer - Palm Beach County

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Approx 160 Listings
Total



PORT MALABAR HOLIDAY PARK MOBILE HOME PARK RECREATION DISTRICT

215 Holiday Park Boulevard NE
Palm Bay, Florida 32907-2196
321-724-2240

This District is a special purpose unit of local government created pursuant to Chapter 418 Part 2 Florida Statute with a 9 member Board elected for 2 year staggered terms: Current budget \$1.6 million, 21 employees.

The District operates a gated community of 700 privately owned homes for residents aged 55 and over. Residents vary seasonally, average estimated at 1000. The District provides recreation facilities, residential lawn maintenance, cable service, gate access security, etc. Police/Fire and Water/Sewer by City of Palm Bay.

Holiday Park is an independent Special District with a 9 member Board elected for 2 year staggered terms: \$1.6 million budget, 21 employees.

Salary range and benefits of new District Manager to be negotiated, determined by the candidate's training and experience.

Information on the structure and operation of Holiday Park is available on line at our Web site, <http://www.holidayparkfl.com>, and upon request.

Application for Employment

We would like to invite you to fill out our formal application. Please read and follow the instructions below and mail the completed application back to us at the address above. Candidates selected for interviews will be contacted when schedules are finalized.

General Instructions:

Please complete all sections of the application in ink in your own handwriting. Explain any blanks or if requested information does not apply to you, insert "D.N.A." as your response. If additional space is required attach a separate sheet for each response. Instructions should be followed carefully as not following directions will be considered during review of your application and although it may have been unintentional it will be interpreted as providing misleading or incomplete information.

If you have questions you may contact the office for clarification or assistance.

The District is an equal opportunity employer and is an alcohol and drug free workplace. Pre-employment testing and compliance with alcohol and drug policies are conditions of employment.

NOTE: Florida has a very broad public records law applicable to governmental jurisdictions. All e-mail addresses, messages and attachments transmitted and received by the District are retained and are made available to the public in compliance with, and as provided for by, Chapter 119 Florida Statute



Please Print

List any relatives or friends working (or have worked) for the District? _____

EDUCATION

School	Name and Location	Attended From/To	Graduate Yes/No?	Degree Earned
Elementary				
High School				
College				
Other Formal Education				

ADDITIONAL EDUCATION/TRANING _____

PROFESSIONAL/TRADE LICENSES/CERTIFICATIONS:

ASSOCIATION MEMBERSHIPS _____

LANGUAGE SKILLS

Please indicate your level of fluency from 1-5 (with 5 being the highest)

	Comprehend	Speak	Read	Write
Primary: English <input type="checkbox"/> Other <input type="checkbox"/> _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secondary: <input type="checkbox"/> _____ (optional, unless English is not your primary language)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Are you a Notary Public? NO ☐ YES ☐ State: _____ Expiration Date: _____

COMPUTER PROFICIENCY

		None	Entry Level	Intermediate	Advanced
Office Applications:	Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Microsoft Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Data Base *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Web Pages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Records Management*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Accounting *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Payroll *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* Please provide additional information (including other applications if appropriate) on attached sheet(s).

APPLICABLE SKILLS

If you are selected for the position you are applying for, which of your work skills do you believe will be the most valuable in performing the duties and responsibilities of the position?

EMPLOYMENT HISTORY

*List your record of employment beginning with your present or most recent position
(over 10 years optional; attach additional sheets if required with same information).*

Dates	Name and Address of Employer	Product/ Service - Position	Supervisor's Name Title and Phone Number	Ending Pay
From _____				\$ _____ Per _____
To _____				

Describe the work you do if currently employed or did:

Why do you want or did you leave? _____

Dates	Name and Address of Employer	Product/ Service - Position	Supervisor's Name Title and Phone Number	Ending Pay
From _____				\$ _____ Per _____
To _____				

Describe the work you did:

Why did you leave? _____

EMPLOYMENT HISTORY (continued)

Dates	Name and Address of Employer	Product/ Service - Position	Supervisor's Name Title and Phone Number	Ending Pay
From _____				\$ _____ Per _____
To				

Describe the work you did:

Why did you leave? _____

Dates	Name and Address of Employer	Product/ Service - Position	Supervisor's Name Title and Phone Number	Ending Pay
From _____				\$ _____ Per _____
To				

Describe the work you did:

Why did you leave? _____

Note: If your are being considered for appointment we will contact the employers listed above for recommendations and verification of your employment history unless you check here ☐ and indicate which one(s) you do not wish us to contact, and explain on an attached sheet.

PERIODS OF UNEMPLOYMENT DURING LAST 10 YEARS

From _____ To _____ Reason: _____

From _____ To _____ Reason: _____

From _____ To _____ Reason: _____

MILITARY SERVICE
(optional)

Have you ever serviced in the Armed Forces? No ☐ Yes ☐ Branch? _____

Rank: _____ Dates: From _____ To _____

Duties: _____

Present Membership in National Guard or Reserves: Yes ☐ No ☐

If you have provided additional information on attached sheets, please check here ☐ and enter the total number of pages attached _____ (please include your name on the upper right corner of each sheet).

EMERGENCY CONTACT

Primary:

Name: _____ (Relationship) _____

Address: _____

Phone: Day (____) _____ Night (____) _____ Cell (____) _____

(Optional) In the event of a medical emergency I authorize District personnel to discuss my medical history with the above named person and medical personnel (sign and date) _____

Secondary:

Name: _____ (Relationship) _____

Address: _____

Phone: Day (____) _____ Night (____) _____ Cell (____) _____

(Optional) In the event of a medical emergency I authorize District personnel to discuss my medical history with the above named person and medical personnel (sign and date) _____

REFERENCES

PLEASE PROVIDE THREE (3) PROFESSIONAL/ WORK REFERENCES (do not include relatives):

Name _____ How Known _____ How Long _____

Address _____ Phone _____

Can he/she objectively evaluate and discuss your skills and work performance? _____

Name _____ How Known _____ How Long _____

Address _____ Phone _____

Can he/she objectively evaluate and discuss your skills and work performance? _____

Name _____ How Known _____ How Long _____

Address _____ Phone _____

Can he/she objectively evaluate and discuss your skills and work performance? _____

APPLICANT'S STATEMENT

(Please initial each item as read and understood)

_____ I certify that the facts contained in this application are true and complete to the best of my knowledge, and I understand that they may be verified by the District, and if I am subsequently employed, that falsified statements or misrepresentation of facts on this application shall be grounds for dismissal.

_____ I authorize the District's agents to contact each former employer, firm or corporation, person or organizations named in this application and authorize each of them to give all relevant information in their possession for use by the District in deciding whether or not to offer me employment, and I specifically waive any required written notification and I, and on behalf of all other parties, hereby release them all from any claim or liability for any damage that may result from such inquiries or for furnishing such information to the District.

_____ I understand that the District is committed to maintaining a drug and alcohol free work place, and I may be subject to a pre-employment blood test, urinalysis or hair drug/alcohol screening, and I further understand that if I am employed by the District, I may be subject to such a drug and alcohol screening if the District has reasonable suspicion to believe that I am under the influence of a drug or alcohol while in the District and/or during work hours. My consent to submit to such a test is required as a condition of employment and my refusal to consent shall result in a refusal to hire, or if already employed, my termination.

_____ I authorize the District to obtain reports from consumer reporting agencies for use in determining whether to offer me employment, which may include my credit worthiness, character, general reputation, criminal history, personal characteristics or mode of living. I understand if I am not employed based on information obtained from a credit report I will be provided with a copy and how to contact the reporting agency.

_____ My employment application is voluntary and I can withdraw it at any time. I understand my application form is not a contract, and cannot create a contract. If I am offered employment I am under no obligation to accept, and if I am employed I may conclude my employment at any time without notice. I further understand I am applying for an at-will position, and agree that if I am employed by the District my employment will not convey any property or other rights, and my employment may be concluded by the District at any time without notice or statement of cause .

I have read and understand the questions/statements herein, and have placed my signature below to confirm that I have accurately completing the application to the best of my ability.

Applicant's Signature

Date



**PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT**

JS

MEMORANDUM

To: Board of Trustees
From: Richard Anderson, District Manager
Date: November 9, 2012
Subject: Pay Adjustments

Sharon Johnson and Cheryl Ennis were hired in December 2010 at \$12.00 per hour. The pay rates were increased to \$12.36 effective October 1, 2012, to coincide with deductions for health insurance which resulted in a net hourly rate to \$11.80 for Sharon and \$11.96 for Cheryl.

After reviewing their levels of performance, what they have accomplished during the past two years and using the City of Palm Bay's pay scales as a guide, I recommend an increase for Sharon Johnson to \$14.75 (duties and responsibilities similar to the City's Customer Service Representative class, \$14.97 - \$22.64). In addition I recommend the pay rate for Cheryl Ennis be increased to \$16.50 (City's Administrative Coordinator, \$16.27 - \$24.36 and Administrative Assistant \$16.74 - \$25.07).

The net change in payroll costs and whether a budget amendment will be needed will depend on retention and the new District Manager's compensation. As a result I will delay implementation pending Board review, which could be added to the November 13, 2012 agenda if desired.