

PLANTATION ACRES IMPROVEMENT DISTRICT

RESOLUTION 2025- 03

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PLANTATION ACRES IMPROVEMENT DISTRICT TO PROVIDE FOR AN AMENDMENT TO SECTION 2.3 OF THE PLANTATION ACRES IMPROVEMENT DISTRICT'S POLICES AND PROCEDURES MANUAL TO PROVIDE FOR A REVISED JOB DESCRIPTION FOR THE DISTRICT MANAGER POSITION AND THE CREATION OF A NEW POSITION OF MAINTENANCE SUPERVISOR; PROVIDING FOR CONFLICTS; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Board of Commissioners of the Plantation Acres Improvement District (the "District") adopted a Policies and Procedures Manual (the "Manual") which in part sets forth rules and policies governing the District's operations; and

WHEREAS, the District desires to update the Manual in order to have the adopted job description for District Manager match the actual job duties and responsibilities of the District Manager Position; and

WHEREAS, the District desires to update the Manual in order to create the new position of Maintenance Supervisor in order to provide for a current employment position with certain job duties and responsibilities that have previously not been formally assigned to an employment position; and

WHEREAS, the District Board of Commissioners finds that this Resolution is consistent with the District's Charter, and serves a public purpose.

NOW, THEREFORE, BE IT RESOLVED BY THE PLANTATION ACRES IMPROVEMENT DISTRICT, THAT:

Section 1. **Incorporation of Recitals.** Each "WHEREAS" clause set forth above is true and correct and herein incorporated by this reference.

Section 2. That Section 2.3, "Organization and Administration," of the Plantation Acres Policy and Procedures Manual is hereby amended, by deleting sub-section 2.3.6, "District Manager or Maintenance Personnel," and creating a new sub-section 2.3.6, "District Manager" to read as follows:

2.3.6 District Manager

The District Manager is responsible for implementing the policies and decisions of the Plantation Acres Improvement District (PAID) Board of Commissioners. The District Manager provides overall direction, supervision of all day-to-day operation of the District to assure that all site operations are in compliance with established policies and procedures, and are consistent with PAID's overall objectives. The District Manager is the primary liaison with the PAID Board of Commissioners. The following are the District Manager's responsibilities:

1. Enforce Board policies and ensure compliance with applicable State, County, and City laws, ordinances, rules, and regulations;
2. Prepare weekly and monthly reports and distribute Board meeting minutes;
3. Maintain the procedure manual and related records;
4. Meet with residents and respond to inquiries from city departments and outside agencies;
5. Make purchases for routine operations and maintenance, and large purchases with Board approval;
6. Process payroll and review employee time sheets for accuracy;
7. Maintain personnel files and report employee concerns to the Board;
8. Prepare employee schedules, manage time-off requests, and ensure proper staffing;
9. Prepare and maintain weekly invoices and purchase order/payment records;
10. Record and maintain daily rainfall totals;
11. Patrol the District a minimum of twice daily and report field observations;
12. Attend meetings on behalf of the District as needed;
13. Monitor severe weather and coordinate hurricane/emergency response;
14. Manage all District equipment and monitor pump station fuel levels;
15. Office management;
16. Maintain the District's Policy and Procedures Manual, and all amendments thereto;
17. Perform other duties as assigned; and
18. Peripheral Duties: Communicate with staff, community, and Board of Commissioners in a manner that promotes problem solving and implementing the District's short-term and long-term goals. Always comply with the Sunshine Law when working with Commissioners. Attend all District meetings and respond to Board inquiries in a timely manner. Keep the Board informed of all operational matters, but especially matters that may require a change in policy or legal action.

The Board may prescribe such other duties as may be necessary to fulfill the goals of the Board as determined from time to time in accordance with the powers, responsibilities and obligations of the Board.

Section 3. That Section 2.3, “Organization and Administration,” of the Plantation Acres Policy and Procedures Manual is hereby amended, by enacting a new sub-section 2.3.7, “Maintenance Supervisor” to read as follows:

2.3.7 Maintenance Supervisor

The Maintenance Supervisor plays a vital role in maintaining and improving PAID’s stormwater infrastructure, ensuring flood control, and supporting regulatory compliance. This position oversees canal and pump station operations, supervises field crews and coordinates emergency response during storm events.

The primary duties and responsibilities of the Maintenance Supervisor include, but are not limited to the following:

1. Oversee assigned projects and maintenance activities;
2. Operate and maintain stormwater infrastructure;
3. Monitor water levels and manage flood control;
4. Manage vegetation, debris, and infrastructure upkeep;
5. Participate in hurricane preparedness and emergency response;
6. Supervise and train field crew;
7. Maintain district vehicles and equipment;
8. Coordinate removal and disposal of animal refuse;
9. Responsible for minor repairs and landscaping at District facilities;
10. Perform other duties as assigned by the District Manager; and
11. Peripheral Duties to include the following: Communicate with staff and Board of Commissioners in a manner that promotes problem solving and implementing the District’s short-term and long-term goals. Always comply with the Sunshine Law when working with Commissioners. Respond to Board inquiries in a timely manner. Keep the District Manager informed of all operational matters, but especially matters that may require a change in policy or legal action.

Section 4. **Conflicting Resolutions.** All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Section 5. **Effective Date.** This Resolution shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED BY THE PLANTATION ACRES IMPROVEMENT DISTRICT THIS 28th DAY OF AUGUST, 2025.

PLANTATION ACRES IMPROVEMENT DISTRICT

BY:  _____
JORGE SANTANA, PRESIDENT/CHAIRMAN