

Agenda
Bayshore Gardens Park & Recreation District
Policy and Procedure Committee Meeting
Tuesday; October 5, 2021 at 7 P.M.

1. Roll Call
2. Non-Resident Gate Parking Agreement - 1019 NRC
3. Employee Complaint Form - 1014ECF
4. Clubs and Organization Policy Items
5. District Office Public Records Procedure and Fee Schedule
6. Plan for Putting P&P and Contracts Book Together
7. Additional Items as Needed
8. Adjourn

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.

DISTRICT OFFICE PUBLIC RECORDS PROCEDURE AND FEE SCHEDULE: BAYHSORE GARDENS PARK & RECREATION DISTRICT

The Custodian of Records shall provide for access to all public records, both generated and received, which are included in the transactions of the official business of Bayshore Gardens Park and Recreation District. Official recordings of the meetings shall be made available for copying or inspection in the form in which they are maintained. Public records may require redaction of exempt or confidential information, such as certain medical information, social security numbers, etc. If such information is redacted from requested records, the District shall provide a written explanation as to why the district believes the information is exempt.

A charge shall be made for providing the requestor with copies of documents or recordings of such meetings. Requests for information will be processed as soon as possible. All public records in possession of the District will be made available for inspection upon request. If the nature or volume of the request is such as would require either extensive clerical work to compile the requested records or extensive supervisory assistance, staff will work with the requestor to provide the records as soon as possible.

PUBLIC RECORDS PROCEDURE: Access

1. Request access to review public records.
2. Discuss timetable for review with the District Office. If the records custodian determines that the request will require extensive clerical work to compile the requested records or extensive supervisory assistance or an extensive use of information technology resources, an advance deposit may be required before the request will be processed. The advance deposit amount will be based on an estimate of time necessary to complete the public records request. If the advance deposit is greater than the actual cost of completing the public records request, the difference will be refunded to the requestor. If the advance deposit is less than the actual cost of completing the public records request, the difference will be due when the request is satisfied. If an advance deposit is not required, the fee is due when the request is satisfied.

Duplication/Copies

1. Request public documents.
2. Discuss the fee and timetable with office manager. If the records custodian determines that the request will require extensive clerical work to compile the requested records or an extensive use of information technology resources, an advance deposit may be required before the request will be processed. The advance deposit amount will be based on an estimate of time necessary to complete the public records request. If the advance deposit is greater than the actual cost of completing the public records request, the difference will be refunded to the requestor. If the advance deposit is less than the actual cost of completing the public records request, the difference will be due when the request is satisfied. If an advance deposit is not required, the fee is due when the request is satisfied.

Requests for information will be processed as soon as possible. All public records in possession of the District will be made available for inspection upon request. However, if the nature or volume of the request is such as would require either extensive clerical work to compile the requested records or extensive supervisory assistance, staff will work with the requestor to provide the records as soon as possible.

technology resources may require an advance deposit and may be charged an additional fee on a case by case basis.

OFFICE PROCEDURE FOR PUBLIC RECORDS REQUESTS

1. When a request for public records/district documents is made, staff will complete request form.
2. Questions may be asked about the request to clarify and facilitate completion of the request.
3. Requests will be fulfilled as soon as reasonably possible.
4. Public record requests will be handled in a professional, respectful, and courteous manner.
5. If the requested information is thought to be confidential or prohibited from being inspected by the public, The Custodian of Records may consult with the Board Attorney.
6. An additional fee may be charged for requests which require an extensive amount of clerical or supervisory assistance (more than 15 minutes), or an extensive use of information technology resources (for definition, see Government-in-the-Sunshine Manual, 2019 Edition, Volume 41)
7. Fees will be set according to the provisions of Florida Public Records Law, Chapter 119. Fees for requests requiring extensive assistance are calculated based on the information technology resources or labor costs actually incurred by the district (see Government-in-the-Sunshine Manual, 2019 Edition, Volume 41).
8. If the records custodian determines that the request will require extensive clerical work to compile the requested records, an extensive amount of clerical or supervisory assistance (more than 15 minutes), or an extensive use of information technology resources, an advance deposit may be required before the request will be processed. The advance deposit amount will be based on an estimate of time necessary to complete the public records request. If the advance deposit is greater than the actual cost of completing the public records request, the difference will be refunded to the requestor. If the advance deposit is less than the actual cost of completing the public records request, the difference will be due when the request is satisfied. If an advance deposit is not required, the fee is due when the request is satisfied.

FEE SCHEDULE:

COPIES: \$.15 per page, \$.20 two-sided page

Audiotape Cassette \$ 1.50; CD Disc \$1.50; DVD Disc \$1.50

FAXES (Sent/Received):	1st Page	Additional Pages
FL or 800 numbers	\$1.00	\$1.00
Other States	\$2.00	\$1.00
Canada	\$5.00	\$1.00

DEPOSITS: If the records custodian determines that the request will require extensive clerical work to compile the requested records, extensive supervisory assistance, or an extensive use of information technology resources, an advance deposit may be required before the request will be processed.

ADDITIONAL FEE INFORMATION:

Public record requests requiring extensive clerical or supervisory assistance, extensive research (i.e. legal, paralegal, etc.), or extensive use of information technology resources may be charged an additional fee on a case by case basis.

The fee shall be based on the cost incurred for such extensive use of information technology resources or the labor cost of the personnel providing the service that is actually incurred by the Trailer Estates Park and Recreation District(TE) or attributable to TE for the clerical and supervisory assistance required, or both. Labor costs will include wages, Medicare/social security employer costs, and costs of benefits. (health, dental, and retirement).

An additional fee may be charged for requests which require an extensive amount of clerical or supervisory assistance (more than 15 minutes), or an extensive use of information technology resources (for definition, see Government-in-the-Sunshine Manual, 2007 Edition, Volume 29, Part II: Public Records, Section L, Number 11b, p. 172.

TIME	Office	Manager	Office Assistant
16-30 minutes		\$5.25	\$4.00
31-45 minutes		\$10.50	\$8.00
46-60 minutes		\$15.75	\$12.00
61-75 minutes		\$21.00	\$16.

More than 60 minutes
prorates at the rate: \$21.00 \$16.00

Fees are set according to the provisions of Florida Public Records Law, Chapter 119. Fees for requests requiring extensive assistance are calculated based on the information technology resources or labor costs actually incurred by the district (see Government-in-the-Sunshine Manual, 2019 Edition, Volume 41)

**DISTRICT OFFICE PUBLIC RECORDS PROCEDURE AND FEE
SCHEDULE: BAYHSORE GARDENS PARK & RECREATION DISTRICT**

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BAYSHORE GARDENS PARK AND RECREATION DISTRICT

OFFICE AREA PROCEDURE INCIDENT FORM

1014CF

DATE: _____ TIME: _____


DISTRICT STAFF/TRUSTEE: _____

INDIVIDUAL: _____

INCIDENT:

LOCATION: _____

OTHER INDIVIDUALS PRESENT: _____

Date Approved 6-19-18 
Date Revised _____
Date Effective 6-19-18

**BAYSHORE GARDENS PARK AND RECREATION DISTRICT
CLUBS AND ORGANIZATIONS POLICY**

1020 P

The District recognizes the value of clubs and organizations and encourages the formation of same. The Clubs and Organizations will establish their membership requirements that are not inconsistent with the Charter. The Clubs and Organizations are not an arm of the Board of Trustees and therefore are not subject to the Sunshine Laws.

The clubs shall notify the District office on February 1st of each year of their officers and complete a facility use application to schedule use of the facilities. The schedule shall be approved by the District Manager and added to the Banner and event calendar.

Articles about the club/organization activities are welcome in the Banner. Submit articles to the District office for publication in Banner by the 15th of the month.


The District office will accept payments for the clubs and organizations but cannot provide a receipt to members of clubs or organizations.

Clubs and Organizations who wish to place Tangible Real Personal property in the facilities of the District must have prior Board approval. The Tangible Real Personal Property will become the property of the District when placed in the common areas.

The Clubs and Organizations may request secure storage space for their property. Clubs/Organizations placing anything in other than their assigned area must receive prior approval of the Board. The allocated areas must be kept clean and orderly. The space will be allocated on an as available basis. Every effort will be made to accommodate all requests.

The WoodChoppers and Crime Watch serve the community and have been assigned the use of their respective facilities. Equipment purchased by the District in those areas remains property of the District.

Articles secured in storage area provided to clubs and organizations by the District would not be considered Tangible Real Personal Property of the District

Date Approved 7-17-18 
Date Revised _____
Date Effective 7-17-18

BAYSHORE GARDENS PARK & RECREATION DISTRICT

CLUBS AND ORGANIZATIONS FORM

1020F1

Club/Group Name: _____

Date Submitted: _____

Primary Contact Name: _____

Primary Contact Phone: _____

Secondary Contact Name: _____

Secondary Contact Phone: _____

Purpose of the Club/Group: _____

Signature of Club Representative

Date

Club Title: _____

District Office

Date of receipt in office

Back of form contains space for club officers and phone numbers.

Upon completion, form 1020F1 will be presented to the Board of Trustees for acceptance and recognition. The club will be notified of the Board's decision.

Club/Organization Officers and contact numbers.

Name	Club Title	Phone #
------	------------	---------

Name	Club Title	Phone #
------	------------	---------

Name	Club Title	Phone #
------	------------	---------

Name	Club Title	Phone #
------	------------	---------

Name	Club Title	Phone #
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Name	Club Title	Phone #
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Name	Club Title	Phone #
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Name	Club Title	Phone #
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Additional information:

BAYSHORE GARDENS PARK AND RECREATION DISTRICT

Clubs/Organizations

Reservation Form

1020F2

Club/Organization Name: _____

Contact Name: _____ Telephone: _____

Monthly Meetings: _____

Facility Reserved: _____ Time: _____ to _____

TO BE FILED IN THE DISTRICT OFFICE BY FEBRUARY 1ST ANNUALLY TO RESERVE DISTRICT FACILITIES. Reservations dates are subject to approval.

Rental Date _____ Hours: _____ Event Type: _____

Facility Reserved: _____ Floor Plan Due: _____

Advertising: Banner: _____ Fliers: _____ Website: _____ Bulletin Boards: _____
Will club/committee supply fliers: Y / N

Rental Date _____ Hours: _____ Event Type: _____

Facility Reserved: _____ Floor Plan Due: _____

Advertising: Banner: _____ Fliers: _____ Website: _____ Bulletin Boards: _____
Will club/committee supply fliers: Y / N

Rental Date _____ Hours: _____ Event Type: _____

Facility Reserved: _____ Floor Plan Due: _____

Advertising: Banner: _____ Fliers: _____ Website: _____ Bulletin Boards: _____
Will club/committee supply fliers: Y / N

Rental Date _____ Hours: _____ Event Type: _____

Facility Reserved: _____ Floor Plan Due: _____

Advertising: Banner: _____ Fliers: _____ Website: _____ Bulletin Boards: _____
Will club/committee supply fliers: Y / N

Rental Date _____ Hours: _____ Event Type: _____

Facility Reserved: _____ Floor Plan Due: _____

Advertising: Banner: _____ Fliers: _____ Website: _____ Bulletin Boards: _____
Will club/committee supply fliers: Y / N

.....
Signature (Club/Committee): _____ Date: _____

Signature (Office): _____ Date: _____

Rental Date _____ Hours: _____ Event Type: _____

Facility Reserved: _____ Floor Plan Due: _____

Advertising: Banner: _____ Fliers: _____ Website: _____ Bulletin Boards: _____
Will club/committee supply fliers: Y / N

Rental Date _____ Hours: _____ Event Type: _____

Facility Reserved: _____ Floor Plan Due: _____

Advertising: Banner: _____ Fliers: _____ Website: _____ Bulletin Boards: _____
Will club/committee supply fliers: Y / N

Rental Date _____ Hours: _____ Event Type: _____

Facility Reserved: _____ Floor Plan Due: _____

Advertising: Banner: _____ Fliers: _____ Website: _____ Bulletin Boards: _____
Will club/committee supply fliers: Y / N

Rental Date _____ Hours: _____ Event Type: _____

Facility Reserved: _____ Floor Plan Due: _____

Advertising: Banner: _____ Fliers: _____ Website: _____ Bulletin Boards: _____
Will club/committee supply fliers: Y / N

Rental Date _____ Hours: _____ Event Type: _____

Facility Reserved: _____ Floor Plan Due: _____

Advertising: Banner: _____ Fliers: _____ Website: _____ Bulletin Boards: _____
Will club/committee supply fliers: Y / N

Rental Date _____ Hours: _____ Event Type: _____

Facility Reserved: _____ Floor Plan Due: _____

Advertising: Banner: _____ Fliers: _____ Website: _____ Bulletin Boards: _____
Will club/committee supply fliers: Y / N

Banner Ads: All adds must be sent to the office on or before the 20th of the month preceding issue date and must be in word format.

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
CLUBS AND ORGANIZATIONS FACILITY USE FORM

1020 F

TO BE FILED IN DISTRICT OFFICE BY DECEMBER 1ST ANNUALLY
MAY ADD ANOTHER PAGE IF NECESSARY TO COVER ALL EVENTS
IF POOL TO BE USED, MUST HAVE A SIGNED WAIVER BEFORE THE EVENT
EVENTS

NAME OF CLUB/ORGANIZATION _____ DATE _____
CONTACT PERSON _____ PHONE # _____
EMAIL ADDRESS _____

FUNCTION _____ DATE/S _____
FACILITY TO RESERVE _____ TOTAL TIME NEEDED _____ START
TIME _____ END TIME _____ # ATTENDING _____ WILL
THE KITCHEN BE USED _____ CATERER _____ NAME OF CATERER _____

IF SET UP NEEDED (ATTACH A DIAGRAM)

FUNCTION _____ DATE/S _____
FACILITY TO RESERVE _____ TIME NEEDED _____ START
TIME _____ END TIME _____ # ATTENDING _____ WILL THE
KITCHEN BE USED _____ CATERER _____ NAME OF CATERER _____

IF SET UP NEEDED (ATTACH A DIAGRAM)

FUNCTION _____ DATE/S _____
FACILITY TO RESERVE _____ TIME NEEDED _____ START
TIME _____ END TIME _____ # ATTENDING _____ WILL THE
KITCHEN BE USED _____ CATERER _____ NAME OF CATERER _____

IF SET UP NEEDED (ATTACH A DIAGRAM)

MEETINGS

Day of the month _____ Time _____

MONTHS OF THE YEAR _____

IF SET UP NEEDED (ATTACH A DIAGRAM)

Date Approved 7/17/18 *Sharon*

Date Revised _____

Date Effective 7/17/18

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
CLUBS AND ORGANIZATIONS FORM

1020 F

PLACE FORM 1020F WITH PICTURES ATTACHED AND IDENTIFIED WITH LOG NUMBER FROM THIS FORM
IN FILE IDENTIFIED AS CLUB/ORGANIZATION PROPERTY IN COMMON AREAS. DATE IN IS APPROVED
DATE BY BOARD OF TRUSTEE. IF REMOVED LOG THAT DATE BESIDE OF DATE IN.0

	ORGANIZATION	ITEM	DATE IN/DATE OUT
1			
2			
3			
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19			

- 20 _____
- 21. _____
- 22 _____
- 23 _____
- 24 _____
- 25. _____
- 26 _____
- 27 _____
- 28 _____
- 29. _____
- 30 _____
- 31 _____
- 32 _____
- 33. _____
- 34 _____
- 35 _____
- 36. _____
- 37 _____
- 38 _____
- 39 _____
- 40. _____
- 41 _____
- 42 _____

Date Approved 9/18/18 *Sharon Deason*

Date Revised _____

Date Effective 9/18/18

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
CLUBS AND ORGANIZATIONS FORM

1020 F

Tangible personal property of a club or organization that is placed in the common areas by approval of the Board of Trustees shall:

1. Be properly identified and marked when placed in the common area
2. Take pictures of the property and attach to this form
3. File the form with in the District office
4. In the event the property is removed by the club or organization, will immediately report removal to the District Office for removal from the log.

I represent _____ that is a club/organization of Bayshore Gardens and I understand that the District will not be liable for the loss of or the damage to any property placed in the common areas of the District.

It is understood that the District will not reimburse, repair, or in any other way be held responsible for the property of _____-club/organization. I understand that failure to submit proper identification and keeping property identified will result in this agreement being null and void.

Authorized agent for club/organization _____ Date _____

Received for the District by _____ Date _____

Log Number _____

Date Approved 9/18/18 *Sharon Denson*

Date Revised _____

Date Effective 9/18/18