

Agenda
Bayshore Gardens Park & Recreation District
Board of Trustee Meeting
November 19, 2019

1. Roll Call, establish quorum
2. Call to Order
3. Pledge to flag
4. Approval of Minutes (Sept. 30th, Oct. 28th E.R. Meeting, Oct. 2, Oct. 15)
Final Minutes with Draft removed from: 8/7, 8/20, 9/4, and 9/17: Board approved
5. Treasurer Report
6. Trustee Committee Reports
7. District Manager's Report

OLD BUSINESS

(Resident comments agenda item 3 minutes)

8. Motion: Marina Docks to be level or Step down
9. Motion: Cure Emergency Meeting of 10/28/19
10. Motion: Rearrange District Rooms, Eliminate Library
11. Motion: Referendum – Extension of Screen Room
12. Motion: Jam Sessions
13. Motion: Public Record Policy
14. Motion: Revision Agenda Policy 1002 P and 1002 PR
15. Motion: County Commissioner Monthly Meeting
16. Motion: CERT
17. Additional Agenda Items as Needed

NEW BUSINESS

(Resident comments agenda item 3 minutes)

18. Announcements from Clubs and Organizations
19. 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 & Recreation District
Balance Sheet
As of October 31, 2019

Oct 31, 19

ASSETS

Current Assets

Checking/Savings

1000 · Checking-Operating 5/3 2537	35,091.82
1004 · Petty Cash - District	350.00
1006 · Checking-Payroll 5/3 2545	15,428.62
1010 · Checking-Sunshine-Dist.1054	39.67
1016 · Savings - Operating 5/3 4032	6,127.90
1019 · Savings Reserves 5/3 5013	
1021 · Reserve Fund-Roofing (funds for Roofing)	26,607.39
1022 · Reserve Fund-Hall Upgrade (Funds for Hall upgrade)	87,004.83
1024 · Reserve Fund - Wood Shop Exp	800.00
1025 · Reserve Fund - ADA (Funds for furniture)	15,000.00
1026 · Reserve Fund-Park/Landscaping (Funds for playground and landscaping)	4,252.09
1027 · Reserve Fund- Parking Lot (funds for parking lot)	5,267.19
1031 · Reserve Fund-Air Conditioning	257.00
1032 · Reserve Fund - Marina (Marina Maintenance and Repair)	942,205.44
1019 · Savings Reserves 5/3 5013 - Other	15,043.99

Total 1019 · Savings Reserves 5/3 5013 1,096,437.93

Total Checking/Savings 1,153,475.94

Accounts Receivable

1100 · Accounts Receivable 26,257.96

Total Accounts Receivable 26,257.96

Other Current Assets

1200 · Prepaid Insurance 6,210.26

Total Other Current Assets 6,210.26

Total Current Assets 1,185,944.16

Fixed Assets

1900 · Land	400,000.00
1910 · Buildings	1,008,289.93
1920 · Recreation Area	411,150.19
1940 · Recreation Area F & E	98,556.63
1960 · Machines & Equipment	86,719.22
1980 · Office Furniture and Equipment	35,158.55
1990 · Other Furniture and Equipment	54,459.88
1995 · Accumulated Depreciation	<u>-1,125,222.12</u>

Total Fixed Assets 969,112.28

Other Assets

1800 · Utility Deposits 280.00

Total Other Assets 280.00

TOTAL ASSETS 2,155,336.44

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

Bayshore Gardens Park & Recreation District
Balance Sheet
As of October 31, 2019

	<u>Oct 31, 19</u>
2000 · Accounts Payable	350.00
Total Accounts Payable	<u>350.00</u>
Other Current Liabilities	
2010 · Accrued Wages	787.17
2100 · Payroll Liabilities	
2300 · Garnishment of Wages	-9.86
2100 · Payroll Liabilities - Other	4,461.05
Total 2100 · Payroll Liabilities	<u>4,451.19</u>
2171 · Sales Tax Payable	1,663.41
2500 · Security Deposits	
2501 · Hall Security Deposits	5,750.00
2500 · Security Deposits - Other	-250.00
Total 2500 · Security Deposits	<u>5,500.00</u>
2600 · Deferred Revenues	13,707.59
Total Other Current Liabilities	<u>26,109.36</u>
Total Current Liabilities	<u>26,459.36</u>
Total Liabilities	<u>26,459.36</u>
Equity	
3040 · Owners' Equity	182,295.76
3050 · Retained Earnings (Retained Earnings)	1,627,211.42
3200 · Fund Balance	-86,517.97
3300 · Investment in GFAAG	426,306.47
Net Income	-20,418.60
Total Equity	<u>2,128,877.08</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,155,336.44</u></u>

Bayshore Gardens Park & Recreation District
Profit & Loss Budget Performance
October 2019

	Oct 19	Budget	Oct 19	YTD Budget	Annual Budget
4000 - Assessments					
4005 - Property Tax	0.00	42,939.00	0.00	42,939.00	515,268.00
4006 - commission fees (fees withheld by K. Burton)	0.00	7,250.00	0.00	7,250.00	87,000.00
4007 - Excess fees (Excess commission fees)	3,746.68	0.00	3,746.68	0.00	0.00
Total 4000 - Assessments	3,746.68	50,189.00	3,746.68	50,189.00	602,268.00
4100 - Rent					
4111 - Screen Room Rental	25.00	0.00	25.00	0.00	0.00
4120 - Hall Rentals	0.00	0.00	0.00	0.00	0.00
4150 - Marina Rentals (All Marina income rentals)					
4151 - Slip Rental (All Resident Rentals)					
4152 - Resident slip rentals	0.00	0.00	0.00	0.00	0.00
4153 - Non Resident slip rentals	0.00	0.00	0.00	0.00	0.00
4155 - Short Term Slip Rental (Short Term Slip rental \$10. per day)	0.00	0.00	0.00	0.00	0.00
4158 - Homeowner-Non Resident	-648.00	0.00	-648.00	0.00	0.00
Total 4151 - Slip Rental (All Resident Rentals)	-648.00	0.00	-648.00	0.00	0.00
4154 - Small Boat Area (Small Boat Storage Area)	1,920.00	0.00	1,920.00	0.00	0.00
4156 - Trailer Space Rental	2,880.00	0.00	2,880.00	0.00	0.00
4157 - Gate Keys	2,560.00	0.00	2,560.00	0.00	0.00
4805 - late fees	0.00	0.00	0.00	0.00	0.00
4825 - Work Area/Pressure Washer	40.00	0.00	40.00	0.00	0.00
Total 4150 - Marina Rentals (All Marina income rentals)	6,752.00	0.00	6,752.00	0.00	0.00
Total 4100 - Rent	6,777.00	0.00	6,777.00	0.00	0.00
4300 - Pool					
4360 - Pool FOB	110.00	0.00	110.00	0.00	0.00
Total 4300 - Pool	110.00	0.00	110.00	0.00	0.00
4400 - Donations					
4405 - General Donations	0.00	0.00	0.00	0.00	0.00
Total 4400 - Donations	0.00	0.00	0.00	0.00	0.00
4500 - Publications					
4520 - Banner - Subscriptions	0.00	0.00	0.00	0.00	0.00

Bayshore Gardens Park & Recreation District Profit & Loss Budget Performance

October 2019

	Oct 19	Budget	Oct 19	YTD Budget	Annual Budget
4530 · Banner - Classified Ads	0.00	0.00	0.00	0.00	0.00
Total 4500 · Publications	0.00	0.00	0.00	0.00	0.00
4600 · Interest Income (Interest Income)	2,053.15	0.00	2,053.15	0.00	0.00
4800 · Miscellaneous Income					
4802 · Office Services	16.35		16.35		
4800 · Miscellaneous Income - Other	0.00	0.00	0.00	0.00	0.00
Total 4800 · Miscellaneous Income	16.35	0.00	16.35	0.00	0.00
Total 4600 · Interest Income	12,703.18	50,189.00	12,703.18	50,189.00	602,268.00
Total 4600 · Interest Income	12,703.18	50,189.00	12,703.18	50,189.00	602,268.00
5000 · Administration Expenses					
5100 · Wages, Taxes and Fees					
5120 · Wages - Administration	5,758.51	0.00	5,758.51	0.00	0.00
5130 · Wages - Maintenance	9,002.25	0.00	9,002.25	0.00	0.00
5132 · Wages - Dockmaster	700.00	0.00	700.00	0.00	0.00
5133 · Marina Project Manager	0.00		0.00		
5135 · Wages - Pool	2,969.56	0.00	2,969.56	0.00	0.00
5170 · Health Insurance Compensation (Employee Insurance Allotment)	450.00	0.00	450.00	0.00	0.00
5210 · FICA-941 Taxes	1,432.65	0.00	1,432.65	0.00	0.00
5215 · Unemployment Taxes	91.60	0.00	91.60	0.00	0.00
5330 · Hall Monitor	0.00	0.00	0.00	0.00	0.00
5450 · Cell Phone	0.00	0.00	0.00	0.00	0.00
5610 · Accounting Fees	1,500.00	0.00	1,500.00	0.00	0.00
6080 · Travel Mileage	0.00	0.00	0.00	0.00	0.00
Total 5100 · Wages, Taxes and Fees	21,904.57	0.00	21,904.57	0.00	0.00
Total 5000 · Administration Expenses	21,904.57	0.00	21,904.57	0.00	0.00
5200 · Marina Expense					
5250 · Property Tax	0.00	0.00	0.00	0.00	0.00
5570 · Small Boat Area	0.00	0.00	0.00	0.00	0.00
5575 · Marina Repair/Maintenance	45.00	0.00	45.00	0.00	0.00
Total 5200 · Marina Expense	45.00	0.00	45.00	0.00	0.00
5300 · Security					

Bayshore Gardens Park & Recreation District Profit & Loss Budget Performance October 2019

	Oct 19	Budget	Oct 19	YTD Budget	Annual Budget
5310 · Security Systems	39.99		39.99		
5311 · Security Camera Maintenance (Security Camera Repair and Maintenance)	0.00	0.00	0.00	0.00	0.00
5320 · Gate Closing Expense	125.00	0.00	125.00	0.00	0.00
5335 · Key Fobs	0.00	0.00	0.00	0.00	0.00
5300 · Security - Other	0.00		0.00		
Total 5300 · Security	164.99	0.00	164.99	0.00	0.00
5400 · Utilities					
5410 · Electric	1,346.65	0.00	1,346.65	0.00	0.00
5420 · Water/Sewer	1,074.65	0.00	1,074.65	0.00	0.00
5430 · Telephone/Pager/Cable/Web	189.97	0.00	189.97	0.00	0.00
5440 · Gas/Propane	19.01	0.00	19.01	0.00	0.00
Total 5400 · Utilities	2,630.28	0.00	2,630.28	0.00	0.00
5500 · Building and Grounds					
5511 · Professional/Contract Services (outside contractors)	0.00	0.00	0.00	0.00	0.00
5512 · Repairs, Maintenance & Supplies	1,262.02	0.00	1,262.02	0.00	0.00
5515 · Janitorial and Cleaning	173.31	0.00	173.31	0.00	0.00
5516 · Gasoline (Grounds machinery fuel)	73.10	0.00	73.10	0.00	0.00
5520 · Maintenance Equipment	358.00	0.00	358.00	0.00	0.00
5530 · Pest Control	80.25	0.00	80.25	0.00	0.00
5560 · Landscaping	0.00	0.00	0.00	0.00	0.00
5580 · Pool Maintenance	71.58	0.00	71.58	0.00	0.00
5585 · Pool Repair/Replacement (Pool Repair)	0.00	0.00	0.00	0.00	0.00
5590 · Pool Chemicals	1,572.70	0.00	1,572.70	0.00	0.00
5683 · Certification Reimbursement (Pool attendant certification)	0.00	0.00	0.00	0.00	0.00
6500 · Playground Expense	0.00	0.00	0.00	0.00	0.00
Total 5500 · Building and Grounds	3,590.96	0.00	3,590.96	0.00	0.00
5600 · Other Administration Expense					
5519 · Leased Equipment	-173.36	0.00	-173.36	0.00	0.00
5650 · Postage	110.00	0.00	110.00	0.00	0.00
5660 · Legal Fees	2,160.00	0.00	2,160.00	0.00	0.00
5665 · Seminars, Training and Fees	175.00	0.00	175.00	0.00	0.00
5670 · Office Supplies/Expenses	593.40	0.00	593.40	0.00	0.00

Bayshore Gardens Park & Recreation District Profit & Loss Budget Performance October 2019

	Oct 19	Budget	Oct 19	YTD Budget	Annual Budget
5680 · Audit Fees	0.00	0.00	0.00	0.00	0.00
5682 · Organizational Fees and License	0.00	0.00	0.00	0.00	0.00
5686 · Website Maintenance	42.34	0.00	42.34	0.00	0.00
5690 · Advertising	9.36	0.00	9.36	0.00	0.00
6020 · Bank Fees	291.23	0.00	291.23	0.00	0.00
6040 · Trustee Election	0.00	0.00	0.00	0.00	0.00
Total 5600 · Other Administration Expense	3,207.97	0.00	3,207.97	0.00	0.00
5630 · Insurance-Business					
5631 · Insurance - Liability (FI Municipal)	0.00	0.00	0.00	0.00	0.00
5632 · Insurance - Workers Compensatio	0.00	0.00	0.00	0.00	0.00
5633 · Insurance - Auto Liability	0.00	0.00	0.00	0.00	0.00
5634 · Insurance -Property	0.00	0.00	0.00	0.00	0.00
5635 · Insurance - Flood	1,293.00	0.00	1,293.00	0.00	0.00
Total 5630 · Insurance-Business	1,293.00	0.00	1,293.00	0.00	0.00
5700 · Publications Expense					
5710 · Banner - Commissions	0.00	0.00	0.00	0.00	0.00
5711 · Banner composition	0.00	0.00	0.00	0.00	0.00
5720 · Banner - Printing Costs	0.00	0.00	0.00	0.00	0.00
5740 · Banner - Paper Delivery	250.00	0.00	250.00	0.00	0.00
5750 · Banner - Office Supplies					
5752 · Office supplies	0.00	0.00	0.00	0.00	0.00
5750 · Banner - Office Supplies - Other	0.00	0.00	0.00	0.00	0.00
Total 5750 · Banner - Office Supplies	0.00	0.00	0.00	0.00	0.00
5760 · Banner - Miscellaneous Expenses					
5761 · Tide Tables (Tide Tables Schedules)	0.00	0.00	0.00	0.00	0.00
5762 · King Features (King Features)	0.00	0.00	0.00	0.00	0.00
5760 · Banner - Miscellaneous Expenses - Other	0.00	0.00	0.00	0.00	0.00
Total 5760 · Banner - Miscellaneous Expenses	0.00	0.00	0.00	0.00	0.00
Total 5700 · Publications Expense	250.00	0.00	250.00	0.00	0.00
5800 · District Recreation					
5830 · Expenses -	14.99	0.00	14.99	0.00	0.00
Total 5800 · District Recreation	14.99	0.00	14.99	0.00	0.00

Bayshore Gardens Park & Recreation District Profit & Loss Budget Performance October 2019

	Oct 19	Budget	Oct 19	YTD Budget	Annual Budget
5880 · Concession Stand (Concession Stand Expense)	0.00	0.00	0.00	0.00	0.00
5885 · Depreciation Expense	0.00	0.00	0.00	0.00	0.00
5900 · Capital Layout					
5901 · ADA Lift for Pool	0.00	0.00	0.00	0.00	0.00
5902 · ADA Compliant Ramp for Rec Ctr	0.00	0.00	0.00	0.00	0.00
5903 · Sheds to Replace Porta Potty	0.00	0.00	0.00	0.00	0.00
5904 · Resurface Breezeway	0.00	0.00	0.00	0.00	0.00
5906 · Fishing Pier Repair	0.00	0.00	0.00	0.00	0.00
5907 · Pickleball Crtr @ Basketball Crtr	0.00	0.00	0.00	0.00	0.00
5908 · Add Heat to AC	0.00	0.00	0.00	0.00	0.00
5909 · Screen Room Repair	0.00	0.00	0.00	0.00	0.00
5911 · Rec Hall Repairs	0.00	0.00	0.00	0.00	0.00
5912 · Automatic Gate to the Beach	0.00	0.00	0.00	0.00	0.00
Total 5900 · Capital Layout	0.00	0.00	0.00	0.00	0.00
5960 · Marina Construction					
5961 · Marina Contractors(cap imp)	0.00	0.00	0.00	0.00	0.00
Total 5960 · Marina Construction	0.00	0.00	0.00	0.00	0.00
6000 · Miscellaneous Expenses					
6010 · Over/Short Expenses	0.00	0.00	0.00	0.00	0.00
6000 · Miscellaneous Expenses - Other	0.00	0.00	0.00	0.00	0.00
Total 6000 · Miscellaneous Expenses	0.00	0.00	0.00	0.00	0.00
6900 · Uncategorized Expenses	0.00	0.00	0.00	0.00	0.00
9010 · Bank Service Charges	21.00	0.00	21.00	0.00	0.00
	33,122.76	0.00	33,122.76	0.00	0.00
	-20,419.58	50,189.00	-20,419.58	50,189.00	602,268.00
	<u>-20,419.58</u>	<u>50,189.00</u>	<u>-20,419.58</u>	<u>50,189.00</u>	<u>602,268.00</u>

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA MOTION FORM

1002 F

TODAY'S DATE 11.8.19

MEETING DATE 11.19.19
At least 8 days prior to meeting date

REGULAR MEETING WORK SESSION SPECIAL MEETING EMERGENCY

COMMITTEE MEETING BUDGET

Trustee requesting

Jim Frost

Subject:

Marina Docks

Reason

Height

BRIEF EXPLANATION

Board discussion and vote: a step down
to the finger piers of all the
same height as the sea wall cap.

MOTION IF NEEDED

yes

Supporting documentation attached

Received by

Jodi Lawman

Date

11-8-19

Approved April 17, 2018.

Revised _____

Effective 4/17/18

[Signature]

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA MOTION FORM

1002 F

TODAY'S DATE 11-8-19

MEETING DATE 11-19-19
At least 8 days prior to meeting date

REGULAR MEETING WORK SESSION SPECIAL MEETING EMERGENCY
 COMMITTEE MEETING BUDGET

Trustee requesting Jim Frost

Subject: ER Meeting

Reason CWE

BRIEF EXPLANATION

CWE emergency meeting held on
Oct 28, 2019 @ 10 A.M.

MOTION IF NEEDED

yes

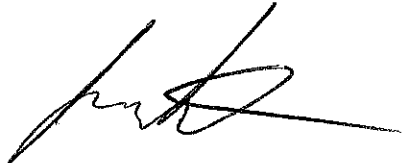
Supporting documentation attached

Received by Julie Lawm Date 11.8.19

Approved April 17, 2018

Revised _____

Effective 4/17/18



BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA MOTION FORM

1002 F

TODAY'S DATE 11/7/19

MEETING DATE 11/19/19
At least 8 days prior to meeting date

BOT
REGULAR MEETING WORK SESSION SPECIAL MEETING EMERGENCY
 COMMITTEE MEETING BUDGET

Trustee requesting Jerry Zemmisly

Subject: Moving Storage Rooms

Reason Running Out of Storage Rooms

BRIEF EXPLANATION

I make a motion MOTION IF NEEDED
to move the records room to the Dock masters current room, move the dock master to the library, eliminate the library, and move the files to the current records room at least this things that are used only once a year.

Supporting documentation attached
Received by [Signature] Date 11/7/19

Approved April 17, 2018
Revised _____
Effective 4/17/18

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA MOTION FORM

1002 F

TODAY'S DATE 11-8-19

MEETING DATE 11-19-19
At least 8 days prior to meeting date

^{BOT}
REGULAR MEETING WORK SESSION SPECIAL MEETING EMERGENCY
 COMMITTEE MEETING BUDGET

Trustee requesting

Jim Frost

Subject:

Referendum

Reason

Extension of screen porch, cost approx. \$40,000

BRIEF EXPLANATION

Add the screen porch referendum to the March 17, 2020 ballot.

MOTION IF NEEDED

Supporting documentation attached

Received by

Jules Lamm

Date

11-8-19

Approved April 17, 2018

Revised _____

Effective 4/17/18

[Signature]

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA MOTION FORM

1002 F

TODAY'S DATE 11/7

MEETING DATE 11/19
At least 8 days prior to meeting date

REGULAR MEETING WORK SESSION SPECIAL MEETING EMERGENCY
 COMMITTEE MEETING BUDGET

Trustee requesting Belle Bayle

Subject: Jam Session

Reason _____

BRIEF EXPLANATION

The musicians would like to re-group. Because of the Hall is still under construction, can they go in the screen room? Previously they were not charged for using the space.

MOTION IF NEEDED

Supporting documentation attached

Received by [Signature] Date 11/7/19

Approved April 17, 2018

Revised _____

Effective 4/17/18

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA MOTION FORM

1002 F

TODAY'S DATE 10/24/19

MEETING DATE 11-12-19
At least 8 days prior to meeting date

REGULAR MEETING WORK SESSION SPECIAL MEETING EMERGENCY
COMMITTEE MEETING BUDGET

Trustee requesting Sharon Denison
Subject: Public Record Policy
Reason TO be discussed

BRIEF EXPLANATION

MOTION IF NEEDED

Supporting documentation attached

Received by [Signature] Date 10/28/19

Approved April 17, 2018 Sharon Denison, Chairman

Revised _____

Effective 4/17/18

**BAYSHORE GARDENS PARK AND RECREATION DISTRICT
PUBLIC RECORDS PROCEDURES**

1034 PR

OFFICIAL RECORDS CREATED OR RECEIVED BY DISTRICT OFFICE

Every document received in the District office from a Trustee must have the original document signed by the Trustee and dated before being included in the Public Record

Every document received from other than the Board of Trustees or an individual Trustee shall be date/time stamped and initialed by the District Office before being included in the Public record. (The origin of the document must be identified on the document)

Any document that does not conform to the above, a copy shall be emailed to all Trustees' and a copy shall be placed in their Trustee slot. If document is identified by a Trustee, it shall be signed by that Trustee and dated with the applicable notations (date created and official minutes) and placed in the public record. If identification is not achieved, the document/s shall go to the Board of Trustee for authentication. Those documents shall be kept in a separate notebook until the document/s is brought before the Board of Trustees for authentication. The date of authentication shall be on the document with the signature of the Chairman of the Board. Failure to authenticate the document shall result in the document/s removal from the Custodian of the records.

Tape or Video recordings that are recorded by the Board of Trustees are public record. If a recording is to be made, the Secretary of the Board shall use the District's approved recorder and the recording by the Secretary is the official recording. The recorder/recording shall be returned to the District office when the minutes are submitted.

Committee tape recording made by the Secretary of the committee shall be the official recording for the committee. The recording shall be submitted to the office when the Secretary has finished the minutes.

SEALED BIDS

Section 119.071(1)(b) FS. Provides an exemption for "sealed bids, proposals, or replies received by an agency pursuant to a competitive solicitation" until such time as the agency provides notice of an intended decision or until 30 days after opening, whichever is earlier.

Bids accepted shall be kept as long as the reason for the bid exists.

The Custodian of the records does not create reports that are not routinely compiled by the District. Requestor may come to the office, view the records and be provided with copies per the fee schedule.

The employees of the District shall not read thru official minutes to answer a question for a requestor. The requestor may come to the office, review the records, and be provided with a copy or copies per the fee schedule.

The requestor receives a copy of the document as retained by the district. No highlight, writing on defacing or altering of the Public Record is allowed.

The Records Retention schedule shall be followed.

PROCEDURES

REQUEST MAY BE IN WRITING OR VERBAL

The request for public records may be in writing or verbal. The requestor does not have to identify themselves, or explain the reason for their request. The Office staff may make notes regarding the information requested. The requestor may provide communication information or make arrangements to return for the records. The notes made by staff are a public record.

IDENTIFY RECORDS SUBJECT TO REQUEST

Requester must identify records that are being requested to view or copy. If requestor is not able to identify, they may review documents in the category they are requesting. The official documents of the District must be in view of the Custodian or their designee at all times. Official documents shall not leave the District Office. The District does not create reports nor does it read thru documents/minutes to satisfy a request. The requestor may review the documents in the District Office with supervision.

VOLUMN OF REQUEST REQUIRING ADDITIONAL STAFF TIME

Should the nature or volume of the request for public records exceed ½ hour, the requestor will be provided an estimate of the charges. The requestor pays the estimate for time and copies in advance of the completing the request. Should the estimate exceed actual, the overage shall be returned to the requestor.

EMAILS

The District Office may print and store copies of all emails received at the District Office by date or may provide a computer at the front counter for residents to use to read emails received by the District. Residents may request and receive paper copies of any email at the District published rates.

FEE SCHEDULE

- 15 cents per page or 20 cents for two sided copy.
- Actual cost to District for other documents, such as maps, blue prints, or other oversized documents. Cannot charge for clerical hours unless duplication must be made off sight.
- Video recordings actual cost to district for DVD or Flash Drive
- Audio recordings actual cost to district for CD or Flash Drive
- The charge for sending a fax shall be \$1.00 per page
- The charge for receiving a fax shall be \$1.00 per page
- Notary charges shall be \$5.00 per document.
- A receipt shall be written for all payments received.

REASONABLE TIME TO FULFILL A REQUEST

1. Within one week for a request to inspect/copy records created within the past 5 years with at least a 5 year retention schedule.
2. Within two weeks for a request to inspect/copy documents created and required by Retention Schedule to maintain over 5 years old
3. If fulfilling request will exceed two weeks we will notify the requestor by US Mail or email and the reason for the delay.

CHARGES FOR STAFF TIME

1. Records identified by the requestor and created within the past two years, no charge
2. Records identified by the requestor and created beyond the two years in 1 above and retrieved in 1/2 hour, no charge, after the first 1/2 hour the requestor will be charged at rate of \$3.25 per 1/4 hour.
3. All records must be viewed in the District Office under the supervision of the Office staff.
4. No fee will be charged for viewing records.

PROCESS REQUEST PURSUANT TO PUBLIC RECORD POLICY 1034 P

TRUSTEE REQUESTS FOR RECORDS

Trustee request for records/documents to fulfill their obligations to the District are not public record requests pursuant to this policy. Trustees shall receive copies of requested documents and Trustee requests are a priority.

Date approved _____
Revised _____
Effective _____

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA MOTION FORM

1002 F

TODAY'S DATE 10/27/19

MEETING DATE 11/19/19
At least 8 days prior to meeting date

R

REGULAR MEETING WORK SESSION SPECIAL MEETING EMERGENCY
COMMITTEE MEETING BUDGET

Trustee requesting Sharon Denson

Subject: Revision in Agenda Policy 1002 P & 1002² PR

Reason Requested -

BRIEF EXPLANATION

Simply cut-off

Not adding to website. Posted agenda
Once posted - agenda remains on website

MOTION IF NEEDED

Supporting documentation attached

Received by *Mia* Date 10/28/19

Approved April 17, 2018 Sharon Denson, Chairman

Revised _____

Effective 4/17/18

BAYSHORE GARDENS PARK AND RECREATION DISTRICT

AGENDA POLICY

1002P

"189.069 Special districts; required reporting of information; web-based public access.—

(1) Beginning on October 1, 2015, or by the end of the first full fiscal year after its creation, each special district shall maintain an official website containing the information required by this section. Each special district shall submit its official website address to the department.

FS 189.069.2(a)16 "At least 7 days before each meeting or workshop, the agenda of the meeting, along with any supporting documentation available in an electronic format, excluding confidential and exempt information. The information must remain on the website for at least 1 year after the event."

The following statement/s will be at the bottom of each Regular Board of Trustee meeting agenda, including Workshops

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 the 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 to be based.

Approved 4/17/18 Sharon Denson, Chairman

Revised _____

Effective 4/17/18

**BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA PROCEDURE**

1002PR

REGULAR/SPECIAL/EMERGENCY OR WORK SESSION

•FS 189.069 (2) (a)A special district shall post the following information, at a minimum, on the district's official website[Ⓢ], (16) At least 7 days before each meeting or workshop, the agenda of the event, along with any meeting materials available in an electronic format, excluding confidential and exempt information. The information must remain on the website for at least 1 year after the event.

1. New Business, Agenda item/s requests will be placed on the agenda form 1002 and submitted to District Manager at least 8 days prior to meeting date.

The 8 days shall be:

- a) If the meeting is scheduled on a Tuesday, the cut off for agenda forms will be the prior Tuesday. The agenda forms must be received in the office by 1:00PM and posted on the website by close of business.
 - b) Wednesday meeting cut off would be the Wednesday before and etc
2. Old Business, Agenda items, the Secretary is responsible to bring forward Old Business on form 1002 and submit to the District manager at least 8 days prior to meeting date. See item 1 above
 3. The agenda and supporting documentation (if available) including Form 1002 will be put on the website and emailed to all Trustees at least seven (7) days prior to the meeting.
 4. *FS 189.069 (16) "At least 7 days before each meeting or workshop, the agenda of the event, along with any meeting materials available in an electronic format, excluding confidential and exempt information. The information must remain on the website for at least 1 year after the event."*

The agenda for a meeting may be amended after the 8 days and included at the meeting if an unexpected event occurs.

5. Any amendments to agenda as well as supporting documentation that was not available when agenda form 1002 was submitted will be added to the meeting printed agenda only and will not appear on the website. Each addition shall be emailed to all trustees. The Board shall vote for the inclusion of all additional agenda motions as a group in the Regular Board of Trustee or Work Session on the proposed additions to the agenda received after the agenda is posted on the website. The vote shall take place pursuant to Bylaws, Article VI, agenda item 3, pledge to the flag. (The additional motions shall be voted on by the Board as a group, not individual motions.)

6. Special, Emergency meetings and Budget Hearings shall not have agenda items added to those agendas.

BUDGET HEARING

Agenda for Budget hearing shall only include the Budget; no other business is to be conducted. The submission of the agenda for the Budget Hearing shall comply with requirements above.

COMMITTEE MEETINGS

Committee Chair will prepare agenda for committee meetings and forward to District Manager for posting on the website and distribution to Trustees. The District manager must receive agenda requests at least 8 days prior to meeting. The agenda's will be placed on the website at least 7 days prior to meeting.

The following statement/s will be at the bottom of the agenda for each Board of Trustee meeting, Budget Hearing, including Work Session.

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 the 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 to be based.

Approved 4/17/18 *Sharon Danton, Chairman*

Revised _____

Effective 4/17/18

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA MOTION FORM

1002 F

TODAY'S DATE 10/23/19

MEETING DATE ~~11/6/19~~ 11/19/19
At least 8 days prior to meeting date

REGULAR MEETING WORK SESSION SPECIAL MEETING EMERGENCY
 COMMITTEE MEETING BUDGET

Trustee requesting Sharon Denson

Subject: CLUBS/Organizations C.E.R.T.

Reason Elimination of CERT in Bayshore Gardens

BRIEF EXPLANATION

Attempting to use Club policy to eliminate CERT. Have a Sunshine discussion about the real issues instead of the out of the Sunshine discussions. C.E.R.T. is for the residents, not for the common areas of the District. No other response is available immediately after any disaster and that was the reason that CERT was founded. If the Board is successful, who will fill that void for the residents of the District? Manatee County is working to establish as many community CERT programs as possible to avoid the situations that have occurred in Florida. CERT is not a social club, it is a trained response force that works with the County, Fire, and police in an emergency. The established teams are working with communities to help establish their own program as is going on here. We currently have 7 certified and a waiting list to take the training. Other community members assist us in the establishing our program that is independent of any other community. I was advised today by EOC that more classes are in the process so that we can build our force here to better serve our District.

MOTION IF NEEDED

If the District does not want the service to the community, they need to address the problem in a public meeting, not behind closed doors as has been confirmed is going on now. This is about serving the public with a trained force. We are currently working with the County to have the capabilities of calling in other CERT community volunteers to help our residents should we have a need and their communities don't. We would also assist if other communities had damage and we did not.

Supporting documentation attached, YES

Received by _____ Date _____

Approved April 17, 2018 Sharon Denson, Chairman

Revised _____ Effective 4/17/18

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA MOTION FORM

1002 F

TODAY'S DATE 10-19-19

MEETING DATE ~~11-6-19~~ 11-19-19
At least 8 days prior to meeting date

REGULAR MEETING WORK SESSION SPECIAL MEETING EMERGENCY
 COMMITTEE MEETING BUDGET

Trustee requesting Sharon Denton
Subject: County Commissioner, Misty Lucia
Reason use of room for meeting once a month.

BRIEF EXPLANATION

Commissioner would appreciate the use of room to hold a focus group meeting for District 4. This is a benefit to Bayshore Gardens. The meeting last about 1 hr from 6:30 PM TO 7:30 PM.

MOTION IF NEEDED

Was left off Workshop Agenda of 11/16/19

(This was included in 11-6-19 under additional agenda items but was not itemized due to late submission. Supporting documentation attached

Received by _____ Date _____

Approved April 17, 2018 Sharon Denton, Chairman
Revised _____
Effective 4/17/18

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA MOTION FORM

1002 F

TODAY'S DATE 11-12-19

MEETING DATE 11-19-19
At least 8 days prior to meeting date

REGULAR MEETING WORK SESSION SPECIAL MEETING EMERGENCY
 COMMITTEE MEETING BUDGET

Trustee requesting

Jim Frost

Subject:

Elections Canvassing Board

Reason:

For Bayshore Elections of Dec. 3rd

BRIEF EXPLANATION

Election Svcs. Agreement. Canvassing Board shall consist of the Supervisor of Elections, Chairman of the Board of Trustees or his designee and a third person selected by the Board. Jim not available on Dec. 6

MOTION IF NEEDED

Motion to elect 3rd party for election equipment festion, canvass of absentee ballots, election results and provisional ballot review.

Supporting documentation attached

Received by

Jodi Lewman

Date

11-12-19

Approved April 17, 2018

Revised _____

Effective 4/17/18