

Agenda
Bayshore Gardens Park & Recreation District
Board of Trustee Work Session
November 6, 2019 @ 7 P.M.

1. Roll Call
- Discussions:**
2. Cure the Emergency Meeting held on Monday, October 28, 2019, at 10 a.m.
3. Bank Funding
4. Background Checks for Board Candidates
5. Mission Statement for District
6. 5 Questions from each Board Member for Candidate Night
7. Screen Porch Extension
8. Sun Deck over Pool Baths
9. Motion: Public Record Policy
10. Additional Agenda items as Needed.

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.



10/10/2019

Jodie Lawman
 Jim Frost
 Bayshore Gardens Park & Recreation District
 6919 26th Street W.
 Bradenton, FL 34207

Fifth Third Bank ("Fifth Third") is pleased to provide you with this summary term sheet ("Term Sheet"). This Term Sheet summarizes the basic terms and conditions that Fifth Third is considering relative to the proposed financing.

Summary Terms and Conditions	
Borrower(s):	Bayshore Gardens Park & Recreation District
Guarantor(s):	N/A
Facility Type:	\$100,000 Revolving Line of Credit
Term/Maturity:	One year from closing date – One (1) year revolving, interest only payments from the closing date.
Repayment Schedule:	Interest only payments for the 12 months of the term.
Pricing:	The revolving line of credit will bear interest at the variable rate of Prime plus 100 basis points, payable monthly in arrears (the equivalent of 6.00% at closing).
Collateral:	Unsecured
Reporting Requirements:	<p>The loan documentation will contain reporting requirements the Borrower shall provide including, without limitation, the following:</p> <ul style="list-style-type: none"> • Annual Audits of the Borrower within 120 days of year end.

Other Expenses:

Additional Bank Services:

The Borrower shall be responsible for all costs and expenses of Fifth Third incurred in connection with the appraisal, environmental, preparation, and administration of the Facilities, and all due diligence related thereto, including without limitation, the legal fees of the Bank's counsel, regardless of whether the Facilities are closed.

Borrower shall maintain a primary deposit operating account with Fifth Third for the duration of the loan term from which the automatic loan payments will be deducted. The scope of the additional banking relationship will be negotiated prior to closing.

This Term Sheet is not a commitment to consummate any transaction, or to take or refrain from taking any other action. It is for discussion purposes only. Discussions may be terminated at any time without liability to, or obligation of, Fifth Third.

This Term Sheet is confidential information subject to any applicable confidentiality or nondisclosure agreement. If there is no applicable confidentiality or nondisclosure agreement then you will, during the discussions contemplated by this Term Sheet and thereafter, hold this Term Sheet and its contents in confidence and will not disclose them to any person or entity (except your directors, officers, employees, legal counsel, and financial representatives with a bona fide need to know) without Fifth Third's prior written consent.

If the attached Preliminary Term Sheet is satisfactory, please indicate your acceptance by signing the enclosed copy and returning it to Fifth Third Bank. Your acceptance of the terms of this Proposal Letter will constitute your agreement to pay costs and expenses incurred by the Bank in connection with any due diligence review, as well as the preparation, negotiation, and delivery of any related documents, even if the proposed credit is not consummated for any reason.

(Signature page to follow)

Sincerely,

Mark Sabuda
Vice President
Senior Relationship Manager
Fifth Third Bank – South Florida

Accepted By:

_____ October , 2019

Accepted By:

_____ October , 2019

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA MOTION FORM

1002 F

TODAY'S DATE 10/24/19

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

REGULAR MEETING__ WORK SESSION SPECIAL MEETING__ EMERGENCY

__ COMMITTEE MEETING__ BUDGET__

Trustee requesting Sharon Denson

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 Denson, Chairman

Revised _____

Effective 4/17/18

Proposed

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 ½ hour, no charge, after the first ½ 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 11/6/19
At least 8 days prior to meeting date

REGULAR MEETING ___ WORK SESSION SPECIAL MEETING ___ EMERGENCY ___
___ COMMITTEE MEETING ___ BUDGET ___

Trustee requesting Sharon Denson

Subject: Revision in Agenda Policy 1002 P & 1002 PR

Reason Requested-

BRIEF EXPLANATION

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

MOTION IF NEEDED

Supporting documentation attached

Received by [Signature] Date 10/28/19

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

Current

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 agenda

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
Revised _____
Effective 4-17-18



Proposed

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

Current

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA PROCEDURE

1002PR

REGULAR/SPECIAL/EMERGENCY OR WORK SESSION

- 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.
- Any supporting documentation will be attached if available.
- 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
- 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.
- The agenda for a meeting may be amended after the 8 days and including at the meeting if an unexpected event occurs.
- Any amendments to agenda as well as supporting documentation that was not available when form 1002 submitted. The amendment and supporting documentation must be put on the website and emailed to all Trustees if received the day before the meeting.
- Amendments to agenda received the day of the meeting, will be emailed to the Trustees and printed/delivered to each trustee at the meeting and added to agenda on website.

BUDGET HEARING

Agenda for Budget hearing shall only include the Budget; no other business is to be conducted.

COMMITTEE

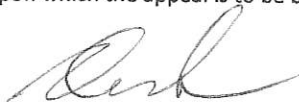
Committee Chair will prepare agenda for committee meetings and forward to District Manager for posting on the website and distribution to Trustees. The District manager must receive agenda requests at least 8 days prior to meeting. The agenda's will be placed on the website at least 7 days prior to meeting.

The following statement/s will be at the bottom of each agenda

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
Revised _____
Effective 4-17-18



Proposed

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 Denson, Chairman*

Revised _____

Effective 4/17/18

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA MOTION FORM

1002 F

TODAY'S DATE 10/28/19

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

REGULAR MEETING ___ WORK SESSION SPECIAL MEETING ___ EMERGENCY

___ COMMITTEE MEETING ___ BUDGET ___

Trustee requesting Sharon Denson

Subject: Revised 1025 P

Reason No longer Resolution R-16-068 Manatee Co.

BRIEF EXPLANATION

Manatee Co does not have "Sargent @
Arms" added by Bayshore Gardens-
Once altered needs to be reflected in
our policy.

MOTION IF NEEDED

Supporting documentation attached

Received by [Signature] Date 10/28/19

Approved April 17, 2018 Sharon Denson, Chairman

Revised _____

Effective 4/17/18

BAYSHORE GARDENS PARK AND RECREATION DISTRICT

MEETING DECORUM POLICY

1025P

"All persons in attendance at a Board meeting, hearing, or workshop shall conduct themselves in a civil manner and refrain from action that disrupts the meeting or hinders the Board in performing its duties." To these ends, such persons are prohibited from:

1. committing acts of violence toward any person;
2. making threats of violence or speaking "fighting words" that are likely to provoke violence;
3. disrupting the proceedings with excessive commotion or excessively loud shouting or other noise or use of obscene or crude language;
4. interfering with the rights of others to speak, hear, see, or attend the proceedings;
5. being unduly repetitious or presenting matters not relevant to the agenda item under consideration;
6. making personal attacks or insults against any person;
7. speaking on a subject about which the Board has already taken a position or about which the Board has voted not to receive further comment;
8. continuing to speak after the allotted time has expired or after having been ruled out of order; or
9. speaking on a subject that is clearly outside the purview of the posted meeting agenda

The Chair or Sargent of Arms shall rule out of order any person(s) violating these provisions for orderly meetings. In appropriate situations (e.g., if such person(s) refuse to cease such violations), the Chair or Sargent of Arms may have such person(s) removed from the meeting, hearing, or workshop by law enforcement personnel or take such other actions as may be reasonably necessary to enforce these requirements.**

** Manatee County Resolution R-16-068

- 5.4.2 All persons in attendance at a Board meeting, hearing, or workshop shall conduct themselves in a civil manner and refrain from action that disrupts the meeting or hinders the Board in performing its duties. To these ends, such persons are prohibited from:
- 5.4.2.1 committing acts of violence toward any person;
 - 5.4.2.2 making threats of violence or speaking "fighting words" that are likely to provoke violence;
 - 5.4.2.3 disrupting the proceedings with excessive commotion or excessively loud shouting or other noise or use of obscene or crude language;
 - 5.4.2.4 interfering with the rights of others to speak, hear, see, or attend the proceedings;
 - 5.4.2.5 being unduly repetitious or presenting matters not relevant to the agenda item under consideration;
 - 5.4.2.6 making personal attacks or insults against any person;
 - 5.4.2.7 speaking on a subject about which the Board has already taken a position or about which the Board has voted not to receive further comment;
 - 5.4.2.8 continuing to speak after the allotted time has expired or after having been ruled out of order; or
 - 5.4.2.9 speaking on a subject that is clearly outside the purview of section 2.1.
- 5.4.3 The Chair shall rule out of order any person(s) violating these provisions for orderly meetings. In appropriate situations (e.g., if such person(s) refuse to cease such violations), the Chair may have such person(s) removed from the meeting, hearing, or workshop by law enforcement personnel or take such other actions as may be reasonably necessary to enforce these requirements.

BOT approved with
correction at bottom

BAYSHORE GARDENS PARK AND RECREATION DISTRICT

MEETING DECORUM POLICY

1025P

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4. interfering with the rights of others to speak, hear, see, or attend the proceedings;
5. being unduly repetitious or presenting matters not relevant to the agenda item under consideration;
6. making personal attacks or insults against any person;
7. speaking on a subject about which the Board has already taken a position or about which the Board has voted not to receive further comment;
8. continuing to speak after the allotted time has expired or after having been ruled out of order; or
9. speaking on a subject that is clearly outside the purview of the posted meeting agenda

The Chair or Sargent of Arms shall rule out of order any person(s) violating these provisions for orderly meetings. In appropriate situations (e.g., if such person(s) refuse to cease such violations), the Chair or Sargent of Arms may have such person(s) removed from the meeting, hearing, or workshop by law enforcement personnel or take such other actions as may be reasonably necessary to enforce these requirements.

Manatee County Resolution R-16-068, items 1 – 9

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA MOTION FORM

1002 F

TODAY'S DATE 10/29/19

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

REGULAR MEETING WORK SESSION SPECIAL MEETING EMERGENCY
 COMMITTEE MEETING BUDGET

Trustee requesting

Terry Zimmerman

Subject:

Changing storage rooms around

Reason

We are running out of storage room

BRIEF EXPLANATION

Permission for the manager to rearrange
the rooms. Move records to
Dock Master room, Move Book M to
library & eliminate the library. Move clubs
to records room.

MOTION IF NEEDED

Supporting documentation attached

Received by

Jodie Lawman

Date

10/29/19

Approved April 17, 2018

Revised

Effective 4/17/18