

**BAYSHORE GARDENS PARK AND RECREATION DISTRICT
BOARD OF TRUSTEE MEETING
June 18, 2019**

1. Roll Call, establish quorum
2. Call to Order
3. Pledge to flag
4. Approval of Minutes April 16th, May 1st, May 21st and June 5th
5. Treasurer Report
6. Trustee Committee Reports
7. District Manager Response to Trustees

Old Business

Residents comments agenda item 3 min

8. Amendment to Bylaws, Section 5. Special Meetings
9. Facility access for Trustees 1036 BA
10. Revision to Marina vessel contract 1005C
11. Clubs facilities access keys and fobs 1020KF
12. Disposal of Surplus property (4 derelict vessels)
13. Small Boat area

New Business

Resident comments agenda items 3 min

14. Recreation facility use 1035 RC and RCA
15. Board Review Trustee Rawlinson
16. Resident comments that do not address agenda items. Limited to three (3) minutes each
17. Announcements from Clubs and Organizations
18. 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 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

Manager Minutes 6/18/2019

MARINA: The chain hoist for the A frame needs to be closed due to a potential liability, bad chain hoist. (Currently cannot be used due to ramp project). Board approval is needed from the estimates provided at the 5/21/19 Board meeting. Estimate preferred by Dockmaster and Randy is from Crane Depot for \$2,952. They both believe the quality of the product is good for the price.

SOCIAL MEDIA MANAGEMENT: Lenny has submitted a proposal for social media management. The office has also obtained estimates for a tripod camera recorder to have set up during meetings. The taping and live feed of the board meetings can easily be accomplished with this device. Cost range from \$145 to \$185. Do we need to hire a third party for social media management of a Facebook page? Also, a voice recorder was ordered that came with text to type software. This will expedite the typing of official minutes verbatim from the tape recording.

MAIL CHIMP: Is another tool the office has set up for resident contact. The messaging program will let you input email addresses and send out mass emails to residents. This can be a very useful tool in the event of an emergency, early pool closure, etc. Can also be used for resident surveys or to send reminders about District events. I have downloaded the "free" version to get started. The monthly fee would be \$15.00 should we need to upgrade. This is a great program to get in touch with residents using email communication. Currently, the office is in the process of inputting resident email addresses which we have been requesting upon contract completion. All contracts should have a line for email addresses to assist in accomplishing this task.

MANGROVE TRIMMING: Per contract with Suncoast Environmental they were on-site on 6/3/19 to trim the mangroves at the beach and some areas along the canal in accordance with the contract.

KELLY BROTHERS PAYMENT: An Application and Certificate for payment has been received by the office requesting initial payment of \$196,859.28. Board Treasurer and Marina Chair, Terry, has reviewed, signed and approved for payment. Robert, as Marina Consultant, was also intricate in reviewing the Certificate for payment as well as Trustee and Chair of House and Grounds, Jim Frost.

JAZZERCISE: A letter was received from Kathy Mathews of Jazzercise relinquishing her hall keys (2 sets) and thanking the District for the 9 years of facility usage. This opens the hall up on Mondays and Thursdays earlier for access. Should any clubs/events want to schedule hall usage, they may prior to 7 p.m.

MANATEE COUNTY: I received an email from Manatee County, Amy Pilson, regarding the lift station. Specifically: "Jeff Goodwin thinks it might be good to come discuss the relocation of the lift station project again. More specifically this time to remove from the discussion the two options that included purchase of the private properties and just focusing on the one main area that is already owned by the Board." I suggested a Board workshop since Board meetings seem to have a full Agenda. Suggestions were given for July 3rd and August 7th. They would like to schedule for July 3rd. I informed them that this is already a noticed meeting and we could advertise it in the Banner. Advised Amy that I would confirm after the 6/18/ Board meeting.

POOL/BASKETBALL LIGHTING: Randy located solar lights that could be utilized in the pool area and basketball court. These lights would also double as security lights in the event of trespass in the pool. Solar would be economical for the District and would require less maintenance. An estimate is attached for review.

Bayshore Gardens Park & Recreation District

Balance Sheet

As of May 31, 2019

May 2019

May 31, 19

ASSETS

Current Assets

Checking/Savings

1000 · Checking-Operating 5/3 2537	268,862.66
1004 · Petty Cash - District	350.00
1005 · Escrow Account 5/3 - 3919	42,700.00
1006 · Checking-Payroll 5/3 2545	25,235.80
1010 · Checking-Sunshine-Dist.1054	39.67
1016 · Savings - Operating 5/3 4032	139,914.87
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)	160,473.37
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)	8,202.09
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)	1,421,145.60
1019 · Savings Reserves 5/3 5013 - Other	-123,236.17
Total 1019 · Savings Reserves 5/3 5013	<u>1,514,516.47</u>
Total Checking/Savings	<u>1,991,619.47</u>

Accounts Receivable

1100 · Accounts Receivable	28,645.48
Total Accounts Receivable	<u>28,645.48</u>

Other Current Assets

1200 · Prepaid Insurance	12,675.26
Total Other Current Assets	<u>12,675.26</u>

Total Current Assets

2,032,940.21

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	87,369.22
1980 · Office Furniture and Equipment	34,482.06
1990 · Other Furniture and Equipment	54,459.88
1995 · Accumulated Depreciation	-1,093,206.22
Total Fixed Assets	<u>1,001,101.69</u>

Other Assets

SUSPENSE	-331.25
1025- · Net Payroll	190.92
1800 · Utility Deposits	280.00
Total Other Assets	<u>139.67</u>

TOTAL ASSETS

3,034,181.57

LIABILITIES & EQUITY

Liabilities

Bayshore Gardens Park & Recreation District

Balance Sheet

As of May 31, 2019

May 2019

May 31, 19

Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	176.64
Total Accounts Payable	<u>176.64</u>
Credit Cards	
2051 · Staples Credit Card (Credit card)	44.00
2052 · Sam's Credit Card (credit card)	-157.75
Total Credit Cards	<u>-113.75</u>
Other Current Liabilities	
2010 · Accrued Wages	787.17
2100 · Payroll Liabilities	
2212 · Medicare Tax Payable	-0.02
2300 · Garnishment of Wages	-242.90
2100 · Payroll Liabilities - Other	5,920.57
Total 2100 · Payroll Liabilities	<u>5,677.65</u>
2110 · Recovery Fee (Recovery Fee for wage garnish)	10.00
2171 · Sales Tax Payable	1,066.19
2500 · Security Deposits	
2501 · Hall Security Deposits	5,457.00
2502 · Marina Security Deposits	42,750.00
2503 · Screen Room Deposit (Screen Room Deposit)	38.44
2504 · Key Deposit (Screen room bathroom key deposit)	-90.00
2500 · Security Deposits - Other	5,710.00
Total 2500 · Security Deposits	<u>53,865.44</u>
2600 · Deferred Revenues	13,707.59
Total Other Current Liabilities	<u>75,114.04</u>
Total Current Liabilities	<u>75,176.93</u>
Total Liabilities	75,176.93
Equity	
3040 · Owners' Equity	182,295.76
3050 · Retained Earnings (Retained Earnings)	1,567,621.30
3200 · Fund Balance	-86,517.97
3300 · Investment in GFAAG	1,008,695.07
Net Income	<u>286,910.48</u>
Total Equity	<u>2,959,004.64</u>
TOTAL LIABILITIES & EQUITY	<u><u>3,034,181.57</u></u>

Bayshore Gardens Park & Recreation District
Profit & Loss Budget Performance
May through September 2019

MAY, 2019

Ordinary Income/Expense

Income

	May - Sep 19	Budget	Oct '18 - Sep 19	YTD Budget	Annual Budget
4000 · Assessments					
4005 · Property Tax	15,145.76	214,695.00	482,677.38	515,268.00	515,268.00
4006 · commission fees (fees withheld by K. Burton)	-454.37	-7,083.35	-13,949.90	-17,000.00	-17,000.00
4007 · Excess fees (Excess commission fees)	0.00	1,250.00	0.00	3,000.00	3,000.00
Total 4000 · Assessments	14,691.39	208,861.65	468,727.48	501,268.00	501,268.00
4100 · Rent					
4111 · Screen Room Rental	75.00	333.35	770.25	800.00	800.00
4120 · Hall Rentals	2,975.00	5,833.35	17,535.93	14,000.00	14,000.00
4130 · Sales Tax Collected	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	332.78	19,166.65	35,775.76	46,000.00	46,000.00
4153 · Non Resident slip rentals	0.00	28,333.35	75,475.99	68,000.00	68,000.00
4155 · Short Term Slip Rental (Short Term Slip rental \$10.	0.00	41.65	32.35	100.00	100.00
4158 · Homeowner-Non Resident	0.00		1,065.00		
4151 · Slip Rental (All Resident Rentals) - Other	0.00		0.00	0.00	0.00
Total 4151 · Slip Rental (All Resident Rentals)	332.78	47,541.65	112,349.10	114,100.00	114,100.00
4154 · Small Boat Area (Small Boat Storage Area)	0.00	833.35	2,259.81	2,000.00	2,000.00
4156 · Trailer Space Rental	0.00	1,333.35	2,484.00	3,200.00	3,200.00
4157 · Gate Keys					
4159 · seawall restoration fee (portion for seawall)	0.00		0.00	0.00	0.00
4157 · Gate Keys - Other	40.00	2,083.35	4,120.00	5,000.00	5,000.00
Total 4157 · Gate Keys	40.00	2,083.35	4,120.00	5,000.00	5,000.00
4805 · late fees	0.00	125.00	2,450.00	300.00	300.00
4825 · Work Area/Pressure Washer	0.00	250.00	640.00	600.00	600.00
Total 4150 · Marina Rentals (All Marina income rentals)	372.78	52,166.70	124,302.91	125,200.00	125,200.00
Total 4100 · Rent	3,422.78	58,333.40	142,609.09	140,000.00	140,000.00
4115 · Bathroom Key Deposit (Deposit for key use)	0.00		0.00	0.00	0.00
4200 · Associate Memberships	0.00		0.00	0.00	0.00
4300 · Pool	0.00		0.00	0.00	0.00

Bayshore Gardens Park & Recreation District Profit & Loss Budget Performance

May through September 2019

MAY, 2019

	May - Sep 19	Budget	Oct '18 - Sep 19	YTD Budget	Annual Budget
4320 · Pool Income - Guests & Passes	0.00		0.00	0.00	0.00
4340 · Pool concession stand (all sales from concessions)	0.00		0.00	0.00	0.00
4360 · Pool FOB	630.00		1,280.00		
Total 4300 · Pool	630.00		1,280.00		0.00
4400 · Donations					
4405 · General Donations	0.00	20.85	0.00	50.00	50.00
4400 · Donations - Other	0.00		0.00	0.00	0.00
Total 4400 · Donations	0.00	20.85	0.00	50.00	50.00
4500 · Publications					
4520 · Banner - Subscriptions	0.00	20.85	0.00	50.00	50.00
4530 · Banner - Classified Ads	154.67	4,583.35	2,496.74	11,000.00	11,000.00
Total 4500 · Publications	154.67	4,604.20	2,496.74	11,050.00	11,050.00
4600 · Interest Income (Interest Income)	3,467.73	708.35	13,132.99	1,700.00	1,700.00
4800 · Miscellaneous Income					
4802 · Office Services	21.80		24.35		
4810 · Vending Machine (Processing fee on wages)	0.00		0.00	0.00	0.00
4815 · Insurance Refunds	0.00		0.00		
4830 · Over/Short	0.00		0.00		
4800 · Miscellaneous Income - Other	0.00	1,395.85	2,190.40	3,350.00	3,350.00
Total 4800 · Miscellaneous Income	21.80	1,395.85	2,214.75	3,350.00	3,350.00
4999 · Uncategorized Income	0.00		-0.64		
Total Income	22,388.37	273,924.30	630,460.41	657,418.00	657,418.00
Gross Profit	22,388.37	273,924.30	630,460.41	657,418.00	657,418.00
Expense					
5000 · Administration Expenses					
5100 · Wages, Taxes and Fees					
5120 · Wages - Administration	5,721.50	26,803.35	47,774.51	64,328.00	64,328.00
5125 · Wages - Office	0.00		0.00	0.00	0.00
5130 · Wages - Maintenance	8,821.00	36,905.00	72,172.46	88,572.00	88,572.00
5132 · Wages - Dockmaster	700.00	3,500.00	5,600.00	8,400.00	8,400.00
5133 · Marina Project Manager	1,190.00		1,435.00		
5135 · Wages - Pool	3,186.50	17,625.00	13,728.95	42,300.00	42,300.00

**Bayshore Gardens Park & Recreation District
Profit & Loss Budget Performance**

May through September 2019

MAY, 2019

	May - Sep 19	Budget	Oct '18 - Sep 19	YTD Budget	Annual Budget
5136 · Wages-Swim Lessons	0.00		0.00	0.00	0.00
5140 · Wages - Paid Holiday	0.00		0.00	0.00	0.00
5145 · Wages - Sick pay	0.00		0.00	0.00	0.00
5156 · Wages-Overtime (All overtime over 40 hours)	0.00		0.00	0.00	0.00
5157 · Wages-Vacation (Vacation time)	0.00		0.00	0.00	0.00
5160 · Bonus Pay	0.00		0.00	0.00	0.00
5170 · Health Insurance Compensation (Employee Insurance /	450.00	2,000.00	3,225.00	4,800.00	4,800.00
5210 · FICA-941 Taxes	1,535.29	6,250.00	9,666.43	15,000.00	15,000.00
5215 · Unemployment Taxes	40.51	208.35	372.64	500.00	500.00
5330 · Hall Monitor	530.75	1,041.65	2,505.25	2,500.00	2,500.00
5450 · Cell Phone	0.00	281.25	0.00	675.00	675.00
5610 · Accounting Fees	1,600.00	6,250.00	11,675.00	15,000.00	15,000.00
6080 · Travel Mileage	179.00	416.65	322.33	1,000.00	1,000.00
5100 · Wages, Taxes and Fees - Other	0.00		0.00	0.00	0.00
Total 5100 · Wages, Taxes and Fees	23,954.55	101,281.25	168,477.57	243,075.00	243,075.00
Total 5000 · Administration Expenses	23,954.55	101,281.25	168,477.57	243,075.00	243,075.00
5200 · Marina Expense					
5240 · Sales Tax	0.00		0.00	0.00	0.00
5250 · Property Tax	0.00	3,333.35	4,730.41	8,000.00	8,000.00
5570 · Small Boat Area	0.00	41.65	0.00	100.00	100.00
5575 · Marina Repair/Maintenance	500.00	1,458.35	2,200.35	3,500.00	3,500.00
Total 5200 · Marina Expense	500.00	4,833.35	6,930.76	11,600.00	11,600.00
5300 · Security					
5310 · Security Systems	776.98		816.97	0.00	0.00
5311 · Security Camera Maintenance (Security Camera Repair and	0.00	625.00	10,158.75	1,500.00	1,500.00
5320 · Gate Closing Expense	125.00	625.00	1,000.00	1,500.00	1,500.00
5335 · Key Fobs	0.00	312.50	0.00	750.00	750.00
5300 · Security - Other	0.00		1,395.21		
Total 5300 · Security	901.98	1,562.50	13,370.93	3,750.00	3,750.00
5400 · Utilities					
5410 · Electric	0.00	8,333.35	8,703.99	20,000.00	20,000.00
5420 · Water/Sewer	1,250.94	6,250.00	10,496.78	15,000.00	15,000.00

Baysshore Gardens Park & Recreation District
Profit & Loss Budget Performance
May through September 2019

MAY, 2019

	May - Sep 19	Budget	Oct '18 - Sep 19	YTD Budget	Annual Budget
5430 · Telephone/Pager/Cable/Web	189.97	1,875.00	1,697.24	4,500.00	4,500.00
5440 · Gas/Propane	19.01	258.35	804.00	620.00	620.00
Total 5400 · Utilities	1,459.92	16,716.70	21,702.01	40,120.00	40,120.00
5500 · Building and Grounds					
5510 · Supplies Maintenance	0.00		0.00	0.00	0.00
5511 · Professional/Contract Services (outside contractors)	705.44	4,583.35	10,807.89	11,000.00	11,000.00
5512 · Repairs, Maintenance & Supplies	419.97	5,000.00	8,291.23	12,000.00	12,000.00
5513 · Contract Services (Outside Contractor)	0.00		0.00	0.00	0.00
5515 · Janitorial and Cleaning	136.77	666.65	2,254.08	1,600.00	1,600.00
5516 · Gasoline (Grounds machinery fuel)	0.00	208.35	146.69	500.00	500.00
5520 · Maintenance Equipment	0.00	1,458.35	2,462.12	3,500.00	3,500.00
5530 · Pest Control	0.00	625.00	2,210.25	1,500.00	1,500.00
5560 · Landscaping	120.89	6,666.65	4,718.66	16,000.00	16,000.00
5580 · Pool Maintenance	515.26	625.00	4,942.76	1,500.00	1,500.00
5585 · Pool Repair/Replacement (Pool Repair)	0.00	2,083.35	0.00	5,000.00	5,000.00
5590 · Pool Chemicals	1,259.15	4,583.35	9,109.85	11,000.00	11,000.00
5683 · Certification Reimbursement (Pool attendant certification)	0.00	291.65	450.00	700.00	700.00
6500 · Playground Expense	0.00	916.65	0.00	2,200.00	2,200.00
Total 5500 · Building and Grounds	3,157.48	27,708.35	45,393.53	66,500.00	66,500.00
5600 · Other Administration Expense					
5519 · Leased Equipment	346.72	866.65	1,386.78	2,080.00	2,080.00
5650 · Postage	27.40	333.35	564.53	800.00	800.00
5660 · Legal Fees	1,333.99	3,333.35	5,620.50	8,000.00	8,000.00
5665 · Seminars, Training and Fees	10.00	104.15	1,610.39	250.00	250.00
5670 · Office Supplies/Expenses	747.02	3,300.00	4,125.59	7,920.00	7,920.00
5680 · Audit Fees					
5685 · Employment Agency	0.00		0.00	0.00	0.00
5680 · Audit Fees - Other	0.00	3,333.35	10,900.00	8,000.00	8,000.00
Total 5680 · Audit Fees	0.00	3,333.35	10,900.00	8,000.00	8,000.00
5682 · Organizational Fees and License	0.00	333.35	36.00	800.00	800.00
5686 · Website Maintenance	100.00	83.35	3,101.28	200.00	200.00
5690 · Advertising	273.78	833.35	1,049.76	2,000.00	2,000.00

Bayshore Gardens Park & Recreation District Profit & Loss Budget Performance May through September 2019

MAY, 2019

	May - Sep 19	Budget	Oct '18 - Sep 19	YTD Budget	Annual Budget
6020 · Bank Fees	425.92	20.85	4,043.22	50.00	50.00
6040 · Trustee Election	0.00	1,770.85	0.00	4,250.00	4,250.00
Total 5600 · Other Administration Expense	3,264.83	14,312.60	32,438.05	34,350.00	34,350.00
5630 · Insurance-Business					
5631 · Insurance - Liability (FI Municipal)	0.00	3,521.65	4,226.00	8,452.00	8,452.00
5632 · Insurance - Workers Compensatio	0.00	4,362.50	6,176.00	10,470.00	10,470.00
5633 · Insurance - Auto Liability	0.00	65.00	78.00	156.00	156.00
5634 · Insurance -Property	0.00	5,842.50	5,186.00	14,022.00	14,022.00
5635 · Insurance - Flood	2,586.00	3,750.00	9,327.36	9,000.00	9,000.00
Total 5630 · Insurance-Business	2,586.00	17,541.65	24,993.36	42,100.00	42,100.00
5700 · Publications Expense					
5710 · Banner - Commissions	8.03	1,333.35	735.01	3,200.00	3,200.00
5711 · Banner composition	470.00	2,500.00	4,080.00	6,000.00	6,000.00
5720 · Banner - Printing Costs	718.10	4,166.65	6,455.95	10,000.00	10,000.00
5740 · Banner - Paper Delivery	250.00	1,250.00	2,000.00	3,000.00	3,000.00
5750 · Banner - Office Supplies					
5751 · office equipment (computer/printer)	0.00	0.00	0.00	0.00	0.00
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)	21.00	52.50	147.00	126.00	126.00
5762 · King Features (King Features)	22.79	114.60	182.32	275.00	275.00
5760 · Banner - Miscellaneous Expenses - Other	0.00	0.00	0.00	0.00	0.00
Total 5760 · Banner - Miscellaneous Expenses	43.79	167.10	329.32	401.00	401.00
Total 5700 · Publications Expense	1,489.92	9,417.10	13,600.28	22,601.00	22,601.00
5800 · District Recreation					
5830 · Expenses -	611.89	4,916.65	658.44	11,800.00	11,800.00
5800 · District Recreation - Other	0.00		0.00	0.00	0.00
Total 5800 · District Recreation	611.89	4,916.65	658.44	11,800.00	11,800.00
5880 · Concession Stand (Concession Stand Expense)	0.00	0.00	15.34	0.00	0.00
5885 · Depreciation Expense	0.00	0.00	0.00	0.00	0.00

Bayshore Gardens Park & Recreation District Profit & Loss Budget Performance

May through September 2019

MAY, 2019

	May - Sep 19	Budget	Oct '18 - Sep 19	YTD Budget	Annual Budget
5900 · Capital Layout					
5901 · ADA Lift for Pool	0.00	3,750.00	8,268.20	9,000.00	9,000.00
5902 · ADA Compliant Ramp for Rec Ctr	3,200.00	2,083.35	6,400.00	5,000.00	5,000.00
5903 · Sheds to Replace Porta Potty	0.00	3,333.35	0.00	8,000.00	8,000.00
5904 · Resurface Brezeway	0.00	4,166.65	0.00	10,000.00	10,000.00
5906 · Fishing Pier Repair	0.00	8,750.00	0.00	21,000.00	21,000.00
5907 · Pickleball Crt @ Basketball Crt	0.00	291.65	74.64	700.00	700.00
5908 · Add Heat to AC	0.00	4,166.65	0.00	10,000.00	10,000.00
5909 · Screen Room Repair	0.00	12,500.00	0.00	30,000.00	30,000.00
5911 · Rec Hall Repairs	0.00	30,742.50	0.00	73,782.00	73,782.00
5912 · Automatic Gate to the Beach	0.00	5,850.00	0.00	14,040.00	14,040.00
5915 · Air Conditioner	0.00		0.00	0.00	0.00
5920 · Furniture & Equipment	0.00		0.00	0.00	0.00
5940 · Security Cameras	0.00		0.00	0.00	0.00
Total 5900 · Capital Layout	3,200.00	75,634.15	14,742.84	181,522.00	181,522.00
5950 · ADA (ADA)					
5953 · ADA Port-A-Potty	0.00		0.00	0.00	0.00
5950 · ADA (ADA) - Other	0.00		0.00	0.00	0.00
Total 5950 · ADA (ADA)	0.00		0.00	0.00	0.00
5960 · Marina Construction					
5961 · Marina Contractors(cap imp)	0.00	0.00	2,841.50	0.00	0.00
5962 · Material(cap imp)	0.00		0.00	0.00	0.00
Total 5960 · Marina Construction	0.00	0.00	2,841.50	0.00	0.00
6000 · Miscellaneous Expenses					
6010 · Over/Short Expenses	0.00	0.00	1.09	0.00	0.00
6030 · Penalties & Interest	0.00		0.00	0.00	0.00
6120 · Deposited Item Charge Back (Bounced check charge back)	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	1.09	0.00	0.00
6900 · Uncategorized Expenses	0.00	0.00	0.00	0.00	0.00
7000 · Future Projects	0.00		0.00	0.00	0.00
8000 · Other Expenses (Other Expenses)					

Bayshore Gardens Park & Recreation District
Profit & Loss Budget Performance
May through September 2019

MAY, 2019

	May - Sep 19	Budget	Oct '18 - Sep 19	YTD Budget	Annual Budget
8001 · Hall Rewiring Project Exp (all expenses incurred)	0.00		0.00	0.00	0.00
Total 8000 · Other Expenses (Other Expenses)	0.00		0.00	0.00	0.00
9010 · Bank Service Charges	-143.25		12.25		
Total Expense	40,983.32	273,924.30	345,177.95	657,418.00	657,418.00
Net Ordinary Income	-18,594.95	0.00	285,282.46	0.00	0.00
	-18,594.95	0.00	285,282.46	0.00	0.00

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA MOTION FORM

1002 F

TODAY'S DATE May 29, 2019

MEETING DATE June 5, 2019
At least 8 days prior to meeting date

REGULAR MEETING WORK SESSION SPECIAL MEETING EMERGENCY

COMMITTEE MEETING BUDGET

Trustee requesting Sharon Denson

Subject: Proposed Bylaws Change

Reason Requested by Attorney

BRIEF EXPLANATION

Clarify Special Meetings in Article IV
Section 5

MOTION IF NEEDED

Supporting documentation attached

Received by _____ Date _____

Approved April 17, 2018 Sharon Denson, Chairman

Revised _____

Effective 4/17/18

BYLAWS PROPOSED AMENDMENT TO Article IV. Section 5

Section 5. Special Meetings are defined as a meeting addressing a situation requiring immediate attention and remedial action that cannot wait for a regularly scheduled Board of Trustees Meeting. Any Trustee of the Board may call a special meeting. Special meetings must meet all notice requirements. Notice shall be published in the Bradenton Herald or other newspaper which is legally authorized to publish official notices of Trustee meetings. The notice shall contain the date, place, and time of the special meeting and include an agenda. A notice of the special meeting shall also be published on the District's website at least seven days prior to the special meeting. The Trustee calling the special meeting shall notify the Office Manager at least eight days prior to proposed meeting and provide the agenda and all supporting documentation to the manager. The agenda and date for the meeting shall be reviewed by the ~~Chairman~~ *District's attorney* who shall determine if it meets the requirements of this section prior to notice being sent to the newspaper and published on the website and bulletin board. *The District attorney will respond in writing to the Trustee requesting the meeting and that response shall be attached to the agenda. Should the District's attorney advise against the purpose for the meeting, that written opinion shall become a public record and a part of the attorney book kept in the District office.* The agenda and all supporting documentation shall be published on the District's website at least seven days prior to the meeting as well as on the District Bulletin Board.

Jim Dye 4/16 /19

**BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA MOTION FORM**

1002 F

TODAY'S DATE May 29, 2019

MEETING DATE June 5, 2019
At least 8 days prior to meeting date

REGULAR MEETING WORK SESSION SPECIAL MEETING EMERGENCY

COMMITTEE MEETING BUDGET

Trustee requesting Sharon Denson

Subject: Board of Trustee access to journals

Reason do not have

BRIEF EXPLANATION

Guidelines for District office to issue
Keys & logs to Trustees

MOTION IF NEEDED

Supporting documentation attached

Received by _____ Date _____

Approved April 17, 2018 Sharon Denson, Chairman

Revised _____

Effective 4/17/18

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
BOARD OF TRUSTEES ACCESS TO FACILITIES

1036BA

CHAPTER 2002-365

House Bin No. 997

(7) The administrative duties of the board of trustees shall be as set forth in this act and chapters 189 and 418, Florida Statutes, as they may be amended from time to time. The trustees shall have the following specific powers: page 4

(e) To promulgate reasonable rules and regulations governing the use of the facilities of the district.

(11) The district shall have all powers provided to it by this charter, chapters 189 and 418, Florida Statutes, and other applicable general laws, as they may be amended from time to time. Pg 6

The Board of Trustees has the duty and responsibility for the property of the District including its security. Trustees shall have 24/7 access to all properties whether by key or fob except the District Office.

Access to the District Office is limited to approved office hours or Emergency response. Only the Chairman of the Board and/or the Office Manager will be authorized to enter the District Office to respond to an emergency after approved hours.

Individual Trustees may request the access that they feel they need from the District Office. The District Office shall issue the keys/fobs as requested by the individual Trustee.

A record shall be kept by the District Office for each key/fob issued to a Trustee and the keys/fobs shall be returned to the District Office upon the ending of a term or the resignation of a Trustee.

Date Approved _____
Revised _____
Effective _____

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA MOTION FORM

1002 F

TODAY'S DATE _____

MEETING DATE May 21, 2019
At least 8 days prior to meeting date

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

Trustee requesting Sharon Denson
Subject: Recreation Facility use
Reason New recreation

BRIEF EXPLANATION

Agreement and Rules for Recreation
Committee to provide services

MOTION IF NEEDED

Motion to accept Recreation Committee facility
use 1035 RC & agreement 1035 RCD

Supporting documentation attached

Received by _____ Date _____

Approved April 17, 2018 Sharon Denson, Chairman

Revised _____

Effective 4/17/18

**BAYSHORE GARDENS PARK AND RECREATION DISTRICT
RECREATION COMMITTEE FACILITY USE**

1035 RC

It is the intent of the Board of Trustees of the Bayshore Gardens Park and Recreation District to grant use of the Recreation Center for meetings and public gatherings of a civil, cultural or educational character without interfering with normal District operations. The Center is not available for commercial purposes. Use of the room does not imply Board or District endorsement of the group using it or the program presented.

The District's Recreation Center is to be used for District sponsored programs and activities. Activities sponsored the District receive first consideration and have priority over all other activities. Bayshore Gardens Clubs or organizations from within the District will have priority over non-club events in booking space. District sponsored events supersede any other meeting scheduled.

The agreement should be signed at least 10 working days before the scheduled event using the form provided.

The District reserves the right to revoke Recreation Center privileges at any time. Additional stipulations may be imposed by the Board as may be deemed necessary.

All District sponsored programs shall be non-exclusive and open to District Residents. Non-residents may be included if there is room and may be required to pay a fee.

Smoking is prohibited at all times. There are designated smoking areas outside the Center

Attendance shall be limited to the legal capacity of the room

All state and local regulations affecting the use of public buildings must be observed at all times.

Charges will be collected by a representative of the Board or Recreation Committee

Payment will be made by check from the District to the Presenter within 10 days after presentation.

Approved _____
Revised _____
Effective _____

**BAYSHORE GARDENS PARK AND RECREATION DISTRICT
RECREATION COMMITTEE VENDOR AGREEMENT**

1035 RCA

Agreement for Presentation

Activity _____ **Number of participants** _____

Date(s) & Time _____

Contact Person _____
Name) _____ Phone _____

Address _____

Program Description _____

NON EMPLOYEE VENDOR MUST HAVE PROOF OF LIABILITY INSURANCE ATTACHED TO THIS AGREEMENT.

Requested Payment for Services Rendered _____

I have received a copy of the regulations governing the use of the Bayshore Gardens Recreation Center and agree to abide by them

Signature of Presenter _____ **Date** _____

Signature of Recreation Committee Chariman _____ **Date** _____

Signature of District Representative _____ **Date** _____

Approved _____

Revised _____

Effective _____

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA MOTION FORM

1002 F

TODAY'S DATE _____

MEETING DATE May 21, 2019 6-18-19
At least 8 days prior to meeting date

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

Trustee requesting Sharon Denson

Subject: Marina Vessel Slip Contract 1005C

Reason Revisions requested from District Office

BRIEF EXPLANATION

Consolidated rules into cost & others as
discussed in committee/work session
meetings
No change in rates or other financials
Removed truck rental

MOTION IF NEEDED

Motion to approve revised contract

Supporting documentation attached

Received by _____ Date _____

Approved April 17, 2018 Sharon Denson, Chairman

Revised _____

Effective 4/17/18

TOTAL CONTRACT FEE \$ _____ DECAL# _____ VESSEL SLIP # _____
BOAT STICKER Y/N _____ FOB # _____ TRAILER SPACE # _____

**BAYSHORE GARDENS PARK AND RECREATION DISTRICT
MARINA VESSEL SLIP CONTRACT**

1005 C

Bayshore Gardens Park and Recreation District hereafter known as the District, does hereby enter into a contract with the undersigned vessel owner, hereinafter called "Lessee" one space for each boat as described below and said space shall be assigned by Dock Master at his/her discretion, subject to such rules and regulations as are a part of this agreement. It is understood by the Lessee that District residents have priority consideration over Non-Residents/owners and non-resident/owners will have priority for space to a non-resident. Should a District owner require a slip leased to a Non-Resident, the Non-resident will be required to leave their leased space at the end of their rental term. District will make every effort to relocate the Lessee.

Vacating slip under contract.

Non-Resident slip holder including Owner Non-Resident will not receive a refund for surrendering their boat slip early, this is an annual contract. The security deposit will be refunded.

Resident slip holder contract may be prorated and a refund of the unused portion of the contract if the District Office receives notification in writing at least 30 days before expected removal. The proration would be based on the date of removal stated in the 30 day notice and the vessel is removed per the 30 day notice.

The Lessee agrees that he/she shall not sublet the Marina slip or to allow another vessel for any reason to occupy the Lessee's slip space.

Sale of Vessel must be submitted to the District office by the contract holder in writing within 10 days of the sale. The new owner must apply for slip space within 15 days of the purchase. The slip holder of record will be responsible for the slip until New contract is recorded in the District office.

Should a breach of this agreement occur, including a violation of rules/regulations or a failure to remit within 15 days of date of renewal date, a fine of \$100.00 shall be added to amount due. If the amount due is not received within 30 days of renewal date, the vessel will be removed at owner's expense and the lease shall be terminated. The account shall be forwarded to Districts' attorney for action pursuant to Section 328.7, Florida Statutes.

Slip fees shall be set by the Board of Trustees on an annual basis.

PERSONAL INJURY & PROPERTY LOSS

The slip space is to be used at the sole risk of Lessee. Lessee including agents, heirs and assigns, hereby agrees to save District harmless for any and all liability or damages for personal injury to himself or herself, family, employees, invitees, guests and agents, arising out of, or in connection with the condition or use of the Lessee's boat, motor and accessories, or the use of the marina premises or facilities. The Lessee, for himself or herself, heirs or assigns, hereby releases and agrees to indemnify and hold harmless the District from any and all liability for, or loss or damage to the above described property or the contents thereof, due to fire, theft, collision, windstorm, accident, or like causes. District is not considered under this agreement as an insurer of the Lessee's property. The Lessee shall indemnify and hold harmless the District for any and all loss, injury, death or damage caused by the leasing of the slip or use of the marina by Lessee or Lessee's guests. Lessee shall be responsible for such indemnity shall include District costs and expenses (including attorneys' fees). No warranty is made as to the condition of the District docks, walks or gangways, ramps, or other District equipment or facilities.

MARINA RULES AND REGULATIONS

Lessee agrees to comply with all laws of the State of Florida.

1. The vessel must be measured by the Dock Master and assigned a slip. If it is found that the vessel does not fit properly in the assigned slip, the renter agrees to remove the vessel from the slip into another slip assigned by the Dock Master (if another slip is available).
2. The vessel (bow or stern) may not stick out beyond the end of their slip. The vessel (bow or stern) must not come closer than 12 inches to the dock. Boats docked at seawalls, must face the seawall .
3. Lessee are required (as a bare minimum) to utilize 6 dock lines; 2 fore, 2 aft and 2 Spring Lines – 1 front and 1 back. Dock lines must be maintained in good condition and must be replaced when they begin to show wear. Boats under 27' in length, must use at least 3/8" diameter dock lines. Boats 27'- 30' in length must use at least 1/2" dock lines. Dock master may require additional lines for safety. When departing, dock lines are to be place on dock in a safe manner. No lines are to be left lying across walkways.
4. Nothing can be constructed on the Pier without the written consent of the Board of Trustees.
5. Vessel must be maintained in operable condition.
6. Bayshore identification stickers will be issued and must be visible on the vessel.
7. While occupying or cruising in the marina area no garbage, refuse matter, sewage or waste material of any type may be thrown, discharged, deposited or allowed to fall from any boat, car or dock into the water or upon the docks, slips, spaces or walkways. The slip area will be maintained neat and orderly at all times.
8. Vessels shall not be stored on trailer in Marina area at any time.
9. Lessee agrees that in case of emergency, the Lessee will move the vessel or cause it to be moved.
10. If an emergency occurs when a vessel is in distress, or is in danger of sinking, and/or causing harm to another vessel or the marina, an attempt to contact the owner will be made by the

Dock Master or District Office. If the Lessee cannot be reached or does not respond, the District may authorize measures to insure the safety of Lessee's vessel and other vessels in the Marina. A minimum charge for the service will be \$100 for the first hour or any portion thereof: Additional charges may be incurred by Lessee. The District shall not be held responsible or liable for damages to the Lessee's boat.

The address of the lessee shown below shall be used for any required notice to a lessee/owner. It is the Lessee's responsibility to keep the contact information current.

Each slip lessee is entitled to one Gate FOB, an additional FOB may be purchased for spouse and one for designees' use in an emergency, Lessee designates _____ to use Lessee's FOB to secure the vessel in Lessee's slip. Designee phone # _____

The term of the lease shall be for a 12 month period with all payment due upon lease signing. The lease shall commence on Oct 1 _____ and shall be subject to renewal on Sept 30, _____. The fiscal year for all leases shall be October 1 thru Sept 30th. Resident and Non-resident/owner shall have an annual lease but may select a biannual payment. Renewal of lease shall be on an annual basis.

Lessee shall present vessel registration at the time of Lease and upon renewal or as necessary to keep current registration on the vessel. Lessee must present proof of a minimum of \$100,000.00 vessel liability insurance at the time of the lease, and maintain and provide a Certification of said insurance for the term of the lease and thereafter at each renewal.

Boat Name: _____ Boat Description: _____

Make/Model: _____ Length: _____ ft Mfg. Year: _____

Type: ___ Houseboat Cruiser ___ Runabout ___ Pontoon ___ Sail.

Registration State/No. _____ Proof of ownership attached yes ___ no ___

Proof of \$100,000.00 vessel liability insurance attached yes ___ no ___

Non Resident must post a \$500.00 deposit in addition to the amount due when entering into this contract

Lessee Name _____

Email _____

Local Street Address: _____ City: _____ State: _____

Zip Code _____ Home Phone: () _____ Cell () _____

Out of state address _____

Months at out of state address _____ to _____

GOVERNING LAW: This lease is governed by the laws of the State of Florida and in the event of any dispute under this lease; venue shall be in the courts in and for Manatee County, Florida.

The Lessee of the boat described above hereby authorizes the District to proceed under Section 328.17, Florida Statutes, after termination or non-renewal of the lease.

Lessee Signature: _____ Date: _____

Print Name _____

Boat length _____ x \$ **3, 5, or 7** \$ _____ x # of Months _____ \$ _____

ADDITIONAL FOB/S \$ _____

Sales Tax \$ _____

Deposit \$500.00 NON-RESIDENT \$ _____

NON-RESIDENT CONTRACT TOTAL \$ _____

RESIDENT CONTRACT TOTAL \$ _____

Received By _____ Date _____

Date Approved 8/21/18 *Sharon Denson*

Date Revised 11/20/18

Date Effective 8/21/18 Retroactive to 10/1/2018

Revised _____

**BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA MOTION FORM**

1002 F

TODAY'S DATE May 29, 2019

MEETING DATE June 5, 2019
At least 8 days prior to meeting date

REGULAR MEETING ___ WORK SESSION ___ SPECIAL MEETING EMERGENCY

___ COMMITTEE MEETING ___ BUDGET ___

Trustee requesting Sharon Denson

Subject: Jobs / Keys for Clubs

Reason Do not have policy to control access

BRIEF EXPLANATION

Guidelines for access

MOTION IF NEEDED

Supporting documentation attached

Received by _____ Date _____

Approved April 17, 2018 Sharon Denson, Chairman

Revised _____

Effective 4/17/18

**BAYSHORE GARDENS PARK AND RECREATION DISTRICT
CLUBS FACILITIES ACCESS KEYS AND FOBS**

1020KF

Clubs and Organizations of the District shall have access to the facilities with the following guidelines.

1. The Club/Organization upon request shall receive two keys to the Recreation Hall. Keys to other areas are available in the District Office. The keys must be signed out from the District Office, one day prior to the event (on Friday if event should fall on a Sunday). The signed out keys shall be returned to the District Office the next business day after the event.
2. The fobs shall be issued to clubs for any event that would utilize the pool or marina. The fobs may be issued one day in advance of the event. (on Friday if the event should fall on a Sunday). The fobs shall be returned to the District the first business day after the event.
3. Neighborhood Watch may be issued 2 fobs with 24/7 access. Neighborhood Watch is responsible for the use of the fobs.
4. The Woodshop has a programmable lock that shall be controlled by the Woodchoppers organization. The Woodchoppers may be issued (2)fobs for an event and shall be returned to the District Office the first business day after the event.

The District Office must maintain records that control the distribution of the keys. The clubs shall renew their keys/fobs annually with the 1020P submission.

Approved _____

Revised _____

Effective _____

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA MOTION FORM

1002 F

TODAY'S DATE May 12, 2019
MEETING DATE May 21, 2019 6/18/19
At least 8 days prior to meeting date

REGULAR MEETING WORK SESSION SPECIAL MEETING EMERGENCY
 COMMITTEE MEETING BUDGET

Trustee requesting Sharon Denson
Subject: Surplus Property
Reason to get diesel boats out of Marina

BRIEF EXPLANATION

MOTION IF NEEDED

to sell diesel boats -

Supporting documentation attached

Received by _____ Date _____

Approved April 17, 2018 Sharon Denson, Chairman

Revised _____

Effective 4/17/18

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
DISPOSAL OF PUBLIC PERSONAL SURPLUS PROPERTY POLICY

1018F

This form is to be used to identify and dispose of personal surplus property of the District.

Date of this inspection April 2019

Trustee inspector _____

Employee Inspector Gia Cruz

Reason for the inspection _____

Name of property Boat Where located Slip 23 Marina

Description of the Property considered surplus _____

1988 CRS/4 boat, VIN # CRS7821BA888

Condition of the Property _____

Estimated value _____

Value basis _____

Disposed of date _____ Method _____ Amount sold for _____

TRUSTEE SIGNATURE

EMPLOYEE SIGNATURE

DATE

Upon completion this form to be completed and filed with the inventory of the District

APPROVED

REVISED

EFFECTIVE

5-15-18
[Signature]
5-15-18

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
DISPOSAL OF PUBLIC PERSONAL SURPLUS PROPERTY POLICY

1018F

This form is to be used to identify and dispose of personal surplus property of the District.

Date of this inspection April 2019

Trustee inspector _____

Employee Inspector Gia Cruz

Reason for the inspection _____

Name of property Boat Where located Slip 30 Marina

Description of the Property considered surplus
1981 Hunter Sailboat VIN # HUN2275M81K

Condition of the Property _____

Estimated value _____

Value basis _____

Disposed of date _____ Method _____ Amount sold for _____

TRUSTEE SIGNATURE

EMPLOYEE SIGNATURE

DATE

Upon completion this form to be completed and filed with the inventory of the District

APPROVED 5-15-18
REVISED [Signature]
EFFECTIVE 5-15-18

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
DISPOSAL OF PUBLIC PERSONAL SURPLUS PROPERTY POLICY

1018F

This form is to be used to identify and dispose of personal surplus property of the District.

Date of this inspection April 2019

Trustee inspector _____

Employee Inspector Gia Cruz

Reason for the inspection _____

Name of property Boat Where located Slip 65 Marina

Description of the Property considered surplus
1974 boat, grampian/3 Vin # GRM2669703704

Condition of the Property _____

Estimated value _____

Value basis _____

Disposed of date _____ Method _____ Amount sold for _____

TRUSTEE SIGNATURE

EMPLOYEE SIGNATURE

DATE

Upon completion this form to be completed and filed with the inventory of the District

APPROVED

REVISED

EFFECTIVE

5-15-18
[Signature]
3-7-18

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
DISPOSAL OF PUBLIC PERSONAL SURPLUS PROPERTY POLICY

1018F

This form is to be used to identify and dispose of personal surplus property of the District.

Date of this inspection April 2019

Trustee inspector _____

Employee Inspector Gia Cruz

Reason for the inspection _____

Name of property Boat Where located Slip 7 Marina

Description of the Property considered surplus
1978 Hunter Sailboat VIN # HUN54236M78G

Condition of the Property _____

Estimated value _____

Value basis _____

Disposed of date _____ Method _____ Amount sold for _____

TRUSTEE SIGNATURE

EMPLOYEE SIGNATURE

DATE

Upon completion this form to be completed and filed with the inventory of the District

APPROVED

REVISED

EFFECTIVE

5-15-18
[Signature]
5-15-18

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA MOTION FORM

1002 F

TODAY'S DATE 5/29/19
MEETING DATE 6/18/19
At least 8 days prior to meeting date

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

Trustee requesting Jerry Zimmerman
Subject: Small Boat Area
Reason Loss of Income to the District
BRIEF EXPLANATION

MOTION IF NEEDED

To keep small boat area until we need it for something else.

Supporting documentation attached

Received by [Signature] Date 5/29/19
Approved 4-17-18 [Signature]
Revised _____
Effective 4-17-18

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA MOTION FORM

1002 F

TODAY'S DATE 5/31/19

MEETING DATE 6/18/19
At least 8 days prior to meeting date

BOARD
REGULAR MEETING WORK SESSION SPECIAL MEETING EMERGENCY
 COMMITTEE MEETING BUDGET

Trustee requesting DAN RAWLINSON

Subject: Chairman Ships, Attorney Review

Reason NOT Fulfilling Dutys, ABUSE OF POWER

BRIEF EXPLANATION

BOARD REVIEW Needed.

MOTION IF NEEDED

IF Needed.!

Supporting documentation attached

Received by [Signature] Date 5/31/19

Approved 4-17-18 [Signature]
Revised _____
Effective 4-17-18