

Agenda
Bayshore Gardens Park & Recreation District
Board of Trustees Meeting
May 26, 2021 @ 7:00 P.M.

1. Call to Order
2. Roll Call
3. Pledge to Flag
4. Approval of Minutes: 4/28/21 BOT Meeting & 5/12/21 BOT Work Session Meeting
5. Treasurer's Report
6. District Office Manager's Report
7. Trustee Committee Reports:
 - Personnel & Salaries Committee (Terry)
 - Recreation Committee (Belle)
 - House & Grounds Committee (Morris & Barbara S.)
 - Marina Committee (Morris)
 - Policy & Procedure Committee (Melanie)
8. Agenda Motion – Melanie – Marina Work Area Contract
9. Agenda Motion – Melanie – Attorney Contact Policy
10. Additional Items as Needed

(Resident comments agenda item 3 minutes)

11. 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
Profit & Loss Budget Performance

April 2021

Ordinary Income/Expense	Apr 21	Budget	Oct '20 - Apr 21	YTD Budget	Annual Budget
Income					
4000 · Assessments					
4005 · Property Tax	20,713.40	42,369.00	466,714.43	296,583.00	508,428.00
4006 · Commission fees	-621.40	-1,143.41	-14,001.43	-8,003.95	-13,721.00
4007 · Excess fees (Excess commission fees)	0.00		3,821.35		
Total 4000 · Assessments	20,092.00	41,225.59	456,534.35	288,579.05	494,707.00
4100 · Rent					
4111 · Screen Room Rental	200.00	83.33	625.00	583.35	1,000.00
4120 · Hall Rentals	2,625.00	1,666.67	10,099.76	11,666.65	20,000.00
4150 · Marina Rentals					
4151 · Slip Rental					
4152 · Resident slip rentals	403.70	3,008.33	36,974.09	21,058.35	36,100.00
4153 · Non Resident slip rentals	894.60	7,850.00	98,915.12	54,950.00	94,200.00
4155 · Short Term Slip Rental	0.00		0.00	0.00	0.00
4158 · Homeowner-Non Resident	0.00	391.67	4,740.00	2,741.65	4,700.00
Total 4151 · Slip Rental	1,298.30	11,250.00	140,629.21	78,750.00	135,000.00
4154 · Small Boat Area	96.00	33.33	1,920.00	233.35	400.00
4156 · Trailer Space Rental	0.00	383.33	3,449.58	2,683.35	4,600.00
4157 · Gate Keys	490.00	646.67	7,370.00	4,526.65	7,760.00
4805 · late fees	0.00		0.00	0.00	0.00
4825 · Work Area/Pressure Washer	60.00		360.00	0.00	0.00
Total 4150 · Marina Rentals	1,944.30	12,313.33	153,728.79	86,193.35	147,760.00
Total 4100 · Rent	4,769.30	14,063.33	164,453.55	98,443.35	168,760.00
4300 · Pool					
4360 · Pool FOB	170.00		490.00		
Total 4300 · Pool	170.00		490.00		
4500 · Publications					
4530 · Banner - Classified Ads	0.00		0.00	0.00	0.00
Total 4500 · Publications	0.00		0.00	0.00	0.00
4600 · Interest Income (Interest Income)	58.54	83.33	387.57	583.35	1,000.00
4700 · Recreation Income	0.00		900.00		

Bayshore Gardens Park & Recreation District
Profit & Loss Budget Performance
April 2021

	Apr 21	Budget	Oct '20 - Apr 21	YTD Budget	Annual Budget
4800 · Miscellaneous Income					
4802 · Office Services	3.00		25.50		
4815 · Insurance Refunds	0.00		0.00		
4830 · Over/Short	0.00		-0.15		
4800 · Miscellaneous Income - Other	0.00	17.33	11.20	121.35	208.00
Total 4800 · Miscellaneous Income	3.00	17.33	36.55	121.35	208.00
Total Income	25,092.84	55,389.58	622,802.02	387,727.10	664,675.00
Gross Profit	25,092.84	55,389.58	622,802.02	387,727.10	664,675.00
Expense					
5000 · Administration Expenses					
5100 · Wages, Taxes and Fees					
5120 · Wages - Administration	2,640.00	4,583.33	20,540.00	32,083.35	55,000.00
5130 · Wages - Maintenance	8,681.43	9,602.50	65,003.86	67,217.50	115,230.00
5132 · Wages - Dockmaster	0.00	700.00	4,200.00	4,900.00	8,400.00
5133 · Marina Project Manager	0.00		0.00	0.00	0.00
5135 · Wages - Pool	2,180.96	4,500.00	8,317.84	31,500.00	54,000.00
5170 · Health Insurance Compensation	300.00	583.33	2,250.00	4,083.35	7,000.00
5210 · FICA-941 Taxes	1,055.88	1,500.00	7,673.88	10,500.00	18,000.00
5215 · Unemployment Taxes	36.26	50.00	3,051.26	350.00	600.00
5450 · Cell Phone	0.00		0.00	0.00	0.00
5610 · Accounting Fees	900.00	1,133.33	6,125.00	7,933.35	13,600.00
6080 · Travel Mileage	0.00	41.67	0.00	291.65	500.00
Total 5100 · Wages, Taxes and Fees	15,793.53	22,694.16	117,161.84	158,859.20	272,330.00
Total 5000 · Administration Expenses	15,793.53	22,694.16	117,161.84	158,859.20	272,330.00
5200 · Marina Expense					
5240 · Sales Tax	0.12		0.11		
5250 · Property Tax	0.00	400.00	4,885.63	2,800.00	4,800.00
5575 · Marina Repair/Maintenance	1,900.95		6,782.97	0.00	0.00
Total 5200 · Marina Expense	1,901.07	400.00	11,668.71	2,800.00	4,800.00
5300 · Security					
5311 · Security Camera R&M	0.00	333.33	0.00	2,333.35	4,000.00
5320 · Gate Closing Expense	0.00		0.00	0.00	0.00

Bayshore Gardens Park & Recreation District
Profit & Loss Budget Performance
April 2021

	<u>Apr 21</u>	<u>Budget</u>	<u>Oct '20 - Apr 21</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
5335 · Key Fobs	0.00		0.00	0.00	0.00
5300 · Security - Other	0.00		0.00		
Total 5300 · Security	0.00	333.33	0.00	2,333.35	4,000.00
5400 · Utilities					
5410 · Electric	1,538.56	1,291.67	7,605.80	9,041.65	15,500.00
5420 · Water/Sewer	1,391.67	1,291.67	9,450.61	9,041.69	15,500.00
5430 · Telephone/Pager/Cable/Web	240.60	208.33	1,683.95	1,458.35	2,500.00
5440 · Gas/Propane	0.00	25.00	92.35	175.00	300.00
Total 5400 · Utilities	3,170.83	2,816.67	18,832.71	19,716.69	33,800.00
5500 · Building and Grounds					
5511 · Professional/Contract Services	798.88	816.67	8,331.79	5,716.65	9,800.00
5512 · Repairs, Maintenance & Supplies	377.04	583.33	4,300.47	4,083.35	7,000.00
5515 · Janitorial and Cleaning	182.95	416.67	1,440.52	2,916.65	5,000.00
5516 · Gasoline (Grounds machinery fuel)	82.22	58.33	269.32	408.35	700.00
5520 · Maintenance Equipment	0.00	250.00	1,529.08	1,750.00	3,000.00
5530 · Pest Control	286.25	250.00	571.05	1,750.00	3,000.00
5560 · Landscaping	383.12	1,666.67	1,232.66	11,666.65	20,000.00
5580 · Pool Maintenance	69.97	416.67	14,269.97	2,916.65	5,000.00
5585 · Pool Repair/Replacement	85.25	866.67	6,322.08	6,066.65	10,400.00
5590 · Pool Chemicals	931.45	1,333.33	3,644.85	9,333.35	16,000.00
5591 · EPA/Water	0.00	102.50	0.00	717.50	1,230.00
5683 · Certification Reimbursement	0.00	166.67	0.00	1,166.65	2,000.00
6500 · Playground Expense	0.00		2,460.00	0.00	0.00
Total 5500 · Building and Grounds	3,197.13	6,927.51	44,371.79	48,492.45	83,130.00
5600 · Other Administration Expense					
5519 · Leased Equipment	0.00	183.34	6.95	1,283.34	2,200.00
5650 · Postage	0.00	41.66	153.35	291.67	500.00
5660 · Legal Fees	0.00	1,000.00	1,012.00	7,000.00	12,000.00
5665 · Seminars, Training and Fees	0.00	83.34	354.00	583.34	1,000.00
5670 · Office Supplies/Expenses	662.81	416.64	4,545.59	2,916.67	5,000.00
5680 · Audit Fees	0.00	985.00	11,500.00	6,895.00	11,820.00
5682 · Organizational Fees and License	0.00	125.00	10.00	875.00	1,500.00

Bayshore Gardens Park & Recreation District
Profit & Loss Budget Performance
April 2021

	Apr 21	Budget	Oct '20 - Apr 21	YTD Budget	Annual Budget
5686 · Website Maintenance	100.00	100.00	700.00	700.00	1,200.00
5690 · Advertising	195.39	125.00	286.65	875.00	1,500.00
6020 · Bank Fees	593.28	500.00	4,500.51	3,500.00	6,000.00
6040 · Trustee Election	0.00		0.00	0.00	0.00
Total 5600 · Other Administration Expense	1,551.48	3,559.98	23,069.05	24,920.02	42,720.00
5630 · Insurance-Business					
5631 · Insurance - Liability	0.00	1,266.67	4,477.50	8,866.65	15,200.00
5632 · Insurance - Workers Compensatio	0.00	872.50	140.50	6,107.50	10,470.00
5633 · Insurance - Auto Liability	0.00	16.67	109.00	116.65	200.00
5634 · Insurance -Property	0.00	894.17	10,977.50	6,259.15	10,730.00
5635 · Insurance - Flood	0.00	0.00	9,938.43	0.00	0.00
Total 5630 · Insurance-Business	0.00	3,050.01	25,642.93	21,349.95	36,600.00
5700 · Publications Expense					
5710 · Banner - Commissions	0.00		0.00	0.00	0.00
5711 · Banner composition	355.00	191.67	1,925.00	1,341.69	2,300.00
5720 · Banner - Printing Costs	26.31		470.82	0.00	0.00
5740 · Banner - Paper Delivery	75.75		773.52	0.00	0.00
5760 · Banner - Miscellaneous Expenses					
5761 · Tide Tables	0.00		0.00	0.00	0.00
5762 · King Features	0.00		0.00	0.00	0.00
Total 5760 · Banner - Miscellaneous Expenses	0.00		0.00	0.00	0.00
Total 5700 · Publications Expense	457.06	191.67	3,169.34	1,341.69	2,300.00
5800 · District Recreation					
5830 · Expenses -	3,278.00	333.33	3,278.00	2,333.35	4,000.00
Total 5800 · District Recreation	3,278.00	333.33	3,278.00	2,333.35	4,000.00
5900 · Capital Layout					
5901 · Survey	0.00	416.67	0.00	2,916.65	5,000.00
5903 · Sheds to Replace Porta Potty	0.00		0.00	0.00	0.00
5906 · Fishing Pier Repair	0.00		0.00	0.00	0.00
5907 · Basketball Court	0.00	4,166.67	0.00	29,166.65	50,000.00
5909 · Screen Room Repair	0.00	3,333.33	0.00	23,333.35	40,000.00
5911 · Rec Hall Repairs	0.00	1,916.67	7,544.99	13,416.65	23,000.00

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

April 2021

	Apr 21	Budget	Oct '20 - Apr 21	YTD Budget	Annual Budget
5912 · Automatic Gate to the Beach	0.00		0.00	0.00	0.00
5913 · Splash Park	0.00		0.00	0.00	0.00
5914 · Dog Park	0.00		0.00	0.00	0.00
5916 · Lighting Basketball Court	0.00		0.00	0.00	0.00
5917 · Pool ADA Bathrooms	0.00		0.00	0.00	0.00
5918 · Lighting Pool	0.00		0.00	0.00	0.00
5921 · Capital Layout - Marina Project	0.00	5,249.58	0.00	36,747.10	62,995.00
Total 5900 · Capital Layout	0.00	15,082.92	7,544.99	105,580.40	180,995.00
9010 · Bank Service Charges	21.00		127.75		
Total Expense	29,370.10	55,389.58	254,867.11	387,727.10	664,675.00
Net Ordinary Income	-4,277.26	0.00	367,934.91	0.00	0.00
Other Income/Expense					
Other Income					
10000 · Sales Tax Discount	17.25		68.41		
Total Other Income	17.25		68.41		
Net Other Income	17.25		68.41		
Net Income	-4,260.01	0.00	368,003.32	0.00	0.00

Bayshore Gardens Park & Recreation District
Balance Sheet
 As of April 30, 2021

Apr 30, 21

ASSETS

Current Assets

Checking/Savings

1000 · Checking-Operating 5/3 2537	121,984.00
1004 · Petty Cash - District	350.00
1005 · Escrow Account 5/3 - 3919	36,000.00
1006 · Checking-Payroll 5/3 2545	14,955.61
1016 · Savings - Operating 5/3 4032	278,630.91
1019 · Savings Reserves 5/3 5013	
1021 · Reserve Fund-Roofing	4,607.39
1022 · Reserve Fund-Hall Upgrade	19,748.14
1023 · Reserve Fund-Pool	7,110.59
1024 · Reserve Fund - Wood Shop Exp	800.00
1025 · Reserve Fund - ADA	25,000.00
1032 · Reserve Fund - Marina	41,843.69
1033 · Reserve Fund-Outdoor Recreation	5,000.00
1036 · Reserve Fund - Security System	10,000.00
1019 · Savings Reserves 5/3 5013 - Other	<u>-2,428.60</u>

Total 1019 · Savings Reserves 5/3 5013 111,681.21

Total Checking/Savings 563,601.73

Accounts Receivable

1100 · Accounts Receivable 46,050.93

Total Accounts Receivable 46,050.93

Other Current Assets

11500 · Water Boy Bottle Deposit 35.00

1499 · *Undeposited Funds 2,355.00

Total Other Current Assets 2,390.00

Total Current Assets 612,042.66

Fixed Assets

1900 · Land 400,000.00

1910 · Buildings 1,307,197.93

1920 · Recreation Area 1,768,907.19

1940 · Recreation Area F & E 97,308.64

1960 · Machines & Equipment 90,008.21

1980 · Office Furniture and Equipment 36,158.54

1990 · Other Furniture and Equipment 53,448.88

1995 · Accumulated Depreciation -1,195,385.52

1999 · 2019-2020 FY Reserve Expenses 53,694.54

Total Fixed Assets 2,611,338.41

Other Assets

1800 · Utility Deposits 280.00

Total Other Assets 280.00

TOTAL ASSETS 3,223,661.07

LIABILITIES & EQUITY

Liabilities

Bayshore Gardens Park & Recreation District
Balance Sheet
As of April 30, 2021

	<u>Apr 30, 21</u>
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	31,856.34
Total Accounts Payable	<u>31,856.34</u>
Other Current Liabilities	
2010 · Accrued Wages	6,180.17
2100 · Payroll Liabilities	
2300 · Garnishment of Wages	-833.64
2100 · Payroll Liabilities - Other	1,479.70
Total 2100 · Payroll Liabilities	<u>646.06</u>
2171 · Sales Tax Payable	1,272.79
2500 · Security Deposits	
2501 · Hall Security Deposits	980.00
2502 · Marina Security Deposits	36,000.00
2503 · Screen Room Deposit (Screen Room Deposit)	160.00
Total 2500 · Security Deposits	<u>37,140.00</u>
2600 · Deferred Revenues	46,682.59
2700 · Prepaid Income	665.65
Total Other Current Liabilities	<u>92,587.26</u>
Total Current Liabilities	<u>124,443.60</u>
Total Liabilities	124,443.60
Equity	
3040 · Owners' Equity	182,295.76
3050 · Retained Earnings (Retained Earnings)	1,420,774.85
3200 · Fund Balance	-86,517.97
3300 · Investment in GFAAG	1,214,661.51
Net Income	<u>368,003.32</u>
Total Equity	<u>3,099,217.47</u>
TOTAL LIABILITIES & EQUITY	<u><u>3,223,661.07</u></u>

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA FORM FOR TRUSTEES

1002F

Completed form due in the office by 4:00 p.m. eight (8) days prior to meeting date.

This form can be utilized to bring a motion and/or discussion topic to the board.

Motion Defined: A motion is a request, or proposal, for the board to take action on an issue.

Agenda Item: ^{10051 WAC} Marina Work Area Contract Meeting Date: 5/26/21

Type of Meeting: _____ Workshop _____ Board Meeting

Motion: Discussion: _____ (check one)

Rationale for Request: Update form, Update fee schedule

Estimated Costs to District (if applicable)

NONE

Attachments/Supporting documents: None: _____

Contract for above agenda item

Board Trustee: Melanie C. Woodruff Date: 5/14/21

Print Name: Melanie A. Woodruff

Received by: [Signature] Date: 5/14/21

I, _____ being a slip holder or a resident of Bayshore Gardens have reached an Agreement with Bayshore Gardens Board of Trustees which is as follows:

1. That I will abide by the general rules and conditions as set forth in the Bayshore Gardens Marina Rules.
2. That at my expense for crane services, I will pull my boat and place in the work space assigned to me by the Dock Master. I will notify the District Office at least one week prior to date the Crane is to come in with a copy of the crane insurance and license.
3. That all boats needing power sanding must have a barrier to comply with EPA Codes.
4. That it is understood that all work must be completed within 30 days unless a new agreement (1005 WAC) is executed in the District Office.
5. Failure to adhere to the rules of the Work Area can result in this Agreement being terminated.

The Boat owner will not hold Bayshore Gardens Park and Recreation District or its agents responsible for any injury, loss, damage, vandalism or theft.

Work Area: North Side: _____ South Side: _____
Space: 1 ___ 2 ___ 3 ___ Space: 1 ___ 2 ___ 3 ___

Work to be performed: _____

Date in Work Area: _____ Date Out of Work Area: _____

Type of Boat: Power: _____ Sail: _____ Name or Make of Boat: _____

Florida Registration #: _____ Insurance Company: _____
(Minimum \$100,000 liability copy attached)

The Agreement commences on _____ and ends on _____ not to exceed 30 days. (May be extended if facility is available and payment received.)

Extension from date: _____ to date: _____ Approved by: _____ Date: _____

Deposit of \$40.00 paid for gate key to be refunded when key returned. Total \$ _____

Resident Fee shall be \$20.00 per week # weeks _____ x \$20.00 Total \$ _____

Non-Resident boat slip lessee \$30.00 per week # weeks _____ x \$30.00 Total \$ _____

Extension \$ _____ per week. # of weeks _____ Total \$ _____

All fees must be paid in advance of moving into work area.

Owner Signature: _____ Date: _____

Address: _____ Phone: _____

Approved by: _____
Dock Master District Manager

Approved: 9/18/18 Sharon Denson

Revised: _____

Effective: 9/18/18

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
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Agenda Item: Attorney Contact ^{1012 P} Policy Meeting Date: 5/26/21

Type of Meeting: _____ Workshop _____ Board Meeting X

Motion: X Discussion: _____ (check one)

Rationale for Request: Update form (policy) to remove District ^{manager} personnel's abilities to contact Attorney w/o Trustees being informed

Estimated Costs to District (if applicable)

NONE

Attachments/Supporting documents: None: _____

Contract for above agenda item

Board Trustee: Melanie C. Woodruff Date: 5/14/21

Print Name: Melanie A. Woodruff

Received by: [Signature] Date: 5/14/21

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
ATTORNEY CONTACT POLICY

1012P

Bayshore Gardens Board of Trustees shall have an attorney who represents the District present at district events only upon request. Furthermore, the Chairman is authorized to make the request for attorney attendance at district events. (i.e. board meetings, work sessions, etc.)

The District Manager/District personnel shall not call the attorney. He/she may request a Trustee come to the District office to discuss the matter. The Trustee may make the call/email if situation is urgent.

Trustees may contact the District's attorney at any time in regards to the business of the District. The following steps are offered only as suggestions:

1. The Trustee requesting an opinion would review attorney opinions on file in the District Office to make sure the opinion had not already been received by the District.
2. The Trustee may go to the Board for discussion and a motion of the board. The Board approved request would be submitted by the District Manager/District personnel via email to the attorney and would request the response via email. The response would be immediately distributed to the Trustees.
3. Whenever possible the Trustee will request an opinion from the attorney in writing with a request for the response to be in writing.
4. The District Manager/District personnel may contact FASD for legal advice.
5. The District Manager/District personnel may bring his/her request to the board for approval.