

Agenda
Bayshore Gardens Park & Recreation District
Board of Trustees Meeting
Wednesday; April 27, 2022 @ 7:00 P.M.

1. Roll Call
2. Call to Order
3. Pledge to Flag
4. Approval of Minutes: 3/23/22 BOT Meeting & 4/13/22 BOT Work Session
5. Treasurer's Report
 - Agenda Motion - Terry - Resolution 2022-01
6. Trustee Committee Reports
 - Budget & Finance (Terry)
 - Marina (Morris)
 - Recreation (Jeanne)
 - Policy & Procedure (Melanie)
7. District Office Manager's Report
8. Old Business
 - Agenda Motion - Melanie - Marina Vessel Slip Deposit Contract - 1005SDC
9. New Business
 - Interview Candidates for Open Board of Trustee Seat and Appointment
10. Resident comments agenda item 3 minutes
11. Announcements for Clubs & Organizations
12. 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

March 2022

	Mar 22	Budget	Oct '21 - Mar 22	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
4000 - Assessments					
4005 - Property Tax	9,885.65	43,595.42	454,314.33	261,572.48	523,145.00
4006 - Commission fees	-296.57	-1,177.08	-13,975.43	-7,062.52	-14,125.00
4007 - Excess fees (Excess commission fees)	0.00		14,410.12		
Total 4000 - Assessments	9,589.08	42,418.34	454,749.02	254,509.96	509,020.00
4100 - Rent					
4111 - Screen Room Rental	50.00	83.33	300.00	500.02	1,000.00
4120 - Hall Rentals	3,222.80	1,666.66	11,197.21	10,000.04	20,000.00
4150 - Marina Rentals					
4151 - Slip Rental					
4152 - Resident slip rentals	12,216.02	3,750.00	37,390.01	22,500.00	45,000.00
4153 - Non Resident slip rentals	0.00	6,042.00	69,451.02	36,252.00	72,500.00
4158 - Homeowner-Non Resident	2,028.00	625.00	6,162.00	3,750.00	7,500.00
Total 4151 - Slip Rental	14,244.02	10,417.00	113,003.03	62,502.00	125,000.00
4154 - Small Boat Area	480.00	416.67	1,248.00	2,500.02	5,000.00
4156 - Trailer Space Rental	270.00	166.66	2,970.00	1,000.04	2,000.00
4157 - Gate Keys	770.00	433.33	6,990.71	2,600.02	5,200.00
4162 - NR Boat Ramp	1,204.06		5,204.06		
4805 - late fees	0.00		53.61		
4825 - Work Area/Pressure Washer	240.00		1,619.81		
Total 4150 - Marina Rentals	17,208.08	11,433.66	131,089.22	68,602.08	137,200.00
Total 4100 - Rent	20,480.88	13,183.65	142,586.43	79,102.14	158,200.00
4300 - Pool					
4360 - Pool FOB	47.45	91.67	1,198.29	549.98	1,100.00
Total 4300 - Pool	47.45	91.67	1,198.29	549.98	1,100.00
4500 - Publications					
4530 - Banner - Classified Ads	0.00		10.53		
4540 - Banner - Refund/Reimbsmt Income	30.00		125.00		
Total 4500 - Publications	30.00		135.53		
4600 - Interest Income (Interest Income)	65.47	41.67	340.27	250.02	500.00

Bayshore Gardens Park & Recreation District Profit & Loss Budget Performance March 2022

	Mar 22	Budget	Oct '21 - Mar 22	YTD Budget	Annual Budget
4800 · Miscellaneous Income					
4802 · Office Services	20.00		57.30		
4815 · Insurance Refunds	5,911.00		5,911.00		
4830 · Over/Short	-0.02		0.00		
4800 · Miscellaneous Income - Other	0.00	4.17	1.35	25.02	50.00
Total 4800 · Miscellaneous Income	5,930.98	4.17	5,969.65	25.02	50.00
Total Income	36,143.86	55,739.50	604,979.19	334,437.12	668,870.00
Gross Profit	36,143.86	55,739.50	604,979.19	334,437.12	668,870.00
Expense					
5000 · Administration Expenses					
5100 · Wages, Taxes and Fees					
5120 · Wages - Administration	2,941.00	4,583.00	20,518.00	27,502.00	55,000.00
5130 · Wages - Maintenance	7,498.53	10,167.00	49,347.46	61,002.00	122,000.00
5132 · Wages - Dockmaster	700.00	750.00	4,200.00	4,500.00	9,000.00
5133 · Marina Project Manager	0.00		0.00		
5135 · Wages - Pool	0.00	4,500.00	4,067.37	27,000.00	54,000.00
5170 · Health Insurance Compensation	250.00	583.33	1,675.00	3,500.02	7,000.00
5210 · FICA-941 Taxes	871.29	1,666.67	6,105.31	9,999.98	20,000.00
5215 · Unemployment Taxes	182.78	50.00	393.79	300.00	600.00
5610 · Accounting Fees	850.00	1,125.00	5,050.00	6,750.00	13,500.00
6080 · Travel Mileage	0.00	41.67	0.00	249.98	500.00
Total 5100 · Wages, Taxes and Fees	13,293.60	23,466.67	91,356.93	140,803.98	281,600.00
Total 5000 · Administration Expenses	13,293.60	23,466.67	91,356.93	140,803.98	281,600.00
5200 · Marina Expense					
5250 · Property Tax	0.00	416.67	5,767.63	2,499.98	5,000.00
5575 · Marina Repair/Maintenance	130.56		2,013.13		
Total 5200 · Marina Expense	130.56	416.67	7,780.76	2,499.98	5,000.00
5300 · Security					
5311 · Security Camera R&M	0.00	166.67	0.00	999.98	2,000.00
Total 5300 · Security	0.00	166.67	0.00	999.98	2,000.00
5400 · Utilities					
5410 · Electric	0.00	1,291.67	8,219.62	7,749.98	15,500.00

Bayshore Gardens Park & Recreation District
Profit & Loss Budget Performance
March 2022

	Mar 22	Budget	Oct '21 - Mar 22	YTD Budget	Annual Budget
5420 · Water/Sewer	1,019.04	1,350.00	9,023.94	8,100.00	16,200.00
5430 · Telephone	0.00	250.00	657.13	1,500.00	3,000.00
5440 · Gas/Propane	0.00	8.33	0.00	49.98	100.00
5460 · Internet	232.57	100.00	894.28	600.00	1,200.00
Total 5400 · Utilities	1,251.61	3,000.00	18,794.97	17,999.96	36,000.00
5500 · Building and Grounds					
5511 · Professional/Contract Services	486.58	733.33	3,776.78	4,400.02	8,800.00
5512 · Repairs, Maintenance & Supplies	201.46	675.00	3,603.63	4,050.00	8,100.00
5515 · Janitorial and Cleaning	113.02	250.00	1,669.73	1,500.00	3,000.00
5516 · Gasoline (Grounds machinery fuel)	0.00	66.67	0.00	399.98	800.00
5520 · Maintenance Equipment	0.00	250.00	431.88	1,500.00	3,000.00
5530 · Pest Control	0.00	83.33	1,460.00	500.02	1,000.00
5560 · Landscaping	17.82	1,916.67	7,311.45	11,499.98	23,000.00
5580 · Pool Maintenance	0.00	416.67	0.00	2,499.98	5,000.00
5585 · Pool Repair/Replacement	0.00	1,250.00	2,214.97	7,500.00	15,000.00
5590 · Pool Chemicals	387.50	1,333.33	4,159.95	8,000.02	16,000.00
5591 · EPA/Water	0.00	102.50	72.00	615.00	1,230.00
5683 · Certification Reimbursement	0.00	41.67	0.00	249.98	500.00
6500 · Playground Expense	0.00	125.00	0.00	750.00	1,500.00
Total 5500 · Building and Grounds	1,206.38	7,244.17	24,700.39	43,464.98	86,930.00
5600 · Other Administration Expense					
5519 · Leased Equipment	147.84	183.33	988.00	1,100.02	2,200.00
5650 · Postage	0.00	41.67	110.57	249.98	500.00
5660 · Legal Fees	2,825.00	833.33	3,475.00	5,000.02	10,000.00
5665 · Seminars, Training and Fees	0.00	83.33	175.00	500.02	1,000.00
5670 · Office Supplies/Expenses	222.39	666.98	2,500.14	3,998.28	8,000.00
5680 · Audit Fees	0.00	985.00	5,900.00	5,910.00	11,820.00
5682 · Organizational Fees and License	0.00	125.00	20.00	750.00	1,500.00
5686 · Website Maintenance	100.00	100.00	642.34	600.00	1,200.00
5690 · Advertising	198.40	41.67	260.41	249.98	500.00
6020 · Bank Fees	441.21	666.67	5,587.73	3,999.98	8,000.00
6040 · Trustee Election	0.00	416.67	0.00	2,499.98	5,000.00

**Bayshore Gardens Park & Recreation District
Profit & Loss Budget Performance
March 2022**

	<u>Mar 22</u>	<u>Budget</u>	<u>Oct '21 - Mar 22</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Total 5600 · Other Administration Expense	3,934.84	4,143.65	19,659.19	24,858.26	49,720.00
5630 · Insurance-Business					
5631 · Insurance - Liability	2,305.00	750.00	4,610.00	4,500.00	9,000.00
5632 · Insurance - Workers Compensatio	3,467.25	894.17	6,934.50	5,364.98	10,730.00
5633 · Insurance - Auto Liability	59.50	18.33	119.00	110.02	220.00
5634 · Insurance -Property	6,163.25	916.67	12,326.50	5,499.98	11,000.00
5635 · Insurance - Flood	0.00	550.00	0.00	3,300.00	6,600.00
Total 5630 · Insurance-Business	11,995.00	3,129.17	23,990.00	18,774.98	37,550.00
5700 · Publications Expense					
5711 · Banner composition	740.00	266.67	2,470.00	1,599.98	3,200.00
5720 · Banner - Printing Costs	0.00		189.24		
5740 · Banner - Paper Delivery	90.00		251.00		
5750 · Banner - Office Supplies	0.00	183.33	0.00	1,100.02	2,200.00
Total 5700 · Publications Expense	830.00	450.00	2,910.24	2,700.00	5,400.00
5800 · District Recreation					
5830 · Expenses -	0.00	250.00	0.00	1,500.00	3,000.00
Total 5800 · District Recreation	0.00	250.00	0.00	1,500.00	3,000.00
5900 · Capital Layout					
5901 · Survey	0.00		0.00	0.00	0.00
5907 · Basketball Court	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 · Pool Repairs	0.00	13,472.50	0.00	80,835.00	161,670.00
5921 · Capital Layout Exercise Path	0.00	0.00	0.00	0.00	0.00
5922 · Hall Floors	0.00	0.00	0.00	0.00	0.00
5940 · Security Cameras	0.00	0.00	0.00	0.00	0.00
Total 5900 · Capital Layout	0.00	13,472.50	0.00	80,835.00	161,670.00
Total Expense	32,641.99	55,739.50	189,192.48	334,437.12	668,870.00
Net Ordinary Income	3,501.87	0.00	415,786.71	0.00	0.00

Bayshore Gardens Park & Recreation District

Balance Sheet

As of March 31, 2022

Mar 31, 22

ASSETS

Current Assets

Checking/Savings

1000 · Checking-Operating 5/3 2537	274,844.29
1004 · Petty Cash - District	350.00
1005 · Escrow Account 5/3 - 3919	36,000.00
1006 · Checking-Payroll 5/3 2545	27,573.94
1016 · Savings - Operating 5/3 4032	448,993.78
1019 · Savings Reserves 5/3 5013	
1021 · Reserve Fund-Roofing	4,607.39
1022 · Reserve Fund-Hall Upgrade	-2,373.67
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	44,754.69
1033 · Reserve Fund-Outdoor Recreation	5,000.00
1036 · Reserve Fund - Security System	10,000.00
1019 · Savings Reserves 5/3 5013 - Other	-3,751.42
Total 1019 · Savings Reserves 5/3 5013	91,147.58

Total Checking/Savings 878,909.59

Accounts Receivable

1100 · Accounts Receivable	57,827.73
Total Accounts Receivable	57,827.73

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 939,127.32

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	93,144.21
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	59,521.69

Total Fixed Assets 2,620,301.56

Other Assets

1800 · Utility Deposits	280.00
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Total Other Assets 280.00

TOTAL ASSETS 3,559,708.88

LIABILITIES & EQUITY

Liabilities

Bayshore Gardens Park & Recreation District
Balance Sheet
As of March 31, 2022

	<u>Mar 31, 22</u>
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	15,560.75
Total Accounts Payable	<u>15,560.75</u>
Credit Cards	
2055 · Fifth Third CC	-3,996.00
Total Credit Cards	<u>-3,996.00</u>
Other Current Liabilities	
2010 · Accrued Wages	6,180.17
2100 · Payroll Liabilities	
2215 · SUTA Payable	-0.70
2220 · FUTA Payable	-4.20
2300 · Garnishment of Wages	-359.58
2100 · Payroll Liabilities - Other	-1,469.92
Total 2100 · Payroll Liabilities	<u>-1,834.40</u>
2171 · Sales Tax Payable	2,048.95
2500 · Security Deposits	
2501 · Hall Security Deposits	210.00
2502 · Marina Security Deposits	35,000.00
2503 · Screen Room Deposit (Screen Room Deposit)	160.00
Total 2500 · Security Deposits	<u>35,370.00</u>
2600 · Deferred Revenues	46,682.59
2700 · Prepaid Income	665.65
Total Other Current Liabilities	<u>89,112.96</u>
Total Current Liabilities	<u>100,677.71</u>
Total Liabilities	100,677.71
Equity	
3040 · Owners' Equity	182,295.76
3050 · Retained Earnings (Retained Earnings)	1,732,745.18
3200 · Fund Balance	-86,517.97
3300 · Investment in GFAAG	1,214,661.51
Net Income	<u>415,846.69</u>
Total Equity	<u>3,459,031.17</u>
TOTAL LIABILITIES & EQUITY	<u><u>3,559,708.88</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: Resolution Meeting Date: 4-27-22

Type of Meeting: _____ Workshop _____ Board Meeting

Motion: Discussion: _____ (check one)

Rationale for Request: _____

Estimated Costs to District (if applicable)

Attachments/Supporting documents: None: _____
Resolution 2022-01

Board Trustee: Terry Zimmerly Date: 3/19/22

Print Name: Terry Zimmerly

Received by: [Signature] Date: 4/19/22

RESOLUTION 2022-01

A RESOLUTION TO AMEND THE 2021-2022 BUDGET OF
BAYSHORE GARDENS PARK AND RECREATION DISTRICT

Whereas, The Bayshore Gardens Park and Recreation District is a tax supported Special purpose district authorized under the provisions of House Bill 997, the 2002 Legislature, Florida Law 2002-365, to charge a "Recreation District Tax" on all taxable real property and,

Whereas, the Board of Trustees held a properly advertised public Board of Trustee Meeting in accordance with Florida Statute 189.015 to amend the Budget for the fiscal year 2021-2022.

Whereas, the provisions of Florida Law 189.016 (6)(C) require that the Board of Trustees amend the budget by Resolution for the transfer of balance brought forward from the fiscal year 2021-2022.

Now, therefore, be it Resolved by the Board of Trustees of Bayshore Gardens Park and Recreation District to the following reserve accounts:

- \$2,373.67 from Roofing (1021) to Hall (1022)
- \$105,481.00 from Operating (1000) to Pool (1023)
- \$2,233.72 from Roofing (1021) to Pool (1023)
- \$800.00 from Wood Shop (1024) to Pool (1023)
- \$25,000.00 from ADA (1025) to Pool (1023)
- \$17,704.69 from Marina (1032) to Pool (1023)
- \$7,050.00 from Marina (1032) to Screen Room (1040)
- \$5,000.00 from Outdoor Rec (1033) to Screen Room (1040)
- \$7,450.00 from Security (1036) to Screen Room (1040)

TOTAL = \$173,093.08

1. The Resolution shall become an attachment to the minutes.
2. This Resolution shall be posted on the Official Website for a minimum of two years.
3. The Resolution shall be forwarded to Account for adjustment to the Budget.
4. The Resolution shall be made a part of the Budget for 2021-2022

Adopted: _____

Morris Raymer, Chairman

Terry Zimmerly, Treasurer

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA FORM FOR TRUSTEES

1002F

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

Agenda Item: 1005 DCC Marina Vessel Slip Deposit Contract Meeting Date: 4/27/2022

Type of Meeting: _____ Workshop _____ Board Meeting X

Motion: X Discussion: _____ (check one)

Rationale for Request: Contract for residents that will put a deposit to procure a possible slip in the marina.

Estimated Costs to District (if applicable)

N/A

Attachments/Supporting documents: None: _____

Marina Vessel Slip Deposit Contract 1005 SID

Board Trustee: Melanie A. Woodruff Date: 4/19/2022

Print Name: Melanie A. Woodruff

Received by: [Signature] Date: 4/19/2022

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
MARINA VESSEL SLIP DEPOSIT CONTRACT

1005SDC

DATE: _____

DEPOSIT PAID \$ _____

I/We _____ commit to leasing a marina vessel slip from Bayshore Gardens Park and Recreation District when a slip is available that will accommodate my vessel. I understand that this deposit is nonrefundable after September 1, _____ if I do not rent the slip offered. This contract expires on September 30, _____. If a slip is not available my deposit will be refunded. *Marina contract must be completed by September 15, _____.*

Boat length _____ X # of Months _____ X Rate _____ \$ _____
Any portion of a foot calculated to next foot. (See rate schedule)

Deposit: Resident: \$250.00 \$ _____
(Deposit to be applied to vessel contract when contract executed)

CONTRACT TOTAL: \$ _____

Balance Due When Slip Becomes Available: \$ _____

Lessee Name: _____ Email: _____

Local Street Address: _____ City: _____ State: _____ Zip Code: _____

Home Phone: () _____ Cell: () _____

Out of State Address: _____

When a space is available suitable for your vessel we will call or email you. Please specify your choice for contact. Phone: ____ Email: _____. You will have 7 days from notification a slip is available to execute a slip contract. When you come to the office to complete your contract make sure you have your registration and proof of insurance for your vessel and tow vehicle/s.

Lessee Signature

Date

District Representative

Date