

**Agenda**  
**Bayshore Gardens Park & Recreation District**  
**Board of Trustees Meeting**  
**Wednesday; October 26, 2022 @ 7:00 P.M.**

1. Roll Call
2. Call to Order
3. Pledge to Flag
4. Approval of Minutes: 8/24/22 BOT Meeting / 9/14/22 BOT Work Session & 10/12/22 BOT Work Session
5. Treasurer's Report
6. Trustee Committee Reports
7. District Office Manager's Report
8. Old Business
9. New Business
  - Agenda Motion - Melanie - Boat Trailer Parking Rules - 1006R
  - Agenda Motion - Terry - Change District Office Manager's Job Description
  - Agenda Motion - Jeanne - December Rec. Committee Event
  - Agenda Motion - Jeanne - Superbowl Party
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  
September 2022

Ordinary Income/Expense	Sep 22	Budget	Oct '21 - Sep 22	YTD Budget	Annual Budget
<b>Income</b>					
4000 · Assessments					
4005 · Property Tax	0.00	43,595.42	502,530.62	523,145.00	523,145.00
4006 · Commission fees	0.00	-1,177.08	-15,421.91	-14,125.00	-14,125.00
4007 · Excess fees (Excess commission fees)	0.00		14,410.12		
<b>Total 4000 · Assessments</b>	<b>0.00</b>	<b>42,418.34</b>	<b>501,518.83</b>	<b>509,020.00</b>	<b>509,020.00</b>
4100 · Rent					
4111 · Screen Room Rental	75.00	83.33	700.00	1,000.00	1,000.00
4120 · Hall Rentals	1,877.96	1,666.66	19,310.43	20,000.00	20,000.00
4150 · Marina Rentals					
4151 · Slip Rental					
4152 · Resident slip rentals	0.00	3,750.00	37,286.56	45,000.00	45,000.00
4153 · Non Resident slip rentals	0.00	6,042.00	68,451.02	72,500.00	72,500.00
4158 · Homeowner-Non Resident	0.00	625.00	6,162.00	7,500.00	7,500.00
<b>Total 4151 · Slip Rental</b>	<b>0.00</b>	<b>10,417.00</b>	<b>112,899.58</b>	<b>125,000.00</b>	<b>125,000.00</b>
4154 · Small Boat Area	-192.00	416.66	1,344.00	5,000.00	5,000.00
4156 · Trailer Space Rental	180.00	166.66	3,144.00	2,000.00	2,000.00
4157 · Gate Keys	630.00	433.33	8,430.00	5,200.00	5,200.00
4162 · NR Boat Ramp	800.00		8,840.00		
4805 · late fees	0.00		100.00		
4825 · Work Area/Pressure Washer	170.00		2,579.81		
<b>Total 4150 · Marina Rentals</b>	<b>1,588.00</b>	<b>11,433.65</b>	<b>137,337.39</b>	<b>137,200.00</b>	<b>137,200.00</b>
<b>Total 4100 · Rent</b>	<b>3,540.96</b>	<b>13,183.64</b>	<b>157,347.82</b>	<b>158,200.00</b>	<b>158,200.00</b>
4300 · Pool					
4360 · Pool FOB	20.00	91.67	1,240.00	1,100.00	1,100.00
<b>Total 4300 · Pool</b>	<b>20.00</b>	<b>91.67</b>	<b>1,240.00</b>	<b>1,100.00</b>	<b>1,100.00</b>
4500 · Publications					
4520 · Banner - Subscriptions	0.00		0.00		
4530 · Banner - Classified Ads	0.00		145.53		
<b>Total 4500 · Publications</b>	<b>0.00</b>	<b></b>	<b>145.53</b>	<b></b>	<b></b>
4600 · Interest Income (Interest Income)	69.20	41.66	1,315.12	500.00	500.00

## Bayshore Gardens Park & Recreation District Profit & Loss Budget Performance September 2022

	Sep 22	Budget	Oct '21 - Sep 22	YTD Budget	Annual Budget
4800 · Miscellaneous Income					
4802 · Office Services	18.80		86.40		
4815 · Insurance Refunds	0.00		5,911.00		
4830 · Over/Short	0.00		0.00		
4800 · Miscellaneous Income - Other	0.00	4.16	1.35	50.00	50.00
<b>Total 4800 · Miscellaneous Income</b>	<b>18.80</b>	<b>4.16</b>	<b>5,998.75</b>	<b>50.00</b>	<b>50.00</b>
<b>Total Income</b>	<b>3,648.96</b>	<b>55,739.47</b>	<b>667,566.05</b>	<b>668,870.00</b>	<b>668,870.00</b>
<b>Gross Profit</b>	<b>3,648.96</b>	<b>55,739.47</b>	<b>667,566.05</b>	<b>668,870.00</b>	<b>668,870.00</b>
<b>Expense</b>					
5000 · Administration Expenses					
5100 · Wages, Taxes and Fees					
5120 · Wages - Administration	3,435.50	3,333.33	43,395.51	40,000.00	40,000.00
5130 · Wages - Maintenance	7,651.65	9,333.33	98,455.04	112,000.00	112,000.00
5132 · Wages - Dockmaster	700.00	750.00	8,400.00	9,000.00	9,000.00
5133 · Marina Project Manager	0.00		0.00		
5135 · Wages - Pool	0.00	2,000.00	4,067.37	24,000.00	24,000.00
5170 · Health Insurance Compensation	250.00	583.33	3,300.00	7,000.00	7,000.00
5210 · FICA-941 Taxes	920.82	1,666.67	11,903.80	20,000.00	20,000.00
5215 · Unemployment Taxes	16.51	50.00	506.34	600.00	600.00
5610 · Accounting Fees	0.00	1,125.00	8,575.00	13,500.00	13,500.00
6080 · Travel Mileage	0.00	41.67	0.00	500.00	500.00
<b>Total 5100 · Wages, Taxes and Fees</b>	<b>12,974.48</b>	<b>18,883.33</b>	<b>178,603.06</b>	<b>226,600.00</b>	<b>226,600.00</b>
<b>Total 5000 · Administration Expenses</b>	<b>12,974.48</b>	<b>18,883.33</b>	<b>178,603.06</b>	<b>226,600.00</b>	<b>226,600.00</b>
5200 · Marina Expense					
5240 · Sales Tax	-0.10		-0.10		
5250 · Property Tax	0.00	416.67	5,767.63	5,000.00	5,000.00
5575 · Marina Repair/Maintenance	201.30		6,151.40		
<b>Total 5200 · Marina Expense</b>	<b>201.20</b>	<b>416.67</b>	<b>11,918.93</b>	<b>5,000.00</b>	<b>5,000.00</b>
5300 · Security					
5311 · Security Camera R&M	0.00	166.67	321.27	2,000.00	2,000.00
5300 · Security - Other	0.00		0.00		
<b>Total 5300 · Security</b>	<b>0.00</b>	<b>166.67</b>	<b>321.27</b>	<b>2,000.00</b>	<b>2,000.00</b>

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

	Sep 22	Budget	Oct '21 - Sep 22	YTD Budget	Annual Budget
<b>5400 · Utilities</b>					
5410 · Electric	1,328.23	1,291.67	14,521.36	15,500.00	15,500.00
5420 · Water/Sewer	1,178.40	1,350.00	15,157.72	16,200.00	16,200.00
5430 · Telephone	0.00	250.00	687.13	3,000.00	3,000.00
5440 · Gas/Propane	0.00	8.34	0.00	100.00	100.00
5460 · Internet	232.57	100.00	2,289.70	1,200.00	1,200.00
<b>Total 5400 · Utilities</b>	<b>2,739.20</b>	<b>3,000.01</b>	<b>32,655.91</b>	<b>36,000.00</b>	<b>36,000.00</b>
<b>5500 · Building and Grounds</b>					
5511 · Professional/Contract Services	1,133.10	733.33	6,157.98	8,800.00	8,800.00
5512 · Repairs, Maintenance & Supplies	2,076.89	675.00	9,387.12	8,100.00	8,100.00
5515 · Janitorial and Cleaning	281.07	250.00	3,175.19	3,000.00	3,000.00
5516 · Gasoline (Grounds machinery fuel)	0.00	66.67	60.00	800.00	800.00
5520 · Maintenance Equipment	0.00	250.00	1,439.24	3,000.00	3,000.00
5530 · Pest Control	105.00	83.33	1,670.00	1,000.00	1,000.00
5560 · Landscaping					
5560.1 · .1 Ball Field Project	0.00		169.86		
5560 · Landscaping - Other	0.00	1,916.67	5,697.03	23,000.00	23,000.00
<b>Total 5560 · Landscaping</b>	<b>0.00</b>	<b>1,916.67</b>	<b>5,866.89</b>	<b>23,000.00</b>	<b>23,000.00</b>
5580 · Pool Maintenance	0.00	416.67	250.00	5,000.00	5,000.00
5585 · Pool Repair/Replacement	0.00	1,250.00	2,214.97	15,000.00	15,000.00
5590 · Pool Chemicals	0.00	1,333.33	6,760.95	16,000.00	16,000.00
5591 · EPA/Water	0.00	102.50	362.00	1,230.00	1,230.00
5683 · Certification Reimbursement	0.00	41.67	0.00	500.00	500.00
6500 · Playground Expense	0.00	125.00	0.00	1,500.00	1,500.00
<b>Total 5500 · Building and Grounds</b>	<b>3,596.06</b>	<b>7,244.17</b>	<b>37,344.34</b>	<b>86,930.00</b>	<b>86,930.00</b>
<b>5600 · Other Administration Expense</b>					
5519 · Leased Equipment	147.84	183.33	1,875.04	2,200.00	2,200.00
5650 · Postage	0.00	41.67	1,058.70	500.00	500.00
5660 · Legal Fees	75.00	833.33	5,225.00	10,000.00	10,000.00
5665 · Seminars, Training and Fees	0.00	83.33	175.00	1,000.00	1,000.00
5670 · Office Supplies/Expenses	781.45	666.95	5,872.37	8,000.00	8,000.00
5680 · Audit Fees	0.00	985.00	11,800.00	11,820.00	11,820.00

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

	Sep 22	Budget	Oct '21 - Sep 22	YTD Budget	Annual Budget
5682 · Organizational Fees and License	0.00	125.00	125.90	1,500.00	1,500.00
5686 · Website Maintenance	100.00	100.00	1,242.34	1,200.00	1,200.00
5690 · Advertising	0.00	41.67	699.83	500.00	500.00
6020 · Bank Fees	657.21	666.67	9,117.60	8,000.00	8,000.00
6040 · Trustee Election	0.00	416.67	0.00	5,000.00	5,000.00
<b>Total 5600 · Other Administration Expense</b>	<b>1,761.50</b>	<b>4,143.62</b>	<b>37,191.78</b>	<b>49,720.00</b>	<b>49,720.00</b>
5630 · Insurance-Business					
5631 · Insurance - Liability	0.00	750.00	9,563.25	9,000.00	9,000.00
5632 · Insurance - Workers Compensatio	0.00	894.17	13,425.00	10,730.00	10,730.00
5633 · Insurance - Auto Liability	0.00	18.33	244.00	220.00	220.00
5634 · Insurance -Property	0.00	916.67	25,163.50	11,000.00	11,000.00
5635 · Insurance -Marina	0.00	550.00	0.00	6,600.00	6,600.00
<b>Total 5630 · Insurance-Business</b>	<b>0.00</b>	<b>3,129.17</b>	<b>48,395.75</b>	<b>37,550.00</b>	<b>37,550.00</b>
5700 · Publications Expense					
5711 · Banner composition	0.00	266.67	4,400.00	3,200.00	3,200.00
5720 · Banner - Printing Costs	33.37		457.20		
5740 · Banner - Paper Delivery	45.00		804.45		
5750 · Banner - Office Supplies	0.00	183.33	0.00	2,200.00	2,200.00
<b>Total 5700 · Publications Expense</b>	<b>78.37</b>	<b>450.00</b>	<b>5,661.65</b>	<b>5,400.00</b>	<b>5,400.00</b>
5800 · District Recreation					
5830 · Expenses -	0.00	250.00	419.42	3,000.00	3,000.00
<b>Total 5800 · District Recreation</b>	<b>0.00</b>	<b>250.00</b>	<b>419.42</b>	<b>3,000.00</b>	<b>3,000.00</b>
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	77,858.61	18,055.83	140,145.42	216,670.00	216,670.00
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
<b>Total 5900 · Capital Layout</b>	<b>77,858.61</b>	<b>18,055.83</b>	<b>140,145.42</b>	<b>216,670.00</b>	<b>216,670.00</b>
6900 · Uncategorized Expenses	0.00		-14.00		

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

	Sep 22	Budget	Oct '21 - Sep 22	YTD Budget	Annual Budget
Total Expense	99,209.42	55,739.47	492,643.53	668,870.00	668,870.00
Net Ordinary Income	-95,560.46	0.00	174,922.52	0.00	0.00
Other Income/Expense					
Other Income	2.27		120.71		
10000 - Sales Tax Discount	2.27		120.71		
Total Other Income	2.27		120.71		
Net Other Income	<b>-95,558.19</b>	<b>0.00</b>	<b>175,043.23</b>	<b>0.00</b>	<b>0.00</b>
Net Income					

**Bayshore Gardens Park & Recreation District  
 Balance Sheet**

As of September 30, 2022

Sep 30, 22

**ASSETS**

**Current Assets**

**Checking/Savings**

1000 · Checking-Operating 5/3 2537	97,358.13
1004 · Petty Cash - District	350.00
1005 · Escrow Account 5/3 - 3919	36,000.00
1006 · Checking-Payroll 5/3 2545	4,637.83
1016 · Savings - Operating 5/3 4032	374,705.00
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	112,591.59
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	-4,384.97

**Total 1019 · Savings Reserves 5/3 5013** 195,995.03

**Total Checking/Savings** 709,045.99

**Accounts Receivable**

1100 · Accounts Receivable -26,903.79

**Total Accounts Receivable** -26,903.79

**Other Current Assets**

11500 · Water Boy Bottle Deposit	35.00
11600 · A/R Lupson (gate repair)	150.00
1499 · *Undeposited Funds	<u>-589.07</u>

**Total Other Current Assets** -404.07

**Total Current Assets** 681,738.13

**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	<u>59,521.69</u>

**Total Fixed Assets** 2,620,301.56

**Other Assets**

1800 · Utility Deposits 280.00

**Total Other Assets** 280.00

**TOTAL ASSETS** 3,302,319.69

**LIABILITIES & EQUITY**

## Bayshore Gardens Park & Recreation District Balance Sheet

As of September 30, 2022

Sep 30, 22

**Liabilities**

**Current Liabilities**

**Accounts Payable**

2000 · Accounts Payable 19,136.66

**Total Accounts Payable** 19,136.66

**Credit Cards**

2055 · Fifth Third CC -4,562.00

**Total Credit Cards** -4,562.00

**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 83.36

2100 · Payroll Liabilities - Other -2,235.86

**Total 2100 · Payroll Liabilities** -2,157.40

2171 · Sales Tax Payable 822.35

**2500 · Security Deposits**

2501 · Hall Security Deposits -2,290.00

2502 · Marina Security Deposits 33,750.00

2503 · Screen Room Deposit (Screen Room Deposit) -840.00

**Total 2500 · Security Deposits** 30,620.00

2600 · Deferred Revenues 46,682.59

2700 · Prepaid Income 665.65

2800 · Deposit on Boat Slips 500.00

**Total Other Current Liabilities** 83,313.36

**Total Current Liabilities** 97,888.02

**Total Liabilities** 97,888.02

**Equity**

3040 · Owners' Equity 182,295.76

3050 · Retained Earnings (Retained Earnings) 1,718,949.14

3200 · Fund Balance -86,517.97

3300 · Investment in GFAAG 1,214,661.51

**Net Income** 175,043.23

**Total Equity** 3,204,431.67

**TOTAL LIABILITIES & EQUITY** 3,302,319.69



# BAYSHORE GARDENS PARK AND RECREATION DISTRICT BOAT TRAILER PARKING RULES

1006R

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## RESIDENT/NON-RESIDENT LEASED TRAILER SPACE

Residents leasing a trailer parking space must have valid plates, registration, and stickers.

Non-Residents leasing a trailer parking space must have a leased boat slip, valid plates, current registration, and stickers.

- Trailer must be removed when boat slip contract expires or is terminated. The Security deposit for the boat slip will not be refunded until trailer is removed. If District has to have trailer removed those charges will be deducted from the boat slip security deposit.

Residents and Non-Residents must have:

- Proof of ownership/lease of trailer
- Trailers must be moveable
- Space numbers will be assigned. Tags with space number will be placed on the trailer near the front.
- Must have a gate pass fob that is non-transferrable.

## TEMPORARY TRAILER PARKING

The trailer may be in the marina grounds without boats while owner is working on boat in work area. Temporary trailer hooked to tow vehicle may be parked on grass behind boat ramp, across from boat slips and in front of the gate.

Date Approved: 9/18/18 *Sharon Denson*

Date Revised: 9/28/22

Date Effective: 9/18/18

## **BAYSHORE GARDENS PARK AND RECREATION DISTRICT**

### **Job Description: District Office Manager Exempt Salaried Position**

Approved September 17, 2013 Revised: September 28, 2022

The manager is responsible to the Board of Trustees and reports directly to the Chairman of the Board. The manager prepares and delivers month end reports on the status of the Center along with recommendations for future projects and activities to the Board at regular Board meetings. The manager attends monthly and annual Board meetings and is on call for emergencies.

A varied background and experience are necessary to accomplish the duties of the position. This includes bookkeeping, administering office procedures, supervising maintenance and custodial requirements, pool operations, and all personnel. Strong human relation skills are required to deal effectively with the needs and sites of the Bayshore Gardens homeowners and other Recreation Center patrons. The manager must be bondable and approved to act as a Notary Public.

The position is a salaried position. The District Office Manager shall receive a salary approved by the Board of Trustees. All paid holidays and sick days as described in the manual shall apply. Any and all overtime will be paid as comp time.

Detailed job duties and responsibilities include but are not limited to the following:

- a) Allocate and supervise work in the office.
- b) Supervise the use of facilities by residents and clubs, all rental contracts and scheduled use of the recreation center facilities. In compliance with Board policy.
- c) Supervise the pool operations including pool attendants, pool scheduling and pool closings.
- d) Dockmaster reports marina operations to District Office.
- e) Advise trustees on updated state laws and regulations applying to park and recreation districts.
- f) Authorize the purchase of all supplies and maintain all purchase and receipt records.
- g) Keep all monies (except petty cash) in the safe, locked at all times.
- h) Deposit cash and checks weekly by Friday.
- i) Negotiate everyday contracts for use of facilities according to Board Policy.
- j) Supervise the work of all personnel.
- k) Advise and/or train personnel in the performance of their duties.
- l) Recommendation to promote and/or raise pay based on performance to the Chairman of Personnel and Salary.
- m) Discuss write ups with Chairman of Personnel and Salary prior to administering to employee and placing in employee file.
- n) Complete employee performance reviews on all employees after their first 90 days and then annually on their anniversary date of hire. Complete these reviews in a timely fashion and keep them in the employee's individual file as well as providing a copy to Chairman of Personnel and Salary.
- o) Maintain Public Records, including disposal schedule.
- p) Prepare responses to Public Record Request.
- q) Maintain website.
- r) Prepare and cause to be published all mandatory legal notices in compliance with the law.
- s) Prepare and maintain a file in the office at all times of all original documents for any project in progress in the District.
- t) At Board Direction, attend District Community functions.

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: December Rec Event. Meeting Date: 10/26

Type of Meeting: \_\_\_\_\_ Workshop \_\_\_\_\_ Board Meeting

Motion:  Discussion: \_\_\_\_\_ (check one)

Rationale for Request: To move forward on:  
Planning an "Afternoon of fun & laughter."  
When: December 30<sup>th</sup>, 2pm - 4pm (Hall 12-6)  
Where: Rec Hall & ball field.  
What: Games (kickball), indoor games,  
Funny videos,  
Motion for → Hall Reservation ← 12-6pm

Estimated Costs to District (if applicable)  
\$ 250 - cost for food estimated.  
for 100 ppl.

Attachments/Supporting documents: None:

Board Trustee: Jeanne Murphy Date: 10/13/22

Print Name: Jeanne Murphy

Received by: [Signature] Date: 10/13/22

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: Superbowl Party Meeting Date: 10/26

Type of Meeting: \_\_\_\_\_ Workshop \_\_\_\_\_ Board Meeting

Motion:  Discussion: \_\_\_\_\_ (check one)

Rationale for Request: Annual event.  
Reserve hall Rental for  
the Super bowl party.  
FEBRUARY 12<sup>th</sup>

Estimated Costs to District (if applicable)

\$50. / papergoods, Soda

Attachments/Supporting documents: None:

Board Trustee: Jeanne Murphy Date: 10/26/2022

Print Name: Jeanne Murphy

Received by: [Signature] Date: 10/13/2022