

Agenda
Bayshore Gardens Park & Recreation District
Board of Trustees Meeting
Wednesday; February 28, 2024 @ 7:00 P.M.

1. Roll Call
2. Call to Order
3. Pledge to Flag
4. Approval of Minutes: 1/10/24 Work Session / 1/24/24 BOT Org. Meeting / 1/24/24 BOT Meeting / 2/7/24 BOT Special Meeting / 2/14/24 Work Session
5. Treasurer's Report
6. Trustee Committee Reports
 - Policy & Procedures (Cori)
7. District Office Manager's Report
 - Disposal of Public Personal Surplus Property - Old Hall Chairs
8. Old Business
9. New Business
 - Agenda Motion - (Dan) - Hiring Policy - 1007P
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 Treasurer's Monthly Report

Fiscal Year - 2023 - 2024

Month - 01/31/2024

INCOME	Year to date	Budget
ASSESSMENTS / 4000	\$463,289.13	\$513,000.00
RENTAL INCOME / 4100	\$210,826.45	\$221,450.00
OTHER INCOME / 4800	\$3,907.68	\$0.00
TOTAL INCOME	\$678,023.26	\$734,450.00

RESERVES FORWARD	\$350,000.00	\$350,000.00
BALANCE FORWARD	\$150,000.00	\$150,000.00
TOTAL	\$1,178,023.26	\$1,234,450.00

EXPENSES

Wages/ 5100	\$55,139.36	\$259,600.00
Taxes / 5250	\$9,740.88	\$6,200.00
Security / 5300	\$3,104.61	\$22,700.00
Utilities / 5400	\$20,385.61	\$45,300.00
Bulding & Grounds / 5500	\$36,277.83	\$107,600.00
Other Administration / 5600	\$16,627.31	\$57,200.00
Insurance / 5630	\$46,984.00	\$55,000.00
Publication / 5700	\$2,528.38	\$7,000.00
Recreation / 5800	\$0.00	\$5,000.00
TOTAL OPERATING	\$190,787.98	\$565,600.00

CAPITAL OUTLAY

Hall / 5922	\$0.00	\$15,000.00
ADA Bathrooms / 5917	\$0.00	\$125,850.00
Maint. Shed Awning / 5903	\$0.00	\$15,000.00
Fitness Trail / 5921	\$0.00	\$12,000.00
Survey / 5901	\$0.00	\$1,000.00
TOTAL OUTLAY	\$0.00	\$168,850.00

TOTAL EXPENSES	\$190,787.98	\$734,450.00
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RESERVES

Marina / 1032	\$160,000.00	\$160,000.00
Pool / Shower / ADA / 1025	\$270,000.00	\$270,000.00
Screen Room / 1035	\$30,000.00	\$30,000.00
Roofing / 1021	\$15,000.00	\$15,000.00
Security System / 1036	\$10,000.00	\$10,000.00
Fitness Trail / 1037	\$5,000.00	\$5,000.00
Playground Equipment / 1034	\$9,000.00	\$9,000.00
Hall Floors / 1038	\$1,000.00	\$1,000.00
RESERVES TOTAL	\$500,000.00	\$500,000.00

TOTAL INCOME & RESERVES	\$1,178,023.26	\$1,234,450.00
LESS TOTAL EXPENSE	-\$190,787.98	-\$734,450.00
BALANCE FORWARD	\$987,235.28	\$500,000.00

ESCROW ACCOUNT	\$36,000.00
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Bayshore Gardens Park & Recreation District Profit & Loss Budget Performance

January 2024

	<u>Jan 24</u>	<u>Budget</u>	<u>Oct '23 - Jan 24</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense					
Income					
4000 - Assessments					
4005 - Property Tax	39,225.76	45,737.50	474,299.71	182,950.00	548,850.00
4006 - Commission fees	-1,176.77	-2,987.50	-14,228.99	-11,950.00	-35,850.00
4007 - Excess fees (Excess commission fees)	0.00		3,218.41		
Total 4000 - Assessments	<u>38,048.99</u>	<u>42,750.00</u>	<u>463,289.13</u>	<u>171,000.00</u>	<u>513,000.00</u>
4100 - Rent					
4111 - Screen Room Rental	50.00	66.66	300.00	266.64	800.00
4120 - Hall Rentals	1,829.57	1,583.34	9,447.20	6,333.36	19,000.00
4150 - Marina Rentals					
4151 - Slip Rental					
4152 - Resident slip rentals	-96.00	4,350.00	57,272.00	17,400.00	52,200.00
4153 - Non Resident slip rentals	0.00	10,650.00	126,969.25	42,600.00	127,800.00
Total 4151 - Slip Rental	<u>-96.00</u>	<u>15,000.00</u>	<u>184,241.25</u>	<u>60,000.00</u>	<u>180,000.00</u>
4154 - Small Boat Area	0.00	83.34	1,728.00	333.36	1,000.00
4156 - Trailer Space Rental	360.00	333.33	6,480.00	1,333.32	4,000.00
4157 - Gate Keys	290.00	341.66	4,250.00	1,366.64	4,100.00
4162 - NR Boat Ramp	0.00	966.66	4,000.00	3,866.64	11,600.00
4825 - Work Area/Pressure Washer	120.00		380.00		
Total 4150 - Marina Rentals	<u>674.00</u>	<u>16,724.99</u>	<u>201,079.25</u>	<u>66,899.96</u>	<u>200,700.00</u>
Total 4100 - Rent	<u>2,553.57</u>	<u>18,374.99</u>	<u>210,826.45</u>	<u>73,499.96</u>	<u>220,500.00</u>
4300 - Pool					
4360 - Pool FOB	40.00	75.00	1,603.46	300.00	900.00
Total 4300 - Pool	<u>40.00</u>	<u>75.00</u>	<u>1,603.46</u>	<u>300.00</u>	<u>900.00</u>
4500 - Publications					
4520 - Banner - Subscriptions	60.00		90.00		
Total 4500 - Publications	<u>60.00</u>		<u>90.00</u>		
4600 - Interest Income (Interest Income)	1,257.06		2,176.57		
4800 - Miscellaneous Income					
4802 - Office Services	21.00	4.13	37.05	16.64	50.00
4800 - Miscellaneous Income - Other	0.00		0.60		

Bayshore Gardens Park & Recreation District Profit & Loss Budget Performance January 2024

	Jan 24	Budget	Oct '23 - Jan 24	YTD Budget	Annual Budget
Total 4800 · Miscellaneous Income	21.00	4.13	37.65	16.64	50.00
Total Income	41,980.62	61,204.12	678,023.26	244,816.60	734,450.00
Gross Profit	41,980.62	61,204.12	678,023.26	244,816.60	734,450.00
Expense					
5000 · Administration Expenses					
5100 · Wages, Taxes and Fees					
5120 · Wages - Administration	4,035.00	4,583.33	19,083.94	18,333.35	55,000.00
5130 · Wages - Maintenance	4,640.38	8,333.34	20,527.58	33,333.36	100,000.00
5132 · Wages - Dockmaster	646.16	750.00	2,907.72	3,000.00	9,000.00
5133 · Marina Project Manager	0.00		0.00		
5135 · Wages - Pool	0.00	4,500.00	3,641.00	18,000.00	54,000.00
5170 · Health Insurance Compensation	250.00	583.34	1,125.00	2,333.36	7,000.00
5210 · FICA-941 Taxes	732.21	1,666.66	3,617.30	6,666.64	20,000.00
5215 · Unemployment Taxes	156.01	50.00	436.82	200.00	600.00
5610 · Accounting Fees	900.00	1,125.00	3,800.00	4,500.00	13,500.00
6080 · Travel Mileage	0.00	41.66	0.00	166.65	500.00
Total 5100 · Wages, Taxes and Fees	11,359.76	21,633.33	55,139.36	86,533.36	259,600.00
Total 5000 · Administration Expenses	11,359.76	21,633.33	55,139.36	86,533.36	259,600.00
5200 · Marina Expense					
5250 · Property Tax	0.00	516.66	3,458.15	2,066.64	6,200.00
5575 · Marina Repair/Maintenance	0.00	166.66	6,282.73	666.64	2,000.00
Total 5200 · Marina Expense	0.00	683.32	9,740.88	2,733.28	8,200.00
5300 · Security					
5311 · Security Camera R&M	0.00	1,891.66	3,104.61	7,566.64	22,700.00
Total 5300 · Security	0.00	1,891.66	3,104.61	7,566.64	22,700.00
5400 · Utilities					
5410 · Electric	2,250.80	1,916.66	11,534.29	7,666.64	23,000.00
5420 · Water/Sewer	1,726.56	1,500.00	7,244.64	6,000.00	18,000.00
5430 · Telephone	180.00	100.00	570.88	400.00	1,200.00
5440 · Gas/Propane	0.00	8.34	0.00	33.36	100.00
5460 · Internet	251.36	250.00	1,035.80	1,000.00	3,000.00
Total 5400 · Utilities	4,408.72	3,775.00	20,385.61	15,100.00	45,300.00

Bayshore Gardens Park & Recreation District Profit & Loss Budget Performance January 2024

	Jan 24	Budget	Oct '23 - Jan 24	YTD Budget	Annual Budget
5500 - Building and Grounds					
5511 - Professional/Contract Services	523.70	691.66	1,937.80	2,766.64	8,300.00
5512 - Repairs, Maintenance & Supplies	7,579.77	833.34	11,771.44	3,333.36	10,000.00
5514 - Building Maintenance	2,275.00	1,250.00	2,355.78	5,000.00	15,000.00
5515 - Janitorial and Cleaning	292.14	291.66	3,216.14	1,166.64	3,500.00
5516 - Gasoline (Grounds machinery fuel)	47.25	66.66	47.25	266.64	800.00
5520 - Maintenance Equipment	0.00	500.00	5,961.77	2,000.00	6,000.00
5530 - Pest Control	105.00	100.00	105.00	400.00	1,200.00
5560 - Landscaping	299.98	1,916.66	3,710.54	7,666.64	23,000.00
5580 - Pool Maintenance	0.00	83.34	113.01	333.36	1,000.00
5585 - Pool Repair/Replacement	1,139.95	83.33	1,383.45	333.32	1,000.00
5590 - Pool Chemicals	968.00	2,500.00	5,487.65	10,000.00	30,000.00
5591 - EPA/Water	0.00	108.34	0.00	433.36	1,300.00
5683 - Certification Reimbursement	0.00	83.34	0.00	333.36	1,000.00
5684 - Woodchoppers	0.00	83.34	188.00	333.36	1,000.00
6500 - Playground Expense	0.00	208.34	0.00	833.36	2,500.00
Total 5500 - Building and Grounds	13,230.79	8,800.01	36,277.83	35,200.04	105,600.00
5600 - Other Administration Expense					
5519 - Leased Equipment	147.84	183.34	658.29	733.36	2,200.00
5650 - Postage	0.00	100.00	899.10	400.00	1,200.00
5660 - Legal Fees	132.50	833.34	3,395.80	3,333.36	10,000.00
5665 - Seminars, Training and Fees	59.90	83.34	834.85	333.36	1,000.00
5670 - Office Supplies/Expenses	108.00	666.60	1,558.77	2,666.48	8,000.00
5680 - Audit Fees	0.00	1,166.66	2,700.00	4,666.64	14,000.00
5682 - Organizational Fees and License	0.00	125.00	0.00	500.00	1,500.00
5686 - Website Maintenance	126.00	133.34	630.00	533.36	1,600.00
5690 - Advertising	0.00	58.34	117.00	233.36	700.00
6020 - Bank Fees	550.14	1,000.00	5,833.50	4,000.00	12,000.00
6040 - Trustee Election	0.00	416.66	0.00	1,666.64	5,000.00
Total 5600 - Other Administration Expense	1,124.38	4,766.62	16,627.31	19,066.56	57,200.00
5630 - Insurance-Business					
5631 - Insurance - Liability	0.00	833.34	11,260.00	3,333.36	10,000.00

Bayshore Gardens Park & Recreation District Profit & Loss Budget Performance January 2024

	Jan 24	Budget	Oct '23 - Jan 24	YTD Budget	Annual Budget
5632 · Insurance - Workers Compensatio	0.00	1,166.66	3,746.00	4,666.64	14,000.00
5633 · Insurance - Auto Liability	0.00	20.84	0.00	83.36	250.00
5634 · Insurance -Property	0.00	2,562.50	31,978.00	10,250.00	30,750.00
Total 5630 · Insurance-Business	0.00	4,583.34	46,984.00	18,333.36	55,000.00
5700 · Publications Expense					
5711 · Banner composition	820.00	375.00	1,650.00	1,500.00	4,500.00
5720 · Banner - Printing Costs	153.29		691.38		
5740 · Banner - Paper Delivery	52.00		187.00		
5750 · Banner - Office Supplies	0.00	208.34	0.00	833.36	2,500.00
Total 5700 · Publications Expense	1,025.29	583.34	2,528.38	2,333.36	7,000.00
5800 · District Recreation					
5830 · Expenses -	0.00	416.66	0.00	1,666.64	5,000.00
Total 5800 · District Recreation	0.00	416.66	0.00	1,666.64	5,000.00
5900 · Capital Layout					
5901 · Survey	0.00	83.34	0.00	333.36	1,000.00
5903 · Sheds to Replace Porta Potty	0.00		0.00	0.00	0.00
5907 · Basketball Court	0.00		0.00	0.00	0.00
5915 · Maintenance Shed Awning	0.00	1,250.00	0.00	5,000.00	15,000.00
5917 · Pool ADA Bathrooms	0.00	10,487.50	0.00	41,950.00	125,850.00
5921 · Fitness Trail	0.00	1,000.00	0.00	4,000.00	12,000.00
5922 · Hall	0.00	1,250.00	0.00	5,000.00	15,000.00
Total 5900 · Capital Layout	0.00	14,070.84	0.00	56,283.36	168,850.00
Total Expense	31,148.94	61,204.12	190,787.98	244,816.60	734,450.00
Net Ordinary Income	10,831.68	0.00	487,235.28	0.00	0.00
Other Income/Expense					
Other Income					
10000 · Sales Tax Discount	13.00		46.85		
Total Other Income	13.00		46.85		
Net Other Income	13.00		46.85		
Net Income	10,844.68	0.00	487,282.13	0.00	0.00

Bayshore Gardens Park & Recreation District
Balance Sheet
As of January 31, 2024

Jan 31, 24

ASSETS

Current Assets

Checking/Savings

1000 · Checking-Operating 5/3 2537	287,949.40
1004 · Petty Cash - District	350.00
1005 · Escrow Account 5/3 - 3919	36,000.00
1006 · Checking-Payroll 5/3 2545	39,475.47
1016 · Savings - Operating 5/3 4032	444,748.61
1019 · Savings Reserves 5/3 5013	
1021 · Reserve Fund-Roofing	7,507.39
1022 · Reserve Fund-Hall Upgrade	21,935.22
1022.5 · Building Maintenance	15,000.00
1023 · Reserve Fund-Pool	46,730.11
1024 · Reserve Fund - Wood Shop Exp	215.01
1025 · Reserve Fund - ADA	32,389.00
1027.5 · Basketball Court	-181.52
1032 · Reserve Fund - Marina	136,643.44
1033 · Reserve Fund-Outdoor Recreation	25,000.00
1036 · Reserve Fund - Security	10,000.00
1019 · Savings Reserves 5/3 5013 - Interest minus Bank Fees	-4,529.09

Total 1019 · Savings Reserves 5/3 5013 290,709.56

Total Checking/Savings 1,099,233.04

Accounts Receivable

1100 · Accounts Receivable 53,686.83

Total Accounts Receivable 53,686.83

Other Current Assets

11500 · Water Boy Bottle Deposit	35.00
11600 · A/R Lupson (gate repair)	150.00
1499 · *Undeposited Funds	<u>2,560.44</u>

Total Other Current Assets 2,745.44

Total Current Assets 1,155,665.31

Fixed Assets

1900 · Land	400,000.00
1910 · Buildings	1,367,061.93
1920 · Recreation Area	1,768,907.19
1940 · Recreation Area F & E	97,308.64
1960 · Machines & Equipment	106,524.12
1980 · Office Furniture and Equipment	38,112.48
1990 · Other Furniture and Equipment	53,448.88
1995 · Accumulated Depreciation	-1,342,680.52
1999 · Reserve Expenses	<u>79,640.39</u>

Total Fixed Assets 2,568,323.11

Other Assets

1800 · Utility Deposits 280.00

Total Other Assets 280.00

Bayshore Gardens Park & Recreation District
Balance Sheet
As of January 31, 2024

	<u>Jan 31, 24</u>
TOTAL ASSETS	<u>3,724,268.42</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 - Accounts Payable	15,434.75
Total Accounts Payable	<u>15,434.75</u>
Other Current Liabilities	
2010 - Accrued Wages	6,180.17
2100 - Payroll Liabilities	
2300 - Garnishment of Wages	246.68
2100 - Payroll Liabilities - Other	<u>-1,369.33</u>
Total 2100 - Payroll Liabilities	-1,122.65
2171 - Sales Tax Payable	2,586.73
2500 - Security Deposits	
2501 - Hall Security Deposits	1,480.00
2502 - Marina Security Deposits	38,500.00
2503 - Screen Room Deposit (Screen Room Deposit)	<u>40.00</u>
Total 2500 - Security Deposits	40,020.00
2600 - Deferred Revenues	43,925.59
2700 - Prepaid Income	665.65
2800 - Deposit on Boat Slips	<u>1,000.00</u>
Total Other Current Liabilities	<u>93,255.49</u>
Total Current Liabilities	<u>108,690.24</u>
Total Liabilities	108,690.24
Equity	
3040 - Owners' Equity	182,295.76
3050 - Retained Earnings (Retained Earnings)	2,115,343.44
3200 - Fund Balance	-86,517.97
3300 - Investment in GFAAG	930,966.29
Net Income	<u>473,490.66</u>
Total Equity	<u>3,615,578.18</u>
TOTAL LIABILITIES & EQUITY	<u>3,724,268.42</u>

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 1-21-2024

Trustee inspector Don Rawlison

Employee Inspector Gia Cruz

Reason for the inspection Purchased New Hall Chairs

Name of property Chairs (150) Where located Hall

Description of the Property considered surplus Hall Chairs (Events)

We have a total of 244 Chairs. - 44 will go on Screen Room
- 50 stored out of way for leading out / any replacements

Condition of the Property Fair / Good

Estimated value _____

Value basis lots of 10 for \$20 or \$4 Each Chair

Disposed of date _____ Method _____ Amount sold for _____

Donal Rawlison

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 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: Hiring Policy 1007P Meeting Date: 2/28/24

Type of Meeting: _____ Workshop _____ Board Meeting

Motion: Discussion: _____ (check one)

Rationale for Request: HIRING Policy 1007P
REVOKE THE PERSONAL COMMITTEE REVIEW IN
COMPLIANCE WITH FS. 185.015

Estimated Costs to District (if applicable)

N/A

Attachments/Supporting documents: None: _____

Policy

Board Trustee: Don Rawlinson Date: 2/14/24

Print Name: DAN RAWLINSON

Received by: Hia Date: 2/15/24

BAYSHORE GARDENS PARK AND RECREATION DISTRICT

HIRING POLICY

1007 P

Charter 2002-365. Pg 4 (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:

Pg 5, (7)(g) A record shall be kept of all meetings of the board of trustees and in such meetings, a concurrence of the majority of said trustees shall be necessary to any affirmative action taken by the board. Said trustees may adopt such rules and regulations, not inconsistent with any portion of this act, or chapters 189 and 418, Florida Statutes, as they may deem necessary or convenient in and about the transaction of the business of the board and in carrying out the provisions of this act. Notwithstanding any provisions to the contrary herein

FS 418.22 POWERS OF RECREATION DISTRICT


The Charter of a recreation district may grant to the recreation district the following powers

(9) To employ all personnel necessary for the operation and maintenance of the facilities of the district.

The Board of Trustees is the appointing authority for the District. All employment will be in compliance with FS 112.3135. No position will be created or an employee hired without approval of the Board of Trustees at a meeting that is in compliance with 189.015.

Employment opportunities SHALL be posted on the website and when possible, published in the Banner. A newspaper of general circulation may also be utilized as well as Employment agencies.

The Personnel Committee shall review all applications in a meeting that is in compliance with FS 189.015. The Personnel Committee shall consult the District Manager and shall make recommendations to the Board of Trustee for approval of potential employee.

Date Approved 4-17-18 
Date Revised _____
Date Effective 4-17-18