

**MEETING HAS BEEN CANCELED DUE TO
RECOMMENDED GUIDELINES OF COVID-19.
A RESCHEDULED DATE WILL BE POSTED ONCE
IT IS KNOWN.**

**Agenda
Bayshore Gardens Park & Recreation District
Board of Trustees Meeting
March 18, 2020, 7 P.M.**

1. Roll Call, Establish a Quorum
2. Call to Order
3. Pledge to flag
4. Approval of Minutes: 2/13/20 Sunshine Meeting; 2/19/20 BOT Meeting; 3/4/20 Workshop
5. Treasurer Report
6. District Manager's Report

BUSINESS

7. Salaries/Personnel Handbook: comp time, 2 additional pd. holidays, FRS
8. Motion: Trustee Zimmerly: Holidays for Employees
9. Permission to purchase commercial radios for maintenance.
10. Vote on By-law amendment

(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
Balance Sheet
As of February 29, 2020

Feb 29, 20

ASSETS

Current Assets

Checking/Savings

1000 · Checking-Operating 5/3 2537	215,074.67
1004 · Petty Cash - District	350.00
1006 · Checking-Payroll 5/3 2545	37,734.15
1016 · Savings - Operating 5/3 4032	131,095.63
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)	45,955.16
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)	4,252.09
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)	431,205.91
1019 · Savings Reserves 5/3 5013 - Other	5,508.37
Total 1019 · Savings Reserves 5/3 5013	<u>534,853.11</u>

Total Checking/Savings 919,107.56

Accounts Receivable

1100 · Accounts Receivable	<u>-10,225.78</u>
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Total Accounts Receivable -10,225.78

Other Current Assets

1200 · Prepaid Insurance	19,305.26
1499 · *Undeposited Funds	2,446.48

Total Other Current Assets 21,751.74

Total Current Assets 930,633.52

Fixed Assets

1900 · Land	400,000.00
1910 · Buildings	1,008,289.93
1920 · Recreation Area	394,900.19
1940 · Recreation Area F & E	97,233.64
1960 · Machines & Equipment	77,290.22
1980 · Office Furniture and Equipment	36,158.54
1990 · Other Furniture and Equipment	53,448.88
1995 · Accumulated Depreciation	-1,047,188.34
1999 · 2019-2020 FY Reserve Expenses	622,161.33

Total Fixed Assets 1,642,294.39

Other Assets

1800 · Utility Deposits	280.00
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Total Other Assets 280.00

TOTAL ASSETS 2,573,207.91

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Bayshore Gardens Park & Recreation District
Balance Sheet
As of February 29, 2020

	<u>Feb 29, 20</u>
Accounts Payable	
2000 · Accounts Payable	4,196.88
Total Accounts Payable	<u>4,196.88</u>
Other Current Liabilities	
2010 · Accrued Wages	787.17
2100 · Payroll Liabilities	
2300 · Garnishment of Wages	91.54
2100 · Payroll Liabilities - Other	2,766.94
Total 2100 · Payroll Liabilities	<u>2,858.48</u>
2171 · Sales Tax Payable	5,775.71
2500 · Security Deposits	
2501 · Hall Security Deposits	6,000.00
2502 · Marina Security Deposits	29,545.00
2503 · Screen Room Deposit (Screen Room Deposit)	160.00
2500 · Security Deposits - Other	-8,045.00
Total 2500 · Security Deposits	<u>27,660.00</u>
2600 · Deferred Revenues	1,212.59
Total Other Current Liabilities	<u>38,293.95</u>
Total Current Liabilities	<u>42,490.83</u>
Total Liabilities	42,490.83
Equity	
3040 · Owners' Equity	182,295.76
3050 · Retained Earnings (Retained Earnings)	1,414,755.26
3200 · Fund Balance	-86,517.97
3300 · Investment in GFAAG	763,644.69
Net Income	256,539.34
Total Equity	<u>2,530,717.08</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,573,207.91</u></u>

Bayshore Gardens Park & Recreation District
Profit & Loss Budget Performance

Ordinary Income/Expense	February 2020		Oct '19 - Feb 20	YTD Budget	Annual Budget
	Feb 20	Budget			
Income					
4000 · Assessments					
4005 · Property Tax	14,713.05	42,939.00	432,960.65	214,695.00	515,268.00
4006 · Commission fees	-441.39	-1,291.67	-12,657.61	-6,458.35	-15,500.00
4007 · Excess fees (Excess commission fees)	0.00		3,415.48	0.00	0.00
Total 4000 · Assessments	14,271.66	41,647.33	423,718.52	208,236.65	499,768.00
4100 · Rent					
4111 · Screen Room Rental	150.00	83.33	350.00	416.65	1,000.00
4120 · Hall Rentals	725.00	1,666.67	5,620.50	8,333.31	20,000.00
4150 · Marina Rentals					
4151 · Slip Rental					
4152 · Resident slip rentals	15,344.77	3,283.33	15,451.61	16,416.69	39,400.00
4153 · Non Resident slip rentals	37,195.27	7,750.00	36,695.27	38,750.00	93,000.00
4155 · Short Term Slip Rental	0.00	25.00	0.00	125.00	300.00
4158 · Homeowner-Non Resident	4,322.75	83.33	3,770.75	416.69	1,000.00
4151 · Slip Rental - Other	-500.00		-617.64		
Total 4151 · Slip Rental	56,362.79	11,141.66	55,299.99	55,708.38	133,700.00
4154 · Small Boat Area	0.00	166.66	1,920.00	833.33	2,000.00
4156 · Trailer Space Rental	672.00	250.00	3,168.00	1,250.00	3,000.00
4157 · Gate Keys	1,120.00	500.00	5,680.00	2,500.00	6,000.00
4805 · late fees	0.00	33.33	0.00	166.65	400.00
4825 · Work Area/Pressure Washer	0.00	75.00	90.00	375.00	900.00
Total 4150 · Marina Rentals	58,154.79	12,166.65	66,157.99	60,833.36	146,000.00
Total 4100 · Rent	59,029.79	13,916.65	72,128.49	69,583.32	167,000.00
4300 · Pool					
4360 · Pool FOB	40.00		250.00		
Total 4300 · Pool	40.00		250.00		
4400 · Donations					
4405 · General Donations	0.00		0.00	0.00	0.00
Total 4400 · Donations	0.00		0.00	0.00	0.00
4500 · Publications					
4520 · Banner - Subscriptions	0.00		0.00	0.00	0.00

Bayshore Gardens Park & Recreation District Profit & Loss Budget Performance

	<u>February 2020</u>		Oct 19 - Feb 20	YTD Budget	Annual Budget
	Feb 20	Budget			
4530 · Banner - Classified Ads	0.00	416.67	20.00	2,083.31	5,000.00
Total 4500 · Publications	0.00	416.67	20.00	2,083.31	5,000.00
4600 · Interest Income (Interest Income)	0.00	416.66	6,906.97	2,083.38	5,000.00
4800 · Miscellaneous Income					
4802 · Office Services	4.05		61.75		
4815 · Insurance Refunds	0.00		0.00		
4830 · Over/Short	0.00		0.01		
4800 · Miscellaneous Income - Other	0.00	83.33	0.00	416.69	1,000.00
Total 4800 · Miscellaneous Income	4.05	83.33	61.76	416.69	1,000.00
Total Income	73,345.50	56,480.64	503,085.74	282,403.35	677,768.00
Gross Profit	73,345.50	56,480.64	503,085.74	282,403.35	677,768.00
Expense					
5000 · Administration Expenses					
5100 · Wages, Taxes and Fees					
5120 · Wages - Administration	5,651.33	5,166.67	30,940.37	25,833.31	62,000.00
5130 · Wages - Maintenance	9,044.42	9,315.00	48,973.29	46,575.00	111,780.00
5132 · Wages - Dockmaster	700.00	750.00	3,500.00	3,750.00	9,000.00
5133 · Marina Project Manager	0.00	208.33	0.00	1,041.69	2,500.00
5135 · Wages - Pool	0.00	4,750.00	5,306.94	23,750.00	57,000.00
5170 · Health Insurance Compensation	450.00	416.67	2,475.00	2,083.31	5,000.00
5210 · FICA-941 Taxes	-60.90	1,500.00	5,684.09	7,500.00	18,000.00
5215 · Unemployment Taxes	5.59	50.00	269.78	250.00	600.00
5330 · Hall Monitor	0.00		286.00	0.00	0.00
5450 · Cell Phone	0.00	25.00	0.00	125.00	300.00
5610 · Accounting Fees	1,250.00	3,250.00	5,550.00	16,250.00	39,000.00
6080 · Travel Mileage	0.00	41.67	51.04	208.31	500.00
Total 5100 · Wages, Taxes and Fees	17,040.44	25,473.34	103,036.51	127,366.62	305,680.00
Total 5000 · Administration Expenses	17,040.44	25,473.34	103,036.51	127,366.62	305,680.00
5200 · Marina Expense					
5250 · Property Tax	0.00		4,758.66	0.00	0.00
5570 · Small Boat Area	0.00		0.00	0.00	0.00
5575 · Marina Repair/Maintenance	0.00	166.67	156.57	833.31	2,000.00
Total 5200 · Marina Expense	0.00	166.67	4,915.23	833.31	2,000.00

Bayshore Gardens Park & Recreation District
Profit & Loss Budget Performance

	February 2020		Oct '19 - Feb 20	YTD Budget	Annual Budget
	Feb 20	Budget			
5300 · Security					
5310 · Security Systems	14.67		174.63		
5311 · Security Camera R&M	0.00		0.00	0.00	0.00
5320 · Gate Closing Expense	125.00	114.58	750.00	572.94	1,375.00
5335 · Key Fobs	0.00	52.08	0.00	260.44	625.00
5300 · Security - Other	0.00		0.00		
Total 5300 · Security	139.67	166.66	924.63	833.38	2,000.00
5400 · Utilities					
5410 · Electric	1,269.10	1,500.00	6,191.75	7,500.00	18,000.00
5420 · Water/Sewer	1,123.85	1,416.67	5,561.82	7,083.31	17,000.00
5430 · Telephone/Pager/Cable/Web	417.43	333.33	1,426.59	1,666.69	4,000.00
5440 · Gas/Propane	39.98	83.33	212.19	416.69	1,000.00
Total 5400 · Utilities	2,850.36	3,333.33	13,392.35	16,666.69	40,000.00
5500 · Building and Grounds					
5511 · Professional/Contract Services	537.73	816.67	2,982.69	4,083.31	9,800.00
5512 · Repairs, Maintenance & Supplies	962.57	583.33	3,181.67	2,916.69	7,000.00
5515 · Janitorial and Cleaning	114.16	416.67	1,479.68	2,083.31	5,000.00
5516 · Gasoline (Grounds machinery fuel)	0.00	58.33	107.01	291.69	700.00
5520 · Maintenance Equipment	0.00	250.00	389.97	1,250.00	3,000.00
5530 · Pest Control	0.00	250.00	160.50	1,250.00	3,000.00
5560 · Landscaping	0.00	833.33	16,190.24	4,166.69	10,000.00
5580 · Pool Maintenance	56.00	416.67	127.58	2,083.31	5,000.00
5585 · Pool Repair/Replacement	0.00		0.00	0.00	0.00
5590 · Pool Chemicals	314.20	1,333.33	3,200.45	6,666.69	16,000.00
5683 · Certification Reimbursement	0.00	166.67	0.00	833.31	2,000.00
6500 · Playground Expense	0.00	208.33	0.00	1,041.69	2,500.00
Total 5500 · Building and Grounds	1,984.66	5,333.33	27,819.79	26,666.69	64,000.00
5600 · Other Administration Expense					
5519 · Leased Equipment	0.00		408.15	0.00	0.00
5650 · Postage	0.00	41.67	0.00	208.31	500.00
5660 · Legal Fees	0.00	833.33	4,235.00	4,166.69	10,000.00
5665 · Seminars, Training and Fees	255.21	83.33	515.20	416.69	1,000.00
5670 · Office Supplies/Expenses	553.59	416.66	3,829.33	2,083.38	5,000.00

Bayshore Gardens Park & Recreation District
Profit & Loss Budget Performance

	February 2020		Oct '19 - Feb 20	YTD Budget	Annual Budget
	Feb 20	Budget			
5680 · Audit Fees	11,100.00	1,000.00	11,100.00	5,000.00	12,000.00
5682 · Organizational Fees and License	0.00	125.00	1,550.00	625.00	1,500.00
5686 · Website Maintenance	100.00		642.34	0.00	0.00
5690 · Advertising	11.70	125.00	1,005.54	625.00	1,500.00
6020 · Bank Fees	0.00	500.00	1,785.80	2,500.00	6,000.00
6040 · Trustee Election	0.00	375.00	4,352.95	1,875.00	4,500.00
Total 5600 · Other Administration Expense	12,020.50	3,499.99	29,424.31	17,500.07	42,000.00
5630 · Insurance-Business					
5631 · Insurance - Liability	0.00	750.00	3,910.75	3,750.00	9,000.00
5632 · Insurance - Workers Compensatio	0.00	1,166.67	5,754.75	5,833.31	14,000.00
5633 · Insurance - Auto Liability	0.00	16.67	40.00	83.31	200.00
5634 · Insurance -Property	0.00	1,566.67	4,692.75	7,833.31	18,800.00
5635 · Insurance - Flood	1,293.00	833.33	6,465.00	4,166.69	10,000.00
Total 5630 · Insurance-Business	1,293.00	4,333.34	20,863.25	21,666.62	52,000.00
5700 · Publications Expense					
5710 · Banner - Commissions	0.00	125.00	0.00	625.00	1,500.00
5711 · Banner composition	0.00	416.66	1,310.00	2,083.30	5,000.00
5720 · Banner - Printing Costs	47.06	833.34	110.61	4,166.62	10,000.00
5740 · Banner - Paper Delivery	122.20	250.00	539.80	1,250.00	3,000.00
5750 · Banner - Office Supplies					
5752 · Office supplies	0.00		36.00	0.00	0.00
5750 · Banner - Office Supplies - Other	0.00		0.00	0.00	0.00
Total 5750 · Banner - Office Supplies	0.00	0.00	36.00	0.00	0.00
5760 · Banner - Miscellaneous Expenses					
5761 · Tide Tables	0.00	20.83	0.00	104.19	250.00
5762 · King Features	0.00	20.83	0.00	104.19	250.00
5760 · Banner - Miscellaneous Expenses - Other	0.00		0.00	0.00	0.00
Total 5760 · Banner - Miscellaneous Expenses	0.00	41.66	0.00	208.38	500.00
Total 5700 · Publications Expense	169.26	1,666.66	1,996.41	8,333.30	20,000.00
5800 · District Recreation					
5830 · Expenses -	219.15	833.34	294.94	4,166.70	10,000.00
Total 5800 · District Recreation	219.15	833.34	294.94	4,166.70	10,000.00
5880 · Concession Stand	0.00		0.00	0.00	0.00

Bayshore Gardens Park & Recreation District
Profit & Loss Budget Performance

	February 2020		Oct '19 - Feb 20	YTD Budget	Annual Budget
	Feb 20	Budget			
5885 · Depreciation Expense	0.00		0.00	0.00	0.00
5900 · Capital Layout					
5901 · ADA Lift for Pool	0.00		0.00	0.00	0.00
5902 · ADA Compliant Ramp for Rec Ctr	0.00		0.00	0.00	0.00
5903 · Sheds to Replace Porta Potty	0.00	666.67	0.00	3,333.31	8,000.00
5904 · Resurface Breezeway	0.00		0.00	0.00	0.00
5906 · Fishing Pier Repair	0.00	1,383.58	0.00	6,917.94	16,603.00
5907 · Pickleball Crt @ Basketball Crt	0.00		0.00	0.00	0.00
5908 · Add Heat to AC	0.00		0.00	0.00	0.00
5909 · Screen Room Repair	0.00	2,500.00	0.00	12,500.00	30,000.00
5911 · Rec Hall Repairs	299.99	78.75	2,264.16	393.75	945.00
5912 · Automatic Gate to the Beach	0.00	0.00	-14,040.00	0.00	0.00
5913 · Splash Park	0.00	0.00	-1,000.00	0.00	0.00
5914 · Dog Park	0.00	0.00	-1,000.00	0.00	0.00
5916 · Lighting Basketball Court	0.00	0.00	-13,500.00	0.00	0.00
5917 · Pool ADA Bathrooms	0.00	0.00	-40,000.00	0.00	0.00
5918 · Lighting Pool	0.00	0.00	-15,000.00	0.00	0.00
5921 · Capital Layout - Marina Project	157.85	0.00	84,697.85	84,540.00	84,540.00
Total 5900 · Capital Layout	457.84	4,629.00	2,422.01	107,685.00	140,088.00
5960 · Marina Construction					
5961 · Marina Contractors	0.00		0.00	0.00	0.00
Total 5960 · Marina Construction	0.00		0.00	0.00	0.00
6000 · Miscellaneous Expenses					
6010 · Over/Short Expenses	0.00		0.00	0.00	0.00
6000 · Miscellaneous Expenses - Other	0.00		0.00	0.00	0.00
Total 6000 · Miscellaneous Expenses	0.00		0.00	0.00	0.00
6900 · Uncategorized Expenses	0.00		0.00	0.00	0.00
7500 · Bad Debt	0.00		9,351.92		
9010 · Bank Service Charges	21.00		94.50		
Total Expense	36,195.88	49,435.66	214,535.85	331,718.38	677,768.00
Net Ordinary Income	37,149.62	7,044.98	288,549.89	-49,315.03	0.00
Net Income	<u>37,149.62</u>	<u>7,044.98</u>	<u>288,549.89</u>	<u>-49,315.03</u>	<u>0.00</u>

PROPOSED BY-LAW AMENDMENTS:

to Article V and Article IX of the By-laws passed by the Board of Trustees on 4/17/2018. The current Articles read as follows:

ARTICLE V: OFFICIAL COMMITTEES *Section 1.* The Chairman of the Board will appoint a Trustee to Chair each Committee and a minimum of two members from the residents of the district. The committees will serve at the pleasure of the Board. The meetings will be noticed annually in the Bradenton Herald as well as in the Bayshore Banner, District bulletin boards, and the Official website. The committees will keep minutes of their meetings and submit an official copy of the minutes of their meeting to the District Manager as a public record. The Chairman and at least one other member must be present to constitute quorum. The members of each committee will be posted in the office of the District, published in the Banner as well as the Official Website. The Committee will prepare their own agenda and distribute to members. A copy of the agenda will be submitted to District Office to place on Website and forward to Trustees.

Section 2. All Official Committee meetings must be held at 6919 26th St. and be open to the public and properly noticed. (see Article IV, section 1 of these Bylaws)

Section 3. The Board of Trustees will charge the committees

The committees are:

House and Grounds

Budget and Finance

Personnel and Salaries

Communication (Web/Banner)

Marina

Policy and Procedure

PROPOSED: ARTICLE V

STANDING COMMITTEES

With the advice and consent of the Board, the Chairman may appoint Standing Committees. Standing Committees shall be established for a specific purpose and shall report their findings of fact to the entire Board through a Trustee Liaison appointed by the Chairman. The Board, at any time, may disband any established Standing Committee. Nominations to Standing Committees may be made by any Trustee, subject to approval by the Board. The members of Standing Committees, unless removed by Board action, shall serve for the life of the Committees.

ARTICLE IX: AMENDMENTS *Section 1.* Amendments to the bylaws shall be presented in writing by a Trustee to the board in a regularly scheduled Board of Trustee meeting. The residents shall be notified by publishing proposed change/s on the Bayshore Gardens website at least 30 days prior to a vote. The proposed changes will also appear in the next Bayshore Banner and on the District Bulletin Board. The Board of Trustees shall vote on the proposed amendments at any regular or special meeting that is properly noticed after the 30 day notice.

PROPOSED: ARTICLE IX

Amendments to the bylaws shall be presented in writing by a Trustee to the board in a regularly scheduled Board of Trustee meeting. The residents shall be notified by publishing proposed change/s on the Bayshore Gardens website at least 14 days prior to a vote. The proposed changes will also appear in the next Bayshore Banner. The Board of Trustees shall vote on the proposed amendments at any regular or special meeting that is properly noticed after the 14 days notice.

February 7, 2020


Jim Frost, Chairman of Board

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA MOTION FORM

1002 F

TODAY'S DATE March 9, 2020

MEETING DATE March 18 2020
At least 8 days prior to meeting date

REGULAR MEETING SPECIAL MEETING EMERGENCY COMMITTEE MEETING BUDGET

Trustee requesting Jerry Zimmerman

Subject: Holidays for employees

Reason Adding

BRIEF EXPLANATION

MOTION IF NEEDED

I move that we had a half day of vacation to all staff to be used at their discretion.

Supporting documentation attached

Received by [Signature] Date 3/9/2020

Approved _____

Revised _____

Effective _____

Jerry Zimmerman