

Agenda
Bayshore Gardens Park & Recreation District
Board of Trustees Meeting
February 24, 2021 @ 7:00 P.M.

1. Call to Order
2. Roll Call
3. Pledge to Flag
4. Approval of Minutes: 1/27/21 BOT Meeting & 2/10/21 Work Session Meeting
5. Treasurer's Report
6. District Office Manager's Report
7. Trustee Committee Reports:
 - Recreation Committee (Lorna) - Past Activities
 - Recreation Committee (Lorna) - Current Budget
 - Recreation Committee (Lorna) - Future Projects
 - Recreation Committee (Lorna) - Swim Team and Proposed Funding
 - Recreation Committee (Lorna) - Additional Items Discussed (If Any)
 - Long Range Planning Committee (Terry) - 5 to 10 Year Plan
 - Long Range Planning Committee (Terry) - Additional Items Discussed (If Any)
 - Policy and Procedure Committee (Melanie) - Marina Boat Ramp Contract
 - Policy and Procedure Committee (Melanie) - Small Boat Area Contract
 - Policy and Procedure Committee (Melanie) - Additional Items Discussed (If Any)
 - Communication Committee (Dan) - Zoom Meetings
 - Communication Committee (Dan) - Banner Improvements
 - Communication Committee (Dan) - Additional Items Discussed (If Any)
 - House & Grounds Committee (Barb. S. & Morris) - Park Signs
 - House & Grounds Committee (Barb. S. & Morris) - Cameras
 - House & Grounds Committee (Barb. S. & Morris) - Pavilions
 - House & Grounds Committee (Barb. S. & Morris) - Additional Items Discussed (If Any)
8. Agenda Motion - Morris Raymer - Paint Selection
9. Agenda Motion - Morris Raymer - Hall Stage
10. Agenda Motion – Terry Zimmerly – Moving Funds
11. Agenda Motion – Terry Zimmerly – Moving Funds
12. Additional Items as Needed

(Resident comments agenda item 3 minutes)

13. 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

January 2021

Ordinary Income/Expense	Jan 21	Budget	Oct '20 - Jan 21	YTD Budget	Annual Budget
Income					
4000 · Assessments					
4005 · Property Tax	22,783.47	42,369.00	422,044.17	169,476.00	508,428.00
4006 · Commission fees	-683.50	-1,143.49	-12,661.32	-4,573.72	-13,721.00
4007 · Excess fees (Excess commission fees)	0.00		3,821.35		
Total 4000 · Assessments	22,099.97	41,225.51	413,204.20	164,902.28	494,707.00
4100 · Rent					
4111 · Screen Room Rental	100.00	83.37	350.00	333.36	1,000.00
4120 · Hall Rentals	3,345.00	1,666.66	5,489.76	6,666.64	20,000.00
4150 · Marina Rentals					
4151 · Slip Rental					
4152 · Resident slip rentals	-643.20	3,008.33	35,091.88	12,033.36	36,100.00
4153 · Non Resident slip rentals	0.00	7,850.00	97,846.92	31,400.00	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	1,566.64	4,700.00
Total 4151 · Slip Rental	-643.20	11,250.00	137,678.80	45,000.00	135,000.00
4154 · Small Boat Area	576.00	33.33	1,440.00	133.36	400.00
4156 · Trailer Space Rental	0.00	383.33	3,065.58	1,533.36	4,600.00
4157 · Gate Keys	400.00	646.66	5,920.00	2,586.65	7,760.00
4805 · late fees	0.00		0.00	0.00	0.00
4825 · Work Area/Pressure Washer	120.00		210.00	0.00	0.00
Total 4150 · Marina Rentals	452.80	12,313.32	148,314.38	49,253.37	147,760.00
Total 4100 · Rent	3,897.80	14,063.35	154,154.14	56,253.37	168,760.00
4300 · Pool					
4360 · Pool FOB	0.00		280.00		
Total 4300 · Pool	0.00		280.00		
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)	58.01	83.33	210.67	333.36	1,000.00
4800 · Miscellaneous Income					

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

January 2021

	Jan 21	Budget	Oct '20 - Jan 21	YTD Budget	Annual Budget
4802 · Office Services	5.30		11.20		
4815 · Insurance Refunds	0.00		0.00		
4830 · Over/Short	0.00		-0.15		
4800 · Miscellaneous Income - Other	0.00	17.33	11.20	69.36	208.00
Total 4800 · Miscellaneous Income	5.30	17.33	22.25	69.36	208.00
Total Income	26,061.08	55,389.52	567,871.26	221,558.37	664,675.00
Gross Profit	26,061.08	55,389.52	567,871.26	221,558.37	664,675.00
Expense					
5000 · Administration Expenses					
5100 · Wages, Taxes and Fees					
5120 · Wages - Administration	2,640.00	4,583.33	12,620.00	18,333.36	55,000.00
5130 · Wages - Maintenance	8,836.51	9,602.50	39,718.64	38,410.00	115,230.00
5132 · Wages - Dockmaster	700.00	700.00	2,800.00	2,800.00	8,400.00
5133 · Marina Project Manager	0.00		0.00	0.00	0.00
5135 · Wages - Pool	0.00	4,500.00	5,800.88	18,000.00	54,000.00
5170 · Health Insurance Compensation	300.00	583.34	1,350.00	2,333.36	7,000.00
5210 · FICA-941 Taxes	954.45	1,500.00	4,765.18	6,000.00	18,000.00
5215 · Unemployment Taxes	1,221.20	50.00	2,866.20	200.00	600.00
5450 · Cell Phone	0.00		0.00	0.00	0.00
5610 · Accounting Fees	850.00	1,133.34	3,875.00	4,533.36	13,600.00
6080 · Travel Mileage	0.00	41.66	0.00	166.64	500.00
Total 5100 · Wages, Taxes and Fees	15,502.16	22,694.17	73,795.90	90,776.72	272,330.00
Total 5000 · Administration Expenses	15,502.16	22,694.17	73,795.90	90,776.72	272,330.00
5200 · Marina Expense					
5240 · Sales Tax	0.00		-0.01		
5250 · Property Tax	0.00	400.00	4,885.63	1,600.00	4,800.00
5575 · Marina Repair/Maintenance	785.13		4,657.02	0.00	0.00
Total 5200 · Marina Expense	785.13	400.00	9,542.64	1,600.00	4,800.00
5300 · Security					
5311 · Security Camera R&M	0.00	333.34	0.00	1,333.36	4,000.00
5320 · Gate Closing Expense	0.00		0.00	0.00	0.00
5335 · Key Fobs	0.00		0.00	0.00	0.00

**Bayshore Gardens Park & Recreation District
Profit & Loss Budget Performance
January 2021**

	Jan 21	Budget	Oct '20 - Jan 21	YTD Budget	Annual Budget
5300 · Security - Other	0.00		0.00		
Total 5300 · Security	0.00	333.34	0.00	1,333.36	4,000.00
5400 · Utilities					
5410 · Electric	1,841.99	1,291.66	4,073.44	5,166.64	15,500.00
5420 · Water/Sewer	1,347.28	1,291.67	5,495.10	5,166.68	15,500.00
5430 · Telephone/Pager/Cable/Web	240.56	208.34	962.24	833.36	2,500.00
5440 · Gas/Propane	50.41	25.00	92.35	100.00	300.00
Total 5400 · Utilities	3,480.24	2,816.67	10,623.13	11,266.68	33,800.00
5500 · Building and Grounds					
5511 · Professional/Contract Services	3,045.15	816.66	5,590.17	3,266.64	9,800.00
5512 · Repairs, Maintenance & Supplies	1,368.94	583.34	2,812.04	2,333.36	7,000.00
5515 · Janitorial and Cleaning	323.01	416.66	856.16	1,666.64	5,000.00
5516 · Gasoline (Grounds machinery fuel)	63.20	58.34	174.15	233.36	700.00
5520 · Maintenance Equipment	278.32	250.00	1,529.08	1,000.00	3,000.00
5530 · Pest Control	94.60	250.00	284.80	1,000.00	3,000.00
5560 · Landscaping	0.00	1,666.66	801.56	6,666.64	20,000.00
5580 · Pool Maintenance	1,200.00	416.66	1,200.00	1,666.64	5,000.00
5585 · Pool Repair/Replacement	3,218.95		6,236.83		
5590 · Pool Chemicals	330.50	1,333.34	2,049.55	5,333.36	16,000.00
5591 · EPA/Water	0.00	102.50	0.00	410.00	1,230.00
5683 · Certification Reimbursement	0.00	166.66	0.00	666.64	2,000.00
6500 · Playground Expense	0.00		2,460.00	0.00	0.00
Total 5500 · Building and Grounds	9,922.67	6,060.82	23,994.34	24,243.28	72,730.00
5600 · Other Administration Expense					
5519 · Leased Equipment	0.00	183.33	6.95	733.32	2,200.00
5650 · Postage	43.35	41.67	98.35	166.69	500.00
5660 · Legal Fees	537.00	1,000.00	862.00	4,000.00	12,000.00
5665 · Seminars, Training and Fees	-2,000.00	83.33	-1,646.00	333.32	1,000.00
5670 · Office Supplies/Expenses	513.95	416.63	2,874.85	1,666.44	5,000.00
5680 · Audit Fees	0.00	985.00	5,750.00	3,940.32	11,820.00
5682 · Organizational Fees and License	0.00	125.00	0.00	500.00	1,500.00
5686 · Website Maintenance	100.00	100.00	400.00	400.00	1,200.00

Bayshore Gardens Park & Recreation District Profit & Loss Budget Performance

January 2021

	Jan 21	Budget	Oct '20 - Jan 21	YTD Budget	Annual Budget
5690 · Advertising	0.00	125.00	66.69	500.00	1,500.00
6020 · Bank Fees	298.28	500.00	3,219.76	2,000.00	6,000.00
6040 · Trustee Election	0.00		0.00	0.00	0.00
Total 5600 · Other Administration Expense	-507.42	3,559.96	11,632.60	14,240.09	42,720.00
5630 · Insurance-Business					
5631 · Insurance - Liability	0.00	1,266.66	2,238.75	5,066.64	15,200.00
5632 · Insurance - Workers Compensatio	0.00	872.50	3,309.75	3,490.00	10,470.00
5633 · Insurance - Auto Liability	0.00	16.66	54.50	66.64	200.00
5634 · Insurance -Property	0.00	894.16	5,488.75	3,576.64	10,730.00
5635 · Insurance - Flood	1,608.83	1,116.66	6,435.32	4,466.64	13,400.00
Total 5630 · Insurance-Business	1,608.83	4,166.64	17,527.07	16,666.56	50,000.00
5700 · Publications Expense					
5710 · Banner - Commissions	0.00		0.00	0.00	0.00
5711 · Banner composition	0.00	191.67	960.00	766.68	2,300.00
5720 · Banner - Printing Costs	140.69		400.03	0.00	0.00
5740 · Banner - Paper Delivery	43.00		205.10	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	183.69	191.67	1,565.13	766.68	2,300.00
5800 · District Recreation					
5830 · Expenses -	0.00	83.34	0.00	333.36	1,000.00
Total 5800 · District Recreation	0.00	83.34	0.00	333.36	1,000.00
5900 · Capital Layout					
5901 · Survey	0.00	416.66	0.00	1,666.64	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	4,166.66	0.00	16,666.64	50,000.00
5909 · Screen Room Repair	0.00	3,333.34	0.00	13,333.36	40,000.00
5911 · Rec Hall Repairs	0.00	1,916.66	678.97	7,666.64	23,000.00
5912 · Automatic Gate to the Beach	0.00		0.00	0.00	0.00

Bayshore Gardens Park & Recreation District
Profit & Loss Budget Performance

January 2021

	Jan 21	Budget	Oct '20 - Jan 21	YTD Budget	Annual Budget
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	5,249.59	0.00	20,998.36	62,995.00
Total 5900 · Capital Layout	0.00	15,082.91	678.97	60,331.64	180,995.00
9010 · Bank Service Charges	19.25		66.50		
Total Expense	30,994.55	55,389.52	149,426.28	221,558.37	664,675.00
Net Ordinary Income	-4,933.47	0.00	418,444.98	0.00	0.00
Other Income/Expense					
Other Income					
10000 · Sales Tax Discount	4.27		43.57		
Total Other Income	4.27		43.57		
Net Other Income	4.27		43.57		
Net Income	-4,929.20	0.00	418,488.55	0.00	0.00

Bayshore Gardens Park & Recreation District
Balance Sheet
 As of January 31, 2021

	<u>Jan 31, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · Checking-Operating 5/3 2537	215,079.04
1004 · Petty Cash - District	350.00
1005 · Escrow Account 5/3 - 3919	36,000.00
1006 · Checking-Payroll 5/3 2545	12,063.77
1016 · Savings - Operating 5/3 4032	325,598.29
1019 · Savings Reserves 5/3 5013	
1021 · Reserve Fund-Roofing	4,607.39
1022 · Reserve Fund-Hall Upgrade	33,772.01
1024 · Reserve Fund - Wood Shop Exp	800.00
1032 · Reserve Fund - Marina	17,593.69
1019 · Savings Reserves 5/3 5013 - Other	<u>-6,875.72</u>
Total 1019 · Savings Reserves 5/3 5013	<u>49,897.37</u>
Total Checking/Savings	<u>638,988.47</u>
Accounts Receivable	
1100 · Accounts Receivable	55,954.65
Total Accounts Receivable	<u>55,954.65</u>
Other Current Assets	
11500 · Water Boy Bottle Deposit	35.00
1200 · Prepaid Insurance	3,503.11
1499 · *Undeposited Funds	<u>2,355.00</u>
Total Other Current Assets	<u>5,893.11</u>
Total Current Assets	<u>700,836.23</u>
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	<u>6,433.61</u>
Total Fixed Assets	<u>2,564,077.48</u>
Other Assets	
1800 · Utility Deposits	<u>280.00</u>
Total Other Assets	<u>280.00</u>
TOTAL ASSETS	<u><u>3,265,193.71</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	20,350.83
Total Accounts Payable	<u>20,350.83</u>
Other Current Liabilities	
2010 · Accrued Wages	6,180.17
2100 · Payroll Liabilities	
2300 · Garnishment of Wages	-366.75
2100 · Payroll Liabilities - Other	<u>3,256.56</u>
Total 2100 · Payroll Liabilities	<u>2,889.81</u>

1:22 PM

02/18/21

Accrual Basis

Bayshore Gardens Park & Recreation District

Balance Sheet

As of January 31, 2021

	Jan 31, 21
2171 · Sales Tax Payable	1,557.61
2500 · Security Deposits	
2501 · Hall Security Deposits	1,980.00
2502 · Marina Security Deposits	35,750.00
2503 · Screen Room Deposit (Screen Room Deposit)	100.00
Total 2500 · Security Deposits	37,830.00
2600 · Deferred Revenues	46,682.59
Total Other Current Liabilities	95,140.18
Total Current Liabilities	115,491.01
Total Liabilities	115,491.01
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	418,488.55
Total Equity	3,149,702.70
TOTAL LIABILITIES & EQUITY	3,265,193.71

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: Paint Meeting Date: 2-24-2021

Type of Meeting: _____ Workshop _____ Board Meeting

Motion: Discussion: _____ (check one)

Rationale for Request: To pick paint color for building

Estimated Costs to District (if applicable)

Already Approved by B.O.T.

Attachments/Supporting documents: None: _____

Board Trustee: Morris Raymer Date: 2-15-21

Print Name: MORRIS RAYMER

Received by: [Signature] Date: 2/15/2021

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA FORM FOR TRUSTEES

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

Agenda Item: Stage (Hall Storage) Meeting Date: 2-24-21

Type of Meeting: _____ Workshop _____ Board Meeting X

Motion: X Discussion: _____ (check one)

Rationale for Request: Disassemble and repurpose the stage in the hall storage room to make room

Estimated Costs to District (if applicable)

Attachments/Supporting documents: None: _____

Board Trustee: Morris Raymer Date: 2-16-21

Print Name: MORRIS RAYMER

Received by: [Signature] Date: 2/16/2021

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: Moving Funds Meeting Date: 2/24/21

Type of Meeting: _____ Workshop _____ Board Meeting

Motion: Discussion: _____ (check one)

Rationale for Request: More funds from flood insurance
5635 to 5830 Recreation
amount \$3000

Estimated Costs to District (if applicable)

0

Attachments/Supporting documents: None: _____

Board Trustee: Terry Zimmerly Date: Feb 16, 2021

Print Name: Terry Zimmerly

Received by: [Signature] Date: 2/16/2021

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: Moving funds Meeting Date: 2/24/21

Type of Meeting: _____ Workshop _____ Board Meeting

Motion: Discussion: _____ (check one)

Rationale for Request: More funds from flood insurance 5635 #
To pool repair 5585 # 10,400

Estimated Costs to District (if applicable)

0

Attachments/Supporting documents: None: _____

Board Trustee: Terry Zimmerman Date: 2/19/21

Print Name: Terry Zimmerman

Received by: Gia Cruz Date: 2/19/2021