



# Florida Department of Environmental Protection

## CONCESSIONAIRE QUARTERLY EVALUATION

Park: Anastasia State Park

Concessionaire: Cape Leisure – Anastasia

Fiscal Year: 2020/2021

Quarter: AMJ

### 1. GROSS SALES:

	Point of Sale	Month	Previous Yr. Sales	Current Yr. Sales	% +/-	Previous Yr. Expenses	Current Yr. Expenses
A.	Grill	April	0	11471.04	#DIV/0!		
		May	3902.62	14454.87	270.39%		
		June	7248.83	13027.46	79.72%		
Subtotal			11151.45	38953.37	249.31%	0	0
B.	Retail	April	0	17938.39	#DIV/0!		
		May	6967.1	23001.33	230.14%		
		June	14755.89	20881.85	41.52%		
Subtotal			21722.99	61821.57	184.59%	0	0
C.	Glamping	April	\$0.00	0	#DIV/0!		
		May	\$0.00	0	#DIV/0!		
		June	\$0.00	0	#DIV/0!		
Subtotal			0	0	#DIV/0!	0	0
D.	Beach & Golf Cart Rentals	April	\$0.00	2539.2	#DIV/0!		
		May	\$0.00	2315	#DIV/0!		
		June	\$0.00	3259	#DIV/0!		
Subtotal			0	8113.2	#DIV/0!	0	0

E.	WaterSports	April	\$0.00	20175.5	#DIV/0!		
		May	\$12,142.00	29268.44	141.05%		
		June	\$33,317.71	29703.79	-10.85%		
Subtotal			45459.71	79147.73	74.11%	0	0
F.	Vending Machines	April	\$0.00	663.85	#DIV/0!		
		May	\$0.00	0	#DIV/0!		
		June	\$62.43	0	-100.00%		
Subtotal			62.43	663.85	963.35%	0	0
G.	Pavilion Rentals/Interactive Camps	April	\$0.00	2025	#DIV/0!		
		May	-\$13.00	2475	-19138.46%		
		June	-\$300.00	4175	-1491.67%		
Subtotal			-313	8675	-2871.57%	0	0
H.					#DIV/0!		
					#DIV/0!		
					#DIV/0!		
Subtotal			0	0	#DIV/0!	0	0
I.					#DIV/0!		
					#DIV/0!		
					#DIV/0!		
Subtotal			0	0	#DIV/0!	0	0
J.					#DIV/0!		
					#DIV/0!		
					#DIV/0!		
Subtotal			0	0	#DIV/0!	0	0
K.					#DIV/0!		
					#DIV/0!		
					#DIV/0!		
Subtotal			0	0	#DIV/0!	0	0
TOTAL GROSS SALES			78396.58	188699.72	140.70%	0	0

**PLEASE ATTACH QUARTERLY SALES TAX RETURN & INCOME STATEMENT FOR THE QUARTER.**

Comments required for change in gross sales:

## 2. ACCOUNTING

		Yes	No	N/A
A.	Books of original entry are maintained daily and kept on file for audit purposes (3 years minimum).	X		
B.	Source documents, including cash register tapes, are maintained on file for audit purposes (3 years minimum).	X		
C.	Inventories are conducted on a schedule acceptable to Park Manager's standards.	X		
D.	All invoices and checks are kept on file.	X		
E.	Purchases for supplies or services by the Concessionaire are made by check or through an imprest fund replenished by check.	X		
F.	Refunds are substantiated with a customer signed document using rubber stamp and ledger.	X		
G.	Adequate point of sale controls are used.	X		
H.	Sales personnel with access over cash are adequately supervised.	X		
I.	Responsibilities for receiving, depositing and recording cash receipts are assigned to different persons.	X		
J.	Personnel with access over cash do not clear cash register.		X	
K.	All sales are rung up on cash register.	X		
L.	Cash register has visual display facing customer and showing total sales transaction.	X		
M.	Cash register has dual tape system.		X	

N.	Each customer is offered a sales receipt and all points of sale have a clearly visible sign asking customers	X		
O.	Cash register drawers are closed after each transaction.	X		
P.	Pre-numbered receipts are used when specified by the agreement or when cash register is impractical.	X		

Comments required for all NO responses:

J. Only Managers can clear register.

M. New POS system prints customer copy then saves all receipts to server therefore dual tape is not necessary to be in compliance.

### 3. REPORTING/DOCUMENTATION

#### A. Insurance/Security

		Yes	No	Expire	Amount
1	General Liability Insurance (Department and Trustees named as additional insured)	X		8/6/2022	\$1,000,000.00
2	Automobile Insurance (Department and Trustees named as additional insured)	X		8/6/2022	\$1,000,000.00
3	Workers' Compensation	X		8/6/2022	\$1,000,000.00
4	Other as needed	X		8/6/2022	\$5,000,000.00

B. List the type of security, expiration date, and amount.

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**PLEASE INCLUDE COPIES OF INSURANCE POLICIES IF UPDATED FROM LAST QUARTER**

C. Permits and Licenses

	Yes	No	Expire
Permits and Licenses are current	X		
Permit/License: FL Annual Resale Certificate for	N/A	N/A	12/31/2022
Permit/License: Business and Professional Regul	N/A	N/A	6/1/2022
Permit/License: License to Retail Salt Water Prod	N/A	N/A	6/30/2022

D. Commission Payments

	Yes	No	N/A
Payments are submitted accurately and on time.	X		

E. Other Required Reports and Documentation

		Yes	No	N/A	Expire	Amount
1	Annual Limited Engagement Documents are submitted accurately and by required deadline.	X			N/A	N/A
2	Annual Profit & Loss Statements are submitted accurately and by required deadline.	X			N/A	N/A
3	Monthly Gross Sales Reports are submitted accurately and by required deadline.	X			N/A	N/A
4	E-Verify Employment Eligibility Verification completed with copies of completed files for all personnel.	X			N/A	N/A
5	Sexual Offender Check completed with copies of completed files for all personnel.	X			N/A	N/A
6	Annual PCI Compliance Self-Assessment is complete, current, and on file.	X			N/A	N/A
7	Safety Plan provided to Park Manager and is revised and approved annually.	X			N/A	N/A

**PLEASE INCLUDE COPIES OF INSURANCE POLICIES IF UPDATED FROM LAST QUARTER**

Comments required for all NO responses:

4. HEALTH/SAFETY

		Yes	No	N/A
A.	Employees follow basic personal hygiene practices.	X		
B.	Food storage areas and refrigeration units are maintained in clean condition.	X		
C.	Food contact surfaces are properly maintained and cleaned.	X		
D.	All other surfaces are cleaned daily (food surface areas, floors, walls, etc.).	X		
E.	Cleaning/chemical supplies stored separately from food.	X		
F.	Cleaning/chemical supplies are in compliance with Environmental Protection Plan.	X		
G.	Leftovers are disposed of properly.			X
H.	Food is stored properly and in appropriate containers.	X		
I.	Corrected all deficiencies noted in most recent health inspection.	X		

Comments required for all NO responses:

## 5. ADA/SAFETY

		Yes	No	N/A
A.	Concessionaire is located on safe and accessible route.	X		
B.	First aid kit is available and maintained	X		
C.	Suggested, but not required for boating operations to have AED. AED available?	X		
D.	Operations are equipped with EECs.	X		
E.	Facility is free of public safety hazards.	X		
F.	Provide the name of their A & I Liaison.	Dan LeBlanc/Samatha Basara		
G.	Accessibility and inclusion policy is made available to everyone. Employees are knowledgeable on accommodating persons with disabilities.		X	
	Location of Posting:	Entrance at store / on counter	N/A	N/A
H.	Provided accessibility information in written publications such as website and brochures.	X		

Comments required for all NO responses:

## 6. OPERATIONS

		Yes	No	N/A
A.	Concessionaire provides the services outlined in the terms of the Agreement.	X		
B.	Concessionaire maintains and posts operating days/hours as outlined in terms of the Agreement. (Any variances approved in writing.)	X		
C.	Inventories comply with agreed upon merchandise standards and are sufficiently stocked to meet demand.		X	
D.	Rate/Fee/Menu boards are properly maintained and prices are current.		X	
E.	Prices are fair and comparable with others in area, confirmed by Park Manager.	X		

F.	Merchandise is price marked.	X		
G.	All signage is appropriate, maintained and approved by Park Manager.	X		
H.	Sales area is neat, organized and clean.	X		
I.	Interpretive tour scripts are approved by Park Manager.	X		
J.	Website is well maintained, promotes a satisfactory image for the Park and provides information on fees and services accurately.	X		
K.	Concessionaire utilizes disposable serving supplies produced from recyclable or biodegradable materials.	X		
L.	Concessionaire offers alternative menu items such as vegetarian and gluten-free.	X		
M.	Corrects all deficiencies noted by Agreement Manager.	X		
N.	Concessionaire is open to suggestions for improving service to visitors.	X		

Comments required for all NO responses:

Washers and Dryers continue to be a problem. Other operations have improved. Added a new golf cart rental service and is doing well. The new General Manager is doing a great job!

## 7. STAFF

		Yes	No	N/A
A.	Employees are identified by either uniform or name badge, and personal appearance standards and uniforms are in compliance with the terms of the Agreement.	X		
B.	Employees are knowledgeable about the Park.	X		
C.	Employees are courteous, helpful, and ensure an understanding and use of the principles of hospitality.	X		
D.	Sufficient number of employees to service visitors.	X		
E.	Number of employees.	15	N/A	N/A



Comments required for all NO responses:

## 8. SPACE AND EQUIPMENT

		Yes	No	N/A
A.	Equipment maintenance is in compliance with terms of Agreement.		X	
B.	Building maintenance is in compliance with terms of Agreement.	X		
C.	Grounds maintenance is in compliance with terms of Agreement.	X		

Comments required for all NO responses:

Laundry machines are not maintained and often not functioning.

## 9. CAPITAL IMPROVEMENTS

		Yes	No	N/A
A.	Schedule of Capital Improvements is maintained.	X		
B.	Capital Improvements are performed in accordance with the terms of the Agreement.	X		
C.	Any deviations from negotiated Capital Improvements are well documented and approved by the Department. Please attach documentation.	X		
D.	Capital Improvements are satisfactorily completed by scheduled deadline.	X		

Comments required for all NO responses:

**10. CURRENT CONTACT INFO**

Phone: (904)461-9322 Fax: (904)461-9323

Mailing Address: 1340A A1A South Email Address: Dleblanc@capeleisurecorp.com  
St. Augustine, FL 32080

**11. GENERAL COMMENTS**

What plans are going well, and what could be improved?

Operations have improved this past quarter. Added a new golf cart rental service which has been very popular already. New GM is doing a great job so far..  
Keep the upward momentum going!

Concessionaire Signature



Date

8/2/21

Agreement Manager Signature



Date

8/10/21

**Distribution:**

Email to Operational Services

Email to District

Email to Concessionaire