



**Florida Department of Environmental Protection**  
**CONCESSIONAIRE QUARTERLY EVALUATION**

Park: Anastasia State Park

Concessionaire: Cape Leisure – Anastasia

Fiscal Year: 2021/2022

Quarter: AMJ

**1. GROSS SALES:**

|    | Point of Sale             | Month    | Previous Yr.<br>Sales | Current Yr.<br>Sales | % +/-   | Previous Yr.<br>Expenses | Current Yr.<br>Expenses |
|----|---------------------------|----------|-----------------------|----------------------|---------|--------------------------|-------------------------|
| A. | Grill                     | April    | 11471.04              | 16324.79             | 42.31%  |                          |                         |
|    |                           | May      | 14454.87              | 15937.99             | 10.26%  |                          |                         |
|    |                           | June     | 13027.46              | 17924.99             | 37.59%  |                          |                         |
|    |                           | Subtotal | 38953.37              | 50187.77             | 28.84%  | 0                        | 0                       |
| B. | Retail                    | April    | 17938.39              | 21699.98             | 20.97%  |                          |                         |
|    |                           | May      | 23001.33              | 16323.25             | -29.03% |                          |                         |
|    |                           | June     | 20881.85              | 17869.38             | -14.43% |                          |                         |
|    |                           | Subtotal | 61821.57              | 55892.61             | -9.59%  | 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    | \$2,539.20            | 5167                 | 103.49% |                          |                         |
|    |                           | May      | \$2,315.00            | 4090                 | 76.67%  |                          |                         |
|    |                           | June     | \$3,259.00            | 6164                 | 89.14%  |                          |                         |
|    |                           | Subtotal | 8113.2                | 15421                | 90.07%  | 0                        | 0                       |
| E. | WaterSports               | April    | \$20,175.50           | 18671.13             | -7.46%  |                          |                         |

|                   |                                    |          |             |           |         |   |   |
|-------------------|------------------------------------|----------|-------------|-----------|---------|---|---|
|                   |                                    | May      | \$29,268.44 | 22374.5   | -23.55% |   |   |
|                   |                                    | June     | \$29,703.79 | 29132.42  | -1.92%  |   |   |
|                   |                                    | Subtotal | 79147.73    | 70178.05  | -11.33% | 0 | 0 |
| F.                | Vending Machines                   | April    | \$663.85    | 446.01    | -32.81% |   |   |
|                   |                                    | May      | \$0.00      | 0         | #DIV/0! |   |   |
|                   |                                    | June     | \$0.00      | 606.57    | #DIV/0! |   |   |
|                   |                                    | Subtotal | 663.85      | 1052.58   | 58.56%  | 0 | 0 |
| G.                | Pavilion Rentals/Interactive Camps | April    | \$2,025.00  | 4345      | 114.57% |   |   |
|                   |                                    | May      | \$2,475.00  | 2500      | 1.01%   |   |   |
|                   |                                    | June     | \$4,175.00  | 8237.5    | 97.31%  |   |   |
|                   |                                    | Subtotal | 8675        | 15082.5   | 73.86%  | 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 |                                    |          | 197374.72   | 207814.51 | 5.29%   | 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.

|  |
|--|
|  |
|--|

**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 f | N/A | N/A | 12/31/2022 |

|                                                 |     |     |           |
|-------------------------------------------------|-----|-----|-----------|
| Permit/License: Business and Professional Reg   | N/A | N/A | 6/1/2023  |
| Permit/License: License to Retail Salt Water Pt | N/A | N/A | 6/30/2023 |

#### 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:

|    |                                                                                  | 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/Samantha 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 | 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:

M. Washers and Dyers located at located at campgrounds have not been fully operable since April. Communicatin through email.

## 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. 8                                                                                                                                      | N/A | 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 fully operable.

## 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](mailto:dleblanc@capeleisurecorp.com)  
St. Augustine, FL 32080

**11. GENERAL COMMENTS**

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

Cape leisure remolded inside the camp store by added new pictures and lighting. I have spoken to Cape Leisure about the issues with the campground washers and dryers and sent a email on 7/14/2022.

Concessionaire Signature

Date

Agreement Manager Signature

Date

Samantha Bosara

7/27/2022

W. J. H.

7/27/2022

**Distribution:**

[Email to Operational Services](#)

Email to District

Email to Concessionaire