



# Florida Department of Environmental Protection

## CONCESSIONAIRE QUARTERLY EVALUATION

Park: Anastasia State Park

Concessionaire: Cape Leisure – Anastasia

Fiscal Year: 2022/2023

Quarter: JFM

### 1. GROSS SALES:

	Point of Sale	Month	Previous Yr. Sales	Current Yr. Sales	% +/-	Previous Yr. Expenses	Current Yr. Expenses
A.	Grill	January	7375.33	9857.76	33.66%		
		February	10792.17	11907.2	10.33%		
		March	14179.09	15611.19	10.10%		
Subtotal			32346.59	37376.15	15.55%	0	0
B.	Retail	January	10217.04	12890.11	26.16%		
		February	13029.49	15765.36	21.00%		
		March	19614.38	17327.99	-11.66%		
Subtotal			42860.91	45983.46	7.29%	0	0
C.	Beach & Golf Cart Rentals	January	\$2,051.00	1081	-47.29%		
		February	\$2,579.90	3623.85	40.46%		
		March	\$3,654.82	4272	16.89%		
Subtotal			8285.72	8976.85	8.34%	0	0
D.	WaterSports Rentals	January	\$6,579.78	5974.99	-9.19%		
		February	\$9,375.59	13780	46.98%		
		March	\$18,100.97	18752.51	3.60%		
Subtotal			34056.34	38507.5	13.07%	0	0
E.	Vending Machines	January	\$192.49	0	-100.00%		
		February	\$542.72	486.38	-10.38%		
		March	\$300.47	375.59	25.00%		
Subtotal			1035.68	861.97	-16.77%	0	0
F.	Pavilion Rentals/Interactive Camps	January	\$1,075.00	1350	25.58%		
		February	\$900.00	1750	94.44%		
		March	\$3,425.00	3450	0.73%		
Subtotal			5400	6550	21.30%	0	0

G.					#DIV/0!		
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Subtotal			0	0	#DIV/0!	0	0
H.					#DIV/0!		
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Subtotal			0	0	#DIV/0!	0	0
I.					#DIV/0!		
					#DIV/0!		
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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			123985.24	138255.93	11.51%	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		8/6/2023	\$1,000,000.00
2	Automobile Insurance (Department and Trustees named as additional insured)	X		8/6/2023	\$1,000,000.00
3	Workers' Compensation	X		8/6/2023	\$1,000,000.00
4	Other as needed	X		8/6/2023	\$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 f	N/A	N/A	12/31/2023
Permit/License: Business and Professional Reg	N/A	N/A	6/1/2023
Permit/License: License to Retail Salt Water P	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:

#### 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:

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#### 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
H.	Provided accessibility information in written publications such as website and brochures.	X		

Comments required for all NO responses:

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## 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:

## 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:

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## 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:

New Laundry machines delivered and are 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:

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**10. CURRENT CONTACT INFO**Phone: (904)461-9322Fax: (904)461-9323Mailing Address: 1340A A1A South  
St. Augustine, FL 32080Email Address: [dleblanc@capeleisurecorp.com](mailto:dleblanc@capeleisurecorp.com)**11. GENERAL COMMENTS**

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

New Laundry machines delivered and are fully operable.

Concessionaire Signature



Date

4/23/23

Agreement Manager Signature

Michael Watkins

Date

04/23/2023**Distribution:**[Email to Operational Services](#)

Email to District

Email to Concessionaire