

**TRAILER ESTATES PARK & RECREATION DISTRICT**

**BOARD OF TRUSTEE WORKSHOP**

**March 20, 2023**

**Following the Board of Trustee Meeting**

**MARK'S HALL**

**1903 69<sup>TH</sup> AVENUE WEST**

**BRADENTON, FLORIDA 34207**

1. 2<sup>nd</sup> Draft 2023\_2024 Budget (Chandler)
2. Charter Change for Trustee (Smith)
3. Change Order for Seawall Project (Lombardi)
4. Review Proposed Changes to PP1G – duties of the Health and Welfare Trustee (Dalton)
5. Review Proposed Changes to PP1H – duties of Seasonal Social & Recreation Activities Trustee (Dalton)

**RESIDENT COMMENTS**

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 to be based.

Pursuant to Section 286.26, Florida Statutes, and the Americans With Disabilities Act, any handicapped person desiring to attend this meeting should contact TJ Miller at 756-7177, at least 48 hours in advance of the meeting, to ensure that adequate accommodations are provided for access to the meeting.

TRAILER ESTATES PARK AND RECREATION DISTRICT

BOARD AGENDA ITEM FORM

PP 38

DUE IN OFFICE 10:30 A.M. MONDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda 2nd Draft 2023\_2024 Budget

For Upcoming Meeting—Date March 20, 2023

Type of Meeting (check one): Workshop  Board Meeting

\*It is recommended that Board Meeting Motions be an agenda item on a Workshop prior to the Board Meeting and the date or dates of the workshop discussions be included in the motion.

Rationale (for workshops)/ MOTION (for board meetings): \_\_\_\_\_

Review 2nd draft of the 2023\_2024 fiscal year budget including a capital

Improvement plan through September 2027

Costs/Estimated Costs: (Required if agenda item includes spending district money.)

Attachments: (Please attach any diagrams or pertinent information concerning this


Agenda Item. Please list the attachments.) \_\_\_\_\_


Updated Reforecast for 2022\_2023 and 2023 through 2028 projected

Income vs expenses attached

Trustee Mary Chandler

Date Submitted March 10, 2023

Chairman/Designee 

Office Manager/Designee: Date Posted 3/13/2023 Initials 

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**Trailer Estates Park & Recreation District  
2022\_2023 Fiscal Year Budget Reprojection**

**Assumptions included:**

Marina Income includes income starting July 2023 for 4 additional slips that will open once the seawall project is completed and require no investment to open

The Income for insurance claims submitted from hurricane Ian will have a balance of \$27,152 with \$15k set aside for replacing the fish house.

Projected Payroll Expense includes:

Salary approved for Park Manager, Lee Morris, effective May 8, 2023  
FT Office Asst effective June 15, 2023 @ \$45k with 60% Dependent Benefits  
Eliminated PT Seasonal Office Assistant

Savings related to the Spectrum Contract Renewal are effective May 2023

Legal Expense assumes 20 hours per month @ \$280 per hour to onboard Person, Cohen, Mooney, Fernandez and Jackson, P.A. as District counsel

Budget costs of Insurance does not reflect any increases in coverage as supported by recent building appraisals and site inspections from agents at EGIS Risk Advisors

District Projects includes:

Funds to replace the ADA ramp with a concrete ADA Ramp - \$5,000  
Lg Hall Renovation – Refinish Floor - \$17,000  
Lg Hall Renovation – Stage Curtains - \$28,000  
Lg Hall Renovation – Remove back Storage - \$18,000  
Reduce/Relocate Washer/Dryers - \$5000

Balances in both the Marina Account and the Uncommitted Funds Account are consolidated into the District Money Market Account effective September 30, 2023 providing a consolidated view of funds available for all future spending.

As discussed at the March 6th Workshop future decisions regarding Assessment Rates and District Projects must support a fund balance no less than \$900k

**Trailer Estates Park & Recreation District**  
**2022\_2023 Fiscal Year Budget Reprojection**

|                                                | <u>Actual</u><br><u>OCT 22 - FEB 23</u> | <u>Projected</u><br><u>MAR 22 - SEP 23</u> | <u>Projected</u><br><u>2022 2023</u> |
|------------------------------------------------|-----------------------------------------|--------------------------------------------|--------------------------------------|
| Interest Income - District                     | \$ 7,537                                | \$ 11,141                                  | \$ 18,678                            |
| Marina Income - Residents                      | \$ 29,263                               | \$ 30,508                                  | \$ 59,771                            |
| Marina Income - Non-Residents                  | \$ 12,865                               | \$ 20,082                                  | \$ 32,947                            |
| Marina Bldg Rent                               | \$ 13,125                               | \$ 18,769                                  | \$ 31,894                            |
| Church Office Rent                             | \$ 4,486                                | \$ 6,280                                   | \$ 10,766                            |
| Post Office Rent                               | \$ 3,191                                | \$ 4,627                                   | \$ 7,817                             |
| Laundry Rent                                   | \$ 1,071                                | \$ 200                                     | \$ 1,271                             |
| Storage Lot Rents                              | \$ 31,711                               | \$ 53,139                                  | \$ 84,851                            |
| Rental Income                                  | <u>\$ 95,712</u>                        | <u>\$ 133,605</u>                          | <u>\$ 229,317</u>                    |
| Net Assessment Income                          | \$ 1,491,525                            | \$ 182,784                                 | \$ 1,674,309                         |
| Seasonal Recreation                            | \$ 11,277                               | \$ 7,153                                   | \$ 18,430                            |
| Continuing Recreation                          | \$ 960                                  | \$ 3,180                                   | \$ 4,140                             |
| Income from Insurance Claims                   | \$ 42,152                               | \$ (15,000)                                | \$ 27,152                            |
| Application Fee Income                         | \$ 7,450                                | \$ 7,700                                   | \$ 15,150                            |
| Miscellaneous Income                           | \$ 9,512                                | \$ 268,512                                 | \$ 278,025                           |
|                                                | <u>\$ 71,352</u>                        | <u>\$ 271,545</u>                          | <u>\$ 342,897</u>                    |
| <b>Total Income</b>                            | <u><b>\$ 1,666,126</b></u>              | <u><b>\$ 599,075</b></u>                   | <u><b>\$ 2,265,201</b></u>           |
| <b><u>Expense</u></b>                          |                                         |                                            |                                      |
| Payroll Expenses                               | \$ 178,322                              | \$ 336,213                                 | \$ 514,535                           |
| Cable T.V.                                     | \$ 290,608                              | \$ 378,289                                 | \$ 668,896                           |
| Trash Removal                                  | \$ 47,000                               | \$ 94,000                                  | \$ 141,000                           |
| Legal Expense                                  | \$ 12,844                               | \$ 36,600                                  | \$ 49,444                            |
| Accounting Expense                             | \$ 6,000                                | \$ 7,000                                   | \$ 13,000                            |
| Utilities                                      | \$ 47,411                               | \$ 60,174                                  | \$ 107,585                           |
| Insurance                                      | \$ 87,503                               | \$ 88,900                                  | \$ 176,403                           |
| Maintenance & Repairs                          | \$ 21,785                               | \$ 67,395                                  | \$ 89,180                            |
| Admin/Office Exp/Misc Exp                      | \$ 28,270                               | \$ 29,406                                  | \$ 57,676                            |
| Technology                                     | \$ 3,228                                | \$ 9,522                                   | \$ 12,750                            |
| Recreation                                     | \$ 24,396                               | \$ 9,065                                   | \$ 33,461                            |
| District Projects                              | \$ 29,644                               | \$ 106,626                                 | \$ 136,271                           |
| <b>Total Expense</b>                           | <u><b>\$ 777,010</b></u>                | <u><b>\$ 1,223,191</b></u>                 | <u><b>\$ 2,000,201</b></u>           |
| <b>Net Income/(Loss)</b>                       | \$ 889,116                              | \$ (624,116)                               | \$ 265,000                           |
| <b><u>Capital Outlay</u></b>                   |                                         |                                            |                                      |
| Marina Decking                                 | \$ 4,041                                |                                            |                                      |
| Additional Surveillance Cameras                | \$ 8,116                                |                                            |                                      |
| FOB Security for Woodshop                      | \$ 2,506                                |                                            |                                      |
| Paint the New Maintenance Building             | \$ 1,329                                |                                            |                                      |
| Shuffle Court Maintenance                      | \$ 403                                  |                                            |                                      |
| Replace Pool Heater                            | \$ 2,781                                |                                            |                                      |
| Large Format Printer                           | \$ 1,680                                |                                            |                                      |
| Replace Banquet Tables                         | \$ 8,789                                |                                            |                                      |
| Concrete ADA Ramp @ Marina                     |                                         | \$ 5,000                                   |                                      |
| Lg Hall Renovations - Refinish Floor           |                                         | \$ 17,000                                  |                                      |
| Lg Hall Renovations - Remove South end Storage |                                         | \$ 28,000                                  |                                      |
| Lg Hall Renovations - Replace Stage Curtains   |                                         | \$ 18,000                                  |                                      |
| Relocate Laundry/Square Club                   |                                         | \$ 5,000                                   |                                      |
| Cloud Backup of server contents                |                                         | \$ 15,000                                  |                                      |
| Reserve for Shuffle Court Maintenance          |                                         | \$ 4,372                                   |                                      |
| Reserve for A/C Replacement                    |                                         | \$ 14,254                                  |                                      |
| Projects to be identified                      |                                         |                                            |                                      |
|                                                | <u>\$ 29,644</u>                        | <u>\$ 106,626</u>                          |                                      |

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**Trailer Estates Park & Recreation District  
Fiscal Year Projected Funding Account Balance**

|                                                                    | <u>Actual</u><br>OCT 22 - FEB 23 | <u>Projected</u><br>MAR 22 - SEP 23 | <u>Projected</u><br>2022 2023 |
|--------------------------------------------------------------------|----------------------------------|-------------------------------------|-------------------------------|
| District Checking Account 1028                                     | \$ 100,853                       | \$ 30,908                           | \$ 100,853                    |
| Deposits                                                           | \$ 167,064                       | \$ 405,150                          | \$ 572,214                    |
| Transfer from MM                                                   | \$ 540,000                       | \$ 800,000                          | \$ 1,340,000                  |
| Checks                                                             | \$ (777,010)                     | \$ (1,223,191)                      | \$ (2,000,201)                |
|                                                                    | <u>\$ 30,908</u>                 | <u>\$ 12,867</u>                    | <u>\$ 12,867</u>              |
| <br>                                                               |                                  |                                     |                               |
| District MM Account 1500                                           | \$ 441,846                       | \$ 1,398,534                        | \$ 441,846                    |
| Deposits                                                           | \$ 1,491,525                     | \$ 182,784                          | \$ 1,674,309                  |
| Assessment Deposited in Checking                                   | \$ (2,160)                       |                                     | \$ (2,160)                    |
| Transfer from MM                                                   | \$ (540,000)                     | \$ (800,000)                        | \$ (1,340,000)                |
| Bank Fees                                                          | \$ (214)                         |                                     | \$ (214)                      |
| Interest                                                           | \$ 7,537                         | \$ 11,141                           | \$ 18,678                     |
|                                                                    | <u>\$ 1,398,534</u>              | <u>\$ 792,458.83</u>                | <u>\$ 792,459</u>             |
| <br>                                                               |                                  |                                     |                               |
| Transfer from Seawall Project Costs Incurred Prior to Loan Funding |                                  |                                     | \$ 222,049                    |
| Roll Uncommitted Funds into District MM                            |                                  |                                     | \$ 271,639                    |
| Projected Balance 9/30/2023                                        |                                  |                                     | <u>\$ 1,286,147</u>           |

**Trailer Estates Park & Recreation District  
2022\_2023 Fiscal Year Loan Reprojection**

|                                                                                                                    | <u>Actual</u><br>OCT 22 - FEB 23 | <u>Projected</u><br>MAR 22 - SEP 23 | <u>Projected</u><br>2022 2023 |
|--------------------------------------------------------------------------------------------------------------------|----------------------------------|-------------------------------------|-------------------------------|
| Money Market Account 1501                                                                                          |                                  |                                     |                               |
| Seawall Improvement Project Loan                                                                                   | \$ 1,500,000                     | \$ 567,665                          | \$ 1,500,000                  |
| Florida Structural                                                                                                 | \$ (929,750)                     | \$ (324,220)                        | \$ (1,253,970)                |
| District Incurred Expenses                                                                                         | \$ (8,666)                       | \$ (3,872)                          | \$ (12,537)                   |
| Foster Consulting                                                                                                  |                                  | \$ (7,100)                          | \$ (7,100)                    |
| Unplanned Change Order                                                                                             |                                  | \$ (12,677)                         | \$ (12,677)                   |
| Interest Earned                                                                                                    | \$ 6,080                         | \$ 2,253                            | \$ 8,333                      |
|                                                                                                                    | <u>\$ 567,665</u>                | <u>\$ 222,049</u>                   | <u>\$ 222,049</u>             |
| <br>                                                                                                               |                                  |                                     |                               |
| Transfer to District to Reimburse Project Costs Incurred Prior to Loan Funding<br>(Paid by District Prior to Loan) |                                  |                                     | \$ (222,049)                  |

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**Trailer Estates Park & Recreation District  
2023\_2024 Fiscal Year Budget Projections**

To prepare the five-year projection attached, I looked at the Assessments that were imposed on owners over the last three years. I converted the previous amounts to the "Lot" equivalent

Fiscal Year 2020\_2021 Assessed \$1100 per parcel. This would equate to \$943.81 per lot today given we now assess vacant lots.

For Fiscal Year 2021\_2022 the per Lot Assessment was \$1111.02 an increase of \$167.21 or 17.7%

The Fiscal Year 2022\_2023 called for an Assessment of \$1,214.00 per lot for an additional \$103.00 or 9.3%

Using the direction given at the March 6<sup>th</sup> Workshop of establishing a minimum fund balance/reserve equal to \$900k I build the attached for your review.

**Assumptions included:**

**Income:**

Traditional 5% annual increase to all Rental/Lease Income.

Assessment income increases 5% each year ranging \$61 to \$74 per lot.

**Expenses:**

Wages and Benefits annualized for prior year hires assuming an overall compensation increase of 3% and costs for Medical and Dental Benefits increasing 5% with NO growth in the employee base.

The Wages and Benefits budget for years beyond 2023\_2024 assume an overall increase of 5% applying a merit increase of 4% and cost of benefits increasing 8% each year.

Insurance increases each year by at least 10-12%. Using 15% to cover the unknown increases.

The Capital Project assumption provides no more than \$175k each year to complete the projects that have been identified as of today. The estimated costs for each will need to be validated and the timing of each is no more than a placeholder. We will need to prioritize them on the 20<sup>th</sup>.

I have also included an assumption that the Treasure Barn will be able to participate in some of these improvements. Purchasing indoor or outdoor furniture, grills, décor would be a good contribution for the laundry renovation. Additional fitness equipment for the fitness facility expansion would be helpful as well and a contribution to the pool expansion were thoughts that I had. I am sure whatever they choose to support will be a solid representation of the hard work they do to better the District.

I hope these exhibits provide a substantial step towards setting our 2023\_2024 Budget and allow us to hold the public hearing to adopt on April 17<sup>th</sup>.

Enjoy.....Mary

Trailer Estates Park & Recreation District  
2024\_2028 Five Year Budget Projection

|                                       | <u>Budget</u>       |                         | <u>Budget</u>          |                        | <u>Budget</u>          |      | <u>Budget</u> |      | <u>Budget</u> |      |
|---------------------------------------|---------------------|-------------------------|------------------------|------------------------|------------------------|------|---------------|------|---------------|------|
|                                       | 2023                | 2024                    | 2024                   | 2025                   | 2025                   | 2026 | 2026          | 2027 | 2027          | 2028 |
| Interest Income - District            | \$ 26,326           | \$ 23,994               | \$ 20,144              | \$ 21,151              | \$ 22,209              |      |               |      |               |      |
| Marina Income - Residents             | \$ 64,778           | \$ 68,017               | \$ 71,418              | \$ 74,989              | \$ 78,738              |      |               |      |               |      |
| Marina Income - Non-Residents         | \$ 38,627           | \$ 37,408               | \$ 39,278              | \$ 41,242              | \$ 43,304              |      |               |      |               |      |
| Marina Bldg Rent                      | \$ 33,488           | \$ 35,163               | \$ 36,921              | \$ 38,767              | \$ 40,705              |      |               |      |               |      |
| Church Office Rent                    | \$ 11,304           | \$ 11,869               | \$ 12,463              | \$ 13,086              | \$ 13,740              |      |               |      |               |      |
| Post Office Rent                      | \$ 8,275            | \$ 8,689                | \$ 9,123               | \$ 9,579               | \$ 10,058              |      |               |      |               |      |
| Laundry Rent                          | \$ -                | \$ -                    | \$ -                   | \$ -                   | \$ -                   |      |               |      |               |      |
| Storage Lot Rents                     | \$ 89,423           | \$ 93,894               | \$ 98,688              | \$ 103,518             | \$ 108,694             |      |               |      |               |      |
| Rental Income                         | <u>\$ 242,895</u>   | 6% <u>\$ 255,040</u>    | 5% <u>\$ 267,792</u>   | 5% <u>\$ 281,181</u>   | 5% <u>\$ 295,241</u>   |      |               |      |               |      |
| Net Assessment Income                 | \$ 1,768,025        | 5% \$ 1,845,928         | 5% \$ 1,938,222        | 5% \$ 2,035,133        | 5% \$ 2,136,890        |      |               |      |               |      |
| Seasonal Recreation                   | \$ 17,861           | \$ 18,000               | \$ 18,000              | \$ 17,861              | \$ 18,000              |      |               |      |               |      |
| Continuing Recreation                 | \$ 3,973            | \$ 4,000                | \$ 4,000               | \$ 3,973               | \$ 4,000               |      |               |      |               |      |
| Income from Insurance Claims          | \$ -                | \$ -                    | \$ -                   | \$ -                   | \$ -                   |      |               |      |               |      |
| Application Fee Income                | \$ 15,300           | \$ 16,000               | \$ 17,000              | \$ 15,300              | \$ 16,000              |      |               |      |               |      |
| Miscellaneous Income                  | \$ 21,479           | \$ 22,553               | \$ 23,680              | \$ 21,479              | \$ 22,553              |      |               |      |               |      |
|                                       | <u>\$ 58,613</u>    | <u>\$ 60,553</u>        | <u>\$ 62,680</u>       | <u>\$ 58,613</u>       | <u>\$ 60,553</u>       |      |               |      |               |      |
| <b>Total Income</b>                   | <u>\$ 2,085,858</u> | -8% <u>\$ 2,185,513</u> | 5% <u>\$ 2,288,838</u> | 5% <u>\$ 2,396,079</u> | 5% <u>\$ 2,514,892</u> |      |               |      |               |      |
| <b>Expense</b>                        |                     |                         |                        |                        |                        |      |               |      |               |      |
| Payroll Expenses                      | \$ 635,076          | 23% \$ 664,392          | 5% \$ 695,202          | 5% \$ 727,590          | 5% \$ 761,649          |      |               |      |               |      |
| Cable T.V.                            | \$ 639,113          | -4% \$ 658,287          | 3% \$ 678,035          | 3% \$ 698,376          | 3% \$ 719,327          |      |               |      |               |      |
| Trash Removal                         | \$ 147,000          | \$ 151,410              | \$ 155,952             | \$ 160,631             | \$ 165,450             |      |               |      |               |      |
| Legal Expense                         | \$ 45,360           | \$ 46,721               | \$ 48,122              | \$ 49,566              | \$ 51,053              |      |               |      |               |      |
| Accounting Expense                    | \$ 14,000           | \$ 14,420               | \$ 14,853              | \$ 15,298              | \$ 15,757              |      |               |      |               |      |
| Utilities                             | \$ 108,450          | \$ 111,704              | \$ 115,055             | \$ 118,506             | \$ 122,061             |      |               |      |               |      |
| Insurance                             | \$ 194,000          | 10% \$ 223,100          | 15% \$ 256,565         | 15% \$ 295,050         | 15% \$ 339,307         |      |               |      |               |      |
| Maintenance & Repairs                 | \$ 84,400           | -5% \$ 88,620           | 5% \$ 93,051           | 5% \$ 97,704           | \$ 102,589             |      |               |      |               |      |
| Admin/Office Exp/Misc Exp             | \$ 50,800           | \$ 52,324               | \$ 53,894              | \$ 55,511              | \$ 57,176              |      |               |      |               |      |
| Technology                            | \$ 12,600           | \$ 12,978               | \$ 13,367              | \$ 13,768              | \$ 14,181              |      |               |      |               |      |
| Recreation                            | \$ 45,050           | 35% \$ 47,302           | 5% \$ 49,668           | 5% \$ 52,151           | 5% \$ 54,759           |      |               |      |               |      |
| District Projects                     | \$ 192,500          | \$ 192,500              | \$ 192,500             | \$ 167,500             | \$ 167,500             |      |               |      |               |      |
| <b>Total Expense</b>                  | <u>\$ 2,168,349</u> | 8% <u>\$ 2,263,757</u>  | 4% <u>\$ 2,366,263</u> | 5% <u>\$ 2,451,651</u> | 4% <u>\$ 2,570,810</u> |      |               |      |               |      |
| <b>Net Income/(Loss)</b>              | <b>\$ (82,490)</b>  | <b>\$ (78,244)</b>      | <b>\$ (77,425)</b>     | <b>\$ (55,572)</b>     | <b>\$ (55,918)</b>     |      |               |      |               |      |
| <b>Capital Outlay</b>                 |                     |                         |                        |                        |                        |      |               |      |               |      |
| Reserve for Shuffle Court Maintenance | \$ 2,500            | \$ 2,500                | \$ 2,500               | \$ 2,500               | \$ 2,500               |      |               |      |               |      |
| Reserve for A/C Replacement           | \$ 15,000           | \$ 15,000               | \$ 15,000              | \$ 15,000              | \$ 15,000              |      |               |      |               |      |
| Projects to be identified             | \$ 175,000          | \$ 175,000              | \$ 175,000             | \$ 150,000             | \$ 150,000             |      |               |      |               |      |
|                                       | <u>\$ 192,500</u>   | <u>\$ 192,500</u>       | <u>\$ 192,500</u>      | <u>\$ 167,500</u>      | <u>\$ 167,500</u>      |      |               |      |               |      |
| Replace North Side Fence              | \$ 100,000          |                         |                        |                        |                        |      |               |      |               |      |
| Renovate Old Laundry Space            | \$ 105,000          | \$ 125,000              |                        |                        |                        |      |               |      |               |      |
| Contribution from Treasure Barn?      | \$ (30,000)         |                         |                        |                        |                        |      |               |      |               |      |
| Renovate Northside of Activity Ctr    |                     | \$ 60,000               |                        |                        |                        |      |               |      |               |      |
| Expand Fitness Facility/Add Equipment |                     | \$ 20,000               |                        |                        |                        |      |               |      |               |      |
| Contribution from Treasure Barn?      |                     | \$ (30,000)             |                        |                        |                        |      |               |      |               |      |
| Expand Pool Deck                      |                     |                         | \$ 60,000              |                        |                        |      |               |      |               |      |
| Build 3 Outdoor Pickleball Courts     |                     |                         | \$ 145,000             |                        |                        |      |               |      |               |      |
| Contribution from Treasure Barn?      |                     |                         | \$ (30,000)            |                        |                        |      |               |      |               |      |
| Enlarge Entrance to TEN               |                     |                         |                        | \$ 20,000              |                        |      |               |      |               |      |
| Repurpose Old Maintenance Building    |                     |                         |                        | \$ 130,000             |                        |      |               |      |               |      |
| Install Lift Chair in Pool            |                     |                         |                        | \$ 25,000              |                        |      |               |      |               |      |
|                                       | <u>\$ 175,000</u>   | <u>\$ 175,000</u>       | <u>\$ 175,000</u>      | <u>\$ 175,000</u>      | <u>\$ 175,000</u>      |      |               |      |               |      |



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Trailer Estates Park & Recreation District  
 Fiscal Year Projected Funding Account Balance

|                                  | <u>Budget</u><br><u>2023 2024</u> | <u>Budget</u><br><u>2024 2025</u> | <u>Budget</u><br><u>2025 2026</u> | <u>Budget</u><br><u>2023 2024</u> | <u>Budget</u><br><u>2024 2025</u> |
|----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| District Checking Account 1028   | \$ 12,867                         | \$ 16,026                         | \$ 17,861                         | \$ 12,070                         | \$ 15,213                         |
| Deposits                         | \$ 301,508                        | \$ 315,593                        | \$ 330,472                        | \$ 339,794                        | \$ 355,793                        |
| Transfer from MM                 | \$ 1,870,000                      | \$ 1,950,000                      | \$ 2,030,000                      | \$ 2,115,000                      | \$ 2,215,000                      |
| Checks                           | \$ (2,168,349)                    | \$ (2,263,757)                    | \$ (2,366,263)                    | \$ (2,451,651)                    | \$ (2,570,810)                    |
|                                  | <u>\$ 16,026</u>                  | <u>\$ 17,861</u>                  | <u>\$ 12,070</u>                  | <u>\$ 15,213</u>                  | <u>\$ 15,197</u>                  |
| District MM Account 1500         | \$ 1,286,147                      | \$ 1,200,497                      | \$ 1,120,417                      | \$ 1,048,784                      | \$ 990,068                        |
| Deposits                         | \$ 1,758,025                      | \$ 1,845,926                      | \$ 1,938,222                      | \$ 2,035,133                      | \$ 2,136,890                      |
| Assessment Deposited in Checking |                                   |                                   |                                   |                                   |                                   |
| Transfer from MM                 | \$ (1,870,000)                    | \$ (1,950,000)                    | \$ (2,030,000)                    | \$ (2,115,000)                    | \$ (2,215,000)                    |
| Bank Fees                        |                                   |                                   |                                   |                                   |                                   |
| Interest                         | \$ 26,326                         | \$ 23,994                         | \$ 20,144                         | \$ 21,151                         | \$ 22,209                         |
|                                  | <u>\$ 1,200,497</u>               | <u>\$ 1,120,417</u>               | <u>\$ 1,048,784</u>               | <u>\$ 990,068</u>                 | <u>\$ 934,167</u>                 |
| Calculation of Assessment Rate   | <u>Budget</u><br><u>2023 2024</u> | <u>Budget</u><br><u>2024 2025</u> | <u>Budget</u><br><u>2025 2026</u> | <u>Budget</u><br><u>2025 2026</u> | <u>Budget</u><br><u>2025 2026</u> |
| Rate per Single lot              | \$ 1,274.70                       | \$ 1,338.44                       | \$ 1,405.36                       | \$ 1,475.62                       | \$ 1,549.41                       |
|                                  | \$ 1,885,281                      | \$ 1,979,545                      | \$ 2,078,523                      | \$ 2,182,449                      | \$ 2,291,571                      |
|                                  | \$ (70,698)                       | \$ (74,233)                       | \$ (77,945)                       | \$ (81,842)                       | \$ (85,934)                       |
|                                  | \$ (56,558)                       | \$ (59,386)                       | \$ (62,356)                       | \$ (65,473)                       | \$ (68,747)                       |
| Income Net Discounts and Fees    | \$ 1,758,025                      | \$ 1,845,926                      | \$ 1,938,222                      | \$ 2,035,133                      | \$ 2,136,890                      |
| Annual Increase                  | \$ 60.70                          | \$ 63.74                          | \$ 66.92                          | \$ 70.27                          | \$ 73.78                          |
| Increase Percentage              | 5%                                | 5%                                | 5%                                | 5%                                | 5%                                |
| Monthly Increase                 | \$ 5.06                           | \$ 5.31                           | \$ 5.58                           | \$ 5.86                           | \$ 6.15                           |



**TRAILER ESTATES PARK AND RECREATION DISTRICT  
BOARD AGENDA ITEM FORM PP 38**

DUE IN OFFICE 10:30 A.M. MONDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Charter change For Trustee

For Upcoming Meeting—Date February 20, 2023

Type of Meeting (check one): Workshop  Board Meeting

**\*It is recommended that Board Meeting Motions be an agenda item on a Workshop prior to the Board Meeting and the date or dates of the workshop discussions be included in the motion.**

Rationale (for workshops)/ MOTION (for board meetings): see attached

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Costs/Estimated Costs: (Required if agenda item includes spending district money.)


\_\_\_\_\_

Attachments: (Please attach any diagrams or pertinent information concerning this Agenda Item. Please list the attachments.) Charter change for trustee term

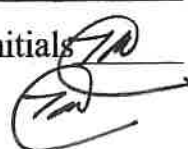
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Trustee Rod Smith

Date Submitted Febraury 10, 2023

Chairman/Designee 

Office Manager/Designee: Date Posted 2/13/2023  
3/13/2023

Initials 

### **Charter Change for Trustee Term**

I would like to see the charter changed for the length of the term for a trustee. My proposal is that each trustee be elected for a three- year term. That would mean that there would be an election for three trustees every year.

#### **Reasoning:**

Being a new Trustee has been a real challenge, especially with everything that you must do without someone to train you in the position you are assigned to. All of the Trustees have been a God send to me as they have been very helpful and have pointed out when I have made a mistake and have offered me suggestions to get the job done.. I would really be up a creek without their support.

I see that the first year is a real challenge as it has a big learning curve, and you get thrown into the fire with doing the budget without any prior knowledge or information. I can see that in year 2 you have gone through the learning curve and are starting to organize all of your responsibilities. Year three is where you finalize all your activities and do the documentation that will help a new person in your position.

If I had not been attending the Board Meetings for almost a year, I would really be at a loss right now.

TRAILER ESTATES PARK AND RECREATION DISTRICT  
BOARD AGENDA ITEM FORM

PP 38

DUE IN OFFICE 10:30 A.M. MONDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Change order for Sea Wall project

For Upcoming Meeting—Date March 20, 2023

Type of Meeting (check one): Workshop  Board Meeting

**\*It is recommended that Board Meeting Motions be an agenda item on a Workshop prior to the Board Meeting and the date or dates of the workshop discussions be included in the motion.**

Rationale (for workshops)/ MOTION (for board meetings): \_\_\_\_\_

Repair 50' retaining wall on west side of marina building

Rebuild 4 finger docks on east side of marina building

Quotes attached.

Costs/Estimated Costs: (Required if agenda item includes spending district money.)

Retaining wall \$12,677.00

Finger Docks \$12,950.00

Attachments: (Please attach any diagrams or pertinent information concerning this Agenda Item. Please list the attachments.) \_\_\_\_\_

Trustee Todd Lombardi

Date Submitted 3/13/2023

Chairman/Designee 

Office Manager/Designee: Date Posted 3/13/2023 Initials 

MAR 13 '23 AM 7:30

# FLORIDA STRUCTURAL GROUP

17520 Rockefeller Circle, Fort Myers, FL 33967  
Phone: 239-437-6007 Fax: 239-437-6008  
**CGC 1527310**



March 10, 2023

Trailer Estates Recreation District  
1903 69<sup>th</sup> Ave West  
Bradenton, FL 34207  
941-756-7177  
Maintenance@trailerestates.com

Re: Trailer Estates Marina Seawall Repairs

## PROPOSED CONTRACT CHANGE ORDER #1

### Scope of work:

FSG proposes to furnish all labor, equipment, and materials to perform the following scope of work for the above referenced project.

#### ADA Ramp

- 1) Coordinate with Foster Consulting for required permit modification design.
- 2) Form, for new ADA ramp
- 3) Strip forms.
- 4) Clean-up

**Price** **\$3,650.00**

#### (4) Finger Docks (2'x 24') each

- 1) Coordinate with Foster Consulting for required permit modification design
- 2) Furnish and install framing lumber, fasteners, and accessories to construct support structure for decking
- 3) Install owner supplied composite decking

**Price** **\$12,950.00**

MAR 13 '23 AM 7:31

# FLORIDA STRUCTURAL GROUP

17520 Rockefeller Circle, Fort Myers, FL 33967

Phone: 239-437-6007 Fax: 239-437-6008

**CGC 1527310**



**Working Conditions:**

MTWRF(S)

**Exclusions:**

Handrail at ADA ramp (by owner)  
Composite deck materials (by owner)

**Payment Terms:**

Monthly progress billing

**Warranty:**

Florida Structural Group will warrant the integrity of the repairs for a period of (5) years from installation.

Thank you,

A handwritten signature in black ink, appearing to read "BP" with a stylized flourish.

**Brian W Peachey**  
**President**  
**Florida Structural Group, Inc.**

# FLORIDA STRUCTURAL GROUP

PO Box 329, Estero, FL 33929  
Phone: 239-437-6007 Fax: 239-437-6008  
CGC 1527310



MAR 13 '23 AM 7:31

Trailer Estates Recreation District  
1903 69<sup>th</sup> Ave West  
Bradenton, FL 34207  
941-756-7177  
Maintenance@trailerestates.com

Re: Trailer Estates Marina Seawall Repairs

## PROPOSED CONTRACT CHANGE ORDER #1

### Scope of work:

FSG proposes to furnish all labor, equipment, and materials to perform the following scope of work for the above referenced project.

- 1) Coordinate with Foster Consulting for required permit modification design.
- 2) Demo existing wall as required, remove landscaping as required.
- 3) Form, install specified reinforcing steel, pour concrete for new retaining wall.
- 4) Wall will be 50' x 16' between 12" x 16" high.
- 5) Strip forms.
- 6) Backfill with #57 stone.

**Price** **\$12,677.00**

### Working Conditions:

MTWRF(S)

### Exclusions:

Engineering

### Payment Terms:

Monthly progress billing

**Warranty:**

Florida Structural Group will warrant the integrity of the repairs for a period of (5) years from installation.

Thank you,

A handwritten signature in black ink, appearing to be 'BP' with a stylized flourish extending to the right.

**Brian W Peachey**  
**President**  
**Florida Structural Group, Inc.**

**Acceptance of Proposal:**

The above Conditions, Specifications, Prices and General Conditions are hereby accepted. You are authorized to proceed to do this work and payment will be as stated above.



MAR 13 '23 AM 7:31

**Accepted by:**

---

Authorized Signature

Title

Date

**TRAILER ESTATES PARK AND RECREATION DISTRICT  
BOARD AGENDA ITEM FORM/POLICY PP 38**

DUE IN OFFICE 10:30 A.M. WEDNESDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Item Review Proposed Changes to PP1G - Duties of the Health and Welfare Trustee

For Upcoming Meeting—Date 03-20-2023

Type of Meeting (check one): Workshop  Board Meeting  \*

**\*It is recommended that Board Meeting Agenda Items be an agenda item on a Workshop prior to the board meeting.**

Rationale (for workshops)/ MOTION (for board meetings): To discuss the  
proposed changes to PP1G - Duties of the Health and Welfare Trustee as  
previously discussed the workshops on February 6 and February 27.

Costs/Estimated Costs: **(Required if agenda item includes spending district money.)**  
None.

Attachments: **(Please attach any diagrams or pertinent information concerning this**  
**Agenda Item. Please list the attachments.)** DRAFT of PP1G

 Trustee Lori Dalton

Date Submitted 02-28-2023

Chairman/Designee 

Office Manager/Designee: Date Posted 3/13/2023 Initials LD

**TRAILER ESTATES PARK AND RECREATION DISTRICT  
TRUSTEE DUTIES**

PP1G FEB 28 '23 AM 7:12

**DUTIES OF HEALTH AND WELFARE TRUSTEE**

THE HEALTH AND WELFARE TRUSTEE SHALL:

1. Prepare for and attend 26 regular scheduled Board Meetings and Workshops; and Special or Emergency meetings as required.
2. Arrange for the hiring of district paid instructors for classes (for example—dance, exercise, art, etc.). This was give to Health & Welfare but not approved by the board to my knowledge.
3. Schedule Annual Health Fair.
4. Schedule Blood Drives.
5. Keep informed and provide ~~post~~ location of park residents ~~who are receiving in~~ hospitals and/or nursing homes. ~~services (i.e. illnesses and deaths).~~
6. Send get well and sympathy cards and keep record of same for the Park Memorial Service.
7. Direct residents to appropriate organizations and sources for sick room supplies
8. Oversee implementation of disaster plan.
9. Oversee implementation of park wide health restriction procedures (i.e. covid-19).
10. Post information on bulletin boards.
  - Community Care
  - Volunteers
  - Agencies/Organizations
  - Disaster Assistance
  - Etc.
11. Serve as board representative/contact for with community and TE Park service organizations.
  - Meals on Wheels
  - 85+ Valentine Dinner
  - 85+ Christmas Gifts
12. Assist park residents by providing names and phone numbers of agencies and organizations which provide services in our area.

**TRAILER ESTATES PARK AND RECREATION DISTRICT  
TRUSTEE DUTIES**

FEB 28 '23 AM 7:12  
PP1G

13. Assist park residents by providing names and phone numbers of volunteers in our area.
14. Oversee implementation of park wide health restriction procedures (i.e. covid-19).
15. Post information on bulletin boards:
  - Community care
  - Volunteers
  - Agencies/organizations
  - Disaster assistance
  - Etc.
16. Serve as board representative/contact for arrangements with community service organizations.
  - Meals on wheels
  - Christmas cookies
  - Etc.
13. Sign checks as requested.

**TRAILER ESTATES PARK AND RECREATION DISTRICT  
BOARD AGENDA ITEM FORM/POLICY PP 38**

DUE IN OFFICE 10:30 A.M. WEDNESDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Item Review Proposed Changes to PP1H - Duties of Seasonal Social & Recreation Activities Trustee

For Upcoming Meeting—Date 03-20-2023

Type of Meeting (check one): Workshop  Board Meeting  \*

**\*It is recommended that Board Meeting Agenda Items be an agenda item on a Workshop prior to the board meeting.**

Rationale (for workshops)/ MOTION (for board meetings): To discuss the proposed changes to PP1H - Duties of the Seasonal Social & Recreation

Activities Trustee as previously discussed at the workshops on February 6 and February 27.

Costs/Estimated Costs: **(Required if agenda item includes spending district money.)**  
None.

Attachments: **(Please attach any diagrams or pertinent information concerning this Agenda Item. Please list the attachments.)** DRAFT of PP1H



Trustee Lori Dalton

Date Submitted 02-28-2023

Chairman/Designee 

Office Manager/Designee: Date Posted 3/13/2023 Initials 

**TRAILER ESTATES PARK AND RECREATION DISTRICT  
TRUSTEE DUTIES PP1H**

**DUTIES OF SEASONAL SOCIAL & RECREATION ACTIVITIES TRUSTEE**

THE SEASONAL SOCIAL & RECREATION ACTIVITIES TRUSTEE SHALL:

1. Prepare for and attend 26 regular scheduled Board Meetings and Workshops; and Special or Emergency meetings as required.
2. Work with other assigned Recreational Trustee to develop the yearly district recreational calendar of activities and complete/submit the required room reservation forms for all district recreational activities.
3. Arrange for all entertainment for the Seasonal Saturday Night Dances to include contacting the bands and completing the contracts.
4. Arrange all Seasonal Showtime entertainment to include completing contracts.
5. Plan the annual Christmas party for the TE residents (arrange entertainment, refreshments, door prizes, ticket distribution, etc.)
6. Plan the New Year's Eve party (arrange entertainment, refreshments, door prizes, ticket sales, etc.)
7. Attend all district seasonal recreational activities to include dances, Showtimes, and all other district recreational activities.
8. Complete all financial responsibilities to include counting all collected money from ticket sales and money taken at district events, completing required forms and depositing all money to the office.
9. Plan additional recreational activities such as movie nights, trivia nights, etc.
10. Purchasing all supplies needed for seasonal district events.
11. Work with maintenance staff to ensure event set up is completed.
12. Develop and coordinate volunteers as needed per event.
13. Complete all check requests prior to the date of performances.
14. Ensure all contracts are correctly filed in the Seasonal Recreational Trustee binder in the office.
15. Publicize all events so residents are kept informed.
16. Serve as a back-up to the other District Recreation Trustee as needed.

**TRAILER ESTATES PARK AND RECREATION DISTRICT  
TRUSTEE DUTIES PP1H**

FEB 28 '23 AM 7:1

17. Provide updates on seasonal recreational activities during board meetings.

18. Sign checks as requested.

DRAFT 3/20/23