

**TRAILER ESTATES PARK & RECREATION DISTRICT**

**BOARD OF TRUSTEE WORKSHOP  
June 19, 2023  
Following the Board of Trustee Meeting  
MARK'S HALL  
1903 69<sup>TH</sup> AVENUE WEST  
BRADENTON, FLORIDA 34207**

1. Reoccurring Capital Outlay Discussions (Lombardi)
2. Change Board Meeting & Workshop Starting Times (Trotter)
3. Appoint Enforcement Committee Members (Trotter)
4. Review 2022\_2023 Budget/Forecast Assumptions (Chandler)
5. Logo Update - Designs for Consideration (Morris)
6. Spectrum Contract (Morris)

**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 Reoccurring Capital Outlay discussions

For Upcoming Meeting—Date June 19, 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): \_\_\_\_\_

Capital Outlay Discussion

Pool ADA Access \$50,000 Budget

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.) \_\_\_\_\_

Trustee Todd Lombardi

Date Submitted 5-12-23

Chairman/Designee 

Office Manager/Designee: Date Posted 6/12/2023 Initials 

**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 Board Meeting & Workshop Starting Times

For Upcoming Meeting—Date June 19, 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): Start with Workshop first at 9:30am then follow with Board Meeting directly after. This way once Trustees are satisfied with Public & Board input on a particular item, they may vote on it at the following Board meeting. In order for the item to be considered at the Board Meeting, it must be listed on the agenda prior. The Public Input will be moved to the beginning of the Workshop and Board Meeting to allow Residents their say.

Costs/Estimated Costs: **(Required if agenda item includes spending district money.)**  
No Cost

Attachments: **(Please attach any diagrams or pertinent information concerning this Agenda Item. Please list the attachments.)** Sample Workshop & Board Meeting Agenda's.

Trustee Trotter

Date Submitted June 9, 2023

Chairman/Designee 

Office Manager/Designee: Date Posted 6/12/2023 Initials 

**TRAILER ESTATES PARK & RECREATION DISTRICT**

**BOARD OF TRUSTEE WORKSHOP  
May XX, 2023**

**MARK'S HALL  
TRAILER ESTATES  
1903 69<sup>TH</sup> AVENUE WEST  
BRADENTON, FLORIDA 34207**

Call To Order  
Roll Call  
Public Input (Limit 3 Minutes on any Topic)  
Reports from Standing Committees  
Clubs & Organizations  
Action Items Presented by Board & Staff (PP38 & PP38A)

1. Recurring Budget Discussions
2. Building Usage Discussion
3. Changes to PP67- ID Cards
4. Etc.

Trustee Reports  
Staff/Attorney Reports  
New Business  
Adjournment

Trailer Estates broadcasts its Meeting live on Channel 732 inside the Community

Zoom Meeting Access: Time: Jun 5, 2023 09:30 AM Eastern Time (US and Canada)

Join Zoom Meeting <https://us02web.zoom.us/j/86163756766?pwd=UWJnV25ocExJSFNZbVJ1RXBLS2szQT09>

Meeting ID: 861 6375 6766

Passcode: f7AwgY

Dial by your location +1 305 224 1968 US +1 929 205 6099 US (New York)

Find your local number: <https://us02web.zoom.us/j/86163756766?pwd=UWJnV25ocExJSFNZbVJ1RXBLS2szQT09>

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**TRAILER ESTATES PARK & RECREATION DISTRICT**

**BOARD OF TRUSTEES  
REGULAR BOARD MEETING  
May XX, 2023**

**MARK'S HALL  
TRAILER ESTATES  
1903 69<sup>TH</sup> AVENUE WEST  
BRADENTON, FLORIDA 34207**

Call To Order  
Roll Call  
Public Input (Limit 3 Minutes on Agenda Items)  
Approval of Minutes  
Treasurer Report  
Invoice Approval

**Items Presented by Board & Staff (PP38 & PP38A)**

1. Budget 2026-27
2. Sunday Building Usage
3. Changes to PP67- ID Cards
4. Etc.

Trustee/Staff Final Comments  
New Business  
Unfinished Business  
Adjournment

Trailer Estates broadcasts its Meeting live on Channel 732 inside the Community

Zoom Meeting Access: Time: Jun 5, 2023 09:30 AM Eastern Time (US and Canada)

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Meeting ID: 861 6375 6766

Passcode: f7AwgY

Dial by your location +1 305 224 1968 US +1 929 205 6099 US (New York)

Find your local number: <https://us02web.zoom.us/j/86163756766?pwd=UWJnV25ocExJSFNZbVJ1RXBLS2szQT09>

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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 Appoint Enforcement Committee Members

For Upcoming Meeting—Date June 19, 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): This Committee is mandated by Charter to preside over Fining Hearings. Each Trustee would nominate a resident to serve in a "pool" where 5+1 (alternate) members would be chosen randomly to serve. We would have between 3-4 meetings per year depending on the number of deed restriction violations. Decide on term length.

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.) List of Proposed Committee Members

Trustee Trotter

Date Submitted June 9, 2023

Chairman/Designee 

Office Manager/Designee: Date Posted 6/12/2023 Initials 

Seat #	Trustee Name				Enforcement Committee Nominees
1	Todd Lombardi				Pam Kemper
2	Kathleen Gregory				Sheree Threewitts
3	Duane Trotter				Mike McKinnie
4	Louis Nickels				**Excused**
5	Vacant				Paula Nelson
6	Lori Dalton				Terri Ellenberger
7	Rodney Smith				Kristine Mogg
8	Russell McAlister				Gary Jordan
9	Mary Chandler				Michael Petrelli
Friday, June 9, 2023		Alternates			Alan Hobert
					Lewis Frampton
					Mark TreeGardin

**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 Review 2022\_2023 Budget/Forecast Assumptions

For Upcoming Meeting—Date July 19, 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): \_\_\_\_\_

Continue discussion regarding the 2022\_2023 Budget and the completion of  
District Projects

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.) Memo including exhibits previously  
presented and updated, Email exchange with District Auditors, 5 Year  
Projected Budgets based on assumptions provided

Trustee Mary Chandler

Date Submitted June 7, 2023

Chairman/Designee 

Office Manager/Designee: Date Posted 6/12/2023 Initials 



# Memo

JUN 7 '23 PM 1:07

**To:** Trailer Estates Board of Trustees  
**From:** Mary Chandler, Board Treasurer  
**cc:** Lee Morris, Park Manager  
**Date:** June 7, 2023  
**Re:** 2022\_2023 Fiscal Year Spending vs Budget

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I wanted to share the exhibits completed during the 2023\_2024 Budgeting process updated for current state for discussion as we make decisions regarding our Capital projects and when we have funding allocated for them.

I have attached an exhibit that provides actual income and expenses as of May 31, 2023 and a projection of what is expected for the remainder of the fiscal year, and its comparison to the adopted budget.

When we were determining the budget and assessment rate for the 2023\_2024 fiscal year I was given the direction by the Board to determine what assessment rate would support the District projects we had identified and maintain a minimum balance of \$900k in our reserve.

It was decided that we would project a 5% increase in all our Lease/Rental income accounts and project an annual 5% increase in our lot assessment. I prepared a 5-year projection and have included that here as well with updated bank account balances for current projections.

A year ago, I created a process grid for utilizing both the funds from the Treasure Barn and the funds in the Uncommitted account and passed it by our auditors for review. After the June 5<sup>th</sup> board meeting, I sent it again and asked for clarification regarding the need to adopt a revised budget given our total expenses would not exceed budget given a transfer of income that would directly offset the additional project expenses. I have attached the process grip I created and their response.

It is important to me that the board be comfortable with the work I have done for both this and the next fiscal year as I step away. If we need to revisit these decisions, I will do whatever is needed to support that before I part.

I am looking forward to discussing this further at our July 19<sup>th</sup> Trustee Meeting

Mary

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

JUN 7 '23 PM 1:07

	<u>Actual</u>		<u>Projected</u>		<u>Budget</u>	
	<u>OCT 22 - May 23</u>	<u>Jun 22 - SEP 23</u>	<u>2022</u>	<u>2023</u>	<u>2022</u>	<u>2023</u>
Interest Income - District	\$ 30,634	\$ 25,060	\$ 55,694		\$ 160	
Marina Income - Residents	\$ 45,734	\$ 11,486	\$ 57,220		\$ 63,648	
Marina Income - Non-Res.	\$ 22,601	\$ 12,365	\$ 34,967		\$ 36,760	
Marina Bldg Rent	\$ 21,000	\$ 11,025	\$ 32,025		\$ 32,025	
Church Office Rent	\$ 7,177	\$ 3,589	\$ 10,766		\$ 10,765	
Post Office Rent	\$ 5,233	\$ 2,680	\$ 7,913		\$ 7,913	
Laundry Rent	\$ 2,477	\$ -	\$ 2,477		\$ -	
6835 American Way	\$ 67,538	\$ -	\$ -		\$ 18,000	
Storage Lot Rents	\$ 67,538	\$ 11,934	\$ 79,472		\$ 87,795	
Rental Income	\$ 171,760	\$ 41,145	\$ 145,367		\$ 256,906	
Net Assessment Income	\$ 1,625,892	\$ 55,182	\$ 1,681,074		\$ 1,681,074	
Seasonal Recreation	\$ 15,214	\$ -	\$ 15,214		\$ 16,000	
Continuing Recreation	\$ 2,295	\$ 1,098	\$ 3,393		\$ 3,450	
Inc. from Insurance Claims	\$ 37,015	\$ -	\$ 37,015			
Application Fee Income	\$ 10,650	\$ -	\$ 10,650		\$ 13,250	
Transfer Inc - Treasure Barn		\$ 35,000	\$ 35,000			
Transfer Inc - Uncommitted		\$ 61,474	\$ 61,474			
Miscellaneous Income	\$ 24,770	\$ 256,663	\$ 281,433		\$ 8,100	
	\$ 89,944	\$ 354,235	\$ 444,179		\$ 40,800	
<b>Total Income</b>	<b>\$ 1,918,230</b>	<b>\$ 475,622</b>	<b>\$ 2,393,852</b>		<b>\$ 1,978,940</b>	
<b>Expense</b>						
Payroll Expenses	\$ 299,109	\$ 205,072	\$ 504,181		\$ 524,109	
Cable T.V.	\$ 471,625	\$ 226,699	\$ 698,324		\$ 707,113	
Trash Removal	\$ 82,750	\$ 61,250	\$ 144,000		\$ 141,000	
Legal Expense	\$ 23,216	\$ 16,000	\$ 39,216		\$ 46,000	
Accounting Expense	\$ 6,000	\$ 6,000	\$ 12,000		\$ 13,000	
Utilities	\$ 78,516	\$ 39,258	\$ 117,773		\$ 103,700	
Insurance	\$ 99,639	\$ 40,700	\$ 140,339		\$ 182,685	
Maintenance & Repairs	\$ 60,500	\$ 30,250	\$ 90,749		\$ 92,800	
Admin/Office Exp/Misc Exp	\$ 40,411	\$ 10,463	\$ 50,874		\$ 49,243	
Technology	\$ 8,354	\$ 2,476	\$ 10,830		\$ 11,750	
Recreation	\$ 32,457	\$ 4,800	\$ 37,257		\$ 40,340	
Cap Project - Treasure Barn		\$ 35,000	\$ 35,000			
Cap Project - Uncommitted		\$ 61,474	\$ 61,474			
District Projects	\$ 39,226	\$ 27,974	\$ 67,200		\$ 67,200	
<b>Total Expense</b>	<b>\$ 1,241,802</b>	<b>\$ 767,416</b>	<b>\$ 2,009,218</b>		<b>\$ 1,978,940</b>	
<b>Net Income/(Loss)</b>	<b>\$ 676,428</b>	<b>\$ (291,794)</b>	<b>\$ 384,634</b>		<b>\$ -</b>	

JUN 7 '29 PM 1:07

**Capital Outlay**

Marina Decking	\$	4,041		
Additi Surveillance Cameras	\$	8,116		
FOB Security for Woodshop	\$	2,506		
Paint Maintenance Building	\$	1,329		
Shuffle Court Maintenance	\$	403		
Replace Pool Heater	\$	2,781		
Large Format Printer	\$	1,680		
Replace Banquet Tables	\$	8,789		
Lg Hall/Kitchen AC	\$	9,582		
Lg Hall Reno - LED Lighting			\$	6,500
Lg Hall Reno - Int Painting			\$	8,500
Lg Hall Reno - Ceiling Tiles			\$	10,000
Lg Hall Reno - Camera			\$	3,000
Lg Hall Reno - Refinish Floor			\$	17,000
Lg Hall Reno - South end Storage			\$	3,000
Lg Hall Reno - Replace Stage Curtains			\$	2,000
ADA Doors to Locker Rooms			\$	5,000
ADA Lift At Entrance			\$	25,000
ADA Lift into Pool			\$	15,000
Reserve for Shuffle Court			\$	4,372
Reserve for AC Replace			\$	5,075
	\$	39,226	\$	124,447.80
			\$	163,674

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

JUN 7 '23 PM 1:07

	<u>Actual</u>	<u>Projected</u>	<u>Projected</u>
	<u>OCT 22 - May 23</u>	<u>Jun 22 - SEP 23</u>	<u>2022 2023</u>
District Checking Account	\$ 144,415	\$ 69,317	\$ 144,415
Deposits	\$ 261,704	\$ 360,380	\$ 622,084
Transfer Inc - Treasure Barn		\$ 35,000	\$ 35,000
Transfer Inc - Uncommitted		\$ 61,474	\$ 61,474
Transfer from MM	\$ 905,000	\$ 280,000	\$ 1,185,000
Checks	\$ (1,241,802)	\$ (767,416)	\$ (2,009,218)
	<u>\$ 69,317</u>	<u>\$ 38,756</u>	<u>\$ 38,756</u>
District MM Account	\$ 445,006	\$ 1,209,649	\$ 441,846
Deposits	\$ 1,625,892	\$ 55,182	\$ 1,681,074
Reimb for Exp for Seawall	\$ 23,667		\$ 23,667
Transfer from MM	\$ (905,000)	\$ (280,000)	\$ (1,185,000)
Bank Fees	\$ (369)	\$ (184)	\$ (553)
Interest	\$ 20,453	\$ 19,103	\$ 39,556
	<u>\$ 1,209,648.73</u>	<u>\$ 1,003,749</u>	<u>\$ 1,000,590</u>

Transfer Seawall Account Balance (Handout given on 6/5/23)	\$ 172,034
Uncommitted into District MM	\$ 212,721
Projected Balance 9/30/2023	<u>\$ 1,385,346</u>

**Uncommitted Funds - TEFCD**  
**Regions Bank Money Market**

Funds Gifted by TEFCD	\$ 267,295.44
Interest Earned Through 4/30/2023	\$ 3,185.34
Projected Interest May - Sept	\$ 3,714.41
Transfer Inc - Uncommitted Funds	\$ (61,474)
Projected Balance 9/30/2023	<u>\$ 212,721.19</u>

JUN 7 '23 PM 1:08

On Mon, Jun 5, 2023 at 12:08 PM <treasurer@trailerestates.com> wrote:  
Daniel,

I need your help. There are a few procedures that I have put in place that need further clarification as I move away from the Board effective July 3, 2023. We have added a Park Manager and some concerns have been voiced.

I have attached a workflow that I put in place for recordkeeping the usage of funds from both our Sub-Committee, Treasure Barn and the funds we acquired from the dissolution of the TE Fire Control District that we have categorized as "Uncommitted Funds".

Question 1 – Do you see any issues with the process I have outlined?

Question 2 – If the board approves the funding of an expense that will be funded by either of these accounts do we need to adopt a new budget?

I want this process documented before I part ways with the District.

Thanks  
Mary

Accounting Procedures – Treasure Barn

Account Number	Account Description	Account Type	Purpose
2700-01	Treasure Barn Sales Proceeds	Other Current Liability	Record Income from sale of donated items
2700-02	Treasure Barn Petty Cash	Other Current Liability	Track cash on hand to purchase supplies needed to prepare items for resale
2700-03	Sales Tax Due	Other Current Liability	Record sales Tax due on sales Proceeds
2700-04	Park Improvement Projects Funded	Other Current Liability	Record the transfer to an offsetting Income Account for expenses related to a Park Improvement Project approved by the Board
2700-05	Treasure Barn – Misc.	Other Current Liability	All other transaction that does not fit in any account within this category
3614-01	Transfer Income – Treasure Barn	Income	Record income transferred from account 2700-04 offsetting expenses approved by the Board
5800-01	Capital Projects – Treasure Barn Funded	Expense	Record Capital Expense funded by TB Donations
5499-12	Misc. Expense – Treasure Barn Funded	Expense	Record All Other Expense Approved to be funded by Treasure Barn Donations

## Accounting Procedures – Acquisition of funds from Dissolution of Trailer Estates Fire Control District.

Account Number	Account Description	Account Type	Purpose
1502	Uncommitted Funds – (TEFCD)	Bank	Record Initial Deposits of funds received from the Dissolution of the Trailer Estates Fire Control District
3614-02	Income Transfer – Uncommitted Funds (TEFCD)	Income	Record income transferred from account 3200-02 offsetting expenses approved by the Board
5800-02	Capital Projects – Uncommitted Funds	Expense	Record Capital Expense funded by Uncommitted Funds
5499-12	Misc. Expense – Uncommitted Funds	Expense	Record All Other Expense Approved to be funded by Uncommitted Funds

From: Daniel Anderson <danderson@mjcpa.com>  
 Sent: Monday, June 5, 2023 4:41 PM  
 To: treasurer@trailerestates.com  
 Cc: trailerestates@trailerestates.com  
 Subject: Re: Accounting Procedures

Hi Mary,

I'm good with your procedures on the TEFCD Funds.  
 On the Treasure Barn - A few questions:

I think the accounts for Treasure Barn Sales Proceeds and Petty cash need to be revised. The Petty Cash should be a cash account (current asset), and the proceeds should be a revenue account, unless I'm missing something.

Similarly, the Park Improvement Projects Funded and Treasure Barn - Misc. Account should be revised to be respective revenue/expenditure accounts, as well.

Lastly, regarding your question 2 above - if the board approves funding of an expense that will be funded by either of these accounts do you need to adopt a new budget? You don't need to adopt an entire new budget, but I would recommend making a budget amendment to account for this. From the sound of it, you'll just have offsetting revenues/expenditures in the budget, so it shouldn't be a big deal.

It's not required, though. You'd just have the potential for expenditures to exceed appropriations, which would become a disclosure in the footnotes to the financial statements.

Let me know if we need to discuss anything further over the phone. I'm teaching an in-house CPE tomorrow from 9-4, but am available other than that this week.

Daniel

JUN 7 '23 PM 1:08

On Tue, Jun 6, 2023 at 4:21 PM <treasurer@trailerestates.com> wrote:

Thanks Daniel,

The Treasure Barn is set up like the prior subcommittee of the board (Beautification Committee). The only difference is we did not transfer funds to the income statement when a project was funded, we just charged the expense to the same account. I thought it was cleaner to track the transfer of income. The income and expense will always net to zero.

We will transfer what the project costs.

There may be times when either the Treasure Barn or the Uncommitted Funds (TEFCD) will be used to offset an expense that will not be capitalized therefor I created the Misc. Expense Accounts for each.

If we amend the budget to include these transactions, does it require a public hearing advertised in the paper and a resolution to adopt or is the revised budget simply an internal document since the income and expense transaction will net to zero?

Thanks again for helping me with this.

Mary

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From: Daniel Anderson <danderson@mjcpa.com>

Sent: Wednesday, June 7, 2023 6:45 AM

To: treasurer@trailerestates.com

Subject: Re: Accounting Procedures

Hi Mary,

The set-up you have for the Treasure Barn is a common way we see entities account for these type of transactions, however, they really do belong on the income statement, even if the revenues and expenses net to zero (typically that isn't the case, and any excess of revenues over expenditures is included in a committed fund balance line item on the balance sheet). All that being said, many times the activity in these funds isn't material to the operations of the District in total. I'd say if it's only a few thousand dollars flowing through those accounts, it's probably no big deal to continue as you have them. If it's more than \$10,000, then I'd recommend moving them to be reported on the income statement.

For internal purposes, you can leave them as the liability and then just at year-end we can take the activity in the liability account and gross it up on the income statement, but that might have an impact on the budget vs. actual schedule the FS (as I'm guessing those amounts aren't budgeted for).

Let me know if we need to hop on a call to discuss this further.

Regarding the budget amendment - I don't believe that the public hearing needs to be advertised, as it should be included in the District Board meeting agenda. However, there should likely be a resolution that the Board votes on to approve the amendment. This might be something to double check with the District Attorney.

Thank you,  
Daniel

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

JUN 7 '23 PM 1:08

	<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	\$	45,299	\$	70,407	\$	94,511	\$	99,237	\$	104,198					
Marina Income - Residents	\$	61,506	\$	64,582	\$	67,811	\$	71,201	\$	74,761					
Marina Income - Non-Residents	\$	36,788	\$	38,628	\$	40,559	\$	42,587	\$	44,716					
Marina Bldg Rent	\$	33,626	\$	35,308	\$	37,073	\$	38,927	\$	40,873					
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	\$	2,696	\$	2,831	\$	2,973	\$	3,121	\$	3,278					
Storage Lot Rents	\$	91,148	\$	95,706	\$	100,491	\$	105,515	\$	110,791					
Rental Income	\$	<u>245,345</u>	6%	\$	<u>257,612</u>	5%	\$	<u>270,493</u>	5%	\$	<u>284,017</u>	5%	\$	<u>298,218</u>	5%
Net Assessment Income	\$	1,758,025	5%	\$	1,845,926	5%	\$	1,938,222	5%	\$	2,035,133	5%	\$	2,136,890	5%
Seasonal Recreation	\$	17,861	\$	18,000	\$	18,000	\$	17,861	\$	18,000					
Continuing Recreation	\$	3,973	\$	4,000	\$	4,000	\$	3,973	\$	4,000					
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					
Transfer from Reserve	\$	208,428	\$	76,097	\$	49,274	\$	50,776	\$	49,418					
	\$	<u>267,041</u>	\$	<u>136,650</u>	\$	<u>111,954</u>	\$	<u>109,389</u>	\$	<u>109,971</u>					
<b>Total Income</b>	\$	<u>2,315,710</u>	13%	\$	<u>2,310,594</u>	0%	\$	<u>2,415,180</u>	5%	\$	<u>2,527,776</u>	5%	\$	<u>2,649,277</u>	5%
<b>Expense</b>															
Payroll Expenses	\$	642,717	24%	\$	672,339	5%	\$	703,466	5%	\$	736,185	5%	\$	770,588	5%
Cable T.V.	\$	639,113	-5%	\$	658,287	3%	\$	678,035	3%	\$	698,376	3%	\$	719,327	3%
Trash Removal	\$	149,500	\$	155,500	\$	161,720	\$	168,189	\$	174,916					
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	15%
Maintenance & Repairs	\$	84,400	-5%	\$	88,620	5%	\$	93,051	5%	\$	97,704	5%	\$	102,589	5%
Admin/Office Exp/Misc Exp	\$	50,800	\$	52,324	\$	53,894	\$	55,511	\$	57,176					
Technology	\$	14,110	\$	14,533	\$	14,969	\$	15,418	\$	15,881					
Recreation	\$	45,760	21%	\$	48,048	5%	\$	50,450	5%	\$	52,973	5%	\$	55,622	5%
District Projects	\$	327,500	\$	225,000	\$	225,000	\$	225,000	\$	225,000					
<b>Total Expense</b>	\$	<u>2,315,710</u>	15%	\$	<u>2,310,595</u>	0%	\$	<u>2,415,180</u>	5%	\$	<u>2,527,776</u>	5%	\$	<u>2,649,278</u>	5%
<b>Net Income/(Loss)</b>	\$	(0)	\$	(0)	\$	0	\$	0	\$	(0)					
<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	\$	310,000	\$	207,500	\$	207,500	\$	207,500	\$	207,500					
	\$	<u>327,500</u>	\$	<u>225,000</u>	\$	<u>225,000</u>	\$	<u>225,000</u>	\$	<u>225,000</u>					



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

JUN 7 '23 PK1:08

	<u>Budget</u> <u>2023 2024</u>	<u>Budget</u> <u>2024 2025</u>	<u>Budget</u> <u>2025 2026</u>	<u>Budget</u> <u>2026 2027</u>	<u>Budget</u> <u>2027 2028</u>
District Checking Account 1028	\$ 38,756	\$ 42,004	\$ 41,574	\$ 42,566	\$ 34,420
Deposits	\$ 303,958	\$ 318,165	\$ 333,173	\$ 342,630	\$ 358,771
Transfer from MM	\$ 2,015,000	\$ 1,992,000	\$ 2,083,000	\$ 2,177,000	\$ 2,286,000
Checks	\$ (2,315,710)	\$ (2,310,595)	\$ (2,415,180)	\$ (2,527,776)	\$ (2,649,278)
	<u>\$ 42,004</u>	<u>\$ 41,574</u>	<u>\$ 42,566</u>	<u>\$ 34,420</u>	<u>\$ 29,914</u>
District MM Account 1500	\$ 1,385,346	\$ 1,173,669	\$ 1,098,002	\$ 1,047,735	\$ 1,005,106
Deposits	\$ 1,758,025	\$ 1,845,926	\$ 1,938,222	\$ 2,035,133	\$ 2,136,890
Transfer from MM	\$ (2,015,000)	\$ (1,992,000)	\$ (2,083,000)	\$ (2,177,000)	\$ (2,286,000)
Bank Fees					
Interest	\$ 45,299	\$ 70,407	\$ 94,511	\$ 99,237	\$ 104,198
	<u>\$ 1,173,669</u>	<u>\$ 1,098,002</u>	<u>\$ 1,047,735</u>	<u>\$ 1,005,106</u>	<u>\$ 960,194</u>
Total	\$ 1,215,673	\$ 1,139,576	\$ 1,090,302	\$ 1,039,526	\$ 990,108

**Calculation of Assessment Rate**

	<u>Budget</u> <u>2023 2024</u>	<u>Budget</u> <u>2024 2025</u>	<u>Budget</u> <u>2025 2026</u>	<u>Budget</u> <u>2025 2026</u>	<u>Budget</u> <u>2025 2026</u>
Rate per Single lot	\$ 1,274.70	\$ 1,338.44	\$ 1,405.36	\$ 1,475.62	\$ 1,549.41
Assessment pre Discounts & Fees	\$ 1,885,281	\$ 1,979,545	\$ 2,078,523	\$ 2,182,449	\$ 2,291,571
Discount	\$ (70,698)	\$ (74,233)	\$ (77,945)	\$ (81,842)	\$ (85,934)
Admin Fee	\$ (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 Logo Update - Designs for Consideration

For Upcoming Meeting—Date June 19, 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): \_\_\_\_\_

We are forwarding the most popular Logo design for Board input.

Please keep in mind that changes may be made, ie. Colors, Fonts, and art.

We also provided a letterhead sample.

Costs/Estimated Costs: **(Required if agenda item includes spending district money.)**  
\$50-90 for Logo creation, changes, and source files

Attachments: **(Please attach any diagrams or pertinent information concerning this Agenda Item. Please list the attachments.)** 3 Proposed Logo Styles

Trustee Park Manager Morris

Date Submitted June 9, 2023

Chairman/Designee \_\_\_\_\_

Office Manager/Designee: Date Posted 6/12/2023 Initials AM



# TRAILER ESTATES

Park & Recreation District



# TRAILER ESTATES

Park & Recreation District



# TRAILER ESTATES

Park & Recreation District



**TRAILER ESTATES**

Park & Recreation District

JUN 12 '23 4:7:24

1903 69<sup>th</sup> Ave West, Bradenton, Florida 34207  
941.756.7177

JUN 12 '23 4:23

**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 Spectrum Contract

For Upcoming Meeting—Date June 19, 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): As of Friday, June 9, 2023, we have not received the Contract back from Spectrum. We have been told it will resolved "momentarily". This is a placeholder in case the contract comes back in time.

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.)

Trustee Park Manager Morris

Date Submitted June 12, 2023

Chairman/Designee \_\_\_\_\_

Office Manager/Designee: Date Posted 6/12/2023 Initials PM