

TRAILER ESTATES PARK & RECREATION DISTRICT

BOARD OF TRUSTEE WORKSHOP

Tuesday July 5, 2022

Immediately following the 9:30 a.m. Board of Trustee Meeting

MARK'S HALL

1903 69TH AVENUE WEST

BRADENTON, FLORIDA 34207

1. Recurring Workshop Agenda – Seawall Repair (Chandler)
2. Review Assessment Allocation Report (Chandler)
3. Review PowerPoint Presentation – July 25 (Chandler)
4. Revised Timeline for Financing (Chandler)
5. Referendum to Revise Charter (Chandler)
6. Incident Reporting (Gregory)

RESIDENT COMMENTS

Adjourn

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.

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

JUN 27 '22 AM 9:44

Agenda Reoccurring Workshop Agenda - Seawall Repair
For Upcoming Meeting—Date Dec 20, 2021

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): place an agenda item on the workshop to update Board of Residents regarding repair to the Marina seawall until project is outlined and financed

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.) Interactive workshop to allow the exchange of information from Residents and Board Members. to be placed on Workshop agenda until further notice.

Trustee Mary Chandler

Date Submitted 12-13-21

Chairman/Designee ~~Mike Amore~~ Duane Trotter

Office Manager/Designee: Date Posted 12/13/2021 Initials [Signature]
5/23/2022
6/27/2022

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 Assessment Allocation Report

For Upcoming Meeting—Date July 5, 2022

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 and provide comments to the Assessment Allocation Report prepared by
Rizzetta and Company

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.) Report Attached

Trustee Mary Chandler

Date Submitted June 22, 2022

Chairman/Designee Duane Trotter

Office Manager/Designee: Date Posted 6/27/2022 Initials [Signature]



Rizzetta & Company

Trailer Estates Park and Recreation District

Special Assessment Allocation Report

Special Assessment Note, Series 2022

3434 Colwell Ave, Suite 200
Tampa, FL 33614

rizzetta.com

June 20, 2022

TRAILER ESTATES PARK AND RECREATION DISTRICT
 SPECIAL ASSESSMENT NOTE
 SERIES 2022

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TRAILER ESTATES PARK AND RECREATION DISTRICT
SPECIAL ASSESSMENT NOTE
SERIES 2022

I. INTRODUCTION

This Special Assessment Allocation Report is being presented in anticipation of financing a capital infrastructure project by the Trailer Estates Park and Recreation District (the "District"), a local unit of special purpose government established pursuant to Chapter 189, Florida Statutes. The District plans to issue a Special Assessment Note, Series 2022 and has retained Rizzetta & Company, Inc. to prepare a methodology for allocating the special assessments to be levied by the District in connection with the transaction. Rizzetta & Company, Inc. has prepared this Special Assessment Allocation Report to identify the estimated Series 2022 project costs, the Benefitted Parcels to be assessed, the manner in which the Benefitted Parcels will be specially benefitted by the Series 2022 Project, and the manner in which the project costs will be fairly and reasonably apportioned amongst Benefitted Parcels.

II. DEFINED TERMS

"Benefitted Parcels" – Parcels located within the District's boundaries which will incur special benefit from the Series 2022 Project improvements.

"Charter" – Chapter 2002-261, Laws of Florida, as subsequently amended by Chapter 2021-261, Laws of Florida.

"Consulting Engineer" – Reuben Clarson Consulting, Inc.

"Consulting Engineer's Certification" – A letter to the District prepared by the Consulting Engineer describing their recommendation for a phased implementation of seawall improvements and the special benefit the parcels within the District will incur from said improvements.

"Consulting Engineer's Report" – Dated March 12, 2021, the Seawall Inspection Report prepared by the Consulting Engineer, providing a summary of the field inspection performed on March 2, 2021 of the residential seawall and those findings and recommendations.

"District" – Trailer Estates Park and Recreation District

"Equivalent Assessment Unit" – (or "EAU") Allocation factor which reflects a quantitative measure of the amount of special benefit conferred by the District's CIP on a particular land use, relative to other land uses.

"Financial Advisor" – Public Resources Advisory Group, Inc.

"Residential Parcel" – As defined in Chapter 2021-261, Laws of Florida, a parcel, as identified by the property appraiser of Manatee County, or a platted subdivision lot or a proportionate share thereof.



Rizzetta & Company

TRAILER ESTATES PARK AND RECREATION DISTRICT
SPECIAL ASSESSMENT NOTE
SERIES 2022

“Seawall Improvements” – As more clearly described in the Consulting Engineer’s Report, those improvements recommended along 1,181 feet of the District’s seawall.

“Series 2022 Assessments” – Non-ad valorem special assessments levied pursuant to Section 7 of the Charter to secure repayment of the District’s Series 2022 Note.

“Series 2022 Note” – \$1,500,000 Trailer Estates Park and Recreation District, Special Assessment Note, Series 2022.

“Series 2022 Project” – Reconstruction of public infrastructure, specifically replacement of the District’s existing seawall system.

III. DISTRICT INFORMATION

The Trailer Estates Park and Recreation District (the “District”), an independent special district, was created by the Legislature of the State of Florida pursuant to the Charter. The purpose of the District is to provide park and recreation amenities, services, and programs for the owners, residents, and their guests, and invitees of the District.

As contemplated in the Charter, the trustees are authorized to issue bonds to finance, in whole or in part, the cost of construction, acquisition, or improvements of real and personal property of the District. The District’s Charter also specifies the apportionment methodology to be used for the District’s assessments. As stated in Section 7 of the Charter, the District assessments shall be assigned equally against all Residential Parcels or lots of record thereof. This report will follow the methodology described in the Charter for purposes of allocating the Series 2022 Assessments securing the District’s Series 2022 Note.

The District currently encompasses approximately 114.64 acres and includes 1,479 lots within the 1,277 Residential Parcels. This Series 2022 Note issuance will be secured by a non-ad valorem special assessment imposed against all Residential Parcels in the District, as all Residential Parcels have been found to receive special benefit from the Seawall Improvements.

Table 1 illustrates the District’s current development plan.

IV. SERIES 2022 PROJECT

Proceeds of the Series 2022 Note will be used to either fully or partially fund the Series 2022 Project. The total cost of the Series 2022 Project is estimated to be \$1,344,970. The Series 2022 Project includes the replacement of the existing seawall system which consists of the installation of 1,181 linear feet of vinyl seawall panels with a reinforced concrete cap, as well as removal and replacement of concrete pads (the “Seawall Improvements”). The Series 2022 Project costs are detailed in Table 2. Rizzetta & Company, as assessment methodology consultant to the District, makes no representation regarding the accuracy or validity of those costs and did not undertake an analysis or verification regarding such costs.



The District initially hired Reuben Clarson Consulting (the “Consulting Engineer”) to
Rizzetta & Company

TRAILER ESTATES PARK AND RECREATION DISTRICT
SPECIAL ASSESSMENT NOTE
SERIES 2022

perform a field inspection of the residential seawall located within the District. The Engineer recommended a replacement of the existing seawall system, at which point the District solicited several marine contractors for proposals. Ultimately, the District chose the most competitive responsive and responsible bidder. For purposes of this report, we have utilized the cost estimates for the seawall repair provided by Florida Structural Group (the "Contractor").

The District's Series 2022 Note will fully or partially fund the Series 2022 Project in the amount of \$1,349,314.

V. SERIES 2022 NOTE AND ASSESSMENTS

In order to provide for the Series 2022 Project funding described in Section IV above, the District plans to issue a Series 2022 Note, which will be primarily secured by the Series 2022 Assessments. The Series 2022 Assessments will initially be levied in the principal amount of \$1,500,000 across all Benefited Parcels and shall be structured in the same manner as the Series 2022 Note, so that revenues from the Series 2022 Assessments are sufficient to fulfill the debt service requirements for the Series 2022 Note.

The Series 2022 Note will be structured as an amortizing fixed-interest note, with repayment occurring in substantially equal annual installments of principal and interest. Principal and interest payment dates shall occur every May 1 and November 1 from the date of issuance until final maturity on May 1, 2037. The first scheduled payment of coupon interest will be due on November 1, 2022, although interest will be capitalized, with the first installment of principal due on May 1, 2023. The annual principal payment will be due each May 1 thereafter until final maturity, with the maximum annual debt service at \$156,861.58. The general financing terms of the Series 2022 Note are summarized on Table 3.

It is expected that the Series 2022 Assessment installments assigned to the Residential Parcels within the District's boundaries will be collected on the Manatee County property tax bill, as authorized pursuant to Section 197.3632, Florida Statutes and Section 7 of the Charter¹. Accordingly, the Series 2022 Assessments have been adjusted to allow for current county collection costs and the possibility that landowners will avail themselves of early payment discounts. Currently, the aggregate rate for costs and discounts is 7%, but this may fluctuate as provided by law.

VI. SERIES 2022 ASSESSMENT ALLOCATION

The District's Charter specifies the method in which assessments should be allocated, and as such this report follows the same methodology defined in the Charter. As stated therein, the District's assessments shall be equally assessed against all Residential Parcels or platted subdivision lots of record.

Per Section IV above, the Series 2022 Note will fund the District's Series 2022 Project. It is expected that the Seawall Improvements funded by the Series 2022 Note will confer benefit

¹ The ultimate collection procedure is subject to District approval. Nothing herein should be construed as mandating collections that conflict with the terms, privileges, and remedies provided in the Indenture, Florida law, assessment resolutions, and/or other applicable agreements.



TRAILER ESTATES PARK AND RECREATION DISTRICT
SPECIAL ASSESSMENT NOTE
SERIES 2022

on the District's Residential Parcels within the Series 2022 Assessment Area in a manner generally proportionate to and consistent with the allocation of benefit found in the Consulting Engineer's Certification and the District's Charter. Therefore, it is proper to impose Series 2022 Assessments on the 1,479 lots contained within the 1,277 Residential Parcels specified in Table 5, as well as the District's tentative Series 2022 Assessment Roll.

A. Assessment Allocation and Benefit Analysis

The Series 2022 Assessments are expected to ultimately be allocated to the Residential Parcels within the District's boundaries, as shown on Table 5. The Series 2022 Assessments are allocated based on the methodology defined in the Charter.

Valid special assessments under Florida law must satisfy two requirements. First, the properties assessed must receive a special benefit from the improvements paid for via the assessments. Second, the assessments must be fairly and reasonably allocated to the properties being assessed. If these two requirements are met, Florida law provides the District's board of supervisors with the ability to use discretion in determining the allocation for the assessments as long as the manner in which the board allocates the assessments is fairly and reasonably determined.

Seawall Improvements undertaken by the District, as more clearly described in the Consulting Engineer's Report and the Consulting Engineer's Certification, create a special benefit for the assessable property in the District. As further described in the Consulting Engineer's Certification, the improvements will provide a special benefit to the assessed parcels by providing protection against storm damage, sea flooding, sea level rise and other similar risks. Further, the marina is a community asset which may be accessed and utilized by all Benefitted Parcels.

The Series 2022 Assessments will be allocated among the Benefitted Parcels in the District as provided herein using the same methodology described in the District's Charter and findings provided by the Consulting Engineer. The District's Charter states assessments shall be assessed equally against all Residential Parcels or platted subdivision lots of record. The Consulting Engineer's Certification also provides that the Residential Parcels or lots contained within benefit equally from the Seawall improvements. Subsequently, the assessments have been allocated using an EAU factor of 1.0 to equally assign the assessments. This method of EAU allocation meets statutory requirements and is generally accepted in the industry. Therefore, an equal per unit allocation method of the Series 2022 assessments is considered fair and reasonable.

The tentative Series 2022 Assessment Roll is located on page A-5.

B. Assignment of Assessments

The Series 2022 Note and Series 2022 Assessments have been sized based on the expectation that the Series 2022 Assessments will be fully absorbed by the 1,479 lots contained within the 1,277 Residential Parcels shown on Table 5.



TRAILER ESTATES PARK AND RECREATION DISTRICT
SPECIAL ASSESSMENT NOTE
SERIES 2022

In the event that developable lands that derive benefit from the Series 2022 Project are added to the District boundaries, whether by boundary amendment or increase in density, Series 2022 Assessments will be allocated to such lands, pursuant to the methodology described herein.

VII. PREPAYMENT OF SERIES 2022 ASSESSMENTS

The Series 2022 Assessments encumbering a Residential Parcel or lot contained within may be prepaid in full at any time, without penalty, together with interest at the rate on the corresponding Series 2022 Note to the note interest payment date that is more than forty-five (45) days next succeeding the date of prepayment. Notwithstanding the preceding provisions, the District does not waive the right to assess penalties which would otherwise be permissible if the parcel being prepaid is subject to an assessment delinquency.

VIII. ADDITIONAL STIPULATIONS

Certain financing, development and engineering data was provided by members of District staff, including the District's Financial Advisor and Consulting Engineer. The allocation methodology described herein was based on information provided by those professionals. Rizzetta & Company, Inc. makes no representations regarding said information transactions beyond restatement of the factual information necessary for compilation of this report.

Rizzetta & Company, Inc. does not represent the Trailer Estates Park and Recreation District as a Municipal Advisor or Securities Broker nor is Rizzetta & Company, Inc., registered to provide such services as described in Section 15B of the Securities and Exchange Act of 1934, as amended. Similarly, Rizzetta & Company, Inc., does not provide the Trailer Estates Park and Recreation District with financial advisory services or offer investment advice in any form.



Rizzetta & Company

TRAILER ESTATES PARK AND RECREATION DISTRICT
SPECIAL ASSESSMENT NOTE
SERIES 2022

EXHIBIT A:

ALLOCATION METHODOLOGY

**TRAILER ESTATES
PARK AND RECREATION DISTRICT
SPECIAL ASSESSMENT NOTE, SERIES 2022**

TABLE 1: SERIES 2022 DEVELOPMENT PLAN

PRODUCT	EAU	TOTAL UNITS ⁽¹⁾
Lot	1.00	1,479
	TOTAL:	1,479

⁽¹⁾ There are 1,479 lots contained within the 1,277 Residential Parcels. Certain Residential Parcels include multiple and/or fractional lots as provided by the District's Treasurer.

**TRAILER ESTATES
PARK AND RECREATION DISTRICT
SPECIAL ASSESSMENT NOTE, SERIES 2022**

JUN 27 '22 AM9:39

TABLE 2: SERIES 2022 PROJECT COST DETAIL

<u>DESCRIPTION</u>	<u>TOTAL COSTS</u>
Full Seawall Replacement	\$1,197,500
Retaining Wall/Sod Replacement	\$147,470
Total Project Costs	\$1,344,970

NOTE: Seawall Infrastructure cost estimates provided by Contractor.



**TRAILER ESTATES
PARK AND RECREATION DISTRICT
SPECIAL ASSESSMENT NOTE, SERIES 2022**

TABLE 3: FINANCING INFORMATION - SERIES 2022 NOTE

Issue Date	9/15/2022
Final Maturity	May 1, 2037
Principal Installments	15
Average Coupon Rate	6.00%
Maximum Annual Debt Service ("MADS")	\$156,861.58

SOURCES:

	PAR AMOUNT	\$1,500,000
		<hr/>
Total Net Proceeds		\$1,500,000

USES:

Project Fund Deposits:		
Deposit to Project Construction Fund		(\$1,349,314)
Other Fund Deposits:		
Debt Service Reserve Fund		(\$15,686)
Capitalized Interest		(\$11,500)
Delivery Date Expenses:		
Cost of Issuance		<hr/> (\$123,500)
Total Uses		(\$1,500,000)

Note: Numbers provided by District Financial Advisor.

TABLE 4: FINANCING INFORMATION - SERIES 2022 ASSESSMENTS

Interest Rate		6.00%
Initial Principal Amount		\$1,500,000
Aggregate Annual Installment		\$156,861.58
Maximum Early Payment Discounts	4.00%	\$6,622.53 ⁽¹⁾
Estimated County Collection Costs	3.00%	<hr/> \$4,966.90 ⁽¹⁾
Estimated Total Annual Installment		\$168,451.01

⁽¹⁾ May vary as provided by law.

Note: Numbers provided by District Financial Advisor.



**TRAILER ESTATES
PARK AND RECREATION DISTRICT
SPECIAL ASSESSMENT NOTE, SERIES 2022**

TABLE 5: ASSESSMENT ALLOCATION - SERIES 2022 ASSESSMENTS (1)

PRODUCT	UNITS ⁽²⁾	PRODUCT TOTAL PRINCIPAL	PER UNIT PRINCIPAL	PRODUCT ANNUAL INSTLMT. ⁽³⁾	PER UNIT INSTLMT. ⁽³⁾
Lot	1,479	\$1,500,000.00	\$1,014.20	\$168,451.01	\$113.90
TOTAL	<u>1,479</u>	<u>\$1,500,000.00</u>		<u>\$168,451.01</u>	

⁽¹⁾ Series 2022 assessments allocated as specified in section seven of the District's Charter. The Charter requires special assessments to be allocated uniformly among all Residential Parcels or platted subdivision lots.
⁽²⁾ As determined by the Consulting Engineer in the letter dated June 3, 2022, all Residential Parcels or lots incur benefit from the Seawall Improvements including protection against storm damage, seal level rise, and other similar risks. Subsequently, the Series 2022 Assessments have been allocated equally among the lots shown above in order to fund the Series 2022 Project.
⁽³⁾ Includes estimated Manatee County collection costs/payment discounts, which may fluctuate.

**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 Powerpoint Presentation - July 25

For Upcoming Meeting—Date July 5, 2022

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): _____

Review draft of public hearing presentation

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

Attached

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

Agenda Item. Please list the attachments.) _____

Trustee Mary Chandler

Date Submitted June 27, 2022

Chairman/Designee Duan + Trotter @

Office Manager/Designee: Date Posted 6/27/2022 Initials [Signature]

**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 Revised Timeline for Financing

For Upcoming Meeting—Date July 5, 2022

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): _____

Review status of timeline for loan financing _____

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

Attached _____

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

Agenda Item. Please list the attachments.) _____

Trustee Mary Chandler

Date Submitted June 27, 2022

Chairman/Designee Deane Trotter

Office Manager/Designee: Date Posted 6/27/2022 Initials TD

2022 Special Assessment Event Timeline

Event	Date	Notes
District contracted with Foster Consulting to assist in soliciting Requests for Proposals (RFP's) from Marine Engineering specialists	2/2	Bid Packages mailed – Deadline Feb 25, 2022
District Chooses Abbott Constriction with the lowest bid of \$913,585	3/?	Lowest Bidder – First Round
District contracts with Public Resource Advisory Group as Financial Advisor	3/21	Send RFP's, evaluates responses, provides recommendation, facilitates application process
Requests for Proposal mailed by PRAG	4/18	Return Deadline May 6, 2022
Proposals Received	5/6	Bank of Tampa, Regions Bank, South State 15yr and South State 20yr
Board Approves Regions Bank Proposal	5/6	Board Meeting
Board Approves Contract with Nabors Giblin & Nickerson as Special Counsel	5/6	Provide Legal Advice, Legal Notices, Provide Critical Events Schedule
Board Approves Contract with Rizetta & Company	5/16	Provide Assessment Methodology Reports
Initial Construction Bids Expire	5/25	Abbott agreed to extend their Bid for 2 weeks
Manatee County Property Appraiser Uploads District Tax Roll	5/31	
Lender – Regions Bank delays funding loan	6/2	Determined that District cannot secure Debt Repayment until Tax Roll Submitted to Property Appraiser and Certified on September 15th
Board Approved Public Hearing to be held July 25, 2022	6/6	Special Counsel (NGN) determines that Statutes referenced in Charter do not support adopting a resolution and amended budget inclusive of debt repayment until closer to September 15 th . An Additional Public Hearing will be held to Inform Property Owners of need to Amend 2022-2023 Budget
Review/comment on Resolution 2022-2023A	6/6	Board Meeting Workshop
Review Prelim. Amended Budget 2022-2023	6/6	Board Meeting Workshop
Review/comment on letter to property owners	6/6	Board Meeting Workshop
Approve folder contents on District website	6/6	Board Meeting Workshop – See Exhibit A
District Reopens Bidding	6/9	Asked for Two-Phase to support delayed financing, delayed start and interruption in Marina availability by residents
Revised Bids Received	6/16	Submitted by Abbott and Florida Structural Group
Approve Preliminary Amended Budget for 2022_2023 Pending Public Hearing	6/20	Board Meeting
Adopt Resolution 2022-2023A	6/20	Board Meeting
Approve letter to property owners	6/20	Board Meeting

2022 Special Assessment Event Timeline

JUN 27 '22 AM 9:43

Event	Date	Notes
Letter Mailed to Property Owners	6/21	28 days prior to Public Hearing
Draft Assessment Allocation Report Available	6/22	From Rizzetta & Co
Review and provide comments on Assessment Allocation Report	7/5	Board Meeting Workshop
Review Draft of Public Hearing Presentation	7/5	Board Meeting Workshop
Board Approves Revision to Contractor	7/5	Based on revised bids received 6/16
Post Notice of Public Hearing on Website	7/8	Include ZOOM Instructions
Posts Notice of Public Hearing on	7/8	District Bulletin Boards
Finalize Presentation Materials for Public Hearing	7/11	Post to Website
Draft Initial Assessment Resolution	7/11	Prepared by Nabors Giblin & Nickerson
Draft Procedural Resolution	7/11	Prepared by Nabors Giblin & Nickerson
Approve Assessment Allocation Report	7/18	Board Meeting – Post to Website
Approve Initial Assessment Resolution	7/18	Board Meeting
Approve Procedural Resolution	7/18	Board Meeting
Hold Public Hearing	7/25	
Last day for districts to upload Tax Roll	7/31	Upload with Preliminary Assessment Presented at Public Hearing
Begin Completion of all Loan Documents	8/1	
NGN Prepares First Class Mailed Notices	8/17	
District Mails First Class Mailed Notices	8/24	
TRIM Notices Mailed to Property Owners by Appraiser's office	8/24	
Finalize on Loan Documents	8/31	
NGN Prepares Newspaper Notice of Public Hearing	9/7	
District Publishes Notice of Public Hearing to Finally Adopt Budget and Assessment in Accordance with Sec. 200.065, F.S.	9/10	
District Posts Notice of Public Hearing on Website in Accordance with Sec. 189.016, F.S. (must remain on website for at least 45 days)	9/11	
NGN Prepares Final Resolution for 9/14	9/12	
Public Hearing to Adopt Final Assessment Resolution	9/14	
Certify District Tax Roll	9/15	Last chance to make changes resulting from final Loan Rate
Close on Loan	9/16	

2022 Special Assessment Event Timeline

JUN 27 '22 AM 9:43

EXHIBIT A

2022 Special Assessment
Event Timeline
Resolution 2022-2023A – Adopted 6/20/22
Final Resolution 2022-2023B Adopted 9/14/22
Folder - <u>Construction Bids</u>
Inspection Report - Reuben Clarkson
Contract with Foster Consulting
Proposal Package Distributed
Bid - Florida Structural Group – 2/25/2022
Bid - Duncan Seawall – 2/25/2022
Bid - Abbott Construction – 2/25/2022
Revised Bid – Florida Structural Group – 6/16/22
Revised Bid – Abbott Construction – 6/16/22
Folder - <u>Financial Services Contracts</u>
Nabors, Giblin & Nickerson
Rizzetta & Company, Inc
Public Resources Advisory Group (PRAG)
Folder - <u>Financing Bids</u>
Proposal Package Distributed
Summary of Bids Received
Bid - Bank of Tampa
Bid – South State Bank
Bid - Regions Bank - Selected
Folder - <u>Public Hearing</u>
Letter to Property Owners
Preliminary Amended Budget adopted 6/20/2022
Zoom Details for Public Hearing
Preliminary Assessment Roll by Property
Assessment Allocation Report
Presentation Materials

**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 Referendum to Revise Charter

For Upcoming Meeting—Date July 5, 2022

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): _____

Review process to make revisions to the Charter

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

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

Trustee Mary Chandler

Date Submitted June 27, 2022

Chairman/Designee _____

Office Manager/Designee: Date Posted _____ 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 Incident Reporting

For Upcoming Meeting—Date July 5, 2022

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):

Discuss procedures for reporting accidents/incidents at Trailer Estates.

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.) Interactive workshop to allow the exchange of information from Residents and Board Members.

form will be attached.

Trustee Kathy Gregory

Date Submitted June 24, 2022

Chairman/Designee _____

Office Manager/Designee: Date Posted _____ Initials _____

**Trailer Estates Park and Recreation District
Report of Injury**

Date: _____ Time: _____

Contact: _____ Email: _____

Name: _____

Phone: _____

Injured: _____ Witness: _____

Name: _____ Name: _____

Address: _____ Address: _____

Phone: _____ Phone: _____

Location of Incident: _____

Description of Incident: _____

