

**TRAILER ESTATES PARK & RECREATION DISTRICT**

**BOARD OF TRUSTEES  
REGULAR BOARD MEETING  
September 19, 2022  
9:30 A.M.  
MARK'S L HALL  
1903 69<sup>TH</sup> AVENUE WEST  
BRADENTON, FLORIDA 34207**

***REGULAR MEETING***

Call to order

Roll Call

Residents' comments and questions

Approval of minutes

Report of Treasurer

Approval of bills

Staff or Attorney Comments

Informational reports from Trustees

Report(s) from standing committees

Old business

New business

Ratify Motions Adopted at September 15, 2022 Emergency Meeting (Chandler)

Adopt Amended Budget for Fiscal Year 2022\_2023 (Chandler)

Approve Compensation Adjustments Effective 10/1/2022 (Chandler)

Maintenance Employee Re-alignment (Trotter)

Florida Assoc. of Special Districts (Trotter)

Approve WC Insurance (Chandler)

Approve Property, Liability and Auto Insurance (Chandler)

Adjournment

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 941-756-7177, at least 48 hours in advance of the meeting, to ensure that adequate accommodations are provided for access to the meeting.

**TRAILER ESTATES BOARD OF TRUSTEES**  
**MOTION FOR ACTION OR RULES CHANGE**

Type of Motion

Action X  
Rules

Rule to be changed:

Page:                      Section:                      Paragraph:

Presented by: Mary Chandler                      Date: September 19, 2022

Seconded by: \_\_\_\_\_ Date: \_\_\_\_\_

Passed: \_\_\_\_\_ Date: \_\_\_\_\_

Denied: \_\_\_\_\_ Date: \_\_\_\_\_

Tabled: \_\_\_\_\_ Date: \_\_\_\_\_

Other: \_\_\_\_\_ Date: \_\_\_\_\_

A MOTION AS FOLLOWS: Ratify Resolution 2022-03 Seawall Improvement Project Final Assessment Resolution and Resolution 2022-04 Taxable Special Assessment Bond Series 2022 Resolution adopted during an Emergency Meeting held on September ~~14~~<sub>15</sub>, 2022.

Attachments:

Costs/Estimated Costs:

Trustees FOR

Trustees AGAINST

**TRAILER ESTATES BOARD OF TRUSTEES**  
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Other: \_\_\_\_\_ Date: \_\_\_\_\_

A MOTION AS FOLLOWS: Adopt Resolution 2022\_2023A – Amended Budget for Fiscal Year 2022\_2023.

Attachments:

Costs/Estimated Costs:

Trustees FOR

Trustees AGAINST

**RESOLUTION 2022-2023B**

**A RESOLUTION OF THE BOARD OF TRUSTEES FOR TRAILER ESTATES PARK AND RECREATION DISTRICT ADOPTING AN AMENDED BUDGET FOR THE FISCAL YEAR STARTING OCTOBER 1, 2022 AND ENDING SEPTEMBER 30, 2023**

**WHEREAS**, Trailer Estates Park and Recreation District Board of Trustees (“Board”) is required pursuant to Section 189.418(3), Florida Statutes, to adopt a budget by resolution for each fiscal year; and

**WHEREAS**, the Trailer Estates Park and Recreation District may only make expenditures and enter into contracts for expenditures that are in pursuance of budgeted appropriations; and

**WHEREAS**, the Trailer Estates Park and Recreation District will receive an estimated \$180k of real and personal property conveyed or otherwise transferred by the gift of the Commissioners of the Trailer Estates Fire Control District pursuant to Chapter 2005-350, Laws of Florida upon its dissolution effective September 30, 2022; and

**WHEREAS**, the Trailer Estates Park and Recreation District has acquired debt in an amount of \$1.5M for a term of 15 years and will impose an assessment of \$100.44 against each residential parcel or platted subdivision lot or proportionate share thereof of property within the District; and

**WHEREAS**, Trailer Estates Park and Recreation District, has determined that the Preliminary Amended Budget adopted by Resolution 2022-2023A for Fiscal Year 2022/2023 should be amended to include these events; and

**WHEREAS**, the Board has found that the proposed budget provides for the total amount available to the Trailer Estates Park and Recreation District from taxation and other sources, including amounts carried over from prior fiscal years, to equal the total of appropriations for the expenditures and reserves.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES FOR TRAILER ESTATES PARK AND RECREATION DISTRICT**, that:

- 1. The WHEREAS clauses set forth above are adopted as findings of fact.
- 2. That the budget for the fiscal year from October 1, 2022 to September 30, 2023 is hereby amended and adopted as set forth in Exhibit “A”, attached hereto and incorporated herein by reference.
- 3. This resolution is effective immediately upon adoption.

**APPROVED AND DULY ADOPTED** with a quorum present and voting, this 14 day of September, 2022.

**TRAILER ESTATES PARK AND RECREATION DISTRICT**

**BY:** \_\_\_\_\_  
**Duane Trotter**  
**Chair of the Board of Trustees**

**ATTEST:** \_\_\_\_\_  
**Mary Chandler**  
**Treasurer and 2nd Vice Chairman of the Board of Trustees**

SEP 12 '22 PM 12:20

Trailer Estates Park & Recreation District  
 2022/2023 Fiscal Year  
 Exhibit A

Estimated Beginning Fund Balance 10/1/2022	\$ 728,592
Est Gift of Restricted Fund Balance TEFCD 9/30	\$ 180,300
Transfer - Park Manager Subsidy	\$ (63,601)
Budgeted Income FYE 2023	\$2,110,699
Budgeted Expenses FYE 2023	<u>\$2,109,944</u>
Net Income(Loss)	\$ 755
Projected Fund Balance September 30, 2023	\$ 846,046

Budget  
2022/2023

<b>Income:</b>	
Operating Assessments (Per Lot))	\$1,214.00
Special Assessment	<u>\$ 100.44</u>
Total Assessment	\$1,314.44
Gross Assessment (1479 Lots)	\$1,944,057
Discounts / Fees	<u>\$ (131,224)</u>
Net Assessment Income	\$1,812,833
Interest Income	\$ 160
Rental Income	\$ 256,906
Recreation	\$ 19,450
Application Fee Income	\$ 13,250
Miscellaneous Income	<u>\$ 8,100</u>
Total Income	\$2,110,699

<b>Expense:</b>	
Payroll Expenses	\$ 524,109
Series 2022 Note	\$ 138,459
Legal Expense	\$ 46,000
Accounting Expense	\$ 13,000
Cable T.V.	\$ 707,113
Utilities	\$ 103,700
Trash Removal	\$ 141,000
Insurance	\$ 190,600
Maintenance & Repairs	\$ 92,800
Technology	\$ 11,750
Recreation	\$ 42,069
Administrative/Office Expenses/Misc Expenses	\$ 32,144
Capital Outlay	<u>\$ 67,200</u>
Total Expense	\$2,109,944

Net Income/(Loss) \$ 755

<b>Capital Outlay:</b>	
Replace 2 A/C Units	\$ 20,000
Spa Heater	\$ 7,000
Pool Deck Addition	\$ 30,000
Auto Flush Toilets	\$ 3,200
Paint interior of Large Hall	<u>\$ 7,000</u>
	\$ 67,200

**TRAILER ESTATES BOARD OF TRUSTEES**  
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Other: \_\_\_\_\_ Date: \_\_\_\_\_

A MOTION AS FOLLOWS: Approve the compensation adjustments per the attached spreadsheet effective October 1, 2022 and previously discussed at a workshop on September 6, 2022.

Attachments:

Costs/Estimated Costs:

Trustees FOR

Trustees AGAINST

SEP 12 '22 AM 8:24

1903 69<sup>TH</sup> AVENUE WEST  
BRADENTON, FL 34207  
[phone] 941-756-7177  
[fax] 941-755-2937  
[email] [trailerestates@trailerestates.com](mailto:trailerestates@trailerestates.com)

**TRAILER ESTATES  
PARK &  
RECREATION  
DISTRICT**

TO:	Board Trustees
FROM:	Mary Chandler
CC:	TJ Miller – Public Records
DATE:	September 10, 2022
RE:	September 19 <sup>th</sup> Agenda Item – Compensation Review

After our board workshop on September 6<sup>th</sup>, I realized I did not present a document for review with regard to the annual approval for compensation adjustments effective October 1, 2022.

I have attached such a review and hope that we can make the needed recommendations at our meeting on the 19<sup>th</sup> and allow payroll adjustments to become effective on October 1<sup>st</sup>.

My Method:

Using Zip Recruiter, I obtained the average salary for positions that were as close to ours as possible. I used this current average salary for the Bradenton area to establish compensation ranges that will allow flexibility and the ability to compensate on performance and tenure,

I also included the changes we discussed on the 6<sup>th</sup> moving both the Maintenance Manager and Office Manager to Exempt status.

After building the salary ranges, I tested their applicability by searching for current job openings in the area for similar jobs to validate the starting salaries and their midpoint.

Salary ranges and midpoints were common in my past career so I used that experience to build these tables.

“Midpoint” represents the compensation level of an employee who has performed all the duties of the position and have demonstrated competence requiring little to no frequent supervision. Employees should reach this level with 4-6 years of employment assuming the job duties have not been revised

The time one takes to reach this point depends on the level of experience prior to hire and the ability to learn and demonstrate the skills required.

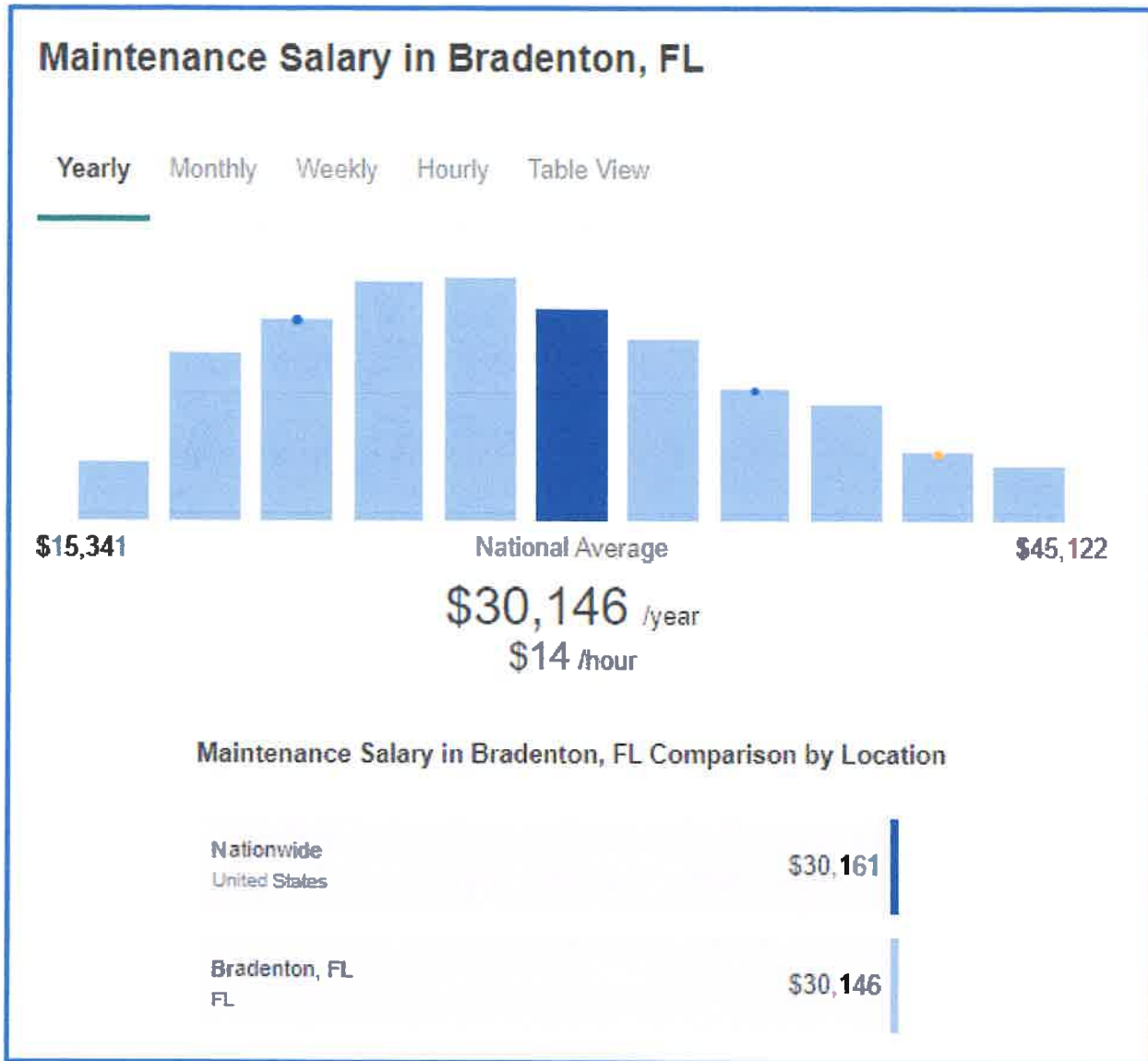
The Maximum levels are the difficult ones to balance. They represent the compensation that a business should not exceed. It does not accommodate the longevity we have benefited from given the tenure of some of our employees.

The grids are a start and should be revisited if adopted every 2-3 years and perhaps with the assistance of a professional review. I am looking forward to our discussion on September 19<sup>th</sup>





# Maintenance Technician 1



Job Title	Year	Entry	Annual Salary	Midpoint	Annual Salary	Maximum	Annual Salary
Maintenance Tech 1	2022	\$12.45	\$25,896	\$15.56	\$32,365	\$19.45	\$40,456
Maintenance Tech 1	2023	\$13.73	\$28,558	\$16.02	\$33,325	\$20.03	\$41,670
Maintenance Tech 1	2024	\$15.00	\$31,200	\$16.50	\$34,325	\$20.63	\$42,912

The salary rates in the above table represent a review of average salaries in Bradenton Florida as of September 2022 utilizing Zip Recruiter.

They are intended to provide guidance for compensation decisions through September 30, 2024.

“Midpoint” represents the compensation level of an employee who has performed the duties of the position and have demonstrated competence requiring little to no frequent supervision. Employees should reach this level with 4-6 years of employment assuming the job duties have not been revised.

An updated review should be completed prior to making salary decision effective after September 30, 2024.

# Janitorial Staff

- Sarasota, FL 34236
- \$16 an hour - Part-time

## Description

To perform janitorial and semi-skilled duties in the maintenance of City-owned and operated buildings and facilities.

## Physical Requirements\*

This is medium work requiring the exertion of 50 pounds of force occasionally and up to 20 pounds of force frequently.

- Work requires considerable physical activity including walking, lifting, reaching, stooping, pulling, grasping, balancing, climbing, kneeling, standing and crouching.
- Incumbent is subject to inside and outside activity with no effective protection from weather changes.
- Safety precautions will be taken when handling cleaning chemicals and other hazardous materials.
- Visual acuity is required to operate equipment and perform routine maintenance tasks.
- Incumbent is required to hear sufficiently to perceive information at normal spoken word levels.
- Manual dexterity is required to operate equipment in performance of duties.

# Janitor and Cleaner

Bradenton, FL 34202

\$12 - \$15 an hour - Part-time

## Full Job Description

### Commercial Cleaning Job

Office Pride of Tampa has been the leading provider for commercial cleaning and janitorial services for nearly 30 years in the Tampa area. Working for our company is a great way to supplement income, tackle debt quicker, or accumulate extra income for any kind of expense.

### Cleaner Function:

A cleaner provides a consistent and quality clean for each customer every time. They adapt to feedback given from their supervisor on their work and strive to continue to grow and learn.

### We're looking for:

- Honest individuals
- Dependable, hardworking and detail oriented
- People who live life with integrity

### Job Requirements:

- Must be able to perform basic cleaning duties such as: sweeping, mopping, dusting, restroom sanitation, etc.
- Must be able to lift and carry at least 35lbs.
- Must have reliable transportation
- Must be a dependable and reliable employee
- Must work well with others
- Must be responsive to supervisors
- Night & Weekend shifts

# Maintenance Technician 2

SEP 12 '22 AMB:24



Job Title	Year	Entry	Annual Salary	Midpoint	Annual Salary	Maximum	Annual Salary
Maintenance Tech 2	2022	\$14.32	\$29,786	\$17.90	\$37,232	\$22.37	\$46,530
Maintenance Tech 2	2023	\$14.75	\$30,679	\$18.44	\$38,350	\$23.04	\$47,925
Maintenance Tech 2	2024	\$15.19	\$31,600	\$18.99	\$39,506	\$23.73	\$49,360

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An updated review should be completed prior to making salary decision effective after September 30, 2024.

# Maintenance Technician

SEP 12 '22 AM 8:25

- Bradenton, FL
- \$15 - \$18 an hour - Full-time

## Full Job Description

- Maintain building, playgrounds & fire/safety equipment by performing minor repairs and routine maintenance, including painting, basic carpentry, minor plumbing, basic electrical wiring, and other maintenance.
- Perform routine maintenance and repairs, including but not limited to doorknobs, locks hinges, closures, and strike plates. Lighting repairs: including fluorescent lighting & ballasts, LED lighting /Fire& Safety lighting, and minor electrical repairs. Repair gates and fences. Assemble/repair classroom equipment, toys, and playground & office equipment.
- The maintenance team is occasionally required to relocate classroom equipment and furniture.
- Must be able to lift, manipulate, and move objects weighing no more than 60 pounds from one place to another
- Must have a valid Florida Driver's License.
- Must have reliable transportation for work-related travel.
- Must be insurable under Step Up Suncoast's organizational policies.
- Pre-employment drug screening is required.
- Must pass a Level II criminal background check.

# Maintenance Technician

- Bradenton, FL
- \$15 - \$18 an hour - Full-time

## Full Job Description

### Responsibilities:

- The Maintenance Department will perform and/or assist with repairs to facility buildings, grounds and other company utility plants as instructed.
- Must be able to walk and bend easily and routinely.
- Must be able to lift in excess of 75 pounds and work in the direct sun for periods not to exceed 3 hours.
- Must be able to safely negotiate a ladder and work above 2 stories.
- Individuals must provide their own basic tools, not to include power tools.

### Qualifications:

- High School Diploma or GED and a minimum of 1-year prior experience in general building maintenance or construction trade work.
- Skills required include basic electrical, HVAC, plumbing, painting, drywall, carpentry, mechanical and preventive maintenance as required to complete the assigned work. EPA HVAC certification desired and will be considered a plus.

This is a full-time position that is typically Monday - Friday but may require emergency call outs or weekend shifts.

# Maintenance Technician 3



Job Title	Year	Entry	Annual Salary	Midpoint	Annual Salary	Maximum	Annual Salary
Maintenance Tech 3	2022	\$15.75	\$32,758	\$19.69	\$40,948	\$24.61	\$51,185
Maintenance Tech 3	2023	\$16.22	\$33,738	\$20.28	\$42,184	\$25.35	\$52,728
Maintenance Tech 3	2024	\$16.71	\$34,757	\$20.89	\$43,448	\$26.11	\$54,310

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An updated review should be completed prior to making salary decision effective after September 30, 2024.

# Parks Maintenance Technician I (OPS)

## Part Time

**Days/Hours Vary:** 5 Days/Wk. 3-4 Hours/Day

**Pay Grade:** F; \$14.85-\$20.30 Hourly

This classification assists in manual, semi-skilled level work involving minor construction of parks (picnic tables, benches, grills) and maintenance/repair of County parks, which properties and related facilities, which could include buildings, athletic fields, landscaped areas, recreation areas, playgrounds and related equipment, depending on area of assignment.

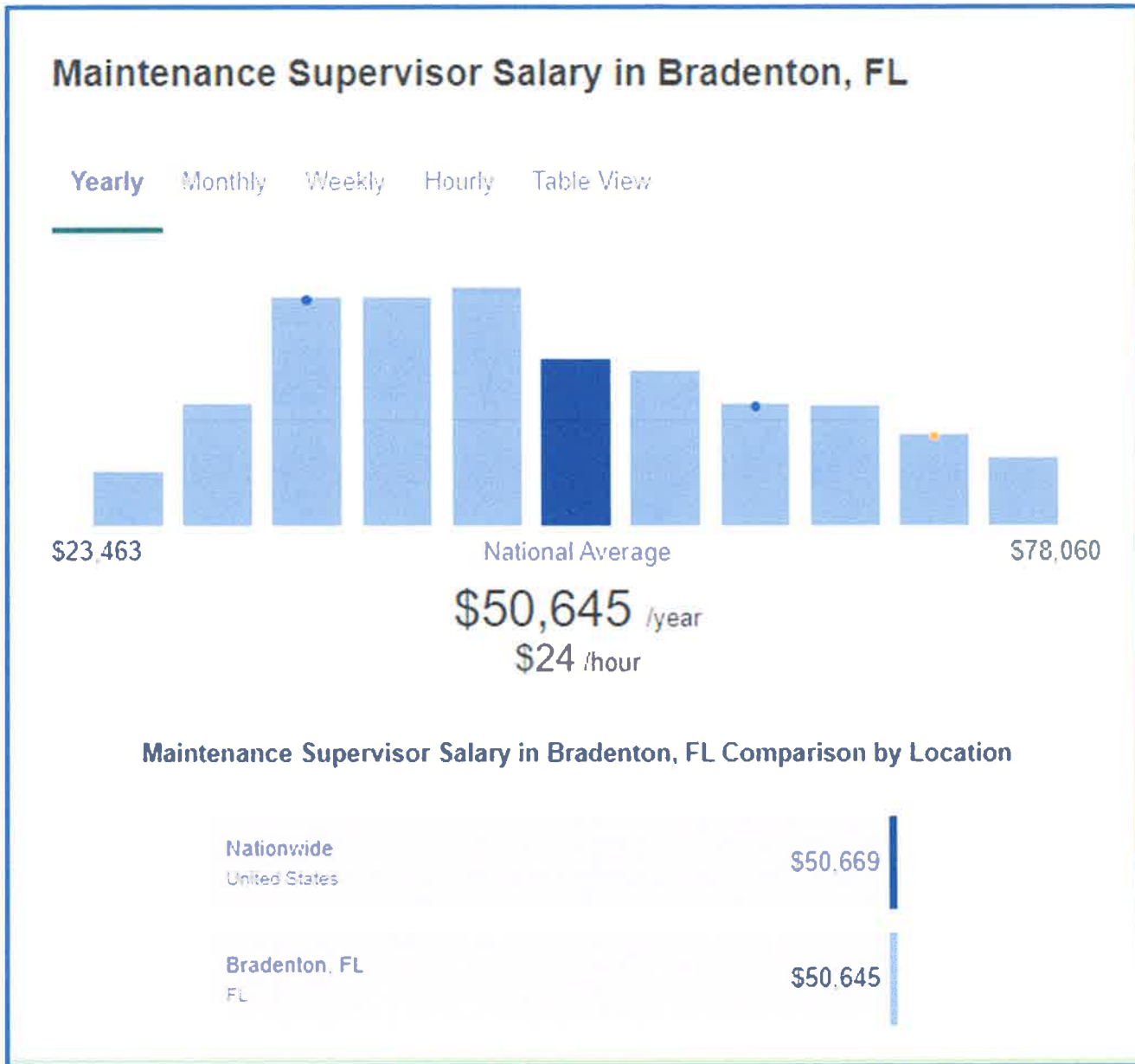
Employees in this class perform a variety of manual labor tasks requiring some job acquired skills in specialized fields. Work involves considerable public contact in providing information and assistance to park patrons.

**Note:** Work schedules may involve weekends, holidays and rotating shifts all of which entail independent responsibility in handling emergency situations, and closing parks.

## Minimum Qualifications

- Minimum 10th grade education.
- Minimum of one (1) year work experience in plumbing, electrical, irrigation, basic construction, mechanical repairs, or grounds maintenance highly desired.
- Equivalent combinations of education and experience may be considered

# Maintenance Supervisor



Job Title	Year	Entry	Annual Salary	Midpoint	Annual Salary	Maximum	Annual Salary
Maintenance Supervisor	2022	\$20.58	\$42,806	\$25.73	\$53,518	\$32.16	\$66,893
Maintenance Supervisor	2023	\$21.20	\$44,100	\$26.50	\$55,125	\$33.12	\$68,900
Maintenance Supervisor	2024	\$21.83	\$45,420	\$27.30	\$56,775	\$34.11	\$70,950

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# Lead Maintenance Supervisor

SEP 12 '22 AM 8:28

## Compensation

**\$21 to \$27 Hourly**

## Employment Type

**Full-Time**

## Job Description

As the Lead Maintenance Supervisor, you are responsible for all maintenance operations, managing the maintenance team and maintaining all areas of the community's facilities and grounds. This position reports to the property manager/ regional maintenance supervisor and requires attention to detail and the ability to follow directions.

## General Job Duties

- Electrical, plumbing, appliance repair
- Must be able to install and repair appliances and furniture
- Exterior/ Interior painting and caulking, light drywall repair
- Ability to physically manage painting, pressure washing, blowing of breezeways and parking lots
- Oversee all aspects of HVAC installation and repair
- Maintain safety codes and chemical levels of pool
- Oversee efficient and accurate completion of work orders

## Job Requirements

- Two years onsite apartment or hotel/hospitality maintenance management experience required
- HVAC/ CPO certification required
- Ability to work on-call rotation for 24-hour maintenance.
- Have dependable transportation to and from work
- Have a strong work ethic with reliability and dependability
- Enjoy working with others and taking direction when needed
- Maintain a friendly and customer service-oriented approach to co-workers and customers



# Maintenance Supervisor

SEP 12 '22 AM 8:26

Bradenton, FL 34205

\$22.59 an hour - Full-time

**SUMMARY:** Assists the Maintenance Director in Supervising, coordinating and performing workers engaged in maintaining and repairing physical structures of buildings, equipment and maintaining grounds. At the discretion of Administration, the Maintenance Supervisor may be required to act as the interim Director of Maintenance in the event of their absence or vacant position.

**ESSENTIAL JOB FUNCTIONS:**

Comply with all applicable rules, policies, standards and guidelines related to employment with Westminster Services and its communities.

- Manage and supervise assigned staff members. Coordinate work, repairs and maintenance schedule of staff. Assign work orders to staff.
- Monitors daily, weekly and monthly tasks/work orders for building and equipment maintenance.
- Manages, maintains and orders maintenance supply inventory.
- Interact with contractors or vendors with regards to repair related visits.
- Coordinate building and equipment repair projects with staff and contractors.
- Train and develop staff on how to troubleshoot and repair electrical, plumbing and A/C systems.

# Director of Maintenance

Sarasota, FL 34238

From \$25.84 an hour - Full-time

## Full Job Description

The incumbent will be responsible for:

- Managing the coordination and planning all maintenance activities
- Analyzing reliability issues, equipment needs, and predictive or preventative maintenance programs
- Ensure residence and grounds are in good repair and provide a safe and attractive environment
- Overseeing or planning repair, installation, and upkeep activities at assigned communities
- Promote a high sense of well-being and aesthetic appeal for our residents, families, and staff
- Must have a caring heart and willingness to serve others

# Maintenance Manager



Job Title	Budget Year	Annual Salary - Entry	Annual Salary - Midpoint	Annual Salary - Maximum
Maintenance Manager	2022	\$52,960	\$66,300	\$79,500
Maintenance Manager	2023	\$54,550	\$68,300	\$81,885
Maintenance Manager	2024	\$56,185	\$70,350	\$84,340

The salary rates in the above table represent a review of average salaries in Bradenton Florida as of September 2022 utilizing Zip Recruiter.

They are for an Exempt Level position

They are intended to provide guidance for compensation decisions through September 30, 2024.

“Midpoint” represents the compensation level of an employee who has performed the duties of the position and have demonstrated competence requiring little to no frequent supervision. Employees should reach this level with 4-6 years of employment assuming the job duties have not been revised.

An updated review should be completed prior to making salary decision effective after September 30, 2024.

# Assistant Director Facilities Operations

SEP 12 '22 AM 8:26

Sarasota, FL

Full-time - Exempt

Salary:

Not provided by employer

\$55.1K - \$72.5K a year is an estimated salary

## Full Job Description

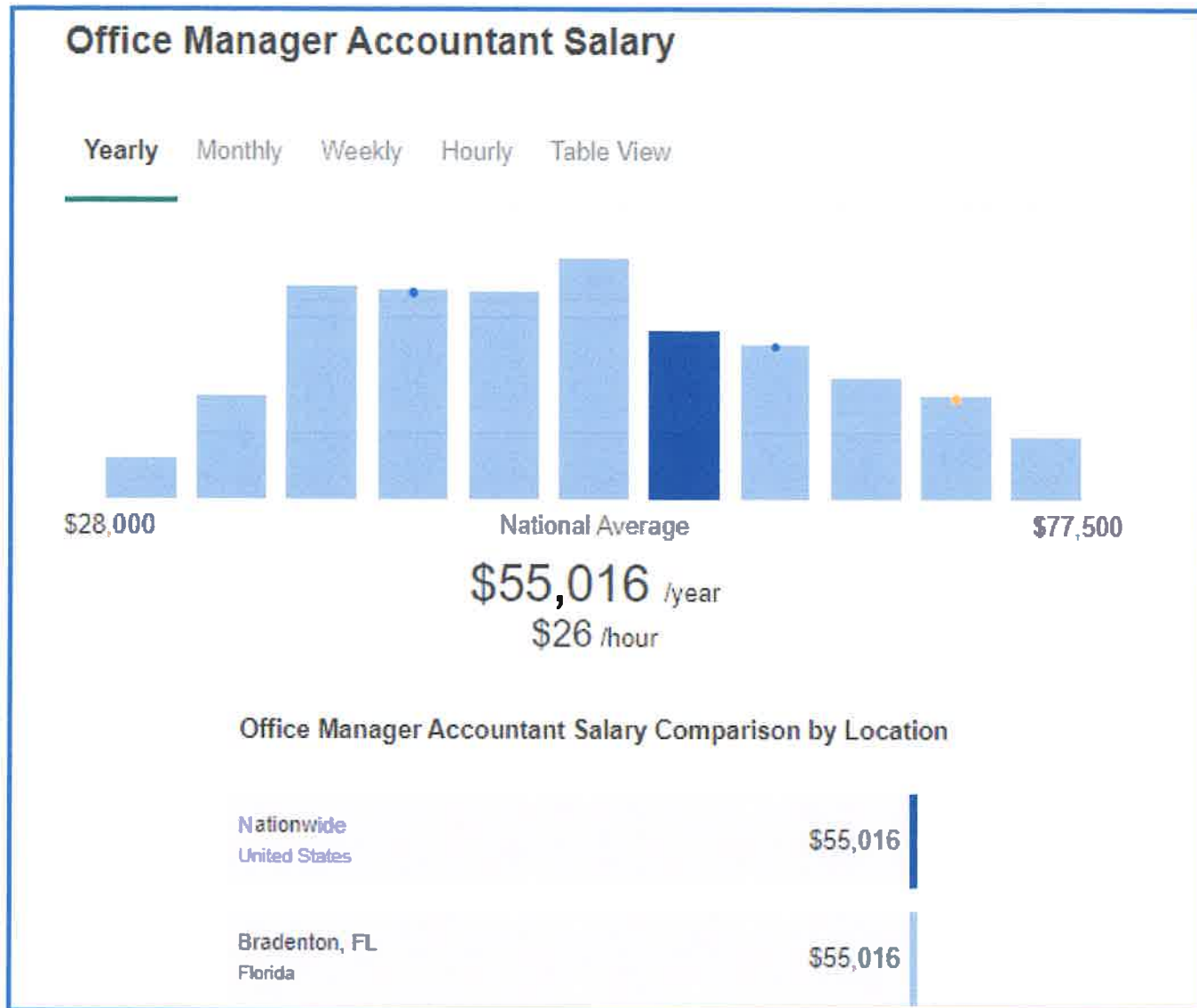
The Assistant Director Facilities Operations supports the management of the Facilities Operations Department by overseeing and providing essential maintenance and repair services. The Assistant Director provides leadership and direction providing preventive and reactive maintenance, repairs, and emergency response through proper planning, coordination and scheduling.

The successful incumbent will prioritize daily workflow, inspections, and routines of the maintenance and repair operations. The Assistant Director ensures employees are appropriately trained and follow applicable laws, codes, policies, procedures and guidelines to maintain a healthy and safe working environment; directing in-house personnel and/or contractors.

**The requirements listed are representative of the knowledge, skills, and abilities required to successfully perform the duties of the job:**

- Thorough knowledge of general maintenance trades including codes, standards, equipment, applications, procedures, and safety. Advanced knowledge of proper usage for a variety of power tools and equipment.
- Ability to work independently using judgment and discretion to complete job duties, projects, and assignments with minimal supervision.
- Ability to analyze, assess, recommend and take proper course of action to execute maintenance and repair plans. Ability to plan, organize, assign and coordinate the activities of subordinate staff.
- Must possess a high level of interpersonal and human relations skills; ability to interact appropriately with a wide variety of personality types. Ability to communicate effectively both orally and in writing.
- Ability to read and understand construction documents and as-built drawings.
- Understand the need for a flexible schedule, with ability to be on call, work weekends, afterhours, holidays, and respond to emergencies as business necessitates. Ability to provide direction for other on-call providers and services.

# Office Manager



Job Title	Year	Annual Salary - Entry	Annual Salary - Midpoint	Annual Salary - Maximum
Office Manager	2022	\$44,000	\$55,000	\$68,750
Office Manager	2023	\$45,320	\$56,650	\$70,815
Office Manager	2024	\$46,680	\$58,350	\$72,940

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They are for an Exempt Level position

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# Office Assistant



Job Title	Year	Entry	Annual Salary	Midpoint	Annual Salary	Maximum	Annual Salary
Assistant Office Mgr	2022	\$15.00	\$31,200	\$16.83	\$35,000	\$22.50	\$46,800
Assistant Office Mgr	2023	\$15.45	\$32,136	\$17.33	\$36,057	\$23.18	\$48,215
Assistant Office Mgr	2024	\$15.91	\$33,100	\$17.85	\$37,128	\$23.88	\$49,670

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# Office Assistant

Sarasota, FL 34235  
\$20 an hour - Part-time

## Full Job Description

Part-time (15-20 hrs per week) Office Assistant.

This position will be responsible for duties as outlined below.

- Copy, fax, scan and file documents
- Respond to all potential client inquiries via email
- Responsible for organizing the office and supplies as needed
- Provide payroll assistance including ensuring all timesheets are accurate and received on time

## Requirements and Skills:

- HS diploma or equivalent required
- Minimum of 1 year experience working in Home Health field desired
- Proficient in Microsoft Word
- Knowledge of G Suite
- Excellent verbal and written communication skills

**TRAILER ESTATES BOARD OF TRUSTEES**  
**MOTION FOR ACTION OR RULES CHANGE**

Type of Motion

Action X  
Rules

Rule to be changed:

Page:                      Section:                      Paragraph:

Presented by: Duane Trotter                      Date: September 19, 2022

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Other: \_\_\_\_\_ Date: \_\_\_\_\_

A MOTION AS FOLLOWS: I make a motion to move Mr. Cottom and TJ Miller to exempt employee position and Mr. Hedgcock from a Tech 4 position to Foreman, with supervisory authority, as discussed in the September 6, 2022, Workshop.

Attachments:

Costs/Estimated Costs:

Trustees FOR

Trustees AGAINST

**TRAILER ESTATES BOARD OF TRUSTEES**  
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A MOTION AS FOLLOWS: I make a motion to join the Florida Association of Special Districts at a cost of \$5,000.00 per year as discussed in the September 6, 2022, Workshop.

Attachments:

Costs/Estimated Costs:

Trustees FOR

Trustees AGAINST



**chairman@trailerestates.com**

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**From:** Katherine Hughes <khughes@cmc-associates.com>  
**Sent:** Monday, August 29, 2022 10:18 AM  
**To:** chairman@trailerestates.com; trailerestates@trailerestates.com  
**Subject:** RE: FASD Membership

Good morning,

We will be processing this application today.

Once we get everything input into the system, you will have access to post your job within the forum on the website. Job postings are sent to all members as well as available on the FASD to all non-members.

Please let me know if you have any questions in the meantime, thanks!

*Katherine Hughes*

Senior Conference Manager | CMC & Associates  
 850.224.7775 office | 904.607.1126 mobile | 850.224.7704 fax

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**From:** chairman@trailerestates.com <chairman@trailerestates.com>  
**Sent:** Tuesday, August 23, 2022 8:59 AM  
**To:** Katherine Hughes <khughes@cmc-associates.com>; trailerestates@trailerestates.com;  
 chairman@trailerestates.com  
**Subject:** FASD Membership  
**Importance:** High

Katherine: This e-mail is in response to information you requested from Russell McAlister, Trailer Estates Park and Recreation who has inquired about membership with FASD.

1. Trailer Estates Park and Recreation is a Non-Ad Valorem
2. Primary District Member full name: Trailer Estates Park and Recreation District
3. E-Mail Address: [trailerestates@trailerestates.com](mailto:trailerestates@trailerestates.com)
4. Annual Budget: \$1,971,485
5. Operating Budget: \$832,000.00
6. District Address: 1903 – 69<sup>th</sup> Avenue West, Bradenton, Florida 34207
7. District Phone Number: (941) 756-7177
8. Additional Members:
  - a. Duane Trotter, [Chairman@trailerestates.com](mailto:Chairman@trailerestates.com)
  - b. Lori Dalton, [Secretary@trailerestates.com](mailto:Secretary@trailerestates.com)
  - c. Louis Nickels, [Southpr@trailerestates.com](mailto:Southpr@trailerestates.com)
  - d. Russell McAlister, [Northpr@trailerestates.com](mailto:Northpr@trailerestates.com)
  - e. Kathleen Gregory, [Seasonalrec@trailerestates.com](mailto:Seasonalrec@trailerestates.com)
  - f. Peter Price, [Continuingrec@trailerestates.com](mailto:Continuingrec@trailerestates.com)
  - g. Sandy Simonich, [Healthwelfare@trailerestates.com](mailto:Healthwelfare@trailerestates.com)
  - h. Todd Lombardi, [Maintenance@trailerestates.com](mailto:Maintenance@trailerestates.com)
  - i. Mary Chandler, [Treasurer@trailerestates.com](mailto:Treasurer@trailerestates.com)

Trailer Estates is in the process of hiring a full time Special District Park Manager. How can FASD help in this process, and what benefits would we obtain? Please call me as I would like to place joining the FASD on our September 6<sup>th</sup>, 2022 Board Meeting.

Duane Trotter, Chairman  
(610) 806-2023 (cell)

SEP 12 '22 PM 12:21

**TRAILER ESTATES BOARD OF TRUSTEES**  
**MOTION FOR ACTION OR RULES CHANGE**

Type of Motion

Action X  
Rules

Rule to be changed:

Page:

Section:

Paragraph:

Presented by: Mary Chandle

Date: September 19, 2022

Seconded by: \_\_\_\_\_

Date: \_\_\_\_\_

Passed: \_\_\_\_\_

Date: \_\_\_\_\_

Denied: \_\_\_\_\_

Date: \_\_\_\_\_

Tabled: \_\_\_\_\_

Date: \_\_\_\_\_

Other: \_\_\_\_\_

Date: \_\_\_\_\_

A MOTION AS FOLLOWS: Approve moving Property, liability and Auto coverage from FMIT to Florida Insurance Alliance managed by EGIS Insurance and Risk Advisors at a savings of \$15,093 annually.

Attachments:

Costs/Estimated Costs:

Trustees FOR

Trustees AGAINST

# Trailer Estates Park and Recreation District

SEP 12 '22 AM 8:27

Deductibles	FMIT 2022-23 Proposal	FIA 2022-23 Proposal
Property - All Other Perils	\$2,500	\$2,500
Property - Named Storm	5% Subject to min. not specified	5% Subject to a min. of \$10,000
Property - Flood	\$2,500 Except Flood Zones A & V	\$2,500 Except Flood Zones A & V
Inland Marine	\$500	\$1,000
General Liability	\$0	\$0
Public Officials Liability	\$0	\$0
Employment Practices Liability	\$0	\$0
Auto Comprehensive / Collision	\$250 / \$1,000	\$250 / \$1,000
Crime	\$250	\$1,000
Cyber	\$35,000	\$0

Property Coverages	FMIT 2022-23 Proposal	FIA 2022-23 Proposal
Total Insured Value - Property	\$3,557,392	\$3,644,724
Property Coinsurance (Penalty if not insured to % of actual value stated)	90% of actual value	No Coinsurance Penalty
Windstorm / Hail Coverage for Piers & Fish Cleaning Station	Excluded	Included
Flood	Included	Included
Inland Marine	\$1,000,000	\$1,012,668
Crime	\$2,000	\$100,000
Fire Dept. Service Charges	\$1,000	\$50,000
Debris Removal	25% Additional \$10,000 if claim eligible	Greater of \$250,000 or 25%
Property In Transit	\$250,000	\$1,000,000
Preservation of Property	\$100,000	\$250,000
TRIA	Included	Included

Liability Coverages	FMIT 2022-23 Proposal	FIA 2022-23 Proposal
General Liability - Overall	\$1,000,000	\$1,000,000
General Liability - Medical Payments	\$0	\$5,000
Errors & Omissions / Public Officials Liability	\$1,000,000	\$1,000,000 / \$2,000,000
Employment Practices Liability (EPLI)	\$1,000,000	\$1,000,000 / \$2,000,000
Active Assailant / Deadly Weapon Protection	\$1,000,000	\$1,000,000
Cyber (most coverages)	\$1,000,000	\$1,000,000
Cyber (social engineering)	Not Specified	\$250,000
Auto Liability	\$1,000,000	\$1,000,000

Package Premium	FMIT 2022-23 Proposal	FIA 2022-23 Proposal	Savings	
	\$73,021.00	\$57,928.00	\$15,093	20.7%

Workers Compensation	FMIT 2022-23 Proposal	FIA 2022-23 Proposal	Savings	
Limits: \$1,000,000 / \$1,000,000 / \$1,000,000	\$17,088.00	\$13,739.84	\$3,348	19.6%

Total Premium	FMIT 2022-23 Proposals	FIA 2022-23 Proposals	Savings	
	\$90,109.00	\$71,667.84	\$18,441	20.47%

\*This comparison doesn't include the coverages and premiums for the District's individual Flood Policies and Public Officials Bonds which are currently insured elsewhere.

**TRAILER ESTATES BOARD OF TRUSTEES**  
**MOTION FOR ACTION OR RULES CHANGE**

Type of Motion

Action X  
Rules

Rule to be changed:

Page:                      Section:                      Paragraph:

Presented by: Mary Chandler                      Date: September 19, 2022

Seconded by: \_\_\_\_\_ Date: \_\_\_\_\_

Passed: \_\_\_\_\_ Date: \_\_\_\_\_

Denied: \_\_\_\_\_ Date: \_\_\_\_\_

Tabled: \_\_\_\_\_ Date: \_\_\_\_\_

Other: \_\_\_\_\_ Date: \_\_\_\_\_

A MOTION AS FOLLOWS: Approve moving WC coverage from FMIT to Florida Insurance Alliance managed by EGIS Insurance and Risk Advisors at a savings of \$3,348 annually.

Attachments:

Costs/Estimated Costs:

Trustees FOR

Trustees AGAINST

## Trailer Estates Park and Recreation District

Deductibles	FMIT 2022-23 Proposal	FIA 2022-23 Proposal
Property - All Other Perils	\$2,500	\$2,500
Property - Named Storm	5% Subject to min. not specified	5% Subject to a min. of \$10,000
Property - Flood	\$2,500 Except Flood Zones A & V	\$2,500 Except Flood Zones A & V
Inland Marine	\$500	\$1,000
General Liability	\$0	\$0
Public Officials Liability	\$0	\$0
Employment Practices Liability	\$0	\$0
Auto Comprehensive / Collision	\$250 / \$1,000	\$250 / \$1,000
Crime	\$250	\$1,000
Cyber	\$35,000	\$0

Property Coverages	FMIT 2022-23 Proposal	FIA 2022-23 Proposal
Total Insured Value - Property	\$3,557,392	\$3,644,724
Property Coinsurance (Penalty if not insured to % of actual value stated)	90% of actual value	No Coinsurance Penalty
Windstorm / Hail Coverage for Piers & Fish Cleaning Station	Excluded	Included
Flood	Included	Included
Inland Marine	\$1,000,000	\$1,012,668
Crime	\$2,000	\$100,000
Fire Dept. Service Charges	\$1,000	\$50,000
Debris Removal	25% Additional \$10,000 if claim eligible	Greater of \$250,000 or 25%
Property In Transit	\$250,000	\$1,000,000
Preservation of Property	\$100,000	\$250,000
TRIA	Included	Included

Liability Coverages	FMIT 2022-23 Proposal	FIA 2022-23 Proposal
General Liability - Overall	\$1,000,000	\$1,000,000
General Liability - Medical Payments	\$0	\$5,000
Errors & Omissions / Public Officials Liability	\$1,000,000	\$1,000,000 / \$2,000,000
Employment Practices Liability (EPLI)	\$1,000,000	\$1,000,000 / \$2,000,000
Active Assailant / Deadly Weapon Protection	\$1,000,000	\$1,000,000
Cyber (most coverages)	\$1,000,000	\$1,000,000
Cyber (social engineering)	Not Specified	\$250,000
Auto Liability	\$1,000,000	\$1,000,000

Package Premium	FMIT 2022-23 Proposal	FIA 2022-23 Proposal	Savings	
	\$73,021.00	\$57,928.00	\$15,093	20.7%

Workers Compensation	FMIT 2022-23 Proposal	FIA 2022-23 Proposal	Savings	
Limits: \$1,000,000 / \$1,000,000 / \$1,000,000	\$17,088.00	\$13,739.84	\$3,348	19.6%

Total Premium	FMIT 2022-23 Proposals	FIA 2022-23 Proposals	Savings	
	\$90,109.00	\$71,667.84	\$18,441	20.47%

\*This comparison doesn't include the coverages and premiums for the District's individual Flood Policies and Public Officials Bonds which are currently insured elsewhere.