

# Trailer Estates Park and Recreation District

Board of Trustees Workshop

March 19, 2024

9:30AM

Mark's Hall

Trailer Estates

1903 69<sup>th</sup> Avenue West

Bradenton, FL 34207

Call to Order

Roll Call

Public Comment (Limit 3 Minutes on Workshop Agenda Items Only)

Reports from Standing Committees

Clubs & Organizations

Discussion Items Presented by Board & Staff (PP38)

1. Proposed O & M Budget Discussion
2. Discuss New Telephone Directory
3. Finalize Move to New Maintenance Building
4. Revised Budget Calendar- FYI only

Trustee Reports

Violation Report -

Park Manager Comments

Unfinished Business

Adjournment

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

Zoom Meeting Access:

Time: Mar 19, 2024 09:30 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/84512928249?pwd=SEYwN1k1NGEvVOR1eWF2c1FRVUVDQT09>

Meeting ID: 845 1292 8249

Passcode: 7PMKEw

One tap mobile

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Meeting ID: 845 1292 8249

Mobile Passcode: 845261

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 6:00 A.M. TUESDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Proposed O & M Budget 2024-25

For Upcoming Meeting—Date March 19, 2024

Type of Meeting (check one): Workshop [checked] 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):

Present proposed O & M (Operating & Maintenance) budget for Fiscal Year 2024-25 with 5% increase as per Board Directive. This will set the Yearly Assessment at \$1338.44, an increase of \$63.74 from the previous budget. The assessment will include Fast Internet and Cable TV for each household along with Curbside Trash Pickup.

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

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

Trustee Treasurer Nickles & Park Manager Morris

Date Submitted March 11, 2024

Chairman/Designee [Signature]

Office Manager/Designee: Date Posted Initials

Trailer Estates Park & Recreation District  
1903 69th Ave West Bradenton, FL 34207

2024-2025 Proposed Budget

Operating & Maintenance Budget includes TV/Internet and Curbside Trash Pickup

October 1, 2024 - September 30, 2025

INCOME			2024-2025 Proposed	2023-2024 Adopted
	Amount	LOTS		
<b>ASSESSMENT</b>	\$ 1,338.44	1479	\$ 1,979,545	\$ 1,885,281
Early Payment Discounts	3.75%		\$ (74,233)	\$ (70,698)
Uniform Collection Fee	3.00%		\$ (59,386)	\$ (56,558)
<b>NET OPERATING ASSESMENT INCOME</b>			<b>\$ 1,845,926</b>	<b>\$ 1,758,025</b>
<b>INCOME FROM OFFICE FUNCTIONS</b>			<b>\$ 19,250</b>	<b>\$ 312,340</b>
<b>INCOME FROM MARINA SLIPS</b>			<b>\$ 107,209</b>	<b>\$ 98,295</b>
<b>INCOME FROM STORAGE LOT RENTALS</b>			<b>\$ 95,706</b>	<b>\$ 91,148</b>
<b>INCOME FROM FACILITY LEASES</b>			<b>\$ 59,000</b>	<b>\$ 55,902</b>
<b>INCOME FROM RECREATION/HEALTH WELFARE</b>			<b>\$ 23,000</b>	<b>\$ -</b>
<b>TRANSFER TEFCD FUND BALANCE</b>			<b>\$ 271,350</b>	<b>\$ -</b>
<b>TOTAL INCOME</b>			<b>\$ 2,421,441</b>	<b>\$ 2,315,710</b>

EXPENDITURES	Per Month	% of Budget	2024-2025 Proposed	2023-2024 Adopted
<b>CABLE TV / INTERNET</b>	\$ 31.01	27.8%	\$ 673,302	\$ 639,113
<b>PAYROLL EXPENSE</b>	\$ 31.70	28.4%	\$ 688,122	\$ 642,717
<b>INSURANCE</b>	\$ 8.01	7.2%	\$ 174,000	\$ 194,000
<b>TRASH REMOVAL</b>	\$ 7.39	6.6%	\$ 160,500	\$ 149,500
<b>UTILITIES</b>	\$ 5.35	4.8%	\$ 116,042	\$ 108,450
<b>MAINTENANCE</b>	\$ 5.05	4.5%	\$ 109,720	\$ 84,400
<b>OFFICE EXPENSE/ACCTG</b>	\$ 4.58	4.1%	\$ 99,520	\$ 64,800
<b>LEGAL EXPENSE</b>	\$ 2.17	1.9%	\$ 47,174	\$ 45,360
<b>RECREATION</b>	\$ 2.12	1.9%	\$ 45,998	\$ 42,200
<b>TECHNOLOGY</b>	\$ 0.71	0.6%	\$ 15,521	\$ 14,110
<b>HEALTH &amp; WELFARE</b>	\$ 0.18	0.2%	\$ 3,880	\$ 3,560
<b>CAPITAL EXPENSE</b>	\$ 13.25	11.2%	\$ 270,000	\$ 327,500
<b>CONTINGENCIES</b>	\$ 0.02	0.7%	\$ 17,662	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ 111.54</b>	<b>100.0%</b>	<b>\$ 2,421,441</b>	<b>\$ 2,315,710</b>

This budget includes a 5% increase in assessment/contracts/fees as discussed in previous 5 year plan. However, we assume a minimum of 7% increase in employee benefits, 7% increase in utilities, and an unstable insurance market. Income includes a one-time transfer of funds from the now closed Trailer Estates Fire Control District to fund Capital Outlay projects.

TRAILER ESTATES PARK AND RECREATION DISTRICT

BOARD AGENDA ITEM FORM

PP 38

DUE IN OFFICE 6:00 A.M. TUESDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Discuss New Telephone Directory

For Upcoming Meeting—Date March 19, 2024

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): \_\_\_\_\_

Please see attached.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

Trustee Chairman Trotter

Date Submitted March 11, 2024

Chairman/Designee 

Office Manager/Designee: Date Posted \_\_\_\_\_ Initials \_\_\_\_\_

## Trailer Estates Park Directory

### Concerns:

- The last TE Phone Directory was printed in 2022.
- We believe that because many people use their cell phones as main number, we are required to obtain Opt-In written authorization.
- It is widely known that a phone book in a 55+ community can lead to unscrupulous people preying on the elderly with phone scams.
- We cannot require all to participate, so the Directory will never be complete.
- For example: When Trustees change for whatever reason, or office hours change, the Directories have obsolete information.
- Besides the Phone numbers, we keep all this information up on the Trailer Estates website and it is constantly updated with the latest information.
- ([www.trailerestates.com](http://www.trailerestates.com) )
- Becomes a public record
- Books cost \$2.75 each in 2022
- The White pages and Yellow pages have not been printed for many years

TRAILER ESTATES PARK AND RECREATION DISTRICT

BOARD AGENDA ITEM FORM

PP 38

DUE IN OFFICE 6:00 A.M. TUESDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Finalize move to New Maintenance Building (Fire Barn)

For Upcoming Meeting—Date March 19, 2024

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): \_\_\_\_\_

The Board of Trustees approved the move from the old Maintenance Building to the new maintenance (Fire Barn) building in late 2022. The Maintenance Division partially moved in December 2022 making only cosmetic changes to the building. It is now time to complete the move by setting a budget to purchase the equipment & furnishings necessary.

Costs/Estimated Costs: **(Required if agenda item includes spending district money.)**  
\$16,350.00 per Spreadsheet.

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

Attached Spreadsheet of Furnishings & Equipment.

Trustee Trustee Lombardi & Park Manager Morris

Date Submitted March 11, 2024

Chairman/Designee 

Office Manager/Designee: Date Posted \_\_\_\_\_ Initials \_\_\_\_\_

# Trailer Estates Maintenance Building (new)

Item	Quantity	Estimated Cost	Total	Supplier	Notes
Workbenches	4	\$250.00	\$1,000.00		
Tool Storage	6	\$100.00	\$600.00		
Power Tools	1	\$1,750.00	\$1,750.00		
Safety Equipment	1	\$350.00	\$350.00		Eye Wash Station
Fasteners and Hardware	3	\$500.00	\$1,500.00		Nuts, Bolts, Fasteners, bulk
Storage (Racks & Tool Boxes)	15	\$220.00	\$3,300.00	Sams Club	77" W x 24" D x 72" H
Power Extension Cords/Outlets	8	\$200.00	\$1,600.00		
Ice Maker	1	\$2,400.00	\$2,400.00		
Equipment for Waste Disposal	2	\$250.00	\$500.00	Waste Pro	Dumpsters To remove no longer needed items from Old building
Lighting	6	\$150.00	\$900.00		
Cart Lift	1	\$1,000.00	\$1,000.00		
Other	1	\$1,450.00	\$1,450.00		Trash Cans, Misc Tools, plumbing Components
<b>Total Cost Estimate</b>			<b>\$16,350.00</b>		

TRAILER ESTATES PARK AND RECREATION DISTRICT

BOARD AGENDA ITEM FORM

PP 38

DUE IN OFFICE 6:00 A.M. TUESDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Revised Budget Calendar - FYI only

For Upcoming Meeting—Date March 19, 2024

Type of Meeting (check one): Workshop [checked] 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):

Updated Budget Calendar - No action required

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

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

Updated Budget Calendar

Trustee Park Manager Morris

Date Submitted March 12, 2024

Chairman/Designee [Signature]

Office Manager/Designee: Date Posted Initials



**Trailer Estates Park & Recreation District  
2024/2025 Budget Calendar  
Revised 3.7.24**

- 2/20/24 Board Workshop 9:30am - Budget Discussion- 5y Capital Outlay Plan
- 3/19/24 Board Workshop 9:30am  
Discuss Proposed Budget/Assessment O & M  
Board Meeting  
Vote to Publish & Mail Proposed Budget/Assessment O & M
- 4/16/24 Board Workshop 9:30am  
Finalize Budget/Assessment O & M
- 5/21/24 Board Meeting 9:30am  
Public Hearing on Budget/Assessment O & M  
Board Meeting  
Adopt Budget/Assessment for Fiscal 2024-25

Interim Schedule:

1. Set public hearing/adoption date for 5/21/24 by Notice
2. Post Proposed Budget on public bulletin board.
3. Add proposed budget to Trailer Estates website.
4. Mail Proposed Budget/Financial documents to owners week of 4/1
5. Publish Public Hearing/Budget Adoption Date Notice in local newspaper 4/8
6. Publish Notice, Proposed Budget and Financial Statement in May Newsletter.

5/21/24 Regular Board Meeting - Public Hearing / Adopt Budget/Assessment

If Approved:

- Notify Tax Collector of amount of Assessment
- Add Approved Budget documents to website.

Marina Special Assessment may require re-authorization in June 2024.