

TRAILER ESTATES PARK & RECREATION DISTRICT

BOARD OF TRUSTEE WORKSHOP

March 4, 2019

1903 69TH AVENUE WEST

BRADENTON, FLORIDA 34207

1. Items Carryover from 2/4/19 (Sansone)
2. Use of Facilities (Oppen)
3. Discuss 2nd Draft of 2019/2020 Budget (Chandler)
4. Replace Office A/C Unit (McIlveen)
5. Marina Step Handrails (McIlveen)
6. ADA Automatic Door Opener at Post Office (McIlveen)

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/POLICY

PP 38

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

Agenda Item Items Carried over from 2/4/19

For Upcoming Meeting—Date 2/18/19 - 3/4/19

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): ① TEN Property
② Issues, ③ Order of Business, ④ Notary Public, Public
Comment at Workshop

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 Mike Sansone

Date Submitted 2/5/19

Chairman/Designee Mike Sansone

Office Manager/Designee: Date Posted 2/11/19 Initials MS

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 Use of Facilities
For Upcoming Meeting—Date Feb. 18, 2019 3/4/19
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): _____

Residents are concerned about
excess use by one group reducing
opportunities for other groups
or new ones.

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 Gail Opper

Date Submitted 2-8-19

Chairman/Designee Mike Sansone

Office Manager/Designee: Date Posted 2/11/19 Initials [Signature]
2/25/19

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 Discuss 2nd Draft of 2019/2020 Budget

For Upcoming Meeting—Date February 18, 2019 3/4/19

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 the budget assumptions discussed at the February 4, 2019 workshop

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.) _____

Revised Budget Attached

Trustee Mary Chandler

Date Submitted February 5, 2019

Chairman/Designee MAS Mike Sansone

Office Manager/Designee: Date Posted 2/11/19 Initials AM

Form Approved: March 3, 2008, Revised April 7, 2008; January 19, 2009, 2/7/11 Page 1 of 1
Agenda Item Form/Policy (formerly PP34)

Policy Adopted April 7, 2008, Revised August 3, 2009, 2/7/11, Revised 5/2/16; 11/2016

Trailer Estates Park & Recreation District 2019/2020 Fiscal Year Budget

Beginning Fund Balance 9/30/2018 Per Audit 641,466

Fiscal Year Oct 1 2018 - Sept 30 2019

Income	1,567,688	Revised Budget Assumptions
Expenses	(1,664,240)	Revised Budget Assumptions
Net Profit/(Loss)	<u>\$ (96,552)</u>	

Ending Fund Balance 9/30/2019 Per Audit \$ 544,914

	<u>Budget</u>	
	<u>9/30/2020</u>	
Income		
Interest Income	11,500	
Marina Income	73,500	
Facility Rentals	41,917	5% Inc to Marina (1700 to 1785) & PO (551.25 to 578.50)
Storage Lot Rents	42,580	
Assessments	1,357,226	
Seasonal Recreation	14,700	
Continuing Recreation	1,500	
Application Fee Income	13,900	
Miscellaneous Income	10,600	
Total Income	<u>1,567,423</u>	

Expense		
Payroll Expenses	439,730	Adjusted to reflect 3.5% payroll increases
Legal Expense	35,409	
Accounting Expense	11,000	
Telephone T.V.	582,445	5% Contract Increase
Utilities	102,614	3% Increase
Trash Removal	126,000	
Insurance	103,535	3% Increase
Maintenance & Repairs	80,000	
Administrative Expenses	19,350	
Seasonal Recreation	30,620	17% Increase
Continuing Recreation	6,800	5% Increase
Miscellaneous Expenses	11,300	
Office Expense	8,500	
Capital Outlay	157,125	
Total Expense	<u>1,714,428</u>	3.5% Increase excluding Capital Outlay

Projected Ending Balance 10/1/2020 397,909

Capital Outlay

Repaint and Replace Straps on Chairs - 6 years old	\$ 4,000
Carryover - Re-asphalt Southside of Marina Parking	\$ 23,025
ADA Automatic Door Openers 3 @2800 each	\$ 8,400
ADA Automatic Door Opener at Post Office	\$ 4,000
Carryover - Sealcoat Parking Lot North of Shuffle Court	\$ 10,000
Replace Marina North & East Seawalls (4 year accrual)	\$ 67,500
Shuffle Court Maintenance	\$ 3,000
Air Conditioner Replacement - 18 Units	\$ 13,000
Replace Craft Room Floor in Activity Center	\$ 5,700
Recoat Large Hall Floor	\$ 10,000
Zero Turn Mower	\$ 8,500
	<u>\$ 157,125</u>

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 Replace office A/C unit

For Upcoming Meeting—Date 3-4-19

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): _____

Unit is 32 years old - will improve
air quality - \$ 10,000 - Budgeted
Veteran A/c 16 seer Trane \$ 7,897.16
N M Cool Today 14 seer Carrier \$ 8,560. -
Jim McDonald 15 seer Carrier \$ 10,731. -

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 Jim McDonald

Date Submitted 2/12/19

Chairman/Designee [Signature]

Office Manager/Designee: Date Posted 2/25/19 Initials JM

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 Marina Step Handrails

For Upcoming Meeting—Date 3-4-19

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): Install Hand rails at marina steps

Absolute Aluminum \$3,878.15 - 3-4 months
Total Aluminum \$3,888.- 6-8 weeks
Independent Aluminum \$4,080.- 4-6 months

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 Jim McEldreen

Date Submitted 2/20/19

Chairman/Designee MAJ

Office Manager/Designee: Date Posted 2/25/19 Initials AM

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 ADA Automatic Door opener - Post office

For Upcoming Meeting—Date 3-4-19

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): _____

Install Automatic door opener at Post office

J Newton Enterprise \$3,074-

Nabco \$3,100.-

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 Jan McElveen

Date Submitted 2/21/19

Chairman/Designee MAS

Office Manager/Designee: Date Posted 2/25/19 Initials MD