



Goals, Objectives and Performance Measures/Standards Annual Reporting Form

October 1, 2025 – September 30, 2026

Overview of District:

Trailer Estates Park & Recreation District or District is a beautiful 55 age Restricted community conveniently located in Bradenton Florida. The Trailer Estates Park & Recreation District provides local government services and maintains the public amenities and facilities that are located entirely within Manatee County. As a local unit of special- purpose government, the District provides for planning, financing, operating and maintaining various public and community facilities within its jurisdiction which includes a marina, pool, various halls and meeting rooms, beach area, and associated facilities. There are a total of approximately 1280 residential units consisting of single-family mobile homes. The Trailer Estates Park & Recreation District was established in March of 1955.

The District is governed by a 9-member elected or appointed Board of Trustees. The Board is responsible for actions to manage the District it represents.

In addition, the Board enlists a group of professionals to support the needs of the District:

- Park Manager: handles the financial, administrative, management, operations and day-to-day needs of the District.
- Maintenance Supervisor: handles the daily maintenance requirements of the District.
- District Counsel: handles the legal needs of the District.
- Office Manager: handles the office operations and the Public Records for the District

Contact information for the Board and staff can be found on the Trailer Estates Park & Recreation District website: www.trailerestates.com



Trailer Estates Park & Recreation District has established the following goals, objectives and performance measures/standards for the Fiscal Year 2025:

1. Community Communication and Engagement

Goal 1.1: Public Meetings Compliance

- **Objective:** Hold at least 14 regular Board of Trustee meetings per year to conduct District related business and discuss community needs. Regular meetings are open to the public and agendas will include time for the public to make comments.
- **Measurement:** Number of public board meetings held annually as evidenced by meeting minutes and legal advertisements.
- **Standard:** A minimum of 14 board meetings were held during the Fiscal Year.
- **Achieved:** Yes No

Goal 1.2: Notice of Meetings Compliance

- **Objective:** Provide public notice of each non-emergency meeting at least seven days in advance, and/or notice of annual meeting schedule. Notice to be shared on District website and published in a local newspaper.
- **Measurement:** Timeliness and method of meeting notices as evidenced by posting to District website, publishing in local newspaper.
- **Standard:** 100% of non-emergency meetings were advertised with 7 days' notice per statute or by annual notice of meeting schedule via newspaper, and on District website.
- **Achieved:** Yes No

Goal 1.3: Website Public Records

- **Objective:** Ensure that meeting minutes, agendas, and other statutorily required District records are readily available and easily accessible to the public by completing quarterly District website checks.
- **Measurement:** Quarterly website reviews will be completed to ensure meeting minutes and other public records are up to date as evidenced by District Management's records. Website reviews will also include running an ADA compliance report on all pages of the website.
- **Standard:** 100% of quarterly website checks were completed by District Management.
- **Achieved:** October January April July



2. Infrastructure and Facilities Maintenance

Goal 2.1: District Maintenance

- **Objective:** Maintenance Supervisor will conduct weekly visual inspections of the District's facilities and amenities to ensure it is maintained and operating as designed. Park Manager to recommend further inspection, cleaning or repairs as needed.
- **Measurement:** A minimum of weekly visual inspections completed.
- **Standard:** 100% of requested visual inspections were completed in the Fiscal Year by the District's Maintenance Supervisor.
- **Achieved:** Yes No

Goal 2.2: District Landscaping, Lighting and irrigation

- **Objective:** District's Maintenance Supervisor will conduct at least 6 visual inspections per year of the landscaping, lighting, and irrigation to ensure system is maintained and operating as designed. Park Manager to recommend further inspection, or repairs as needed.
- **Measurement:** A minimum of 6 visual inspections completed per year.
- **Standard:** 100% of required visual inspections were completed in the Fiscal Year.
- **Achieved:** Yes No

3. Financial Transparency and Accountability

Goal 3.1: Annual Budget Preparation

- **Objective:** Prepare and approve the annual proposed budget by June 15 and adopt final budget by September 30 each year.
- **Measurement:** Proposed budget was approved by the Board before June 15 and final budget was adopted by September 30 as evidenced by meeting minutes. Budget documents listed on District website, and sent to the County within the prescribed time frames.
- **Standard:** 100% of budget approval & adoption were completed by the statutory deadlines, posted to the District's website and sent to the County within the prescribed timeframes.
- **Achieved:** Yes No

Goal 3.2: Annual Financial Audit

- **Objective:** Conduct an annual independent financial audit per statutory requirements and publish the results to the District website for public inspection and transmit to the State of Florida.
- **Measurement:** Timeliness of audit completion and publication as evidenced by meeting



minutes showing board approval and annual audit is available on the District's website and transmitted to the State of Florida.

- **Standard:** Audit was completed by an independent auditing firm per statutory requirements and results were posted to the District website and transmitted to the State of Florida.
- **Achieved:** Yes No

Goal 3.3: Assessments Notification

- **Objective:** Notification of annual assessments posted to the District's website after adoption of annual budget.
- **Measurement:** Presence of annual assessment values, separated by property type, with comparison for prior year's annual assessment values is available on the District's website.
- **Standard:** Assessment values to be accessible on District's website within 30 days of adoption of annual budget.
- **Achieved:** Yes No

4. Board of Trustees Annual Requirements

Goal 4.1: 4 Hours of Annual Ethics Training for Trustees

- **Objective:** Trustees to take 4 hours of ethics training classes annually.
- **Measurement:** Self-report of course work, certificate and dates of courses recorded by each Trustee.
- **Standard:** All 9 Trustees to complete two (2) hours of Ethics Law, one (1) hour of Sunshine Law and one (1) hour of Public Records Law training classes. Training is reportable on the e-filing of the annual Form 1 in the following fiscal year.
- **Achieved:** Yes No

Goal 4.2: Form 1 and Form 1F Statement of Financial Interests

- **Objective:** Each Trustee to complete the annual Form 1 and/or Form 1F when leaving office, within statutorily required time.
- **Measurement:** Appearance by July 1 on the Ethics Disclosure website.
- **Standard:** Form 1 to be completed within 60 days of the first day of office, if not completed during candidate qualifying period, and Form 1F within 60 days of leaving office.
- **Achieved:** Yes No