

Trailer Estates Park and Recreation District

Board of Trustees
Regular Board Meeting
April 15, 2025
Following Workshop
Mark's Hall
1903 69th Avenue West
Bradenton, FL 34207

Call to Order
Roll Call
Public Comment (Limit 3 Minutes on Any Topic)
Approval of Minutes
Treasurers Report
Invoice Approval -

Items Presented by Board & Staff (PP 38)

1. Replace PP20
2. Changes to the PP Numbering System
3. Update PP42 & Resulting Rules & Regs
4. Resolution 2025-02 -Operating Budget 2025-26
5. Resolution 2025-03 Assessment 2025-06
6. Enforcement Committee Meeting - June 5, 2025
7. Office Reorganization

Trustee/Staff Final Comments
Unfinished Business
Adjournment

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

Zoom Meeting Access:

<https://us02web.zoom.us/j/81094122353?pwd=buLK7ufjOPr8OGz5J1mwWYBnOevC1.1>

Meeting ID: 810 9412 2353

Passcode: ZhX55d

One tap mobile

+13052241968,,81094122353#,,,,*341016# US

+13126266799,,81094122353#,,,,*341016# US (Chicago)

Meeting ID: 810 9412 2353

Mobile Passcode: 341016

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 Replace PP20

For Upcoming Meeting—Date 04/15/2025

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): To replace PP20- Disaster Preparedness with the "Resident Severe Weather & Disaster Preparedness" currently identified as PP20A as discussed in the May 21, 2024 meetings and today's workshop.

Costs/Estimated Costs: (Required if agenda item includes spending district money.)
None .

Attachments: (Please attach any diagrams or pertinent information concerning this Agenda Item. Please list the attachments.) None.

Trustee Lori Dalton

Date Submitted 04/02/2025

Chairman/Designee _____

Office Manager/Designee: Date Posted _____ Initials _____

**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 Changes to the PP Numbering System

For Upcoming Meeting—Date 04/15/2025

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): To fix the Policy and Procedures numbering system as discussed in today's workshop.

Costs/Estimated Costs: (Required if agenda item includes spending district money.)
None .

Attachments: (Please attach any diagrams or pertinent information concerning this Agenda Item. Please list the attachments.) Proposed Changes to the PP Number System



Trustee Lori Dalton

Date Submitted 04/02/2025

Chairman/Designee _____

Office Manager/Designee: Date Posted _____ Initials _____

PROPOSED CHANGES TO THE PP NUMBERING SYSTEM

- PP01 - Trustee Duties - Chairman
- PP01A – Trustee Duties – 1st Vice Chair
- PP01B – Trustee Duties – 2nd Vice Chair
- PP01C - Trustee Duties - Secretary
- PP01D - Trustee Duties - Treasurer
- PP01E - Trustee Duties - Maintenance
- PP01F - Trustee Duties - Public Relations
- PP01G - Trustee Duties - Health & Welfare
- PP01H - Trustee Duties - Seasonal Social & Recreation Activities
- PP01I - Trustee Duties - Continuing Recreation Trustee
- PP02 - Organizational Chart
- PP03 – BOARD MEETING WORKSHOPS & DISTRICT OFFICE AREA**
- POLICY/PROCEDURE**
- PP03A Meeting/Workshops - Trustee Participation, Meeting Minutes and Public Comment
- PP04 – Candidates' Night Procedure
- PP05 - Procedure for Application Interviews for Trustee Appointments to the Board of Trustees
- PP06 - Park Manager Position Description and Charge
- PP07 – Architectural Review Committee (ARC) Charge
- PP08 -Treasure Barn Committee Charge
- PP09 – Duties of Dockmaster
- PP09A – Kitchen Manager Duties
- PP09B - Community Channel Manager Duties
- PP09C – Storage Lot Manager Duties
- PP10 – District Website Policy and Procedure & Web Administrator Duties
- PP11 – Enforcement Committee Charge
- PP11 A – Annual Financial Report & Audit Report
- PP11B – Auditor Selection Committee
- PP12 – Board Guidelines for Legal Consultation
- PP13 - Procedures for Paid Instructors
- PP14 - Tribune Policy
- PP14A – Community Channel Policy
- Should be moved to FORMS** PP14B – Community Channel Current Event Request Form
- PP15 – Disposal of District Personal Property
- PP15A - Bingo Policy
- PP16 – Office Hours and District Notary Service Policy
- PP17 – Board Meeting Workshops & District Office Area Policy/Procedure
- PP18 - Public Records Policy & Procedure
- PP19 - Office Fees
- PP20 PP20A from motion to replace PP20 Disaster Preparedness Plan-** Resident Severe Weather & Disaster Preparedness Resource
- PP21 - Rates: Boat Slip

PP22 PP21A - Storage Lot Rates

~~PP22 - Blank~~

PP23 - Outdoor Storage Lot Rules

Should be moved to FORMS PP24 – Canoe/Kayak Rack Lease Agreement

~~PP25 - Blank~~

~~PP25A - Blank~~

~~PP25B - Blank~~

~~PP26 - Blank~~

~~PP27 - Blank~~

PP24 PP27A - Keyless Security System (FOBS)

PP25 PP27B – Accident and Incident Reporting Form

~~PP27C - Blank~~

~~PP28 - Blank~~

~~PP29 - Blank~~

~~PP30 - Blank~~

~~PP31 - Blank~~

PP26 PP32 - Complaint Policy

~~PP33 - Blank~~

~~PP34 - Blank~~

~~PP35 - Blank~~

~~PP36 - Blank~~

~~PP37 - Blank~~

PP27 PP37A - Reservation for Function (Rules)

~~PP38 - Blank~~

PP03 (*inserted above*) PP38A – Board Meeting Agenda Item Form Policy

~~PP39 - Blank~~

~~PP40 - Blank~~

~~PP41 - Blank~~

PP28 PP42 – Rules for Clubs, Groups and Organizations

PP29 PP43 - Bulleting Board Guidelines

PP30 PP44 – Use of Facilities: Beach, Community Park Policy and TEN

PP31 PP45 - Use of Facilities: Refuse/Dumpster Policy

PP32 PP46 – Use of Facilities: Marina

PP33 PP47 – Golf Cart Policy

PP34 PP48 – Kitchen & District Property Policy

PP35 PP49 – Kitchen Rules

~~PP50 - Blank~~

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 Update PP42 and Rules & Regs. Part B then merge them

For Upcoming Meeting—Date 04/15/2025

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): To update PP42 - Rules for Clubs, Groups and Organizations and Rules & Regs Part B as discussed in today's workshop and then merge PP42 into the beginning of Rules & Regulations - Part B.

Costs/Estimated Costs: (Required if agenda item includes spending district money.)
None .

Attachments: (Please attach any diagrams or pertinent information concerning this Agenda Item. Please list the attachments.) Draft of Rules & Regulations Part B (merged)

Trustee Lori Dalton

Date Submitted 04/04/2025

Chairman/Designee _____

Office Manager/Designee: Date Posted _____ Initials _____

PART B: RULES GOVERNING USE OF FACILITIES

IN ORDER TO ENSURE THAT PRESENT AND/OR FUTURE CLUBS/GROUPS OR ORGANIZATIONS THAT USE DISTRICT FACILITIES ARE ORGANIZED FOR THE BENEFIT OF THOSE THAT SUPPORT THESE FACILITIES THROUGH PAYMENT OF THE DISTRICT ASSESSMENT THE FOLLOWING APPLIES:

SECTION I. (added 4/15/2025)

DEFINITIONS:

CLUB/GROUP: A group of Trailer Estates residents organized for a common purpose.

ORGANIZATION: A number of Trailer Estates residents or groups having specific responsibilities and united for a particular purpose.

Formation of all clubs/groups or organizations to be registered with Trailer Estates Park & Recreation District shall require the following:

- 1) Annually copies of the Articles of Organization, By-Laws, Rules of Conduct, and similar documents shall be submitted to the Trailer Estates Park & Recreation District Office. For less formal clubs/groups, Club/Group Purpose & Contact Information can be submitted in lieu of Articles of Organization or By-Laws.
- 2) Upon the formation of a club or organization and, at least once each year thereafter (by April 1) the name(s) of the officer(s) of the club or organization and a current copy of the Articles of Organization/By-Laws or Club/Group Purpose & Contact Information form with the following year's reservation request shall be furnished to the District Office of Trailer Estates Park & Recreation District.

Registration of clubs and organizations is required in order to have recurring use of the facilities and equipment of Trailer Estates Park & Recreation District. All requests for meeting times and place, submit Reservation For Function. Please only reserve facilities for only those months your club/group/organization actually meets. Reservations shall be forwarded to the Secretary Trustee for assignment. In the absence of the Secretary Trustee another Trustee and/or the Office Manager may make the assignments.

NOTE: To use district facilities or equipment, clubs, groups and organizations MUST be open to all residents without exclusion. Refer to Rules for Clubs, Group & Organizations for full details.

Failure to comply with these rules shall be cause for denial of the use of the facilities of Trailer Estates Park & Recreation District.

SECTION II. (revised 11/17/08, 3/16/20)

Each year prior to April 1, all organizations and clubs with regularly scheduled programs must reaffirm their schedules for the ensuing year by providing the Secretary of the Board of Trustees their schedule of meetings and all special events that are to take place at any District recreational facility.

- A. Schedules shall include which facility or combination of facilities are requested, the number of persons expected, the seating arrangements, equipment necessary, and other requirements for the program.
- B. Events or programs which have been regularly scheduled in previous years have precedence over new activities if schedules are submitted as stated above.
- C. These schedules must be submitted to the Secretary of the Board of Trustees.
- D. The Secretary, for the Board of Trustees, reserves the right to make activity schedule changes.
- E. Annually, each club, group or organization (CGO) needs to provide a copy of their current bylaws and list of officers. In lieu of these, less formal clubs and groups can submit a Club/Group Purpose and Contact Information form.
- F. Clubs, Groups and Organizations need to have a set of their rules on file in the office unless covered by the bylaws.

SECTION III. (adopted 11/19/18, 3/16/20)

To support fair and equal availability of all function rooms for property owners, the following rules apply:

- A. No property owner can reserve a function room more than two times per month.
- B. If a property owner wishing to reserve a function room more than two times per month the event must be listed as "Public" event of the park calendar allowing any property owner, renter or guest of either to attend.
- C. At no time can the number of individuals participating from outside the park (visitors) exceed those who wish to participate as property owners, renters and their guests.
- D. Please refer to Rules And Regulations Part A Section II for the definition of "Guests" and "Visitors".

SECTION IV.

Trailer Estates sponsored activities have precedence over organization or club sponsored activities. Those activities scheduled during season may continue off season (without instructor) with a minimum attendance of five or more.

SECTION V. (Revised 3/16/20)

Property owner sponsored activities and events shall be subordinate to and shall not conflict with previously scheduled Trailer Estates District, Organization or Club sponsored activity or event. Accommodations are made to schedule memorial services as close to their requested date and time as possible; even without a full week's notice.

SECTION VI. (Revised 11/17/08, 12/5/11, 3/16/20)

For seasonal events or activity, the Secretary Trustee shall be notified of all seating and equipment arrangements necessary seven (7) days prior to the event or activity.

A. If the kitchen(s) is to be used, a refundable cleanup and damage deposit of \$50 is required seven (7) days prior to the event or activity or at the time the kitchen key is obtained. The Kitchen Manager(s) shall be notified at that time.

1) The deposit shall be returned if the sponsor cleans up after the event and there is no damage done to District property. If property damage exceeds the deposit, the sponsor shall be responsible for all damages or repairs necessary.

2) If the club or organization uses the kitchen seven (7) or more times a month, their key may be retained. That key may not be given to an unauthorized person or group for any reason or their kitchen key privilege will be rescinded.

B. Any outside activities who utilize the kitchen facilities shall comply with the rules governing the use of the kitchen(s).

C. Unless appropriate licensing is obtained, as described herein, the District's kitchen facilities shall only be used to prepare food for the residents of Trailer Estates and their guests, and any advertising which purports to offer food for consumption by the general public shall be prohibited.

Should a person or organization wish to utilize the kitchen facilities to prepare food for, or serve food to, the general public, such person or organization shall be required to obtain the appropriate license from the Florida Department of Business and Professional Regulation and to provide the District Office with a copy of same prior to commencing the event.

SECTION VII. (Rev. 6/20/11; 11/7/11; 08/07/17, 7/5/22)

As determined by a State of Florida Fire Marshall the seating capacities of rooms in the common recreational facilities of Trailer Estates Park and Recreation District are:

LARGE HALL: 616 row seating: front hall 300; rear hall 300
500 table and chairs; front hall 240; rear hall 259
Dance Floor (1102 square foot dance hall); 426

MARK'S HALL: 200 Row seating with Stage half = 125 and Fireplace half = 75
150 Table seating with Stage half = 88 and Fireplace half = 62

COMBINED HALLS: Dance Floor (1102 sq.ft) with both doors open; 576 occupants

EXERCISE ROOM: 20
CARD ROOM (poker): 20
COMPUTER: 20
RIHA BUILDING: 30

BILLIARDS ROOM: 8
SHARE-A-CRAFT ROOM: 50
(with current seating and tables)
VIDEO: 20

- A. In no case shall the rated seating capacities be exceeded in any area for any event or function.
- B. Events and functions shall be scheduled and assigned specific rooms or areas based upon event's anticipated number of participants. Rooms or areas previously assigned, may be changed at any time to accommodate newly scheduled events or functions at the discretion of the Secretary Trustee (Rev. 3/21/11). In no case shall an event or function be canceled because of the refusal of a previously scheduled event or function to move to another room or area.

Section VIII. (Revised 08/20/18)

Trailer Estates District property owners and renter residents may use the facilities for activities such as birthday parties, wedding receptions, anniversaries, testimonials, memorial services and other events which are one day out-of-park activities they are sponsoring. (3/21/11; 4/18/11; 08/20/18)

?

A. All requests for the use of the facilities by property owners and renter residents which may include persons or groups who are not residents or property owners must be approved by the Secretary Trustee (Rev. 4/10).

- B. At the time of the reservation request, sponsors of any property owner function shall deposit a refundable clean-up and damage charge with the District. The deposit shall be returned if the sponsor cleans up after the event and there is no damage done to District property. If property damage exceeds the deposit the sponsor shall be responsible for all damages or repairs necessary. Deposit amounts: \$100 for small hall or meeting rooms, \$200 for large hall (3/21/11)

Section IX. (3/21/11)

Any disregard of the officially scheduled activities will be deemed a violation of the rules governing the use of facilities.

Section X.

Commercial use of the marina by a boat slip renter is prohibited. (6/20/11)
Commercial use of the storage lot by a storage lot renter is prohibited. (1/16/12)

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 Adopt Resolution 2025-02 Operating Budget 2025-26

For Upcoming Meeting—Date April 15, 2025

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): to adopt Resolution 2025-02 Operating Budget 2025-26 and Exhibit A (Budget) as presented.

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

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

Resolution 2025-02

Exhibit A (Budget)

Trustee Chairman Trotter

Date Submitted April 2, 2025

Chairman/Designee _____

Office Manager/Designee: Date Posted _____ Initials _____

RESOLUTION 2025-02

THE ANNUAL APPROPRIATION RESOLUTION OF THE TRAILER ESTATES PARK AND RECREATION DISTRICT (“DISTRICT”) RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2025 AND ENDING SEPTEMBER 30, 2026; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has previously prepared and submitted to the Board of Trustees (“**Board**”) of the Trailer Estates Park and Recreation District (“**District**”) a proposed budget (“**Proposed Budget**”) for the fiscal year beginning October 1, 2025 and ending September 30, 2026 (“**Fiscal Year 2025/2026**”) along with a financial statement, pursuant to the provisions of Chapter 418, *Florida Statutes* and the District’s enabling legislation; and

WHEREAS, on or before April 1, 2025, the financial statement was prepared and then published during the month of April; and

WHEREAS, the financial statement and Proposed Budget was mailed to property owners within thirty (30) days of preparation and also made available for public inspection at the District’s offices; and

WHEREAS, the Board set a public hearing on the Proposed Budget and caused notice of such public hearing to be given by publication and mailed notice pursuant to applicable law; and

WHEREAS, the District Manager posted the Proposed Budget on the District’s website at least two days before the public hearing; and

WHEREAS, the District’s enabling legislation and applicable statutory law requires that before June 1st of each year, the Board, by passage of the Annual Appropriation Resolution, shall adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year; and

WHEREAS, the District Manager has prepared a Proposed Budget, whereby the budget shall project the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year.

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

SECTION 1. BUDGET

- a. The Board has reviewed the Proposed Budget, a copy of which is on file with the office of the District Manager and at the District's local records office, and hereby approves certain amendments thereto, as shown in Section 2 below.
- b. The Proposed Budget, attached hereto as **Exhibit "A,"** as amended by the Board, is hereby adopted in accordance with the District's enabling legislation and applicable statutory law ("**Adopted Budget**"), and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures.
- c. The Adopted Budget, as amended, shall be maintained in the office of the District Manager and at the District's local records office and identified as "The Budget for the Trailer Estates Park and Recreation District for the Fiscal Year Ending September 30, 2026."
- d. The Adopted Budget shall be posted by the District Manager on the District's official website within thirty (30) days after adoption and shall remain on the website for at least 2 years.

SECTION 2. APPROPRIATIONS

There is hereby appropriated out of the revenues of the District, for Fiscal Year 2025/2026, the sum of \$2,137,917 to be raised by the levy of assessments and/or otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	\$2,137,917
DEBT SERVICE	\$65,481
TOTAL ALL FUNDS	\$2,336,618

SECTION 3. BUDGET AMENDMENTS

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within Fiscal Year 2025/2026 or within 60 days following the end of the Fiscal Year 2025/2026 may amend its Adopted Budget for that fiscal year as follows:

- a. The Board may authorize an increase or decrease in line-item appropriations within a fund by motion recorded in the minutes if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may authorize an increase or decrease in line-item appropriations within a fund if the total appropriations of the fund do not increase and if the aggregate change in the original appropriation item does not exceed \$10,000 or 10% of the original appropriation.
- c. By resolution, the Board may increase any appropriation item and/or fund to reflect receipt of any additional unbudgeted monies and make the corresponding change to appropriations or the unappropriated balance.
- d. Any other budget amendments shall be adopted by resolution and consistent with Florida law.

The District Manager or Treasurer must establish administrative procedures to ensure that any budget amendments are in compliance with this Section 3 and Section 189.016, *Florida Statutes*, among other applicable laws. Among other procedures, the District Manager or Treasurer must ensure that any amendments to budget under subparagraphs c. and d. above are posted on the District’s website within 5 days after adoption and remain on the website for at least 2 years.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS ___th DAY OF _____, 2025.

ATTEST:

**TRAILER ESTATES PARK AND
RECREATION DISTRICT**

Secretary/Assistant Secretary

Chairman, Board of Trustees

Exhibit A: Fiscal Year 2025/2026 Budget

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

2025-2026 Proposed Budget

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

October 1, 2025 - September 30, 2026

INCOME			2025-2026 Proposed	2024-2025 Adopted
	Amount	LOTS		
ASSESSMENT	\$ 1,445.52	1479	\$ 2,137,917	\$ 1,979,545
Early Payment Discounts	3.75%		\$ (80,172)	\$ (74,233)
Uniform Collection Fee	3.00%		\$ (64,138)	\$ (59,386)
NET OPERATING ASSESSMENT INCOME			\$ 1,993,608	\$ 1,845,926
INCOME FROM OFFICE FUNCTIONS			\$ 45,000	\$ 19,250
INCOME FROM MARINA SLIPS			\$ 112,569	\$ 107,209
INCOME FROM STORAGE LOT RENTALS			\$ 100,491	\$ 95,706
INCOME FROM FACILITY LEASES			\$ 61,950	\$ 59,000
INCOME FROM RECREATION/HEALTH WELFARE			\$ 23,000	\$ 23,000
TRANSFER TEFCD FUND BALANCE			\$ -	\$ 271,350
SPECIAL ASSESSMENT - MARINA			\$ 65,481	\$ -
TOTAL INCOME			\$ 2,336,618	\$ 2,421,441

EXPENDITURES	Per Month	% of Budget	2025-2026 Proposed	2024-2025 Adopted
CABLE TV / INTERNET	\$ 35.75	29.7%	\$ 693,501	\$ 673,302
PAYROLL EXPENSE	\$ 35.90	29.8%	\$ 696,329	\$ 688,122
INSURANCE	\$ 9.02	7.5%	\$ 175,000	\$ 174,000
TRASH REMOVAL	\$ 8.89	7.4%	\$ 172,538	\$ 160,500
UTILITIES	\$ 6.40	5.3%	\$ 124,165	\$ 116,042
MAINTENANCE	\$ 6.59	5.5%	\$ 127,758	\$ 109,720
OFFICE EXPENSE/ACCTG	\$ 5.13	4.3%	\$ 99,520	\$ 99,520
LEGAL EXPENSE	\$ 2.43	2.0%	\$ 47,174	\$ 47,174
RECREATION (Seasonal)	\$ 1.55	1.3%	\$ 30,000	\$ 32,000
RECREATION (Summer)	\$ 0.67	0.6%	\$ 13,000	\$ 13,998
TECHNOLOGY	\$ 0.86	0.7%	\$ 16,741	\$ 15,521
HEALTH & WELFARE	\$ 0.23	0.2%	\$ 4,500	\$ 3,880
CAPITAL EXPENSE	\$ 1.29	1.1%	\$ 25,000	\$ 270,000
CONTRIB TO RESERVES	\$ 0.81	2.1%	\$ 50,000	\$ -
CONTINGENCIES	\$ 0.02	0.0%	\$ 500	\$ 17,662
DEBT SVC SP MARINA		2.6%	\$ 60,892	\$ -
TOTAL EXPENDITURES	\$ 120.46	100.0%	\$ 2,336,618	\$ 2,421,441

Exhibit A:

Fiscal Year 2025/2026 Budget

**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 Adopt Resolution 2025-03 Assessment 2025-26

For Upcoming Meeting—Date April 15, 2025

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): to adopt Resolution 2025-03 Assessment for For Fiscal Year 2025-26 and Exhibit A (Budget) as presented.

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.)** _____

Resolution 2025-03

Exhibit A (Budget)

Trustee Chairman Trotter

Date Submitted April 3, 2025

Chairman/Designee _____

Office Manager/Designee: Date Posted _____ Initials _____

RESOLUTION 2025-03

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TRAILER ESTATES PARK AND RECREATION DISTRICT MAKING A DETERMINATION OF BENEFIT; IMPOSING SPECIAL ASSESSMENTS; PROVIDING FOR THE COLLECTION AND ENFORCEMENT OF SPECIAL ASSESSMENTS, INCLUDING BUT NOT LIMITED TO PENALTIES AND INTEREST THEREON; CERTIFYING AN ASSESSMENT ROLL; PROVIDING FOR AMENDMENTS TO THE ASSESSMENT ROLL; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Trailer Estates Park and Recreation District (the “District”) is a Park and Recreation District established pursuant to its enabling legislation and applicable statutory law, for the purpose of among other items providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District; and

WHEREAS, the District is located in Manatee County, Florida (the “County”); and

WHEREAS, the District constructed or acquired various infrastructure improvements and provides certain services in accordance with the District’s adopted capital improvement plan, its enabling legislation and applicable statutory law; and

WHEREAS, the District’s Board of Trustees (“Board”) hereby determines to undertake various operations and maintenance activities described in the District’s budget for Fiscal Year 2025-2026 (“Budget”), attached hereto as Exhibit “A” and incorporated by reference herein; and

WHEREAS, the District must obtain sufficient funds to provide for the operation and maintenance of the services and facilities provided by the District as described in the District’s budget; and

WHEREAS, the provision of such services, facilities, and operations is a benefit to lands within the District; and

WHEREAS, the District may impose special assessments on benefitted lands within the District known as a “recreation district tax;” and

WHEREAS, on or before June 1st, the District is required by its enabling legislation and applicable statutory law to fix the amount of the recreation district tax by Resolution for the next fiscal year; and

WHEREAS, a public hearing for the imposition of the District’s recreation district tax was duly advertised by publication and mailed notice at least twenty-one (21) days prior to such hearing; and

WHEREAS, Chapter 197, Florida Statutes, provides a mechanism pursuant to which such special assessments may be placed on the tax roll and collected by the local tax collector (“Uniform Method”); and

WHEREAS, the District has previously evidenced its intention to utilize this Uniform Method; and

WHEREAS, the District has approved an Agreement with the Property Appraiser and Tax Collector of the County to provide for the collection of the recreation district tax under the Uniform Method; and

WHEREAS, if the District has previously levied an assessment for debt service, the District desires to collect such debt service assessment on the tax roll for certain lots (“Uniform Method Property”) pursuant to the Uniform Method and which is also indicated on Exhibit “A” and the District’s Assessment Roll (defined below); and

WHEREAS, it is in the best interests of the District to proceed with the imposition of the special assessments for the recreation district tax in the amount set forth in the Budget; and

WHEREAS, it is in the best interests of the District to adopt the assessment roll of the Trailer Estates Park and Recreation District (the “Assessment Roll”) incorporated as a material part of this Resolution by this reference, and to certify the portion of the Assessment Roll on the Uniform Method Property to the County Tax Collector pursuant to the Uniform Method; and

WHEREAS, it is in the best interests of the District to permit the District Manager to amend the Assessment Roll adopted herein, including that portion certified to the County Tax Collector by this Resolution, as the Property Appraiser updates the property roll for the County, for such time as authorized by Florida law.

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

SECTION 1. BENEFIT. The provision of the services, facilities, and operations as described in Exhibit “A” confers a special and peculiar benefit to the lands within the District, which benefit exceeds or equals the costs of the assessments. The allocation of the costs to the specially benefitted lands is shown in Exhibit “A” and the Assessment Roll and is hereby found to be fair and reasonable.

SECTION 2. ASSESSMENT IMPOSITION. Pursuant to the District’s enabling legislation and applicable statutory law, and using the procedures authorized by Florida law for the levy and collection of special assessments, a special assessment for a recreation district tax is hereby imposed and levied on the Uniform Method Property in accordance with Exhibit “A” and the Assessment Roll. The lien of the special assessments imposed and levied by this Resolution shall be effective upon passage of this Resolution.

SECTION 3. COLLECTION AND ENFORCEMENT; PENALTIES; INTEREST.

A. Uniform Method Property Assessments. The collection of any previously levied debt service assessments and the fiscal year 2025-2026 recreation district tax special assessments on the Uniform Method Property shall be at the same time and in the same manner as County taxes in accordance with the Uniform Method, as set forth in Exhibit “A” and the Assessment Roll.

B. Future Collection Methods. The decision to collect special assessments by any particular method – e.g., on the tax roll or by direct bill – does not mean that such method will be used to collect special assessments in future years, and the District reserves the right in its sole discretion to select collection methods in any given year, regardless of past practices.

SECTION 4. ASSESSMENT ROLL. The District's Assessment Roll is hereby certified. That portion of the District's Assessment Roll which includes the Uniform Method Property is hereby certified to the County Tax Collector and shall be collected by the County Tax Collector in the same manner and time as County taxes. The proceeds therefrom shall be paid to the Trailer Estates Park and Recreation District.

SECTION 5. ASSESSMENT ROLL AMENDMENT. The District Manager shall keep apprised of all updates made to the County property roll by the Property Appraiser after the date of this Resolution and shall amend the District's Assessment Roll in accordance with any such updates, for such time as authorized by Florida law, to the County property roll. After any amendment of the Assessment Roll, the District Manager shall file the updates in the District records.

SECTION 6. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

SECTION 7. EFFECTIVE DATE. This Resolution shall take effect upon the passage and adoption of this Resolution by the Board of Trustees of the Trailer Estates Park and Recreation District.

PASSED AND ADOPTED this ____th day of _____, 2025.

ATTEST:

**TRAILER ESTATES PARK AND
RECREATION DISTRICT**

Secretary / Assistant Secretary

By: _____
Chairman / Vice Chairman

Exhibit A: Fiscal Year 2025-2026 Budget

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

2025-2026 Proposed Budget

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

October 1, 2025 - September 30, 2026

INCOME			2025-2026 Proposed	2024-2025 Adopted
	Amount	LOTS		
ASSESSMENT	\$ 1,445.52	1479	\$ 2,137,917	\$ 1,979,545
Early Payment Discounts	3.75%		\$ (80,172)	\$ (74,233)
Uniform Collection Fee	3.00%		\$ (64,138)	\$ (59,386)
NET OPERATING ASSESSMENT INCOME			\$ 1,993,608	\$ 1,845,926
INCOME FROM OFFICE FUNCTIONS			\$ 45,000	\$ 19,250
INCOME FROM MARINA SLIPS			\$ 112,569	\$ 107,209
INCOME FROM STORAGE LOT RENTALS			\$ 100,491	\$ 95,706
INCOME FROM FACILITY LEASES			\$ 61,950	\$ 59,000
INCOME FROM RECREATION/HEALTH WELFARE			\$ 23,000	\$ 23,000
TRANSFER TEFCD FUND BALANCE			\$ -	\$ 271,350
SPECIAL ASSESSMENT - MARINA			\$ 65,481	\$ -
TOTAL INCOME			\$ 2,336,618	\$ 2,421,441

EXPENDITURES	Per Month	% of Budget	2025-2026 Proposed	2024-2025 Adopted
CABLE TV / INTERNET	\$ 35.75	29.7%	\$ 693,501	\$ 673,302
PAYROLL EXPENSE	\$ 35.90	29.8%	\$ 696,329	\$ 688,122
INSURANCE	\$ 9.02	7.5%	\$ 175,000	\$ 174,000
TRASH REMOVAL	\$ 8.89	7.4%	\$ 172,538	\$ 160,500
UTILITIES	\$ 6.40	5.3%	\$ 124,165	\$ 116,042
MAINTENANCE	\$ 6.59	5.5%	\$ 127,758	\$ 109,720
OFFICE EXPENSE/ACCTG	\$ 5.13	4.3%	\$ 99,520	\$ 99,520
LEGAL EXPENSE	\$ 2.43	2.0%	\$ 47,174	\$ 47,174
RECREATION (Seasonal)	\$ 1.55	1.3%	\$ 30,000	\$ 32,000
RECREATION (Summer)	\$ 0.67	0.6%	\$ 13,000	\$ 13,998
TECHNOLOGY	\$ 0.86	0.7%	\$ 16,741	\$ 15,521
HEALTH & WELFARE	\$ 0.23	0.2%	\$ 4,500	\$ 3,880
CAPITAL EXPENSE	\$ 1.29	1.1%	\$ 25,000	\$ 270,000
CONTRIB TO RESERVES	\$ 0.81	2.1%	\$ 50,000	\$ -
CONTINGENCIES	\$ 0.02	0.0%	\$ 500	\$ 17,662
DEBT SVC SP MARINA		2.6%	\$ 60,892	\$ -
TOTAL EXPENDITURES	\$ 120.46	100.0%	\$ 2,336,618	\$ 2,421,441

Exhibit A:

Fiscal Year 2025/2026 Budget

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 Set Enforcement Committee Meeting Date

For Upcoming Meeting—Date April 15, 2025

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): motion to set an
Enforcement Committee Meeting on Thursday, June 12, 2025, 9:30am- Mark's Hall

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 Trustee Rod Smith

Date Submitted April 8, 2025

Chairman/Designee _____

Office Manager/Designee: Date Posted _____ Initials _____

**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 Reorganization - Staff - Implementation Plan

For Upcoming Meeting—Date April 15, 2025

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): Motion to
Implement Staff Reorganization plan as discussed in previous workshops.

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.)** Reorganization Action Plan

Trustee Chairman Trotter

Date Submitted 4/8/2025

Chairman/Designee _____

Office Manager/Designee: Date Posted _____ Initials _____

Trailer Estates Park & Recreation District Staff Reorganization Plan

Date: April 7, 2025

Introduction

This reorganization plan aims to improve operational efficiency, streamline roles, and enhance overall management within Trailer Estates. The restructuring will optimize workflow; while taking on additional responsibilities, reduce redundancies, and improve resident services.

New Office Hours Effective June 1, 2025

Off-Season (April 16 - November 14)

9am-12noon and 1pm-3pm

In-Season (November 15 - April 15)

9am-12noon and 1pm-4pm, Thursdays until 5pm

Staffing/Duties Effective June 1, 2025 Updated Job Description in Progress

Park Manager: Current Employment Agreement is effective through May 8, 2026. Extend current agreement by a Memorandum of Understanding through January 8, 2028.

Office Assistant (Full-Time) (Kristin):

Rate of Pay- \$28.25/Hr. (Previous Rate \$25.24)

Park Manager Admin, Editor of the Tribune, 732 Slide Creation & Management, Board Agendas, Meeting Attendance When Applicable, Database Management in Paxton, Park Files, AR & Payroll, Help Residents at Window, Phones, Mailings, FOBs

- Within 45-60 Days: Scheduling of Facilities

Office General (Part-Time) (TJ):

Rate of Pay- \$28.00/Hr. (Previous Rate \$33.66 Hr)

Helps Residents at Window, Public Record Requests, Public Recordkeeping, Park Files, Phones, FOBs, ESAs, Mailings,

- 3 Days x 7 Hours Per Week: Off-Season (April 16 - November 14)
- 4 Days x 7.5 Hours Per Week: In-Season (November 15 - April 15)
- Approximately 1,333 Hours

Accounting/Bookkeeper - Barbara Baker Business- Contractor/1099: Governmental Bookkeeping & Accounting, Accounts Payable/Receivable, Audit, Reporting, Banking Account Reconciliation

Expected Outcomes:

- More Efficient Workflow and Reduced Redundancies
- Improved Resident Satisfaction
- Increased Staff Productivity
- Enhanced Financial Oversight and Administrative Efficiency
- Fewer Errors
- Year-Round in-Office Scheduling Responsibility
- Adherence to Governmental Accounting Standards
- More Efficient Spend of Staffing Budget in Office
- Subject to minor changes