

**BOARD OF TRUSTEES  
REGULAR BOARD MEETING  
November 2, 2020  
9:30 A.M.  
SMALL HALL  
1903 69<sup>TH</sup> AVENUE WEST  
BRADENTON, FLORIDA 34207**

***REGULAR MEETING***

Call to order  
Roll Call  
Public Comments  
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  
    Update PP10- District Website Policy And Procedure & Web Administrator Duties (Dalton)  
    Approve Job Descriptions for Support Positions (Chandler)  
Reports of Clubs & Organizations  
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 PARK AND RECREATION DISTRICT  
DISTRICT WEBSITE POLICY AND PROCEDURE  
& WEB ADMINISTRATOR DUTIES PP 10**

**DISTRICT WEBSITE POLICY AND PROCEDURE**

To provide community information and to promote accessibility, the Trailer Estates Park & Recreation District has established the official Trailer Estates Park and Recreation District Website. This website was developed to provide up-to-date District and Board information: District address/contact information, Board meeting/workshop videos, Budget information/resolutions, Policy and Procedure Manual (Charter, Deed Restrictions, Bylaws, Rules & Regulations, and Personnel Policies), and information regarding the administration of the District (district forms, survey, survey results, etc.).

It will also include current events, schedule(s) of activities, photos/videos of district activities, historical information, and a description(s) of park facilities and grounds. Additionally, community information will be available: emergency phone numbers, helpful phone numbers, and links to governmental/non-governmental websites in Manatee County and the surrounding area.

Any resident (property owner or renter), club, or committee may submit suggestions to the Trailer Estates Website through the District Office.

**WEB ADMINISTRATOR DUTIES**

The Trailer Estates Board of Trustees works with administrative volunteers to assist the district in its day-to-day operations. The Web Administrator serves a 12-month term. They are recommended by the chair and approved by the board prior to /or on February 1 of each year. The Web Administrator may be a trustee and will report to the Chairman of the Board of Trustees for Web Administrator duties. The Web Administrator works in conjunction with the District's current Technology Support Company.

The Web Administrator will administer the official Trailer Estates Park and Recreation District Website.

1. The Web Administrator will assist the district in providing current District and Board information. Bi-Weekly updates will be provided to upload Board Meetings and Workshops agendas.

**TRAILER ESTATES PARK AND RECREATION DISTRICT  
DISTRICT WEBSITE POLICY AND PROCEDURE  
& WEB ADMINISTRATOR DUTIES PP 10**

OCT 14 '20 AM7:34

2. The Web Administrator will assist the district in providing reoccurring District and Board information. Changes will be posted monthly in the following areas: schedule(s) of activities.
3. The Web Administrator will assist the district in providing on-going District and Board information. Changes will be posted as they occur or when required by regulation/statute: current events, Budget information/ resolutions, Policy and Procedure Manual (Charter, Deed Restrictions, Bylaws, Rules & Regulations, and Personnel Policies) and other areas pertaining to the administration of the District (district address/contact information, district forms, etc.).
4. The Web Administrator will assist the district in providing community information in the following areas: emergency phone numbers, helpful phone numbers, and links to governmental/non-governmental websites in Manatee County and the surrounding area.
5. The Web Administrator will assist the district in providing additional information: photos/videos of district activities, historical information, and a description(s) of park facilities and grounds.
6. The Web Administrator will assist the district in the maintenance of the district website. If unforeseen/extensive changes are needed, the Web Administrator will work with the Chairman of the Board to secure appropriate approval.

**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: November 2, 2020

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

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

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

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

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

A MOTION AS FOLLOWS: Approve 4 job descriptions discussed at the October workshop for support positions under Maintenance, and Recreation.

Costs/Estimated Costs:

Attachments: Job Descriptions for 4 support positions

Trustees FOR

Trustees AGAINST

09/23/20 10:00

**TRAILER ESTATES PARK AND RECREATION DISTRICT  
(the "District")  
CONTRACTOR/VENDOR E-VERIFY AFFIDAVIT PP 40A**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

BEFORE ME, the undersigned authority, appeared \_\_\_\_\_,

who first being duly sworn hereby swears or affirms as follows:

1. I make this affidavit on personal knowledge.
2. I am over the age of 18 years and otherwise confident to make this Affidavit.
3. I am the \_\_\_\_\_ of \_\_\_\_\_ (the "Contractor/Vendor").
4. I am authorized by \_\_\_\_\_ to make this Affidavit on behalf of Contractor/Vendor.
5. Contractor/Vendor acknowledges Section 448.09, Florida Statutes, makes it unlawful for any person to knowingly employ, hire, recruit, or refer, for private or public employment, an alien who is not duly authorized to work in the United States.
6. Contractor/Vendor acknowledges that Section 448.095, Florida Statutes, prohibits public employees, contractors, and subcontractors from entering into a contract unless each party to the contract registers and uses E-Verify.
7. Contractor/Vendor is in compliance with the requirements of Section 448.09 and 448.095, Florida Statutes.
8. Contractor/Vendor understands it shall remain in compliance with the requirements of Section 448.09 and 448.095, Florida Statutes, during the term of any contract with the District.
9. Contractor/Vendor's subcontractors are in compliance with the requirements of Section 448.09 and 448.095, Florida Statutes.
10. Contractor/Vendor shall ensure compliance with the requirements of Section 448-09 and 448.095, Florida Statutes, by any and all subcontractors.

**TRAILER ESTATES PARK AND RECREATION DISTRICT  
(the "District")  
CONTRACTOR/VENDOR E-VERIFY AFFIDAVIT PP 40A**

- 11. Neither the Contractor/Vendor, nor any subcontractors of Contractor/Vendor had a contract terminated by public employer for violating Section 448.095, Florida Statutes, within the year preceding the date of this Affidavit.
- 12. If the Contractor/Vendor, or any subcontractor of Contractor/Vendor, has a contract terminated by a public employer for any such violation during the term on any contract with the District, it shall provide immediate notice to the District.

\_\_\_\_\_  
Signature of Affiant on behalf of Contractor/Vendor

By: \_\_\_\_\_

As its: \_\_\_\_\_

Dated: \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Sworn to ( or affirmed) and subscribed before me by means of  physical presence or  online notarization, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, personally known to me or who has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Print Name: \_\_\_\_\_

Notary Public of the State of Florida

My Commission Expires:

## JOB TITLE AND DESCRIPTION

Job Title: Maintenance Technician 1 – Daily Lock-Up

Hours Required: Max 1 Hour Per Day.

Reports to: Maintenance Foreman

Job Summary: To secure all park property at the end of daily activities

Starting Salary Range: \$13.50 to \$14.25 per hour

MAJOR DUTIES.... 9:00pm – 10:00pm

1. Secure all park doors, windows & gates.
2. Turn off all park non-programmable AC units.
3. Check all restrooms, turn off running water and flush toilets if not flushed.
4. Turn off all lights not on timers.
5. Turn off spa jet pumps.
6. Add chlorine to pool for shocking and turn off chlorine feeder
7. Turn off sound systems.
8. Check gas pilots on large kitchen stove tops.
9. Check all kitchens for running water.
10. Other duties as assigned (see Maintenance Department: Duties and Responsibilities)



## JOB TITLE AND DESCRIPTION

Job Title: Maintenance Technician 1 - Weekend/Holiday

Hours Required: Max 3 Hours Per Day.

Reports to: Maintenance Foreman

Job Summary: Open Park for activities on weekends and holidays

Starting Salary Range: \$15.60 to \$16.50 per hour

MAJOR DUTIES.... 6:00am – 9:00am

1. Unlock park doors and gates needed for daily activities.
2. Clean shower room.
3. Open pool, spa, clean tile, vacuum, check and adjust chemicals, clean decks furniture, fill in reports, make minor repairs or adjustments, flush filters.
4. Open and clean as needed all restrooms.
5. Clean as needed activity center, laundry and post office area.
6. Turn on lights, A/C units needed for daily activity.
7. Remove pool blanket.
8. Other duties as assigned (see Maintenance Department: Duties and Responsibilities).

**JOB TITLE AND DESCRIPTION**

**Job Title:** Continuing Recreation Event Support Technician

**Employment Period:** April 15th - November 15<sup>th</sup>

**Hours Required:** 3-4 hours per event

**Reports to:** Continuing Recreation Trustee

**Job Summary:** Event Set-Up and Tear Down

**Starting Salary Range:** \$13.50 - \$14.25 per hour

**MAJOR DUTIES**

1. Arrange tables and chairs according to a predetermined design
2. Sweep and mop floors as needed.
3. Empty trash as needed.
4. Mop kitchen as needed.
5. Set-up sound system for functions.
6. Unlock or lock doors as needed.
7. Remove all tables and chairs clearing the facility space for the next schedule event
8. Other duties as assigned

## JOB TITLE AND DESCRIPTION

Job Title: Seasonal Recreation Event Support Technician

Employment Period: November 15<sup>th</sup> – April 15<sup>th</sup>

Hours Required: 3-4 hours per event

Reports to: Seasonal Recreation Trustee

Job Summary: Event Set-Up and Tear Down

Starting Salary Range: \$13.50 - \$14.25 per hour

## MAJOR DUTIES

1. Arrange tables and chairs according to a predetermined design
2. Sweep and mop floors as needed.
3. Empty trash as needed.
4. Mop kitchen as needed.
5. Set-up sound system for functions.
6. Unlock or lock doors as needed.
7. Remove all tables and chairs clearing the facility space for the next schedule event
8. Other duties as assigned