

MAY 9 '22 AM 8:29

TRAILER ESTATES PARK & RECREATION DISTRICT

BOARD OF TRUSTEE WORKSHOP

May 16, 2022

Immediately following the 9:30 a.m. Board of Trustee Meeting

MARK'S HALL

1903 69TH AVENUE WEST

BRADENTON, FLORIDA 34207

1. Recurring Workshop Agenda – Seawall Repair (Chandler)
2. Review Proposals for Bond Financing (Chandler)
3. Review letter to Property Owners (Chandler)
4. Abolish Beautification Standing Committee (Trotter)
5. Establish Treasure Barn Standing Committee (Trotter)
6. Multiple Property Owners (Trotter)
7. Updates to Disaster Plan PP20 (Lombardi)

RESIDENT COMMENTS

Adjourn Workshop

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 10:30 A.M. MONDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Reoccurring Workshop Agenda - Seawall Repair

For Upcoming Meeting—Date Dec 20, 2021

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): place an agenda item on the workshop to update Board & Residents regarding repair to the Marina seawall until project is outlined and financed

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.) Interactive workshop to allow the exchange of information from Residents and Board Members. to be placed on Workshop agenda until further notice.

Trustee Mary Chandler

Date Submitted 12-13-21

Chairman/Designee Mike Amore

Office Manager/Designee: Date Posted 12/13/2021 Initials [Signature]
5/9/2022

**TRAILER ESTATES PARK AND RECREATION DISTRICT
BOARD AGENDA ITEM FORM PP 38**

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

Agenda Review Proposals for Bond Financing

For Upcoming Meeting—Date May 16, 2022

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): _____

Review proposals for bond financing to select financial institution to provide funds for repair of the marina seawall and additional community improvement projects

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.) Interactive workshop to allow the exchange of information from Residents and Board Members.

All information will be attached when available

Trustee Mary Chandler

Date Submitted May 4, 2022

Chairman/Designee [Signature]

Office Manager/Designee: Date Posted 5/9/2022 Initials [Signature]

TRAILER ESTATES PARK AND RECREATION DISTRICT
BOARD AGENDA ITEM FORM PP 38

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

Agenda Review letter to all property owners
For Upcoming Meeting—Date regarding Board Financing
May 16, 2022

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): _____

Review and make any need changes to
a written communication to all
property owners

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.) Interactive workshop to allow the exchange of information from Residents and Board Members.

Drawr will be attached when
available

Trustee Mary Charoller

Date Submitted May 4, 2022

Chairman/Designee [Signature]

Office Manager/Designee: Date Posted 5/9/2022 Initials [Signature]

**TRAILER ESTATES PARK AND RECREATION DISTRICT
BOARD AGENDA ITEM FORM PP 38**

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

Agenda Abolish Beautification Standing Committee

For Upcoming Meeting—Date 5/16/2022

MAY 5 '22 AM 9:59

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): _____


Discuss desolving the Beatification Standing Committee as all members have resigned and became a Club stating raising funds for park projects and assisting other clubs.

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

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

Trustee Trotter

Date Submitted 5/5/2022

Chairman/Designee 

Office Manager/Designee: Date Posted 5/9/2022 Initials 

TRAILER ESTATES PARK AND RECREATION DISTRICT
BOARD AGENDA ITEM FORM

MAY 4 '22 PM 2:51

PP 38

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

Agenda Establish Standing Committee

For Upcoming Meeting—Date 5/16/2022

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): _____

As discussed in the joint TEFCD/TEP&R meeting of May 3, 2022, establish

the Treasure Barn as a Standing Committee under the Board of Trustees.

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

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

Trustee Trotter

Date Submitted 5/4/2022

Chairman/Designee Duane Trotter

Office Manager/Designee: Date Posted 5/9/2022 Initials DM

MAY 5 '22 AM 9:5

**TRAILER ESTATES PARK AND RECREATION DISTRICT
TREASURE BARN COMMITTEE CHARGE PP 8**

PURPOSE: Established for Trailer Estates Park and Recreation District by the Board of Trustees on May 16th, 2022, as a standing committee. Empowered and designed to accept and re-sell donated articles from various sources and provide funds directly to the Board of Trustees for capital outlay projects or betterment projects in the District and approved by the Board of Trustees. As a Board of Trustee Standing Committee, all committee Board members are subject to the Florida Sunshine Law; therefore, ALL items that may come before the committee for a vote in the foreseeable future may only be discussed during the public meeting.

AUTHORIZATION FOR EXPENDITURE OF FUNDS: The Treasure Barn Committee is authorized to expend funds of up to \$500.00, for petty cash and operating expenses approved at a committee meeting without Board of Trustee approval. Funds must be in accordance with the Committee's mission.

MEETINGS:

- a. Regular meetings of the Treasure Barn (TB) shall be held on a fixed schedule and must adopt a month, day and time for the meetings held from October through June. The Committee shall provide the Office Manager the scheduled meeting dates for publication purposes. The meetings will be open to the public.
- b. The Treasure Barn Committee will consist of a minimum of four (4) members approved by the Board of Trustees. A Board of Trustee liaison is responsible for updating the Committee on TE rules/laws and to report information back to the Board of Trustees.
- c. A quorum of the Committee Board must be present to transact business. For this reason, committee members are expected to attend all meetings unless excused in advance by the TB Chairman or Vice Chairman.
- d. Meetings of the TB shall be governed by the Rules of Procedure adopted by the Board of Trustees and where such Rules of Procedure do not address a matter, the meetings shall be guided by Robert's Rules of Order. Unless amended by the TB Chairman, regular meeting shall be as follows:
 1. Pledge of Allegiance
 2. Call to order
 3. Roll call
 4. Approval of Minutes
 5. Report of the Treasurer
 6. Approval of Bills
 7. Informational Reports-Volunteers

**TRAILER ESTATES PARK AND RECREATION DISTRICT
TREASURE BARN COMMITTEE CHARGE PP 8**

8. Old Business
 9. New Business
 10. Adjournment
- e. The Chairman shall preside at all TB meetings, and vote on all matters submitted to a vote.
 - f. The Vice Chairman shall assist the Chairman, and in the absence of the Chairman, shall preside at any meeting.
 - g. The Secretary shall keep the minutes, provide copies appropriately to the members and submit a copy to the Office Manager for Public Record.

OFFICER DUTIES:

- a. **Chairperson:** It will be the charge of the Chairperson to preside at all meetings and follow the accepted agenda of the Treasure Barn and to exert general supervision over all affairs of the Committee and perform all duties as are incidental to the office.
- b. **Vice Chairperson:** It will be the duty of the Vice Chairperson to preside in the absence of the Chairperson.
- c. **Secretary:** The Secretary is responsible for providing notice of dates and times of regular and/or special meetings; recording, filing and distribution of minutes for review in all meetings; conducting correspondence of the Committee. Annually, the Secretary will provide to the Secretary Trustee, Trailer Estates Park and Recreation District, the following: a copy of the current By-Laws, names and contact information of the Committee's officers and a 'Reservation for Function' form requesting the utilization of location space and the operating time frame.
- d. **Treasurer:** The Treasurer's responsibility is to maintain the Committee's finances with the receipt of monies from all proceeds, donations and/or sales. To maintain a regular accounting of the monies received; provide such monies with a receipt form to the Officer Manager and provide Petty Cash receipts for replenishment to the Officer Manager.
- e. Terms of the officers shall be for two (2) years.

ORGANIZATION:

1. At the first meeting in January, from the members, a Chairman, Vice Chairman, Secretary and Treasurer shall be established. Vacancies can be filled by any TE resident by submitting a letter of interest to the TB Chairman or Vice Chairman. The TB Chairman shall submit

**TRAILER ESTATES PARK AND RECREATION DISTRICT
TREASURE BARN COMMITTEE CHARGE PP 8**

recommendations to the Board of Trustees liaison for formal appointment by the Board of Trustees.

- a. The TB will report to the Board of Trustees through a member of the Board appointed to act as Liaison to the TB.

TRAILER ESTATES PARK AND RECREATION DISTRICT

BOARD AGENDA ITEM FORM

PP 38

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

Agenda Owner of multiple properties

For Upcoming Meeting—Date May 16, 2022

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): _____


Discuss limiting the number of homes per owner and their respective heirs,
successors, personal representatives, grantees and assignors.

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

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

Trustee Trotter

Date Submitted 5/3/2022

Chairman/Designee 

Office Manager/Designee: Date Posted 5/9/2022 Initials 

TRAILER ESTATES PARK AND RECREATION DISTRICT
BOARD AGENDA ITEM FORM

PP383 '22 AM 10:00

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

Agenda Abolish Beautification Standing Committee

For Upcoming Meeting—Date May 16, 2022

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.**

MAY 3 '22 AM 10:00

Rationale (for workshops)/ MOTION (for board meetings): _____

Discuss the abolishment of the Beautification Standing Committee

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

N/A

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

Trustee Trotter

Date Submitted 5/3/2022

Chairman/Designee _____

Office Manager/Designee: Date Posted 5/9/2022 Initials AM

TRAILER ESTATES PARK AND RECREATION DISTRICT
BOARD AGENDA ITEM FORM

MAY 9 '22 AM 8:14

PP 38

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

Agenda Updates to Disaster Plan PP20

For Upcoming Meeting—Date 4-16-22

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):

Updates to Disaster Preparedness Plan PP20

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.) Interactive workshop to allow the exchange of information from Residents and Board Members.

Updates from Steve Litschauer Manager Co
Emergency Manager Chief

Trustee Todd Lombardi

Date Submitted 5-9-22

Chairman/Designee _____

Office Manager/Designee: Date Posted _____ Initials _____

**TRAILER ESTATES PARK AND RECREATION DISTRICT
DISASTER PREPAREDNESS PLAN PP 20**

Trailer Estates Park and Recreational District

BOARD APPROVED 9/21/15

Emergency Preparedness Plan

June 2015

INTRODUCTION: Trailer Estates is a park and recreation independent special taxing district pursuant to Chapter 189, Florida Statutes located at 1903 69th Avenue West, Bradenton, Florida 34207. Trailer Estates Park and Recreational District consists of approximately 1272 mobile homes and 2500 residents, most of which are seasonal. The Trailer Estates community is unique because it has an active Fire Department. Should an emergency occur, the Fire Department members are readily available to provide their service.

The following are Trailer Estates office and emergency contact information:

Office Telephone: (941) 756-7177 - fax (941) 755-2937

Office Hours: 9:00 a.m. – Noon and 1:00 p.m. – 3:00 p.m. Monday through Friday unless otherwise posted. Closed Holidays

TE Website: trailerestates.com

Board of Trustees – Addendum

Addendum ONLY Updated 03-04-21

Chairman:	Mike Sansone	(414) 430-1345
Secretary:	Lori Dalton	(810) 955-9267
Treasurer:	Mary Chandler	(207) 699-9368
Health & Welfare:	Denise Beauchamp	(906) 362-3800
Continuing Recreation:	Pete Price	(317) 657-4003
Seasonal Recreation:	Sandra Simonich	(309) 945-6128
Maintenance:	Duane Trotter	(610) 806-2023
Public Relations South:	Gordon Elton	(707) 972-0006
Public Relations North:	Russell McAlister	(817) 821-0055
Fire Chief:	Tim Hillman	(941) 962-0911
Public Safety Officer 24/7:		(941) 448-6462
DISTRICT ATTORNEY:	Mark Barnebey	(941) 748-0100

are responsible for taking due diligence to ensure their property and possessions are fully protected. All costs associated with the removal and/or dismantling of mobile homes shall be borne by the home owner.

To assist all residents, Trailer Estates has established an Emergency Contact Information file. Should an event occur, our seasonal owners will need to inquire if their home/property has been damaged. This emergency contact file will benefit owners, emergency responders and Trailer Estates. An emergency contact form is available in the Trailer Estates Office. Please take the time to complete this form.

As a moral obligation to our residents and their families, the following web sites are provided to assist in developing a personal family emergency preparedness plan, identify important evacuation routes, shelters, and telephone numbers. Residents who need evacuation transportation or require sheltering assistance must be pre-registered. Annual registration is required. The instruction letter and specialty needs application can be found under www.mymanatee.org, Specialty Needs Registry.

www.mymanatee.org

www.mymanatee.org/emergency

www.floridadisaster.org

www.americanredcross.org

www.MySuncoast.com

www.salvationarmy.org

There are several methods residents of Trailer Estates can stay informed of disaster information, evacuation routes, tornado preparedness and shelter information. Local television stations throughout the viewing area provide web sites to download emergency preparedness brochures. TE Channel 732 provides emergency preparedness information. Announcements are made at the Board of Trustee meetings. Emergency preparedness information provided by the Fire Department and may periodically be available at the Post Office and Fire Department.

This Emergency Preparedness Plan only covers Trailer Estates assets and contents as identified in our Florida Municipal Insurance Trust (FMIT) plan. Trailer Estates Schedule of Value data, account profile and insurance information is imported directly to SimpliCity. SimpliCity is an online software application developed by Synergy ID and licensed exclusively in the State of Florida to the FMIT. Trailer Estates has elected the SimpliCity Pro feature of the policy. This version provides managing property insurance claims, tracking uncovered losses, overseeing projects, coordinating vendor services and keeping accurate schedules of value for FEMA and other claims processing. This reduces the magnified challenges during post-disaster events.

The Maintenance Trustee is responsible for the implementation of the Emergency Preparedness Plan. This preparedness plan will be reviewed yearly by the Board of Trustees at the first meeting in April. This will allow sufficient time to implement any applicable modifications to the plan prior to the Hurricane season. The Maintenance Trustee and Maintenance Manager will ensure the account information (i.e., insurance amounts, photo's, additional property) with FMIT is updated and accurately described on a semi-annual basis.

**TRAILER ESTATES PARK AND RECREATION DISTRICT
DISASTER PREPAREDNESS PLAN PP 20**

SEVERE WEATHER PREPAREDNESS AND SHELTER INFORMATION: There are numerous emergency preparedness situations that may involve evacuations to shelters. Depending on the size and intensity of the emergency, not all shelters are activated at the same time. Listed below are the available shelters for Manatee County:

Bayshore Elementary	6120 26 th Street West, Bradenton
Braden River Middle School	6215 River Club Blvd., Bradenton
Braden River High	6545 SR 70 East, Bradenton
Buffalo Creek Middle School	7320 69th Street East, Palmetto
Daughtreary Elementary	515 63rd Ave East, Bradenton
Freedom Elementary school	9515 State Road 64 East, Bradenton
Gullett Elementary School	12125 44th Avenue East, Bradenton
Haile Middle School	950 I State Road 64 East, Bradenton
Johnson Middle School	2121 26 th Avenue East, Bradenton
Kinnan Elementary School	3415 Tallevast Road, Sarasota
Lee Middle School	4000 53rd Avenue West, Bradenton
Manatee High School	1000 32nd Street West, Bradenton
McNeal Elementary School	6325 Lorraine Road, Bradenton
Miller Elementary School	4201 Manatee Avenue West, Bradenton
Mills Elementary School	7200 69th Street East, Palmetto
Myakka City Elementary School	37205 Manatee Avenue, Myakka City
Oneco Elementary School	5214 22nd Street Court East, Bradenton
Prine Elementary School	3801 Southern Parkway, Bradenton
Rodgers Garden Elementary	515 13th Ave West, Bradenton
Rowlett Elementary School	3500 9th Street East, Bradenton
Seabreeze Elementary School	3601 71 st Street West, Bradenton
Tillman Elementary School	1415 29th Street East, Palmetto
Williams Elementary School	3404 Fort Hamer Road, Parrish
Willis Elementary School	14705 The Masters Avenue, Bradenton
Witt Elementary School	200 Rye Road, Bradenton

RE-ENTRY PROCEDURES:

Should an evacuation occur, Law Enforcement personnel will control the re-entry process. Residents are notified by the media or contact Citizens Action Center 941-748-7401.

There are three levels of re-entry:

RED – No entry

*change to 311 in County
or 941-749-3500*

HAZARD ANALYSIS: In this day and age, TE is not just vulnerable to hurricanes. Flooding, tornadoes, fires, terroristic threats, earth quakes, storm surge, lightning strikes, tropical storms, hazardous materials incidents and transportation accidents are just a few.

Tornadoes are the most violent, destructive storms and can devastate an area in seconds. Tornadoes occur most frequently during the months of April, May and June. Whenever severe thunderstorms threaten our area, listen to the radio and television announcements for updates and instructions. If a tornado has been sighted in your area take the following actions:

Take cover.

insert strong or Reinforced

Go to the interior part of a building or structure, closet, interior hallway or bathroom.

If these shelters are not available, seek shelter under something sturdy and remain in place until the emergency is over,

If in a vehicle, mobile home or trailer, get out immediately and seek shelter in a building that offers better protection. Do not attempt to flee from a tornado in your vehicle.

Fires are another element that can devastate your home and possessions within minutes. Should you smell or witness smoke, call the Fire Department, 911, immediately. Do not attempt to put a fire out by yourself. You should take the following actions to prevent fires:

Test monthly and change batteries twice a year in your smoke detectors.

Test your fire extinguisher for proper levels. Teach family members on proper usage.

Have a fire exit plan in place and discuss with family members.

SPECIFIC INFORMATION FOR TRAILER ESTATES:

1. Manatee Area Map (Attachment A)
2. Trailer Estates Map (Attachment B) *Replace Zone with level*
3. Trailer Estates Hurricane Evacuation Zone is "B" *All evacuate with level A Regardless of level on map*
4. The FL Emergency Evacuation Routes (Attachment C)
5. Trailer Estates Flood Zone is AT (Attachment C)
6. Trailer Estates is located adjacent to Route 41 and Florida Blvd. Both routes are heavily traveled by commercial and privately owned vehicles.

**TRAILER ESTATES PARK AND RECREATION DISTRICT
DISASTER PREPAREDNESS PLAN PP 20**

CONCEPT OF OPERATIONS: Should a disaster occur the Board of Trustee Chairman is in charge. If the Chairman is not available the Maintenance Trustee is the alternate. The following will activate Trailer Estates Emergency Preparedness Plan:

1. Receive emergency notification from local authorities, FMIT/Synergyfl, Emergency Operations Center, NOAA ad local news broadcasts.
2. Board of Trustee Chairman or alternate will notify remaining Board of Trustees and Maintenance employees to activate the duties outlined in this Policy and Procedure and Goals attachment.
3. The Maintenance Trustee will communicate with SimpliCity to activate the Memorandum of Understanding and Disaster Preparedness Plan.


INFORMATION, TRAINING AND EXERCISE:

- A. **Board of Trustees and Employees:** The Board and employees will review the Emergency Preparedness Plan at least yearly and make appropriate changes, as required.
- B. The Maintenance Trustee will contact the Trailer Estates Fire Chief to conduct yearly training for employees. Residents of Trailer Estates are invited to attend. Emergency Preparedness pamphlets and brochures may be periodically issued at the Trailer Estates Office, Post Office and Fire Department. Additional information will be provided on Channel 732 as information becomes available.
- C. The Maintenance Trustee will contact Channel 732 to air emergency preparedness information for all residents during the month of March.

- A. A roster of Residents for Emergency Contact will be developed and updated at the beginning of the calendar year.
- B. A list of names, addresses and telephone numbers of Trailer Estates employees is located in the Trailer Estates Office.

In the event of an emergency, the Maintenance Manager can be reached at 941-524-1673

- C. Listed below are the names and telephone numbers of emergency contacts:

 Add Manatee 311

FMIT/Syneergy	1-888-580-7080 – 24/7 Switch Board
Florida Power & Light	1-800-468-8243
Peace River Electric	1-800-282-3824
Solid Waste	941-792-8811
Red Cross	941-792-8686
Sherriff	941-747-3011
Highway Patrol	941-751-7647
Animal Services	941-742-5933
Emergency Management	941-749-3500
Special Needs Registry	941-749-3500 ext. 7828
Catholic Charities	941-714-7829
Salvation Army	941-748-5110
United Way	941-748-1313
Citizens Action Center	941-749-3500
TDD	941-753-5802
Florida Fire District	941-761-1555
EOC	941-749-3500
Health Department	941-748-0747
211 Referral Line	2-1-1
NOAA Weather Radio	PIPS code 012081
FM Radio Station	WHPT 102.5/WCTQ 106.5
Emergency Alert System (EAS)	WMTZ 100.7
www.mymanatee.org	

MAY 9 '22 AM 9:10

**TRAILER ESTATES PARK AND RECREATION DISTRICT
DISASTER PREPAREDNESS PLAN PP 20**

OVERVIEW

Preparedness/Evacuation

GOAL A. Prepare building and grounds for evacuation/continuity of operations.

GOAL B. Prepare office for possible off-site activities.

GOAL C. Prepare to-go box for bills/banking/accounts for possible off-site activities.

GOAL D. Prepare to-go box for Trustees Responsibilities/Contracts.

GOAL E. Prepare plan for employees.

GOAL F. Set up plans for committee responsibilities.

GOAL G. Set up activities for Community Awareness Event.

GOAL H. Review State/Federal Programs for District Support.

GOAL I. Make preparations for board meetings/governance, if needed.

GOAL A. Assess and prepare building and grounds for usage.

GOAL B. Conduct office activities, off-site if necessary.

GOAL C. Conduct bill/banking/account activities as needed.

GOAL D. Conduct cancellation/rescheduling activities as needed.

GOAL E. Assess and determine employee assignments.

GOAL F. Implement committee involvement during recovery.

GOAL G. Provide community support.

GOAL H. Review State/Federal Programs for District Support.

GOAL I. Conduct board meetings/governance, as appropriate.

**TRAILER ESTATES PARK AND RECREATION DISTRICT
DISASTER PREPAREDNESS PLAN PP 20**

	Preparedness/Evacuation	Person Responsible
	Notification: Board is informed of alert/need to implement plan.	Chairman
	<p>GOAL A. Prepare building and grounds for evacuation/continuity of operations.</p> <ol style="list-style-type: none"> 1) Prepare list of assignments and timeline for maintenance preparations for disaster (i.e. buildings, pool, marina, beach pavilion, etc.). 2) Describe arrangements for electrical back-up for office and other buildings. 3) Prepare contact information for maintenance staff—work stoppage/work startup. 4) Prepare additional procedures as needed. 	<p>Maintenance Trustee Maintenance Manager Backup</p> <hr/>
	<p>GOAL C. Prepare to-go box for bills/banking/accounts for possible off-site activities.</p> <ol style="list-style-type: none"> 1) Develop emergency check writing procedure (voucher/limited access to trustees). 2) Describe plan for receipt/payment of bills. 3) Develop list of accounts/phone numbers for temporary office (trash, TV, tree, etc.). 4) Prepare information for banking/bills/payroll/facility leases/CDs/etc. 5) Develop additional procedures as needed. 	<p>Treasurer Office Manager Backup</p> <hr/>

	Preparedness/Evacuation	Person Responsible
	<p>GOAL D. Prepare to-go box for Trustees Responsibilities/Contracts.</p> <ol style="list-style-type: none"> 1) Review list of upcoming events/contacts/contracts (performers, bands, food, etc). 2) Review contract cancellation clauses. 3) Prepare list of dates of events/contact phone numbers/cancellation recommendations. 4) Determine responsibility for calling/canceling due to disaster. 5) Develop additional procedures as needed. 	<p>All Trustees Chairman Backup— Office Manager</p>
	<p>GOAL E. Prepare plan for employees.</p> <ol style="list-style-type: none"> 1) Review personnel policies. 2) Describe possible arrangements for disaster/recovery work stoppage (look at different scenarios—i.e. buildings maintained, buildings lost, cleanup, paid/unpaid leave, etc.). 3) Propose personnel policies for disaster/recovery. 4) Develop chain of command/phone contacts for disaster/recovery contact. 5) Develop additional procedures as needed. 	<p>Treasurer Chairman Maintenance Trustee</p>
	<p>GOAL E. Prepare plan for employees.</p> <ol style="list-style-type: none"> 1) Review personnel policies. 2) Describe possible arrangements for disaster/recovery work stoppage (look at different scenarios—i.e. buildings maintained, buildings lost, cleanup, paid/unpaid leave, etc.). 3) Propose personnel policies for disaster/recovery. 4) Develop chain of command/phone contacts for disaster/recovery contact. 5) Develop additional procedures as needed. 	<p>Treasurer Chairman Maintenance Trustee</p>

**TRAILER ESTATES PARK AND RECREATION DISTRICT
DISASTER PREPAREDNESS PLAN PP 20**

	Preparedness/Evacuation	Person Responsible
	<p>GOAL G. Set up activities for Community Awareness Event</p> <ol style="list-style-type: none"> 1) Provide residents with current community disaster information. 2) Provide residents with Emergency Numbers (community resources, temporary office phone, etc). 3) Provide opportunity for Emergency Management Special Needs transportation applications/review renewals. 4) Provide residents with Sheltering Information/To-Go Box suggestions. 5) Provide residents with community/TE return and rebuild information. 6) Consider outside agency involvement/presentations. 7) Consider developing post-disaster volunteer groups and procedures to support resident activities upon return/recovery. 8) Prepare Bulletin Board with current information. Keep up to date. 9) Consider additional activities. 	<p>Public Relations Trustees Health & Welfare Trustee</p>
	<p>GOAL H. Review State/Federal Programs for District Support</p> <ol style="list-style-type: none"> 1) Research information about community programs that can provide district support. 2) Provide board with information about programs. 3) Prepare materials for application to/involvement in these programs. 4) Prepare other materials as needed. 	<p>Health & Welfare Trustee</p>
	<p>GOAL I. Make preparation for board meetings/governance, if needed.</p> <ol style="list-style-type: none"> 1) Make arrangements for off-site meeting space for governance. 2) Develop plan for notification of Board and Residents. 3) Cancel scheduled meetings, if necessary. 4) Schedule special meetings, if necessary. 5) Consider additional procedures if needed. 	<p>Chairman 1st Vice Ch. Secretary</p>

	Recovery	Person Responsible
	<p>GOAL A. Assess and prepare building and grounds for usage.</p> <ol style="list-style-type: none"> 1) Assess building and grounds for usage. Contact Chairman, Office Manager, Trustees about usability of buildings. 2) Review contract(s) with outside agencies for use of facilities. 3) Contact outside agencies regarding use of facilities. 4) Prepare list of priorities for maintenance (usage/closure of buildings, pool, marina, beach pavilion, etc.). 5) Set up systems for district operations (electrical back-up for office and other buildings, etc.). 6) Prepare and implement additional procedures as needed. 	<p>Maintenance Trustee Maintenance Manager Backup — _____</p>
	<p>GOAL B. Conduct office activities, off-site if necessary.</p> <ol style="list-style-type: none"> 1) Receive information from Maintenance Trustee/Maintenance Manager regarding usability of buildings. 2) If off-site, open and utilize to-go box. 3) Contact Board and necessary agencies (post office, etc.) of temporary off-site office. 4) Notify appropriate individuals/district residents of temporary off-site office and contact information/temporary phone. 5) Utilize, store, and back-up data on an on-going basis. 6) Implement additional procedures as needed. 	<p>Chairman Office Manager Backup— Treasurer</p>
	<p>GOAL C. Conduct bill/banking/account activities as needed.</p> <ol style="list-style-type: none"> 1) Open and utilize to-go box for banking/bills/payroll/etc. 2) Utilize plan for receipt/payment of bills. 3) Utilize list of accounts/phone numbers as needed. 4) Implement additional procedures as needed. 	<p>Treasurer Office Manager Backup — _____</p>

**TRAILER ESTATES PARK AND RECREATION DISTRICT
DISASTER PREPAREDNESS PLAN PP 20**

	Recovery	Person Responsible
	<p>GOAL D. Conduct cancellation/rescheduling activities as needed.</p> <ol style="list-style-type: none"> 1) Review list of upcoming events/contacts/contracts (performers, bands, food, etc). 2) Notify as needed. 3) Implement additional procedures as needed. 	<p>All Trustees Chairman Backup— Office Manager</p>
	<p>GOAL E. Assess and determine employee assignments.</p> <ol style="list-style-type: none"> 1) Utilize chain of command/phone contacts for contacting employees. 2) Determine employee needs/options (i.e. on a case-by-case basis or per personnel policies). 3) Determine employee responsibilities and assignments. 4) Implement additional procedures as needed. 	<p>Maintenance Trustee Maintenance Manager Chairman Office Manager</p>
	<p>GOAL F. Implement committee involvement during recovery.</p> <ol style="list-style-type: none"> 1) Utilize Website for information. 2) Implement additional procedures as prepared. 3) Implement Architectural Review Committee procedures for post-disaster application/approval. 4) Implement additional procedures as prepared. 	<p>Trustee/Website ARC Comm.</p>
	<p>GOAL G. Provide community support.</p> <ol style="list-style-type: none"> 1) Implement post-disaster volunteer groups and procedures to support resident activities upon return/recovery. 2) Assist residents with outside agency services. 3) Consider additional activities as needed. 	<p>Public Relations Trustees Health & Welfare Trustee</p>

	Recovery	Person Responsible
	<p>GOAL H. Review State/Federal Programs for District Support</p> <ol style="list-style-type: none"> 1) Inform agencies/programs about status. 2) Serve as board liaison to agencies/programs. 3) Prepare necessary forms/etc. for submission. 	<p>Health & Welfare Trustee</p> <hr/>
	<p>GOAL I. Conduct board meetings/governance, as appropriate.</p> <ol style="list-style-type: none"> 1) Receive information from Maintenance Trustee/Maintenance Foreman regarding usability of TE buildings. 2) Notify Board and Residents of meetings/location. 3) Conduct scheduled meetings, if appropriate. 4) Schedule special meetings, if necessary. 5) Implement additional procedures if needed. 	<p>Chairman 1st Vice Ch. Secretary</p>

**TRAILER ESTATES PARK AND RECREATION DISTRICT
DISASTER PREPAREDNESS PLAN PP 20**

ATTACHMENT A



TRAILER ESTATES PARK AND RECREATION DISTRICT DISASTER PREPAREDNESS PLAN PP 20

ATTACHMENT C

