

FY 21 Special District Budget Package Cover Sheet

DISTRICT NAME <i>Brandon Hills Special</i> DATE <i>6/15/2020</i> <i>Dependent District</i>	
CONTACT PERSON and E-Mail Address <i>Bobbi Almirola</i> E-mail: <i>bhtreasurer@yahoo.com</i>	DAYTIME PHONE NUMBER <i>813-215-6539</i>

When submitting the District Budget Package, please use this form as a cover sheet. Be sure to put a check mark beside each item included in the package:

- Copy of **ADVERTISEMENT OF NOTICE OF THE PUBLIC BUDGET HEARING** showing the date the advertisement was run and the name of the publication.
- SIGNED MINUTES FROM THE PUBLIC BUDGET HEARING** where the budget and assessment rate were reviewed by the public and approved by the Board of Trustees.
- SIGNED BUDGET RESOLUTION** from the Board of Trustees establishing the assessment rate and approving the budget.
- DISTRICT BUDGET** as approved at the public hearing.
- CAPITAL OUTLAY AND PROJECT INFORMATION FORM**
- ESTIMATING THE BEGINNING FUND BALANCE FORM**

SEND ONE COPY OF THE PACKAGE COVER SHEET AND THE BUDGET PACKAGE BY Monday, July 13, 2020, 5 PM

MAIL TO:
 Mary Mahoney
 Management and Budget Department
 26th Floor, County Center
 P.O. Box 1110 Tampa, Florida 33601

OR HAND DELIVER TO:
 Management and Budget Department
 26th Floor, County Center
 601 E. Kennedy Boulevard
 Tampa, Florida 33602

OR BY EMAIL TO:
mahoneym@hillsboroughcounty.org
Do not email as Excel or Word Files
Send only as Adobe Acrobat or image files

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STATE OF FLORIDA
COUNTY OF Hillsborough

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**Brandon Hills
Special Dependent District
2021 Public Budget Hearing**

The Brandon Hills Special Dependent District is conducting a public budget hearing for the purpose of hearing public comment regarding its proposed FY 21 budget and 2021 assessment rate. The trustees will vote on the budget and assessment rate. The hearing will be conducted at the Brandon Community Center, 502 Sadie Street, Brandon, FL, May 7, at 7:30 PM.

In accordance with Chapter 286, F.S., the public is advised that if a person decides to appeal any decision made by the Board of Trustees with respect to any matter considered at this hearing, he/she will need a record of the proceedings, and that, for such purpose, he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

All meeting facilities are accessible in accordance with the Americans with Disabilities Act. Any additional necessary accommodations will be provided with a 48-hour notice. For more information call 813-681-7387.
4/15/2020 0000077462

Before the undersigned authority personally appeared **Jean Mitotes** who on oath says that he/she is **Legal Advertising Representative** of the **Tampa Bay Times** a daily newspaper printed in St. Petersburg, in Pinellas County, Florida; that the attached copy of advertisement, being a Legal Notice in the matter **RE: 2021 Public Budget Hearing** was published in **Tampa Bay Times: 4/15/20** in said newspaper in the issues of **Baylink Hillsborough**

Affiant further says the said **Tampa Bay Times** is a newspaper published in Hillsborough County, Florida and that the said newspaper has heretofore been continuously published in said Hillsborough County, Florida each day and has been entered as a second class mail matter at the post office in said Hillsborough County, Florida for a period of one year next preceding the first publication of the attached copy of advertisement, and affiant further says that he/she neither paid not promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

Jean Mitotes
Signature Affiant

Sworn to and subscribed before me this 04/15/2020
Jessica Attard
Signature of Notary Public

Personally known _____ X _____ or produced identification

Type of identification produced _____



Brandon Hills Special Dependent District
Regular Meeting FY 19-20
Minutes for May 7, 2020 Meeting

The regular meeting of the Brandon Hills Special Dependent District was held at the Brandon Hills Community Pool in Brandon, Florida on May 7, 2020 since the Brandon Community Center was closed due to closures caused by the COVID-19 Stay at Home order. The meeting time was changed to 7 PM to avoid the daily descent of mosquitoes. The plan was approved by the county office. The community was notified of the change of place and time via community email and signs at both subdivision entrances.

President Janice Doyle called the meeting to order at 7:04 PM.

In order to keep the meeting as brief as possible and to avoid handing out copies, minutes and the treasurer's reports were emailed to the board prior to the meeting.

Present: Janice Doyle, President	Brad Sampson, Vice President
Bobbi Almirola, Treasurer	Claire Formilan, Secretary
Ralph Almirola, Trustee	Phil Rumore, Trustee
Thomas Lee, Trustee	

Secretary's Report

The minutes of the April 2, 2020 board meeting were read by Claire. Ralph moved they be approved with two minor changes, and Phil seconded the motion. The minutes were unanimously approved as changed.

Treasurer's Report

The treasurer's report for March was emailed by Bobbi. The beginning balance was \$20,276.17. Income was \$932.84. Expenses were \$5,761.57, leaving an ending balance of \$15,447.44. Ending Balance for Wells Fargo CD was \$25,474.93. Brad moved approval of Treasurer's report, Phil seconded. Motion passed unanimously

Old Business: No old business.

New Business:

Janice submitted a bill of \$159.25 from the Tampa Times for the placement of the legal ad announcing the time and place for the annual budget meeting. Ralph moved to pay the bill for \$159.25. Brad seconded. Approved unanimously.

Bobbi presented a budget for the board to consider. After discussion the board voted and approved the proposal which keeps the assessment at \$250 per property as reserves are being funded for necessary repairs for necessary re-marciting in the future. Brad moved to accept the budget and present it at the budget hearing later. Phil seconded. The motion passed unanimously.

The board also recognized the death of Scott Norington and his dedication to the Brandon Hills neighborhood. As a board member and neighbor, Scott always could be counted on to support and help out in any way possible. He will be missed by us all.

With no further business, the president adjourned the meeting at 7:31 PM.

Janice Doyle, President;

Janice E Doyle

Brad Sampson, Vice President

Minutes of the Brandon Hills Special Dependent District
Public Budget Hearing
May 7, 2020

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Present: Janice Doyle, President
Bobbi Almirola, Treasurer
Ralph Almirola, Trustee
Thomas Lee, Trustee

Brad Sampson, Vice President
Claire Formilan, Secretary
Phil Rumore, Trustee

President Doyle called the hearing to order at 7:33 PM. She noted that the hearing had been advertised in the *Tampa Times* on April 15.

Doyle reminded the Board that the purpose of the meeting was to review and approve the budget for FY 2021. She announced that the proposed budget was posted on the Brandon Hills Special District's web page before this hearing in compliance with Chapter 189.418(4) of the Florida Statutes. The approved budget will be posted on the same web page.

Board Treasurer, Bobbi Almirola, presented the budget that had been approved by the Board in their regular May meeting. It was reported that the special assessment recommended by the Board of Trustees would be \$250.00 for each of the properties in Brandon Hills based on the prepared budget.

President Doyle made the following remarks: The FY 21 financial statement and new budget reflect ordinance amendment (#02-21) which allows us to submit an unaudited financial statement if the board so votes and if we send notices to our property owners by October 1.

There were no comments or questions. Trustee Thomas Lee said, "I move that we approve the Fiscal Year 2021 budget as presented here by the board, adopt the Board's resolution, and set the assessment at \$250.00 to continue building reserves for necessary repairs." Brad seconded the motion and it was approved by all trustees present.

The hearing adjourned at 7:38PM.

Janice Doyle, President *Janice E Doyle*

Brad Sampson, Vice President

**RESOLUTION FIXING SPECIAL ASSESSMENT FOR THE YEAR 2020 and
APPROVING FY 2021 BUDGET**

Upon the motion by Trustee Thomas Lee, seconded by Trustee Brad Sampson, the following Resolution was adopted by 7 votes to 0 vote.

WHEREAS, Brandon Hills SPECIAL DEPENDENT DISTRICT is a special dependent district duly established and operating pursuant to Ordinance # 02-21; and,

WHEREAS, Ordinance # 02-21 provided that the Board of Trustees of Brandon Hills SPECIAL DEPENDENT DISTRICT has the right, power and authority to levy a special assessment against Residential PROPERTY in the district for the purpose of maintaining and improving rights of way, common property and,

WHEREAS, the Board of Trustees of Brandon Hills SPECIAL DEPENDENT DISTRICT has determined that the assessment for the year 2020 shall be in the amount of \$ 250.⁰⁰; and,

WHEREAS, the Board of Trustees of Brandon Hills SPECIAL DEPENDENT DISTRICT has had a duly advertised public hearing on the 7th day of May, 2020; and,

WHEREAS, the Board of Trustees of Brandon Hills SPECIAL DEPENDENT DISTRICT has presented the proposed assessment and proposed budget to the residents of Brandon Hills SPECIAL DEPENDENT DISTRICT at the public hearing; and,

WHEREAS, the Board of Trustees of Brandon Hills SPECIAL DEPENDENT DISTRICT has heard discussion and comments from the residents.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF Brandon Hills SPECIAL DEPENDENT DISTRICT, THIS 7th DAY OF May 2020;

1. That the above recitation of findings of fact is hereby incorporated into this Resolution;
2. The Board of Trustees of Brandon Hills SPECIAL DEPENDENT DISTRICT approves the proposed budget for FY 2021.
3. The Board of Trustees of Brandon Hills SPECIAL DEPENDENT DISTRICT approves the proposed assessment of \$ 250.⁰⁰ for 2020.
4. Upon adoption, this Resolution shall be transmitted by the Trustees, along with the approved budget and all other materials required by Hillsborough County to the Board of County Commissioners for their approval.

PRESIDENT:

Jamie Doyle
Signature

ATTEST:

Bradford Johnson
Signature

DISTRICT NAME: Brandon Hills Special Dependent District

BUDGET CATEGORIES	FY 21 BUDGET
REVENUES	
363.10 SPECIAL ASSESSMENTS	\$22,750
366.00 DONATIONS	\$40
361.00 INTEREST	\$180
TOTAL GROSS REVENUES	\$22,970
MINUS 5%	-\$1,149
PLUS:	
384.00 DEBT PROCEEDS	
389.90 EST BEGINNING FUND BALANCE	\$36,652
TOTAL REVENUES	\$58,474

EXPENDITURES:	FY 21 BUDGET
31.00 PROFESSIONAL SERVICES	
32.00 ACCOUNTING AND AUDITING	
34.00 OTHER CONTRACTUAL SERVICES	
40.00 TRAVEL AND PER DIEM	
41.00 COMMUNICATION SERVICES	\$51
43.00 UTILITY SERVICES	\$3,160
44.00 RENTALS AND LEASES	
45.00 INSURANCE	\$2,250
46.00 REPAIR AND MAINTENANCE	\$18,009
47.00 PRINTING AND BINDING	\$150
49.00 OTHER CHARGES AND OBLIGATIONS	\$1,200
51.00 OFFICE SUPPLIES	\$100
52.00 OPERATING SUPPLIES	
54.00 BOOKS AND PUBLICATIONS	
TOTAL OP EXPENDITURES	\$24,920

CAPITAL OUTLAY	FY 21 BUDGET
61.00 LAND	
62.00 BUILDINGS	
63.00 IMPROVEMENTS	
64.00 MACHINERY AND EQUIPMENT	
TOTAL CAPITAL OUTLAY	\$0

DEBT SERVICE	FY 21 BUDGET
71.00 PRINCIPAL	
72.00 INTEREST	
73.00 OTHER DEBT SERVICE COSTS	
TOTAL DEBT SERVICE	\$0

NON-OPERATING	FY 21 BUDGET
99.01 BUDGET TRANSFERS	\$910
99.02 RESERVE FOR FUTURE CAPITAL	\$30,369
99.03 RESERVE FOR CONTINGENCY	\$2,275
TOTAL NON-OPERATING	\$33,554
TOTAL EXPEND AND NON-OPERATING	\$58,474

Revenues Minus Expenditures Equals \$0

REVENUES

Budget Categories	Description	Qty @	Amount	Budget	Category Total
363.10	Special Assessment Rev	Per unit assessment	91 @ 250.00	22,750.00	22,750.00
366.00	Donations	Pool reservations	2 @ 20.00	40.00	40.00
361.00	Interest Revenue	@ 1.2%	1 @ 300.00	300.00	300.00

EXPENDITURES

Budget Categories	Description	Qty @	Amount	Budget	Category Total
32.00	Acctg & Auditing	Annual Audit	1 @ -	-	-
41.00	Communication	Postage HO Mailing	93 @ 0.55	51.15	51.15
43.00	Utility Services	Monthly Water	12 @ 50.00	600.00	
43.00	Utility Services	Pool Repair Water	2 @ 260.00	520.00	
43.00	Utility Services	Monthly Electric	12 @ 170.00	2,040.00	3,160.00
45.00	Insurance	Annual Policy	1 @ 1,850.00	1,850.00	
45.00	Insurance	Officer Changes	1 @ 400.00	400.00	2,250.00
46.00	Repair & Maintenance	Monthly Pool	12 @ 400.00	4,800.00	
46.00	Repair & Maintenance	Monthly Lawn Maint	12 @ 500.00	6,000.00	
46.00	Repair & Maintenance	Pool Enhancements	1 @ 1,622.35	1,622.35	
46.00	Repair & Maintenance	Supplies & Repair	1 @ 1,500.00	1,500.00	
46.00	Repair & Maintenance	Marcite	4,000.00	4,000.00	
46.00	Repair & Maintenance	Trim Palms	1 @ 200.00	200.00	18,122.35
47.00	Printing & Binding	Printing HO Mailing	1 @ 150.00	150.00	150.00
49.00	Other Charges & Oblig	Legal Ads	2 @ 250.00	500.00	
49.00	Other Charges & Oblig	Website	1 @ 200.00	200.00	
49.00	Other Charges & Oblig	Annual State Fee	1 @ 200.00	200.00	
49.00	Other Charges & Oblig	Annual Pool License	1 @ 300.00	300.00	1,200.00
51.00	Office Supplies	Office Supplies	1 @ 100.00	100.00	100.00
99.02	Reserve for Capital	Marcite Carry Fwd	1 @ 30,369.00	30,369.00	
99.02	Reserve for Capital	Marcite New in FY16	1 @ -	-	30,369.00
99.03	Reserve for Contingency	10% of Gross Revenues	0.1 @ 22,750.00	2,275.00	2,275.00
				25,033.50	25,033.50
99.01	Budget Transfers	4% of Spec Assess		910.00	

CAPITAL PROJECT AND OUTLAY INFORMATION FORM

NAME OF DISTRICT: *Brandon Hills Special
Dependent District* **DATE:** *5/7/2020*

INSTRUCTIONS: Please complete this form and submit with budget package for all capital projects or equipment either underway or planned for implementation and acquisition.

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NAME OF PROJECT OR EQUIPMENT: *Remarcite Pool*
DESCRIPTION: *Have community pool completely remarcited
instead of patches*
EXPENSE CATEGORY: *99.02 Reserve for future capital*
IS PROJECT UNDERWAY: YES NO IF YES, BEGINNING DATE _____
ESTIMATED END DATE _____
% COMPLETE _____
IF NO, EST BEGINNING DATE *Nov 2021*
ESTIMATED END DATE *Jan 2022*

TOTAL ESTIMATED COST: *\$38,000*

=====

NAME OF PROJECT OR EQUIPMENT: _____
DESCRIPTION: _____
EXPENSE CATEGORY: _____
IS PROJECT UNDERWAY: YES NO IF YES, BEGINNING DATE _____
ESTIMATED END DATE _____
% COMPLETE _____
IF NO, EST BEGINNING DATE _____
ESTIMATED END DATE _____

TOTAL ESTIMATED COST: _____

=====

ESTIMATING FUND BALANCE

DISTRICT:
PERIOD ENDING:

Brandon Hills Special Dependent Taxing District
Projected Fiscal Year Ending 9/30/20

BUDGET CATEGORIES	Adopted FY 20 BUDGET	ACTUAL	PROJECT	TOTAL
REVENUES				
363.10 SPECIAL ASSESSMENTS (Note A)	\$22,750	\$19,389	\$2,100	\$21,489
366.00 DONATIONS	\$40	\$160		\$160
361.00 INTEREST	\$219	\$286	\$144	\$430
TOTAL GROSS REVENUES	\$23,009	\$19,836	\$2,244	\$22,080
MINUS 5%	-\$1,150			
PLUS:				
384.00 DEBT PROCEEDS				\$0
389.00 BEGINNING FUND BALANCE (Note B)	\$35,562	\$35,394		\$35,394
TOTAL REVENUES	\$57,421	\$55,230	\$2,244	\$57,474

EXPENDITURES:	Adopted FY 20 BUDGET	ACTUAL	PROJECT	TOTAL
31.00 PROFESSIONAL SERVICES				\$0
32.00 ACCOUNTING AND AUDITING				\$0
34.00 OTHER CONTRACTUAL SERVICES				\$0
40.00 TRAVEL AND PER DIEM				\$0
41.00 COMMUNICATION SERVICES	\$46		\$46	\$46
42.00 TRANSPORTATION SERVICES				\$0
43.00 UTILITY SERVICES	\$3,480	\$1,226	\$894	\$2,120
44.00 RENTALS AND LEASES				\$0
45.00 INSURANCE	\$2,250	\$1,681	\$200	\$1,881
46.00 REPAIR AND MAINTENANCE	\$16,641	\$11,083	\$4,600	\$15,683
47.00 PRINTING AND BINDING	\$150			\$0
49.00 OTHER CHARGES AND OBLIGATIONS	\$1,200	\$317	\$774	\$1,091
51.00 OFFICE SUPPLIES	\$100			\$0
52.00 OPERATING SUPPLIES	\$0	\$0		\$0
54.00 BOOKS AND PUBLICATIONS				\$0
TOTAL OP EXPENDITURES	\$23,867	\$14,308	\$6,514	\$20,822

CAPITAL OUTLAY	Adopted FY 20 BUDGET	ACTUAL	PROJECT	TOTAL
61.00 LAND				\$0
62.00 BUILDINGS				\$0
63.00 IMPROVEMENTS				\$0
64.00 MACHINERY AND EQUIPMENT				\$0
TOTAL CAPITAL OUTLAY	\$0	\$0	\$0	\$0

DEBT SERVICE	Adopted FY 20 BUDGET	ACTUAL	PROJECT	TOTAL
71.00 PRINCIPAL				\$0
72.00 INTEREST				\$0
73.00 OTHER DEBT SERVICE COSTS				\$0
TOTAL DEBT SERVICE	\$0	\$0	\$0	\$0

ESTIMATING FUND BALANCE

NON-OPERATING	Adopted FY 20 BUDGET	ACTUAL	PROJECT	TOTAL
90.93 BUDGET TRANSFERS (Note C)	\$910	DO NOT USE		
90.99 RESERVE FOR FUTURE CAPITAL (Note C)	\$30,369			
90.99 RESERVE FOR CONTINGENCY (Note C)	\$2,275			
TOTAL NON-OPERATING	\$33,554			
TOTAL EXPEND AND NON-OPERATING	\$57,421	\$14,308	\$6,514	\$20,822

SUMMARY OF FY 19 FUND BALANCE	ACTUAL	PROJECT	TOTAL
FY 19 REVENUE: TOTAL =	\$55,230	\$2,244	\$57,474
MINUS: FY 19 EXPENDITURES: TOTAL =	\$14,308	\$6,514	\$20,822
ESTIMATED FUND BALANCE =	\$40,922	-\$4,270	\$36,652

NOTES:

- (A) In "ACTUAL" column, use actual amount deposited to district account by Tax Collector's Office.
- (B) In "ACTUAL" column, enter the total fund balance amount from FY 17 Annual Financial Report. This includes all amounts even those reserved for capital projects.
- (C) There can be NO direct expenditures from any of these categories.