

FY 16 Special District Budget Package Cover Sheet

DISTRICT NAME: VALRICO MANOR		DATE: 7/23/2015	
CONTACT PERSON and E-Mail Address: BARBARA BURGMAN - CARLA HUNEKE		DAYTIME PHONE NUMBER	
E-mail: valricomanor@hotmail.com		(813) 695-1974 - (813) 684-0550	

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

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

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

Tampa Bay Times

Published Daily

STATE OF FLORIDA }
COUNTY OF Hillsborough County ss

Before the undersigned authority personally appeared Virginia Marshall who on oath says that he/she is Legal Clerk of the Tampa Bay Times a daily newspaper published at St. Petersburg, in Pinellas County, Florida; that the attached copy of advertisement, being a Legal Notice in the matter RE: PUBLIC NOTICE was published on Tampa Bay Times: 5/1/15. in said newspaper in the issues of Baylink Hillsborough

Affiant further says the said Tampa Bay Times is a newspaper published in St. Petersburg, in said Pinellas County, Florida and that the said newspaper has heretofore been continuously published in said Pinellas County, Florida, each day and has been entered as a second class mail matter at the post office in St. Petersburg, in said Pinellas 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

Virginia M Marshall

Signature of Affiant

Sworn to and subscribed before me this 05/01/2015.

Joseph J Fish

Signature of Notary Public

Personally known or produced identification

Type of identification produced _____

PUBLIC NOTICE
The Valrico Manor Special Dependent Taxing District is conducting a public budget hearing for the purpose of hearing public comment regarding its proposed FY16 budget. The proposed assessment is \$125 per improved parcel of residential property. The trustees will vote on the budget and assessment rate. The hearing will be conducted at 316 Regal Park Drive., Valrico, FL 33594, at 12:30 p.m. on Saturday, May 16, 2015 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, please call Samuel Burgman, Valrico Manor Special Dependent District, at (813) 597-3583.
(125534) 5/1/2015



JOSEPH F. FISH
NOTARY PUBLIC
STATE OF FLORIDA
Comm# FF116052
Expires 6/23/2018

**Valrico Manor Special Dependent Tax District
PUBLIC BUDGET HEARING
MAY 16, 2015**

The Public Budget Hearing of the Valrico Manor Special Dependent Tax District was called to order at 12:30 p.m. at 316 Regal Park Drive, Valrico FL 33594 by the President. Trustees in attendance were Samuel Burgman, Barbara Burgman, Edna Philippus, Dan Philippus, Jack Philippus and Robert Huneke. Trustee Carla Huneke. Resident Obed Cruz, 316 Laxton Lane, Valrico FL 33594 was present.

ESTIMATING FUND BALANCE

All members reviewed the Estimating Fund Balance form which already included the approved FY15 budget plus actual total amounts used to date for each budget item. A draft of this form was used to develop the proposed FY16 Budget that was advertised on the County's website. The Board has been trying for some time now to find the last company who repaired holes and sealed the walking track as more repairs are needed. Trustee Dan Philippus states that the company is out of business and has found another company. One of the repairs is quite pressing as tree roots has completely broken up a section of the track. The Company, George's Paving, 319 N. Kings Ave., Brandon FL 33510, (813) 655-1280 gave the board two options. Trustee Robert Huneke motioned that the Estimating Fund Balance Form be accepted as presented with an adjustment to 46.00 Repair and Maintenance projected spending be increased by \$750.00 to allow for the repair of the most damaged portion of the walking track now. The motion was seconded by Trustee Barbara Burgman and all members approved 6-0.

FY15 PROJECTS/IMPROVEMENTS

Complete repair of the entire walking track and reseal. Option presented by Trustee Dan Philippus from George's Paving. This will repair the remainder of the track where tree roots are raising the pavement; add pavement over the existing pavement which is much too thin and worn; repair of new potholes and level out low areas for the amount of \$6,400. The motion was made by Trustee Barbara Burgman to accept this bid from George's Paving and set aside \$6,500 for this project. The motion was seconded by Trustee Robert Huneke and all members approved 6-0.

NON-AD VALOREM ASSESSMENT RATE

After a small discussion, Trustee Barbara Burgman motioned that the Non-Ad Valorem Assessment Rate for 2015 be set at \$125.00 per improved parcel of property for the purpose of providing funds for the operation of the District to include maintenance and repair of all common areas and equipment, to include a private park. Trustee Edna Philippus seconded the motion and all members approved 6-0.

FY16 BUDGET REVIEW/APPROVAL

Trustee Barbara Burgman presented the finalized version of the proposed budget for FY16. The Proposed Budget was changed to come in line with the minor change made in the Estimating Beginning Fund Balance form. The Beginning Fund Balance changed from \$8,100 to \$7,350. An adjustment was made to account 46.00 Repair and Maintenance and changed the amount from \$20,530 to \$13,380, and adding \$6,500 to account 63.00 Improvements. Trustee Barbara Burgman motioned that the proposed budget with recommended adjustments be adopted as presented. Trustee Dan Philippus seconded the motion and all members approved 6-0. The approved budget is part of the Budget Package.

RESOLUTION

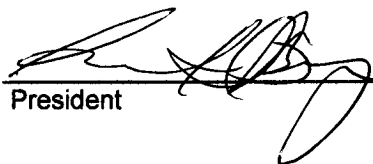
Trustee Barbara Burgman motioned that the Board adopt the Resolution fixing the Special Assessment for the year 2015 at \$125.00 and the approved FY16 Budget. Trustee Edna Philippus seconded the motion and all members approved 6-0.

OTHER

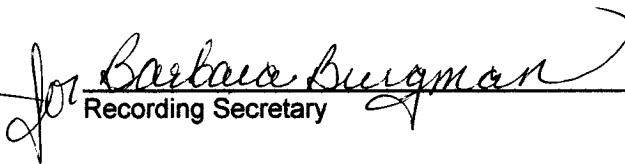
FYI – Resident guest, Obed Cruz, expressed a desire to become a member of the board. This will be addressed at the Boards next regular meeting.

ADJOURNMENT

There being no further business to discuss, Trustee Dan Philippus motioned that the Budget Hearing be adjourned, Trustee Robert Huneke seconded the motion and all members approved 6-0. The meeting was adjourned at 1:35 p.m.



President



Recording Secretary

RESOLUTION FIXING SPECIAL ASSESSMENT FOR THE YEAR 2015

Upon the motion by Trustee Barbara Burgman, seconded by Trustee Edna Philippus the following Resolution was adopted by 6 votes to 0 vote.

WHEREAS, THE VALRICO MANOR SPECIAL DEPENDENT DISTRICT is a special dependent district duly established and operating pursuant to Ordinance #09-37; and,

WHEREAS, Ordinance #09-37 provided that the Board of Trustees of The VALRICO MANOR SPECIAL DEPENDENT DISTRICT has the right, power and authority to levy a special assessment against IMPROVED RESIDENTIAL PROPERTY in the district for the purpose of maintaining and improving common and public property and,

WHEREAS, the Board of Trustees of THE VALRICO MANOR SPECIAL DEPENDENT DISTRICT has determined that the assessment for the year 2015 shall be in the amount of \$125.00; and,

WHEREAS, the Board of Trustees of THE VALRICO MANOR SPECIAL DEPENDENT DISTRICT has had a duly advertised public hearing on the 1st day of MAY 2015; and,

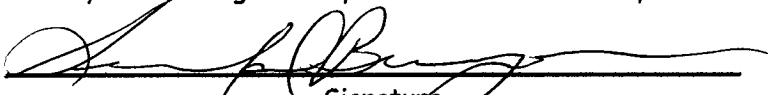
WHEREAS, the Board of Trustees of THE VALRICO MANOR SPECIAL DEPENDENT DISTRICT has presented the proposed assessment and proposed budget to the residents of THE VALRICO MANOR SPECIAL DEPENDENT DISTRICT at the public hearing; and,

WHEREAS, the Board of Trustees of THE VALRICO MANOR SPECIAL DEPENDENT DISTRICT has heard discussion and comments from the residents.

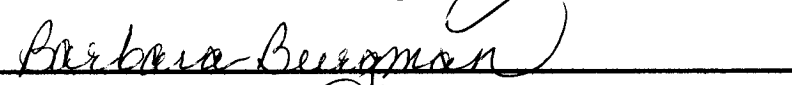
NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE VALRICO MANOR SPECIAL DEPENDENT DISTRICT, THIS 16TH DAY OF MAY 2015;

1. That the above recitation of findings of fact is hereby incorporated into this Resolution;
2. The Board of Trustees of THE VALRICO MANOR SPECIAL DEPENDENT DISTRICT approves the proposed budget for FY 16.
3. The Board of Trustees of THE VALRICO MANOR SPECIAL DEPENDENT DISTRICT approves the proposed assessment of \$ 125.00 for 2015.
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:


Signature

ATTEST:


Signature

VALRICO MANOR

BUDGET CATEGORIES	FY 16 BUDGET
REVENUES	
363.10 SPECIAL ASSESSMENTS	\$18,000
366.00 DONATIONS	
361.00 INTEREST	
TOTAL GROSS REVENUES	\$18,000
MINUS 5%	-\$900
PLUS:	
384.00 DEBT PROCEEDS	
389.90 EST BEGINNING FUND BALANCE	\$7,350
TOTAL REVENUES	\$24,450

EXPENDITURES:	FY 16 BUDGET
31.00 PROFESSIONAL SERVICES	
32.00 ACCOUNTING AND AUDITING	\$900
34.00 OTHER CONTRACTUAL SERVICES	
40.00 TRAVEL AND PER DIEM	
41.00 COMMUNICATION SERVICES	\$150
43.00 UTILITY SERVICES	\$750
44.00 RENTALS AND LEASES	
45.00 INSURANCE	\$1,400
46.00 REPAIR AND MAINTENANCE	\$13,380
47.00 PRINTING AND BINDING	\$40
49.00 OTHER CHARGES AND OBLIGATIONS	\$550
51.00 OFFICE SUPPLIES	\$60
52.00 OPERATING SUPPLIES	
54.00 BOOKS AND PUBLICATIONS	
TOTAL OP EXPENDITURES	\$17,230

CAPITAL OUTLAY	FY 16 BUDGET
61.00 LAND	
62.00 BUILDINGS	
63.00 IMPROVEMENTS	\$6,500
64.00 MACHINERY AND EQUIPMENT	
TOTAL CAPITAL OUTLAY	\$6,500

DEBT SERVICE	FY 16 BUDGET
71.00 PRINCIPAL	
72.00 INTEREST	
73.00 OTHER DEBT SERVICE COSTS	
TOTAL DEBT SERVICE	\$0

NON-OPERATING	FY 16 BUDGET
99.01 BUDGET TRANSFERS	\$720
99.02 RESERVE FOR FUTURE CAPITAL	
99.03 RESERVE FOR CONTINGENCY	
TOTAL NON-OPERATING	\$720
TOTAL EXPEND AND NON-OPERATING	\$24,450

Revenues Minus Expenditures Equals **\$0**

BACKUP SCHEDULES
 Show in the area below, how line items are calculated:

363.10 \$125 Non-Ad Valorem Assessments for 144 improved residential properties for \$18,000.

366.00 DONATIONS

361.00 INTEREST

31.00 PROFESSIONAL SERVICES

32.00 \$900 for CPA assistance with Financial Statements for Yr ending 9/30/2015.

34.00 OTHER CONTRACTUAL SERVICES

40.00 TRAVEL AND PER DIEM

41.00 \$150 for postage stamps to mail district business and notifications to residents/owners.

43.00 \$750 for monthly electrical rate to Tampa Electric for Park Light.

44.00 RENTALS AND LEASES

45.00 \$1400 Public Official Bonds@\$103eaX3, remainder for liability ins on playground.

46.00 \$13,380 for lawn/landscaping maint contract and repair/maint on equipment and commons.

47.00 \$40 for printing of notices to residents/owners.

49.00 \$550 for Sp District Fee; Property Taxes on Playground, Bank Svc Charges; Legal Ads.

51.00 \$60 for printer paper, envelopes, printer ink cartridges.

52.00 OPERATING SUPPLIES

54.00 BOOKS AND PUBLICATIONS

71.00 PRINCIPAL

72.00 INTEREST

73.00 OTHER DEBT SERVICE COSTS

99.01 \$720 for budget transfers

99.02 RESERVE FOR FUTURE CAPITAL

99.03 RESERVE FOR CONTINGENCY

CAPITAL PROJECT AND OUTLAY INFORMATION FORM

NAME OF DISTRICT: Valrico Manor

DATE: 5/16/2015

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

=====

NAME OF PROJECT OR EQUIPMENT: Repair and Buildup of Walking Track in Playground

DESCRIPTION: Cut out tree roots that are damaging walking track in playground, repair new potholes and level out low areas, overlay an additional 1" layer of pavement (existing pavement is too thin) over existing pavement, reseal.

EXPENSE CATEGORY: 63.00

IS PROJECT UNDERWAY: YES _____ NO X IF YES, BEGINNING DATE _____
ESTIMATED END DATE _____
% COMPLETE _____

IF NO, EST BEGINNING DATE 1/31/2016
ESTIMATED END DATE 5/31/2016

TOTAL ESTIMATED COST: \$6,500

=====

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

DISTRIC T: VALRICO MANOR
 PERIOD ENDING: SEP 30 2015

BUDGET CATEGORIES	Adopted FY 15 BUDGET	ACTUAL	PROJECT	TOTAL
REVENUES				
363.10 SPECIAL ASSESSMENTS (Note A)	\$18,000	\$15,927	\$2,073	\$18,000
366.00 DONATIONS				\$0
361.00 INTEREST				\$0
TOTAL GROSS REVENUES	\$18,000	\$15,927	\$2,073	\$18,000
MINUS 5%	-\$900			
PLUS:				
384.00 DEBT PROCEEDS				\$0
389.00 BEGINNING FUND BALANCE(Note B)	\$5,086	\$3,070		\$3,070
TOTAL REVENUES	\$22,186	\$18,997	\$2,073	\$21,070

EXPENDITURES:	Adopted FY 15 Budget	ACTUAL	PROJECT	TOTAL
31.00 PROFESSIONAL SERVICES				\$0
32.00 ACCOUNTING AND AUDITING	\$900	\$800	\$0	\$800
34.00 OTHER CONTRACTUAL SERVICES	\$900	\$0	\$0	\$0
40.00 TRAVEL AND PER DIEM				\$0
41.00 COMMUNICATION SERVICES	\$150	\$79	\$70	\$149
42.00 TRANSPORTATION SERVICES				\$0
43.00 UTILITY SERVICES	\$750	\$453	\$250	\$703
44.00 RENTALS AND LEASES				\$0
45.00 INSURANCE	\$1,400	\$1,073	\$304	\$1,377
46.00 REPAIR AND MAINTENANCE	\$16,736	\$6,302	\$3,870	\$10,172
47.00 PRINTING AND BINDING	\$40	\$0	\$20	\$20
49.00 OTHER CHARGES AND OBLIGATIONS	\$550	\$389	\$70	\$459
51.00 OFFICE SUPPLIES	\$40	\$0	\$40	\$40
52.00 OPERATING SUPPLIES				\$0
54.00 BOOKS AND PUBLICATIONS				\$0
TOTAL OP EXPENDITURES	\$21,466	\$9,096	\$4,624	\$13,720

CAPITAL OUTLAY	Adopted FY 16 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 15 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

NON-OPERATING	Adopted FY 15 BUDGET	ACTUAL	PROJECT	TOTAL
90.93 BUDGET TRANSFERS (Note C)	\$720			
90.99 RESERVE FOR FUTURE CAPITAL (Note C)				
90.99 RESERVE FOR CONTINGENCY (Note C)				
TOTAL NON-OPERATING	\$720			
TOTAL EXPEND AND NON-OPERATING	\$22,186	\$9,096	\$4,624	\$13,720

DO NOT USE

SUMMARY OF FY 14 FUND BALANCE	ACTUAL	PROJECT	TOTAL
FY 14 REVENUE: TOTAL =	\$18,997	\$2,073	\$21,070
MINUS: FY 14 EXPENDITURES: TOTAL =	\$9,096	\$4,624	\$13,720
ESTIMATED FUND BALANCE =	\$9,901	-\$2,551	\$7,350

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 14 audited financial statement. This includes all amounts even those reserved for capital projects.
- (C) There can be NO direct expenditures from any of these categories.

HILLSBOROUGH COUNTY SPECIAL DISTRICT INFORMATION FORM

District Name: Valrico Manor Special Dependent Taxing District
District E-Mail: valricomanor@hotmail.com

District Mailing Address: 415 Regal Park Drive, Valrico FL 33594 **Phone Number:** (813) 684-0550

President's Name: Robert Huneke
Registered Agent and Mailing Address: Robert Huneke
 415 Regal Park Drive, Valrico FL, Cell (813) 267-3595

SEAT #	TRUSTEE NAME	ADDRESS	PHONE #	BOARD OFFICE	TERM
VM1	Vacant				9/16
VM2	Robert Huneke	415 Regal Park Drive	684-0550	President	9/16
VM3	Edna Philippus	316 Regal Park Drive	684-9455	Secretary	9/16
VM4	Dan Philippus	316 Regal Park Drive	684-3676	Vice President	9/16
VM5	Carla Huneke	415 Regal Park Drive	684-0550	Treasurer	9/18
VM6	Jack Philippus	316 Regal Park Drive	684-3676		9/18
VM7	Vacant				9/18
		All addresses Valrico FL 33594			

Send this FORM and MINUTES of meeting where change in trustees took place to:

- Business and Support Services
 26th Floor, County Center
 P.O. Box 1110
 Tampa, Florida 33601
- Supervisor of Elections
 601 E. Kennedy Blvd., 16th Floor
 Tampa, Florida 33602

Send only this FORM to:

- Hillsborough County Tax Collector
 Attn: QAS Dept
 2506 N Falkenburg Road
 Tampa, Florida 33619
- Department of Economic Opportunity
 Division of Community Development
 Special District Information Program
 107 E. Madison Street, MSC-400
 Tallahassee, Florida 32399-6508

3. Hillsborough County Property Appraiser
 Attn: Tracy Torres
 601 E. Kennedy, 16th Floor
 Tampa, Florida 33602

Signature of Person Completing Form **Date**

Barbara Beggeman 7/23/2015