



**LLW**

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Reply to: Jacksonville  
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March 17, 2021

Cheryl Brown  
Director / Council Secretary  
City of Jacksonville  
117 W. Duval Street, Suite 425  
Jacksonville, FL 32202

Kim Taylor  
Office of the Council Auditor  
City of Jacksonville  
117 W. Duval Street, Suite 200  
Jacksonville, FL 32202

Re: The Millers Creek Special District Proposed Budget for 2021/2022 Fiscal Year

Dear Ms. Brown and Ms. Taylor:

In accordance with Ordinance 2010-725-E, please find enclosed the District's proposed budget for Fiscal Year 2021/2022 for purposes of disclosure and information only. Please contact me at (904) 353-6410 should you have any questions regarding the enclosed.

Sincerely,

Wayne E. Flowers

WEF/dr  
Enclosure

c: Jonathan Wright

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MAR 22 2021

**CITY COUNCIL  
JACKSONVILLE, FLORIDA**

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**Exhibit "A"**  
**The Millers Creek Special District**  
**Ordinance 2014-700-E**  
**Proposed Budget for the 2021/2022 Fiscal Year**

**REVENUES**

Category	Subject	Projected Revenue
160.100	Projected Assessment Revenue by 6/30/2022	\$81,024.96
	\$3000 per homeowner X 29 homeowners = \$87,000 \$87,000 - 3.5% (City of Jacksonville Collection of Assessments) = \$83,955.00 Discount if assessment is received early; discount is 4.0%, 3.0%, 2.0% Average collection from 2017, 2018, 2019, 2020 = \$81,024.96	
160.101	Interest Income	\$100.00
160.105	City Of Jacksonville - Capital Improvement Program (12.5% of project cost)	\$0.00
		\$81,124.96

**EXPENDITURES**

Category	Subject	Projected Cost
160.200	Promotional & Legal Advertising - Publication fees	\$3,000.00
160.300	Accounting and Audit Fees	\$4,120.00
160.500	Engineering Fees - Engineering Consultant & Testing Fees	\$0.00
160.700	Insurance Expense	\$2,663.76
160.800	Intuit Software	\$300.00
160.900	Laboratory Sampling Analysis	\$0.00
160.110	Legal Fees/Service	\$10,000.00
160.120	Office Supplies	\$200.00
160.130	Other Expense	\$200.00
160.140	P.O. Box	\$120.00
160.150	Postage & Freight Services	\$100.00
160.160	Printing	\$50.00
160.210	Administrative Services - Public Hearing	\$400.00
160.180	Communication services and Website Fees	\$0.00
160.190	Dredging/Marine - completed November 2020	\$0.00
160.300	Rentals and Leases	\$0.00
160.501	Dredging Permits	\$0.00
160.104	Bank Financing/Loan - Ameris Bank	\$57,600.00
160.170	Publications & Memberships Fees	\$175.00
160.503	Navigational Aids & Markers - completed November 2020	\$0.00
160.115	Grant Writer	\$2,000.00
	<b>Total Expenditures</b>	<b>\$80,928.76</b>

**RESERVE**

Category	Subject	Projected Reserve
160.102	Reserve (Carry over)	\$196.20

## **Exhibit "A"**

### **The Millers Creek Special District Ordinance 2014-700-E Budget Supplement Fiscal Year 2021/2022**

#### **REVENUES**

##### **160.100 Assessment**

The District will levy a non ad-valorem assessment in the amount of \$3,000 for each residential unit and each parcel with a canal access easement. From the Gross amount of the non ad-valorem assessment the following amounts are deducted: (1) Duval County Tax Collector and Property Assessor charges a fee for services rendered in the amount of 2.0% and 1.5%.

##### **Revenue Notes**

\$3000/residential unit X 29 residential units = Total collected \$87,000. Apply 3.5% charge for collections \$87,000 X 3.5% = \$3,045 fees. Give a revenue of \$87,000 - \$3,045 = \$83,955. There is also a discount if the funds are received early, the discount is 4.0% in November, 3.0% in December, 2.0% in January. The average collection 29 residential units has been \$81,024.96.

##### **160.101 Interest income**

Excess Funds will be invested in a non-interest bearing checking account at Ameris Bank.

##### **160.102 Reserve**

Reserves that carry over from FY 2021/2022.

##### **160.105 City of Jacksonville**

Capital Improvement Program – Approved and Adopted that COJ will pay 12.5% of the project cost up to \$275,000. Some funds were received in fiscal year 2019/2020 and 2020/2021

#### **EXPENDITURES**

##### **PROFESSIONAL**

##### **160.104 Bank Loan**

Bank loan to pay off the Dredging/Marine Contractor with Ameris Bank

##### **160.110 Legal Services**

The District's legal Counsel Lewis, Longman & Walker P.A. will provide general legal services to the District, including attendance of monthly meetings, review of agreements, contracts and resolutions.

##### **160.210 Administrative Services**

Other Administrative Expenses include fees charged to the District to record, document, and publish all Board of Supervisor meetings and public hearings held by the District.

### **160.300 Accounting and Audit Services**

The District is required by Florida Statutes to conduct an independent audit of its Financial records by an Independent Certified Public Accounting Firm. The District has Contracted Robert Thaggard CPA to conduct the annual financial audit.

### **160.115 Grant Writing**

The District will retain a grant writer to continue to write letters to see about getting a grant to help with the eco-restoration of Millers Creek.

## **ADMINISTRATIVE**

### **160.800 Intuit Software – Accounting Software**

The District has chosen to use Intuit Software to keep up with invoices and revenues for accounting purposes.

### **160.180 Communication Services**

Communication Services include fees required to host, develop and maintain the savemillerscreek.org website which provides online access to the District's official documents, including meeting minutes, agendas, reports, resolutions, etc.

### **160.150 Postage & Freight Services**

Postage includes mailing of notices to the District, overnight deliveries, correspondence, etc.

### **160.140 P.O. BOX**

The District decided to get a P.O. Box to receive mail and have an official mailing address for the bank.

### **160.300 Rentals and Leases**

Rentals are fees associated with renting public meeting rooms to hold public hearings, committee meetings, and general meetings as required by the District. The District is currently meeting at First Korean Baptist Church, Hilton Legal Group location and at Baker Design Build.

### **160.700 Insurance – General Liability**

The District's General Liability & Public Officials Errors and Omission Liability Insurance policy is with The Holmes Organisation of Florida, Inc.

### **160.160 Printing and Binding**

Printing and Binding include fees to print and bind the District's official documents, including meeting minutes, agendas, reports, resolutions, contracts, etc.

### **160.200 Promotional & Legal Advertising**

The District is required to advertise monthly Board of Supervisor Meetings, public hearings, and any services required to be advertised for public bidding, i.e. dredging contracts and other advertising that may be required in a newspaper of general circulation.

### **160.130 Other Expense and Charges**

This item includes any expenses not included in the other categories including Bank Fees & Charges

**160.170 Publications & Memberships**

Other Expenses include membership fees, dues and registration for government agencies, ie. Florida Department of Economic Development.

**160.120 Office Supplies**

The District will need supplies for meetings including paper, pens and presentation information.

**CANAL DREDGING OPERATIONS**

**160.190 Dredging/Marine Contractor**

Dredging was completed in fiscal year 2020/2021.

**160.400 Bathymetric/Marine Surveyor**

Completed

**160.900 Laboratory Sampling Analysis**

Completed

**160.501 Dredging Permits**

Completed

**160.502 Spoil Site Fees**

Completed

**160.503 Navigational Aids & Markers**

Completed

**160.500 Dredging/Marine Engineering Consultant**

Completed