

**RESOLUTION NO. 20-02**

**A RESOLUTION OF THE MILLERS CREEK SPECIAL DISTRICT,  
DUVAL COUNTY, FLORIDA, ADOPTING ITS BUDGET FOR FISCAL  
YEAR 2020-2021; PROVIDING AN EFFECTIVE DATE.**

WHEREAS, as provided in Ordinance No. 2014-700-E (“Ordinance”) , the Millers Creek Special District’s (“MCSD”) fiscal year begins on July 1 and ends on June 30; and

WHEREAS, pursuant to the Ordinance, the MCSD must submit its proposed budget for the ensuing fiscal year to the City Council of the City of Jacksonville for its review each year by April 1; and

WHEREAS, having reviewed its potential revenues and expenses for fiscal year 2020-2021, the Board of Supervisors (“Board”) of the MCSD is now prepared to adopt its budget for fiscal year 2020-2021.

NOW THEREFORE, Be it resolved by the Board of the MCSD that:

Section 1. The budget attached hereto as Exhibit “A” is adopted as the budget for the MCSD for fiscal year 2020-2021.

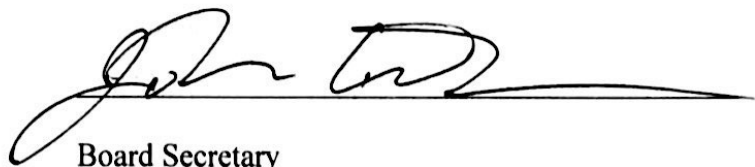
Section 2. This Resolution shall become effective upon adoption.

Adopted this 23rd day of March, 2020.



Michelle Wright  
Chair, Board of Supervisors

Attest:



Board Secretary

**Exhibit "A"**

**The Millers Creek Special District  
Ordinance 2014-700-E  
Budget Supplement  
Fiscal Year 2020/2021**

**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 has been \$78,231.00 for 28 residential units. For Fiscal year 2020/2021 we have added a 29<sup>th</sup> residential unit. So projected revenue will be \$78,231.00 + \$2793.96 = \$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 2020/2021.

**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. All funds were received in fiscal year 2019/2020

**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 2019/2020.

**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**

The Millers Creek Special District will maintain the channel makers for boaters once the dredging is completed.

**160.500 Dredging/Marine Engineering Consultant**

The District utilizes consultants to advise the Board on dredging services, dredging technology, and marine construction for bulkheads and breakwaters.

**Exhibit "A"**  
**The Millers Creek Special District**  
**Ordinance 2014-700-E**  
**Proposed Budget for the 2020/2021 Fiscal Year**

**REVENUES**

Category	Subject	Projected Revenue
160.100	Projected Assessment Revenue by 6/30/2021	\$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 4.0%, 3.0%, 2.0%  Average collection from 2017, 2018, 2019 = \$78,231.00 + (2,793.96 adding a property for fiscal year 20/21) = \$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	\$2,000.00
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	\$150.00
160.210	Administrative Services - Public Hearing	\$400.00
160.180	Communication services and Website Fees	\$0.00
160.190	Dredging/Marine - completed June 2020	\$0.00
160.300	Rentals and Leases	\$0.00
160.501	Dredging Permits	\$0.00
160.104	Bank Financing/Loan - Ameris Bank	\$53,400.00
160.170	Publications & Memberships Fees	\$175.00
160.503	Navigational Aids & Markers	\$2,000.00
160.115	Grant Writer	\$2,000.00
	<b>Total Expenditures</b>	<b>\$80,828.76</b>

**RESERVE**

Category	Subject	Projected Reserve
160.102	Reserve (Carry over)	\$296.20