

HARBOUR WATERWAY SPECIAL DISTRICT
Dependent Special District

11554 Starboard Drive, Jacksonville, Florida 32225-1015

March 31, 2024

Director / Council Secretary
Margaret M. "Peggy" Sidman
117 W. Duval Street, Suite 425
Jacksonville, FL. 32202

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

Re: Harbour Waterway Special District Proposed Budget for Fiscal Year July 1,
2024 to June 30, 2025

Dear Ms. Sidman and Ms. Taylor:

In accordance with Ordinance 2010 – 725 E, please find enclosed the District's proposed budget for Fiscal Year 2024 / 2025 for purposes of disclosure and information only. Should you have any questions regarding the enclosed, please contact Stanley Pipes at (904) 642-0097.

Sincerely,



Robert P. Birtalan
Supervisor and Secretary/Treasurer

Enclosures

**HARBOUR WATERWAY SPECIAL DISTRICT
Dependent Special District**

**Proposed Budget
Fiscal Year 2024 / 2025**

March 31, 2024

HARBOUR WATERWAY SPECIAL DISTRICT
FISCAL YEAR 2024 - 2025 BUDGET
CASH FLOW ANALYSIS

31-Mar-24

DESCRIPTION	ACTUAL FY 2022/23	ACTUAL + 4th QTR EST. FY 2023/24	PROPOSED FY 2024/25 BUDGET	VARIANCE
OPERATING REVENUES				
Carry Forward Surplus	\$ 2,965,438	\$ 2,967,557	\$ 2,100,306	\$ (867,251)
Net Assessments	\$ 212,689	\$ 208,492	\$ 209,500	\$ 1,008
- Tax Rebate - 50% refund on non-Ad Valorem Assessment	\$ (108,750)	\$ (105,000)	\$ (105,000)	\$ -
Spoil Site Disposal Fees	\$ 197,917	\$ -	\$ -	\$ -
Boat Slip License Fees	\$ 6,000	\$ 6,825	\$ 6,825	\$ -
Interest Income	\$ -	\$ 44,557	\$ 96,000	\$ 51,443
Misc Income - Refund of Legal Fees; refund of taxes	\$ 373	\$ 1,189	\$ -	\$ (1,189)
Total Revenues	\$ 3,273,667	\$ 3,123,620	\$ 2,307,631	\$ (815,990)
EXPENDITURES				
Professional Services				
Personnel Services includes temp labor	\$ 64,978	\$ 55,682	\$ 61,000	\$ 5,318
Federal Taxes; FICA; Unemployment Insurance	\$ 23,936	\$ 20,324	\$ 16,791	\$ (3,533)
Legal Services	\$ 13,182	\$ 16,924	\$ 14,400	\$ (2,524)
Administrative Services	\$ 2,250	\$ 1,800	\$ 1,800	\$ -
Accounting & Audit Services	\$ 8,470	\$ 6,900	\$ 7,650	\$ 750
Administrative				
Office Supplies & Postage	\$ 84	\$ 612	\$ 900	\$ 288
Rental - Meeting Room	\$ 300	\$ -	\$ -	\$ -
Communication Services - Web Hosting	\$ 255	\$ 286	\$ 286	\$ -
Legal & Promotional Advertising	\$ 208	\$ 200	\$ 200	\$ -
Other Administrative Expenses	\$ 2,243	\$ 887	\$ 926	\$ 39
Insurance - General Liability & Pollution	\$ 35,350	\$ 10,137	\$ 10,750	\$ 613
Publications and Memberships	\$ 925	\$ 2,175	\$ 2,175	\$ -
Property Taxes - Parcel 160259	\$ 14	\$ 5	\$ 5	\$ -
Interest Expense on Revenue Notes (See Note 2)	\$ 13,220	\$ 11,252	\$ 9,195	\$ (2,057)
Revenue Note Principal Payments	\$ 43,738	\$ 45,707	\$ 47,764	\$ 2,057
Total Professional & Administrative Expenditures	\$ 209,155	\$ 172,892	\$ 173,843	\$ 951
Canal Maintenance & Dredging Operations				
Dredging / Marine Contractor	\$ -	\$ -	\$ -	\$ -
Repair Bulkhead - COJ/JEA & Mill Cove Channel	\$ -	\$ -	\$ -	\$ -
Marine Surveyor	\$ -	\$ 18,340	\$ -	\$ (18,340)
Dredging Permits	\$ -	\$ -	\$ -	\$ -
Spoil Site Development Expenses	\$ 9,095	\$ 11,302	\$ 12,000	\$ 698
Reed Island Park & Recreation Development	\$ 1,848	\$ 334,344	\$ 77,500	\$ (256,844)
Navigational Aids & Markers	\$ 500	\$ -	\$ -	\$ -
Marine Engineering Consultant	\$ -	\$ -	\$ -	\$ -
Total Canal Maintenance & Dredging Operations	\$ 11,443	\$ 363,986	\$ 89,500	\$ (274,486)
Capital Expenditures				
Purchase Office Equipment - PC	\$ 6,179	\$ -	\$ -	\$ -
Purchase equipment as required	\$ -	\$ 84,503	\$ -	\$ (84,503)
Renovate Marina within the District	\$ 35,252	\$ 392,934	\$ 9,000	\$ (383,934)
Purchase parcels adjacent to HWSD	\$ 11,876	\$ -	\$ 25,000	\$ 25,000
Purchase Boat Slip License(s)	\$ 24,000	\$ -	\$ -	\$ -
Purchase Tax Certificates	\$ 8,205	\$ 9,000	\$ 7,500	\$ (1,500)
Total Capital Expenditures	\$ 85,512	\$ 486,437	\$ 41,500	\$ (444,937)
TOTAL EXPENDITURES	\$ 306,110	\$ 1,023,315	\$ 304,843	\$ (718,472)
EXCESS REVENUES / (EXPENDITURES)	\$ 2,967,557	\$ 2,100,306	\$ 2,002,788	\$ (97,518)

NOTES:

	2022 / 2023 Projected	2023 / 2024 Projected	2024 / 2025 Projected
1 Non Ad-Valorem Assessment			
Residential Parcels			
Parcels adjacent to Waterway	108 \$ 216,000	\$ 216,000	\$ 216,000
Easements	7 \$ 5,000	\$ 5,000	\$ 5,000
Other Parcels	14 \$ 5,000	\$ 5,000	\$ 5,000
Marina	1 \$ 4,000	\$ -	\$ -
TOTAL GROSS ASSESSMENTS	130 \$ 230,000	\$ 226,000	\$ 226,000
Less Early Payment Discount (avg 3.88%)	\$ (8,924)	\$ (8,814)	\$ (8,769)
Less PA and TC Discount (3.5%)	\$ (7,738)	\$ (7,602)	\$ (7,603)
Less Provision for Parcels in Default	\$ -	\$ -	\$ -
TOTAL NET NON AD-VALOREM ASSESSMENTS	\$ 213,338	\$ 209,584	\$ 209,628

2 Series 2018 Note is \$450,000 at 4.50% on a ten year term

3 Actual expenses and revenue thru March 31, 2023,
 April thru June expenses are forecasted.

**HARBOUR WATERWAY SPECIAL DISTRICT
BUDGET SUPPLEMENT
FISCAL YEAR 2024 / 2025**

REVENUES

325.200 Special Assessments

The District will continue to levy a non-ad valorem assessment in the gross amount of \$226,000 on all taxable parcels within the District to fund General Operating Expenditures. From the Gross Amount of the non-ad valorem assessment the following amounts are deducted: (1) Duval County offers an early payment discount which averaged 3.88% for FY 2024 / 2025; (2) The Duval County Tax Collector and Property Assessor charges a fee for services rendered in the amount of 2.0% and 1.5%, respectively. In 2020, HWSD added 16 parcels to the District of which at least 12 parcels will be assessed going forward.

As a result of the sale of excess capacity in the HWSD Spoil Site, the District refunded 50% of the non-ad valorem assessment from 2021 and 2023. The tax rebate program will continue as long as District continues to collect spoil site disposal fees in excess of the District's long-term needs.

362.000 Spoil Site Disposal Fees

HWSD offers disposal of dredge material in the HWSD spoil site to prospective special districts and homeowner associations in Duval County. HWSD sold 482,000 cubic yards of spoil material disposal to a local dredging contractor to service a number of their clients including Queens Harbour, Marsh Landing, Tarpon Cove Special District, St. Johns Landing Estates, and others. In addition, HWSD has signed a license agreement with Isle of Palms Special District in Duval County to deposit up to 300,000 cubic yards in the HWSD spoil site over the next fifteen years.

203.000 Revenue Notes

The District issued a Series 2018 Revenue Note totaling \$450,000 to refinance the outstanding balance of \$143,000 plus accrued interest on the Series 2012 & 2013 Revenue Notes to provide funds for projects. The Series 2018 Revenue Note was purchased by BB&T with a 10 year term at a 4.5% interest rate. The District used the surplus funds totaling \$305,085 to purchase approximately 44 acres of property from the City of Jacksonville to be used as a spoil site for dredging projects, perform maintenance on the spoil site, conduct dredging operations, and perform repairs to bulkheads owned by the District as required.

361.100 Interest Income

Excess Funds will be held in a non-interest bearing checking account at Truist Financial Corporation, "Truist", or invested with the Florida State Board of Administration.

Carry Forward Surplus

Excess Funds from prior years. The Carry Forward Surplus from FY 2023 / 2024 is projected to be \$2,100,306.

EXPENDITURES

PROFESSIONAL:

537.10 Personnel Services

The District employs a part time District Manager to run the day to day operations, manage the spoil site, manage Reed Island Park, operate and maintain a small marina, and manage eco restorations as required. Depending on the project, the District anticipates hiring part time employees for specific projects as needed.

537.311 Legal Services

The District's legal counsel, Wayne E. Flowers, will provide general legal services to the District, including attendance of monthly meetings, review of agreements, contracts, and resolutions.

537.312 Administrative Services

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

537.32 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 with John Howard & Company, CPA to conduct the annual financial audit.

ADMINISTRATIVE:

537.41 Communication Services

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

537.42 Postage & Freight Services

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

537.44 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.

537.45 Insurance – General Liability & Workman's Comp

The District's General Liability, Public Officials Errors and Omission Liability Insurance policy is with Florida Municipal Insurance Trust (FMIT) a service provided by the Florida League of Cities, Inc. Workman's Comp Insurance is also with FMIT. In addition, Evanston Insurance Company provides pollution/site environmental insurance for the spoil site.

537.47 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.

537.48 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.

537.49 Other Current Charges

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

537.51 Office Supplies

This item includes any supplies required during the fiscal year, i.e. paper, file folders, labels, etc.

537.54 Publications & Memberships

Other Expenses include membership fees, dues and registrations for government agencies, i.e. Florida Department of Economic Development.

537.72 Debt Service Interest Expense

Interest charges on the Revenue Notes is based on the projected maximum outstanding balance for FY 2024 / 2025 equal to \$204,341. For FY 2024 / 2025, the annual accrued interest is equal to \$9,195.37.

203.900 Revenue Notes & Loans Payable

Principal Payments on the 2018 revenue note is on a (10) ten year term. Refer to the Amortization Schedule for payment schedule.

CANAL MAINTENANCE, DREDGING OPERATIONS, MARINA, AND REED ISLAND PARK:

537.301 Dredging / Marine Contractor

The HWSD 2019 Dredging Project began on September 25, 2019 and was completed on January 31, 2020. The District plans to perform a maintenance dredging project in 2024. The District has plans to perform maintenance on the existing 1,500 feet bulkhead structure at the mouth of the canal system as required.

537.302 Marine Surveyor

The District contracts with marine surveyors to determine the amount of silting occurring in the canal system and approach channels.

537.303 Dredging Permits

In order to perform dredging operations, the District is required to secure permits from the U.S. Army Corp of Engineers and the Florida Department of Environmental Protections.

537.304 Spoil Site Expenses

During dredging operations, silt is removed from the channel bottom and pumped to an upland spoil site. Expenses to deposit the spoil, to perform maintenance on the spoil site, and expenses to acquire an upland spoil site are included in this item.

537.305 Navigational Aids & Markers

The HWSD maintains channel markers along our approach channel to mark the dredged channel for boaters.

537.306 Dredging / Marine Engineering Consultant

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

537.307 HWSD Marina

The District owns and operates a Marina on the HWSD waterway, which will undergo renovations over the next year. The renovations will include a new bulkhead, upgraded security, new floating and fixed docks, and extending the boat ramp.

537.308 Reed Island Park

The District owns and operates a public 82-acre primitive nature park on the St. Johns River, which will undergo renovations over the next year. The renovations will include a new bulkhead, new floating and fixed docks, and picnic pavilions.