

CITY OF GREEN COVE SPRINGS CITY COUNCIL REGULAR SESSION

321 WALNUT STREET, GREEN COVE SPRINGS, FLORIDA
TUESDAY, JULY 20, 2021 – 7:00 PM



Anyone wishing to address the city council regarding any topic on this agenda is requested to complete a card available at the city clerk's desk. Speakers are respectfully requested to limit their comments to three (3) minutes.

The city council prohibits the use of cell phones and other electronic devices which emit an audible sound during all meetings with the exception of law enforcement, fire and rescue or health care providers on call. Persons in violation may be requested to leave the meeting

AGENDA

Invocation & Pledge of Allegiance to the Flag - **Chaplain Joseph Williams - CCSO**

Roll Call

Mayor to call on members of the audience wishing to address the Council on matters not on the Agenda.

CONSENT AGENDA

All matters under the consent agenda are considered to be routine by the city council and will be enacted by one motion in the form listed below. There will be no separate discussion on these items. If discussion is desired, that item will be removed from the consent agenda and will be considered separately. Backup documentation and staff recommendations have been previously submitted to the city council on these items.

1. City Council approval of Resolution No. R-11-2021, a Resolution relating to collection of Solid Waste and Recyclable Material within the Magnolia West Subdivision and related issues, including setting a Public Hearing for Final Proposed Solid Waste Service Assessments. **Marlena Guthrie**
2. City Council approval of Resolution No. R-10-2021, a Resolution estimating the cost of Stormwater Management Services provided by the City, determining certain tax parcels will be benefited thereby and related issues, including setting a Public Hearing for Final Proposed Stormwater Service Assessments. **Marlena Guthrie**
3. City Council approval of Resolution No. R-15-2021, a resolution authorizing Amendment No. 6 to the FDOT Traffic Signal Maintenance, and Compensation Agreement. Contract No. ARV47, for the period of July 1, 2021 through June 30, 2022 in the amount of \$36,184.00 and authorizing the City Manager to execute said Agreement. **Mike Null**
4. City Council approval of Land Dedication for new roadway adjacent to Ruby Street. **Michael Daniels**
5. City Council approval of Minutes from 5/18/2021 and 6/1/2021 Regular Sessions. **Erin West**

6. City Council approval to issue a purchase order in the amount of \$79,350.00 to Gresco for the purchase of 4/0 copper wire for the Magnolia Point Third Feed Project, Magnolia Point Underground Reconductor Project and for Inventory. *Scott Schultz*

COUNCIL BUSINESS

7. Establish Tentative Millage Rate for Fiscal Year 2021/2022. *Marlena Guthrie*
8. Lien Reduction Request For 314 Ruby St. *Michael Daniels*
9. City Manager and City Attorney Reports and/or Correspondence/Executive Summary Reports.
10. City Council Reports and/or Correspondence.

Adjournment

The City Council meets the first and third Tuesday of each month beginning at 7:00 p.m., unless otherwise scheduled. Meetings are held in City Hall at 321 Walnut Street. Video and audio recordings of the meetings are available in the City Clerk's Office upon request.

City may take action on any matter during this meeting, including items that are not set forth within this agenda.

Minutes of the City Council meetings can be obtained from the City Clerk's office. The Meetings are usually recorded, but are not transcribed verbatim for the minutes. Persons requiring a verbatim transcript may make arrangements with the City Clerk to duplicate the recordings, if available, or arrange to have a court reporter present at the meeting. The cost of duplication and/or court reporter will be at the expense of the requesting party.

Persons who wish to appeal any decision made by the City Council with respect to any matter considered at this meeting will need a record of the proceedings, and for such purpose 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 based. The City is not responsible if the in-house recording is incomplete for any reason.

ADA NOTICE

In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk's office no later than 5:00 p.m. on the day prior to the meeting.

PUBLIC PARTICIPATION:

Pursuant to Section 286.0114, Florida Statutes, effective October 1, 2013, the public is invited to speak on any "proposition" before a board, commission, council, or appointed committee takes official action regardless of whether the issue is on the Agenda. Certain exemptions for emergencies, ministerial acts, etc. apply. This public participation does not affect the right of a person to be heard as otherwise provided by law.

EXPARTE COMMUNICATIONS

Oral or written exchanges (sometimes referred to as lobbying or information gathering) between a Council Member and others, including staff, where there is a substantive discussion regarding a quasi-judicial decision by the City Council. The exchanges must be disclosed by the City Council so the public may respond to such exchanges before a vote is taken.



STAFF REPORT

CITY OF GREEN COVE SPRINGS, FLORIDA

TO: Regular Session **MEETING DATE:** July 20, 2021
FROM: Marlena Guthrie, Finance Director
SUBJECT: Consider adoption of Resolution No. R-11-2021, a Resolution relating to collection of Solid Waste and Recyclable Material within the Magnolia West Subdivision and related issues, including setting a Public Hearing for Final Proposed Solid Waste Service Assessments.

BACKGROUND

The City has previously adopted Ordinance No. O-04-2016, and a copy of such Ordinance is attached hereto. This Assessment Resolution is a required legal step in the process for assessing and collecting non-ad valorem solid waste assessments on all non-exempt residential property within the Magnolia West subdivision. This will be our sixth annual assessment.

Staff recommends setting the Public Hearing for Tuesday, September 7, 2021 at 7:00 p.m.

FISCAL IMPACT

The City should be able to collect a very high percentage of our current \$228 yearly Solid Waste Service Assessment on each residential parcel within Magnolia West. On an annual basis we estimate \$119,700 will be collected from Magnolia West by this method.

RECOMMENDATION

Approve Resolution No. R-11-2021, a Resolution relating to collection of Solid Waste and Recyclable Material within the Magnolia West Subdivision and related issues, and setting a Public Hearing for Tuesday, September 7, 2021 at 7:00 p.m.

RESOLUTION NO. R-11-2021

A RESOLUTION OF THE CITY OF GREEN COVE SPRINGS, FLORIDA, RELATING TO THE COLLECTION OF SOLID WASTE AND RECYCLABLE MATERIALS WITHIN THE MAGNOLIA WEST ASSESSMENT AREA IN THE CITY OF GREEN COVE SPRINGS, FLORIDA; DESCRIBING THE METHOD OF ASSESSING SOLID WASTE COSTS AGAINST RESIDENTIAL PROPERTY; DIRECTING THE CITY MANAGER TO PREPARE OR DIRECT THE PREPARATION OF A SOLID WASTE ASSESSMENT ROLL; AUTHORIZING A PUBLIC HEARING FOR THE PROPOSED SOLID WASTE SERVICE ASSESSMENTS AND DIRECTING THE PROVISION OF NOTICE THEREOF; PROVIDING FOR COLLECTION; AND PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GREEN COVE SPRINGS, FLORIDA, AS FOLLOWS:

SECTION 1. AUTHORITY. This Resolution is adopted pursuant to the provisions of Ordinance No. O-04-2016, as codified in Article VII, Chapter 78 of the Green Cove Springs Code of Ordinances (the "Code"), Resolution No. R-09-2016, as amended (the "Initial Assessment Resolution"), Resolution No. R-14-2016 (the "Final Assessment Resolution"), Article VIII, Section 2(b), Florida Constitution, sections 166.021 and 166.041, Florida Statutes, the City Charter of the City of Green Cove Springs, and other applicable provisions of law.

SECTION 2. PURPOSE AND DEFINITIONS.

(A) This Resolution constitutes the Preliminary Rate Resolution as defined in Section 78-167 of the Code which initiates the annual process for updating the Solid Waste Assessment Roll and directs the reimposition of Solid Waste Assessments for the Fiscal Year beginning October 1, 2021.

(B) All capitalized words and terms not otherwise defined herein shall have the meanings set forth in Sections 78-167 and 66-1 of the Code, the Initial Assessment Resolution, as amended, and the Final Assessment Resolution.

(C) Unless the context indicates otherwise, words imparting the singular number, include the plural number, and vice versa; the terms "hereof," "hereby," "herein," "hereto," "hereunder" and similar terms refer to this Resolution; and the term "hereafter" means after, and the term "heretofore" means before, the effective date of this Resolution. Words of any gender include the correlative words of the other genders, unless the sense indicates otherwise.

SECTION 3. LEGISLATIVE DETERMINATIONS. The legislative determinations embodied in Section 78-164 of the Code, the Initial Assessment Resolution, as amended, and the Final Assessment Resolution are affirmed and incorporated herein by reference.

SECTION 4. PROVISION OF SOLID WASTE AND RECYCLABLE MATERIALS COLLECTION; DETERMINATION OF SOLID WASTE COST; ESTABLISHMENT OF SOLID WASTE SERVICE ASSESSMENTS.

(A) The Solid Waste Cost to be assessed and apportioned among benefited parcels for the Fiscal Year beginning October 1, 2021, is \$119,700.00. The approval of this Preliminary Rate Resolution determines the amount of the Solid Waste Cost. The remainder of such Fiscal Year budget for Solid Waste and Recyclable Materials collection services, facilities, and programs shall be funded from available City revenue other than Solid Waste Service Assessments.

(B) For the Fiscal Year in which Solid Waste Service Assessments for Solid Waste and Recyclable Materials collection services, facilities, and programs are imposed, the Solid Waste Cost shall be allocated among all Tax Parcels of Residential Property, based upon each parcels' classification as Residential Property and the number of Dwelling Units for such parcels.

(C) A rate of assessment equal to \$228.00 for each Dwelling Unit on each Tax Parcel of Residential Property within the Magnolia West Assessment Area for Solid Waste and Recyclable Materials collection services, facilities, and programs is hereby approved for the Fiscal Year beginning October 1, 2021.

(D) The rate of the Solid Waste Service Assessments established in this Preliminary Rate Resolution shall be the rates applied by the City Manager in the preparation of the updated Solid Waste Assessment Roll for the Fiscal Year commencing October 1, 2021, as provided in Section 5 of this Preliminary Rate Resolution.

(E) Upon the imposition of Solid Waste Assessments for Solid Waste and Recyclable Materials collection services, facilities, and programs against Residential Property located within the Magnolia West Assessment Area, the City shall provide Solid Waste and Recyclable Materials collection services, facilities, and programs to such Residential Property. All or any portion of the Solid Waste Cost to provide such Solid Waste and Recyclable Materials collection services, facilities, and programs shall be funded from proceeds of the Solid Waste Service Assessments. The remaining cost, if any, required to provide Solid Waste and Recyclable Materials collection services, facilities, and programs shall be funded by legally available City revenues.

(F) The Magnolia West Assessment Area created in Section 4 of the Initial Assessment Resolution, as amended by Section 3 of the Final Assessment Resolution, is hereby confirmed and established as the service area for the Fiscal year beginning on October 1, 2021, and it is hereby ascertained, determined, and declared each parcel of Residential Property located within the Magnolia West Assessment Area will be benefited by the City's provision of Solid Waste and Recyclable Materials collection services, facilities, and programs in an amount not less than the Solid Waste Service Assessment imposed against such parcel, computed in the manner set forth in this Preliminary Rate Resolution

SECTION 5. SOLID WASTE ASSESSMENT ROLL.

(A) The City Manager is hereby directed to prepare, or direct the preparation of, the updated Solid Waste Assessment Roll for the Fiscal Year beginning October 1, 2021, in the manner provided in Section 78-204 of the Code.

(B) Such updated Solid Waste Assessment Roll shall contain the following: (1) a summary description of all Residential Property within the Magnolia West Assessment Area conforming to the description contained on the Tax Roll; (2) the name and address of the Owner of each Tax Parcel as shown on the Tax Roll, if available; (3) the number of Dwelling Units attributable to the Tax Parcel; and (4) the amount of the Solid Waste Service Assessment for Solid Waste and Recyclable Materials collection services, facilities, and programs.

(C) The updated Solid Waste Assessment Roll shall be open to public inspection. The foregoing shall not be construed to require that the updated Solid Waste Assessment Roll be in printed form if the amount of the Solid Waste Service Assessment for each Tax Parcel can be determined by use of a computer terminal available to the public.

(D) It is hereby ascertained, determined, and declared that the foregoing method of determining the Solid Waste Service Assessments for Solid Waste and Recyclable Materials collection services, facilities, and programs (1) is a fair and reasonable method of apportioning the Solid Waste Cost among parcels of Residential Property; and (2) is an equitable and efficient mechanism to address payment delinquencies and recover funds advanced for Solid Waste and Recyclable Materials collection services, facilities, and programs which are allocable to the specific parcels of Residential Property.

SECTION 6. AUTHORIZATION OF PUBLIC HEARING. There is hereby established a public hearing to be held at 7:00 p.m. on September 7, 2021, in the City Council Chambers, City Hall, 321 Walnut Street, Green Cove Springs, Florida, for the purpose of (1) receiving and considering any comments on the Solid Waste Service Assessments from affected property owners; and (2) authorizing the imposition of such Solid Waste Service Assessments for Solid Waste and Recyclable Materials collection services, facilities, and programs and collection on the same bill as ad valorem taxes.

SECTION 7. NOTICE BY PUBLICATION. The City Clerk shall publish a notice, as required by Section 78-205 of the Code, in substantially the form attached hereto as Appendix A. Such notice shall be published not later than August 17, 2021 in a newspaper generally circulated in the City.

SECTION 8. NOTICE BY MAIL.

(A) If required by Section 78-209(f) of the Code, the City Manager shall provide notice by first class mail to the Owner of each Tax Parcel of Residential Property, as required by Section 78-206 of the Code, in substantially the form attached hereto as Appendix B. Such notices shall be mailed not later than August 17, 2021.

(B) For Tax Parcels with exempt "home addresses" pursuant to Section 119.071(4), Florida Statutes, the City Manager shall work with the Property Appraiser and/or Tax Collector for provision of notice.

SECTION 9. METHOD OF COLLECTION. The Solid Waste Service Assessments shall be collected from all Residential Property within the Magnolia West Assessment Area pursuant to the Uniform Assessment Collection Act as provided in Section 78-266 of the Code.

SECTION 10. EFFECTIVE DATE. This Preliminary Rate Resolution shall take effect immediately upon its adoption.

DONE AND RESOLVED BY THE CITY COUNCIL OF THE CITY OF GREEN COVE SPRINGS, FLORIDA, IN REGULAR SESSION THIS 20TH DAY OF JULY, 2021.

CITY OF GREEN COVE SPRINGS, FLORIDA

Edward Gaw, Mayor

ATTEST:

Erin West, City Clerk

APPROVED AS TO FORM ONLY:

L. J. Arnold, III, City Attorney

APPENDIX A
FORM OF NOTICE TO BE PUBLISHED

To Be Published by August 17, 2021

**NOTICE OF HEARING TO IMPOSE AND PROVIDE FOR
COLLECTION OF SOLID WASTE SERVICE NON-AD VALOREM ASSESSMENTS**

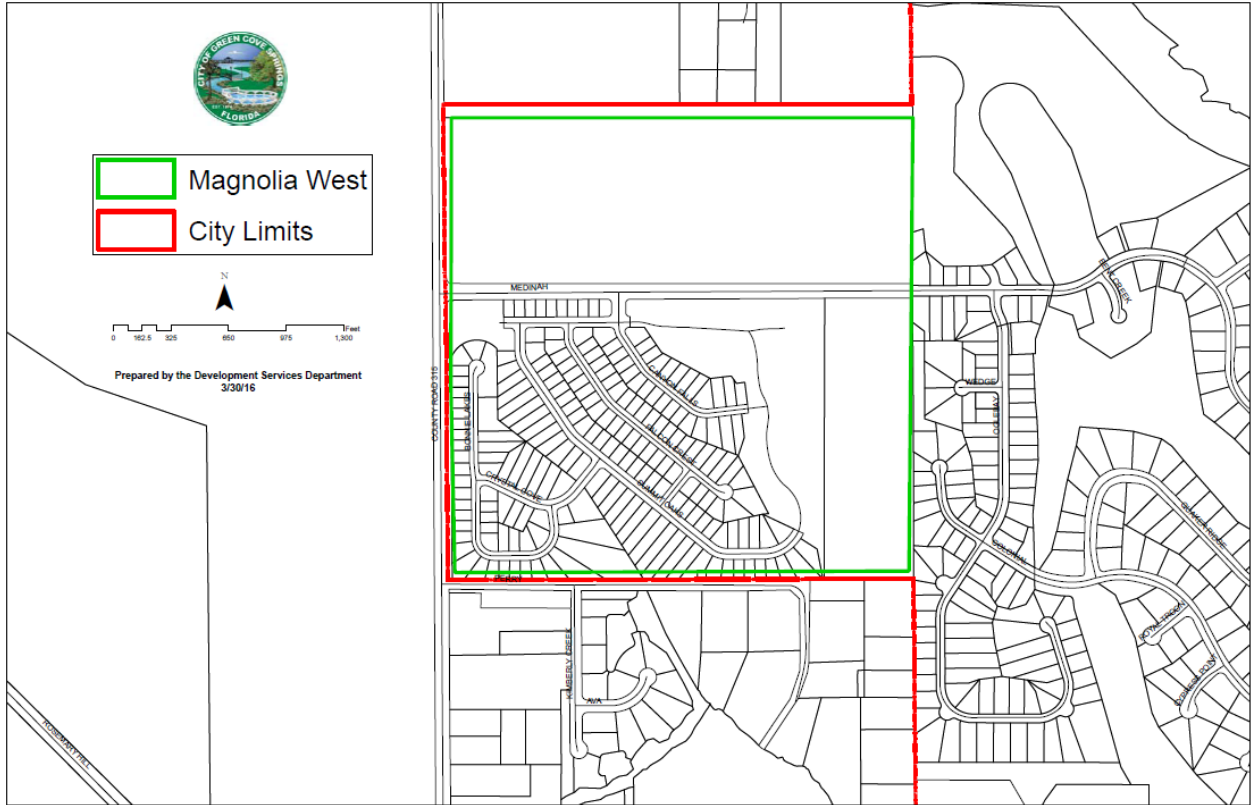
Notice is hereby given that the City Council of the City of Green Cove Springs, will conduct a public hearing to consider reimposing Solid Waste Service Assessments against certain improved residential properties located within the Magnolia West assessment area of the City, as shown below, for the fiscal year October 1, 2021 – September 30, 2022 and future fiscal years to fund the cost of solid waste and recyclable materials collection services, facilities, and programs, provided to such properties and to authorize collection of such assessments on the tax bill.

The hearing will be held at 7:00 p.m. on September 7, 2021, in the City Council Chambers, City Hall, 321 Walnut Street, Green Cove Springs, Florida, for the purpose of receiving public comment on the proposed assessments. All affected property owners have a right to appear at the hearing and to file written objections with the City Council within 20 days of this notice. If a person decides to appeal any decision made by the City Council with respect to any matter considered at the hearing, such person will need a record of the proceedings and may need to ensure that a verbatim record is made, including the testimony and evidence upon which the appeal is to be made. In accordance with the Americans with Disabilities Act, persons needing a special accommodation or an interpreter to participate in this proceeding should contact the City Clerk, Erin West, (904) 297-7500, ext. 3307, at least three (3) days prior to the meeting.

The Solid Waste Service Assessments will be generally computed by multiplying the number of dwelling units on each parcel by the rate of assessment. The rate of assessment for the upcoming fiscal year and future fiscal years shall be \$228.00 for each dwelling unit. Copies of the updated assessment roll, showing the amount of the assessment to be imposed against each parcel of property, and the legal documentation relating to the assessments are available for inspection at the office of the City Clerk, located at City Hall, 321 Walnut Street, Green Cove Springs, Florida.

The Solid Waste Service Assessments will be collected on the ad valorem tax bill to be mailed in November 2021, as authorized by section 197.3632, Florida Statutes. Failure to pay the assessment will cause a tax certificate to be issued against the assessed property which may result in a loss of title.

If you have any questions, please contact the City at (904) 297-7500, Monday through Thursday between 7:00 a.m. and 5:30 p.m.



City of Green Cove Springs

Erin West, City Clerk
321 Walnut Street
Green Cove Springs, FL 32043

Steve Kennedy, City Manager

APPENDIX B
FORM OF NOTICE TO BE MAILED

FORM OF NOTICE TO BE MAILED

******* NOTICE TO PROPERTY OWNER *******

**City of Green Cove Springs
321 Walnut Street
Green Cove Springs, Florida 32043-3441**

**CITY OF GREEN COVE SPRINGS, FLORIDA
NOTICE OF HEARING TO IMPOSE AND PROVIDE
FOR COLLECTION OF SOLID WASTE SERVICE
NON-AD VALOREM ASSESSMENTS
NOTICE DATE: AUGUST 17, 2021**

**Owner Name
Address
City, State Zip**

Tax Parcel # _____

As required by Section 197.3632, Florida Statutes, notice is given by the City of Green Cove Springs (the "City"), that an annual assessment for solid waste and recyclable materials collection services, facilities, and programs using the tax bill collection method, may be levied on your property for the fiscal year October 1, 2021 – September 30, 2022 and future fiscal years. The purpose of this assessment is to fund solid waste and recyclable materials collection services, facilities, and programs benefiting residential property located within the Magnolia West assessment area of the City. The total annual solid waste assessment revenue to be collected within the City, is estimated to be \$119,700.00. The annual solid waste service assessment is based on the number of residential dwelling units contained on each parcel of property. The rate of assessment for the upcoming fiscal year shall be \$228.00 for each dwelling unit.

The total number of residential dwelling units on the above parcel is _____.

The maximum solid waste service assessment for the above parcel is \$_____ for Fiscal Year 2021-22 and future fiscal years.

A public hearing will be held at 7:00 p.m. on September 7, 2021, in the City Council Chambers, City Hall, 321 Walnut Street, Green Cove Springs, Florida, for the purpose of receiving public comment on the proposed assessments. You and all other affected property owners have a right to appear at the hearing and to file written objections with the City Council within 20 days of this notice. If you decide to appeal any decision made by the City Council with respect to any matter considered at the hearing, you will need a record of the proceedings and may need to ensure that a verbatim record is made, including the testimony and evidence upon which the appeal is to be made. In accordance with the Americans with Disabilities Act, persons needing a special accommodation or an interpreter to participate in this proceeding should contact the City Clerk, Erin West, at least three (3) days prior to the meeting.

Unless proper steps are initiated in a court of competent jurisdiction to secure relief within 20 days from the date of City Council action at the above hearing (including the method of apportionment, the rate of assessment and the imposition of assessments), such action shall be the final adjudication of the issues presented.

Copies of the Master Service Assessment Ordinance, the Initial Assessment Resolution, the Final Assessment Resolution, the Preliminary Rate Resolution, and the updated assessment roll are available for inspection at the City Clerk's office, 321 Walnut Street, Green Cove Springs, Florida.

Both the solid waste service non-ad valorem assessment amount shown on this notice and the ad valorem taxes for the above parcel will be collected on the ad valorem tax bill mailed in November 2021. Failure to pay the assessment will cause a tax certificate to be issued against the property which may result in a loss of title.

If there is a mistake on this notice, it will be corrected. If you have any questions regarding your solid waste service assessment, please contact the City at (904) 297-7500, Monday through Thursday between 7:00 a.m. and 5:30 p.m.

******* THIS IS NOT A BILL *******

ORDINANCE NO. O-04-2016

AN ORDINANCE RELATING TO THE PROVISION OF SERVICES, FACILITIES, PROGRAMS AND LOCAL IMPROVEMENTS IN THE CITY OF GREEN COVE SPRINGS, FLORIDA; AUTHORIZING THE IMPOSITION AND COLLECTION OF ASSESSMENTS AGAINST PROPERTY WITHIN THE INCORPORATED AREA OF THE CITY OF GREEN COVE SPRINGS; PROVIDING CERTAIN DEFINITIONS AND DEFINING THE TERMS "ASSESSMENT," "SERVICE ASSESSMENT," AND "CAPITAL ASSESSMENT"; PROVIDING FOR THE CREATION OF ASSESSMENT AREAS; ESTABLISHING THE PROCEDURES FOR IMPOSING ASSESSMENTS; ESTABLISHING PROCEDURES FOR NOTICE AND ADOPTION OF ASSESSMENT ROLLS; PROVIDING FOR INCLUSION IN CHARTER PROVISION FOR ADOPTION OF RATES FOR MUNICIPAL SERVICES; PROVIDING THAT ASSESSMENTS CONSTITUTE A LIEN ON ASSESSED PROPERTY UPON ADOPTION OF THE ASSESSMENT ROLL; PROVIDING THAT THE LIEN FOR AN ASSESSMENT COLLECTED PURSUANT TO SECTIONS 197.3632 AND 197.3635, FLORIDA STATUTES, UPON PERFECTION SHALL ATTACH TO THE PROPERTY ON THE PRIOR JANUARY 1, THE LIEN DATE FOR AD VALOREM TAXES; PROVIDING THAT A PERFECTED LIEN SHALL BE EQUAL IN RANK AND DIGNITY WITH THE LIENS OF ALL STATE, COUNTY, DISTRICT, OR MUNICIPAL TAXES AND ASSESSMENTS AND SUPERIOR IN DIGNITY TO ALL OTHER PRIOR LIENS, MORTGAGES, TITLES, AND CLAIMS; AUTHORIZING EXEMPTIONS AND HARDSHIP ASSISTANCE; PROVIDING PROCEDURES FOR COLLECTION OF ASSESSMENTS; PROVIDING A MECHANISM FOR THE IMPOSITION OF ASSESSMENTS ON GOVERNMENT PROPERTY; AUTHORIZING THE ISSUANCE OF OBLIGATIONS SECURED BY ASSESSMENTS AND PROVIDING FOR THE TERMS THEREOF; PROVIDING THAT THE CITY'S TAXING POWER SHALL NOT BE PLEDGED; PROVIDING REMEDIES; DEEMING THAT PLEDGED REVENUES SHALL BE CONSIDERED TRUST FUNDS; PROVIDING FOR THE REFUNDING OF OBLIGATIONS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS AND CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.

NOW, THEREFORE, BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF GREEN COVE SPRINGS:

ARTICLE I

INTRODUCTION

SECTION 1.01. DEFINITIONS. As used in this Ordinance, the following words and terms shall have the following meanings, unless the context clearly otherwise requires:

"Annual Rate Resolution" means the Resolution described in Sections 3.08 and 4.08 hereof, approving an Assessment Roll for a specific Fiscal Year.

"Assessed Property" means all parcels of land included on the Assessment Roll that receive a special benefit from the delivery of the service, facility or program or provision of a Local Improvement identified in the Initial Assessment Resolution.

"Assessment" means a special assessment imposed by the City pursuant to this Ordinance to fund the Capital Cost or Project Cost, if obligations are issued, of Local Improvements or the Service Cost of services that provide a special benefit to property as a consequence of a logical relationship to the value, use, or characteristics of property identified in an Initial Assessment Resolution. The term "Assessment" shall include Capital Assessments and Service Assessments.

"Assessment Area" means any of the areas created by Resolution of the City Council pursuant to Section 2.01 hereof, that specially benefit from a Local Improvement or service, facility, or program.

"Assessment Roll" means the special assessment roll relating to an Assessment approved by a Final Assessment Resolution pursuant to Section 3.06 or Section 4.06 hereof or an Annual Rate Resolution pursuant to Section 3.08 or Section 4.08 hereof.

"Assessment Unit" means the unit or criteria utilized to determine the Assessment for each parcel of property, as set forth in the Initial Assessment Resolution. "Assessment Units" may include, by way of example only and not limitation, one or a combination of the following: front footage, platted lots or parcels of record, vested lots, land area, improvement area, equivalent residential connections, permitted land use, trip generation rates, rights to future trip generation capacity under applicable concurrency management regulations, property value or any other physical characteristic or reasonably expected use of the property that has a logical relationship to the Local Improvement or service to be funded from proceeds of the Assessment.

"Building" means any structure, whether temporary or permanent, built for support, shelter or enclosure of persons, chattel or property of any kind. This term shall include mobile homes or any vehicles serving in any way the function of a building.

"Building Permit" means an official document or certificate issued by the City, under the authority of ordinance or law, authorizing the construction or siting of any Building within the City. The term "Building Permit" shall also include set up or tie down permits for those structures or Buildings, such as a mobile home, that do not require a Building Permit in order to be constructed.

"Capital Assessment" means a special assessment imposed by the City pursuant to this Ordinance to fund the Capital Cost or Project Cost, if obligations are issued, of Local Improvements that provide a special benefit to property as a consequence of a logical relationship to the value, use, or characteristics of property identified in an Initial Assessment Resolution.

"Capital Cost" means all or any portion of the expenses that are properly attributable to the acquisition, design, construction, installation, reconstruction, renewal or replacement (including demolition, environmental mitigation and relocation) of Local Improvements and imposition of the related Assessments under generally accepted accounting principles and including reimbursement to the City for any funds advanced for Capital Cost and interest on any interfund or intrafund loan for such purposes.

"City" means the City of Green Cove Springs, Florida.

"City Council" means the governing body of the City of Green Cove Springs, Florida.

"City Manager" means the chief administrative officer of the City, or such person's designee.

"County" means Clay County, Florida.

"Final Assessment Resolution" means the Resolution described in Sections 3.06 and 4.06 hereof which shall confirm, modify, or repeal the Initial Assessment Resolution and which shall be the final proceeding for the imposition of an Assessment.

"Fiscal Year" means that period commencing October 1st of each year and continuing through the next succeeding September 30th, or such other period as may be prescribed by law as the fiscal year for the City.

"Government Property" means property owned by the United States of America or any agency thereof, the State of Florida or any agency thereof, a county, a special district or a municipal corporation.

"Initial Assessment Resolution" means the Resolution described in Sections 3.02 and 4.02 hereof which shall be the initial proceeding for the identification of the service, facility, program, or Local Improvement for which an Assessment is to be made and for the imposition of an Assessment.

"Local Improvement" means a capital improvement constructed or installed by the City for the special benefit of a neighborhood or other Assessment Area.

"Maximum Assessment Rate" means the maximum rate of assessment established by the Final Assessment Resolution for the service, facility, program, or Local Improvement identified in the Initial Assessment Resolution.

"Obligations" means bonds or other evidence of indebtedness including but not limited to, notes, commercial paper, capital leases, reimbursable advances by the City, or any other obligation issued or incurred to finance any portion of the Project Cost of Local Improvements and secured, in whole or in part, by proceeds of the Assessments.

"Ordinance" means this Master Capital Project and Service Assessment Ordinance, as it may be amended from time-to-time.

"Owner" shall mean the Person reflected as the owner of Assessed Property on the Tax Roll.

"Person" means any individual, partnership, firm, organization, corporation, association, or any other legal entity, whether singular or plural, masculine or feminine, as the context may require.

"Pledged Revenue" means, as to any series of Obligations, (A) the proceeds of such Obligations, including investment earnings, (B) proceeds of the Assessments pledged to secure the payment of such Obligations, and (C) any other legally available non-ad valorem revenue pledged, at the City Council's sole option, to secure the payment of such Obligations, as specified by the ordinance or Resolution authorizing such Obligations.

"Preliminary Rate Resolution" means the Resolution described in Section 3.08 hereof initiating the annual process for updating the annual Assessment Roll and directing the reimposition of Service Assessments pursuant to an Annual Rate Resolution.

"Project Cost" means (A) the Capital Cost of a Local Improvement; (B) the Transaction Cost associated with the Obligations which financed the Local Improvement; (C) interest accruing on such Obligations for such period of time as the City Council deems appropriate; (D) the debt service reserve fund or account, if any, established for the Obligations which financed the Local Improvement; and (E) any other costs or expenses related thereto.

"Property Appraiser" means the Property Appraiser of Clay County.

"Service Assessment" means a special assessment imposed by the City pursuant to this Ordinance to fund the Service Cost of services that provide a special benefit to property as a consequence of a logical relationship to the value, use, or characteristics of property identified in an Initial Assessment Resolution.

"Service Cost" means the amount necessary in any Fiscal Year to fund the provision of a defined service, facility, or program which provides a special benefit to Assessed Property, and can include, but not be limited to: (A) the cost of physical construction, reconstruction or completion of any required facility or improvement; (B) the costs incurred in any required acquisition or purchase; (C) the cost of all labor, materials, machinery, and equipment; (D) the cost of fuel, parts, supplies, maintenance, repairs, and utilities; (E) the cost of computer services, data processing, and communications; (F) the cost of all lands and interest therein, leases, property rights, easements, and franchises of any nature whatsoever; (G) the cost of any indemnity or surety bonds and premiums for insurance; (H) the cost of salaries, volunteer pay, workers' compensation insurance, or other employment benefits; (I) the cost of uniforms, training, travel, and per diem; (J) the cost of construction plans and specifications, surveys and estimates of costs; (K) the cost of engineering, financial, legal, and other professional services; (L) the costs of compliance with any contracts or agreements entered into by the City relating to the provision of said services; (M) all costs associated with the structure, implementation, collection, and enforcement of the Assessments, including any service charges of the Clerk, Tax Collector, or Property Appraiser, and delinquent amounts from prior impositions, and amounts necessary to off-set discounts received for early payment of Assessments pursuant to the Uniform Assessment Collection Act or for early payment of Assessments collected pursuant to Section 5.02 herein; (N) all other costs and expenses necessary or incidental to the acquisition, provision, or construction of the service, facility, or program to be funded by the Assessment, and such other expenses as may be necessary or incidental to any related financing authorized by the City Council by subsequent Resolution; (O) an amount for contingencies and anticipated delinquencies and uncollectible Assessments; and (P) reimbursement to the City or any other Person for any moneys advanced for any costs incurred by the City or such Person in connection with any of the foregoing items of Service Cost.

"Tax Collector" means the Tax Collector of Clay County.

"Tax Roll" means the real property ad valorem tax assessment roll maintained by the Property Appraiser for the purpose of the levy and collection of ad valorem taxes.

"Transaction Cost" means the costs, fees and expenses incurred by the City in connection with the issuance and sale of any series of Obligations, including but not limited to (A) rating agency and other financing fees; (B) the fees and disbursements of bond counsel; (C) the underwriters' discount; (D) the fees and disbursements of the City's financial advisor; (E) the costs of preparing and printing the Obligations, the preliminary official statement, the final official statement, and all other documentation supporting issuance of the Obligations; (F) the fees payable in respect of any municipal bond insurance policy; (G) administrative, development, credit review, and all other fees associated with any pooled commercial paper or similar interim financing program; and (H) any other costs of a similar nature incurred in connection with issuance of such Obligations.

"Uniform Assessment Collection Act" means Sections 197.3632 and 197.3635, Florida Statutes, as amended from time-to-time, or any successor statutes authorizing the collection of non-ad valorem assessments on the same bill as ad valorem taxes, and any applicable regulations promulgated thereunder.

SECTION 1.02. INTERPRETATION. Unless the context indicates otherwise, words importing the singular number include the plural number, and vice versa; the terms "hereof," "hereby," "herein," "hereto," "hereunder" and similar terms refer to this Ordinance; and the term "hereafter" means after, and the term "heretofore" means before, the effective date of this Ordinance. words of any gender include the correlative words of the other genders, unless the sense indicates otherwise.

SECTION 1.03. FINDINGS. It is hereby ascertained, determined, and declared that:

(A) Pursuant to Article VIII, section 2(b), Florida Constitution, and sections 166.021 and 166.041, Florida Statutes, the City has all powers of local self-government to perform municipal functions and to render municipal services in a manner not inconsistent with law and such power may be exercised by the enactment of City Ordinances.

(B) The Assessments to be imposed pursuant to this Ordinance shall constitute non-ad valorem assessments within the meaning and intent of the Uniform Assessment Collection Act.

(C) The Assessments to be imposed pursuant to this Ordinance are imposed by the City Council, not the County, Property Appraiser or Tax Collector. The duties of the Property Appraiser and Tax Collector under the Uniform Assessment Collection Act are ministerial.

(D) The purpose of this Ordinance is to: (1) provide procedures and standards for the imposition of Assessments within the City by Resolution under the general home rule powers of a municipality to impose special assessments; and (2) authorize a procedure for the funding of public services, facilities, programs, or Local Improvements providing special benefit to subsequently identified property within the City.

(E) In accordance with Section 2.12 of the Green Cove Springs City Charter, this Ordinance is intended to grant authority for the levy of special assessments by subsequent Resolution to fund both municipal services and capital projects. Notwithstanding that special assessments may be collected on the annual ad valorem tax bill in accordance with Section 197.3632, Florida Statutes, said special assessments are not legally taxes as contemplated under Article VII, section 1(a) of the Florida Constitution and therefore, the rates may be set by Resolution.

ARTICLE II

GENERAL PROVISIONS

SECTION 2.01. CREATION OF ASSESSMENT AREAS.

(A) The City Council is hereby authorized to create Assessment Areas in accordance with the procedures set forth herein to include property located within the incorporated area of the City that is specially benefitted by the services, facilities, programs, or Local Improvements proposed for funding from the proceeds of Assessments to be imposed therein.

(B) Either the Initial Assessment Resolution proposing each Assessment Area or the Final Assessment Resolution creating each Assessment Area shall include brief descriptions of the proposed services, facilities, programs, or Local Improvements, a description of the property to be included within the Assessment Area, and specific legislative findings that recognize the special benefit to be provided by each proposed service, facility, program, or Local Improvements to property within the Assessment Area.

SECTION 2.02. REVISIONS TO ASSESSMENTS. If any Assessment made under the provisions of this Ordinance is either in whole or in part annulled, vacated, or set aside by the judgment of any court of competent jurisdiction, or if the City Council is satisfied that any such Assessment is so irregular or defective that the same cannot be enforced or collected, or if the City Council has omitted to include any property on the Assessment Roll which property should have been so included, the City Council may take all necessary steps to impose a new Assessment against any property benefitted by the Service Costs, Capital Costs or Project Costs following as nearly as may be practicable, the provisions of this Ordinance and in case such second Assessment is annulled, vacated, or set aside, the City Council may obtain and impose other Assessments until a valid Assessment is imposed.

SECTION 2.03. PROCEDURAL IRREGULARITIES. Any informality or irregularity in the proceedings in connection with the levy of any Assessment under the provisions of this Ordinance shall not affect the validity of the same after the approval thereof, and any Assessment as finally approved shall be competent and sufficient evidence that such Assessment was duly levied, that the Assessment was duly made and adopted, and that all other proceedings adequate to such Assessment were duly had, taken, and performed as required by this Ordinance; and no variance from the directions hereunder shall be held material unless it be clearly shown that

the party objecting was materially injured thereby. Notwithstanding the provisions of this Section, any party objecting to an Assessment imposed pursuant to this Ordinance must file an objection with a court of competent jurisdiction within the time periods prescribed herein.

SECTION 2.04. CORRECTION OF ERRORS AND OMISSIONS.

(A) No act of error or omission on the part of the Property Appraiser, Tax Collector, City Manager, City Council, their deputies, employees, or designees, shall operate to release or discharge any obligation for payment of an Assessment imposed by the City Council under the provision of this Ordinance.

(B) When it shall appear that any Assessment should have been imposed under this Ordinance against a lot or parcel of property specially benefited by the provision of a service, facility, program, or Local Improvement, but such property was omitted from the Assessment Roll, the City Council may, upon provision of appropriate notice as set forth in this Article, impose the applicable Assessment for the Fiscal Year in which such error is discovered, in addition to the applicable Assessment due for the prior two Fiscal Years. Such total Assessment shall become delinquent if not fully paid upon the expiration of 60 days from the date of the adoption of said Resolution. The Assessment so imposed shall constitute a lien against such property equal in rank and dignity with the liens of all state, county, district, or municipal taxes and special assessments, and superior in rank and dignity to all other prior liens, mortgages, titles and claims in and to or against the real property involved and may be collected as provided in Article V hereof.

(C) The City Manager shall have the authority at any time, upon his or her own initiative or in response to a timely filed petition from the Owner of any Assessed Property, to correct any error in applying the Assessment apportionment method to any particular property not otherwise requiring the provision of notice pursuant to the Uniform Assessment Collection Act. Any such correction that reduces an Assessment shall be considered valid ab initio and shall in no way affect the enforcement of the Assessment imposed under the provisions of this Ordinance. Any such correction which increases an Assessment or imposes an Assessment on omitted property shall first require notice to the affected owner in the manner described in Sections 3.05 and 4.05 hereof, as applicable, providing the date, time and place that the City Council will consider confirming the correction and offering the owner an opportunity to be heard. All requests from affected property owners for any such changes, modifications or corrections shall be referred to, and processed by, the City Manager and not, the Property Appraiser or Tax Collector.

(D) After the Assessment Roll has been delivered to the Tax Collector in accordance with the Uniform Assessment Collection Act, any changes, modifications, or corrections thereto shall be made in accordance with the procedures applicable to correcting errors and insolvencies on the Tax Roll upon timely written request and direction of the City Manager.

SECTION 2.05. LIEN OF ASSESSMENTS.

(A) Upon the adoption of the Assessment Roll, all Assessments shall constitute a lien against such property equal in rank and dignity with the liens of all state, county, district, or municipal taxes and special assessments. Except as otherwise provided by law, such lien shall be superior in dignity to all other prior liens, mortgages, titles, and claims, until paid.

(B) The lien for an Assessment shall be deemed perfected upon adoption by the City Council of the Final Assessment Resolution or the Annual Rate Resolution, whichever is applicable. The lien for an Assessment collected under the Uniform Assessment Collection Act shall attach to the property as provided by law. The lien for an Assessment collected under the alternative method of collection provided in Section 5.02 shall be deemed perfected upon adoption by the City Council of the Final Assessment Resolution or the Annual Rate Resolution, whichever is applicable, and shall attach to the property on such date of adoption.

SECTION 2.06. AUTHORIZATION FOR EXEMPTIONS AND HARDSHIP ASSISTANCE.

(A) The City Council, in its sole discretion, shall determine whether to provide exemptions from payment of an Assessment for Government Property or other property whose use is wholly or partially exempt from ad valorem taxation under Florida law.

(B) The City Council, in its sole discretion, shall determine whether to provide a program of hardship assistance, either through monetary contributions or extended payment terms, to City residents who are living below or close to the poverty level and are at risk of losing title to their homes as a result of the imposition of an Assessment.

(C) The City Council shall designate the funds available to provide any exemptions or hardship assistance. The provision of an exemption or hardship assistance in any one year shall in no way establish a right or entitlement to such exemption or assistance in any subsequent year and the provision of funds in any year may be limited to the extent funds are available and appropriated by the City Council. Any funds designated for exemptions or hardship assistance shall be paid by the City from funds other than those generated by the Assessment.

(D) Any shortfall in the expected Assessment proceeds due to any hardship assistance or exemption from payment of the Assessments required by law or authorized by the City Council shall be supplemented by any legally available funds, or combination of such funds, and shall not be paid for by proceeds or funds derived from the Assessments. In the event a court of competent jurisdiction determines any exemption or reduction by the City Council is improper or otherwise adversely affects the validity of the Assessment imposed for any Fiscal Year, the sole and exclusive remedy shall be the imposition of an Assessment upon each affected Tax Parcel in the amount of the Assessment that would have been otherwise imposed save for such reduction or exemption afforded to such Tax Parcel by the City Council.

ARTICLE III

SERVICE ASSESSMENTS

SECTION 3.01. GENERAL AUTHORITY.

(A) The City Council is hereby authorized to impose an annual Service Assessment to fund all or any portion of the Service Cost on benefitted property at a rate of assessment based on the special benefit accruing to such property from the City's provision of the subsequently identified service, facility, or program.

(B) The amount of the Service Assessment that is imposed each Fiscal Year against each parcel of Assessed Property shall be determined pursuant to an apportionment methodology based upon a classification of property designed to provide a fair and reasonable apportionment of the Service Cost among properties on a basis reasonably related to the special benefit provided by the service, facility, or program funded with assessment proceeds.

(C) Nothing contained in this Ordinance shall be construed to require the imposition of Assessments against Government Property.

(D) All Service Assessments shall be imposed in conformity with the procedures set forth in this Article III.

SECTION 3.02. INITIAL ASSESSMENT RESOLUTION. The first step for the initial imposition of a Service Assessment shall be the City Council's adoption of an Initial Assessment Resolution (A) describing the property to be located within any proposed Assessment Area; (B) containing a brief and general description of the services, facilities, or programs to be provided; (C) determining the Service Cost to be assessed; (D) describing the method of apportioning the Service Cost and the computation of the Assessments for specific properties; (E) establishing an estimated assessment rate for the upcoming Fiscal Year; (F) establishing a Maximum Assessment Rate, if desired by the City Council; (G) authorizing the date, time, and place of a public hearing to consider the adoption of the Final Assessment Resolution for the upcoming Fiscal Year; and (H) directing the City Manager to (1) prepare the initial Assessment Roll, as required by Section 3.03 hereof; (2) publish the notice required by Section 3.04 hereof; and (3) mail the notice required by Sections 3.05 hereof.

SECTION 3.03. SERVICE ASSESSMENT ROLL.

(A) The City Manager shall prepare, or direct the preparation of, the initial Assessment Roll for the Service Assessments, which shall contain the following:

- (1) A summary description of all Assessed Property conforming to the description contained on the Tax Roll.
- (2) The name of the Owner of the Assessed Property.

- (3) The number of Assessment Units attributable to each parcel.
- (4) The amount of the Service Assessment to be imposed against each Assessed

Property.

(B) Copies of the Initial Assessment Resolution and the preliminary Assessment Roll shall be available in the office of the City Clerk and open to public inspection. The foregoing shall not be construed to require that the Assessment Roll be in printed form if the amount of the Service Assessment for each parcel of property can be determined by use of a computer terminal available to the public.

SECTION 3.04. NOTICE BY PUBLICATION. Upon completion of the initial Assessment Roll and each year thereafter, the City Manager shall publish notice of a public hearing to adopt the Final Assessment Resolution and approve the aforementioned initial Assessment Roll. The published notice shall conform to the requirements set forth in the Uniform Assessment Collection Act.

SECTION 3.05. NOTICE BY MAIL.

(A) For the initial Fiscal Year in which a Service Assessment is imposed by the City Council against Assessed Property pursuant to the Uniform Assessment Collection Act and in addition to the published notice required by Section 3.04, the City Manager shall provide notice of the proposed Service Assessment by first class mail to the owner of each parcel of property subject to a Service Assessment.

(B) The mailed notice shall conform to the requirements set forth in the Uniform Assessment Collection Act.

(C) Notice shall be deemed mailed upon delivery thereof to the possession of the United States Postal Service. Failure of the Owner to receive such notice due to mistake or inadvertence, shall not affect the validity of the Assessment Roll nor release or discharge any obligation for payment of a Service Assessment imposed by the City Council pursuant to this Ordinance.

(D) Notice by mail for Fiscal Years after the initial Fiscal Year shall be controlled by Section 3.08(F) hereof.

SECTION 3.06. FINAL ASSESSMENT RESOLUTION.

(A) The last step for the imposition of a Service Assessment for the initial Fiscal Year shall be the City Council's adoption of a Final Assessment Resolution.

(B) At the time named in the notices required by Sections 3.04 and 3.05 or to such time as an adjournment or continuance may be taken by the City Council, the City Council shall receive any written objections of interested persons and may then, or at any subsequent meeting of the City Council, adopt the Final Assessment Resolution which shall (A) create any Assessment Area; (B) confirm, modify, or repeal the Initial Assessment Resolution with such amendments, if any, as may be deemed appropriate by the City Council; (C) establish the Maximum Assessment Rate, if desired by the City Council and set the rate of assessment to be imposed in the upcoming fiscal

year; (D) approve the initial Assessment Roll, with such amendments as it deems just and right; and (E) determine the method of collection.

(C) All parcels assessed shall derive a special benefit from the service, facility, or program to be provided or constructed and the Service Assessment shall be fairly and reasonably apportioned among the properties that receive the special benefit.

(D) All objections to the Final Assessment Resolution shall be made in writing, and filed with the City Manager at or before the time or adjourned time of such hearing.

(E) The Final Assessment Resolution shall constitute the Annual Rate Resolution for the initial Fiscal Year in which Assessments are imposed or reimposed hereunder.

SECTION 3.07. EFFECT OF FINAL ASSESSMENT RESOLUTION. The Service Assessments for the initial Fiscal Year shall be established upon adoption of the Final Assessment Resolution. The adoption of the Final Assessment Resolution shall be the final adjudication of the issues presented (including, but not limited to, the method of apportionment and assessment, the Maximum Assessment Rate, the initial rate of assessment, the initial Assessment Roll, and the levy and lien of the Service Assessments), unless proper steps are initiated in a court of competent jurisdiction to secure relief within 20 days from the date of City Council action on the Final Assessment Resolution. The initial Assessment Roll, as approved by the Final Assessment Resolution, shall be delivered to the Tax Collector, or the Property Appraiser if so directed by the Tax Collector, or if an alternative method is used to collect the Service Assessments, such other official as the City Council by Resolution shall designate.

SECTION 3.08. SUBSEQUENT YEAR ADOPTION PROCEDURES.

(A) Annually, during the budget adoption process, the City Council shall determine whether to reimpose a Service Assessment for each Fiscal Year following the initial Fiscal Year. If the City Council elects to reimpose a Service Assessment, the procedures in this Section 3.08 shall be followed.

(B) The first step for the reimposition of an annual Service Assessment after the initial Fiscal Year shall be the adoption of a Preliminary Rate Resolution by the City Council (1) containing a brief and general description of the services, facilities, or programs to be provided; (2) determining the Service Cost to be assessed for the upcoming Fiscal Year; (3) establishing the estimated assessment rate for the upcoming Fiscal Year; (4) establishing or increasing a Maximum Assessment Rate, if desired by the City Council; (5) authorizing the date, time, and place of a public hearing to receive and consider comments from the public and consider the adoption of the Annual Rate Resolution for the upcoming Fiscal Year; and (6) directing the City Manager to (a) update the Assessment Roll; (b) provide notice by publication and first class mail to affected Owners in the event circumstances described in subsection (F) of this Section so require; and (c) directing and authorizing any supplemental or additional notice deemed proper, necessary or convenient by the City.

(C) The second step for the reimposition of an annual Service Assessment after the initial Fiscal Year shall be the adoption of an Annual Rate Resolution by the City Council. At the public hearing established in the Preliminary Rate Resolution or to which an adjournment or continuance may be taken by the City Council, the City Council shall receive any oral or written objections of interested persons and may then, or at any subsequent meeting of the City Council, adopt the Annual Rate Resolution, which shall (1) establish the rate of assessment to be imposed in the upcoming Fiscal Year; and (2) approve the Assessment Roll for the upcoming Fiscal Year with such adjustments as the City Council deems just and right. The Assessment Roll shall be prepared in accordance with the method of apportionment set forth in the Initial Assessment Resolution, or any subsequent Preliminary Rate Resolution, together with modifications, if any, that are provided and confirmed in the Final Assessment Resolution or any subsequent Annual Rate Resolution.

(D) Nothing herein shall preclude the City Council from providing annual notification to all Owners of Assessed Property in the manner provided in Sections 3.04 and 3.05 or any other method as provided by law.

(E) The City Council may establish or increase a Maximum Assessment Rate in an Initial Assessment Resolution or Preliminary Rate Resolution and confirm such Maximum Assessment Rate in the Final Assessment Resolution or Annual Rate Resolution in the event notice of such Maximum Rate Assessment has been included in the notices required by Section 3.04 and 3.05.

(F) In the event (1) the proposed Assessment for any Fiscal Year exceeds the rates of assessment adopted by the City Council, including a Maximum Assessment Rate, if any, that were listed in the notices previously provided to the Owners of Assessed Property; (2) the purpose for which the Assessment is imposed or the use of the revenue from the Assessment is substantially changed from that represented by notice previously provided to the Owners of Assessed Property; (3) Assessed Property is reclassified or the method of apportionment is revised or altered resulting in an increased Assessment from that represented by notice previously provided to the Owners of Assessed Property; or (4) an Assessment Roll contains Assessed Property that was not included on the Assessment Roll approved for the prior Fiscal Year, notice shall be provided by publication and first class mail to the Owners of such Assessed Property as provided by law. Such notice shall substantially conform with the notice requirements set forth in Sections 3.04 and 3.05 and inform the Owner of the date, time, and place for the adoption of the Annual Rate Resolution. The failure of the Owner to receive such notice due to mistake or inadvertence, shall not affect the validity of the Assessment Roll nor release or discharge any obligation for payment of a Service Assessment imposed by the City Council pursuant to this Ordinance.

(G) As to any Assessed Property not included on an Assessment Roll approved by the adoption of the Final Assessment Resolution or a prior year's Annual Rate Resolution, the adoption of the succeeding Annual Rate Resolution shall be the final adjudication of the issues presented as to such Assessed Property (including, but not limited to, the determination of special benefit and fair apportionment to the Assessed Property, the method of apportionment and assessment, the rate of assessment, the establishment or increase of a Maximum Assessment Rate, the Assessment Roll, and the levy and lien of the Assessments), unless proper steps shall be initiated in a court of competent jurisdiction to secure relief within 20 days from the date of the City Council action on

the Annual Rate Resolution. Nothing contained herein shall be construed or interpreted to affect the finality of any Assessment not challenged within the required 20-day period for those Assessments previously imposed against Assessed Property by the inclusion of the Assessed Property on an Assessment Roll approved in the Final Assessment Resolution or any subsequent Annual Rate Resolution.

(H) The Assessment Roll, as approved by the Annual Rate Resolution, shall be delivered to the Tax Collector as required by the Uniform Assessment Collection Act, or if the alternative method described in Section 5.02 is used to collect the Assessments, such other official as the City Council by Resolution shall designate. If the Assessment against any property shall be sustained, reduced, or abated by the court, an adjustment shall be made on the Assessment Roll.

SECTION 3.09. INTERIM SERVICE ASSESSMENTS.

(A) An interim Service Assessment may be imposed against all property, for which a Certificate of Occupancy is issued, after adoption of the Annual Rate Resolution. The amount of the interim Service Assessment shall be calculated upon a monthly rate, which shall be one-twelfth of the annual rate for such property computed in accordance with the Annual Rate Resolution for the Fiscal Year for which the interim Service Assessment is being imposed. Such monthly rate shall be imposed for each full calendar month remaining in the Fiscal Year. In addition to the monthly rate, the interim Service Assessment may also include an estimate of the subsequent Fiscal Year's Service Assessment.

(B) No Certificate of Occupancy shall be issued until full payment of the interim Service Assessment is received by the City. Issuance of the Certificate of Occupancy without the payment in full of the interim Service Assessment shall not relieve the Owner of such property of the obligation of full payment. Any interim Service Assessment not collected prior to the issuance of the Certificate of Occupancy may be collected pursuant to the Uniform Assessment Collection Act as provided in Section 5.01 of this Ordinance or by any other method authorized by law. Any interim Service Assessment shall be deemed due and payable on the date the Certificate of Occupancy was issued and shall constitute a lien against such property as of that date. Said lien shall be equal in rank and dignity with the liens of all state, county, district or municipal taxes and special assessments, and superior in rank and dignity to all other liens, encumbrances, titles and claims in and to or against the real property involved and shall be deemed perfected upon the issuance of the Certificate of Occupancy.

ARTICLE IV

CAPITAL ASSESSMENTS

SECTION 4.01. GENERAL AUTHORITY.

(A) The City Council is hereby authorized to impose Capital Assessments against property located within an Assessment Area to fund all or any portion of the Capital Cost or Project Cost, if obligations are issued, of Local Improvements based on the special benefit accruing to such property from the City's provision of the subsequently identified Local Improvement.

(B) The amount of the Capital Assessment shall be computed in a manner that fairly and reasonably apportions the Capital Cost or Project Cost, if obligations are issued, among the parcels of property within the Assessment Area based upon objectively determinable Assessment Units and reasonably related to the special benefit provided by the Local Improvement.

(C) Nothing contained in this Ordinance shall be construed to require the imposition of Capital Assessments against Government Property.

(D) All Capital Assessments shall be imposed in conformity with the procedures set forth in this Article IV.

SECTION 4.02. INITIAL ASSESSMENT RESOLUTION. The first step for the initial imposition of a Capital Assessment shall be the City Council's adoption of an Initial Assessment Resolution (A) describing the property to be located within the proposed Assessment Area; (B) containing a brief and general description of the Local Improvements to be provided; (C) determining the Capital Cost or Project Cost to be assessed for Local Improvements; (D) describing the method of apportioning the Capital Cost or Project Cost and the computation of the Capital Assessments for specific properties; (E) establishing an estimated assessment rate for the upcoming Fiscal Year; (F) describe the provisions, if any, for acceleration and prepayment of the Capital Assessment; (G) describe the provisions, if any, for reallocating the Capital Assessment upon future subdivision; (H) establishing a Maximum Assessment Rate, if desired by the City Council; (I) authorizing the date, time, and place of a public hearing to consider the adoption of the Final Assessment Resolution for the upcoming Fiscal Year; and (J) directing the City Manager to (1) prepare the initial Assessment Roll, as required by Section 4.03 hereof; (2) publish the notice required by Section 4.04 hereof; and (3) mail the notice required by Sections 4.05 hereof.

SECTION 4.03. CAPITAL ASSESSMENT ROLL.

(A) The City Manager shall prepare, or direct the preparation of, the initial Assessment Roll for Capital Assessments, which shall contain the following:

- (1) A summary description of all Assessed Property conforming to the description contained on the Tax Roll.
- (2) The name of the Owner of the Assessed Property.

- (3) The number of Assessment Units attributable to each parcel.
- (4) The amount of the Capital Assessment to be imposed against each Assessed Property.

(B) Copies of the Initial Assessment Resolution and the preliminary Assessment Roll shall be available in the office of the City Clerk and open to public inspection. The foregoing shall not be construed to require that the Assessment Roll be in printed form if the amount of the Capital Assessment for each parcel of property can be determined by use of a computer terminal available to the public.

SECTION 4.04. NOTICE BY PUBLICATION. Upon completion of the initial Assessment Roll and each year thereafter, the City Manager shall publish notice of a public hearing to adopt the Final Assessment Resolution and approve the aforementioned initial Assessment Roll. The published notice shall conform to the requirements set forth in the Uniform Assessment Collection Act.

SECTION 4.05. NOTICE BY MAIL.

(A) For the initial Fiscal Year in which a Capital Assessment is imposed by the City Council against Assessed Property pursuant to the Uniform Assessment Collection Act and in addition to the published notice required by Section 4.04, the City Manager shall provide notice of the proposed Capital Assessment by first class mail to the owner of each parcel of property subject to a Capital Assessment.

(B) The mailed notice shall conform to the requirements set forth in the Uniform Assessment Collection Act.

(C) Notice shall be deemed mailed upon delivery thereof to the possession of the United States Postal Service. Failure of the Owner to receive such notice due to mistake or inadvertence, shall not affect the validity of the Assessment Roll nor release or discharge any obligation for payment of a Capital Assessment imposed by the City Council pursuant to this Ordinance.

(D) Notice by mail for Fiscal Years after the initial Fiscal Year shall be controlled by Section 4.08(B) hereof.

SECTION 4.06. FINAL ASSESSMENT RESOLUTION.

(A) The last step for the imposition of a Capital Assessment for the initial Fiscal Year shall be the City Council's adoption of a Final Assessment Resolution.

(B) At the time named in the notices required by Sections 4.04 and 4.05 or to such time as an adjournment or continuance may be taken by the City Council, the City Council shall receive any written objections of interested persons and may then, or at any subsequent meeting of the City Council, adopt the Final Assessment Resolution which shall (1) create any Assessment Area; (2) confirm, modify, or repeal the Initial Assessment Resolution with such amendments, if any, as may be deemed appropriate by the City Council; (3) establish the maximum amount of the Capital Assessment for each Assessment Unit and levy the rate of assessment for the upcoming Fiscal

Year; (4) approve the initial Assessment Roll, with such amendments as it deems just and right; and (5) determine the method of collection.

(C) All parcels assessed shall derive a special benefit from the Local Improvement to be provided or constructed and the Capital Assessment shall be fairly and reasonably apportioned among the properties that receive the special benefit.

(D) All objections to the Final Assessment Resolution shall be made in writing, and filed with the City Manager at or before the time or adjourned time of such hearing.

(E) The Final Assessment Resolution shall constitute the Annual Rate Resolution for the initial Fiscal Year in which Assessments are imposed or reimposed hereunder.

SECTION 4.07. EFFECT OF FINAL ASSESSMENT RESOLUTION. The Capital Assessments for the initial Fiscal Year shall be established upon adoption of the Final Assessment Resolution. The adoption of the Final Assessment Resolution shall be the final adjudication of the issues presented (including, but not limited to, the method of apportionment and assessment, the initial rate of assessment, the initial Assessment Roll, and the levy and lien of the Capital Assessments), unless proper steps are initiated in a court of competent jurisdiction to secure relief within 20 days from the date of City Council action on the Final Assessment Resolution. The initial Assessment Roll, as approved by the Final Assessment Resolution, shall be delivered to the Tax Collector, or the Property Appraiser if so directed by the Tax Collector, or if an alternative method is used to collect the Capital Assessments, such other official as the City Council by resolution shall designate.

SECTION 4.08. SUBSEQUENT YEAR ADOPTION PROCEDURES.

(A) Annually, during the budget adoption process, the City Council shall adopt an Annual Rate Resolution for each Fiscal Year in which Capital Assessments will be imposed to fund the Capital Cost or Project Cost of a Local Improvement. The Annual Rate Resolution shall (1) establish the rate of assessment to be imposed in the upcoming Fiscal Year and (2) approve the Assessment Roll for the upcoming Fiscal Year with such adjustments as the City Council deems just and right. The Assessment Roll shall be prepared in accordance with the method of apportionment set forth in the Initial Assessment Resolution, as confirmed or amended by the Final Assessment Resolution. Failure to adopt an Annual Assessment Resolution during the budget adoption process for a Fiscal Year may be cured at any time.

(B) In the event (1) the proposed Capital Assessment for any Fiscal Year exceeds the Maximum Assessment Rate included in notice previously provided to the Owners of Assessed Property; (2) the purpose for which the Capital Assessment is imposed is substantially changed from that represented by notice previously provided to the Owners of Assessed Property; (3) Assessed Property is reclassified or the method of apportionment is revised or altered resulting in an increased Capital Assessment from that represented by notice previously provided to the owners of Assessed Property; or (4) an Assessment Roll contains Assessed Property that was not included on the Assessment Roll approved for the prior Fiscal Year, notice shall be provided by publication and first class mail to the Owner of such Assessed Property as provided by law. Such notice shall substantially conform with the notice requirements set forth in Sections 4.04 and 4.05 and inform

the Owners of the date, time and place for the adoption of the Annual Rate Resolution. The failure of an Owner to receive such supplemental notice due to mistake or inadvertence, shall not affect the validity of the Assessment Roll nor release or discharge any obligation for payment of a Capital Assessment imposed by the City Council pursuant to this Ordinance.

(C) As to any Assessed Property not included on an Assessment Roll approved by the adoption of the Final Assessment Resolution or a prior year's Annual Rate Resolution, the adoption of the succeeding Annual Rate Resolution shall be the final adjudication of the issues presented as to such Assessed Property (including, but not limited to, the determination of special benefit and fair apportionment to the Assessed Property, the method of apportionment and assessment, the rate of assessment, the establishment or increase of a Maximum Assessment Rate, the Assessment Roll, and the levy and lien of the Assessments), unless proper steps shall be initiated in a court of competent jurisdiction to secure relief within 20 days from the date of the City Council action on the Annual Rate Resolution. Nothing contained herein shall be construed or interpreted to affect the finality of any Assessment not challenged within the required 20-day period for those Assessments previously imposed against Assessed Property by the inclusion of the Assessed Property on an Assessment Roll approved in the Final Assessment Resolution or any subsequent Annual Rate Resolution.

(D) The Assessment Roll, as approved by the Annual Rate Resolution, shall be delivered to the Tax Collector as required by the Uniform Assessment Collection Act, or the Property Appraiser if so directed by the Tax Collector, or if an alternative method described in Section 5.02 is used to collect the Capital Assessments, such other official as the City Council by Resolution shall designate. If the Capital Assessment against any property shall be sustained, reduced, or abated by the City Council, an adjustment shall be made on the Assessment Roll.

ARTICLE V

COLLECTION AND USE OF ASSESSMENTS

SECTION 5.01. METHOD OF COLLECTION.

(A) Unless otherwise directed by the City Council, the Assessments shall be collected pursuant to the Uniform Assessment Collection Act, and the City shall comply with all applicable provisions of the Uniform Assessment Collection Act. Any hearing or notice required by this Ordinance may be combined with any other hearing or notice required by the Uniform Assessment Collection Act.

(B) The amount of an Assessment to be collected using the Uniform Assessment Collection Act for any specific parcel of benefitted property may include an amount equivalent to the payment delinquency, delinquency fees and recording costs for prior years' assessment for a comparable service, facility, program, or Local Improvement provided, (1) the collection method used in connection with the prior year's assessment did not employ the use of the Uniform Assessment Collection Act; (2) notice is provided to the Owner; and (3) any lien on the affected parcel for the prior year's assessment is supplanted and transferred to such Assessment upon certification of a non-ad valorem roll to the Tax Collector by the City.

SECTION 5.02. ALTERNATIVE METHOD OF COLLECTION. In lieu of using the Uniform Assessment Collection Act, the City may elect to collect the assessment by any other method which is authorized by law or provided as follows:

(A) The City shall provide assessment bills by first class mail to the owner of each affected parcel of property, other than government property. The bill or accompanying explanatory material shall include (1) a brief explanation of the assessment; (2) a description of the assessment units used to determine the amount of the assessment; (3) the number of assessment units attributable to the parcel; (4) the total amount of the parcel's assessment for the appropriate period, (5) the location at which payment will be accepted; (6) the date on which the assessment is due; and (7) a statement that the assessment constitutes a lien against assessed property equal in rank and dignity with the liens of all state, county, district or municipal taxes and other non-ad valorem assessments.

(B) A general notice of the lien resulting from imposition of the assessments shall be recorded in the official records of Clay County, Florida. Nothing herein shall be construed to require that individual liens or releases be filed in the official records.

(C) The City shall have the right to collect all delinquent assessments in the manner provided by law. An assessment shall become delinquent if it is not paid within thirty (30) days from the due date. The City or its agent shall notify any property owner who is delinquent in payment of an assessment within sixty (60) days from the date such assessment was due. Such notice shall state in effect that the City or its agent will initiate a foreclosure action and cause the foreclosure of such property subject to a delinquent assessment in a method now or hereafter provided by law for foreclosure of mortgages on real estate, or otherwise as provided by law.

(D) All costs, fees and expenses, including reasonable attorney fees and title search expenses, related to any foreclosure action as described herein shall be included in any judgment or decree rendered therein. At the sale pursuant to decree in any such action, the City may be the purchaser to the same extent as an individual person or corporation. The City may join in one foreclosure action the collection of assessments against any or all property assessed in accordance with the provisions hereof. All delinquent property owners whose property is foreclosed shall be liable for an apportioned amount of reasonable costs and expenses incurred by the City and its agents, including reasonable attorney fees, in collection of such delinquent assessments and any other costs incurred by the county as a result of such delinquent assessments including, but not limited to, costs paid for draws on a credit facility and the same shall be collectible as a part of or in addition to, the costs of the action.

(E) In lieu of foreclosure, any delinquent assessment and the costs, fees and expenses attributable thereto, may be collected pursuant to the Uniform Assessment Collection Act; provided however, that (1) notice is provided to the owner in the manner required by law and this article; and (2) any existing lien of record on the affected parcel for the delinquent assessment is supplanted by the lien resulting from certification of the Assessment Roll to the Tax Collector.

SECTION 5.03. GOVERNMENT PROPERTY. In lieu of using the Uniform Assessment Collection Act to collect Assessments from Government Property, the City may elect to use any other method authorized by law or provided by this Section as follows:

(A) The City shall provide Assessment bills by first class mail to the Owner of each affected parcel of Government Property. The bill or accompanying explanatory material shall include (1) a brief explanation of the Assessment; (2) a description of the unit of measurement used to determine the amount of the Assessment; (3) the number of units contained within the parcel; (4) the total amount of the parcel's Assessment for the appropriate period; (5) the location at which payment will be accepted; and (6) the date on which the Assessment is due.

(B) Assessments imposed against Government Property shall be due on the same date as all other Assessments and, if applicable, shall be subject to the same discounts for early payment.

(C) An Assessment shall become delinquent if it is not paid within 30 days from the date any installment is due. The City shall notify the Owner of any Government Property that is delinquent in payment of its Assessment within 60 days from the date such Assessment was due. Such notice shall state that the City will initiate a mandamus or other appropriate judicial action to compel payment.

(D) All costs, fees and expenses, including reasonable attorney fees and title search expenses, related to any mandamus or other action as described herein shall be included in any judgment or decree rendered therein. All delinquent owners of Government Property against which a mandamus or other appropriate action is filed shall be liable for an apportioned amount of reasonable costs and expenses incurred by the City, including reasonable attorney fees, in collection of such delinquent Assessments and any other costs incurred by the City as a result of such delinquent Assessments and the same shall be collectible as a part of or in addition to, the costs of the action.

(E) As an alternative to the foregoing, an Assessment imposed against Government Property may be collected on the bill for any utility service provided to such Government Property. The City Council may contract for such billing services with any utility not owned by the City.

ARTICLE VI

ISSUANCE OF OBLIGATIONS

SECTION 6.01. GENERAL AUTHORITY.

(A) Upon adoption of the Final Assessment Resolution imposing Capital Assessments to fund a Local Improvement or at any time thereafter, the City Council shall have the power and is hereby authorized to provide by Resolution, at one time or from time to time in series, for the issuance of Obligations to fund the Project Cost thereof.

(B) If issued, the principal of and interest on each series of Obligations shall be payable from Pledged Revenue. At the option of the City Council, the City may agree, by Resolution, to budget and appropriate funds to make up any deficiency in the reserve account established for the Obligations or in the payment of the Obligations, from other non-ad valorem revenue sources. The City Council may also provide, by Resolution, for a pledge of or lien upon proceeds of such non-ad valorem revenue sources for the benefit of the holders of the Obligations. Any such Resolution shall determine the nature and extent of any pledge of or lien upon proceeds of such non-ad valorem revenue sources.

SECTION 6.02. TERMS OF THE OBLIGATIONS. If issued, the Obligations shall be dated, shall bear interest at such rate or rates, shall mature at such times as may be determined by Resolution of the City Council, and may be made redeemable before maturity, at the option of the City, at such price or prices and under such terms and conditions, all as may be fixed by the City Council. Said Obligations shall mature not later than 40 years after their issuance. The City Council shall determine by Resolution the form of the Obligations, the manner of executing such Obligations, and shall fix the denominations of such Obligations, the place or places of payment of the principal and interest, which may be at any bank or trust company within or outside of the State of Florida, and such other terms and provisions of the Obligations as it deems appropriate. The Obligations may be sold at public or private sale for such price or prices as the City Council shall determine by Resolution. The Obligations may be delivered to any contractor to pay for construction of the Local Improvements or may be sold in such manner and for such price as the City Council may determine by Resolution to be for the best interests of the City.

SECTION 6.03. VARIABLE RATE OBLIGATIONS. At the option of the City Council, Obligations may bear interest at a variable rate.

SECTION 6.04. TEMPORARY OBLIGATIONS. Prior to the preparation of definitive Obligations of any series, the City Council may, under like restrictions, issue interim receipts, interim certificates, or temporary Obligations, exchangeable for definitive Obligations when such Obligations have been executed and are available for delivery. The City Council may also provide for the replacement of any Obligations which shall become mutilated, destroyed or lost. Obligations may be issued without any other proceedings or the happening of any other conditions or things than those proceedings, conditions or things which are specifically required by this Ordinance.

SECTION 6.05. ANTICIPATION NOTES. In anticipation of the sale of Obligations, the City Council may, by Resolution, issue notes and may renew the same from time to time. Such notes may be paid from the proceeds of the Obligations, the proceeds of the Capital Assessments, the proceeds of the notes and such other legally available moneys as the City Council deems appropriate by Resolution. Said notes shall mature within five years of their issuance and shall bear interest at a rate not exceeding the maximum rate provided by law. The City Council

may issue Obligations or renewal notes to repay the notes. The notes shall be issued in the same manner as the Obligations.

SECTION 6.06. TAXING POWER NOT PLEDGED. Obligations issued under the provisions of this Ordinance shall not be deemed to constitute a general obligation or pledge of the full faith and credit of the City within the meaning of the Constitution of the State of Florida, but such Obligations shall be payable only from Pledged Revenue in the manner provided herein and by the Resolution authorizing the Obligations. The issuance of Obligations under the provisions of this Ordinance shall not directly or indirectly obligate the City to levy or to pledge any form of ad valorem taxation whatever therefore. No holder of any such Obligations shall ever have the right to compel any exercise of the ad valorem taxing power on the part of the City to pay any such Obligations or the interest thereon or to enforce payment of such Obligations or the interest thereon against any property of the City, nor shall such Obligations constitute a charge, lien or encumbrance, legal or equitable, upon any property of the City, except the Pledged Revenue.

SECTION 6.07. TRUST FUNDS. The Pledged Revenue received pursuant to the authority of this Ordinance shall be deemed to be trust funds, to be held and applied solely as provided in this Ordinance and in the Resolution authorizing issuance of the Obligations. Such Pledged Revenue may be invested by the City, or its designee, in the manner provided by the Resolution authorizing issuance of the Obligations. The Pledged Revenue upon receipt thereof by the City shall be subject to the lien and pledge of the holders of any Obligations or any entity other than the City providing credit enhancement on the Obligations.

SECTION 6.08. REMEDIES OF HOLDERS. Any holder of Obligations, except to the extent the rights herein given may be restricted by the Resolution authorizing issuance of the Obligations, may, whether at law or in equity, by suit, action, mandamus or other proceedings, protect and enforce any and all rights under the laws of the State of Florida or granted hereunder or under such Resolution, and may enforce and compel the performance of all duties required by this part, or by such Resolution, to be performed by the City.

SECTION 6.09. REFUNDING OBLIGATIONS. The City may, by Resolution of the City Council, issue Obligations to refund any Obligations issued pursuant to this Ordinance, or any other obligations of the City theretofore issued to finance the Project Cost of a Local Improvement and provide for the rights of the holders hereof. Such refunding Obligations may be issued in an amount sufficient to provide for the payment of the principal of, redemption premium, if any, and interest on the outstanding Obligations to be refunded. If the issuance of such refunding Obligations results in an annual Assessment that exceeds the estimated maximum annual Capital Assessments set forth in the notice provided pursuant to Section 4.05 hereof, the City Council shall provide notice to the affected property owners and conduct a public hearing in the manner required by Article IV of this Ordinance.

ARTICLE VII

MISCELLANEOUS PROVISIONS

SECTION 7.01. APPLICABILITY. This Ordinance and the City Council's authority to impose assessments pursuant hereto shall be applicable throughout the City.

SECTION 7.02. ALTERNATIVE METHOD.

(A) This Ordinance shall be deemed to provide an additional and alternative method for the doing of the things authorized hereby and shall be regarded as supplemental and additional to powers conferred by other laws, and shall not be regarded as in derogation of any powers now existing or which may hereafter come into existence. This Ordinance, being necessary for the welfare of the inhabitants of the City, shall be liberally construed to effect the purposes hereof.

(B) Nothing herein shall preclude the City Council from directing and authorizing, by Resolution, the combination with each other of (1) any supplemental or additional notice deemed proper, necessary, or convenient by the City; (2) any notice required by this Ordinance; or (3) any notice required by law, including the Uniform Assessment Collection Act.

(C) *Alternative method.* This Ordinance shall be deemed to provide an additional and alternative method for the imposition and collection of Assessments and shall be regarded as supplemental and additional to powers conferred by other laws, and shall not be regarded as in derogation of any powers now existing or which may hereafter come into existence.

(D) *Liberally construed.* This Ordinance, being necessary for the welfare of the inhabitants of the City, particularly the owners of property located therein, shall be liberally construed to effect the purposes hereof.

SECTION 7.03. SEVERABILITY. The provisions of this Ordinance are severable; and if any section, subsection, sentence, clause or provision is held invalid by any court of competent jurisdiction, the remaining provisions of this Ordinance shall not be affected thereby.

SECTION 7.04. CONFLICTS. All Ordinances or parts of Ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 7.05. CODIFICATION. It is the intention of the City Council, and it is hereby ordained that the provisions of this Ordinance shall become and be made a part of the Code of the City of Green Cove Springs; that the sections of this Ordinance may be renumbered or relettered to accomplish such intentions; and that the word "Ordinance" shall be changed to "Section" or other appropriate word.

SECTION 7.06. EFFECTIVE DATE. This Ordinance shall take effect immediately upon its passage and adoption on the second and final reading.


INTRODUCED AND APPROVED AS TO FORM ONLY ON THE FIRST READING BY THE CITY COUNCIL OF THE CITY OF GREEN COVE SPRINGS, FLORIDA, ON THIS 22ND DAY OF MARCH, 2016.

CITY OF GREEN COVE SPRINGS, FLORIDA



B. Van Royal, Mayor

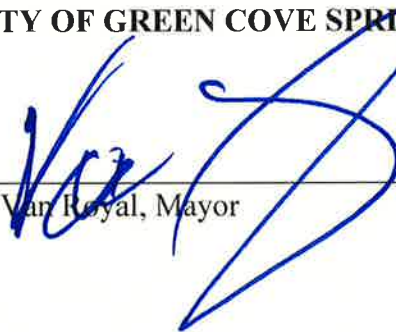
ATTEST:



Julia W. Clevinger, City Clerk

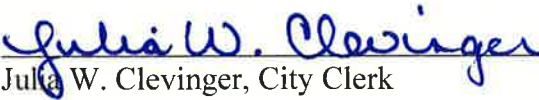
PASSED ON SECOND AND FINAL READING BY THE CITY COUNCIL OF THE CITY OF GREEN COVE SPRINGS, FLORIDA, THIS 5TH DAY OF APRIL, 2016.

CITY OF GREEN COVE SPRINGS, FLORIDA




B. Van Royal, Mayor

ATTEST:



Julia W. Clevinger, City Clerk

APPROVED AS TO FORM:



L. J. Arnold, III, City Attorney



STAFF REPORT

CITY OF GREEN COVE SPRINGS, FLORIDA

TO: Regular Session **MEETING DATE:** July 20, 2021

FROM: Marlena Guthrie, Finance Director

SUBJECT: Consider adoption of Resolution No. R-10-2021, a Resolution estimating the cost of Stormwater Management Services provided by the City, determining certain tax parcels will be benefited thereby and related issues, including setting a Public Hearing for Final Proposed Stormwater Service Assessments.

BACKGROUND

The City has previously adopted Ordinance No. O-04-2016, and a copy of such Ordinance is attached hereto. This Assessment Resolution is a required legal step in the process for assessing and collecting non-ad valorem stormwater assessments against all non-exempt real property tax parcels within the City. This will be our sixth annual assessment.

Staff recommends setting the Public Hearing for Tuesday, September 7, 2021 at 7:00 p.m.

FISCAL IMPACT

The City should be able to collect a very high percentage of our current \$42.00 yearly Stormwater Base Service Cost Assessment. On an annual basis we estimate \$161,742 will be collected citywide by this method. The City should also be able to collect a very high percentage of the Stormwater Usage Service Cost estimated to be \$410,625 on an annual basis.

RECOMMENDATION

Approve Resolution No. R-10-2021, a Resolution estimating the cost of Stormwater Management Services provided by the City, determining certain tax parcels will be benefited thereby and related issues, and setting a Public Hearing for Tuesday, September 7, 2021 at 7:00 p.m.

RESOLUTION NO. R-10-2021

A RESOLUTION OF THE CITY OF GREEN COVE SPRINGS, FLORIDA, RELATING TO THE PROVISIONS OF STORMWATER MANAGEMENT SERVICES; ESTIMATING THE COST OF STORMWATER MANAGEMENT SERVICES PROVIDED BY THE CITY'S STORMWATER UTILITY; DESCRIBING THE METHOD OF CHARGING THE COST OF STORMWATER MANAGEMENT SERVICES AGAINST ASSESSED PROPERTY; DIRECTING THE CITY MANAGER TO PREPARE OR DIRECT THE PREPARATION OF A STORMWATER SERVICE ASSESSMENT ROLL; AUTHORIZING A PUBLIC HEARING FOR THE PROPOSED STORMWATER SERVICE ASSESSMENTS AND DIRECTING THE PROVISION OF NOTICE THEREOF; PROVIDING FOR COLLECTION; AND PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GREEN COVE SPRINGS, FLORIDA, AS FOLLOWS:

SECTION 1. AUTHORITY. This Resolution is adopted pursuant to the provisions of Ordinance No. O-04-2016, as codified in Article VII, Chapter 78 of the Green Cove Springs Code of Ordinances (the "Code"), Resolution No. R-12-2020 (the "Amended and Restated Initial Assessment Resolution"), Resolution No. R-15-2020 (the "Amended and Restated Final Assessment Resolution"), Article VIII, Section 2(b), Florida Constitution, sections 166.021 and 166.041, Florida Statutes, the City Charter of the City of Green Cove Springs, and other applicable provisions of law.

SECTION 2. PURPOSE AND DEFINITIONS.

(A) This Resolution constitutes the Preliminary Rate Resolution as defined in Section 78-167 of the Code which initiates the annual process for updating the Stormwater Assessment Roll and directs the reimposition of Stormwater Service Assessments for the Fiscal Year beginning October 1, 2021.

(B) All capitalized words and terms not otherwise defined herein shall have the meanings set forth in Sections 78-167 and 70-4 of the Code, the Amended and Restated Initial Assessment Resolution, and the Amended and Restated Final Assessment Resolution.

(C) Unless the context indicates otherwise, words imparting the singular number, include the plural number, and vice versa; and the term "hereafter" means after, and the term "heretofore" means before, the effective date of this resolution. Words of any gender include the correlative words of the other genders, unless the sense indicates otherwise.

SECTION 3. LEGISLATIVE DETERMINATIONS. The legislative determinations embodied in the Section 78-164 of the Code, the Amended and Restated Initial Assessment Resolution, and the Amended and Restated Final Assessment Resolution are affirmed and incorporated herein by reference.

SECTION 4. PROVISION OF STORMWATER MANAGEMENT SERVICES; DETERMINATION OF STORMWATER SERVICE COST; ESTABLISHMENT OF STORMWATER SERVICE ASSESSMENTS.

(A) The Stormwater Base Service Cost to be assessed and apportioned among benefited Tax Parcels of Assessed Property within the Stormwater Service Area for the Fiscal Year beginning October 1, 2021 is \$161,742.00. For each Fiscal Year in which Stormwater Assessments for Stormwater Management Services are imposed, the Stormwater Base Service Cost shall be allocated among all Tax Parcels of Assessed Property within the Stormwater Service Area equally on a per Tax Parcel basis. As provided in Section 70-7 of the Stormwater Ordinance, a rate of assessment equal to \$42.00 for each Tax Parcel to fund the Stormwater Base Service Cost is hereby approved for the Fiscal Year beginning October 1, 2021.

(B) The Stormwater Usage Service Cost to be assessed and apportioned among benefited Tax Parcels of Developed Property within the Stormwater Service Area for the Fiscal Year beginning October 1, 2021, is \$410,625.00. For each Fiscal Year in which Stormwater Assessments for Stormwater Management Services are imposed, the Stormwater Usage Service Cost shall be allocated among all Tax Parcels of Developed Property within the Stormwater Service at a rate of assessment based upon the special benefit accruing to such Developed Property from the City's provision of Stormwater Management Services, measured by the number of ESUs attributable to each Tax Parcel, as determined in accordance with Section 70-9 of the Stormwater Ordinance after the application of any Mitigation Credits as determined in accordance with the City's Mitigation Credit Policy adopted in Resolution R-10-2020. As provided in Section 70-8 of the Stormwater Ordinance, a rate of assessment equal to \$125.00 for each Net ESU to fund the Stormwater Usage Service Cost is hereby approved for the Fiscal Year beginning October 1, 2021.

(C) The Stormwater Assessment will be computed for each Tax Parcel within the Stormwater Service Area by (1) multiplying the number of Net ESUs attributable each Tax Parcel of Developed Property by the per Net ESU rate of \$125.00 to fund that Tax Parcel's portion of the Stormwater Usage Service Cost and then (2) adding the applicable \$42.00 rate per Tax Parcel to fund that Tax Parcel's portion of the Stormwater Base Service Cost.

(D) The rate of the Stormwater Service Assessments established in this Preliminary Rate Resolution shall be the rates applied by the City Manager in the preparation of the updated Stormwater Assessment Roll for the Fiscal Year commencing October 1, 2021, as provided in Section 5 of this Preliminary Rate Resolution.

(E) Upon the imposition of Stormwater Service Assessments for Stormwater Management Services against Tax Parcels located within the Stormwater Service Area, the Stormwater Utility created in Section 70-5 of the Code shall provide Stormwater Management Services to such property. All or any portion of the Stormwater Service Cost to provide such Stormwater Management Services shall be funded from proceeds of the Stormwater Service Assessments. The remaining cost, if any, required to provide Stormwater Management Services shall be funded by legally available City revenues.

(F) The Stormwater Service Area created in Section 4 of the Amended and Restated Initial Assessment Resolution is hereby confirmed and established as the service area for the Fiscal year beginning on October 1, 2021, and it is hereby ascertained, determined, and declared each Tax Parcel of Assessed Property located within the Stormwater Service Area will be benefited by the City's provision of Stormwater Management Services in an amount not less than the

Stormwater Service Assessment imposed against such parcel, computed in the manner set forth in this Preliminary Rate Resolution.

SECTION 5. STORMWATER ASSESSMENT ROLL.

(A) The City Manager is hereby directed to prepare, or direct the preparation of, the updated Stormwater Assessment Roll for the Fiscal Year beginning October 1, 2021, in the manner provided in Section 78-204 of the Code.

(B) Such updated Stormwater Assessment Roll shall contain the following: (1) a summary description of all Assessed Property within the Stormwater Service Area conforming to the description contained on the Tax Roll; (2) the name and address of the Owner of each Tax Parcel as shown on the Tax Roll, if available; (3) the number of Assessment Units attributable to the Tax Parcel; and (4) the amount of the Stormwater Service Assessment for Stormwater Management Services.

(C) The updated Stormwater Assessment Roll shall be open to public inspection. The foregoing shall not be construed to require that the Stormwater Assessment Roll be in printed form if the amount of the Stormwater Service Assessment for each Tax Parcel can be determined by use of computer terminal available to the public.

(D) It is hereby ascertained, determined, and declared that the foregoing method of determining the Stormwater Service Assessments for Stormwater Management Services (1) is a fair and reasonable method of apportioning the Stormwater Service Cost among parcels of Assessed Property; and (2) is an equitable and efficient mechanism to address payment delinquencies and recover funds advanced for Stormwater Management Services which are allocable to specific parcels of Assessed Property.

SECTION 6. AUTHORIZATION OF PUBLIC HEARING. There is hereby established a public hearing to be held at 7:00 p.m. on September 7, 2021, in the City Council Chambers, City Hall, 321 Walnut Street, Green Cove Springs, Florida, for the purpose of (1) receiving and considering any comments on the Stormwater Service Assessments from affected property owners; and (2) authorizing the imposition of such Stormwater Service Assessments for Stormwater Management Services and collection on the same bill as ad valorem taxes.

SECTION 7. NOTICE BY PUBLICATION. The City Clerk shall publish a notice, as required by Section 78-205 of the Code, in substantially the form attached hereto as Appendix A. Such notice shall be published not later than August 17, 2021 in a newspaper generally circulated in the City.

SECTION 8. NOTICE BY MAIL.

(A) If required by Section 78-209(f) of the Code, the City Manager shall provide notice by first class mail to the Owner of each Tax Parcel of Assessed Property, as required by Section 78-206 of the Code, in substantially the form attached hereto as Appendix B. Such notices shall be mailed not later than August 17, 2021.

(B) For Tax Parcels with exempt "home addresses" pursuant to Chapter 2019-12, Laws of Florida, which amended Section 119.071(4), Florida Statutes, the City Manager shall work with the Property Appraiser and/or Tax Collector for provision of notice.

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SECTION 9. METHOD OF COLLECTION. The Stormwater Service Assessments shall be collected from all Assessed Property pursuant to the Uniform Assessment Collection Act as provided in Section 78-266 of the Code.

SECTION 10. EFFECTIVE DATE. This Preliminary Rate Resolution shall take effect immediately upon its adoption.

DONE AND RESOLVED BY THE CITY COUNCIL OF THE CITY OF GREEN COVE SPRINGS, FLORIDA, IN REGULAR SESSION THIS 20th DAY OF JULY, 2021.

CITY OF GREEN COVE SPRINGS, FLORIDA

Edward Gaw, Mayor

ATTEST:

Erin West, City Clerk

APPROVED AS TO FORM ONLY:

L. J. Arnold, III, City Attorney

Resolution No. R-10-2021
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APPENDIX A
FORM OF NOTICE TO BE PUBLISHED

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To Be Published by August 17, 2021

NOTICE OF HEARING TO IMPOSE AND PROVIDE FOR COLLECTION OF STORMWATER SERVICE NON-AD VALOREM ASSESSMENTS

Notice is hereby given that the City Council of the City of Green Cove Springs, Florida, will conduct a public hearing to consider reimposing Stormwater Service Assessments within the entire incorporated area of the City, as shown below, for fiscal year October 1, 2021 – September 30, 2022 and future fiscal years to fund the cost of providing Stormwater Management Services to such properties and to authorize collection of such assessments on the tax bill.

The hearing will be held at 7:00 p.m. on September 7, 2021, in the City Council Chambers, City Hall, 321 Walnut Street, Green Cove Springs, Florida, for the purpose of receiving public comment on the proposed assessments. All affected property owners have a right to appear at the hearing and to file written objections with the City Council within 20 days of this notice. If a person decides to appeal any decision made by the City Council with respect to any matter considered at the hearing, such person will need a record of the proceedings and may need to ensure that a verbatim record is made, including the testimony and evidence upon which the appeal is to be made. In accordance with the Americans with Disabilities Act, persons needing a special accommodation or an interpreter to participate in this proceeding should contact the City Clerk, Erin West, (904) 297-7500, ext. 3307, at least three (3) days prior to the meeting.

The Stormwater Assessment contains two, separate components. The first component – the Base Charge -- will fund the City's baseline, citywide management, operations and maintenance services for the stormwater management system and will be generally allocated equally among all Tax Parcels within the City. The annual Stormwater Assessment rate for the Base Charge for the upcoming Fiscal Year and future fiscal years will be \$42.00 for each Tax Parcel.

The second component – the Usage Charge -- will fund the City's additional Stormwater Management Services provided to developed property. These stormwater management services are necessitated by the existence of Impervious Area that impedes or restricts infiltration of rainfall into the soil, which then increases the need for City services and facilities to convey, retain, and treat increased volume of Stormwater runoff from developed property and the Usage Charge is based upon the estimated amount of stormwater runoff generated by impervious surface on the Developed Property, as measured by the number of Net ESUs assigned to each parcel of property. The City has determined that a typical single-family residence in the Stormwater Service Area includes 3,000 square feet of impervious surface, which is defined as the "equivalent stormwater unit value" or "ESU Value." Generally, the number of ESUs were calculated individually for each parcel of developed property by dividing the impervious surface area by 3,000 square feet. Credit for privately maintained Stormwater management facilities and other factors affecting the quantity or quality of Stormwater runoff has also been applied, resulting in an assignment of Net ESUs. The annual Stormwater Assessment rate for the Usage Charge for the upcoming Fiscal Year and future fiscal years will be \$125.00 for each Net ESU.

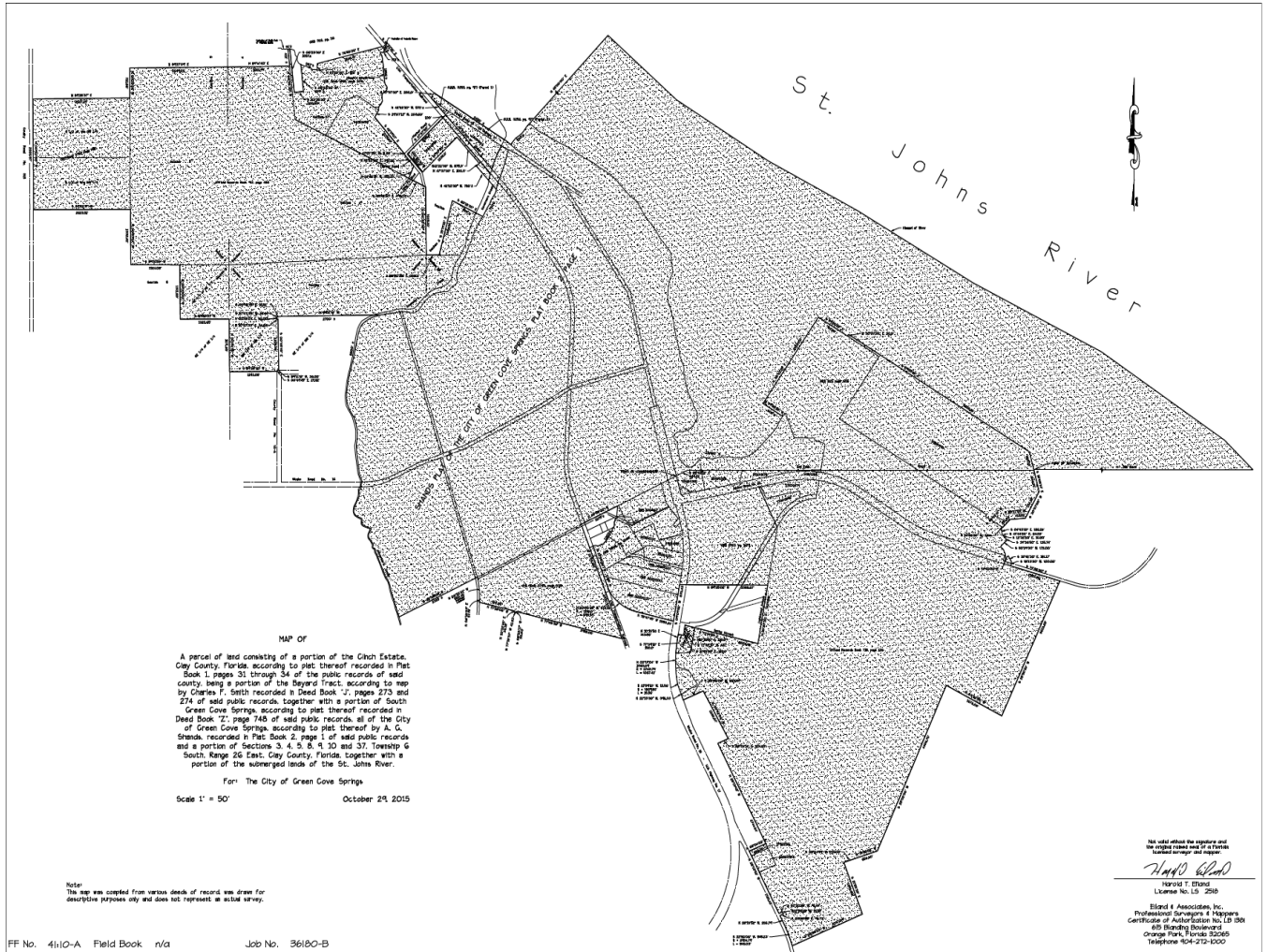
Copies of the Master Service Assessment Ordinance, the Amended and Restated Initial Assessment Resolution, the Amended and Restated Final Assessment Resolution, the Preliminary Rate Resolution, and the updated assessment roll are available for inspection at the office of the City Clerk, located at City Hall, 321 Walnut Street, Green Cove Springs, Florida.

The Stormwater Assessments will be collected on the ad valorem tax bill to be mailed in November 2021, as authorized by section 197.3632, Florida Statutes. Failure to pay the assessment will

Resolution No. R-10-2021
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cause a tax certificate to be issued against the assessed property which may result in a loss of title.

If you have any questions, please contact the City at (904) 297-7500, Monday through Thursday, between 7:00 a.m. and 5:30 p.m.



City of Green Cove Springs

Erin West, City Clerk
321 Walnut Street
Green Cove Springs, FL 32043

Steve Kennedy, City Manager

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APPENDIX B
FORM OF NOTICE TO BE MAILED

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FORM OF NOTICE TO BE MAILED

******* NOTICE TO PROPERTY OWNER *******

**City of Green Cove Springs
321 Walnut Street
Green Cove Springs, FL 32043-3441**

CITY OF GREEN COVE SPRINGS, FLORIDA
NOTICE OF HEARING TO IMPOSE AND PROVIDE
FOR COLLECTION OF STORMWATER SERVICE
NON-AD VALOREM ASSESSMENTS
NOTICE DATE: AUGUST 17, 2021

**Owner Name
Address
City, State Zip**

Tax Parcel # _____

As required by Section 197.3632, Florida Statutes, notice is given by the City of Green Cove Springs (the "City"), that an annual assessment for Stormwater management services using the tax bill collection method, may be levied on your property for the fiscal year October 1, 2021 – September 30, 2022 and future fiscal years. The purpose of this assessment is to fund stormwater management services benefiting all property located within the City. The Stormwater Assessment contains two, separate components. The first component – the Base Charge -- will fund the City’s baseline, citywide management, operations and maintenance services for the stormwater management system and will be generally allocated equally among all Tax Parcels within the City. The total annual assessment revenue to be collected within the City is estimated to be \$161,742 for the stormwater base service cost.

The second component – the Usage Charge -- will fund the City’s additional Stormwater Management Services provided to developed property. The total annual assessment revenue to be collected within the City is estimated to be \$410,625 for the stormwater usage service cost. These stormwater management services are necessitated by the existence of Impervious Area that impedes or restricts infiltration of rainfall into the soil, which then increases the need for City services and facilities to convey, retain, and treat increased volume of Stormwater runoff from developed property and the Usage Charge is based upon the estimated amount of stormwater runoff generated by impervious surface on the Developed Property, as measured by the number of Net ESUs assigned to each parcel of property. The City has determined that a typical single-family residence in the Stormwater Service Area includes 3,000 square feet of impervious surface, which is defined as the "equivalent stormwater unit value" or "ESU Value." Generally, the number of ESUs were calculated individually for each parcel of developed property by dividing the impervious surface area by 3,000 square feet. Credit for privately maintained Stormwater management facilities and other factors affecting the quantity or quality of Stormwater runoff has also been applied, resulting in an assignment of Net ESUs.

The total number of Tax Parcels associated with the above parcel is _____.

The total number of Net ESUs assigned to the above parcel is _____.

The maximum stormwater assessment for the above parcel for the Base Charge is \$42 for Fiscal Year 2020-21 and future fiscal years.

The maximum stormwater assessment of the above parcel for the Usage Charge is \$_____ for Fiscal Year 2020-21 and future fiscal years.

The TOTAL MAXIMUM STORMWATER ASSESSMENT for the above parcel is \$_____ for Fiscal Year 2020-21 and future fiscal years.

A public hearing will be held at 7:00 p.m. on September 7, 2021, in the City Council Chambers, City Hall, 321 Walnut Street, Green Cove Springs, Florida, for the purpose of receiving public comment on the proposed assessments. You and all other affected property owners have a right to appear at the hearing and to file written objections with the City Council within 20 days of this notice. If you decide to appeal any decision made by the City Council with respect to

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any matter considered at the hearing, you will need a record of the proceedings and may need to ensure that a verbatim record is made, including the testimony and evidence upon which the appeal is to be made. In accordance with the Americans with Disabilities Act, persons needing a special accommodation or an interpreter to participate in this proceeding should contact the City Clerk, Erin West, at least three (3) days prior to the meeting.

Unless proper steps are initiated in a court of competent jurisdiction to secure relief within 20 days from the date of City Council action at the above hearing (including the method of apportionment, the rate of assessment and the imposition of assessments), such action shall be the final adjudication of the issues presented.

Copies of the Master Service Assessment Ordinance, the Amended and Restated Initial Assessment Resolution, the Amended and Restated Final Assessment Resolution, the Preliminary Rate Resolution, and the updated assessment roll are available for inspection at the City Clerk's Office, 321 Walnut Street, Green Cove Springs, Florida.

Both the stormwater service non-ad valorem assessment amount shown on this notice and the ad valorem taxes for the above parcel will be collected on the ad valorem tax bill mailed in November 2021. Failure to pay the assessment will cause a tax certificate to be issued against the property which may result in a loss of title.

If there is a mistake on this notice, it will be corrected. If you have any questions regarding your stormwater service assessment, please contact the City at (904) 297-7500, Monday through Thursday, between 7:00 a.m. and 5:30 p.m.

*****THIS IS NOT A BILL*****

ORDINANCE NO. O-04-2016

AN ORDINANCE RELATING TO THE PROVISION OF SERVICES, FACILITIES, PROGRAMS AND LOCAL IMPROVEMENTS IN THE CITY OF GREEN COVE SPRINGS, FLORIDA; AUTHORIZING THE IMPOSITION AND COLLECTION OF ASSESSMENTS AGAINST PROPERTY WITHIN THE INCORPORATED AREA OF THE CITY OF GREEN COVE SPRINGS; PROVIDING CERTAIN DEFINITIONS AND DEFINING THE TERMS "ASSESSMENT," "SERVICE ASSESSMENT," AND "CAPITAL ASSESSMENT"; PROVIDING FOR THE CREATION OF ASSESSMENT AREAS; ESTABLISHING THE PROCEDURES FOR IMPOSING ASSESSMENTS; ESTABLISHING PROCEDURES FOR NOTICE AND ADOPTION OF ASSESSMENT ROLLS; PROVIDING FOR INCLUSION IN CHARTER PROVISION FOR ADOPTION OF RATES FOR MUNICIPAL SERVICES; PROVIDING THAT ASSESSMENTS CONSTITUTE A LIEN ON ASSESSED PROPERTY UPON ADOPTION OF THE ASSESSMENT ROLL; PROVIDING THAT THE LIEN FOR AN ASSESSMENT COLLECTED PURSUANT TO SECTIONS 197.3632 AND 197.3635, FLORIDA STATUTES, UPON PERFECTION SHALL ATTACH TO THE PROPERTY ON THE PRIOR JANUARY 1, THE LIEN DATE FOR AD VALOREM TAXES; PROVIDING THAT A PERFECTED LIEN SHALL BE EQUAL IN RANK AND DIGNITY WITH THE LIENS OF ALL STATE, COUNTY, DISTRICT, OR MUNICIPAL TAXES AND ASSESSMENTS AND SUPERIOR IN DIGNITY TO ALL OTHER PRIOR LIENS, MORTGAGES, TITLES, AND CLAIMS; AUTHORIZING EXEMPTIONS AND HARDSHIP ASSISTANCE; PROVIDING PROCEDURES FOR COLLECTION OF ASSESSMENTS; PROVIDING A MECHANISM FOR THE IMPOSITION OF ASSESSMENTS ON GOVERNMENT PROPERTY; AUTHORIZING THE ISSUANCE OF OBLIGATIONS SECURED BY ASSESSMENTS AND PROVIDING FOR THE TERMS THEREOF; PROVIDING THAT THE CITY'S TAXING POWER SHALL NOT BE PLEDGED; PROVIDING REMEDIES; DEEMING THAT PLEDGED REVENUES SHALL BE CONSIDERED TRUST FUNDS; PROVIDING FOR THE REFUNDING OF OBLIGATIONS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS AND CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.

NOW, THEREFORE, BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF GREEN COVE SPRINGS:

ARTICLE I

INTRODUCTION

SECTION 1.01. DEFINITIONS. As used in this Ordinance, the following words and terms shall have the following meanings, unless the context clearly otherwise requires:

"Annual Rate Resolution" means the Resolution described in Sections 3.08 and 4.08 hereof, approving an Assessment Roll for a specific Fiscal Year.

"Assessed Property" means all parcels of land included on the Assessment Roll that receive a special benefit from the delivery of the service, facility or program or provision of a Local Improvement identified in the Initial Assessment Resolution.

"Assessment" means a special assessment imposed by the City pursuant to this Ordinance to fund the Capital Cost or Project Cost, if obligations are issued, of Local Improvements or the Service Cost of services that provide a special benefit to property as a consequence of a logical relationship to the value, use, or characteristics of property identified in an Initial Assessment Resolution. The term "Assessment" shall include Capital Assessments and Service Assessments.

"Assessment Area" means any of the areas created by Resolution of the City Council pursuant to Section 2.01 hereof, that specially benefit from a Local Improvement or service, facility, or program.

"Assessment Roll" means the special assessment roll relating to an Assessment approved by a Final Assessment Resolution pursuant to Section 3.06 or Section 4.06 hereof or an Annual Rate Resolution pursuant to Section 3.08 or Section 4.08 hereof.

"Assessment Unit" means the unit or criteria utilized to determine the Assessment for each parcel of property, as set forth in the Initial Assessment Resolution. "Assessment Units" may include, by way of example only and not limitation, one or a combination of the following: front footage, platted lots or parcels of record, vested lots, land area, improvement area, equivalent residential connections, permitted land use, trip generation rates, rights to future trip generation capacity under applicable concurrency management regulations, property value or any other physical characteristic or reasonably expected use of the property that has a logical relationship to the Local Improvement or service to be funded from proceeds of the Assessment.

"Building" means any structure, whether temporary or permanent, built for support, shelter or enclosure of persons, chattel or property of any kind. This term shall include mobile homes or any vehicles serving in any way the function of a building.

"Building Permit" means an official document or certificate issued by the City, under the authority of ordinance or law, authorizing the construction or siting of any Building within the City. The term "Building Permit" shall also include set up or tie down permits for those structures or Buildings, such as a mobile home, that do not require a Building Permit in order to be constructed.

"Capital Assessment" means a special assessment imposed by the City pursuant to this Ordinance to fund the Capital Cost or Project Cost, if obligations are issued, of Local Improvements that provide a special benefit to property as a consequence of a logical relationship to the value, use, or characteristics of property identified in an Initial Assessment Resolution.

"Capital Cost" means all or any portion of the expenses that are properly attributable to the acquisition, design, construction, installation, reconstruction, renewal or replacement (including demolition, environmental mitigation and relocation) of Local Improvements and imposition of the related Assessments under generally accepted accounting principles and including reimbursement to the City for any funds advanced for Capital Cost and interest on any interfund or intrafund loan for such purposes.

"City" means the City of Green Cove Springs, Florida.

"City Council" means the governing body of the City of Green Cove Springs, Florida.

"City Manager" means the chief administrative officer of the City, or such person's designee.

"County" means Clay County, Florida.

"Final Assessment Resolution" means the Resolution described in Sections 3.06 and 4.06 hereof which shall confirm, modify, or repeal the Initial Assessment Resolution and which shall be the final proceeding for the imposition of an Assessment.

"Fiscal Year" means that period commencing October 1st of each year and continuing through the next succeeding September 30th, or such other period as may be prescribed by law as the fiscal year for the City.

"Government Property" means property owned by the United States of America or any agency thereof, the State of Florida or any agency thereof, a county, a special district or a municipal corporation.

"Initial Assessment Resolution" means the Resolution described in Sections 3.02 and 4.02 hereof which shall be the initial proceeding for the identification of the service, facility, program, or Local Improvement for which an Assessment is to be made and for the imposition of an Assessment.

"Local Improvement" means a capital improvement constructed or installed by the City for the special benefit of a neighborhood or other Assessment Area.

"Maximum Assessment Rate" means the maximum rate of assessment established by the Final Assessment Resolution for the service, facility, program, or Local Improvement identified in the Initial Assessment Resolution.

"Obligations" means bonds or other evidence of indebtedness including but not limited to, notes, commercial paper, capital leases, reimbursable advances by the City, or any other obligation issued or incurred to finance any portion of the Project Cost of Local Improvements and secured, in whole or in part, by proceeds of the Assessments.

"Ordinance" means this Master Capital Project and Service Assessment Ordinance, as it may be amended from time-to-time.

"Owner" shall mean the Person reflected as the owner of Assessed Property on the Tax Roll.

"Person" means any individual, partnership, firm, organization, corporation, association, or any other legal entity, whether singular or plural, masculine or feminine, as the context may require.

"Pledged Revenue" means, as to any series of Obligations, (A) the proceeds of such Obligations, including investment earnings, (B) proceeds of the Assessments pledged to secure the payment of such Obligations, and (C) any other legally available non-ad valorem revenue pledged, at the City Council's sole option, to secure the payment of such Obligations, as specified by the ordinance or Resolution authorizing such Obligations.

"Preliminary Rate Resolution" means the Resolution described in Section 3.08 hereof initiating the annual process for updating the annual Assessment Roll and directing the reimposition of Service Assessments pursuant to an Annual Rate Resolution.

"Project Cost" means (A) the Capital Cost of a Local Improvement; (B) the Transaction Cost associated with the Obligations which financed the Local Improvement; (C) interest accruing on such Obligations for such period of time as the City Council deems appropriate; (D) the debt service reserve fund or account, if any, established for the Obligations which financed the Local Improvement; and (E) any other costs or expenses related thereto.

"Property Appraiser" means the Property Appraiser of Clay County.

"Service Assessment" means a special assessment imposed by the City pursuant to this Ordinance to fund the Service Cost of services that provide a special benefit to property as a consequence of a logical relationship to the value, use, or characteristics of property identified in an Initial Assessment Resolution.

"Service Cost" means the amount necessary in any Fiscal Year to fund the provision of a defined service, facility, or program which provides a special benefit to Assessed Property, and can include, but not be limited to: (A) the cost of physical construction, reconstruction or completion of any required facility or improvement; (B) the costs incurred in any required acquisition or purchase; (C) the cost of all labor, materials, machinery, and equipment; (D) the cost of fuel, parts, supplies, maintenance, repairs, and utilities; (E) the cost of computer services, data processing, and communications; (F) the cost of all lands and interest therein, leases, property rights, easements, and franchises of any nature whatsoever; (G) the cost of any indemnity or surety bonds and premiums for insurance; (H) the cost of salaries, volunteer pay, workers' compensation insurance, or other employment benefits; (I) the cost of uniforms, training, travel, and per diem; (J) the cost of construction plans and specifications, surveys and estimates of costs; (K) the cost of engineering, financial, legal, and other professional services; (L) the costs of compliance with any contracts or agreements entered into by the City relating to the provision of said services; (M) all costs associated with the structure, implementation, collection, and enforcement of the Assessments, including any service charges of the Clerk, Tax Collector, or Property Appraiser, and delinquent amounts from prior impositions, and amounts necessary to off-set discounts received for early payment of Assessments pursuant to the Uniform Assessment Collection Act or for early payment of Assessments collected pursuant to Section 5.02 herein; (N) all other costs and expenses necessary or incidental to the acquisition, provision, or construction of the service, facility, or program to be funded by the Assessment, and such other expenses as may be necessary or incidental to any related financing authorized by the City Council by subsequent Resolution; (O) an amount for contingencies and anticipated delinquencies and uncollectible Assessments; and (P) reimbursement to the City or any other Person for any moneys advanced for any costs incurred by the City or such Person in connection with any of the foregoing items of Service Cost.

"Tax Collector" means the Tax Collector of Clay County.

"Tax Roll" means the real property ad valorem tax assessment roll maintained by the Property Appraiser for the purpose of the levy and collection of ad valorem taxes.

"Transaction Cost" means the costs, fees and expenses incurred by the City in connection with the issuance and sale of any series of Obligations, including but not limited to (A) rating agency and other financing fees; (B) the fees and disbursements of bond counsel; (C) the underwriters' discount; (D) the fees and disbursements of the City's financial advisor; (E) the costs of preparing and printing the Obligations, the preliminary official statement, the final official statement, and all other documentation supporting issuance of the Obligations; (F) the fees payable in respect of any municipal bond insurance policy; (G) administrative, development, credit review, and all other fees associated with any pooled commercial paper or similar interim financing program; and (H) any other costs of a similar nature incurred in connection with issuance of such Obligations.

"Uniform Assessment Collection Act" means Sections 197.3632 and 197.3635, Florida Statutes, as amended from time-to-time, or any successor statutes authorizing the collection of non-ad valorem assessments on the same bill as ad valorem taxes, and any applicable regulations promulgated thereunder.

SECTION 1.02. INTERPRETATION. Unless the context indicates otherwise, words importing the singular number include the plural number, and vice versa; the terms "hereof," "hereby," "herein," "hereto," "hereunder" and similar terms refer to this Ordinance; and the term "hereafter" means after, and the term "heretofore" means before, the effective date of this Ordinance. words of any gender include the correlative words of the other genders, unless the sense indicates otherwise.

SECTION 1.03. FINDINGS. It is hereby ascertained, determined, and declared that:

(A) Pursuant to Article VIII, section 2(b), Florida Constitution, and sections 166.021 and 166.041, Florida Statutes, the City has all powers of local self-government to perform municipal functions and to render municipal services in a manner not inconsistent with law and such power may be exercised by the enactment of City Ordinances.

(B) The Assessments to be imposed pursuant to this Ordinance shall constitute non-ad valorem assessments within the meaning and intent of the Uniform Assessment Collection Act.

(C) The Assessments to be imposed pursuant to this Ordinance are imposed by the City Council, not the County, Property Appraiser or Tax Collector. The duties of the Property Appraiser and Tax Collector under the Uniform Assessment Collection Act are ministerial.

(D) The purpose of this Ordinance is to: (1) provide procedures and standards for the imposition of Assessments within the City by Resolution under the general home rule powers of a municipality to impose special assessments; and (2) authorize a procedure for the funding of public services, facilities, programs, or Local Improvements providing special benefit to subsequently identified property within the City.

(E) In accordance with Section 2.12 of the Green Cove Springs City Charter, this Ordinance is intended to grant authority for the levy of special assessments by subsequent Resolution to fund both municipal services and capital projects. Notwithstanding that special assessments may be collected on the annual ad valorem tax bill in accordance with Section 197.3632, Florida Statutes, said special assessments are not legally taxes as contemplated under Article VII, section 1(a) of the Florida Constitution and therefore, the rates may be set by Resolution.

ARTICLE II

GENERAL PROVISIONS

SECTION 2.01. CREATION OF ASSESSMENT AREAS.

(A) The City Council is hereby authorized to create Assessment Areas in accordance with the procedures set forth herein to include property located within the incorporated area of the City that is specially benefitted by the services, facilities, programs, or Local Improvements proposed for funding from the proceeds of Assessments to be imposed therein.

(B) Either the Initial Assessment Resolution proposing each Assessment Area or the Final Assessment Resolution creating each Assessment Area shall include brief descriptions of the proposed services, facilities, programs, or Local Improvements, a description of the property to be included within the Assessment Area, and specific legislative findings that recognize the special benefit to be provided by each proposed service, facility, program, or Local Improvements to property within the Assessment Area.

SECTION 2.02. REVISIONS TO ASSESSMENTS. If any Assessment made under the provisions of this Ordinance is either in whole or in part annulled, vacated, or set aside by the judgment of any court of competent jurisdiction, or if the City Council is satisfied that any such Assessment is so irregular or defective that the same cannot be enforced or collected, or if the City Council has omitted to include any property on the Assessment Roll which property should have been so included, the City Council may take all necessary steps to impose a new Assessment against any property benefitted by the Service Costs, Capital Costs or Project Costs following as nearly as may be practicable, the provisions of this Ordinance and in case such second Assessment is annulled, vacated, or set aside, the City Council may obtain and impose other Assessments until a valid Assessment is imposed.

SECTION 2.03. PROCEDURAL IRREGULARITIES. Any informality or irregularity in the proceedings in connection with the levy of any Assessment under the provisions of this Ordinance shall not affect the validity of the same after the approval thereof, and any Assessment as finally approved shall be competent and sufficient evidence that such Assessment was duly levied, that the Assessment was duly made and adopted, and that all other proceedings adequate to such Assessment were duly had, taken, and performed as required by this Ordinance; and no variance from the directions hereunder shall be held material unless it be clearly shown that

the party objecting was materially injured thereby. Notwithstanding the provisions of this Section, any party objecting to an Assessment imposed pursuant to this Ordinance must file an objection with a court of competent jurisdiction within the time periods prescribed herein.

SECTION 2.04. CORRECTION OF ERRORS AND OMISSIONS.

(A) No act of error or omission on the part of the Property Appraiser, Tax Collector, City Manager, City Council, their deputies, employees, or designees, shall operate to release or discharge any obligation for payment of an Assessment imposed by the City Council under the provision of this Ordinance.

(B) When it shall appear that any Assessment should have been imposed under this Ordinance against a lot or parcel of property specially benefited by the provision of a service, facility, program, or Local Improvement, but such property was omitted from the Assessment Roll, the City Council may, upon provision of appropriate notice as set forth in this Article, impose the applicable Assessment for the Fiscal Year in which such error is discovered, in addition to the applicable Assessment due for the prior two Fiscal Years. Such total Assessment shall become delinquent if not fully paid upon the expiration of 60 days from the date of the adoption of said Resolution. The Assessment so imposed shall constitute a lien against such property equal in rank and dignity with the liens of all state, county, district, or municipal taxes and special assessments, and superior in rank and dignity to all other prior liens, mortgages, titles and claims in and to or against the real property involved and may be collected as provided in Article V hereof.

(C) The City Manager shall have the authority at any time, upon his or her own initiative or in response to a timely filed petition from the Owner of any Assessed Property, to correct any error in applying the Assessment apportionment method to any particular property not otherwise requiring the provision of notice pursuant to the Uniform Assessment Collection Act. Any such correction that reduces an Assessment shall be considered valid ab initio and shall in no way affect the enforcement of the Assessment imposed under the provisions of this Ordinance. Any such correction which increases an Assessment or imposes an Assessment on omitted property shall first require notice to the affected owner in the manner described in Sections 3.05 and 4.05 hereof, as applicable, providing the date, time and place that the City Council will consider confirming the correction and offering the owner an opportunity to be heard. All requests from affected property owners for any such changes, modifications or corrections shall be referred to, and processed by, the City Manager and not, the Property Appraiser or Tax Collector.

(D) After the Assessment Roll has been delivered to the Tax Collector in accordance with the Uniform Assessment Collection Act, any changes, modifications, or corrections thereto shall be made in accordance with the procedures applicable to correcting errors and insolvencies on the Tax Roll upon timely written request and direction of the City Manager.

SECTION 2.05. LIEN OF ASSESSMENTS.

(A) Upon the adoption of the Assessment Roll, all Assessments shall constitute a lien against such property equal in rank and dignity with the liens of all state, county, district, or municipal taxes and special assessments. Except as otherwise provided by law, such lien shall be superior in dignity to all other prior liens, mortgages, titles, and claims, until paid.

(B) The lien for an Assessment shall be deemed perfected upon adoption by the City Council of the Final Assessment Resolution or the Annual Rate Resolution, whichever is applicable. The lien for an Assessment collected under the Uniform Assessment Collection Act shall attach to the property as provided by law. The lien for an Assessment collected under the alternative method of collection provided in Section 5.02 shall be deemed perfected upon adoption by the City Council of the Final Assessment Resolution or the Annual Rate Resolution, whichever is applicable, and shall attach to the property on such date of adoption.

SECTION 2.06. AUTHORIZATION FOR EXEMPTIONS AND HARDSHIP ASSISTANCE.

(A) The City Council, in its sole discretion, shall determine whether to provide exemptions from payment of an Assessment for Government Property or other property whose use is wholly or partially exempt from ad valorem taxation under Florida law.

(B) The City Council, in its sole discretion, shall determine whether to provide a program of hardship assistance, either through monetary contributions or extended payment terms, to City residents who are living below or close to the poverty level and are at risk of losing title to their homes as a result of the imposition of an Assessment.

(C) The City Council shall designate the funds available to provide any exemptions or hardship assistance. The provision of an exemption or hardship assistance in any one year shall in no way establish a right or entitlement to such exemption or assistance in any subsequent year and the provision of funds in any year may be limited to the extent funds are available and appropriated by the City Council. Any funds designated for exemptions or hardship assistance shall be paid by the City from funds other than those generated by the Assessment.

(D) Any shortfall in the expected Assessment proceeds due to any hardship assistance or exemption from payment of the Assessments required by law or authorized by the City Council shall be supplemented by any legally available funds, or combination of such funds, and shall not be paid for by proceeds or funds derived from the Assessments. In the event a court of competent jurisdiction determines any exemption or reduction by the City Council is improper or otherwise adversely affects the validity of the Assessment imposed for any Fiscal Year, the sole and exclusive remedy shall be the imposition of an Assessment upon each affected Tax Parcel in the amount of the Assessment that would have been otherwise imposed save for such reduction or exemption afforded to such Tax Parcel by the City Council.

ARTICLE III

SERVICE ASSESSMENTS

SECTION 3.01. GENERAL AUTHORITY.

(A) The City Council is hereby authorized to impose an annual Service Assessment to fund all or any portion of the Service Cost on benefitted property at a rate of assessment based on the special benefit accruing to such property from the City's provision of the subsequently identified service, facility, or program.

(B) The amount of the Service Assessment that is imposed each Fiscal Year against each parcel of Assessed Property shall be determined pursuant to an apportionment methodology based upon a classification of property designed to provide a fair and reasonable apportionment of the Service Cost among properties on a basis reasonably related to the special benefit provided by the service, facility, or program funded with assessment proceeds.

(C) Nothing contained in this Ordinance shall be construed to require the imposition of Assessments against Government Property.

(D) All Service Assessments shall be imposed in conformity with the procedures set forth in this Article III.

SECTION 3.02. INITIAL ASSESSMENT RESOLUTION. The first step for the initial imposition of a Service Assessment shall be the City Council's adoption of an Initial Assessment Resolution (A) describing the property to be located within any proposed Assessment Area; (B) containing a brief and general description of the services, facilities, or programs to be provided; (C) determining the Service Cost to be assessed; (D) describing the method of apportioning the Service Cost and the computation of the Assessments for specific properties; (E) establishing an estimated assessment rate for the upcoming Fiscal Year; (F) establishing a Maximum Assessment Rate, if desired by the City Council; (G) authorizing the date, time, and place of a public hearing to consider the adoption of the Final Assessment Resolution for the upcoming Fiscal Year; and (H) directing the City Manager to (1) prepare the initial Assessment Roll, as required by Section 3.03 hereof; (2) publish the notice required by Section 3.04 hereof; and (3) mail the notice required by Sections 3.05 hereof.

SECTION 3.03. SERVICE ASSESSMENT ROLL.

(A) The City Manager shall prepare, or direct the preparation of, the initial Assessment Roll for the Service Assessments, which shall contain the following:

- (1) A summary description of all Assessed Property conforming to the description contained on the Tax Roll.
- (2) The name of the Owner of the Assessed Property.

- (3) The number of Assessment Units attributable to each parcel.
- (4) The amount of the Service Assessment to be imposed against each Assessed

Property.

(B) Copies of the Initial Assessment Resolution and the preliminary Assessment Roll shall be available in the office of the City Clerk and open to public inspection. The foregoing shall not be construed to require that the Assessment Roll be in printed form if the amount of the Service Assessment for each parcel of property can be determined by use of a computer terminal available to the public.

SECTION 3.04. NOTICE BY PUBLICATION. Upon completion of the initial Assessment Roll and each year thereafter, the City Manager shall publish notice of a public hearing to adopt the Final Assessment Resolution and approve the aforementioned initial Assessment Roll. The published notice shall conform to the requirements set forth in the Uniform Assessment Collection Act.

SECTION 3.05. NOTICE BY MAIL.

(A) For the initial Fiscal Year in which a Service Assessment is imposed by the City Council against Assessed Property pursuant to the Uniform Assessment Collection Act and in addition to the published notice required by Section 3.04, the City Manager shall provide notice of the proposed Service Assessment by first class mail to the owner of each parcel of property subject to a Service Assessment.

(B) The mailed notice shall conform to the requirements set forth in the Uniform Assessment Collection Act.

(C) Notice shall be deemed mailed upon delivery thereof to the possession of the United States Postal Service. Failure of the Owner to receive such notice due to mistake or inadvertence, shall not affect the validity of the Assessment Roll nor release or discharge any obligation for payment of a Service Assessment imposed by the City Council pursuant to this Ordinance.

(D) Notice by mail for Fiscal Years after the initial Fiscal Year shall be controlled by Section 3.08(F) hereof.

SECTION 3.06. FINAL ASSESSMENT RESOLUTION.

(A) The last step for the imposition of a Service Assessment for the initial Fiscal Year shall be the City Council's adoption of a Final Assessment Resolution.

(B) At the time named in the notices required by Sections 3.04 and 3.05 or to such time as an adjournment or continuance may be taken by the City Council, the City Council shall receive any written objections of interested persons and may then, or at any subsequent meeting of the City Council, adopt the Final Assessment Resolution which shall (A) create any Assessment Area; (B) confirm, modify, or repeal the Initial Assessment Resolution with such amendments, if any, as may be deemed appropriate by the City Council; (C) establish the Maximum Assessment Rate, if desired by the City Council and set the rate of assessment to be imposed in the upcoming fiscal

year; (D) approve the initial Assessment Roll, with such amendments as it deems just and right; and (E) determine the method of collection.

(C) All parcels assessed shall derive a special benefit from the service, facility, or program to be provided or constructed and the Service Assessment shall be fairly and reasonably apportioned among the properties that receive the special benefit.

(D) All objections to the Final Assessment Resolution shall be made in writing, and filed with the City Manager at or before the time or adjourned time of such hearing.

(E) The Final Assessment Resolution shall constitute the Annual Rate Resolution for the initial Fiscal Year in which Assessments are imposed or reimposed hereunder.

SECTION 3.07. EFFECT OF FINAL ASSESSMENT RESOLUTION. The Service Assessments for the initial Fiscal Year shall be established upon adoption of the Final Assessment Resolution. The adoption of the Final Assessment Resolution shall be the final adjudication of the issues presented (including, but not limited to, the method of apportionment and assessment, the Maximum Assessment Rate, the initial rate of assessment, the initial Assessment Roll, and the levy and lien of the Service Assessments), unless proper steps are initiated in a court of competent jurisdiction to secure relief within 20 days from the date of City Council action on the Final Assessment Resolution. The initial Assessment Roll, as approved by the Final Assessment Resolution, shall be delivered to the Tax Collector, or the Property Appraiser if so directed by the Tax Collector, or if an alternative method is used to collect the Service Assessments, such other official as the City Council by Resolution shall designate.

SECTION 3.08. SUBSEQUENT YEAR ADOPTION PROCEDURES.

(A) Annually, during the budget adoption process, the City Council shall determine whether to reimpose a Service Assessment for each Fiscal Year following the initial Fiscal Year. If the City Council elects to reimpose a Service Assessment, the procedures in this Section 3.08 shall be followed.

(B) The first step for the reimposition of an annual Service Assessment after the initial Fiscal Year shall be the adoption of a Preliminary Rate Resolution by the City Council (1) containing a brief and general description of the services, facilities, or programs to be provided; (2) determining the Service Cost to be assessed for the upcoming Fiscal Year; (3) establishing the estimated assessment rate for the upcoming Fiscal Year; (4) establishing or increasing a Maximum Assessment Rate, if desired by the City Council; (5) authorizing the date, time, and place of a public hearing to receive and consider comments from the public and consider the adoption of the Annual Rate Resolution for the upcoming Fiscal Year; and (6) directing the City Manager to (a) update the Assessment Roll; (b) provide notice by publication and first class mail to affected Owners in the event circumstances described in subsection (F) of this Section so require; and (c) directing and authorizing any supplemental or additional notice deemed proper, necessary or convenient by the City.

(C) The second step for the reimposition of an annual Service Assessment after the initial Fiscal Year shall be the adoption of an Annual Rate Resolution by the City Council. At the public hearing established in the Preliminary Rate Resolution or to which an adjournment or continuance may be taken by the City Council, the City Council shall receive any oral or written objections of interested persons and may then, or at any subsequent meeting of the City Council, adopt the Annual Rate Resolution, which shall (1) establish the rate of assessment to be imposed in the upcoming Fiscal Year; and (2) approve the Assessment Roll for the upcoming Fiscal Year with such adjustments as the City Council deems just and right. The Assessment Roll shall be prepared in accordance with the method of apportionment set forth in the Initial Assessment Resolution, or any subsequent Preliminary Rate Resolution, together with modifications, if any, that are provided and confirmed in the Final Assessment Resolution or any subsequent Annual Rate Resolution.

(D) Nothing herein shall preclude the City Council from providing annual notification to all Owners of Assessed Property in the manner provided in Sections 3.04 and 3.05 or any other method as provided by law.

(E) The City Council may establish or increase a Maximum Assessment Rate in an Initial Assessment Resolution or Preliminary Rate Resolution and confirm such Maximum Assessment Rate in the Final Assessment Resolution or Annual Rate Resolution in the event notice of such Maximum Rate Assessment has been included in the notices required by Section 3.04 and 3.05.

(F) In the event (1) the proposed Assessment for any Fiscal Year exceeds the rates of assessment adopted by the City Council, including a Maximum Assessment Rate, if any, that were listed in the notices previously provided to the Owners of Assessed Property; (2) the purpose for which the Assessment is imposed or the use of the revenue from the Assessment is substantially changed from that represented by notice previously provided to the Owners of Assessed Property; (3) Assessed Property is reclassified or the method of apportionment is revised or altered resulting in an increased Assessment from that represented by notice previously provided to the Owners of Assessed Property; or (4) an Assessment Roll contains Assessed Property that was not included on the Assessment Roll approved for the prior Fiscal Year, notice shall be provided by publication and first class mail to the Owners of such Assessed Property as provided by law. Such notice shall substantially conform with the notice requirements set forth in Sections 3.04 and 3.05 and inform the Owner of the date, time, and place for the adoption of the Annual Rate Resolution. The failure of the Owner to receive such notice due to mistake or inadvertence, shall not affect the validity of the Assessment Roll nor release or discharge any obligation for payment of a Service Assessment imposed by the City Council pursuant to this Ordinance.

(G) As to any Assessed Property not included on an Assessment Roll approved by the adoption of the Final Assessment Resolution or a prior year's Annual Rate Resolution, the adoption of the succeeding Annual Rate Resolution shall be the final adjudication of the issues presented as to such Assessed Property (including, but not limited to, the determination of special benefit and fair apportionment to the Assessed Property, the method of apportionment and assessment, the rate of assessment, the establishment or increase of a Maximum Assessment Rate, the Assessment Roll, and the levy and lien of the Assessments), unless proper steps shall be initiated in a court of competent jurisdiction to secure relief within 20 days from the date of the City Council action on

the Annual Rate Resolution. Nothing contained herein shall be construed or interpreted to affect the finality of any Assessment not challenged within the required 20-day period for those Assessments previously imposed against Assessed Property by the inclusion of the Assessed Property on an Assessment Roll approved in the Final Assessment Resolution or any subsequent Annual Rate Resolution.

(H) The Assessment Roll, as approved by the Annual Rate Resolution, shall be delivered to the Tax Collector as required by the Uniform Assessment Collection Act, or if the alternative method described in Section 5.02 is used to collect the Assessments, such other official as the City Council by Resolution shall designate. If the Assessment against any property shall be sustained, reduced, or abated by the court, an adjustment shall be made on the Assessment Roll.

SECTION 3.09. INTERIM SERVICE ASSESSMENTS.

(A) An interim Service Assessment may be imposed against all property, for which a Certificate of Occupancy is issued, after adoption of the Annual Rate Resolution. The amount of the interim Service Assessment shall be calculated upon a monthly rate, which shall be one-twelfth of the annual rate for such property computed in accordance with the Annual Rate Resolution for the Fiscal Year for which the interim Service Assessment is being imposed. Such monthly rate shall be imposed for each full calendar month remaining in the Fiscal Year. In addition to the monthly rate, the interim Service Assessment may also include an estimate of the subsequent Fiscal Year's Service Assessment.

(B) No Certificate of Occupancy shall be issued until full payment of the interim Service Assessment is received by the City. Issuance of the Certificate of Occupancy without the payment in full of the interim Service Assessment shall not relieve the Owner of such property of the obligation of full payment. Any interim Service Assessment not collected prior to the issuance of the Certificate of Occupancy may be collected pursuant to the Uniform Assessment Collection Act as provided in Section 5.01 of this Ordinance or by any other method authorized by law. Any interim Service Assessment shall be deemed due and payable on the date the Certificate of Occupancy was issued and shall constitute a lien against such property as of that date. Said lien shall be equal in rank and dignity with the liens of all state, county, district or municipal taxes and special assessments, and superior in rank and dignity to all other liens, encumbrances, titles and claims in and to or against the real property involved and shall be deemed perfected upon the issuance of the Certificate of Occupancy.

ARTICLE IV

CAPITAL ASSESSMENTS

SECTION 4.01. GENERAL AUTHORITY.

(A) The City Council is hereby authorized to impose Capital Assessments against property located within an Assessment Area to fund all or any portion of the Capital Cost or Project Cost, if obligations are issued, of Local Improvements based on the special benefit accruing to such property from the City's provision of the subsequently identified Local Improvement.

(B) The amount of the Capital Assessment shall be computed in a manner that fairly and reasonably apportions the Capital Cost or Project Cost, if obligations are issued, among the parcels of property within the Assessment Area based upon objectively determinable Assessment Units and reasonably related to the special benefit provided by the Local Improvement.

(C) Nothing contained in this Ordinance shall be construed to require the imposition of Capital Assessments against Government Property.

(D) All Capital Assessments shall be imposed in conformity with the procedures set forth in this Article IV.

SECTION 4.02. INITIAL ASSESSMENT RESOLUTION. The first step for the initial imposition of a Capital Assessment shall be the City Council's adoption of an Initial Assessment Resolution (A) describing the property to be located within the proposed Assessment Area; (B) containing a brief and general description of the Local Improvements to be provided; (C) determining the Capital Cost or Project Cost to be assessed for Local Improvements; (D) describing the method of apportioning the Capital Cost or Project Cost and the computation of the Capital Assessments for specific properties; (E) establishing an estimated assessment rate for the upcoming Fiscal Year; (F) describe the provisions, if any, for acceleration and prepayment of the Capital Assessment; (G) describe the provisions, if any, for reallocating the Capital Assessment upon future subdivision; (H) establishing a Maximum Assessment Rate, if desired by the City Council; (I) authorizing the date, time, and place of a public hearing to consider the adoption of the Final Assessment Resolution for the upcoming Fiscal Year; and (J) directing the City Manager to (1) prepare the initial Assessment Roll, as required by Section 4.03 hereof; (2) publish the notice required by Section 4.04 hereof; and (3) mail the notice required by Sections 4.05 hereof.

SECTION 4.03. CAPITAL ASSESSMENT ROLL.

(A) The City Manager shall prepare, or direct the preparation of, the initial Assessment Roll for Capital Assessments, which shall contain the following:

- (1) A summary description of all Assessed Property conforming to the description contained on the Tax Roll.
- (2) The name of the Owner of the Assessed Property.

- (3) The number of Assessment Units attributable to each parcel.
- (4) The amount of the Capital Assessment to be imposed against each Assessed Property.

(B) Copies of the Initial Assessment Resolution and the preliminary Assessment Roll shall be available in the office of the City Clerk and open to public inspection. The foregoing shall not be construed to require that the Assessment Roll be in printed form if the amount of the Capital Assessment for each parcel of property can be determined by use of a computer terminal available to the public.

SECTION 4.04. NOTICE BY PUBLICATION. Upon completion of the initial Assessment Roll and each year thereafter, the City Manager shall publish notice of a public hearing to adopt the Final Assessment Resolution and approve the aforementioned initial Assessment Roll. The published notice shall conform to the requirements set forth in the Uniform Assessment Collection Act.

SECTION 4.05. NOTICE BY MAIL.

(A) For the initial Fiscal Year in which a Capital Assessment is imposed by the City Council against Assessed Property pursuant to the Uniform Assessment Collection Act and in addition to the published notice required by Section 4.04, the City Manager shall provide notice of the proposed Capital Assessment by first class mail to the owner of each parcel of property subject to a Capital Assessment.

(B) The mailed notice shall conform to the requirements set forth in the Uniform Assessment Collection Act.

(C) Notice shall be deemed mailed upon delivery thereof to the possession of the United States Postal Service. Failure of the Owner to receive such notice due to mistake or inadvertence, shall not affect the validity of the Assessment Roll nor release or discharge any obligation for payment of a Capital Assessment imposed by the City Council pursuant to this Ordinance.

(D) Notice by mail for Fiscal Years after the initial Fiscal Year shall be controlled by Section 4.08(B) hereof.

SECTION 4.06. FINAL ASSESSMENT RESOLUTION.

(A) The last step for the imposition of a Capital Assessment for the initial Fiscal Year shall be the City Council's adoption of a Final Assessment Resolution.

(B) At the time named in the notices required by Sections 4.04 and 4.05 or to such time as an adjournment or continuance may be taken by the City Council, the City Council shall receive any written objections of interested persons and may then, or at any subsequent meeting of the City Council, adopt the Final Assessment Resolution which shall (1) create any Assessment Area; (2) confirm, modify, or repeal the Initial Assessment Resolution with such amendments, if any, as may be deemed appropriate by the City Council; (3) establish the maximum amount of the Capital Assessment for each Assessment Unit and levy the rate of assessment for the upcoming Fiscal

Year; (4) approve the initial Assessment Roll, with such amendments as it deems just and right; and (5) determine the method of collection.

(C) All parcels assessed shall derive a special benefit from the Local Improvement to be provided or constructed and the Capital Assessment shall be fairly and reasonably apportioned among the properties that receive the special benefit.

(D) All objections to the Final Assessment Resolution shall be made in writing, and filed with the City Manager at or before the time or adjourned time of such hearing.

(E) The Final Assessment Resolution shall constitute the Annual Rate Resolution for the initial Fiscal Year in which Assessments are imposed or reimposed hereunder.

SECTION 4.07. EFFECT OF FINAL ASSESSMENT RESOLUTION. The Capital Assessments for the initial Fiscal Year shall be established upon adoption of the Final Assessment Resolution. The adoption of the Final Assessment Resolution shall be the final adjudication of the issues presented (including, but not limited to, the method of apportionment and assessment, the initial rate of assessment, the initial Assessment Roll, and the levy and lien of the Capital Assessments), unless proper steps are initiated in a court of competent jurisdiction to secure relief within 20 days from the date of City Council action on the Final Assessment Resolution. The initial Assessment Roll, as approved by the Final Assessment Resolution, shall be delivered to the Tax Collector, or the Property Appraiser if so directed by the Tax Collector, or if an alternative method is used to collect the Capital Assessments, such other official as the City Council by resolution shall designate.

SECTION 4.08. SUBSEQUENT YEAR ADOPTION PROCEDURES.

(A) Annually, during the budget adoption process, the City Council shall adopt an Annual Rate Resolution for each Fiscal Year in which Capital Assessments will be imposed to fund the Capital Cost or Project Cost of a Local Improvement. The Annual Rate Resolution shall (1) establish the rate of assessment to be imposed in the upcoming Fiscal Year and (2) approve the Assessment Roll for the upcoming Fiscal Year with such adjustments as the City Council deems just and right. The Assessment Roll shall be prepared in accordance with the method of apportionment set forth in the Initial Assessment Resolution, as confirmed or amended by the Final Assessment Resolution. Failure to adopt an Annual Assessment Resolution during the budget adoption process for a Fiscal Year may be cured at any time.

(B) In the event (1) the proposed Capital Assessment for any Fiscal Year exceeds the Maximum Assessment Rate included in notice previously provided to the Owners of Assessed Property; (2) the purpose for which the Capital Assessment is imposed is substantially changed from that represented by notice previously provided to the Owners of Assessed Property; (3) Assessed Property is reclassified or the method of apportionment is revised or altered resulting in an increased Capital Assessment from that represented by notice previously provided to the owners of Assessed Property; or (4) an Assessment Roll contains Assessed Property that was not included on the Assessment Roll approved for the prior Fiscal Year, notice shall be provided by publication and first class mail to the Owner of such Assessed Property as provided by law. Such notice shall substantially conform with the notice requirements set forth in Sections 4.04 and 4.05 and inform

the Owners of the date, time and place for the adoption of the Annual Rate Resolution. The failure of an Owner to receive such supplemental notice due to mistake or inadvertence, shall not affect the validity of the Assessment Roll nor release or discharge any obligation for payment of a Capital Assessment imposed by the City Council pursuant to this Ordinance.

(C) As to any Assessed Property not included on an Assessment Roll approved by the adoption of the Final Assessment Resolution or a prior year's Annual Rate Resolution, the adoption of the succeeding Annual Rate Resolution shall be the final adjudication of the issues presented as to such Assessed Property (including, but not limited to, the determination of special benefit and fair apportionment to the Assessed Property, the method of apportionment and assessment, the rate of assessment, the establishment or increase of a Maximum Assessment Rate, the Assessment Roll, and the levy and lien of the Assessments), unless proper steps shall be initiated in a court of competent jurisdiction to secure relief within 20 days from the date of the City Council action on the Annual Rate Resolution. Nothing contained herein shall be construed or interpreted to affect the finality of any Assessment not challenged within the required 20-day period for those Assessments previously imposed against Assessed Property by the inclusion of the Assessed Property on an Assessment Roll approved in the Final Assessment Resolution or any subsequent Annual Rate Resolution.

(D) The Assessment Roll, as approved by the Annual Rate Resolution, shall be delivered to the Tax Collector as required by the Uniform Assessment Collection Act, or the Property Appraiser if so directed by the Tax Collector, or if an alternative method described in Section 5.02 is used to collect the Capital Assessments, such other official as the City Council by Resolution shall designate. If the Capital Assessment against any property shall be sustained, reduced, or abated by the City Council, an adjustment shall be made on the Assessment Roll.

ARTICLE V

COLLECTION AND USE OF ASSESSMENTS

SECTION 5.01. METHOD OF COLLECTION.

(A) Unless otherwise directed by the City Council, the Assessments shall be collected pursuant to the Uniform Assessment Collection Act, and the City shall comply with all applicable provisions of the Uniform Assessment Collection Act. Any hearing or notice required by this Ordinance may be combined with any other hearing or notice required by the Uniform Assessment Collection Act.

(B) The amount of an Assessment to be collected using the Uniform Assessment Collection Act for any specific parcel of benefitted property may include an amount equivalent to the payment delinquency, delinquency fees and recording costs for prior years' assessment for a comparable service, facility, program, or Local Improvement provided, (1) the collection method used in connection with the prior year's assessment did not employ the use of the Uniform Assessment Collection Act; (2) notice is provided to the Owner; and (3) any lien on the affected parcel for the prior year's assessment is supplanted and transferred to such Assessment upon certification of a non-ad valorem roll to the Tax Collector by the City.

SECTION 5.02. ALTERNATIVE METHOD OF COLLECTION. In lieu of using the Uniform Assessment Collection Act, the City may elect to collect the assessment by any other method which is authorized by law or provided as follows:

(A) The City shall provide assessment bills by first class mail to the owner of each affected parcel of property, other than government property. The bill or accompanying explanatory material shall include (1) a brief explanation of the assessment; (2) a description of the assessment units used to determine the amount of the assessment; (3) the number of assessment units attributable to the parcel; (4) the total amount of the parcel's assessment for the appropriate period, (5) the location at which payment will be accepted; (6) the date on which the assessment is due; and (7) a statement that the assessment constitutes a lien against assessed property equal in rank and dignity with the liens of all state, county, district or municipal taxes and other non-ad valorem assessments.

(B) A general notice of the lien resulting from imposition of the assessments shall be recorded in the official records of Clay County, Florida. Nothing herein shall be construed to require that individual liens or releases be filed in the official records.

(C) The City shall have the right to collect all delinquent assessments in the manner provided by law. An assessment shall become delinquent if it is not paid within thirty (30) days from the due date. The City or its agent shall notify any property owner who is delinquent in payment of an assessment within sixty (60) days from the date such assessment was due. Such notice shall state in effect that the City or its agent will initiate a foreclosure action and cause the foreclosure of such property subject to a delinquent assessment in a method now or hereafter provided by law for foreclosure of mortgages on real estate, or otherwise as provided by law.

(D) All costs, fees and expenses, including reasonable attorney fees and title search expenses, related to any foreclosure action as described herein shall be included in any judgment or decree rendered therein. At the sale pursuant to decree in any such action, the City may be the purchaser to the same extent as an individual person or corporation. The City may join in one foreclosure action the collection of assessments against any or all property assessed in accordance with the provisions hereof. All delinquent property owners whose property is foreclosed shall be liable for an apportioned amount of reasonable costs and expenses incurred by the City and its agents, including reasonable attorney fees, in collection of such delinquent assessments and any other costs incurred by the county as a result of such delinquent assessments including, but not limited to, costs paid for draws on a credit facility and the same shall be collectible as a part of or in addition to, the costs of the action.

(E) In lieu of foreclosure, any delinquent assessment and the costs, fees and expenses attributable thereto, may be collected pursuant to the Uniform Assessment Collection Act; provided however, that (1) notice is provided to the owner in the manner required by law and this article; and (2) any existing lien of record on the affected parcel for the delinquent assessment is supplanted by the lien resulting from certification of the Assessment Roll to the Tax Collector.

SECTION 5.03. GOVERNMENT PROPERTY. In lieu of using the Uniform Assessment Collection Act to collect Assessments from Government Property, the City may elect to use any other method authorized by law or provided by this Section as follows:

(A) The City shall provide Assessment bills by first class mail to the Owner of each affected parcel of Government Property. The bill or accompanying explanatory material shall include (1) a brief explanation of the Assessment; (2) a description of the unit of measurement used to determine the amount of the Assessment; (3) the number of units contained within the parcel; (4) the total amount of the parcel's Assessment for the appropriate period; (5) the location at which payment will be accepted; and (6) the date on which the Assessment is due.

(B) Assessments imposed against Government Property shall be due on the same date as all other Assessments and, if applicable, shall be subject to the same discounts for early payment.

(C) An Assessment shall become delinquent if it is not paid within 30 days from the date any installment is due. The City shall notify the Owner of any Government Property that is delinquent in payment of its Assessment within 60 days from the date such Assessment was due. Such notice shall state that the City will initiate a mandamus or other appropriate judicial action to compel payment.

(D) All costs, fees and expenses, including reasonable attorney fees and title search expenses, related to any mandamus or other action as described herein shall be included in any judgment or decree rendered therein. All delinquent owners of Government Property against which a mandamus or other appropriate action is filed shall be liable for an apportioned amount of reasonable costs and expenses incurred by the City, including reasonable attorney fees, in collection of such delinquent Assessments and any other costs incurred by the City as a result of such delinquent Assessments and the same shall be collectible as a part of or in addition to, the costs of the action.

(E) As an alternative to the foregoing, an Assessment imposed against Government Property may be collected on the bill for any utility service provided to such Government Property. The City Council may contract for such billing services with any utility not owned by the City.

ARTICLE VI

ISSUANCE OF OBLIGATIONS

SECTION 6.01. GENERAL AUTHORITY.

(A) Upon adoption of the Final Assessment Resolution imposing Capital Assessments to fund a Local Improvement or at any time thereafter, the City Council shall have the power and is hereby authorized to provide by Resolution, at one time or from time to time in series, for the issuance of Obligations to fund the Project Cost thereof.

(B) If issued, the principal of and interest on each series of Obligations shall be payable from Pledged Revenue. At the option of the City Council, the City may agree, by Resolution, to budget and appropriate funds to make up any deficiency in the reserve account established for the Obligations or in the payment of the Obligations, from other non-ad valorem revenue sources. The City Council may also provide, by Resolution, for a pledge of or lien upon proceeds of such non-ad valorem revenue sources for the benefit of the holders of the Obligations. Any such Resolution shall determine the nature and extent of any pledge of or lien upon proceeds of such non-ad valorem revenue sources.

SECTION 6.02. TERMS OF THE OBLIGATIONS. If issued, the Obligations shall be dated, shall bear interest at such rate or rates, shall mature at such times as may be determined by Resolution of the City Council, and may be made redeemable before maturity, at the option of the City, at such price or prices and under such terms and conditions, all as may be fixed by the City Council. Said Obligations shall mature not later than 40 years after their issuance. The City Council shall determine by Resolution the form of the Obligations, the manner of executing such Obligations, and shall fix the denominations of such Obligations, the place or places of payment of the principal and interest, which may be at any bank or trust company within or outside of the State of Florida, and such other terms and provisions of the Obligations as it deems appropriate. The Obligations may be sold at public or private sale for such price or prices as the City Council shall determine by Resolution. The Obligations may be delivered to any contractor to pay for construction of the Local Improvements or may be sold in such manner and for such price as the City Council may determine by Resolution to be for the best interests of the City.

SECTION 6.03. VARIABLE RATE OBLIGATIONS. At the option of the City Council, Obligations may bear interest at a variable rate.

SECTION 6.04. TEMPORARY OBLIGATIONS. Prior to the preparation of definitive Obligations of any series, the City Council may, under like restrictions, issue interim receipts, interim certificates, or temporary Obligations, exchangeable for definitive Obligations when such Obligations have been executed and are available for delivery. The City Council may also provide for the replacement of any Obligations which shall become mutilated, destroyed or lost. Obligations may be issued without any other proceedings or the happening of any other conditions or things than those proceedings, conditions or things which are specifically required by this Ordinance.

SECTION 6.05. ANTICIPATION NOTES. In anticipation of the sale of Obligations, the City Council may, by Resolution, issue notes and may renew the same from time to time. Such notes may be paid from the proceeds of the Obligations, the proceeds of the Capital Assessments, the proceeds of the notes and such other legally available moneys as the City Council deems appropriate by Resolution. Said notes shall mature within five years of their issuance and shall bear interest at a rate not exceeding the maximum rate provided by law. The City Council

may issue Obligations or renewal notes to repay the notes. The notes shall be issued in the same manner as the Obligations.

SECTION 6.06. TAXING POWER NOT PLEDGED. Obligations issued under the provisions of this Ordinance shall not be deemed to constitute a general obligation or pledge of the full faith and credit of the City within the meaning of the Constitution of the State of Florida, but such Obligations shall be payable only from Pledged Revenue in the manner provided herein and by the Resolution authorizing the Obligations. The issuance of Obligations under the provisions of this Ordinance shall not directly or indirectly obligate the City to levy or to pledge any form of ad valorem taxation whatever therefore. No holder of any such Obligations shall ever have the right to compel any exercise of the ad valorem taxing power on the part of the City to pay any such Obligations or the interest thereon or to enforce payment of such Obligations or the interest thereon against any property of the City, nor shall such Obligations constitute a charge, lien or encumbrance, legal or equitable, upon any property of the City, except the Pledged Revenue.

SECTION 6.07. TRUST FUNDS. The Pledged Revenue received pursuant to the authority of this Ordinance shall be deemed to be trust funds, to be held and applied solely as provided in this Ordinance and in the Resolution authorizing issuance of the Obligations. Such Pledged Revenue may be invested by the City, or its designee, in the manner provided by the Resolution authorizing issuance of the Obligations. The Pledged Revenue upon receipt thereof by the City shall be subject to the lien and pledge of the holders of any Obligations or any entity other than the City providing credit enhancement on the Obligations.

SECTION 6.08. REMEDIES OF HOLDERS. Any holder of Obligations, except to the extent the rights herein given may be restricted by the Resolution authorizing issuance of the Obligations, may, whether at law or in equity, by suit, action, mandamus or other proceedings, protect and enforce any and all rights under the laws of the State of Florida or granted hereunder or under such Resolution, and may enforce and compel the performance of all duties required by this part, or by such Resolution, to be performed by the City.

SECTION 6.09. REFUNDING OBLIGATIONS. The City may, by Resolution of the City Council, issue Obligations to refund any Obligations issued pursuant to this Ordinance, or any other obligations of the City theretofore issued to finance the Project Cost of a Local Improvement and provide for the rights of the holders hereof. Such refunding Obligations may be issued in an amount sufficient to provide for the payment of the principal of, redemption premium, if any, and interest on the outstanding Obligations to be refunded. If the issuance of such refunding Obligations results in an annual Assessment that exceeds the estimated maximum annual Capital Assessments set forth in the notice provided pursuant to Section 4.05 hereof, the City Council shall provide notice to the affected property owners and conduct a public hearing in the manner required by Article IV of this Ordinance.

ARTICLE VII

MISCELLANEOUS PROVISIONS

SECTION 7.01. APPLICABILITY. This Ordinance and the City Council's authority to impose assessments pursuant hereto shall be applicable throughout the City.

SECTION 7.02. ALTERNATIVE METHOD.

(A) This Ordinance shall be deemed to provide an additional and alternative method for the doing of the things authorized hereby and shall be regarded as supplemental and additional to powers conferred by other laws, and shall not be regarded as in derogation of any powers now existing or which may hereafter come into existence. This Ordinance, being necessary for the welfare of the inhabitants of the City, shall be liberally construed to effect the purposes hereof.

(B) Nothing herein shall preclude the City Council from directing and authorizing, by Resolution, the combination with each other of (1) any supplemental or additional notice deemed proper, necessary, or convenient by the City; (2) any notice required by this Ordinance; or (3) any notice required by law, including the Uniform Assessment Collection Act.

(C) *Alternative method.* This Ordinance shall be deemed to provide an additional and alternative method for the imposition and collection of Assessments and shall be regarded as supplemental and additional to powers conferred by other laws, and shall not be regarded as in derogation of any powers now existing or which may hereafter come into existence.

(D) *Liberally construed.* This Ordinance, being necessary for the welfare of the inhabitants of the City, particularly the owners of property located therein, shall be liberally construed to effect the purposes hereof.

SECTION 7.03. SEVERABILITY. The provisions of this Ordinance are severable; and if any section, subsection, sentence, clause or provision is held invalid by any court of competent jurisdiction, the remaining provisions of this Ordinance shall not be affected thereby.

SECTION 7.04. CONFLICTS. All Ordinances or parts of Ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 7.05. CODIFICATION. It is the intention of the City Council, and it is hereby ordained that the provisions of this Ordinance shall become and be made a part of the Code of the City of Green Cove Springs; that the sections of this Ordinance may be renumbered or relettered to accomplish such intentions; and that the word "Ordinance" shall be changed to "Section" or other appropriate word.

SECTION 7.06. EFFECTIVE DATE. This Ordinance shall take effect immediately upon its passage and adoption on the second and final reading.


INTRODUCED AND APPROVED AS TO FORM ONLY ON THE FIRST READING BY THE CITY COUNCIL OF THE CITY OF GREEN COVE SPRINGS, FLORIDA, ON THIS 22ND DAY OF MARCH, 2016.

CITY OF GREEN COVE SPRINGS, FLORIDA



B. Van Royal, Mayor

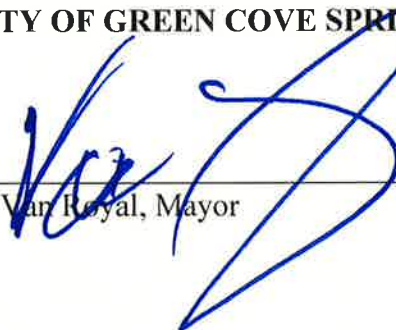
ATTEST:



Julia W. Clevinger, City Clerk

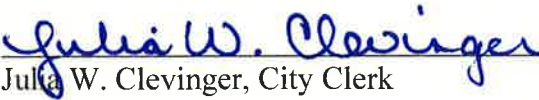
PASSED ON SECOND AND FINAL READING BY THE CITY COUNCIL OF THE CITY OF GREEN COVE SPRINGS, FLORIDA, THIS 5TH DAY OF APRIL, 2016.

CITY OF GREEN COVE SPRINGS, FLORIDA




B. Van Royal, Mayor

ATTEST:



Julia W. Clevinger, City Clerk

APPROVED AS TO FORM:



L. J. Arnold, III, City Attorney



STAFF REPORT

CITY OF GREEN COVE SPRINGS, FLORIDA

TO: Regular Session **MEETING DATE:** July 6, 2021

FROM: Erin West, City Clerk

SUBJECT: City Council approval of Resolution No. R-15-2021, a resolution authorizing Amendment No. 6 to the FDOT Traffic Signal Maintenance, and Compensation Agreement. Contract No. ARV47, for the period of July 1, 2021 through June 30, 2022 in the amount of \$36,184.00 and authorizing the City Manager to execute said Agreement. *Mike Null*

BACKGROUND

FDOT pays the City a yearly maintenance fee to maintain the traffic light signals in the Green Cove Springs area. The City, through the Interlocal Agreement with Clay County, provides for the Clay County Signal Maintenance Department to maintain the traffic light signals. The City issues purchase orders as necessary as per the Clay County Signal Maintenance Department. This Agreement is effective July 1, 2015 through June 30, 2035 with Amendments submitted annually.

Attached is the e-mail from FDOT requesting approval of Amendment No. 6 to the Traffic Signal Maintenance and Compensation Agreement, Contract No. ARV47, for period of July 1, 2021 through June 30, 2022 in the amount of \$36,184.00. This represents an increase of \$976 over FY 20-21.

FISCAL IMPACT

Funds are deposited to A/R Account No. 001-3439100

RECOMMENDATION

City Council approval of Resolution No. R-15-2021, a resolution authorizing Amendment No. 6 to the FDOT Traffic Signal Maintenance, and Compensation Agreement. Contract No. ARV47, for the period of July 1, 2021 through June 30, 2022 in the amount of \$36,184.00 and authorizing the City Manager to execute said Agreement

TRAFFIC SIGNAL MAINTENANCE AND COMPENSATION AGREEMENT

Reimbursement for Maintenance and Operation

Exhibit A

Compensation for Maintaining Traffic Signals and Devices for FY
2022Effective Date: from 07/01/2021 to 06/30/2022
CITY OF GREEN COVE SPRINGS

Intersection Location	Traffic Signals (TS)	Traffic Signal - Interconnected & monitored (IMTS)	Intersection Control Beacon (ICB)	Pedestrian Flashing Beacon (PFB)	Emergency Fire Dept. Signal (FDS)	Speed Activated Warning Display (SAWD) or Blank Out Sign (BOS)	Traffic Warning Beacon (TWB)	Travel Time Detector (TTD)	Uninterruptible Power Supplies (UPS)	Connected and Automated Vehicle Devices (CAVD)	Compensation Amount (using Unit Rates from Exhibit B)
SR15, (US17) at LAMONT ST.							\$360				\$360
SR15, (US17) at MID BLOCK PED BETWEEN CENTER & GUM							\$360				\$360
SR15, (US17) at GUM ST.	\$3,577										\$3,577
SR15, (US17) at CENTER ST.	\$3,577										\$3,577
SR15, (US17) at WALNUT ST.	\$3,577										\$3,577

TRAFFIC SIGNAL MAINTENANCE AND COMPENSATION AGREEMENT

Reimbursement for Maintenance and Operation

Exhibit A											
Compensation for Maintaining Traffic Signals and Devices for FY 2022											
Effective Date: from <u>07/01/2021</u> to <u>06/30/2022</u>											
CITY OF GREEN COVE SPRINGS											
Intersection Location	Traffic Signals (TS)	Traffic Signal - Interconnected & monitored (IMTS)	Intersection Control Beacon (ICB)	Pedestrian Flashing Beacon (PFB)	Emergency Fire Dept. Signal (FDS)	Speed Activated Warning Display (SAWD) or Blank Out Sign (BOS)	Traffic Warning Beacon (TWB)	Travel Time Detector (TTD)	Uninterruptible Power Supplies (UPS)	Connected and Automated Vehicle Devices (CAVD)	Compensation Amount (using Unit Rates from Exhibit B)
SR15, (US17) at SR16 WEST (FERRIS ST.)	\$3,577								\$116		\$3,693
SR15, (US17) at SR16 EAST	\$3,577								\$116		\$3,693
SR15, (US17) ORANGE AVE. at HARBOR RD.	\$3,577					\$360			\$116		\$4,053
SR15, (US17) ORANGE AVE. at HOUSTON ST.	\$3,577								\$116		\$3,693
SR16 at REYNOLDS ST.			\$897								\$897

TRAFFIC SIGNAL MAINTENANCE AND COMPENSATION AGREEMENT

TRAFFIC Item #3.

Reimbursement for Maintenance and Operation

Exhibit A											
Compensation for Maintaining Traffic Signals and Devices for FY 2022											
Effective Date: from 07/01/2021 to 06/30/2022											
CITY OF GREEN COVE SPRINGS											
Intersection Location	Traffic Signals (TS)	Traffic Signal - Interconnected & monitored (IMTS)	Intersection Control Beacon (ICB)	Pedestrian Flashing Beacon (PFB)	Emergency Fire Dept. Signal (FDS)	Speed Activated Warning Display (SAWD) or Blank Out Sign (BOS)	Traffic Warning Beacon (TWB)	Travel Time Detector (TTD)	Uninterruptible Power Supplies (UPS)	Connected and Automated Vehicle Devices (CAVD)	Compensation Amount (using Unit Rates from Exhibit B)
SR16 at WEST ST.				\$717							\$717
SR16 at OAKRIDGE AVE.				\$717							\$717
SR16 WEST at WEST ST.	\$3,577										\$3,577
SR16 WEST at OAKRIDGE AVE.	\$3,577							\$116			\$3,693
Total Lump Sum Amount*											\$36,184.00

* Amount paid shall be the Total Lump Sum (minus any retainage or forfeiture).

TRAFFIC SIGNAL MAINTENANCE AND COMPENSATION AGREEMENT

TRAFF Item #3.

Reimbursement for Maintenance and Operation

Exhibit A
Compensation for Maintaining Traffic Signals and Devices for FY 2022
Effective Date: from <u>07/01/2021</u> to <u>06/30/2022</u>
<u>CITY OF GREEN COVE SPRINGS</u>

I certify that the above Traffic Signals and Devices will be maintained and operated in accordance with the requirements of the Traffic Signal Maintenance and Compensation Agreement. For satisfactory completion of all services detailed in this Agreement for this time period, the Department will pay the Maintaining Agency a Total Lump Sum (minus any retainage or forfeiture) of \$36,184.00

Maintaining Agency Date

District Traffic Operations Engineer Date

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**AMENDMENT TO THE TRAFFIC SIGNAL MAINTENANCE
AND COMPENSATION AGREEMENT**

CONTRACT NO. ARV47
FINANCIAL PROJECT NO. 41353018811
F.E.I.D. NO. F596000328002
AMENDMENT NO. _____

THIS AMENDMENT TO THE TRAFFIC SIGNAL AND MAINTENANCE AGREEMENT ("Amendment") is made and entered into on this _____ day of _____, by and between the STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION ("Department"), an agency of the State of Florida, and City of Greencove Springs, ("Maintaining Agency").

RECITALS

WHEREAS, the Department and the Maintaining Agency on _____ entered into a Traffic Signal Maintenance and Compensation Agreement ("Agreement").

WHEREAS, the Parties have agreed to modify the Agreement on the terms and conditions set forth herein.

NOW THEREFORE, in consideration of the mutual covenants in this Amendment, the Agreement is amended as follows:

1. Exhibit A is amended, superseded and replaced in its entirety with the new Exhibit A that is attached to this Amendment.

IN WITNESS WHEREOF, the undersigned parties have executed this Amendment on the day, month and year set forth above.

City of Greencove Springs, Florida
(Maintaining Agency)

By: _____
(Authorized Signature)

Print/Type Name: _____

Title: _____

**STATE OF FLORIDA
DEPARTMENT OF TRANSPORTATION**

By: _____
(Authorized Signature)

Print/Type Name: James Hannigan

Title: District Traffic Operations Engineer

Legal Review: _____

RESOLUTION NO. R-15-2021

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREEN COVE SPRINGS, FLORIDA AUTHORIZING AMENDMENT NO. 6 TO THE TRAFFIC SIGNAL MAINTENANCE AND COMPENSATION AGREEMENT, CONTRACT NO. ARV47, WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION.

WHEREAS, the City Council and the Florida Department of Transportation desires to renew the Traffic Signal Maintenance and Compensation Agreement setting forth the various rights, duties and responsibilities for the City maintenance and operation of traffic signals or signal systems on the State Highway System.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GREEN COVE SPRINGS AS FOLLOWS:

SECTION 1. The City Council of the City of Green Cove Springs hereby authorizes Amendment No. 6 of the Traffic Signal Maintenance and Compensation Agreement, Contract No. ARV47, between the City and the Florida Department of Transportation dated July 1, 2021 through June 30, 2022.

SECTION 2. The City Manager is hereby authorized to execute said Amendment to the Traffic Signal Maintenance and Compensation Agreement, Contract No. ARV47, attached hereto and marked Exhibit "A".

DONE AND RESOLVED BY THE CITY COUNCIL OF THE CITY OF GREEN COVE SPRINGS, FLORIDA, IN REGULAR SESSION THIS 20TH DAY OF JULY, 2021.

CITY OF GREEN COVE SPRINGS, FLORIDA

Edward R. Gaw, Mayor

ATTEST:

Erin West, City Clerk

APPROVED AS TO FORM:

L. J. Arnold, III, City Attorney



STAFF REPORT

CITY OF GREEN COVE SPRINGS, FLORIDA

TO: Regular Meeting **MEETING DATE:** July 20, 2021
FROM: Michael Daniels
SUBJECT: City Council approval of Land Dedication for new roadway adjacent to Ruby Street.
Michael Daniels

BACKGROUND

In November 2020, Clay County Habitat submitted an application for a lot split for parcel #017053-000-00 which is located at 314 Ruby Street. During the review of the request, City staff determined that, due to the narrowness of the existing roadway on Ruby Street, that in order to be able to complete a lot split, the parcel would need to be split parallel to Ruby Street (see attached surveys) and a new roadway would need to be constructed on the east side of Ruby Street, from the existing asphalt driveway and extending 60' to the east to provide road frontage for the two newly created lots. As a result, the applicant is requesting to dedicate the northern portion of the subject property to the City for the creation of a new road. The new roadway plans and construction have been completed by the applicant and approved by the City. The cost of the roadway improvements paid by the applicant are \$8,027.50. The applicant also has provided a 3-year maintenance bond in accordance with City Surety requirements. In addition, the applicant will convey to the City the property by warranty deed which will be recorded in the Official County Records. The roadway and the conveyance shall be completed prior to issuance of a Certificate of Occupancy for the new single-family houses.

The City Attorney noted a correction to be made on the maintenance bond regarding the date. This correction will be completed prior to issuance of a Certificate of Occupancy.

FISCAL IMPACT

Due to the small size of the roadway, the ongoing maintenance costs to the City will be minimal.

RECOMMENDATION

Approval of Land Dedication for new Roadway adjacent to Ruby Street

MAP SHOWING BOUNDARY SURVEY OF

Item #4.

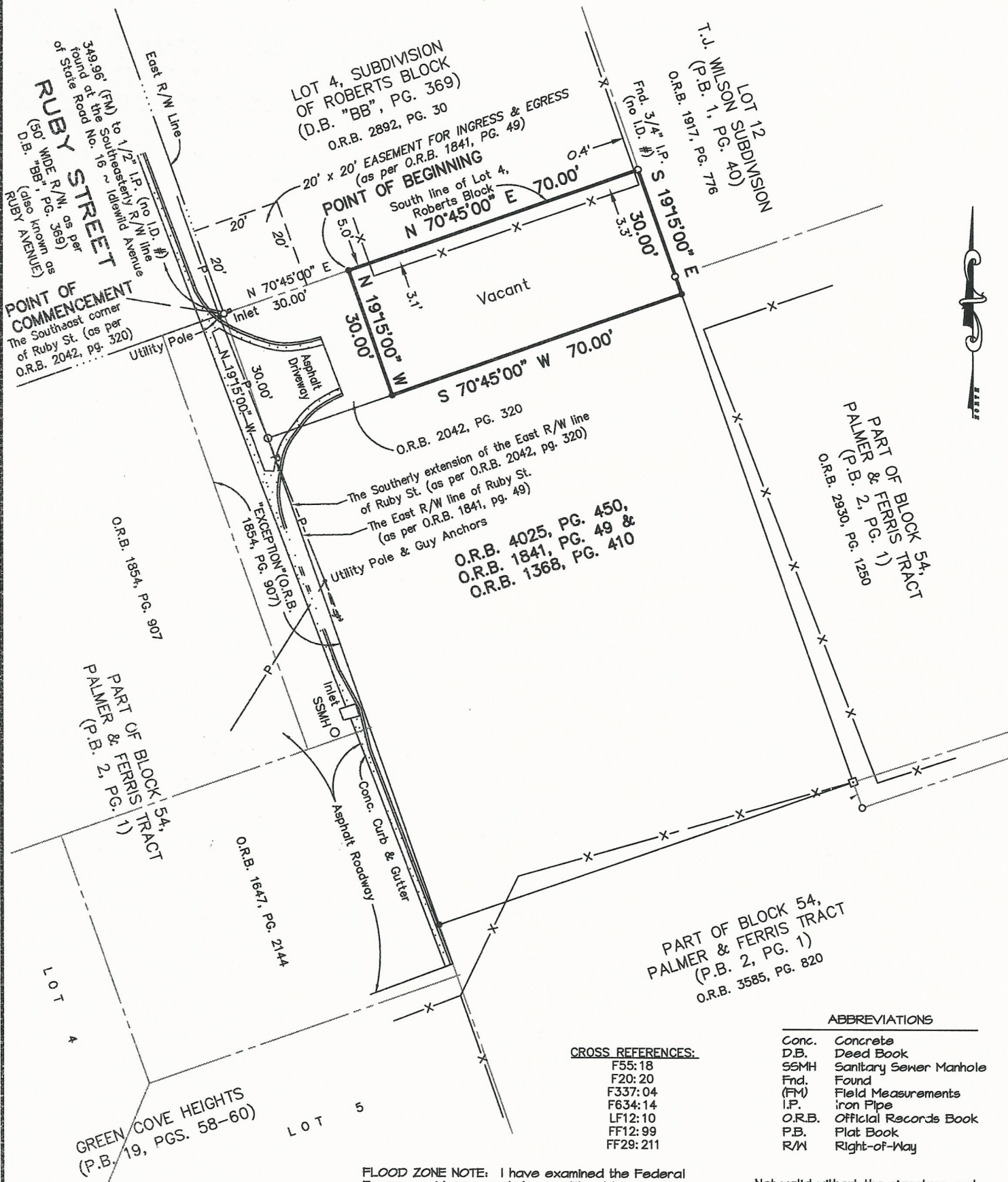
A parcel of land consisting of a portion of Block 54, Palmer and Ferris Tract, Green Cove Springs, Clay County, Florida, according to Plat Book 2 of the public records of said county, said parcel being more particularly described as follows:

Commence at a point on the east line of Ruby Street at the southwest corner of Lot 4 of the ROBERTS BLOCK in the City of Green Cove Springs, Florida, and run North 70 degrees 45 minutes 00 seconds East, 30.00 feet to the point of beginning; thence continue North 70 degrees 45 minutes 00 seconds East, 70.00 feet to the southwesterly line of Lot 12, T.J. Wilson subdivision according to plat thereof recorded in Plat Book 1, page 40 of said public records; thence on said southwesterly line, and on a southeasterly extension thereof, South 19 degrees 15 minutes 00 seconds East, 30.00 feet; thence South 70 degrees 45 minutes 00 seconds West, 70.00 feet; thence North 19 degrees 15 minutes 00 seconds West, 30.00 feet to the point of beginning;

Certified to: City of Green Cove Springs
First American Title Insurance Company
L.J. Arnold, III

Scale 1" = 30'

Date of survey: February 1, 2021



CROSS REFERENCES:

- F55: 18
- F20: 20
- F337: 04
- F634: 14
- LF12: 10
- FF12: 99
- FF29: 211

ABBREVIATIONS

Conc.	Concrete
D.B.	Deed Book
SSMH	Sanitary Sewer Manhole
Fnd.	Found
(FM)	Field Measurements
I.P.	Iron Pipe
O.R.B.	Official Records Book
P.B.	Plat Book
R/W	Right-of-Way

FLOOD ZONE NOTE: I have examined the Federal Emergency Management Agency Flood Insurance Rate Map dated March 17, 2014 and find that this property is situated in Flood Zone "X".

Not valid without the signature and the original raised seal of a Florida licensed surveyor and mapper.

- GENERAL NOTES**
1. Bearings shown hereon are based on the record bearing of S 19°30'00" E for the Northeastern line of lands described in O.R.B. 3585, pg. 820 of the public records of Clay County, Florida.
 2. This survey was based on documents provided and was not abstracted for easements, covenants or restrictions, title, overlaps, or other matters of record, or matters unrecorded by this surveyor.
 3. Underground utilities serving or crossing this property have not been located or shown.
 4. Easements shown hereon are for drainage and utilities, unless noted otherwise.
 5. This survey depicts visible improvements only; no underground improvements or footings were located.

LEGEND

- Set Nail & Disk (LB 1381)
- Found 4"x4" Concrete Monument (no I.D. #)
- Found 1/2" Iron Pipe (no I.D. #)
- Set 1/2" Iron Pipe (LB 1381)
- x- Fence
- P- Powerline/Pole and Anchor
- T- Telephone Line
- c- Cable TV Line
- Concrete Air Conditioner Pad
- Concrete Elec. Transformer Pad

Harold T. Eiland
HAROLD T. EILAND
 License No. LS 2518
 EILAND & ASSOCIATES, INC.
 Professional Surveyors & Mappers
 Certificate of Authorization No. LB 1381
 615 BLANDING BOULEVARD
 ORANGE PARK, FLORIDA 32067
 Telephone: (904)-272-1000

File No. LF 183:16a

MAP SHOWING BOUNDARY SURVEY OF

Item #4.

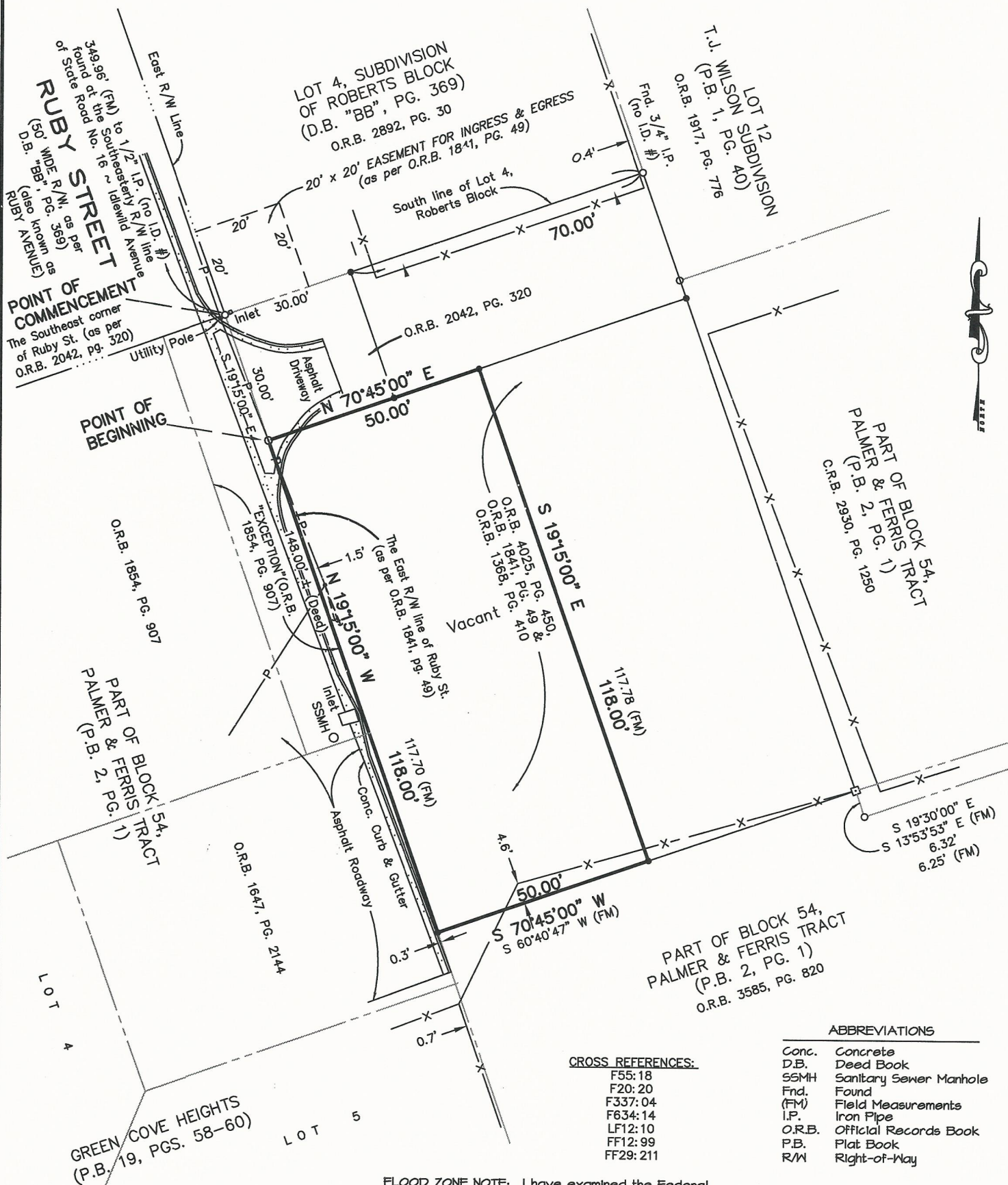
A parcel of land consisting of a portion of Block 54, Palmer and Ferris Tract, Green Cove Springs, Clay County, Florida, according to Plat Book of the public records of said county, said parcel being more particularly described as follows:

Commence at a point on the east line of Ruby Street at the southwest corner of Lot 4 of the ROBERTS BLOCK in the City of Green Cove Springs, Florida, and run South 19 degrees 15 minutes 00 seconds East, on the southerly extension of said east line of Ruby Street, 30.00 feet to the point of beginning; thence North 70 degrees 45 minutes 00 seconds East, 50.00 feet; thence South 19 degrees 15 minutes 00 seconds East, 118.00 feet; thence South 70 degrees 45 minutes 00 seconds West, 50.00 feet to said southerly extension of the east line of Ruby Street; thence on said east line, North 19 degrees 15 minutes 00 seconds West, 118.00 feet to the point of beginning.

Certified to: Clay County Habitat for Humanity

Scale 1" = 30'

Date of survey: February 1, 2021



CROSS REFERENCES:

- F55: 18
- F20: 20
- F337: 04
- F634: 14
- LF12: 10
- FF12: 99
- FF29: 211

FLOOD ZONE NOTE: I have examined the Federal Emergency Management Agency Flood Insurance Rate Map dated March 17, 2014 and find that this property is situated in Flood Zone "X".

Not valid without the signature and the original raised seal of a Florida licensed surveyor and mapper.

LEGEND

- Set Nail & Disk (LB 1301)
- Found 4"x4" Concrete Monument (no I.D. #)
- Found 1/2" Iron Pipe (no I.D. #)
- Set 1/2" Iron Pipe (LB 1301)
- X- Fence
- ⊕ Powerline/Pole and Anchor
- T- Telephone Line
- C- Cable TA' Line
- ▣ Concrete Air Conditioner Pad
- ▣ Concrete Elec. Transformer Pad

Harold T. Eiland
HAROLD T. EILAND
 License No. LS 2518
EILAND & ASSOCIATES, INC.
 Professional Surveyors & Mappers
 Certificate of Authorization No. LB 1301
 615 BLANDING BOULEVARD
 ORANGE PARK, FLORIDA
 Telephone: (904)-272-1000

MAP SHOWING BOUNDARY SURVEY OF

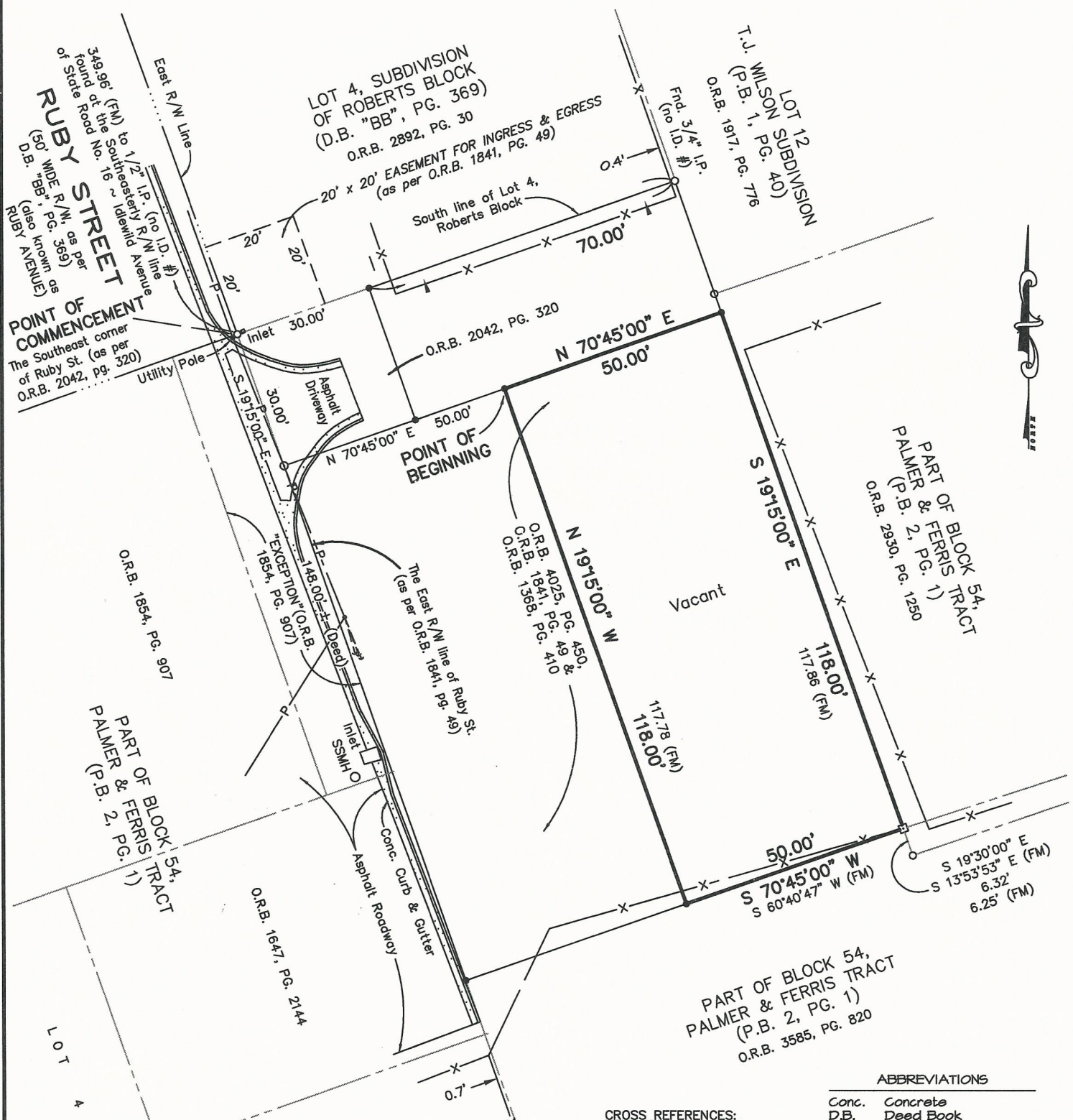
A parcel of land consisting of a portion of Block 54, Palmer and Ferris Tract, Green Cove Springs, Clay County, Florida, according to Plat Book 2 of the public records of said county, said parcel being more particularly described as follows:
 Commence at a point on the east line of Ruby Street at the southwest corner of Lot 4 of the ROBERTS BLOCK in the City of Green Cove Springs, Florida, and run South 19 degrees 15 minutes 00 seconds East, on the southerly extension of said east line of Ruby Street, 30.00 feet; thence North 70 degrees 45 minutes 00 seconds East, 50.00 feet to the point of beginning; thence continue North 70 degrees 45 minutes 00 seconds East, 50.00 feet; thence South 19 degrees 15 minutes 00 seconds East, 118.00 feet; thence South 70 degrees 45 minutes 00 seconds West, 50.00 feet; thence North 19 degrees 15 minutes 00 seconds West, 118.00 feet to the point of beginning.

Item #4.

Certified to: Clay County Habitat for Humanity

Scale 1" = 30'

Date of survey: February 1, 2021



CROSS REFERENCES:

F55: 18
F20: 20
F337: 04
F634: 14
LF12: 10
FF12: 99
FF29: 211

ABBREVIATIONS

Conc.	Concrete
D.B.	Deed Book
SSMH	Sanitary Sewer Manhole
Fnd.	Found
(FM)	Field Measurements
I.P.	Iron Pipe
O.R.B.	Official Records Book
P.B.	Plat Book
R/W	Right-of-Way

FLOOD ZONE NOTE: I have examined the Federal Emergency Management Agency Flood Insurance Rate Map dated March 17, 2014 and find that this property is situated in Flood Zone "X".

Not valid without the signature and the original raised seal of a Florida licensed surveyor and mapper.

- GENERAL NOTES**
- Bearings shown hereon are based on the record bearing of S 19°30'00" E for the Northeasterly line of lands described in O.R.B. 3585, pg. 820 of the public records of Clay County, Florida.
 - This survey was based on documents provided and was not abstracted for easements, covenants or restrictions, title, overlaps, or other matters of record, or matters unrecorded by this surveyor.
 - Underground utilities serving or crossing this property have not been located or shown.
 - Easements shown hereon are for drainage and utilities, unless noted otherwise.
 - This survey depicts visible improvements only; no underground improvements or footings were located.

LEGEND

○	Set Nail & Disk (LB 1381)
□	Found 4"x4" Concrete Monument (no I.D. #)
○	Found 1/2" Iron Pipe (no I.D. #)
●	Set 1/2" Iron Pipe (LB 1381)
-x-	Fence
-●-P-	Powerline/Pole and Anchor
-T-	Telephone Line
-c-	Cable TV Line
■	Concrete Air Conditioner Pad
■	Concrete Elec. Transformer Pad


HAROLD T. EILAND
 License No. LS 2518
EILAND & ASSOCIATES, INC.
 Professional Surveyors & Mappers
 Certificate of Authorization No. LB 1381
 615 BLANDING BOULEVARD
 ORANGE PARK, FLORIDA 32073
 Telephone: (904)-272-1111

File No. LF 183:16c

MAP SHOWING BOUNDARY SURVEY OF

A parcel of land consisting of a portion of Block 54, Palmer and Ferris Tract, Green Cove Springs, Clay County, Florida, according to Plot Book 2, page 1 of the public records of said county, said parcel being more particularly described as follows: Commence at a point on the east line of Ruby Street at the southwest corner of Lot 4 of the ROBERTS BLOCK in the City of Green Cove Springs, Florida, and run South 19 degrees 15 minutes 00 seconds East, on the southerly extension of said east line of Ruby Street, 30.00 feet to the point of beginning; thence North 70 degrees 45 minutes 00 seconds West, 50.00 feet; thence South 19 degrees 15 minutes 00 seconds East, 118.00 feet; thence South 70 degrees 45 minutes 00 seconds West, 50.00 feet to said southerly extension of the east line of Ruby Street; thence on said east line, North 19 degrees 15 minutes 00 seconds West, 118.00 feet to the point of beginning.

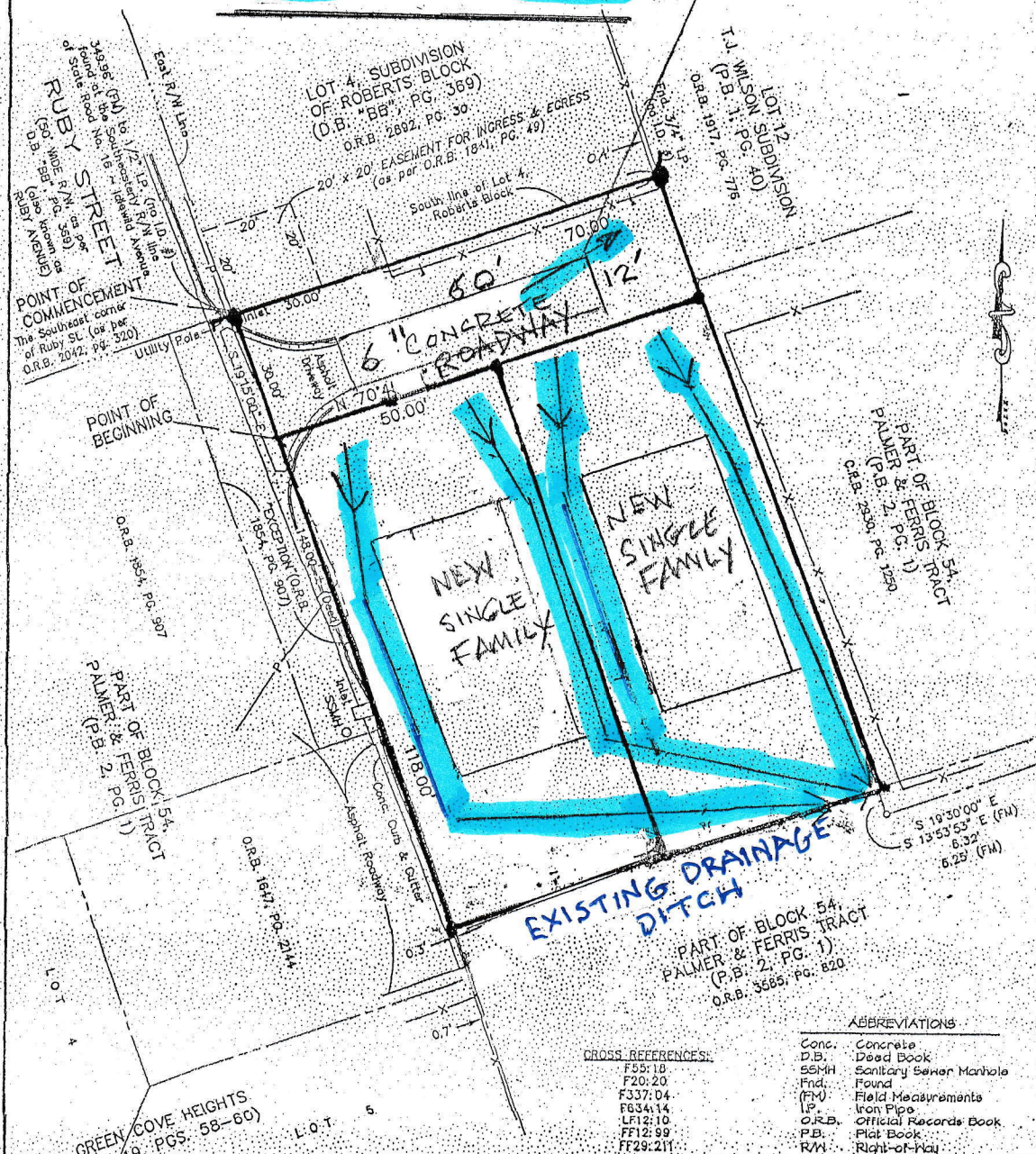
Charities for: Clay County Habitat for Humanity

CLAY COUNTY HABITAT FOR HUMANITY

Date of survey: February 1, 2021

DRAINAGE PLAN

CONCRETE 12' x 60' ACCESS ROADWAY



File No. LF 183:166

- GENERAL NOTES
1. Bearings shown hereon are based on the record bearing of S 19° 30' 00" E for the Northeastern line of lands described in O.R.B. 3585, pg. 820 of the public records of Clay County, Florida.
 2. This survey was based on documents provided and has not abstracted for easements, covenants or restrictions, title, overlaps, or other matters of record, or matters unrecorded by this surveyor.
 3. Underground utilities serving or crossing this property have not been located or shown.
 4. Easements shown hereon are for drainage and utilities, unless noted otherwise.
 5. This survey depicts visible improvements only; no underground improvements or footings were located.

FLOOD ZONE NOTE: I have examined the Federal Emergency Management Agency Flood Insurance Rate Map dated March 17, 2014 and find that this property is situated in Flood Zone "X".

- LEGEND
- Set Nail & Disk (LB 188)
 - Found 4"x4" Concrete Monument (no ID, #)
 - Found 1/2" Iron Pipe (no ID, #)
 - Set 1/2" Iron Pipe (LB 188)
 - Fence
 - Powerline/Pole and Anchor
 - Telephone Line
 - Cable TV Line
 - Concrete Air Conditioner Pad
 - Concrete Elec. Transformer Pad

ABBREVIATIONS

Conc.	Concrete
D.B.	Deed Book
SSH	Sanitary Sewer Manhole
Found	Found
(FM)	Field Measurements
IP	Iron Pipe
O.R.B.	Official Records Book
P.B.	Plot Book
R/W	Right-of-Way

Harold T. Eiland

HAROLD T. EILAND
License No. LS 2518
EILAND & ASSOCIATES, INC.
Professional Surveyors & Mappers
Certificate of Authorization No. LB 1881
615 BLANDING BOULEVARD
ORANGE PARK, FLORIDA 32073
Telephone: (904)-272-1000

MAP SHOWING BOUNDARY SURVEY OF

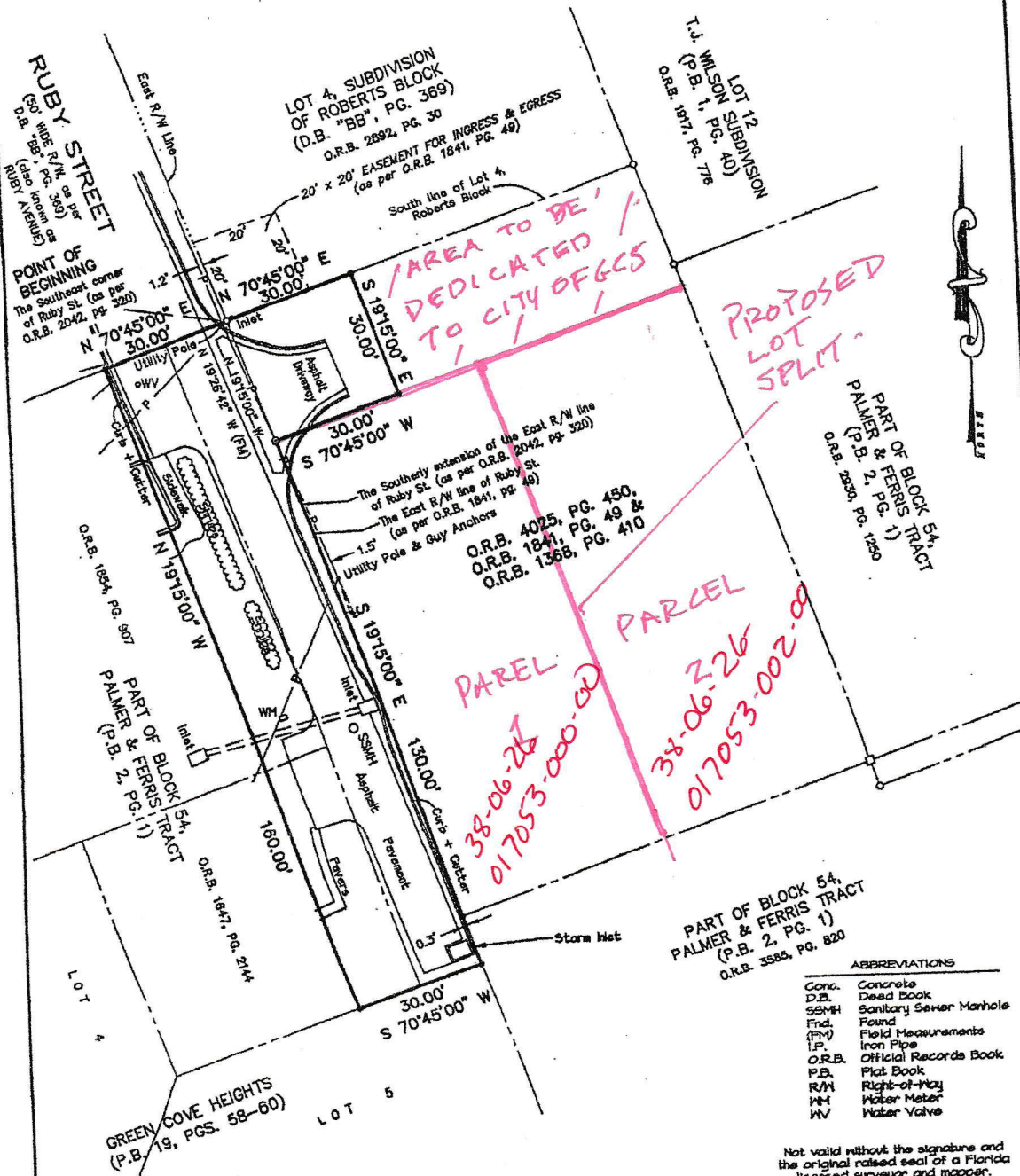
A parcel of land consisting of a portion of Block 54, Palmer and Ferris Tract, Green Cove Springs, Clay County, Florida, according to Plat Book 2, page 1 of the public records of said county, said parcel being more particularly described as follows:

Begin at the southeast corner of Ruby Street; thence on the southeasterly line of Lot 4, Roberts Block, as recorded in Deed Book "BB", page 369 of said public records, North 70 degrees 45 minutes 00 seconds East, 30.00 feet; thence South 19 degrees 15 minutes 00 seconds East, 30.00 feet; thence South 70 degrees 45 minutes 00 seconds West, 30.00 feet to a point of the southeasterly extension of the northeasterly line of said Ruby Street; thence South 70 degrees 45 minutes 00 seconds East, 130.00 feet; thence South 19 degrees 15 minutes 00 seconds East, 130.00 feet; thence South 70 degrees 45 minutes 00 seconds West, 30.00 feet to the southeasterly line of said Ruby Street; thence on said southeasterly extension, South 19 degrees 15 minutes 00 seconds East, 130.00 feet to the southeasterly line of said Ruby Street; thence on said southeasterly line, North 70 degrees 45 minutes 00 seconds East, 30.00 feet to the point of beginning.

For: The City of Green Cove Springs

Date of survey: April 25, 2019

Scale 1" = 30'



File No. LF 183:16A

GENERAL NOTES

1. Bearings shown hereon are based on the record bearing of S 19°15'00" E for the Northeasterly line of Ruby Street.
2. This survey was based on First American Title Insurance Company's Title Search Report No. 2080-4255581, dated March 27, 2019.
3. Underground utilities serving or crossing this property have not been located or shown.
4. This survey depicts visible improvements only; no underground improvements or footings were located.

LEGEND

- Set Nail & Disk (LB 180)
- Found 4"x4" Concrete Monument (no LD. #)
- Found 1/2" Iron Pipe (no LD. #)
- Set 1/2" Iron Pipe (LB 180)
- Fence
- Power Line/Pole and Anchor
- Telephone Line
- Cable TV Line
- Concrete Air Conditioner Pad
- Concrete Elec. Transformer Pad

ABBREVIATIONS

- Conc. Concrete
- D.B. Deed Book
- SSMH Sanitary Sewer Manhole
- Find. Found
- FMV Field Measurements
- I.P. Iron Pipe
- O.R.B. Official Records Book
- P.B. Plat Book
- R/W Right-of-Way
- WM Water Meter
- WV Water Valve

Not valid without the signature and the original raised seal of a Florida licensed surveyor and mapper.

Harold T. Eiland

HAROLD T. EILAND
 License No. LS 2518
 EILAND & ASSOCIATES, INC.
 Professional Surveyors & Mappers
 Certificate of Authorization No. LB 1881
 615 BLANDING BOULEVARD
 ORANGE PARK, FLORIDA 32073
 Telephone: (904)-272-1000

DR-506 R. 04/16

Rule 12D-16.002

Florida Administrative Code

Eff. 04/16

Tax deed file number: 3859/2014

Parcel ID number: 380626-017053-000-00

TAX DEED

Clay County, Florida

Tax Certificate numbered 3859 issued on 30th day of May, 2014 was filed in the office of the Tax Collector of Clay County, Florida. An application has been made for the issuance of a tax deed. The applicant has paid or redeemed all other taxes or tax certificates on the land as required by law. The notice of sale, including the cost and expenses of this sale, has been published as required by law. No person entitled to do so has appeared to redeem the land. On the 18th day of October, 2017, the land was offered for sale. It was sold to: **CLAY COUNTY HABITAT FOR HUMANITY INC** address **PO BOX 240, ORANGE PARK, FL 32067-0240**, who was the highest bidder and has paid the sum of the bid as required by law.

The lands described below, including any inherited property, buildings, fixtures and improvements of any kind and description, situated in this County and State.

Description of lands:

PT OF PALMER FERRIS TRACT AS REC O R 1368 PG 410 & 1841 PG 49 EX PT REC O R 2042 PG 320

On this 30th day of October, 2017, in Clay County, Florida, for the sum of **(\$6,203.14)**, **Six Thousand Two Hundred Three Dollars and Fourteen Cents Only**, the amount paid as required by law.

Witnesses:

Jewel Baskin
Jewel Baskin

Tamela Hameshire
Tamela Hameshire

TARA S. GREEN
Clerk of the Circuit Court
Clay County, Florida

By: Deborah Thacker
Deborah Thacker, Deputy Clerk



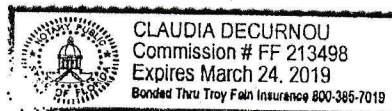
Clay County, Florida

On this 30th day of October, 2017, before me personally appeared, Deborah Thacker, Deputy Clerk of the Circuit Court in and for the State and County of Clay known to me to be the person described in, and who executed the foregoing instrument, and acknowledged the execution of this instrument to be his own free act and deed for the use and purposes therein mentioned.

Witness my hand and office seal date aforesaid.

Prepared by: Tax Deed Clerk
P.O. Box 698 / 825 N Orange Ave
Green Cove Springs, FL 32043

Claudia de Curnou
Claudia deCurnou, Notary Public





Clay County Property Appraiser's Office

Parcel Summary

Parcel ID 38-06-26-017053-000-00
Location Address 314 RUBY St
 Green Cove Springs 32043
Brief Tax Description* PT OF PALMER FERRIS TRACT AS REC O R 4025 PG 450
 (Note: *The Description above is not to be used on legal documents.)
Property Use Code Vacant Residential (0000)
Sec/Twp/Rng 38/6/26
Tax District Tax Dist 002
Millage Rate 16.7246
Acres 0.339
Homestead N

Map



Owner Information

[CLAY COUNTY HABITAT FOR HUMANITY INC](#)
 HUMANITY INC
 PO BOX 240
 ORANGE PARK FL 32067-0240

Land Information

Land Use	Number of Units	Unit Type	Land Type	Frontage	Depth
Vacant Residential (0000)	1.00	Residential Lot	Site	0	0

Sales

Sale Date	Sale Price	Instrument	Deed Book	Deed Page	Sale Qualification	Vacant or Improved	Grantor	Grantee
10/30/2017	\$6,300	Tax Deed	4025	450	Unqualified - UNQUAL/FEDERAL/STATE/LOCAL GOV	Improved	CLAY COUNTY CLERK OF COURT	CLAY COUNTY HABITAT FOR HUMANITY INC
1/18/2000	\$100	Warranty Deed	1841	49	Qualified	Improved	WEISBRODT DONNIE R SR	WALKER LINDA G
12/10/1990	\$10,000	Warranty Deed	1368	410	Qualified	Improved	BEVERLY MEEKS	DONNIE WEISBRODT
1/25/1990	\$100	Personal Rep Deed	1294	406	Qualified	Improved	EST OF HAROLD WILSON	MEEKS BEVERLY B

**MAINTENANCE
BOND**

**Great Midwest Insurance Company
401 Edgewater Place, Suite 125/130 Wakefield, MA 01880**

Bond No.: GM210666

KNOWN ALL BY THESE PRESENTS: That we Clay County Habitat for Humanity, as Principal, and Great Midwest Insurance Company, a corporation organized and existing under the Laws of the State of Texas, as Surety, are held and firmly bound unto City of Green Clove Springs, as Obligee, in the total sum of Ten Thousand and 00/100 U.S. Dollars (10,000.00) for the payment whereof said Principal and Surety bind themselves, jointly and severally, as provided herein.

WHEREAS, the Principal entered into a contract with the Obligee dated _____ for Land Dedication for Roadway Construction-- Florida ("Work").

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH, that if the Principal shall maintain and remedy said Work free from defects in materials and workmanship for a period of 3 year(s) commencing on 07/01/2024 (the "Maintenance Period"), then this obligation shall be void; otherwise it shall remain in full force and effect.

PROVIDED, HOWEVER, that any suit under this bond shall be commenced no later than one (1) year from the expiration date of the Maintenance Period; provided, however, that if this limitation is prohibited by any law controlling the construction hereof, such limitation shall be deemed to be amended so as to be equal to the minimum period of limitation permitted by such law, and said period of limitation shall be deemed to have accrued and shall commence to run on the expiration date of the Maintenance Period.

SIGNED this 1st day of July, 2021.

Clay County Habitat for Humanity
(Principal)

By: [Signature]
Michael Youngblood, President

Great Midwest Insurance Company

By: [Signature]
Jeremy Crawford, Attorney-in-Fact

POWER OF ATTORNEY

Great Midwest Insurance Company

KNOW ALL MEN BY THESE PRESENTS, that GREAT MIDWEST INSURANCE COMPANY, a Texas Corporation, with its principal office in Houston, TX, does hereby constitute and appoint:

Amanda M. Quigley, Andrea J. Michael Haight, Bradford J. Quiri, Ethan M. Baker, Jeremy J. Crawford, Michael D. Williams, Michael E. Konzen, Sydney R. Epema, Victoria L. Spohnholtz, William V. Gerber

its true and lawful Attorney(s)-In-Fact to make, execute, seal and deliver for, and on its behalf as surety, any and all bonds, undertakings or other writings obligatory in nature of a bond.

This authority is made under and by the authority of a resolution which was passed by the Board of Directors of GREAT MIDWEST INSURANCE COMPANY, on the 1st day of October, 2018 as follows:

Resolved, that the President, or any officer, be and hereby is, authorized to appoint and empower any representative of the Company or other person or persons as Attorney-In-Fact to execute on behalf of the Company any bonds, undertakings, policies, contracts of indemnity or other writings obligatory in nature of a bond not to exceed Ten Million dollars (\$10,000,000.00), which the Company might execute through its duly elected officers, and affix the seal of the Company thereto. Any said execution of such documents by an Attorney-In-Fact shall be as binding upon the Company as if they had been duly executed and acknowledged by the regularly elected officers of the Company. Any Attorney-In-Fact, so appointed, may be removed in the Company's sole discretion and the authority so granted may be revoked as specified in the Power of Attorney.

Resolved, that the signature of the President and the seal of the Company may be affixed by facsimile on any power of attorney granted, and the signature of the Secretary, and the seal of the Company may be affixed by facsimile to any certificate of any such power and any such power or certificate bearing such facsimile signature and seal shall be valid and binding on the Company. Any such power so executed and sealed and certificate so executed and sealed shall, with respect to any bond of undertaking to which it is attached, continue to be valid and binding on the Company.

IN WITNESS THEREOF, GREAT MIDWEST INSURANCE COMPANY, has caused this instrument to be signed by its President, and its Corporate Seal to be affixed this 11th day of February, 2021.

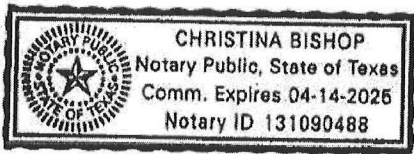


GREAT MIDWEST INSURANCE COMPANY

BY [Signature] Mark W. Haushill President

ACKNOWLEDGEMENT

On this 11th day of February, 2021, before me, personally came Mark W. Haushill to me known, who being duly sworn, did depose and say that he is the President of GREAT MIDWEST INSURANCE COMPANY, the corporation described in and which executed the above instrument; that he executed said instrument on behalf of the corporation by authority of his office under the By-laws of said corporation.



BY [Signature] Christina Bishop Notary Public

CERTIFICATE

I, the undersigned, Secretary of GREAT MIDWEST INSURANCE COMPANY, A Texas Insurance Company, DO HEREBY CERTIFY that the original Power of Attorney of which the foregoing is a true and correct copy, is in full force and effect and has not been revoked and the resolutions as set forth are now in force.

Signed and Sealed at Houston, TX this 1st Day of July, 2021.



BY [Signature] Leslie K. Shaunty Secretary

WARNING: Any person who knowingly and with intent to defraud any insurance company or other person, files and application for insurance of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

DEVELOPER AGREEMENT
**("LAND DEDICATION FOR ROADWAY
CONSTRUCTION")**

THIS DEVELOPER AGREEMENT is made and entered into this 2nd day of March, 2021, by and between, Clay County Habitat for Humanity Inc., a Florida Not For Profit Corporation, hereinafter referred to as "Developer(s)", and the City of Green Cove Springs, a Florida municipal corporation, hereinafter referred to as "City".

WHEREAS, Developer owns lands located in Green Cove Springs, Clay County, Florida, and described in Exhibit "A" attached hereto and incorporated herein by reference (hereinafter referred to as "Property"); and

WHEREAS, the DEVELOPER is developing certain land within the CITY on parcel # 38-06-26-017053-000-00; and

WHEREAS, the Developer has submitted an application to split parcel # 38-06-26-017053-000-00 for the development of two single family homes; and

WHEREAS, Developer desires that the Property, which is a portion of parcel #38-06-26-017053-000-00 be dedicated to the City for the construction of a city owned roadway; and

WHEREAS, the dedication and construction of the proposed roadway will allow for the permitting of two single family homes meeting the density control requirements as set forth in Chapter 117, Article II, Division 3 of the City Code; and

WHEREAS, the parties wish to enter into this Agreement setting forth their mutual understandings and undertakings regarding the property development; and

WHEREAS, the Developer shall be required to design and construct the city owned roadway meeting the specifications as set forth in Paragraph 2 within 12 months hereafter.

WHEREAS, the Developer shall be required to construct the city owned roadway meeting the specifications as set forth in Paragraph 2 below.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, the parties agree as follows:

1. **RECITALS**

All representation above are true and correct and incorporated herein.

2. **ROADWAY SPECIFICATIONS**

- a. Roadway shall connect to the existing asphalt driveway as shown on Exhibit A, Boundary Survey and extend for 60'.

- b. Roadway shall be a minimum of 12' wide with 6" thick fiber with 3,000 PSI Concrete.
- c. A minimum of 4 pipe bollards shall be placed at the end of the roadway.
- d. The roadway shall be constructed within 12 months of the approval of the Developer's Agreement.
- e. Guarantees and Sureties as set forth in Chapter 101, Article II, Division 5, Subdivision V shall be provided.

3. **IMPROVEMENT COMPLETION**

Notwithstanding anything herein to the contrary the DEVELOPER shall complete all improvements to the roadway to the written satisfaction of the CITY. Furthermore, the DEVELOPER shall convey the subject roadway to the City by warranty deed with title insurance for an amount of no less than \$10,000 within 15 days of final acceptance by the CITY. The CITY shall not approve a Certification of Occupancy until the CITY approves all roadway infrastructure plans and construction is completed.

4. **STANDARDS OF PROFESSIONAL SERVICE**

The DEVELOPER agrees to provide and perform the construction set forth in this AGREEMENT, or any Amendments hereto, in accordance with generally accepted standards of construction practice and in accordance with the laws, statutes, ordinances, codes, rules, regulations and policies, of any governmental agencies which may regulate, or have jurisdiction over the services to be performed by the DEVELOPER, pursuant to this AGREEMENT.

5. **INDEMNIFICATION** –

- a. The Developer shall be and agrees to be and remain liable for any and all damages, losses, and expenses incurred by the CITY caused by the errors, omissions, negligence, or delay(s) of the DEVELOPER or by any subcontractors engaged by the DEVELOPER in providing, performing and furnishing work and materials pursuant to this AGREEMENT.
- b. The DEVELOPER shall be liable and agrees to be liable for and shall indemnify, defend and hold the CITY harmless for any and all claims, suits, judgments or damages, losses and expenses, including court costs, expert witness and professional consultation services, and attorneys' fees arising out of the DEVELOPERS errors, omissions, negligence, or delay(s), or those of any subcontractors engaged by the DEVELOPER during the providing, performing and furnishing of services, work and materials pursuant to this AGREEMENT and any and all Amendments thereto.

6. **APPLICABLE LAW/VENUE/JURY TRIAL WAIVED**

This AGREEMENT shall be governed by the ordinances, the laws, rules, and regulations of the State of Florida, procedural and substantive and applicable federal statutes, rules, and regulations. The venue for any and all litigation, arising under this AGREEMENT, shall lie in Clay County, Florida. Each party hereby knowingly waives the right to trial by jury of any suits arising hereunder.

7. **WAIVER OF BREACH**

Waiver by the CITY of a breach of any provision of this AGREEMENT, by the DEVELOPER, shall not be deemed to be a waiver of any other breach and shall not be

construed to be a modification of the terms of this AGREEMENT.

8. **DUTIES AND OBLIGATIONS IMPOSED ON THE DEVELOPER**

The duties and obligations imposed on the DEVELOPER, and the rights and remedies available hereunder shall be in addition to, and not a limitation on, any such duties and obligations or rights and remedies otherwise imposed or available by law or statute.

9. **ATTORNEY FEES**

The prevailing party in any litigation arising hereunder shall be entitled to recover reasonable attorney fees and costs from the other party.

IN WITNESS WHEREOF, the parties hereto, by their duly authorized officials have executed this AGREEMENT on the dates shown below.

DEVELOPER:
Clay County Habitat for Humanity, Inc.

**CITY OF GREEN COVE SPRINGS,
FLORIDA**

By: _____
Carolyn Edwards, Executive Director

By: _____
B. Van Royal, Mayor

Its _____

Witness as to DEVELOPER

Attest: _____
Erin West, City Clerk

Date: _____

Approved as to form only:

L. J. Arnold III, City Attorney

Date: _____

MAP SHOWING BOUNDARY SURVEY OF

Item #4.

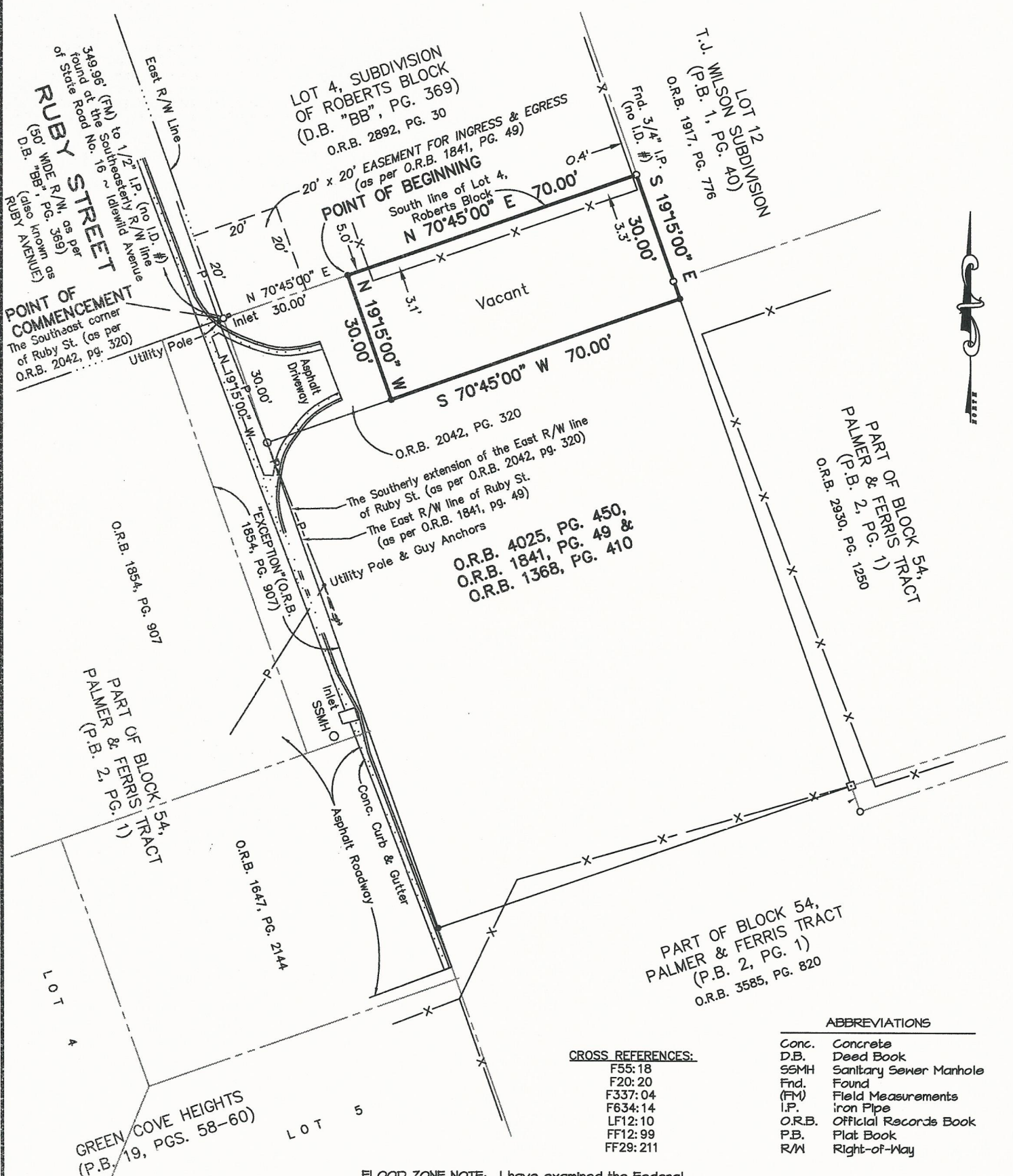
A parcel of land consisting of a portion of Block 54, Palmer and Ferris Tract, Green Cove Springs, Clay County, Florida, according to Plat Book 2 of the public records of said county, said parcel being more particularly described as follows:

Commence at a point on the east line of Ruby Street at the southwest corner of Lot 4 of the ROBERTS BLOCK in the City of Green Cove Springs, Florida, and run North 70 degrees 45 minutes 00 seconds East, 30.00 feet to the point of beginning; thence continue North 70 degrees 45 minutes 00 seconds East, 70.00 feet to the southwesterly line of Lot 12, T.J. Wilson subdivision according to plat thereof recorded in Plat Book 1, page 40 of said public records; thence on said southwesterly line, and on a southeasterly extension thereof, South 19 degrees 15 minutes 00 seconds East, 30.00 feet; thence South 70 degrees 45 minutes 00 seconds West, 70.00 feet; thence North 19 degrees 15 minutes 00 seconds West, 30.00 feet to the point of beginning;

Certified to: City of Green Cove Springs
First American Title Insurance Company
L.J. Arnold, III

Scale 1" = 30'

Date of survey: February 1, 2021



CROSS REFERENCES:

- F55: 18
- F20: 20
- F337: 04
- F634: 14
- LF12: 10
- FF12: 99
- FF29: 211

ABBREVIATIONS

Conc.	Concrete
D.B.	Deed Book
SSMH	Sanitary Sewer Manhole
Fnd.	Found
(FM)	Field Measurements
I.P.	Iron Pipe
O.R.B.	Official Records Book
P.B.	Plat Book
R/W	Right-of-Way

FLOOD ZONE NOTE: I have examined the Federal Emergency Management Agency Flood Insurance Rate Map dated March 17, 2014 and find that this property is situated in Flood Zone "X".

GENERAL NOTES

1. Bearings shown hereon are based on the record bearing of S 19°30'00" E for the Northeasterly line of lands described in O.R.B. 3585, pg. 820 of the public records of Clay County, Florida.
2. This survey was based on documents provided and was not abstracted for easements, covenants or restrictions, title, overlaps, or other matters of record, or matters unrecorded by this surveyor.
3. Underground utilities serving or crossing this property have not been located or shown.
4. Easements shown hereon are for drainage and utilities, unless noted otherwise.
5. This survey depicts visible improvements only; no underground improvements or footings were located.

LEGEND

- Set Nail & Disk (LB 1381)
- Found 4"x4" Concrete Monument (no I.D. #)
- Found 1/2" Iron Pipe (no I.D. #)
- Set 1/2" Iron Pipe (LB 1381)
- x- Fence
- P- Powerline/Pole and Anchor
- T- Telephone Line
- c- Cable TV Line
- Concrete Air Conditioner Pad
- Concrete Elec. Transformer Pad

Not valid without the signature and the original raised seal of a Florida licensed surveyor and mapper.

Harold T. Eiland
HAROLD T. EILAND
 License No. LS 2518
 EILAND & ASSOCIATES, INC.
 Professional Surveyors & Mappers
 Certificate of Authorization No. LB 1381
 615 BLANDING BOULEVARD
 ORANGE PARK, FLORIDA 32067
 Telephone: (904)-272-1000

File No. LF 183:16a

HARD ROCK MATERIALS, Inc.

Invoice

4410 Industrial Park Rd
Green Cove Springs, FL 32043

Phone # 9042841377

Date	Invoice #
06/08/2021	141433

Bill To
CLAY COUNTY HABITAT FOR HUMANI
P.O. BOX 240
ORANGE PARK, FL 32067-0240

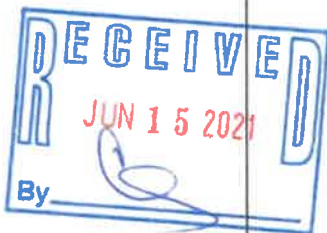
Ship To
316,320 RUBY AVE
GREEN COVE SPRIN, FL 32043

Split

P.O. No.	Terms	Due Date	Account #
	Net 30	06/23/2021	CCHF0031

Description	Delivery #	Qty	Rate	Amount
3500 PSI 50/50 REGULAR		25	121.84	3,046.00
COMMERCIAL FIBER		25	6.00	150.00
ENVIRONMENTAL SURCHARGE		3	5.00	15.00
FUEL SURCHARGE		3	19.50	58.50
20 X 100 6MIL VISQUEEN BLACK		1	83.00	83.00

Tickets: 134012,134021,134027
Quantity: 25.00



TERMS STRICTLY OBSERVED:
1.5% per month interest assessed on all past due amounts

Subtotal	\$3,352.50
Sales Tax (0.0%)	\$0.00
Total	\$3,352.50
Payments/Credits	\$0.00
Balance Due	\$3,352.50

We appreciate your business!

Due Date: 06/23/2021

Fax #
904-284-6677

Hard Rock Materials, Inc.

Date 6/8/2021 Type Bill Reference 141433

Original Amt. 3,352.50

Balance Due 3,352.50

6/22/2021

Discount

Check Amount

Pay Item #4.
3,352.50
3,352.50


materials

Regions Operating Ac 316 & 320 Ruby Ave

3,352.50

Description	Delivery #	Qty	Rate	Amount
3500 PSI 50/50 REGULAR		25	121.84	3,046.00
COMMERCIAL FIBER		25	6.00	150.00
ENVIRONMENTAL SURCHARGE		3	5.00	15.00
FUEL SURCHARGE		3	19.50	58.50
20 X 100 6MIL VISQUEEN BLACK		1	83.00	83.00

Tickets: 134012,134021,134027
Quantity: 25.00



TERMS STRICTLY OBSERVED:
1.5% per month interest assessed on all past due amounts

Subtotal	\$3,352.50
Sales Tax (0.0%)	\$0.00
Total	\$3,352.50
Payments/Credits	\$0.00
Balance Due	\$3,352.50

We appreciate your business!

Fax #
904-284-6677

Due Date: 06/23/2021

Contractors Invoice

Submitted by Herman E. Ricks
Clay County Habitat

WORK PERFORMED AT:

316 / 320 Rubyst

DATE

JUN 8, 2021

YOUR WORK ORDER NO.

N/A

OUR BID NO.

DESCRIPTION OF WORK PERFORMED:

FORMED PREPARED ROADWAY 170' x 12'
Supply Forms grade 17" Bollard poles
PLACE WIRE

Labor

\$ 3,100

+ 500 AM

\$ 4,100

ROADWAY

RUBIX 2

APPROVED

All Material is guaranteed to be as specified, and the above work was performed in accordance with the drawings and specifications provided for the above work and was completed in a substantial workmanlike manner for the agreed sum of

Dollars (\$ 4,100.00).

This is a Partial Full invoice due and payable by:

Month

Day

in accordance with our Agreement Proposal

No.

Dated

Month

Day

Year

Date	Type	Reference
6/8/2021	Bill	06.08.21 320 Ruby
6/8/2021	Bill	06.08.21 Ruby lots

Original Amt.	Balance Due
575.00	575.00
4,100.00	4,100.00

Discount
Check Amount

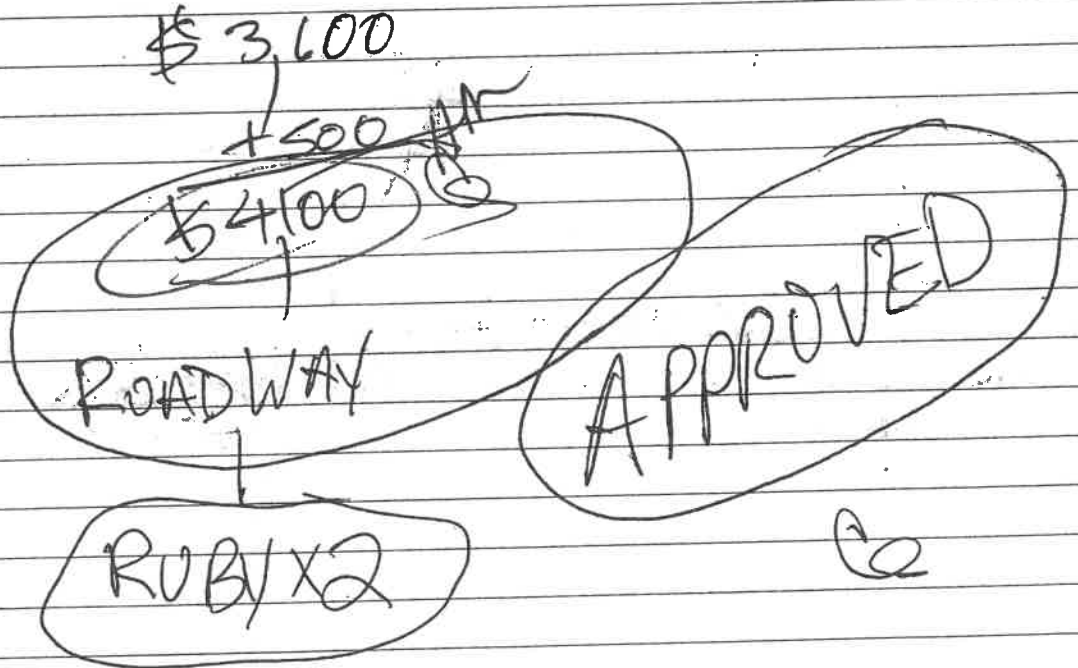
Pa
575.00
4,100.00
4,675.00

Picked up check 6/16/21

Regions Operating Ac

4,675.00

FORMED PREPARED ROADWAY 70" x 12"
Supply Forms grade 17" BOLLARD poles
PLACE W/IF



All Material is guaranteed to be as specified, and the above work was performed in accordance with the drawings and specifications provided for the at work and was completed in a substantial workmanlike manner for the agreed sum of

Dollars (\$ 4,100.00)



Fidelity National Title Insurance Company

TITLE SEARCH REPORT

Order No.: 9375350

(use for AgentTRAX documents)

To: Head, Moss, Fulton & Griffin, P.A.
1530 Business Center Drive, Suite 4
Fleming Island, FL 32003
Phone: 904-278-8200
Fax: 904-269-8799

The attached Title Search Report is issued for the use of the agent to whom it is addressed. This Report is to be used only by the agent to determine the insurability of title to the property described herein in conjunction with issuance of commitments, policies and endorsements by Chicago Title Insurance Company, Fidelity National Title Insurance Company or Commonwealth Land Title Insurance Company ("the Company").

The agent reviewing this Title Search Report must follow all underwriting guidelines set forth in the underwriting Manual and Bulletins issued by the Company. This is a report of matters appearing in the official land records of the county or city wherein the property is located. No search has been made for any matters recorded in the Federal District Courts. Not included in this Report are matters, such as mortgages, judgments and other liens, for which the Company has found recorded satisfactions or releases, and possible other matters which, according to custom and practice, would not appear in a title search. At the time of this Report, the Company may have had and relied upon title evidence in the form of a title policy, master file, title report or abstract which predates the period searched.

The amount shown in this Report for any deeds of trust, judgments and/or taxes is for informational purposes only. The recipient is responsible for confirming amounts for payoff and/or proration purposes.

Use of this Title Search Report for any reason other than the issuance of a Company commitment, policy or endorsement is not authorized. This Report may not be relied upon by any other party nor may it be relied upon for any other purpose. No liability is assumed by the Company for unauthorized use or reliance. The liability under this Title Search Report is limited to the liability under the policy or policies issued pursuant to this Title Search Report. This Title Search Report is not an opinion, warranty or guarantee of title. The liability under this Title Search Report shall cease and terminate six months after the ending date set forth in the Period of the Search, unless extended in writing by the Company.

Dated: April 12, 2021

Fidelity National Title Insurance Company
TITLE SEARCH REPORT
Schedule A

1. PERIOD SEARCHED:

The period covered in the search commenced with the Base Title as determined by Company and ends on: March 25, 2021 at 8:00 AM

2. Policy or Policies to be issued:

- A. ALTA Owners 2006 with Florida Modifications
Proposed Insured: City of Green Cove springs
Proposed Amount of Insurance: \$20,000.00

3. The estate or interest in the land described or referred to in this report is:

Fee Simple

4. Last grantee of record for the period searched:

Clay County Habitat for Humanity, Inc.

5. The land is described as follows:

See attached Exhibit "A"

TITLE SEARCH REPORT
Schedule B Section 1
Requirements

The following are the requirements to be complied with:

1. The Proposed Insured must notify the Company in writing of the name of any party not referred to in this Commitment who will obtain an interest in the Land or who will make a loan on the Land. The Company may then make additional Requirements or Exceptions.
2. Pay the agreed amount for the estate or interest to be insured.
3. Pay the premiums, fees, and charges for the Policy to the Company.
4. Documents satisfactory to the Company that convey the Title or create the Mortgage to be insured, or both, must be properly authorized, executed, delivered, and recorded in the Public Records.
 - A. Duly authorized Warranty Deed from Clay County Habitat for Humanity, Inc. to City of Green Cove springs, together with evidence satisfactory to the Company of the corporation's good standing under the laws of its domicile state.

NOTE: If the current transaction involves: A. the disposition of substantially all of a corporation's property or assets; B. the conveyance of corporate property to an officer, director or agent who is also a signatory; C. conveyance of property for minimum consideration; or D. the execution of documents incident to the transaction by a person other than the president, chief executive officer, or a vice-president with a corporate seal, then a recordable resolution of the corporation's Board of Directors, Shareholders and/or Members must be obtained. If the transaction involves the sale of substantially all of the assets of the corporation, in addition to a recordable resolution, satisfactory proof that shareholder approval was obtained in accordance with Sec. 607.1202 F.S. must be placed of record. This proof must be approved by the underwriting department.

5. Proof of payment of any outstanding assessments in favor of Clay County, Florida, any special taxing district and any municipality. NOTE: If this requirement is not satisfied the following exception will appear on Schedule B:

Any outstanding assessments in favor of Clay County, Florida, any special taxing district and any municipality.

6. Proof of payment of service charges for water, sewer, waste and gas, if any, through the date of closing. NOTE: If this requirement is not met the following exception will appear on Schedule B:

Any lien provided for by Florida Statutes in favor of any city, town, village or port authority for unpaid service charges for service by any water, sewer, waste or gas system supplying the insured land or service facilities.

7. Record in the Public Records a release or satisfaction of the Code Enforcement Lien, in favor of City of Green Cove, recorded in Official Records Book 3297, Page 2019, as filed on the subject property.
8. Record in the Public Records a release or satisfaction of the Code Enforcement Lien, in favor of City of Green Cove, recorded in Official Records Book 3333, Page 1787, as filed on the subject property.
9. Record in the Public Records a release or satisfaction of the Code Enforcement Lien, in favor of City of Green Cove, recorded in Official Records Book 3470, Page 1921, as filed on the subject property.
10. Record in the Public Records a release or satisfaction of the Code Enforcement Lien, in favor of City of Green Cove, recorded in Official Records Book 3597, Page 171, as filed on the subject property.

TITLE SEARCH REPORT
REQUIREMENTS continued

11. Record in the Public Records a release or satisfaction of the Code Enforcement Lien, in favor of City of Green Cove, recorded in Official Records Book 3703, Page 1242, as filed on the subject property.
12. Record in the Public Records a release or satisfaction of the Code Enforcement Lien, in favor of City of Green Cove, recorded in Official Records Book 3918, Page 1515 corrected in Official Records Book 4130, Page 383, as filed on the subject property.
13. The search did not disclose any open mortgages of record, therefore the Company reserves the right to require further evidence to confirm that the Land is unencumbered, and further reserves the right to make additional requirements or add additional items or exceptions upon receipt of the requested evidence. To delete this requirement, the title agent must confirm with the owner that the Land is free and clear of mortgages and include such a recitation in the title affidavit.

NOTE: 2020 Real Property Taxes in the gross amount of \$42.00 are Paid, under Tax I.D. No. 38-06-26-017053-003-00.

NOTE: Because the contemplated transaction involves an all-cash closing, the Company has not performed searches on the names of the purchasers/proposed insured. If the Company is asked to insure a Mortgage from said purchasers, we will require notification of same and we reserve the right to make additional requirements and/or exceptions which we may deem necessary after conducting name searches on the purchasers.

The following note is for informational purposes only, is neither guaranteed nor insured, and is not part of the coverage of this form or policy.

The last conveyance of title that has been of record for more than 24 months and all subsequently recorded conveyances are: Official Records Book 2238, Page 133.

TITLE SEARCH REPORT
Schedule B Section 2
Exceptions

1. Defects, liens, encumbrances, adverse claims or other matters, if any, created, first appearing in the public records or attaching subsequent to the effective date hereof but prior to the date the proposed insured acquires for value of record the estate or interest or mortgage thereon covered by this form.
2. Taxes and assessments for the year 2021 and subsequent years, which are not yet due and payable.
3. Standard Exceptions:
 - A. Any encroachment, encumbrance, violation, variation, or adverse circumstance affecting the Title that would be disclosed by an accurate and complete land survey of the Land.
 - B. Rights or claims of parties in possession not shown by the public records.
 - C. Any lien, or right to a lien, for services, labor, or materials heretofore or hereafter furnished, imposed by law and not shown by the public records.
 - D. Taxes or assessments which are not shown as existing liens in the public records.
4. Any claim that any portion of the insured land is sovereign lands of the State of Florida, including submerged, filled or artificially exposed lands accreted to such land.
5. Any lien provided by County Ordinance or by Chapter 159, Florida Statutes, in favor of any city, town, village or port authority for unpaid service charges for service by any water, sewer or gas system supplying the insured land.

NOTE: Exception 1 above shall be deemed deleted as of the time the settlement funds or proceeds of the loan to be secured by the insured mortgage, as applicable, are disbursed by the Company or its authorized agent. Neither the Company nor its agent shall, however, be under any duty to disburse any sum except upon a determination that no such adverse intervening matters have appeared of record or occurred.

NOTES ON STANDARD EXCEPTIONS:

Item 3A will be deleted from the policy(ies) upon receipt of an accurate survey of the Land acceptable to the Company. Exception will be made for any encroachment, setback line violation, overlap, boundary line dispute or other adverse matter disclosed by the survey.

Items 3B, 3C, and 3D will be deleted from the policy(ies) upon receipt of an affidavit acceptable to the Company, affirming that, except as disclosed therein (i) no parties in possession of the Land exist other than the record owner(s); (ii) no improvements have been made to the Land within 90 days prior to closing which have not have been paid for in full; and (iii) no unpaid taxes or assessments are against the Land which are not shown as existing liens in the public records. Exception will be made for matters disclosed in the affidavit.

NOTE: All recording references in this form shall refer to the public records of Clay County, Florida, unless otherwise noted.

NOTE: In accordance with Florida Statutes Section 627.4131, please be advised that the insured hereunder may present inquiries, obtain information about coverage, or receive assistance in resolving complaints, by contacting Fidelity National Title Insurance Company, 6420 Southpoint Parkway, Suite 100, Jacksonville, FL 32216; Telephone 904-633-9494.

Searched by: Zach Spencer

TITLE SEARCH REPORT
EXHIBIT "A"
LEGAL DESCRIPTION

Beginning at a point on the east side of Ruby Street and the Southwest corner of Lot 4 of the ROBERTS BLOCK in the City of Green Cove Springs, Florida, and run thence Easterly along the South line of said Roberts Block a distance of 100 feet to a point; thence turn and run in a Southerly direction and parallel to Ruby Street a distance of 148 feet to a point; thence run Westerly and parallel to the South boundary line of the Roberts Block a distance of 100 feet, more or less, to the East side of Ruby Street; thence Northerly along the East side of Ruby Street a distance of 148 feet, more or less, to the point of beginning, all according to map or plat of the City of Green Cove Springs recorded in the public records of Clay County, Florida.

TOGETHER with an easement for ingress and egress over and across the following described property; Beginning at a point on the East side of Ruby Street which point is the Southwest corner of Lot 4 of Roberts Block in the City of Green Cove Springs, Clay County, Florida, and run thence Northerly along the Easterly line of Ruby Street as Ruby Street is described in Deed Book BB, page 369, public records of Clay County, Florida, a distance of 20 feet to a point; thence run Easterly and parallel to the South line of said Lot 4 a distance of 20 feet to a point; thence run Southerly and parallel to the Easterly line of Ruby Street a distance of 20 feet to a point in the Southerly line of Lot 4; thence run Westerly along the Southerly line of Lot 4 a distance of 20 feet to the point of beginning; all according to a map or plat of Green Cove Springs, recorded in the public records of Clay County, Florida.

Less and except any portion in Official Records Book 2042, Page 320.

Prepared by:
Head, Moss, Fulton & Griffin, P.A.
Alexandra B. Griffin, Esq.
1530 Business Center Drive, Suite 4
Fleming Island, Florida 32003

CORPORATE WARRANTY DEED

THIS INDENTURE, made this ____ day of April, 2021, between Clay County Habitat for Humanity, Inc., a Florida not for profit corporation, whose address is PO Box 240, Orange Park, FL 32067, hereinafter called the Grantor, and City of Green Cove Springs, a Florida municipality, whose address is 229 Walnut St., Green Cove Springs, FL 32043, hereinafter called the Grantee,

WITNESSETH, that the said Grantor, for and in consideration of the sum of Ten and No/100 Dollars (\$10.00), to it in hand paid by the said Grantee, the receipt whereof is hereby acknowledged, has granted, bargained and sold to the said Grantee forever, the following described land, situate, lying and being in the County of Clay, State of Florida, to wit:

See Exhibit "A" attached hereto and made a part hereof.

Subject to taxes for the current year, covenants, restrictions and easements of record, if any.

And the said Grantor does hereby fully warrant the title to said land, and will defend the same against the lawful claims of all persons whomsoever.

Signatures on Following Page

In Witness Whereof, the said Grantor has caused this instrument to be executed in its name by its duly authorized officer and caused its corporate seal to be affixed the day and year first above written.

Signed and Sealed in Our Presence:

Witness No. 1

Clay County Habitat for Humanity, Inc., a Florida not for profit corporation

Witness Sign Name: _____

By: _____

Witness Print Name: _____

Carolyn Edwards, Executive Director

Witness No. 2

Witness Sign Name: _____

Witness Print Name: _____

State of Florida
County of Clay

The foregoing instrument was acknowledged before me by means of ___ physical presence or ___ online notarization this ____ day of April, 2021, by Carolyn Edwards, as Executive Director of Clay County Habitat for Humanity, Inc., a Florida not for profit corporation, on behalf of the corporation, who is personally known to me or has produced _____ as identification.

(Affix Notary Stamp)

Notary Sign Name: _____

Notary Print Name: _____

Notary Public, State of Florida

Notary Commission Expires: _____

Notary Commission Number: _____

TITLE SEARCH REPORT
EXHIBIT "A"
LEGAL DESCRIPTION

Beginning at a point on the east side of Ruby Street and the Southwest corner of Lot 4 of the ROBERTS BLOCK in the City of Green Cove Springs, Florida, and run thence Easterly along the South line of said Roberts Block a distance of 100 feet to a point; thence turn and run in a Southerly direction and parallel to Ruby Street a distance of 148 feet to a point; thence run Westerly and parallel to the South boundary line of the Roberts Block a distance of 100 feet, more or less, to the East side of Ruby Street; thence Northerly along the East side of Ruby Street a distance of 148 feet, more or less, to the point of beginning, all according to map or plat of the City of Green Cove Springs recorded in the public records of Clay County, Florida.

TOGETHER with an easement for ingress and egress over and across the following described property; Beginning at a point on the East side of Ruby Street which point is the Southwest corner of Lot 4 of Roberts Block in the City of Green Cove Springs, Clay County, Florida, and run thence Northerly along the Easterly line of Ruby Street as Ruby Street is described in Deed Book BB, page 369, public records of Clay County, Florida, a distance of 20 feet to a point; thence run Easterly and parallel to the South line of said Lot 4 a distance of 20 feet to a point; thence run Southerly and parallel to the Easterly line of Ruby Street a distance of 20 feet to a point in the Southerly line of Lot 4; thence run Westerly along the Southerly line of Lot 4 a distance of 20 feet to the point of beginning; all according to a map or plat of Green Cove Springs, recorded in the public records of Clay County, Florida.

Less and except any portion in Official Records Book 2042, Page 320.

CITY OF GREEN COVE SPRINGS CITY COUNCIL REGULAR SESSION

321 WALNUT STREET, GREEN COVE SPRINGS, FLORIDA
TUESDAY, MAY 18, 2021 – 7:00 PM



MINUTES

Invocation & Pledge of Allegiance to the Flag - **Pastor Bob Brown - Cornerstone Church**

Roll Call

COUNCIL MEMBERS PRESENT: Mayor Van Royal, Vice Mayor Ed Gaw, Council Member Connie Butler, Council Member Matt Johnson, Council Member Steven Kelley

STAFF MEMBERS PRESENT: L.J. Arnold, III, City Attorney, Steve Kennedy, City Manager, Mike Null, Assistant City Manager, Erin West, City Clerk

Mayor to call on members of the audience wishing to address the Council on matters not on the Agenda.
No comments

AWARDS & RECOGNITION

Motion to approve the Military Service Day and National Safe Boating Week proclamations.
Motion made by Council Member Butler, Seconded by Council Member Kelley.
Voting Yea: Mayor Royal, Vice Mayor Gaw, Council Member Butler, Council Member Johnson, Council Member Kelley

1. Proclamation - Military Service Day
Council Member Johnson reads the proclamation.
2. Proclamation - National Safe Boating Week - **U.S. Coast Guard Auxiliary**
Vice Mayor Gaw reads the proclamation and present it to the U.S. Coast Guard Auxiliary.
3. Recognize Jen Halter, GCSJR Principal
Mayor Royal speaks and presents Jen Halter with a certificate from the City of Green Cove Springs congratulating her on being the State of Florida Principal of the Year.

PRESENTATIONS

4. City Council election of a Mayor and Vice Mayor to serve from May 18, 2021 through May 16, 2022. **Erin West**

Motion to nominate Ed Gaw as Mayor.

Motion made by Council Member Johnson, Seconded by Council Member Butler.

Voting Yea: Mayor Royal, Vice Mayor Gaw, Council Member Butler, Council Member Johnson, Council Member Kelley

Motion to nominate Matt Johnson as Vice Mayor.

Motion made by Council Member Kelley, Seconded by Council Member Royal.

Voting Yea: Mayor Gaw, Council Member Butler, Council Member Johnson, Council Member Kelley, Council Member Royal

PUBLIC HEARINGS

5. Second and Final Reading of Ordinance No. O-07-2021, Future Land Use Amendment from Commercial High Intensity to Central Business District for property located at 200-206 S. Orange Avenue *Michael Daniels*

City Attorney Arnold reads Ordinance No. O-07-2021 by title.

Development Services Director, Michael Daniels presents and explains the Ordinance.

Mayor Gaw opens the public hearing.

The applicant, Janis Fleet with Fleet and Associates speaks to the Council.

Following no further public comment, the public hearing is closed.

Council discussion follows.

Motion to approve for the second and final reading of Ordinance O-07-2021, to amend the Future Land Use of the property described therein from Commercial High Intensity to Central Business District.

Motion made by Council Member Kelley, Seconded by Council Member Butler.

Voting Yea: Mayor Gaw, Vice Mayor Johnson, Council Member Butler, Council Member Kelley, Council Member Royal

6. Second and Final Reading of Ordinance No. O-08-2021, Rezoning from Gateway Corridor Commercial to Central Business District for property located at 200-206 S. Orange Avenue *Michael Daniels*

City Attorney Arnold reads Ordinance No. O-08-2021 by title.

Development Services Director, Michael Daniels advises the presentation for Item 5 and Item 6 were the same.

Mayor Gaw opens the public hearing.

Following no public comment, the public hearing is closed.

Motion to approve the second and final reading of Ordinance O-08-2021, to amend the Zoning of the property described therein from Gateway Corridor Commercial to Central Business District

Motion made by Council Member Butler, Seconded by Council Member Kelley.

Voting Yea: Mayor Gaw, Vice Mayor Johnson, Council Member Butler, Council Member Kelley, Council Member Royal

7. First Reading of Ordinance No. O-02-2021, Review of an Annexation request for the Ayrshire Development for the Gustafson's Cattle, Inc. approximately 560.52 acres on CR 15 A (a portion of parcel #: 016515-000-00) *Michael Daniels*

City Attorney Arnold reads Ordinance No. O-08-2021 by title.

Development Services Director, Michael Daniels advises his presentation is for Items 7, 8, and 9.

Mayor Gaw opens the public hearing.

Ellen Smith with Rogers Tower speaks on behalf of DR Horton, speaks and presents about the annexation for the Ayrshire Development for the Gustafson's Cattle, Inc.

John Gislason a representative with DR Horton speaks concerning the annexation and development.

Grayson Jones 1355 Blackmon Rd, GCS speaks concerning the project and previous developments by DR Horton.

Kim Candelaria 3070 Gosman Rd, GCS questions how this development will change the traffic flow.

Rajesh Chindalur a representative with DR Horton speaks to the Council concerning the traffic issue.

Jim Morrissey 1327 Riveria Dr., GCS questions the 561 acres and what happens to the future acreage. Mr. Morrissey also questions the bridge being finished and the traffic.

Doug Johnson 5345 Deer Island Rd, GCS thought the Gustafson's Farm was 5,000 acres but this is only 561 acres.

Following no further public comment, Mayor Gaw closes the public hearing.

Council discussion followed.

Motion to approve for form and legality the first reading of Ordinance O-02-2021, to annex the property described therein.

Motion made by Council Member Kelley, Seconded by Council Member Butler.

Voting Yea: Mayor Gaw, Vice Mayor Johnson, Council Member Butler, Council Member Kelley, Council Member Royal

8. First Reading of Ordinance No. O-03-2021, Review of a Future Land Use Map Amendment request from Rural Fringe / Industrial (County) to Residential Low Density (RLD) for the Ayrshire Development for Gustafson's Cattle, Inc. approximately 560.52 acres on CR 15 A (a portion of parcel #: 016515-000-00) *Michael Daniels*

City Attorney Arnold reads Ordinance No. O-03-2021 by title.

Development Services Director, Michael Daniels presents and explains the ordinance.

Mayor Gaw opens the public hearing.

Following no public comment, the public hearing is closed.

Council discussion follows.

Motion to approve for form and legality first reading of Ordinance O-03-2021, and approve transmittal to the Florida Department of Economic Opportunity (DEO) a request to amend the Future Land Use Designation from Rural Fringe (County) and Industrial (County) to Residential Low Density for a portion of parcel 016515-000-00.

Motion made by Council Member Butler, Seconded by Council Member Kelley.

Voting Yea: Mayor Gaw, Vice Mayor Johnson, Council Member Butler, Council Member Kelley, Council Member Royal

9. First Reading of Ordinance No. O-04-2021, Review of a Future Land Use Site Specific Text Policy request for the Ayrshire Development for Gustafson's Cattle, Inc. approximately 560.52 acres on CR 15 A (related to Future Land Use Map Amendment, Ordinance O-03-2021) *Michael Daniels*

City Attorney Arnold reads Ordinance No. O-04-2021 by title.
Development Services Director, Michael Daniels speaks and explains the ordinance.
Mayor Gaw opens the public hearing.
Following no public comment, the public hearing is closed.
Council discussion follows.

Motion to approve for form and legality first reading of Ordinance O-04-2021 and approve transmittal to the Florida Department of Economic Opportunity (DEO) a Site-Specific Policy Amendment regarding development restrictions for the proposed Future Land Use Amendment in Ordinance No. O-03-2021.

Motion made by Council Member Butler, Seconded by Council Member Kelley.
Voting Yea: Mayor Gaw, Vice Mayor Johnson, Council Member Butler, Council Member Kelley, Council Member Royal

10. First Reading as to Form Only of Ordinance O-12-2021 amending Green Cove Springs Electric Net Metering Service Rate Schedule. *Mike Null*

City Attorney Arnold reads Ordinance No. O-12-2021 by title.
Assistant City Manager, Mike Null speaks and presents on solar net metering.
Mayor Gaw opens the public hearing.
Grayson Jones 1355 Blackmon Rd., GCS, speaks concerning Net Metering and advises he has spoken to several companies and the contract with FMPA is not in Green Cove's favor.
Ellen Castle 10418 New Berlin Rd., Jacksonville, is an employee of A1A Solar Contracting. Ms. Castle explains her concerns with the Net Metering rate schedule.
Kim Candelaria 3070 Gosman Rd., GCS, speaks concerning the Net Metering rate schedule.
Tara Prieto 2064 Belle Grove Trce., Fleming Island, CEO of Alternate Energy Technologies speaks concerning the Net Metering rate schedule.
Following no public comment, the public hearing is closed.
Council discussion follows.

Motion to approve Ordinance O-12-2021 as to form only upon first reading and set June 1, 2021 at 7:00PM as the second and final hearing for adoption.

Motion made by Council Member Royal, Seconded by Council Member Kelley.
Voting Yea: Vice Mayor Johnson, Council Member Butler, Council Member Kelley, Council Member Royal
Abstain: Mayor Gaw

CONSENT AGENDA

All matters under the consent agenda are considered to be routine by the city council and will be enacted by one motion in the form listed below. There will be no separate discussion on these items. If discussion is desired, that item will be removed from the consent agenda and will be considered separately. Backup documentation and staff recommendations have been previously submitted to the city council on these items.

Motion to approve Consent Agenda Items 11 through 18.

Motion made by Council Member Kelley, Seconded by Council Member Butler.
Voting Yea: Mayor Gaw, Vice Mayor Johnson, Council Member Butler, Council Member Kelley, Council Member Royal

11. City Council approval for final payment for JJ Mares Basic Recruit Program. *Derek Asdot*
12. City Council approval of, and authorization for the Mayor to execute, Disbursement Request #1, in the amount of \$35,000.00 for construction of the Advanced Wastewater Treatment Plant (AWWTP), as part of the Florida Department of Environmental Protection (FDEP), State Revolving Fund (SRF), Harbor Road Water Reclamation Facility (WRF) Expansion, Phase 2, SRF Agreement No. WW1000420 in the total amount of \$15,426,644.33. *Scott Schultz*
13. City Council approval of, and authorization for the Mayor to execute, Disbursement Request #13 in the amount of \$116,670.00 to the Design Loan Agreement for the Florida Department of Environmental Protection (FDEP), Drinking Water State Revolving Fund (SRF) Loan Application DW 100102 for \$356,800.00, for the design of capital improvements to the City's Water System. *Scott Schultz*
14. City Council approval to award rehabilitation of the Scioto Court Gravity Sewer in the amount of \$96,000.00 to Jeff's Excavating and approve service to be excepted from informal and formal bidding processes in the best interest of the City. With the 5% local contractor discount Jeff's is the lowest estimate. *Scott Schultz*
15. City Council approval of Mittauer Invoice # 21207 in the amount of \$25,500.00 for surveying, topographic analysis, permitting, design and construction management for water and sewer force main extension on County Road 209 South for a total Task Order amount of \$49,500.00. *Scott Schultz*
16. City Council approval of Pay Application #1 in the amount of \$94,547.33 to General Underground for water and sewer force main extension on County Road 209 South. *Scott Schultz*
17. City Council approval of Pay Request #7 (Final) in the amount of \$120,706.95 to General Underground for Bid Award LC 2020-06, Reynolds Water System Improvements in the amount of \$685,724.00 (Base Bid), and Alternate #1 (water & sewer extension to MOBRO) in the amount of \$314,275.00 for a total amount of \$1,000,449.00. *Scott Schultz*
18. City Council approval of Pay Application #4 to Terry's Electric for Chapman Substation Construction Improvements in the amount of \$106,594.30, leaving a balance of \$421,864.30 in contract number LC 2020-17 in the total amount of \$879,086. *Andy Yeager*

COUNCIL BUSINESS

19. City Council discussion and possible approval of the recommended projects for the American Rescue Plan Act Funds. *Steve Kennedy*
City Manager, Steve Kennedy advises staff put together a list of projects Council to review and suggest projects to be completed. Council will review and provide feedback on the projects.
20. City Manager and City Attorney Reports and/or Correspondence/Executive Summary Reports.
The City Manager and City Attorney made comments regarding various city activities, events, operations, and projects.
21. City Council Reports and/or Correspondence.

The City Council made comments regarding various city activities, events, operations, and projects.

Adjournment

There being no further business to come before the City Council, the meeting was adjourned at 10:15 p.m.

CITY OF GREEN COVE SPRINGS, FLORIDA

Edward R. Gaw, Mayor

Attest:

Erin West, City Clerk

CITY OF GREEN COVE SPRINGS CITY COUNCIL REGULAR SESSION

321 WALNUT STREET, GREEN COVE SPRINGS, FLORIDA
TUESDAY, JUNE 01, 2021 – 7:00 PM



MINUTES

Invocation & Pledge of Allegiance to the Flag – **Council Member Johnson**

Roll Call

COUNCIL MEMBERS PRESENT: Mayor Ed Gaw, Vice Mayor Matt Johnson, Council Member Connie Butler, Council Member Steven Kelley, Council Member Van Royal

STAFF MEMBERS PRESENT: L.J. Arnold, III, City Attorney, Steve Kennedy, City Manager, Mike Null, Assistant City Manager, Erin West, City Clerk

Mayor to call on members of the audience wishing to address the Council on matters not on the Agenda.
Mr. Bob Page speaks concerning the Net Metering for Public Hearing #2.

AWARDS & RECOGNITION

1. Recognition - Van Royal - Mayor May 19, 2020 - May 18, 2021 **Ed Gaw**
Mayor Gaw speaks and presents Council Member Royal with his Mayor plaque.

PUBLIC HEARINGS

2. Second and Final Reading of Ordinance O-12-2021 amending Green Cove Springs Electric Net Metering Service Rate Schedule. **Mike Null**
City Attorney Arnold reads Ordinance No. O-12-2021 by title.
Assistant City Manager, Mike Null speaks and gives a brief history on the Ordinance.
Mayor Gaw opens the public hearing.
Mike Burrell 514 Highland Ave. GCS questions if he will be grandfathered in due to just signing the contract to have solar added.
Grayson Jones 1355 Blackmon Rd. GCS speaks concerning the Net Metering and the 2% bonus being given.
Following no further comment, Mayor Gaw closes the public hearing.
Mayor Gaw speaks concerning Mr. Page and Mr. Greyson's comments.

Motion to adopt Ordinance No. O-12-2021 on second and final reading.

Motion made by Council Member Royal, Seconded by Council Member Kelley.

Voting Yea: Vice Mayor Johnson, Council Member Butler, Council Member Kelley, Council Member Royal

Voting Abstaining: Mayor Gaw

3. First Reading of Ordinance O-09-2021, a Future Land Use Amendment from Residential Medium Density (RMD) to Residential Professional Office (RPO) for property located at 3 West St. *Michael Daniels*

City Attorney Arnold reads Ordinance No. O-09-2021 by title.

Development Services Director, Michael Daniels presents on the Ordinance.

Mayor Gaw opens the public hearing.

Following no comment, Mayor Gaw closes the public hearing.

Council discussion follows.

Motion to approve first reading of Ordinance No. O-09-2021 for form and legality only, amending the future land use from Residential Medium Density to Residential Professional Office for property located at 3 West St.

Motion made by Vice Mayor Johnson, Seconded by Council Member Butler.

Voting Yea: Mayor Gaw, Vice Mayor Johnson, Council Member Butler, Council Member Kelley, Council Member Royal

4. First Reading of Ordinance O-10-2021, a Rezoning from R-2 to Residential Professional Office (RPO) for property located at 3 West St. *Michael Daniels*

City Attorney Arnold reads Ordinance No. O-10-2021 by title.

Development Services Director, Michael Daniels presents on the Ordinance.

Mayor Gaw opens the public hearing.

Following no comment, Mayor Gaw closes the public hearing.

Motion to approve first reading of Ordinance No. O-10-2021 for form and legality only, amending the official zoning map from R-2 to Residential Professional Office for property located at 3 West St.

Motion made by Vice Mayor Johnson, Seconded by Council Member Butler.

Voting Yea: Mayor Gaw, Vice Mayor Johnson, Council Member Butler, Council Member Kelley, Council Member Royal

5. First Reading of O-11-2021, an Ordinance which Proposes Revisions to the Residential Riverfront (RRF) Zoning District. *Michael Daniels*

City Attorney Arnold reads Ordinance No. O-11-2021 by title.

Development Services Director, Michael Daniels presents on the Ordinance.

Mayor Gaw opens the public hearing.

Following no comment, Mayor Gaw closes the public hearing.

Council discussion follows.

Motion to approve first reading of Ordinance No. O-11-2021 for form and legality only, amending City Code Chapter 117, Article II, Division 5.

Motion made by Council Member Kelley, Seconded by Council Member Butler.

Voting Yea: Mayor Gaw, Vice Mayor Johnson, Council Member Butler, Council Member Kelley

Voting Abstaining: Council Member Royal

CONSENT AGENDA

All matters under the consent agenda are considered to be routine by the city council and will be enacted by one motion in the form listed below. There will be no separate discussion on these items. If discussion is desired, that item will be removed from the consent agenda and will be considered separately. Backup documentation and staff recommendations have been previously submitted to the city council on these items.

Motion to approve Consent Agenda Items 6 through 19.

Motion made by Council Member Kelley, Seconded by Council Member Butler.

Voting Yea: Mayor Gaw, Vice Mayor Johnson, Council Member Butler, Council Member Kelley, Council Member Royal

6. City Council approval of the CAC Minutes from 5/13/2021 Regular Meeting. *Kimberly Thomas*
7. City Council approval to distribute the 2020 Drinking Water Consumer Confidence Report (CCR) in customer bills. *Scott Schultz*
8. City Council approval of Invoice # 96-74415 in the amount of \$28,382.74 and Invoice # 96-73928 in the amount of \$28,367.29 to Cummins Southeast for a total amount of \$56,750.03 for purchase of generators as part of the Hazard Mitigation Grant Program (HMGP), Federally-Funded Subaward and Grant Agreement # H0297 / Project Number 4337-217-R, for \$537,018.75, for Utility Mitigation and Generator Project to install generators on 17 of the City's lift stations. Note: When you factor in the 75% funding from HMGP, the actual budgetary impact will be \$109,692.90. Staff has requested an advance from HMGP in the amount of \$333,578.20 but due to lead times the generator orders need to be placed prior to receipt. *Scott Schultz*
9. City Council review and approval of Resolution R-01-2021, Adoption of Affirmative Action Plan / Equal Employment Opportunity Policy. *Michael Daniels*
10. City Council review and approval of Resolution R-02-2021, Adoption of Anti-Displacement and Relocation Policy. *Michael Daniels*
11. City Council review and approval of Resolution R-03-2021, Adoption of Separate Procurement Requirements for CDBG Grants. *Michael Daniels*
12. City Council review and approval of Resolution R-04-2021, Citizen Participation Policy. *Michael Daniels*
13. City Council review and approval of Resolution R-05-2021, 2025 Comprehensive Plan to be adopted as Community Development Plan. *Michael Daniels*
14. City Council review and approval of Resolution R-06-2021, Citizen Complaint and Grievance Policy. *Michael Daniels*
15. City Council review and approval of Resolution R-07-2021, Prohibition on Excessive Use of Force Policy. *Michael Daniels*

16. City Council approval of a modification of Professional Services Agreement between Geographic Technologies Group (GTG) and the City of Green Cove Springs to develop a comprehensive online mapping system *Michael Daniels*
17. City Council approval of Minutes from 3/16/2021 Special Session *Erin West*
18. City Council approval of the CAC By-Laws *Steve Kennedy*
19. City Council approval of Sales and Service Order 3792 in the amount of \$31,595.90 to The Scarlett Group for Microsoft Office 365 Email and Software Licensing. *Angel Alicea*

COUNCIL BUSINESS

20. FMPA - June 2021 *Bob Page*

Mr. Page gave an overview of June and discussion followed.

Motion to allow Bob Page to vote no on the debt extension at this time.

Motion made by Council Member Royal, Seconded by Council Member Kelley.

Voting Yea: Mayor Gaw, Vice Mayor Johnson, Council Member Butler, Council Member Kelley, Council Member Royal

21. City Council approval of lease agreement with AMIkids Clay County, Inc. to lease a portion of the August Savage Arts and Community Center (ASACC) Classroom Building. *Mike Null*
Assistant City Manager, Mike Null speaks and explains the item.
Council discussion follows.

Motion to approve the lease agreement with AMIkids Clay County, Inc. and authorize the Mayor to execute same with adding a HVAC maintenance agreement after the first 7.5 term.

Motion made by Council Member Kelley, Seconded by Council Member Butler.

Voting Yea: Mayor Gaw, Vice Mayor Johnson, Council Member Butler, Council Member Kelley, Council Member Royal

22. City Council Approval to Award Bid 2021-05 to KBT Contracting Corp. in the amount of \$460,030.00 for renovation of the ASACC Classroom Building, Rooms # 1, 2, 3, 4, 11 and the gang restrooms. *Mike Null*
Assistant City Manager, Mike Null speaks and explains the item.

Motion to approve award of Bid 2021-05 to KBT Contracting Corp. in the amount of \$460,030.00 for renovation of the ASACC Classroom Building Rooms #1, 2, 3, 4, 11 and the gang restrooms plus additive alternat #1. Authorize the Mayor to execute the City's standard construction contract with KBT.

Motion made by Council Member Royal, Seconded by Council Member Butler.

Voting Yea: Mayor Gaw, Vice Mayor Johnson, Council Member Butler, Council Member Kelley, Council Member Royal

23. First reading of Ordinance No. O-13-2021, an Ordinance authorizing staff to refinance in an amount not to exceed \$9,800,000.00 a prior City loan for Electric Infrastructure. **Jim Arnold** City Attorney Arnold reads Ordinance No. O-13-2021 by title and speaks about the ordinance. Finance Director, Marlena Guthrie speaks about the ordinance and advises there will be a savings of \$920,000.00.

Motion to approve on first reading Ordinance No. O-13-2021, an ordinance authorizing staff to refinance in an amount not to exceed \$9,800,000.00, a prior City loan for Electric Infrastructure.

Motion made by Council Member Kelley, Seconded by Council Member Butler.

Voting Yea: Mayor Gaw, Vice Mayor Johnson, Council Member Butler, Council Member Kelley, Council Member Royal

24. Award of Loan Provider and Loan Option in an amount of not-to-exceed \$9,800,000 for the refunding of Electric Utility Revenue Note, Series 2018 **Marlena Guthrie** Finance Director, Marlena Guthrie speaks and explains the item. PFM Rep Jeremy Niedfeldt speaks to the Council concerning the loan refinance.

Motion to award a Loan Provider and Loan option in an amount not to exceed \$9,800,000 for the refunding of Electric Utility Revenue Note, Series 2018.

Motion made by Council Member Kelley, Seconded by Council Member Butler.

Voting Yea: Mayor Gaw, Vice Mayor Johnson, Council Member Butler, Council Member Kelley, Council Member Royal

25. City Council discussion and direction regarding reduction of automobile insurance requirements for Solid Waste C&D franchise haulers. **Mike Null** Assistant City Manager, Mike Null speaks and explains this item. Council discussion followed.

Motion to approve staff drafting an ordinance with the reduction of the vehicle insurance for C&D Haulers from \$1,000,000.00 to \$300,000.00 in automobile liability coverage and cleaning up the wording of the ordinance.

Motion made by Council Member Kelley, Seconded by Vice Mayor Johnson.

Voting Yea: Mayor Gaw, Vice Mayor Johnson, Council Member Butler, Council Member Kelley, Council Member Royal

26. City Manager and City Attorney Reports and/or Correspondence/Executive Summary Reports. The City Manager and City Attorney made comments regarding various city activities, events, operations, and projects.

27. City Council Reports and/or Correspondence.

The City Council made comments regarding various city activities, events, operations, and projects.

Adjournment

There being no further business to come before the City Council, the meeting was adjourned at 9:07 p.m.

CITY OF GREEN COVE SPRINGS, FLORIDA

Edward R. Gaw, Mayor

Attest:

Erin West, City Clerk



STAFF REPORT

CITY OF GREEN COVE SPRINGS, FLORIDA

TO: City Council Regular Meeting **MEETING DATE:** July 20, 2021
FROM: Scott Schultz, Asst. Water Utilities Director
SUBJECT: City Council approval to issue a purchase order in the amount of \$79,350.00 to Gresco for the purchase of 4/0 copper wire for the Magnolia Point Third Feed Project, Magnolia Point Underground Reconductor Project and for Inventory. *Scott Schultz*

BACKGROUND

As part of the Magnolia Point Third Feed Project, the electric department plans to replace the overhead lines on Harbor Road with underground lines that run across the back of the Harbor Road WWTP facility. One 1,000-ft roll of 4/0 copper wire is needed for the neutral on this project. Twelve rolls are needed for the Magnolia Point Underground Reconductor Project which is expected to begin in September 2021. We also need two rolls for inventory stock.

Due to the unstable nature of commodities pricing, short-term quote guarantees and increasing lead times, staff reached out to four vendors for quotes for the material; Anixter, AWG, Gresco and Irby. Anixter has the FMPA bid for this item, but failed to confirm pricing and lead times. Irby did not respond. AWG quoted \$5.66 per foot. Gresco returned the lowest quote at \$5.29 per foot.

Due to the reasons listed above, staff felt it was prudent to order the materials immediately and request that Council ratify this purchase at the July 20 meeting. As the purchase is over \$25,000, it requires City Council approval. Staff recommends awarding the purchase of 15,000 feet of copper wire to Gresco in the amount of \$79,350.00.

Additionally, staff is requesting the Council waive the formal bid process for this item given the likelihood that the formal bid process would increase the cost and delay the projects. This exception is allowed in Chapter 5 of the City's Purchasing Policies and Procedures Manual adopted by Council in 2019.

FISCAL IMPACT

\$79,350 to the Electric Department CIP account number 401-3032-5006510 and inventory accounts.

RECOMMENDATION

Ratify purchase order in the amount of \$79,350.00 to Gresco for 15,000 feet of 4/0 copper wire.

Item #6.

ES

RECEIVED BY: SAM LOPEZ

DATE: 07/14/2021

			VENDOR/QUOTER		VENDOR/QUOTER		VENDOR/QUOTER	
			Anixter	8638	AWG	7466	GRESKO	2630
			FMPA#	200-02036				
	QTY	NOTE	PRICE	NOTE	PRICE	NOTE	PRICE	NOTE
4/0 THW STR COPPER, INSULATED	12000	feet	\$3.47	No Response	\$5.66	stock	5,29	5-days

Ryan Padgett
Inside Sales
Gresco Utility Supply, Inc.
Ryan.Padgett@gresco.com

Thanks,

- Alan Wire (Do not have THW. Quoting THHN/THWN-2)
 - 12,000' 4/0 THHN BLK-1000 RL
 - \$5.29/ft
 - 1000' reels
 - Frt. Allowed
 - Ships in 5 days
 - Price firm for order by 7-19-21

- Service Wire
 - 12,000' 4/0 AWG THW-2 600V BK
 - \$4.865/ft
 - 1000' reels
 - Frt. Allowed
 - Ship 5-6 weeks
 - Price firm for order by 7-14-21

- Nehring
 - 12,000' 4/0-19/w 600V THW cu blk
 - \$4.975/ft
 - 1000' reels
 - Frt. allowed.
 - Ship 8-9 wks approx.
 - Price firm for order by 7-19-21.

Below are a few different options that we can offer you. All are freight allowed. Service Wire is quickest lead time (5-6 weeks) and cheapest price, but pricing is firm through tomorrow 7/14. Nehring is 8-9 weeks but pricing is firm through 7/19. Alan Wire does not offer THW so they quoted THHN/THWN-2 so I included them as well. Please let me know if you have any questions.

Sam,

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

From: Ryan Padgett <Ryan.Padgett@gresco.com>
 Sent: Tuesday, July 13, 2021 5:11 PM
 To: Sam Lopez
 Cc: James A. Yeager; Paul Sessions
 Subject: 4/0 copper wire quote

Sam Lopez

Line#	Quantity UOM	Item Number / Description	SI	Price	UOM	Extension
1	12000 FT	4/0-01THHN00 4/0 STR THHN (THWN) BLACK		5,655.0000	MFT	67,860.00
Customer Reference: 4/0 THHN Project: Reel Lengths: 1x2329 1x2362 1x3008 2x2500 2x5000 Delivery: Stock subject to prior sale Commodity: Prices are subject to change. Prices are based on: LME CU DAILY LB CU @ 4.2229 Quoted to: Sam Lopez						
Product Total		Discount		Tax		Quote Total
67,860.00		0.00				67,860.00
Miscellaneous		Freight				0.00

*** This Quote is Good Through 07/20/2021 ***

Ship via TRUCK	P.O.B.	PREPAID & ALLOWED	Terms NET 30 DAYS	Customer P/O Number
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Quote To: CITY OF GREEN COVE SPRINGS
 321 WALNUT STREET
 GREEN COVE SPRINGS FL 32043
 Ship To: CITY OF GREEN COVE SPRINGS
 GREEN COVE SPRINGS FL 32043

2980 NE 207th Street
 PH
 Aventura, FL 33180
 800-342-7215 • 954-455-3050
 Fax: 954-455-9886
 www.buyawg.com



Quote# 00145577 Page 1
 Cust # 100833 Date 07/13/2021
 Sisman Gilbert Guerrero

Quote

Sam Lopez

From: Sam Lopez
Sent: Monday, July 12, 2021 5:18 PM
To: Paul Sessions; Ryan Padgett
Cc: James A. Yeager
Subject: 4/0 copper wire quote

Good afternoon Paul and Ryan,

Could you please the lead time for 12,000 ft of 4/0 Insulated THW, Copper under FMPA bid 200-02036 and please confirm the price please? We need this back by 7/14/2021 by 8 am. Thank you.

*Sam Lopez
Logistics Specialist
900 Gum ST.
Green Cove Springs, FL 32043
Phone: (904) 297-7062
Fax: (904) 284-8609*

Sam Lopez

From: Sam Lopez
Sent: Monday, July 12, 2021 5:17 PM
To: EWOLDT Erich; KELLY Mark
Cc: James A. Yeager
Subject: 4/0 copper wire quote

Good afternoon Eric,

Could you please the lead time for 12,000 ft of 4/0 Insulated THW, Copper under FMPA bid 200-02036 and please confirm the price please? We need this back by 7/14/2021 by 8 am. Thank you.

*Sam Lopez
Logistics Specialist
900 Gum ST.
Green Cove Springs, FL 32043
Phone: (904) 297-7062
Fax: (904) 284-8609*

Sam Lopez

From: Sam Lopez
Sent: Monday, July 12, 2021 5:16 PM
To: Renee Lackey; Coleman Hoover
Cc: James A. Yeager
Subject: 4/0 Insulated THW, Copper

Good afternoon Renee and Coleman,

Could you please the lead time for 12,000 ft of 4/0 Insulated THW, Copper under FMPA bid 200-02036 and please confirm the price please? We need this back by 7/14/2021 by 8 am. Thank you.

*Sam Lopez
Logistics Specialist
900 Gum ST.
Green Cove Springs, FL 32043
Phone: (904) 297-7062
Fax: (904) 284-8609*

Sam Lopez

From: Julia Nassonov <julia@buyawg.com>
Sent: Tuesday, July 13, 2021 10:54 AM
To: Sam Lopez
Cc: Alla Gerenshteyn
Subject: 4/0 THHN 12,000 Ft
Attachments: T145577.pdf

CAUTION: This email originated from outside of the organization. . Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning Sam,

Please see the attached quote for 4/0 THHN

We have currently stock in Florida to ship out immediately the following reel lengths

1x2329

1x2362

1x3008

2x2500

2x5000

Let me know if you need anything additional

Sincerely



Julia Nassonov
AMERICAN WIRE GROUP
2980 NE 207 Street | Suite PH | Miami, FL 33180
T: 954.455.3050 ext# 213 | F: 954.455.9886
julia@buyawg.com | <https://link.edgepilot.com/s/fdf5a4b5/3RPAHPQLIkG493-vbbTKKQ?u=http://www.buyawg.com/>

Links contained in this email have been replaced. If you click on a link in the email above, the link will be analyzed for known threats. If a known threat is found, you will not be able to proceed to the destination. If suspicious content is detected, you will see a warning.

Sam Lopez

From: Sam Lopez
Sent: Tuesday, July 13, 2021 11:21 AM
To: KELLY Mark
Subject: RE: 4/0 copper wire quote

Mark,

Whatever you standard reel is. We currently have received reels with 1200 ft. But more on a reel is good with us as long as the weight is not over 4000 lbs and the reel size is not bigger than 60"x36". Let me know if I need to get a more specific footage on the wire. Thank you.

Sam Lopez
Logistics Specialist
900 Gum ST.
Green Cove Springs, FL 32043
Phone: (904) 297-7062
Fax: (904) 284-8609

From: KELLY Mark <mkelly@irby.com>
Sent: Tuesday, July 13, 2021 11:11 AM
To: Sam Lopez <slopez@greencovesprings.com>
Subject: RE: 4/0 copper wire quote

CAUTION: This email originated from outside of the organization. . Do not click links or open attachments unless you recognize the sender and know the content is safe.

Sam
How much footage per reel

Thanks
Mark Kelly
Inside Sales Representative



38 Skyline Dr
Suite #1000
Lake Mary, FL 32746
mkelly@irby.com
Direct: 407-548-0508
Fax: 407-771-0396

From: Sam Lopez <slopez@greencovesprings.com>
Sent: Monday, July 12, 2021 5:17 PM
To: EWOLDT Erich <ewoldt@irby.com>; KELLY Mark <mkelly@irby.com>
Cc: James A. Yeager <jyeager@greencovesprings.com>
Subject: 4/0 copper wire quote

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon Eric,

Could you please the lead time for 12,000 ft of 4/0 Insulated THW, Copper under FMPA bid 200-02036 and please confirm the price please? We need this back by 7/14/2021 by 8 am. Thank you.

*Sam Lopez
Logistics Specialist
900 Gum ST.
Green Cove Springs, FL 32043
Phone: (904) 297-7062
Fax: (904) 284-8609*



STAFF REPORT

CITY OF GREEN COVE SPRINGS, FLORIDA

TO: Regular Session **MEETING DATE:** July 20, 2021
FROM: Marlena Guthrie, Finance Director
SUBJECT: Establish Tentative Millage Rate for Fiscal Year 2021/2022.

BACKGROUND

The Form 420 provided by the Property Appraiser (copy attached) reflects an actual property tax valuation of \$556,461,965 for next year, an increase of \$29,432,393 from the prior year's final taxable value of \$527,029,572 which is an increase of 5.58%. The increase is reflected at 100% and has not been discounted to 97%.

The Administration has included a 3.8000 millage rate in the proposed budget which is the same millage rate for FY 2021. Three schedules are attached for your reference. One is titled Millage Dynamics, another Ad Valorem Revenue FY 2022, and the third Property Taxes FY 2022. They demonstrate among other things, the impact the ad valorem tax has on homeowners using various millage rates. In addition to Form 420, we included Form 420MM-P (Maximum Millage Levy Calculation-Preliminary Disclosure). The 3.8000 rate will require a two-thirds vote by Council and would generate \$2,114,555, but when discounted to 97% is \$2,051,119 as shown in the proposed budget released to Council on July 15, 2021. It must also be noted that the impact from the Council's decision to implement additional exemptions for seniors are included in these figures. The impact is minimal, but this does reflect in this year's exemptions.

The millage rate set at tonight's meeting will be certified to the respective parties and will be used on the TRIM notices that will be mailed to taxpayers in August, 2021 by the Clay County Property Appraiser's office notifying them of the proposed millage and the hearing dates. If Council sets a millage rate at the final budget hearing that is greater than the vote set at this meeting, then new TRIM notices will have to be mailed at the City's expense. Council may decrease the millage rate prior to the final hearing without having to send out notices. Council needs to set September 7 and September 21 as the tentative and final hearing dates to hear comments from the public on the proposed millage rates, operating budget and capital improvement plan and these are the dates that will be reported to the Property Appraiser and Department of Revenue. For Green Cove Springs, these dates fall on regular Council meeting dates. The City cannot hold its hearings the same dates as the School Board or the County. Their dates are set as July 27 and September 9 for the School Board and September 14 and September 28 for the County. In order to comply with advertising and other TRIM requirements, the City's first public hearing needs to be held on September 7 and the final hearing on September 21.

FISCAL IMPACT

N/A

RECOMMENDATION

- 1) **Council approval of _____ as the tentative millage rate for fiscal year 2021/2022.**
- 2) **Set September 7 at 7:00 pm as the first public hearing on the millage, budget, and CIP.**
- 3) **Set September 21 at 7:00 pm as the second and final hearing on the millage, budget and CIP.**

MILLAGE DYNAMICS FY 2022

Millage Rate	Current Year Taxable Value	FY 22	FY 22	FY 21	Inc/Dec	% Change
		Gross Proceeds	Discount Proceeds	Current Year Proceeds		FY 21 / FY 22 Proceeds
2.5700	\$556,461,965	\$1,430,107	\$1,387,204	\$1,968,056	-\$580,852	-29.51%
2.9821	\$556,461,965	\$1,659,425	\$1,609,642	\$1,968,056	-\$358,414	-18.21%
3.0000	\$556,461,965	\$1,669,386	\$1,619,304	\$1,968,056	-\$348,752	-17.72%
3.1000	\$556,461,965	\$1,725,032	\$1,673,281	\$1,968,056	-\$294,775	-14.98%
3.2000	\$556,461,965	\$1,780,678	\$1,727,258	\$1,968,056	-\$240,798	-12.24%
3.3000	\$556,461,965	\$1,836,324	\$1,781,235	\$1,968,056	-\$186,821	-9.49%
3.4000	\$556,461,965	\$1,891,971	\$1,835,212	\$1,968,056	-\$132,844	-6.75%
3.4000	\$556,461,965	\$1,891,971	\$1,835,212	\$1,968,056	-\$132,844	-6.75%
3.5000	\$556,461,965	\$1,947,617	\$1,889,188	\$1,968,056	-\$78,868	-4.01%
3.6000	\$556,461,965	\$2,003,263	\$1,943,165	\$1,968,056	-\$24,891	-1.26%
3.6711	\$556,461,965	\$2,042,828	\$1,981,543	\$1,968,056	\$13,487	0.69%
3.6958	\$556,461,965	\$2,056,572	\$1,994,875	\$1,968,056	\$26,819	1.36%
3.7000	\$556,461,965	\$2,058,909	\$1,997,142	\$1,968,056	\$29,086	1.48%
3.8000	\$556,461,965	\$2,114,555	\$2,051,119	\$1,968,056	\$83,063	4.22%
3.8595	\$556,461,965	\$2,147,665	\$2,083,235	\$1,968,056	\$115,179	5.85%
3.9000	\$556,461,965	\$2,170,202	\$2,105,096	\$1,968,056	\$137,040	6.96%
4.0000	\$556,461,965	\$2,225,848	\$2,159,072	\$1,968,056	\$191,016	9.71%
4.1000	\$556,461,965	\$2,281,494	\$2,213,049	\$1,968,056	\$244,993	12.45%
4.2000	\$556,461,965	\$2,337,140	\$2,267,026	\$1,968,056	\$298,970	15.19%
4.2455	\$556,461,965	\$2,362,459	\$2,291,585	\$1,968,056	\$323,529	16.44%

PROPERTY TAXES										
FY 2021/2022										
					%		FULL MILL	DISCOUNT MILL		
FISCAL YEAR	ALLOWABLE VALUATION	TAX RATE	TAX REVENUE	TAX REVENUE	INCREASE DECREASE		GENERATES REVENUE OF	GENERATES REVENUE OF		
									NOTES	
21-22	556,461,965	3.6000	2,003,263		0.00%		556,462	539,768		
21-22	556,461,965	3.6711	2,042,828		0.00%		556,462	539,768		
21-22	556,461,965	3.6958	2,056,572		0.00%		556,462	539,768		
21-22	556,461,965	3.8000	2,114,555		5.29%		556,462	539,768		
20-21	528,479,105	3.8000	2,008,221		10.11%		528,479	512,625		
19-20	479,957,037	3.8000	1,823,837		7.52%		479,957	465,558		
18-19	446,401,768	3.6000	1,607,046		12.18%		446,402	433,010		
17-18	397,937,669	3.6000	1,432,576		7.51%		397,938	386,000		
16-17	370,129,769	3.6000	1,332,467		7.47%		370,130	359,026		
15-16	344,409,056	3.6000	1,239,873		2.76%		344,409	330,633		
14-15	335,144,554	3.6000	1,206,520		2.71%		335,145	321,739		
13-14	326,309,541	2.9821	973,088		1.10%		326,310	313,257		
12-13	322,753,032	2.9821	962,482		-1.86%		322,753	309,843		
11-12	328,878,819	2.57	845,219		-3.63%		328,879	315,724		
10-11	341,263,287	2.57	877,047		-13.17%		341,263	327,613		
09-10	393,027,132	2.57	1,010,080		-4.61%		393,027	377,306		
08-09	412,042,547	2.57	1,058,949		-4.31%		412,043	395,561		
07-08	430,607,760	2.57	1,107,738		19.24%		430,608	413,383		
06-07	361,114,263	2.6	938,897		24.28%		361,114	346,670		
05-06	290,574,614	2.611	758,690		16.13%		290,575	278,952		
04-05	250,211,641	2.611	653,303		14.00%		250,212	240,203		
03-04	219,477,813	2.611	573,057		8.56%		219,478	210,699		
02-03	202,171,828	2.611	527,871		7.51%		202,172	194,085		
01-02	188,055,215	2.611	491,012		9.09%		188,055	180,533		
00-01	172,384,030	2.611	450,095		2.99%		172,384	165,489		
99-00	167,385,139	2.611	437,043		9.57%		167,385	160,690		
98-99	152,768,239	2.611	398,878		3.22%		152,768	146,658		
97-98	148,001,801	2.611	386,433		5.94%		148,002	142,082		
96-97	139,701,423	2.611	364,760		0.85%		139,701	134,113		
95-96	138,525,257	2.611	361,689		12.76%		138,525	132,984		
94-95	122,848,818	2.611	320,758		3.02%		122,849	117,935		
93-94	119,247,862	2.611	311,356		3.34%		119,248	114,478		
92-93	115,397,761	2.611	301,304		10.90%		115,398	110,782		
91-92	104,052,988	2.611	271,682							
TAXABLE VALUES OF HOMES (thousands)										
(after \$50K exemption)										
MILLAGE RATE	\$25 TAX DUE	\$50 TAX DUE	\$75 TAX DUE	\$100 TAX DUE	\$125 TAX DUE	\$150 TAX DUE	\$200 TAX DUE	\$225 TAX DUE	\$300 TAX DUE	
	(ROUNDED)	(ROUNDED)	ROUNDED	(ROUNDED)	(ROUNDED)	(ROUNDED)	(ROUNDED)	(ROUNDED)	(ROUNDED)	
2.5700	64	129	193	257	321	386	514	578	771	Prior Year Rate
2.6000	65	130	195	260	325	390	520	585	780	
2.7000	68	135	203	270	338	405	540	608	810	
2.8000	70	140	210	280	350	420	560	630	840	
2.9000	73	145	218	290	363	435	580	653	870	
2.9821	75	149	224	298	373	447	596	671	895	Prior Year Rate
3.0000	75	150	225	300	375	450	600	675	900	
3.1000	78	155	233	310	388	465	620	698	930	
3.2000	80	160	240	320	400	480	640	720	960	
3.3000	83	165	248	330	413	495	660	743	990	
3.3500	84	168	251	335	419	503	670	754	1,005	
3.4000	85	170	255	340	425	510	680	765	1,020	
3.5000	88	175	263	350	438	525	700	788	1,050	
3.6000	90	180	270	360	450	540	720	810	1,080	Prior Year Rate
3.6711	92	184	275	367	459	551	734	826	1,101	Millage Rate with same as CY Revenues Rolled Back Rate & CY Adjusted Rolled Back Rate
3.6958	92	185	277	370	462	554	739	832	1,109	
3.7000	93	185	278	370	463	555	740	833	1,110	
3.8000	95	190	285	380	475	570	760	855	1,140	Proposed Millage Rate in Budget
3.8595	96	193	289	386	482	579	772	868	1,158	CY Adjusted Rolled Back Rate X 1.0443
3.9000	98	195	293	390	488	585	780	878	1,170	
4.0000	100	200	300	400	500	600	800	900	1,200	
4.1000	103	205	308	410	513	615	820	923	1,230	
4.2000	105	210	315	420	525	630	840	945	1,260	
4.2455	106	212	318	425	531	637	849	955	1,274	Maximum Millage Rate: 3.8595 X 1.10%



CERTIFICATION OF TAXABLE VALUE

Reset Form

Print Form

Item #7.

Rule 12D-16.002
 Florida Administrative Code
 Effective 11/12

Year : 2021	County : CLAY
Principal Authority : CITY OF GREEN COVE SPRINGS	Taxing Authority : CITY OF GREEN COVE SPRINGS

SECTION I : COMPLETED BY PROPERTY APPRAISER

1.	Current year taxable value of real property for operating purposes	\$	502,353,089	(1)
2.	Current year taxable value of personal property for operating purposes	\$	53,299,312	(2)
3.	Current year taxable value of centrally assessed property for operating purposes	\$	809,564	(3)
4.	Current year gross taxable value for operating purposes <i>(Line 1 plus Line 2 plus Line 3)</i>	\$	556,461,965	(4)
5.	Current year net new taxable value (Add new construction, additions, rehabilitative improvements increasing assessed value by at least 100%, annexations, and tangible personal property value over 115% of the previous year's value. Subtract deletions.)	\$	14,568,979	(5)
6.	Current year adjusted taxable value <i>(Line 4 minus Line 5)</i>	\$	541,892,986	(6)
7.	Prior year FINAL gross taxable value from prior year applicable Form DR-403 series	\$	527,029,572	(7)
8.	Does the taxing authority include tax increment financing areas? If yes, enter number of worksheets (DR-420TIF) attached. If none, enter 0	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Number 0 (8)
9.	Does the taxing authority levy a voted debt service millage or a millage voted for 2 years or less under s. 9(b), Article VII, State Constitution? If yes, enter the number of DR-420DEBT, <i>Certification of Voted Debt Millage</i> forms attached. If none, enter 0	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Number 0 (9)
Property Appraiser Certification		I certify the taxable values above are correct to the best of my knowledge.		
SIGN HERE	Signature of Property Appraiser:	Date :		
	Electronically Certified by Property Appraiser	7/1/2021 12:30 PM		

SECTION II : COMPLETED BY TAXING AUTHORITY

If this portion of the form is not completed in FULL your taxing authority will be denied TRIM certification and possibly lose its millage levy privilege for the tax year. If any line is not applicable, enter -0-.

10.	Prior year operating millage levy <i>(If prior year millage was adjusted then use adjusted millage from Form DR-422)</i>	3.8000	per \$1,000	(10)
11.	Prior year ad valorem proceeds <i>(Line 7 multiplied by Line 10, divided by 1,000)</i>	\$	2,002,712	(11)
12.	Amount, if any, paid or applied in prior year as a consequence of an obligation measured by a dedicated increment value <i>(Sum of either Lines 6c or Line 7a for all DR-420TIF forms)</i>	\$	0	(12)
13.	Adjusted prior year ad valorem proceeds <i>(Line 11 minus Line 12)</i>	\$	2,002,712	(13)
14.	Dedicated increment value, if any <i>(Sum of either Line 6b or Line 7e for all DR-420TIF forms)</i>	\$	0	(14)
15.	Adjusted current year taxable value <i>(Line 6 minus Line 14)</i>	\$	541,892,986	(15)
16.	Current year rolled-back rate <i>(Line 13 divided by Line 15, multiplied by 1,000)</i>	3.6958	per \$1000	(16)
17.	Current year proposed operating millage rate	3.8000	per \$1000	(17)
18.	Total taxes to be levied at proposed millage rate <i>(Line 17 multiplied by Line 4, divided by 1,000)</i>	\$	2,114,555	(18)

19.	TYPE of principal authority (check one)	<input type="checkbox"/> County	<input type="checkbox"/> Independent Special District	(19)
		<input checked="" type="checkbox"/> Municipality	<input type="checkbox"/> Water Management District	
20.	Applicable taxing authority (check one)	<input checked="" type="checkbox"/> Principal Authority	<input type="checkbox"/> Dependent Special District	(20)
		<input type="checkbox"/> MSTU	<input type="checkbox"/> Water Management District Basin	
21.	Is millage levied in more than one county? (check one)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	(21)

DEPENDENT SPECIAL DISTRICTS AND MSTUs		STOP HERE - SIGN AND SUBMIT
--	---	------------------------------------

22.	Enter the total adjusted prior year ad valorem proceeds of the principal authority, all dependent special districts, and MSTUs levying a millage. <i>(The sum of Line 13 from all DR-420 forms)</i>	\$ 2,002,712	(22)
23.	Current year aggregate rolled-back rate <i>(Line 22 divided by Line 15, multiplied by 1,000)</i>	3.6958 per \$1,000	(23)
24.	Current year aggregate rolled-back taxes <i>(Line 4 multiplied by Line 23, divided by 1,000)</i>	\$ 2,056,572	(24)
25.	Enter total of all operating ad valorem taxes proposed to be levied by the principal taxing authority, all dependent districts, and MSTUs, if any. <i>(The sum of Line 18 from all DR-420 forms)</i>	\$ 2,114,555	(25)
26.	Current year proposed aggregate millage rate <i>(Line 25 divided by Line 4, multiplied by 1,000)</i>	3.8000 per \$1,000	(26)
27.	Current year proposed rate as a percent change of rolled-back rate <i>(Line 26 divided by Line 23, minus 1, multiplied by 100)</i>	2.82 %	(27)

First public budget hearing	Date :	Time :	Place :
------------------------------------	--------	--------	---------

S I G N H E R E	Taxing Authority Certification		I certify the millages and rates are correct to the best of my knowledge. The millages comply with the provisions of s. 200.065 and the provisions of either s. 200.071 or s. 200.081, F.S.		
	Signature of Chief Administrative Officer :			Date :	
	Title :		Contact Name and Contact Title :		
	Steve Kennedy, City Manager		Marlena Guthrie, CPA, Finance Director		
	Mailing Address :		Physical Address :		
321 WALNUT ST		321 WALNUT STREET			
City, State, Zip :		Phone Number :		Fax Number :	
GREEN COVE SPRINGS, FL 32043		904-297-7500, ext. 3309		904-284-2718	

CERTIFICATION OF TAXABLE VALUE INSTRUCTIONS

“Principal Authority” is a county, municipality, or independent special district (including water management districts).

“Taxing Authority” is the entity levying the millage. This includes the principal authority, any special district dependent to the principal authority, any county municipal service taxing unit (MSTU), and water management district basins.

Each taxing authority must submit to their property appraiser a DR-420 and the following forms, as applicable:

- DR-420TIF, Tax Increment Adjustment Worksheet
- DR-420DEBT, Certification of Voted Debt Millage
- DR-420MM-P, Maximum Millage Levy Calculation - Preliminary Disclosure

Section I: Property Appraiser

Use this DR-420 form for all taxing authorities except school districts. Complete Section I, Lines 1 through 9, for each county, municipality, independent special district, dependent special district, MSTU, and multicounty taxing authority. Enter only taxable values that apply to the taxing authority indicated. Use a separate form for the principal authority and each dependent district, MSTU and water management district basin.

Line 8

Complete a DR-420TIF for each taxing authority making payments to a redevelopment trust fund under Section 163.387 (2)(a), Florida Statutes or by an ordinance, resolution or agreement to fund a project or to finance essential infrastructure.

Check “Yes” if the taxing authority makes payments to a redevelopment trust fund. Enter the number of DR-420TIF forms attached for the taxing authority on Line 8. Enter 0 if none.

Line 9

Complete a DR-420DEBT for each taxing authority levying either a voted debt service millage (s.12, Article VII, State Constitution) or a levy voted for two years or less (s. 9(b), Article VII, State Constitution).

Check “Yes” if the taxing authority levies either a voted debt service millage or a levy voted for 2 years or less (s. 9(b), Article VII, State Constitution). These levies do not include levies approved by a voter referendum not required by the State Constitution. Complete and attach DR-420DEBT. Do not complete a separate DR-420 for these levies.

Send a copy to each taxing authority and keep a copy. When the taxing authority returns the DR-420 and the accompanying forms, immediately send the original to:

Florida Department of Revenue
Property Tax Oversight - TRIM Section
P. O. Box 3000
Tallahassee, Florida 32315-3000

Section II: Taxing Authority

Complete Section II. Keep one copy, return the original and one copy to your property appraiser with the applicable DR-420TIF, DR-420DEBT, and DR-420MM-P within 35 days of certification. Send one copy to the tax collector. “Dependent special district” (ss. 200.001(8)(d) and 189.403(2), F.S.) means a special district that meets at least one of the following criteria:

- The membership of its governing body is identical to that of the governing body of a single county or a single municipality.
- All members of its governing body are appointed by the governing body of a single county or a single municipality.
- During their unexpired terms, members of the special district's governing body are subject to removal at will by the governing body of a single county or a single municipality.
- The district has a budget that requires approval through an affirmative vote or can be vetoed by the governing body of a single county or a single municipality.

“Independent special district” (ss. 200.001(8)(e) and 189.403 (3), F.S.) means a special district that is not a dependent special district as defined above. A district that includes more than one county is an independent special district unless the district lies wholly within the boundaries of a single municipality.

“Non-voted millage” is any millage not defined as a “voted millage” in s. 200.001(8)(f), F.S.

Lines 12 and 14

Adjust the calculation of the rolled-back rate for tax increment values and payment amounts. See the instructions for DR-420TIF. On Lines 12 and 14, carry forward values from the DR-420TIF forms.

Line 24

Include only those levies derived from millage rates.



MAXIMUM MILLAGE LEVY CALCULATION PRELIMINARY DISCLOSURE

For municipal governments, counties, and special districts


Reset Form

Print Form

Item #7.

P
R. 5/12
Rule 12D-16.002
Florida Administrative Code
Effective 11/12

Year: 2021	County: CLAY		
Principal Authority : CITY OF GREEN COVE SPRINGS	Taxing Authority: CITY OF GREEN COVE SPRINGS		
1. Is your taxing authority a municipality or independent special district that has levied ad valorem taxes for less than 5 years?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	(1)
IF YES, STOP HERE. SIGN AND SUBMIT. You are not subject to a millage limitation.			
2. Current year rolled-back rate from Current Year Form DR-420, Line 16	3.6958	per \$1,000	(2)
3. Prior year maximum millage rate with a majority vote from 2020 Form DR-420MM, Line 13	3.7893	per \$1,000	(3)
4. Prior year operating millage rate from Current Year Form DR-420, Line 10	3.8000	per \$1,000	(4)
If Line 4 is equal to or greater than Line 3, skip to Line 11. If less, continue to Line 5.			
Adjust rolled-back rate based on prior year majority-vote maximum millage rate			
5. Prior year final gross taxable value from Current Year Form DR-420, Line 7	\$	0	(5)
6. Prior year maximum ad valorem proceeds with majority vote <i>(Line 3 multiplied by Line 5 divided by 1,000)</i>	\$	0	(6)
7. Amount, if any, paid or applied in prior year as a consequence of an obligation measured by a dedicated increment value from Current Year Form DR-420 Line 12	\$	0	(7)
8. Adjusted prior year ad valorem proceeds with majority vote <i>(Line 6 minus Line 7)</i>	\$	0	(8)
9. Adjusted current year taxable value from Current Year form DR-420 Line 15	\$	0	(9)
10. Adjusted current year rolled-back rate <i>(Line 8 divided by Line 9, multiplied by 1,000)</i>	0.0000	per \$1,000	(10)
Calculate maximum millage levy			
11. Rolled-back rate to be used for maximum millage levy calculation <i>(Enter Line 10 if adjusted or else enter Line 2)</i>	3.6958	per \$1,000	(11)
12. Adjustment for change in per capita Florida personal income <i>(See Line 12 Instructions)</i>		1.0443	(12)
13. Majority vote maximum millage rate allowed <i>(Line 11 multiplied by Line 12)</i>	3.8595	per \$1,000	(13)
14. Two-thirds vote maximum millage rate allowed <i>(Multiply Line 13 by 1.10)</i>	4.2455	per \$1,000	(14)
15. Current year proposed millage rate	3.8000	per \$1,000	(15)
16. Minimum vote required to levy proposed millage: (Check one)			
<input checked="" type="checkbox"/> a. Majority vote of the governing body: Check here if Line 15 is less than or equal to Line 13. The maximum millage rate is equal to the majority vote maximum rate. Enter Line 13 on Line 17.			
<input type="checkbox"/> b. Two-thirds vote of governing body: Check here if Line 15 is less than or equal to Line 14, but greater than Line 13. The maximum millage rate is equal to proposed rate. Enter Line 15 on Line 17.			
<input type="checkbox"/> c. Unanimous vote of the governing body, or 3/4 vote if nine members or more: Check here if Line 15 is greater than Line 14. The maximum millage rate is equal to the proposed rate. Enter Line 15 on Line 17.			
<input type="checkbox"/> d. Referendum: The maximum millage rate is equal to the proposed rate. Enter Line 15 on Line 17.			
17. The selection on Line 16 allows a maximum millage rate of <i>(Enter rate indicated by choice on Line 16)</i>	3.8595	per \$1,000	(17)
18. Current year gross taxable value from Current Year Form DR-420, Line 4	\$	556,461,965	(18)

Taxing Authority : CITY OF GREEN COVE SPRINGS		DR-420MM-P Item #7.	
19.	Current year proposed taxes <i>(Line 15 multiplied by Line 18, divided by 1,000)</i>	\$ 2,114,555	(19)
20.	Total taxes levied at the maximum millage rate <i>(Line 17 multiplied by Line 18, divided by 1,000)</i>	\$ 2,147,665	(20)
DEPENDENT SPECIAL DISTRICTS AND MSTUs		 STOP HERE. SIGN AND SUBMIT.	
21.	Enter the current year proposed taxes of all dependent special districts & MSTUs levying a millage. <i>(The sum of all Lines 19 from each district's Form DR-420MM-P)</i>	\$ 0	(21)
22.	Total current year proposed taxes <i>(Line 19 plus Line 21)</i>	\$ 2,114,555	(22)
Total Maximum Taxes			
23.	Enter the taxes at the maximum millage of all dependent special districts & MSTUs levying a millage <i>(The sum of all Lines 20 from each district's Form DR-420MM-P)</i>	\$ 0	(23)
24.	Total taxes at maximum millage rate <i>(Line 20 plus Line 23)</i>	\$ 2,147,665	(24)
Total Maximum Versus Total Taxes Levied			
25.	Are total current year proposed taxes on Line 22 equal to or less than total taxes at the maximum millage rate on Line 24? (Check one)	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	(25)
S I G N H E R E	Taxing Authority Certification		I certify the millages and rates are correct to the best of my knowledge. The millages comply with the provisions of s. 200.065 and the provisions of either s. 200.071 or s. 200.081, F.S.
	Signature of Chief Administrative Officer :		Date :
	Title : Steve Kennedy, City Manager	Contact Name and Contact Title : Marlena Guthrie, CPA, Finance Director	
	Mailing Address : 321 WALNUT ST	Physical Address : 321 WALNUT STREET	
	City, State, Zip : GREEN COVE SPRINGS, FL 32043	Phone Number : 904-297-7500, ext. 3309	Fax Number : 904-284-2718

Complete and submit this form DR-420MM-P, Maximum Millage Levy Calculation-Preliminary Disclosure, to your property appraiser with the form DR-420, Certification of Taxable Value.

**MAXIMUM MILLAGE LEVY CALCULATION
PRELIMINARY DISCLOSURE
INSTRUCTIONS**

General Instructions

Each of the following taxing authorities must complete a DR-420MM-P.

- County
- Municipality
- Special district dependent to a county or municipality
- County MSTU
- Independent special district, including water management districts
- Water management district basin

Voting requirements for millages adopted by a two-thirds or a unanimous vote are based on the full membership of the governing body, not on the number of members present at the time of the vote.

This form calculates the maximum tax levy for 2021 allowed under s. 200.065(5), F.S. Counties and municipalities, including dependent special districts and MSTUs, which adopt a tax levy at the final hearing higher than allowed under s. 200.065, F.S., may be subject to the loss of their half-cent sales tax distribution.

DR-420MM-P shows the preliminary maximum millages and taxes levied based on your proposed adoption vote. Each taxing authority must complete, sign, and submit this form to their property appraiser with their completed DR-420, Certification of Taxable Value.

The vote at the final hearing and the resulting maximum may change. After the final hearing, each taxing authority will file a final Form DR-420MM, Maximum Millage Levy Calculation Final Disclosure, with Form DR-487, Certification of Compliance, with the Department of Revenue.

Specific tax year references in this form are updated each year by the Department.

Line Instructions

Lines 5-10

Only taxing authorities that levied a 2020 millage rate less than their maximum majority vote rate must complete these lines. The adjusted rolled-back rate on Line 10 is the rate that would have been levied if the maximum vote rate for 2020 had been adopted. If these lines are completed, enter the adjusted rate on Line 11.

Line 12

This line is entered by the Department of Revenue. The same adjustment factor is used statewide by all taxing authorities. It is based on the change in per capita Florida personal income (s. 200.001(8)(i), F.S.), which Florida Law requires the Office of Economic and Demographic Research to report each year.

Lines 13 and 14

Millage rates are the maximum that could be levied with a majority or two-thirds vote of the full membership of the governing body. With a unanimous vote of the full membership (three-fourths vote of the full membership if the governing body has nine or more members) or a referendum, the maximum millage rate that can be levied is the taxing authority's statutory or constitutional cap.

Line 16

Check the box for the minimum vote necessary at the final hearing to levy your adopted millage rate.

Line 17

Enter the millage rate indicated by the box checked in Line 16. If the proposed millage rate is equal to or less than the majority vote maximum millage rate, enter the majority vote maximum. If a two-thirds vote, a unanimous vote, or a referendum is required, enter the proposed millage rate. For a millage requiring more than a majority vote, the proposed millage rate must be entered on Line 17, rather than the maximum rate, so that the comparisons on Lines 21 through 25 are accurate.

All TRIM forms for taxing authorities are available on our website at

<http://floridarevenue.com/property/Pages/Forms.aspx>

AD VALOREM REVENUE
2022

	CURRENT MILLAGE RATE	CURRENT YEAR ROLLED BACK RATE	CURRENT YR ADJUSTED ROLL BACK RATE	MAX MILLAGE RATE ALLOWED	MAX MILLAGE RATE ALLOWED	ANYTHING OVER 4.2455 MILLS	POTENTIAL MILLAGE RATE	FORMER RATE 3.6
	(2/3 Vote)	(Majority Vote)	(Majority Vote)	AFTER PER CAPITA INCOME ADJUSTMENT OF 1.0443 (Majority Vote)	1.10 TIMES 3.8595 (2/3 Vote)	(UNANIMOUS)	(Majority Vote)	(Majority Vote)
% INC FROM FY 2021 INCOME OF \$1,968,056 at 100%	4.22%	1.36%	1.36%	5.85%	16.44%	16.44%	1.36%	-1.26%
MILLAGE RATES:	3.8000	3.6958	3.6958	3.8595	4.2455	4.2455	3.6958	3.6000
	(# 4, DR 420 MMP)	(#16 DR 420-PRIOR YEAR)	(#11 DR-420MMP)	(#13 DR 420MMP)	(#14 DR 420MMP)	(#14 DR 420MMP)	(#11 DR-420MMP)	
TAXABLE VALUE	\$556,461,965	\$556,461,965	\$556,461,965	\$556,461,965	\$556,461,965	\$556,461,965	\$556,461,965	\$556,461,965
REV. GENERATED 100%	\$2,114,555	\$2,056,572	\$2,056,572	\$2,147,665	\$2,362,459	\$2,362,459	\$2,056,572	\$2,003,263
	(note 1)							
REVENUE @ 97%	\$2,051,119	\$1,994,875	\$1,994,875	\$2,083,235	\$2,291,585	\$2,291,585	\$1,994,875	\$1,943,165

ANYTHING OVER 4.2455 MUST BE A UNANIMOUS VOTE

Note 1: Budgeted at 97%

CITY OF GREEN COVE SPRINGS



FISCAL YEAR 2021 / 2022 PROPOSED BUDGET

Prepared by:

The City of Green Cove Springs Staff:

Steve Kennedy, City Manager
Mike Null, Asst. City Manager / Public Works Director
Marlena Guthrie, CPA, Finance Director
Lolita Lockett, Accounting Manager
Kim Thomas, Executive Assistant

A very special "THANK YOU" to all City Staff for their assistance and dedication!

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Vision Plan

CITY OF GREEN COVE SPRINGS GOVERNMENT

GENERAL INFORMATION

The City of Green Cove Springs is geographically located in Northeast Florida. The City's boundaries encompass 8 square miles. The latest estimate of the City's population is 8,054.

FIVE-MEMBER CITY COUNCIL

The City of Green Cove Springs, a political subdivision of the State of Florida, is guided by an elected five-member City Council. Council Members are elected in non-partisan elections to represent the entire City. The City Council performs legislative functions of government by developing policy for the management of the City of Green Cove Springs. The City Manager, a professional appointed by the Council, and the City Manager's staff are responsible for implementation of those policies. The City Attorney and City Clerk are also appointed by the City Council.

ROLE OF THE CITY MANAGER

The City Manager is an appointed official who is responsible for carrying out all decisions, policies, ordinances, and motions of the City Council.

The Departments under the City Manager are responsible for providing road maintenance, parks and recreation, development services, law enforcement services, and utility services. Offices that provide support services (human resources), finance, and information technology are also under the direction of the City Manager.

These services are grouped into the following Departments: City Council, City Clerk, City Manager, Human Resources, Augusta Savage Arts & Community Center, Finance, Information Technology, General Services, City Attorney, Development Services, Code Enforcement, Police, Public Works, Right-of-Way Maintenance, Parks & Recreation, Parks & Recreation Programming, Equipment Maintenance, Building Fund, Special Law Enforcement Trust Fund, Electric, Water, Wastewater, Reclaimed Water, Solid Waste, Customer Service, and Stormwater. Support Staff for these Departments report to the City Manager.

MAYOR AND CITY COUNCIL

Edward Gaw, Mayor

Matt Johnson, Vice Mayor

B. Van Royal, Council Member

Steven Kelley, Council Member

Constance Butler, Council Member

CHARTER OFFICERS

Steve Kennedy, City Manager
L. J. Arnold, III, City Attorney
Erin West, City Clerk

DEPARTMENT DIRECTORS

Marlena Guthrie, CPA, Finance Director
Vacant, Human Resources Director
Derek Asdot, Police Chief
Mike Null, Assistant City Manager / Public Works Director
Michael Daniels, Planning and Zoning Director
James A. Yeager, Electric Director

INTRODUCTION

This document represents the proposed financial budget for FY 2021/2022 for the City of Green Cove Springs. The document is divided into seven (7) Sections: Section One – Budget Summary, Section Two – Fund Summaries, Section Three – Department Summaries, Section Four – Capital Improvement Program, Section Five – Debt Service, Section Six – Glossary of Key Terms, and Section Seven – Fiscal Policies.

Section One – Budget Summary contains information about the process of adopting the budget, graphs and information about revenue sources, summary tables of the department budget, a description and summary of the City’s interfund transfers, and a summary of funded full-time equivalent positions.

Section Two – Fund Summaries include a budget by fund segment listing detailed information about various funds and their adopted funding levels.

Section Three – Department Summaries include mission statements and summary budgets for each City Department.

Section Four – Capital Improvement Program (CIP) includes a listing of the Capital Improvement Projects for FY 2021/2022 through FY 2025/2026.

Section Five – Debt Service includes information about the City’s outstanding debt obligations.

Section Six – Glossary of Key Terms includes a listing of various budget document terms.

Section Seven – Fiscal Policies includes fiscal policies for the City.

Persons interested in reviewing any materials or documents comprising the FY 2021/2022 proposed budget at any level are encouraged to contact the City of Green Cove Springs Finance Department at (904) 297-7500. The Finance Department’s location and mailing address is 321 Walnut Street, Green Cove Springs, FL 32043.



SECTION ONE

BUDGET SUMMARY

INTRODUCTION TO CITY BUDGETING

Defining a City Budget

A City Budget is a plan for using City government's financial resources. The budget estimates proposed spending for a given period and estimates the proposed means of paying for them. Two components of a budget are the revenue or sources and the expenditure or uses.

Defining Revenue

Revenues are the financial resources. The City of Green Cove Springs has a large variety of revenue sources including property taxes, licenses, permits, charges for services, fines and grants.

Defining Expenditure

Expenditure is a use of financial resources. There are three types of expenditures: operating, capital and debt. Operating expenditures include the day-to-day expenses such as salaries, supplies, utilities, and equipment purchases. Capital expenditures include construction of roads, parks, buildings and the purchase of land. Debt is the expense related to principal and interest on long-term bonds and notes issued by the City.

Defining Fund Balance

Fund balances are funds carried over from the previous fiscal year. The City has a variety of uses for fund balance including reserve for future capital projects, for emergencies and catastrophes, for certain bond issues, and for other contingencies and expenditures.

Defining Fund Accounting

Government budgeting divides the budget into categories called funds. Fund accounting and budgeting allows a government to budget and account for revenues restricted by law or policy. Some restrictions are imposed by national accounting standards, the federal and state governments and by the City Council. As a result, the City develops a budget with categories to reflect imposed restrictions. This is done by using a variety of funds. Funds allow the City to segregate the restricted revenues and related expenditures.

The City budget has various funds that account for restricted revenues and expenditures. Each fund must balance – revenues (sources) must equal expenditures (uses) – and each fund must be separately monitored. The City budget, adopted each year by the Council, is the total of all funds.

THE BUDGET PROCESS

The process of compiling the City of Green Cove Springs annual budget is practically a year-round activity. The basis for the process is statutory deadlines established by the State of Florida. The Finance Department establishes the remainder of the process to ensure necessary information is collected, priorities are determined and recommendations can be made by the City Manager to the Council. The City Manager is the official Budget Officer for the City of Green Cove Springs. The Council establishes tax rates and adopts the annual budget.

The budget process began with a review and consideration of comments from the prior year budget process. This led to the budget "kick-off" meeting in April 2021 with Department Directors. Directions for the budget process were provided and written budget instructions were distributed. Departments were instructed to prepare budgets using a "continuation" funding level. "Continuation" level funding is the level of funding needed to provide the same level of service in the next fiscal year as was provided in the current fiscal year.

The City Manager formally presented the Proposed Budgets in July 2021. The Council and public review, changes, and formal adoption lasts through late September.

This includes workshops with the Council to discuss the operating budget and the capital improvement budget.

The proposed millage rates for FY 2021/2022 will be set on July 20, 2021. The proposed millage rates are used by the Property Appraiser to prepare Truth-in-Millage or "TRIM" notices which will be distributed in mid-August. TRIM notices advise County taxpayers of how tax rates proposed by all local taxing authorities combines with current information on assessed value of real property and how it will affect the taxes on each taxed parcel of land. The TRIM notice also serves as the official notification of the time and place of the first public hearing for adoption of tentative millage rates and budget by each taxing authority.

State law requires two public budget hearings. The first public budget hearing will be held on September 7, 2021. After hearing public testimony, the Council will adopt tentative millage rates and a proposed FY 2021/2022 budget. The second public hearing will be held on September 21, 2021. The hearing will be advertised by a published notice and a published breakdown of the millage rates and budget. Like the first public hearing, the Council will hear public testimony prior to adopting the final millage rates and the final budget.

BUDGET PROCESS HIGHLIGHTS

Preparation	April 6	Budget Kickoff Meeting
	May 11	Budget Submission due from Departments
Review	May-July	Finance Department, Assistant City Manager, City Manager and Department Directors review budgets
	July 1	Official preliminary taxable values provided by Property Appraiser's Office
Adoption	July – August	Workshops are held on the Operating and Capital Improvement Budgets, to set millage rates and discuss any budget issues
	July 15	City Manager presents proposed budgets to Council
	July 6	Council establishes Public Hearing dates for the adoption of the Budget
	September 7	First Public Hearing to Adopt Tentative Millage Rates for 2021/2022 and Budget (required by State Law)
	September 21	Second Public Hearing to Adopt Final Millage Rates for 2021/2022 Tax Roll and the FY 2021/2022 Budget (required by State Law)

CITY OF GREEN COVE SPRINGS FY 2022 BUDGET CALENDAR

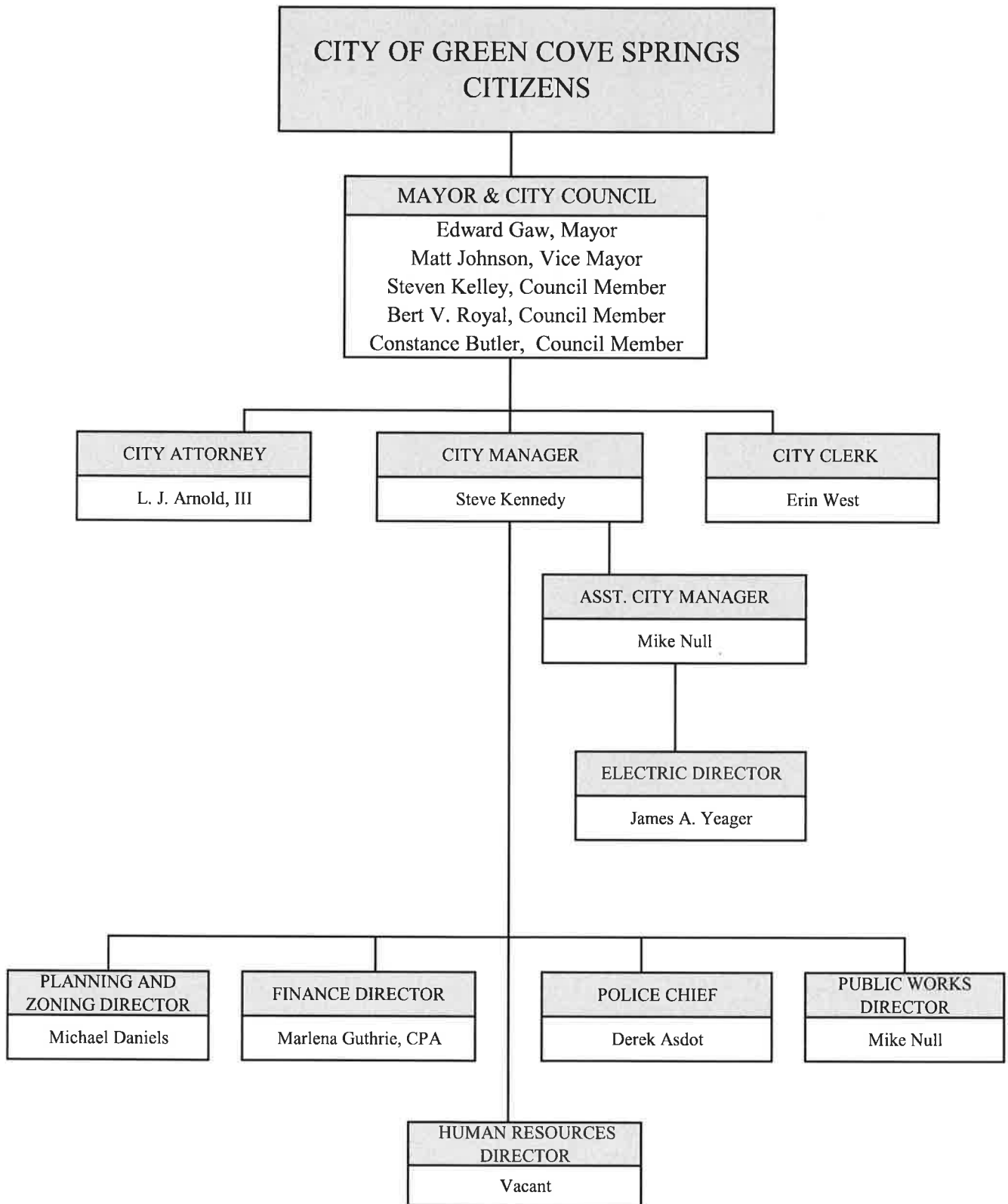
DATE(S)	ACTIVITY	PARTICIPANTS
<i>APRIL 2021</i>		
T 6	Budget kick-off meeting - distribute Operating Budget & CIP Worksheets	City Manager, Finance, Depts
<i>MAY 2021</i>		
T 11	Dept. heads submit Operating Budgets and Capital Improvement Worksheets to Finance	Finance, Depts
<i>JUNE 2021</i>		
M-TH 7-10	City Manager meets with individual dept heads to review Operating Budgets and Capital Improvement Worksheets	City Manager, Finance, Depts
M-TH 14-30	City Manager & Finance prepare Operating and Capital Improvement Budgets	City Manager, Finance
<i>JULY 2021</i>		
TH 1	Receive DR420 from Property Appraiser Contact School Board, & BOCC for hearing dates (TBD)	Finance Finance Director
M-TH 5-15	Finalize Budget & CIP	City Manager, Finance Director
TH 15	City Manager submits Operating Budget & Final CIP to Council	City Manager
T 20	Council establishes tentative millage rate and sets dates for public hearings.	
<i>AUGUST 2021</i>		
M 2	Finance certifies millage rate to tax appraiser & 1st hearing date to adopt tentative budget, millage & CIP - due within 35 days of certification. Send DR420 & MMP to Appraiser & Tax Collector	Finance Director
T 3	9 AM Budget Workshop for Outside Agencies, Health Insurance Plan and All Utility Enterprise Funds & associated CIP	Council, City Manager, Depts
TH 5	9 AM Budget Workshop for General Fund Revenues and Expenditures & associated CIP, Police Building Capital Improvement Fund, Spring Park Capital Improvement Fund, Building Special Revenue Fund & associated CIP, and Special Law Enforcement Trust Fund	Council, City Manager, Depts
T 10	9 AM Budget Workshop - Review/Complete any unfinished Budget Issues	
M 16	Estimated Date: Notice of Proposed Millage Rates mailed to taxpayers by County	Council, City Manager, Depts
TH 26	Tentative Budget put on website to announce public hearing dates	Finance

CITY OF GREEN COVE SPRINGS FY 2022 BUDGET CALENDAR

SEPTEMBER 2021

T	7	Tentative budget, millage and CIP hearings/ adoption	Council, City Manager, Depts
		1st reading of Resolution to pass Millage, Budget and CIP Cannot be held sooner than 10 days after notices mailed by appraiser	
F	10	Send ads to newspaper for advertising in Clay Today newspaper-final budget & millage hearings/adoption on 9/21/21. Send Budget Summary & Notice of Tax Increase/Decrease (Make sure proper summary is used due to whether rolled back rate & millage are equal). Clay Today uses a Thursday date	Finance Director
TH	16	Ad appears in Clay Today for final hearing on budget & millage	Clay Today
T	21	Final Hearing on budget, millage, CIP & adoption of all	Council, City Manager, Depts
		Must be within 15 days after tentative adoption- must be at least 2 but not greater than 5 days after the ad 2nd and Final hearing on Ordinance to adopt Millage, Budget and CIP.	
W	22	Fax & mail Precertification to DOR Form 487V along with millage resolutions	Finance Director
OCTOBER 2021			
F	1	Certify adopted millage to Property Appraiser, Tax Collector & DOR (within 3 days of final hearing) (Send resolution on millage only) Send to DOR as well. Receipt of Resolution is official notification of millage approved by Council	Finance Director
F	1	Put final Budget on website	Finance
F	1	Complete & certify DR - 422 on E-Trim to Property Appraiser, Tax Collector, & DOR Must be within 3 days of receipt of form from Property Appraiser. Send form 487V to DOR - include DR420 MM in TRIM package	Finance Director
T	5	Certify compliance with SS 200.065 & SS 200.068 to DOR within 30 days of final adoption. Send Form 487, Cover Sheet, DR422 & 487V to DOR - include DR 420-MM in TRIM package.	Finance Director

CITY OF GREEN COVE SPRINGS GOVERNMENT



SUMMARY INFORMATION

The proposed budget for FY 2021/2022 increased \$10,773,842 from the FY 2020/2021 approved budget.

Debt Service reflects legally obligated payments (principal and interest), reserves, and debt administration costs on outstanding borrowings of the City.

The Operating Budget

Expenditures

The major component of the budget is the operating budget, which is the portion that pays for the day-to-day services. The operating budget is composed of five types of expenditures: personal services, operating expenses, capital outlay, debt service and grants and aids.

Personal Services reflects salaries of elected officials, salaried and hourly employees, and temporary employees. It includes overtime pay, mandatory contributions to the Florida Retirement System, social security and Medicare Taxes and employee health insurance, and life insurance premiums.

Operating Expense reflects costs of supplies, utilities, fuel, rent, professional service contracts, etc. Increases in this area reflect mostly adjustments for materials, supplies, fuel, and other operating costs.

Capital Outlay reflects costs of equipment, fleet, data processing and other equipment. The changes in this category represent mainly equipment and vehicles necessary to replace an aging fleet and equipment in various City Departments.

Grants and Aids reflect amounts appropriated to regional governments, agencies, or other not-for-profit organizations and businesses to support programs or activities provided by those organizations that provide benefit to the City.

Revenues

Property Taxes – Overall, the City’s taxable value increased by \$29.4 million or 5.58% from FY 2020/2021. The City also experienced a 3.0% decrease in tangible personal property values from FY 2020/2021.

Other Taxes – As we emerge from the Coronavirus Pandemic, there are increases in other tax revenue which includes increased receipts from existing taxes, which include the Infrastructure Surtax, Telecommunications Taxes, Gas Taxes, and Sales Taxes.

Charges for Services – The charges and fees associated with the operations of the City’s utility system are \$19.6 million or \$500,000 more than FY 2020/2021.

Licenses and Permits – The City Council authorizes the collection of Building Permit Fees that are used as an offset for the cost of building inspection operations.

Additional detailed information on City revenues and millage rates can be found in the “Major City Revenues” section.

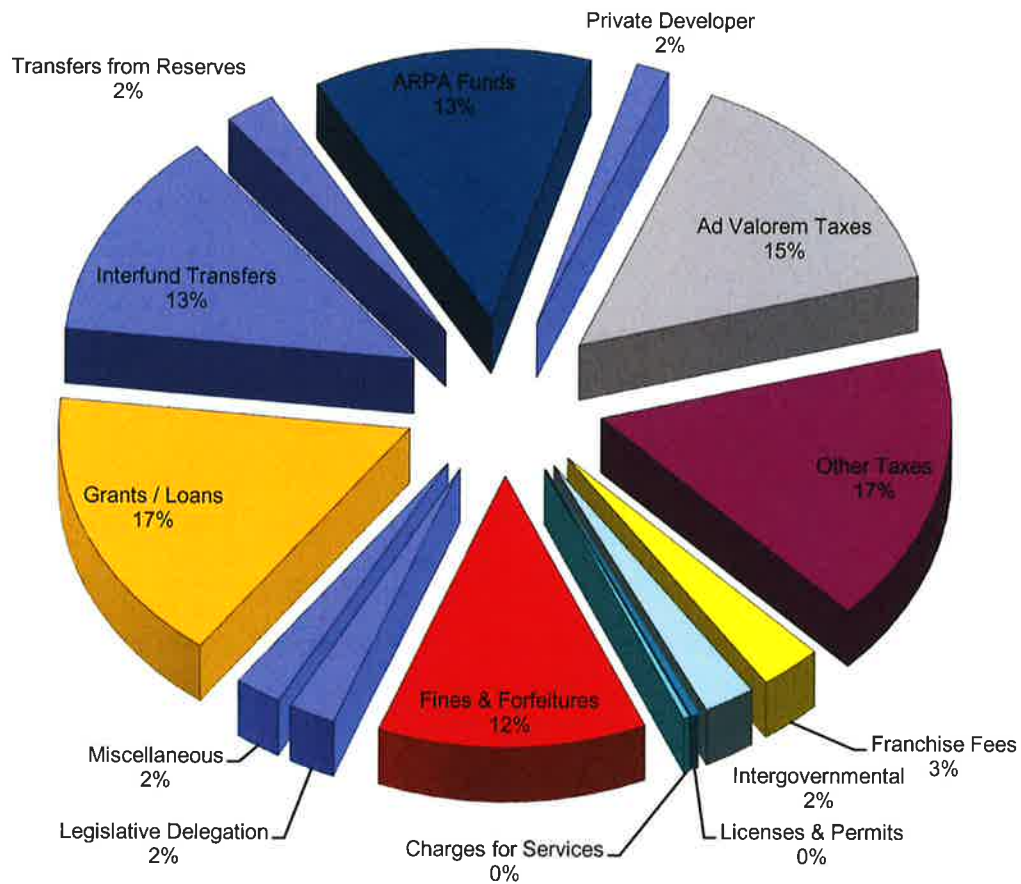
GENERAL FUND BUDGET SOURCES AND USES

Sources	FY 19 Actual	FY 20 Actual	FY 21 Approved	FY 22 Proposed
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -
Revenue:				
Ad Valorem Taxes	1,543,245	1,766,498	1,968,056	2,051,119
Other Taxes (Local, State, Utility)	2,565,225	2,538,966	2,024,843	2,331,341
Franchise Fees	6,216	7,992	377,000	398,000
Grants / Loans	49,987	6,917	6,000	2,311,000
Licenses & Permits	41,468	42,630	50,000	50,000
Development Services	36,284	28,857	42,000	40,000
Intergovernmental	105,935	394,734	432,090	332,090
Physical Environment	102,665	107,078	73,786	74,839
Recreational Events	88,003	30,641	60,000	66,000
Police Revenue	1,092,129	1,061,659	973,666	1,726,934
Interest	73,584	32,162	45,000	3,000
Surplus Sales	12,079	6,973	10,000	30,000
Private Developer	-	-	215,000	215,000
Legislative Delegation	-	600,000	220,000	300,000
ARPA Funds	-	-	-	1,802,123
Miscellaneous	73,524	83,049	85,240	127,380
Total Revenue	5,790,344	6,708,156	6,582,681	11,858,826
Transfers-In	1,589,518	1,836,331	1,686,331	1,756,465
Other Non-Revenues - Reserves	-	-	51,171	325,440
	1,589,518	1,836,331	1,737,502	2,081,905
TOTAL SOURCES	\$ 7,379,862	\$ 8,544,487	\$ 8,320,183	\$ 13,940,731

Uses	FY 19 Actual	FY 20 Actual	FY 21 Approved	FY 22 Proposed
Operating Budget				
Personnel Services	4,486,864	4,637,320	4,566,471	4,889,819
Operating Expenses	1,679,204	1,680,270	2,058,104	2,461,322
Capital Outlay	1,521,818	2,562,221	1,451,050	4,512,859
Contingency	-	-	-	1,802,123
Total Operating Budget	7,687,886	8,879,811	8,075,625	13,666,123
Grants & Aids	-	-	-	-
Transfers to Other Funds	300,719	241,390	241,635	240,797
Other Uses				
Contributions to Reserves	-	-	2,923	33,811
TOTAL USES	\$ 7,988,605	\$ 9,121,201	\$ 8,320,183	\$ 13,940,731

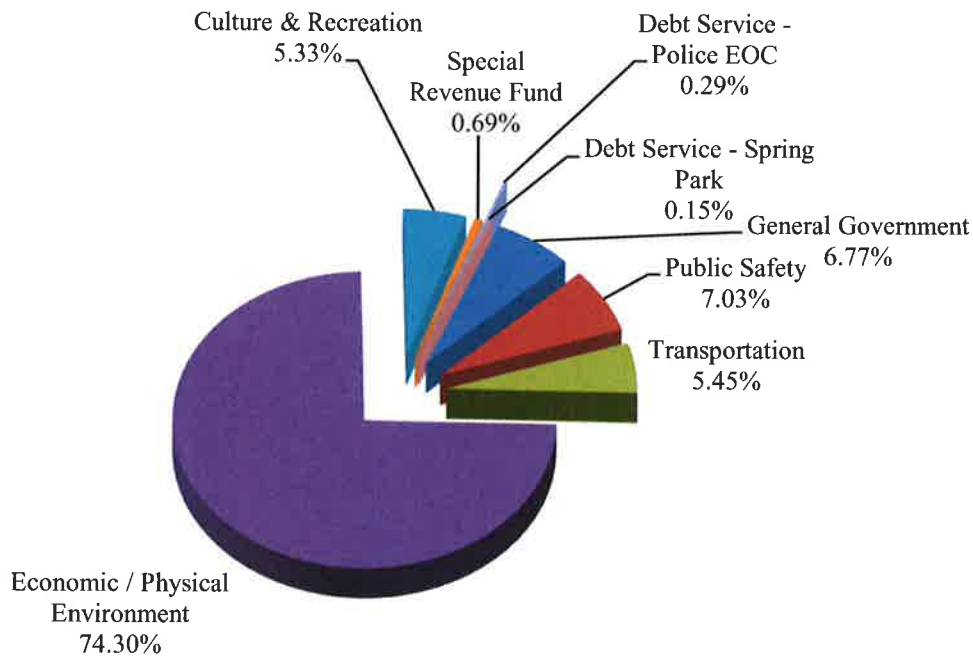
GENERAL FUND BUDGET REVENUES BY SOURCE

Ad Valorem Taxes	\$	2,051,119
Other Taxes	\$	2,331,341
Franchise Fees	\$	398,000
Intergovernmental	\$	332,090
Licenses & Permits	\$	50,000
Charges for Services	\$	40,000
Fines & Forfeitures	\$	1,726,934
Legislative Delegation	\$	300,000
Miscellaneous	\$	301,219
Grants / Loans	\$	2,311,000
Interfund Transfers	\$	1,756,465
Transfers from Reserves	\$	325,440
ARPA Funds	\$	1,802,123
Private Developer	\$	215,000
TOTAL	\$	<u>13,940,731</u>



BUDGET USES BY FUNCTION - ALL FUNDS

General Government	\$ 3,773,659
Public Safety	3,916,768
Transportation	3,036,331
Economic / Physical Environment	41,393,068
Culture & Recreation	2,968,961
Special Revenue Fund	384,575
Debt Service - Police EOC	159,867
Debt Service - Spring Park	80,930
TOTAL	<u>\$ 55,714,159</u>



BUDGET BY FUNCTION - ALL FUNDS

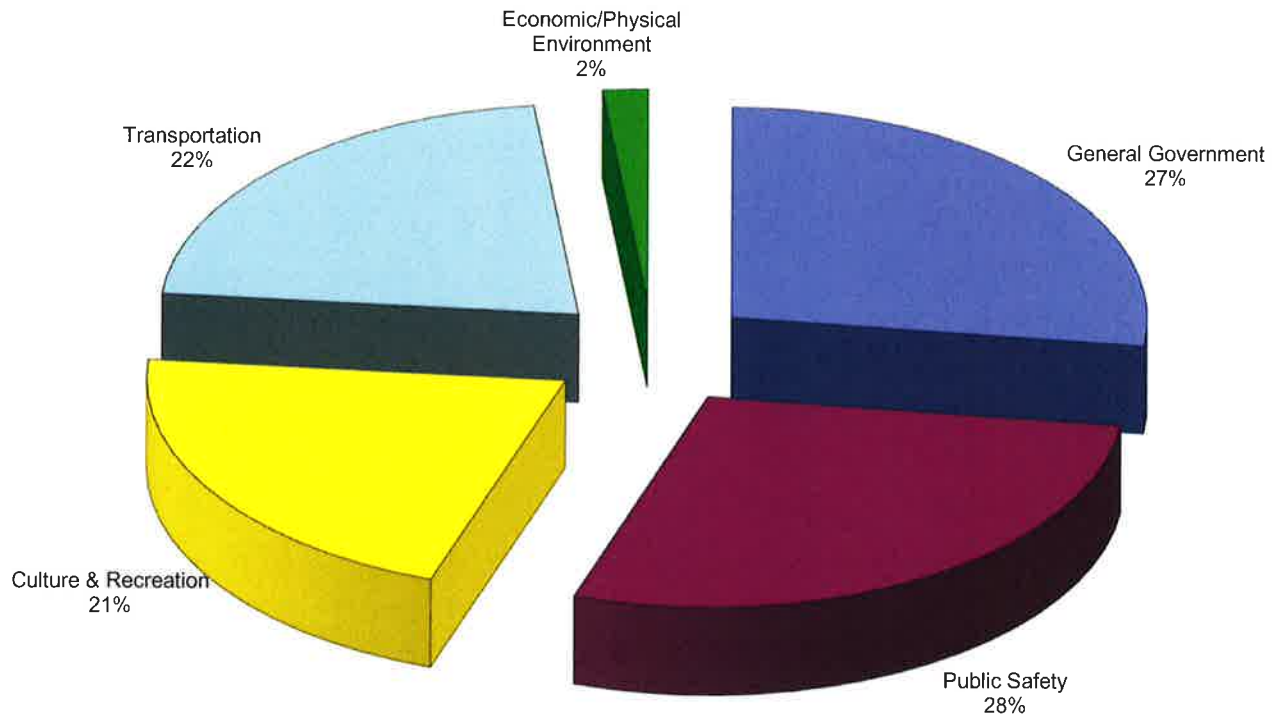
	FY 19 Actual	FY 20 Actual	FY 21 Approved	FY 22 Proposed
General Fund				
Legislative	\$ 132,720	\$ 55,065	\$ 76,489	\$ 78,498
City Clerk	89,536	127,973	154,809	160,521
City Manager	302,886	339,074	344,812	351,461
Human Resources	199,150	217,322	223,087	260,650
Finance	301,288	320,280	328,933	353,057
Information Technology	237,533	198,179	161,834	245,424
General Services	340,370	641,104	343,536	2,205,626
City Attorney	116,532	109,165	111,002	118,422
Development Services	123,401	118,968	190,227	245,012
Code Enforcement	55,052	64,821	77,065	75,880
Police Department	3,408,161	3,347,796	3,422,211	3,840,888
Public Works	1,372,198	1,696,943	1,085,623	2,575,418
Right-of-Way Maintenance	246,790	227,941	323,063	268,553
Equipment Maintenance	154,809	158,951	183,329	192,360
Subtotal	7,080,426	7,623,582	7,026,020	10,971,770
Physical Environment				
Electric Utility Services	14,171,780	13,753,405	20,211,167	16,011,321
Water Utility Services	2,034,475	2,660,758	2,429,595	3,385,989
Wastewater Utility Services	3,410,426	7,271,739	8,628,990	16,457,745
Solid Waste Services	704,709	633,260	1,056,202	698,546
Stormwater Services	348,324	208,260	974,150	1,626,839
Customer Service	444,683	493,619	470,658	454,252
Reclaimed Water	60,610	60,610	0	0
Subtotal	21,175,007	25,081,651	33,770,762	38,634,692
Special Revenues				
Special Law Enforcement Trust Fund	5,479	16,501	20,000	20,000
Building Fund	284,016	338,889	330,748	364,575
Donation Fund	0	0	0	0
Subtotal	289,495	355,390	350,748	384,575
Culture & Recreation				
Parks & Recreation	666,224	1,016,259	694,759	1,237,640
Parks & Recreation Programming	140,627	87,761	72,000	72,000
Augusta Savage Arts & Community Center	101,328	393,599	527,404	1,659,321
Subtotal	908,179	1,497,619	1,294,163	2,968,961

BUDGET BY FUNCTION - ALL FUNDS

	FY 19 Actual	FY 20 Actual	FY 21 Approved	FY 22 Proposed
Capital Improvement - Police EOC	159,908	159,602	160,254	159,867
Capital Improvement - Spring Park	113,116	81,788	81,381	80,930
Subtotal	273,024	241,390	241,635	240,797
Other Uses				
Interfund Transfers - All Utilities:				
Electric - 1,327,524	1,301,619	1,477,274	1,344,434	1,327,524
Water - 340,111	292,726	304,697	304,697	340,111
Wastewater - 409,208	324,975	373,940	373,940	409,208
Solid Waste - 133,874	123,695	133,918	133,918	133,874
Contingency - All Utilities:				
Electric - 0	0	0	0	0
Water - 0	0	0	0	0
Wastewater -302,647	0	0	100,000	302,647
Solid Waste - 0	0	0	0	0
Subtotal	2,043,015	2,289,829	2,256,989	2,513,364
Grand Total \$	31,769,146	\$ 37,089,461	\$ 44,940,317	\$ 55,714,159

BUDGET USES BY FUNCTION - GENERAL FUND

General Government	\$ 3,773,659
Public Safety	3,916,768
Culture & Recreation	2,968,961
Transportation	3,036,331
Economic/Physical Environment	245,012
TOTAL	<u>\$ 13,940,731</u>



BUDGET BY FUNCTION - GENERAL FUND

	FY 19 Actual	FY 20 Actual	FY 21 Approved	FY 22 Proposed
General Government				
Legislative	\$ 132,720	\$ 55,065	\$ 76,489	\$ 78,498
Executive	392,422	467,047	499,621	511,982
Financial & Administrative	538,821	518,459	490,767	598,481
Human Resources	199,150	217,322	223,087	260,650
Legal Counsel	116,532	109,165	111,002	118,422
Other General Government	340,370	641,104	340,613	369,692
Subtotal	1,720,015	2,008,162	1,741,579	1,937,725
Public Safety				
Law Enforcement	3,408,161	3,347,796	3,422,211	3,840,888
Code Enforcement	55,052	64,821	77,065	75,880
Subtotal	3,463,213	3,412,617	3,499,276	3,916,768
Transportation				
Road & Street Facilities	1,372,198	1,696,943	1,085,623	2,575,418
Right-of-Way Maintenance	246,790	227,941	323,063	268,553
Equipment Maintenance	154,809	158,951	183,329	192,360
Subtotal	1,773,797	2,083,835	1,592,015	3,036,331
Economic / Physical Environment				
Development Services	123,401	118,968	190,227	245,012
Subtotal	123,401	118,968	190,227	245,012
Culture & Recreation				
Parks and Recreation	806,851	1,104,020	766,759	1,309,640
Augusta Savage Arts & Community Center	101,328	393,599	527,404	1,659,321
Subtotal	908,179	1,497,619	1,294,163	2,968,961
Other Uses				
Contribution to Fund Balance			2,923	33,811
Contingency			-	1,802,123
Subtotal	-	-	2,923	1,835,934
Grand Total	\$ 7,988,605	\$ 9,121,201	\$ 8,320,183	\$ 13,940,731

BUDGET BY FUNCTION - SPECIAL REVENUE FUND

	FY 19 Actual	FY 20 Actual	FY 21 Approved	FY 22 Proposed
Special Revenue Fund				
Building Fund	\$ 284,016	\$ 338,889	\$ 330,748	\$ 364,575
Special Law Enforcement Trust Fund	5,479	16,501	20,000	20,000
Police Debt Service Fund	159,908	159,602	160,254	159,867
Spring Park Debt Service Fund	113,116	81,788	81,381	80,930
Donation Fund	0	0	0	0
Subtotal	562,519	596,780	592,383	625,372
Grand Total	\$ 562,519	\$ 596,780	\$ 592,383	\$ 625,372

MAJOR REVENUE SOURCES

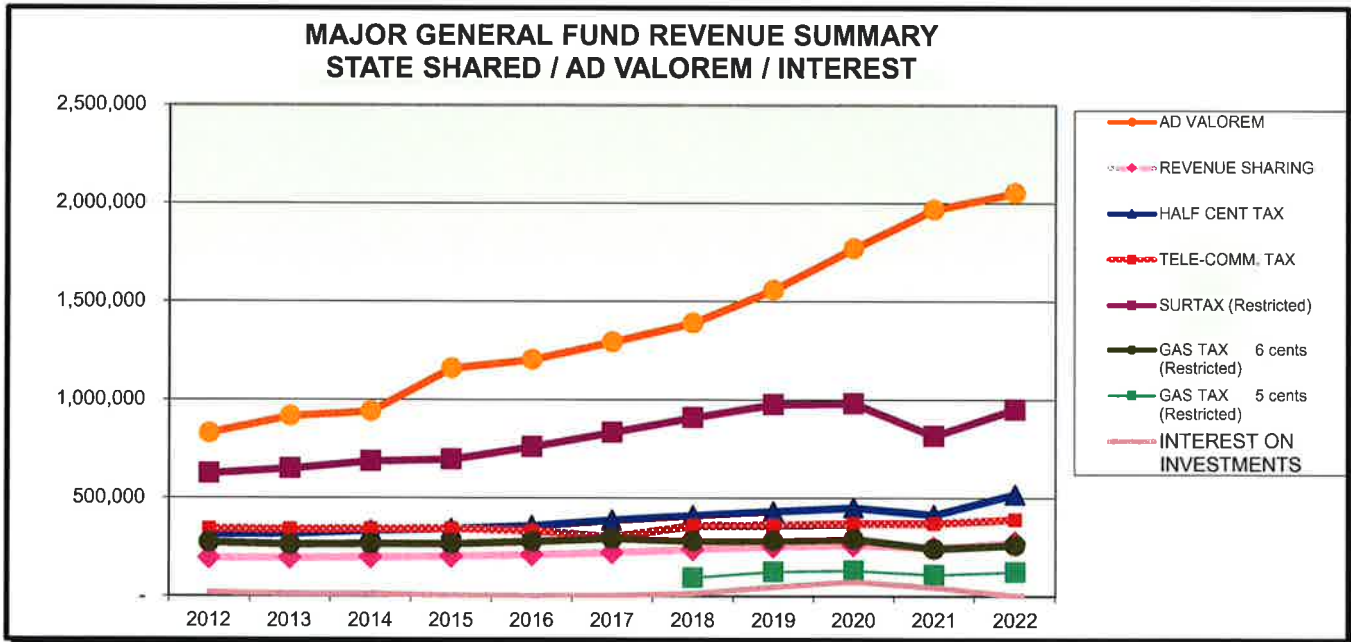
The City of Green Cove Springs relies on a variety of revenue sources to finance operations and construction activities. These sources include taxes, charges for services, fines, and intergovernmental funding. A number of factors influence revenues; changes in County-wide and City population, changes in a specific service population, increases or decreases in real disposable income, and inflation. One or more of these factors impact most revenues both directly and indirectly.

Estimates of revenues for budgetary purposes are gathered from several sources. Operating Departments provide estimates of revenue from charges for services, State and Federal grants, licenses and permits, and fines. The State Department of Revenue provides estimates of revenues from the Local Government Half-Cent Sales Tax, Infrastructure Surtax, Telecommunications Public Service Tax, various State collected gasoline taxes and the State Revenue Sharing Program. Ad valorem taxes are estimated from taxable property values provided by the Property Appraiser on July 1st of each year in conjunction with estimated millage rates.

This section discusses major revenues and how they have changed over time.

MAJOR REVENUE SOURCES

	3111000	3351200	3351800	3132200	3126000	3122100	3122101	3612000 & 3611000	
	AD VALOREM	REVENUE SHARING	HALF CENT TAX	TELE-COMM. TAX	SURTAX (Restricted)	GAS TAX 6 cents (Restricted)	GAS TAX 5 cents (Restricted)	INTEREST ON INVESTMENTS	TOTAL
2012	828,315	194,312	313,780	341,786	623,182	273,597		18,900	2,593,872
2013	914,266	194,905	316,329	340,000	648,079	262,257		13,000	2,688,836
2014	939,869	196,864	333,702	341,000	685,079	266,489		12,850	2,775,853
2015	1,158,260	202,495	343,562	344,000	695,000	266,714		4,100	3,014,131
2016	1,202,677	211,249	358,328	333,214	759,017	277,120		1,200	3,142,805
2017	1,292,493	222,110	387,687	305,121	833,059	293,131		5,000	3,338,601
2018	1,389,599	238,669	410,299	359,397	908,244	281,236	94,000	14,545	3,695,989
2019	1,558,835	252,715	431,587	361,392	975,334	282,581	125,256	48,000	4,035,700
2020	1,769,122	260,000	450,000	370,000	980,000	290,000	130,000	74,000	4,323,122
2021	1,968,056	244,549	413,168	370,000	814,357	240,666	108,603	45,000	4,204,399
2022	2,051,119	272,572	517,792	390,000	950,000	260,000	124,177	3,000	4,568,660
TOTAL	15,072,611	2,490,440	4,276,234	3,855,910	8,871,351	2,993,791	582,036	239,595	38,381,968



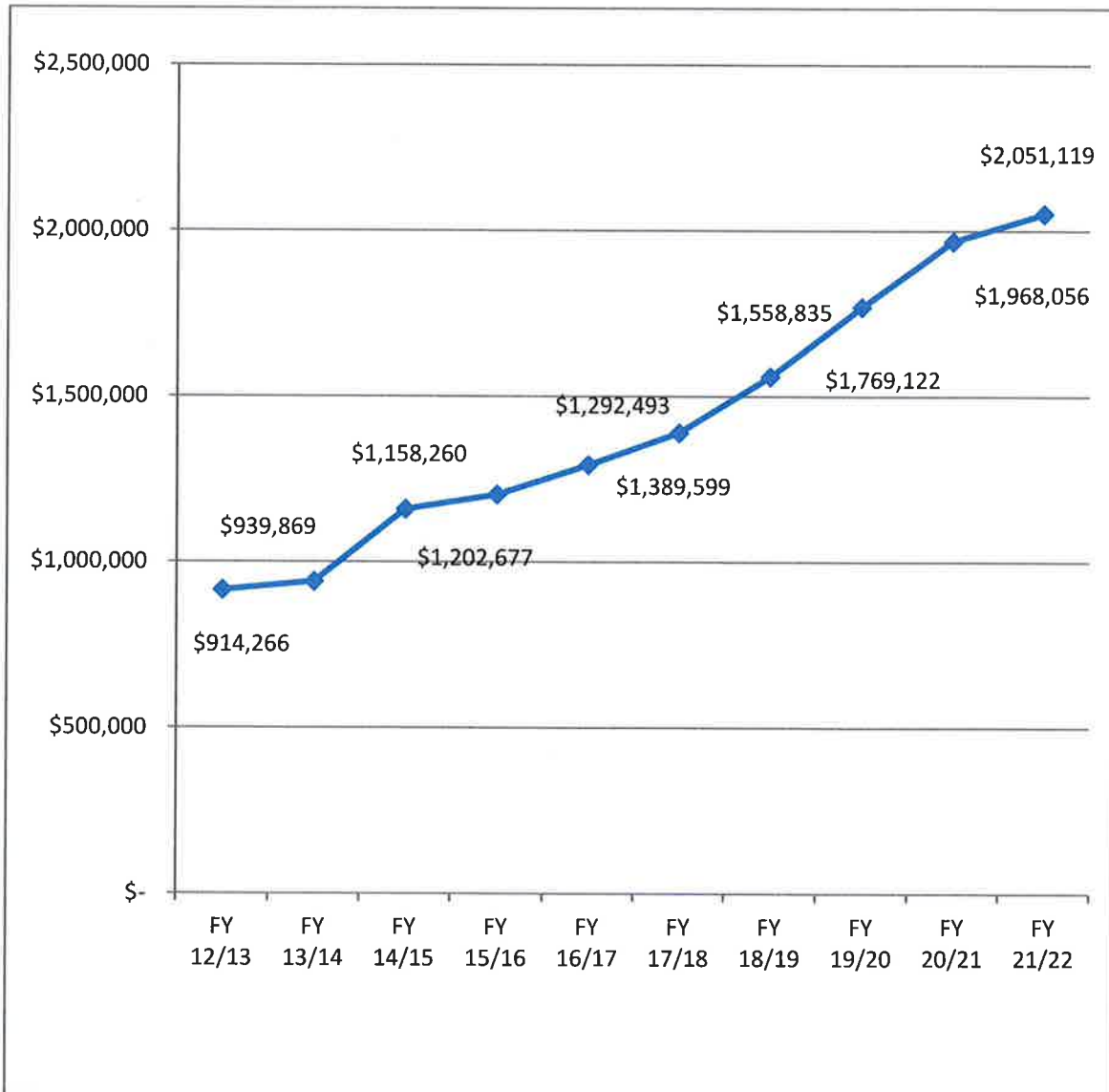
AD VALOREM PROPERTY TAX

General Fund Ad Valorem Property Taxes are derived from all non-exempt real and personal property located within the City of Green Cove Springs. General Fund Ad Valorem Taxes are used to provide primary support for City-wide programs such as administrative services, law enforcement, park services, election services, and growth management services.

Actual tax collections in FY 2020 were 99% of the amount budgeted in the General Fund.

For FY 2021/2022, 97% of projected collections are budgeted.

PROPERTY TAX COLLECTIONS



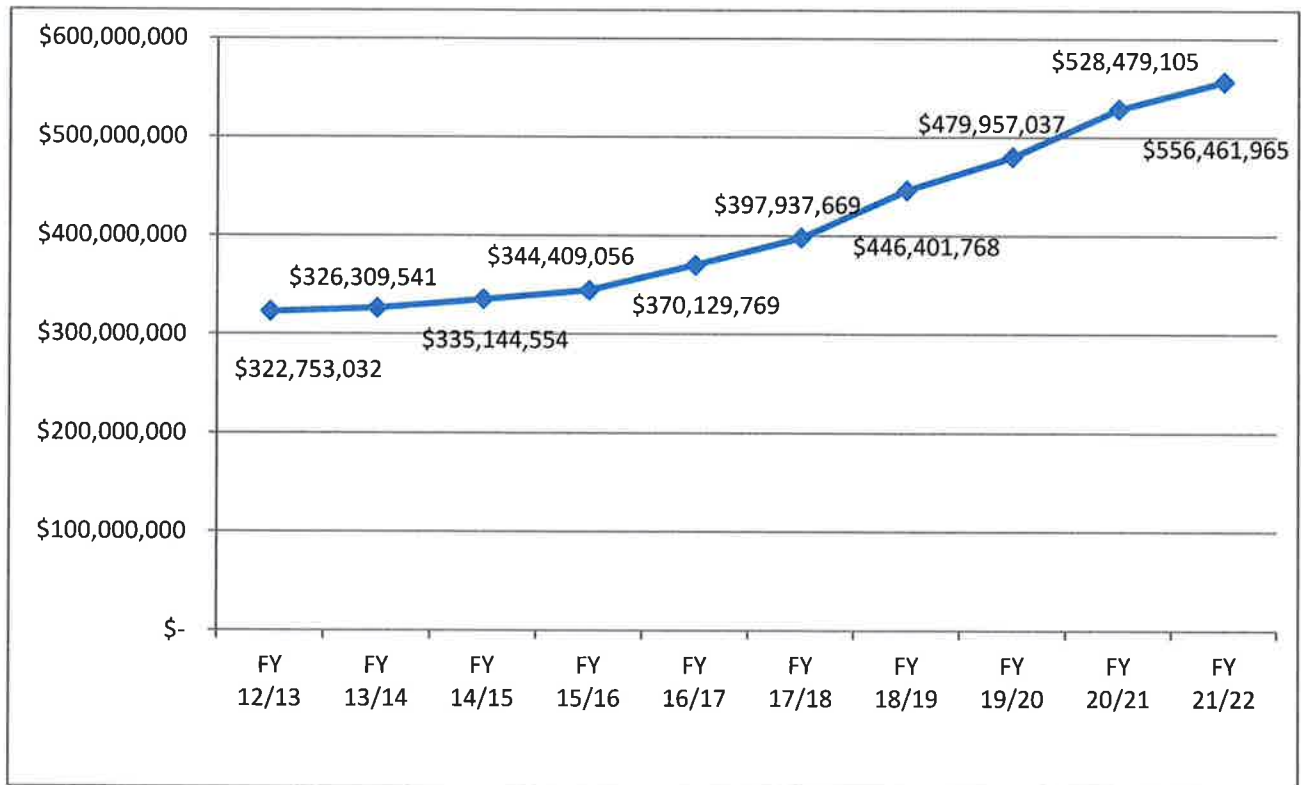
PROPERTY VALUES

The City of Green Cove Springs' tax base had previously declined over four (4) years from FY 09/10 to FY 12/13. This was largely a result of the downturn in the economy, the declining value of real property, and the passing of Amendment One which puts restrictions on the amount of millage to be assessed. The City of Green Cove Springs' tax base has increased since FY 12/13 mainly due to an increase in the millage rate, increasing value of real property and new construction. For FY 2021/2022, the General Fund millage rate is proposed at 3.8000 mills.

Millage Rate History

FY 1991 – 2006	2.611
FY 2007	2.6
FY 2008 – 2012	2.57
FY 2013 - 2014	2.9821
FY 2015-2019	3.6000
FY 2020-2021	3.8000
FY 2022 Proposed	3.8000

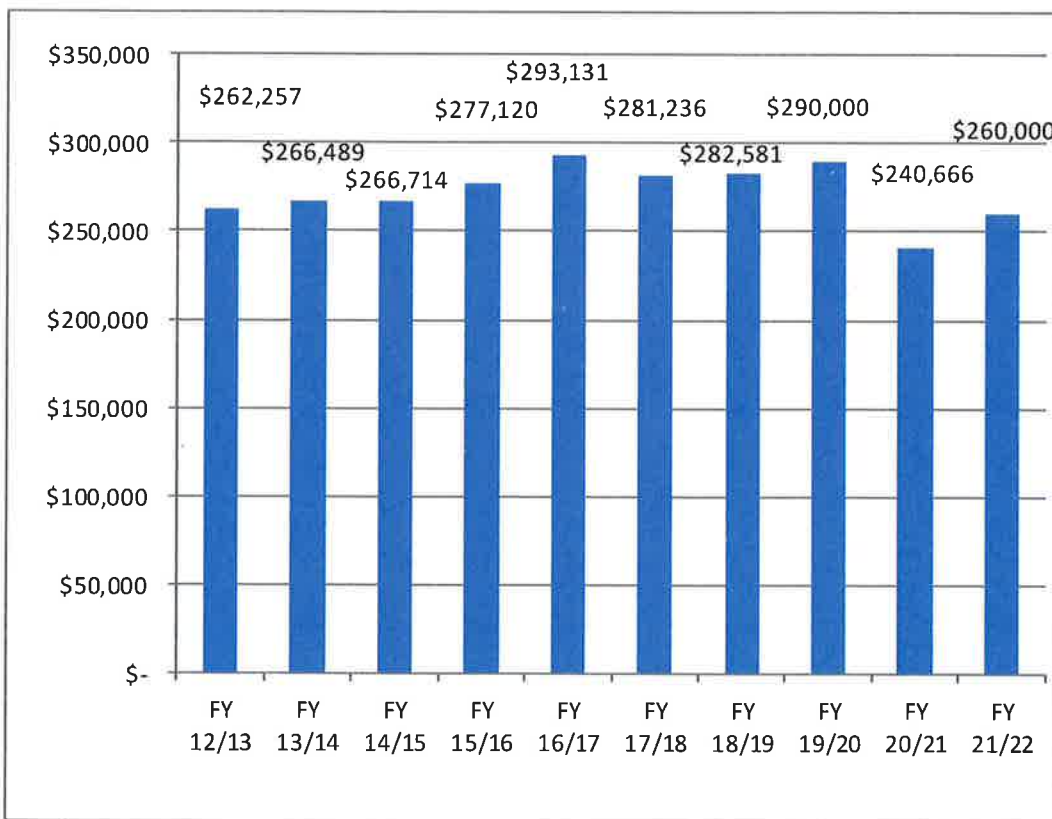
Property Values



LOCAL OPTION FUEL TAX

The Local Option Fuel tax is a six cent tax imposed by Clay County on every gallon of fuel sold at the retail level. The tax became effective on September 1, 1989. The State collects the Local Option Fuel Tax and distributes it as follows: Clay County 82.9% and Green Cove Springs 5.33%. The Local Option Fuel Tax will sunset on December 31, 2041. This tax supports the City of Green Cove Springs' right-of-way maintenance, and road and street services such as paving and sidewalk improvements.

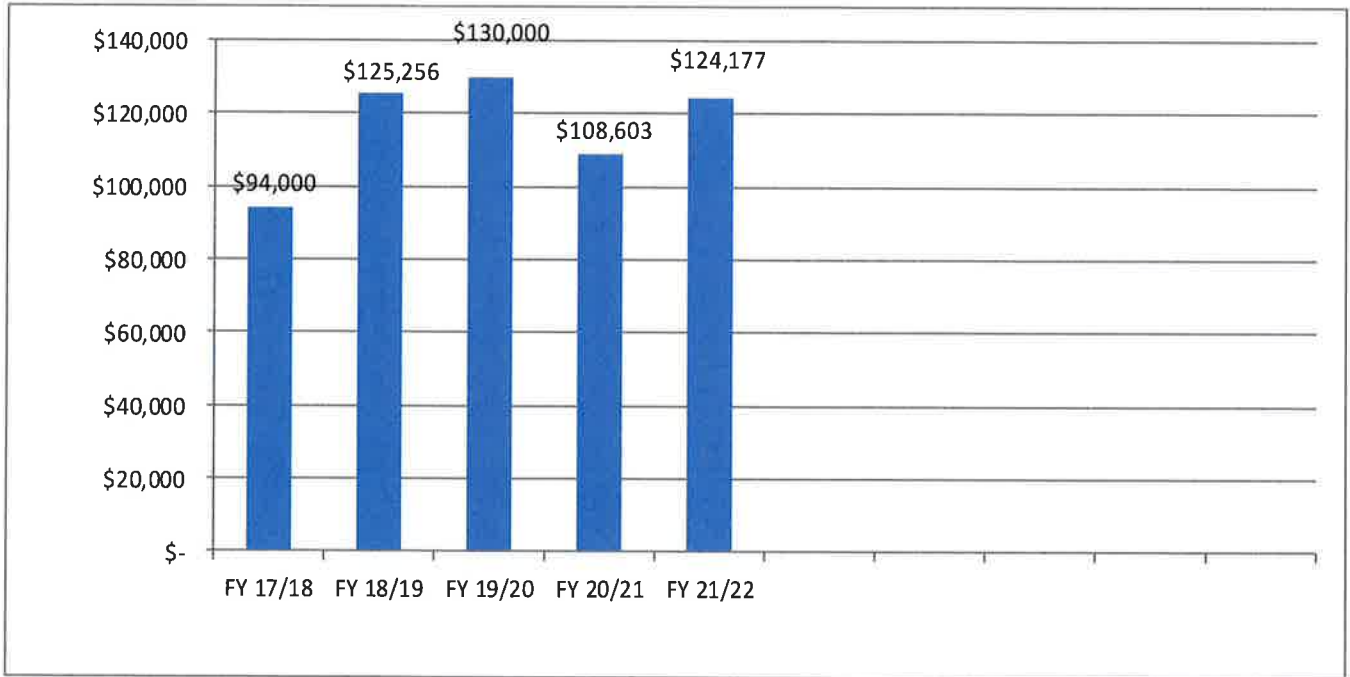
LOCAL OPTION FUEL TAX



LOCAL OPTION FUEL TAX

The Local Option Fuel tax is a five cent tax imposed by Clay County on every gallon of fuel sold at the retail level. The tax became effective on January 1, 2018. The State collects the Local Option Fuel Tax and distributes it as follows: Clay County 82.96% and Green Cove Springs 3.43%. The Local Option Fuel Tax will sunset on December 31, 2041. Revenue from the gas tax can only be used for road work, specifically work that would increase capacity for roads.

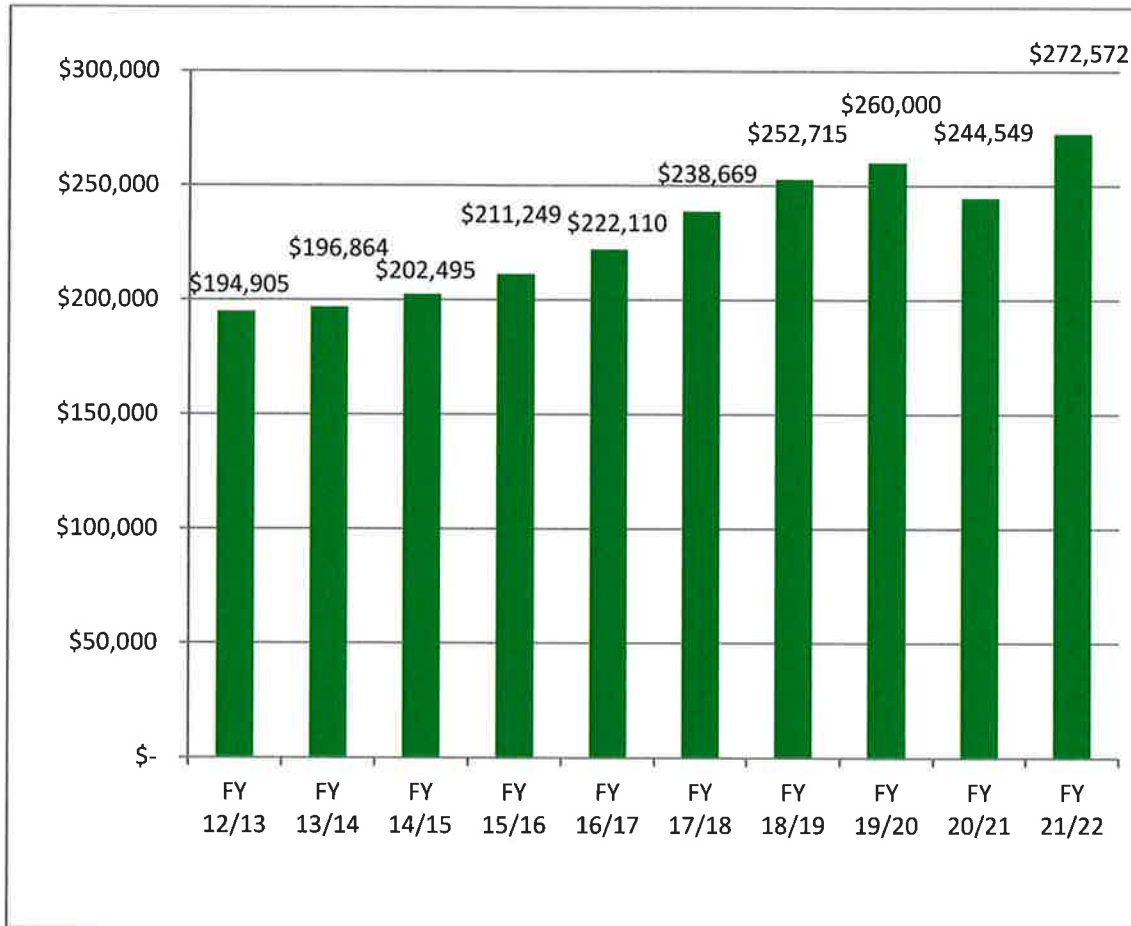
LOCAL OPTION FUEL TAX



STATE REVENUE SHARING

State Shared Revenues include the State Revenue Sharing Program that consists of Sales Taxes, Municipal Fuel Taxes, and State Alternative Fuel User Decal Fees. In FY 2021/2022, the City of Green Cove Springs' State Revenue Sharing is budgeted at \$272,572. This amount is \$34,557 more than the prior year's collection of \$238,015. The FY 2021/2022 budget of \$272,572 is \$28,023 more than the prior year's approved budget of \$244,549 and is based on projections from the State of Florida.

STATE REVENUE SHARING



TELECOMMUNICATIONS TAX

The Communications Services Tax Simplification Law was enacted to restructure taxes on telecommunications, cable, direct-to-home satellite, and related services that existed prior to October 1, 2001. The definition of communications services encompasses voice, data, audio, video, or any other information or signals, including cable services that are transmitted by any medium. The law replaced and consolidated seven (7) different State and Local taxes or fees with a single tax comprised of two (2) centrally-administered parts: a state communications tax and a local communications tax. The tax is imposed on retail sales of communications services which originate and terminate in the State, or originate or terminate in the State and are billed to an address within the State. Tax proceeds are transferred to county and municipal governments, the Public Education Capital Outlay and Debt Service Trust Fund, and the State’s General Revenue Fund.

State Communications Services Tax

The amount of tax revenues available for distribution to local governments is dependent on each jurisdiction’s local communications service tax rate. The tax revenues, less the DOR’s administrative cost deduction, are distributed monthly to the appropriate jurisdictions. The proceeds of taxes imposed pursuant to Section 202.19(5), F.S., shall be distributed in the same manner as the local option sales taxes. The revenue per State estimates for FY 2021/2022 for the City of Green Cove Springs is \$390,000 which is \$20,000 more than the amount budgeted for FY 2020/2021. The City’s Telecommunications Tax rate is 5.22.

Authorized Uses

The revenues derived from the local communications services tax may be used for any public purpose, including the pledge of such revenues for the repayment of current or future bonded indebtedness. Revenue raised by a tax imposed pursuant to Section 202.19(5), F.S., shall be used for the same purposes as the underlying Local Option Sales Tax imposed by the County or School Board pursuant to Section 202.055, F.S.

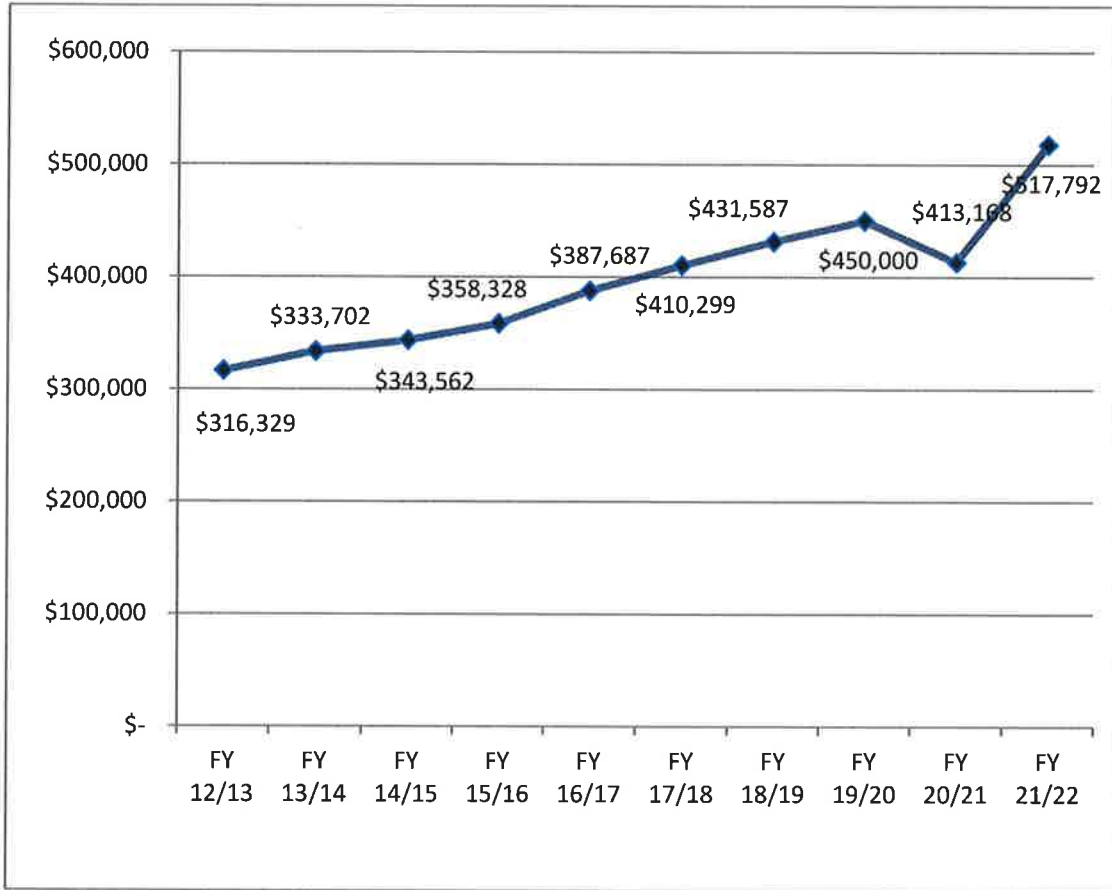
TELECOMMUNICATIONS TAX



LOCAL GOVERNMENT HALF CENT SALES TAX

This revenue program's primary purpose is to provide relief from ad valorem and utility taxes in addition to providing revenues for local programs. Revenues are used to support City-wide services. In FY 2021/2022, Local Government Half Cent Sales Tax collections are estimated at \$517,792 or \$104,624 more than the State estimates for FY 2020/2021

LOCAL GOVERNMENT HALF CENT SALES TAX



DISCRETIONARY SURTAX

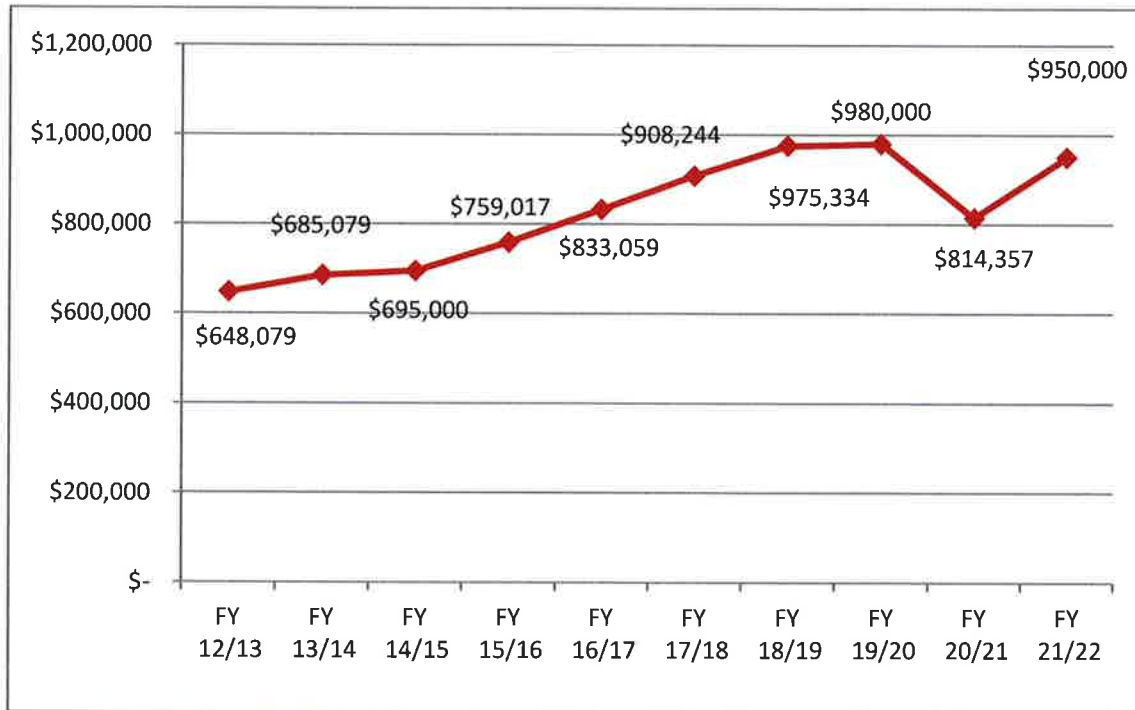
The Local Government Infrastructure Surtax shall be levied at the rate of 0.5 or 1 percent pursuant to an Ordinance enacted by a majority vote of the County’s governing body and approved by voters in a county-wide referendum. Generally, the proceeds must be expended to finance, plan, and construct infrastructure, to acquire land for public recreation, conservation, or protection of natural resources, or to finance the closure of local government-owned solid waste landfills that have been closed or are required to be closed by order of the Department of Environmental Protection (DEP). This levy shall be approved pursuant to an Ordinance enacted by a majority of the members of the County’s governing body and approved by voters in a county-wide referendum. In lieu of action by the County’s governing body, municipalities representing a majority of the County’s population may initiate the surtax through the adoption of uniform Resolutions calling for a county-wide referendum on the issue. If the proposal to levy the surtax is approved by a majority of the electors, the levy shall take effect. The levy may only be extended by voter approval in a county-wide referendum. The levy that was set to expire on December 31, 2019 was extended by voter approval in a county-wide referendum. The extension becomes effective on January 1, 2020 and expires on December 31, 2039.

The surtax proceeds and any accrued interest shall be expended for the following purposes:

1. To finance, plan, and construct infrastructure.
2. To acquire land for public recreation, conservation, or protection of natural resources.
3. To finance the closure of county of municipal-owned solid waste landfills that have been closed or are required to be closed by order of the DEP. Any use of the proceeds or interest for purposes of landfill closures before July 1, 1993, is ratified.

The City’s revenues from Surtax for FY 2021/2022 are estimated by the State to be \$950,000 or \$135,643 more than estimated for FY 2020/2021.

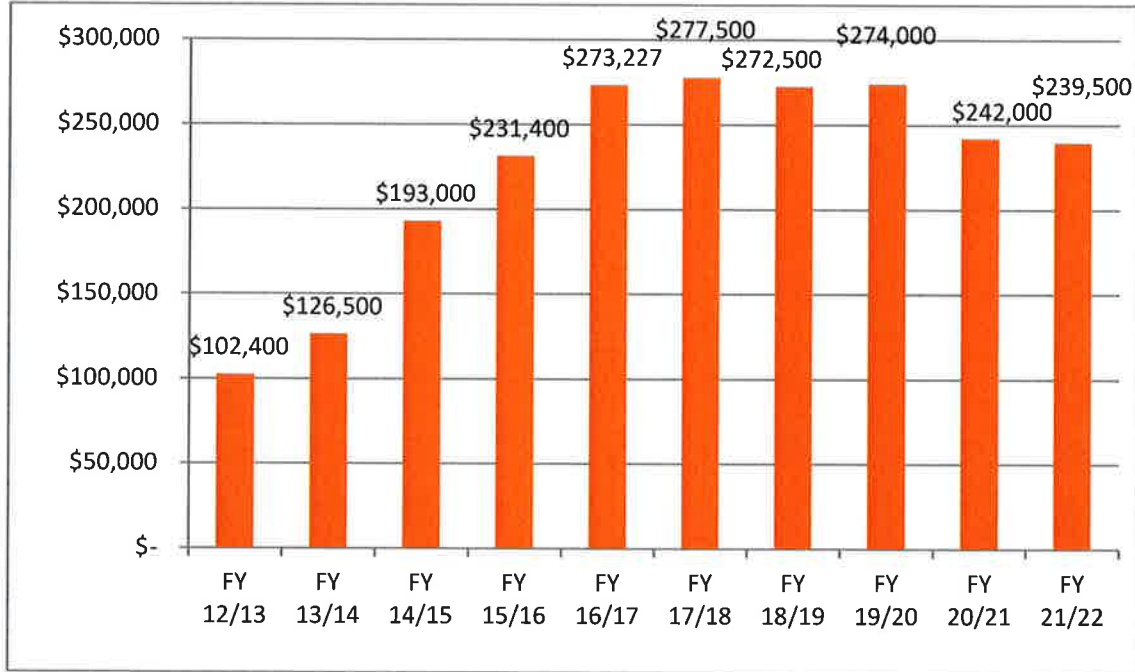
DISCRETIONARY SURTAX



BUILDING PERMITS, INSPECTIONS, AND PLAN REVIEWS

Building Permits, Inspections, and Plan Reviews revenues are collected primarily from the issuance of building permits, building inspections, and development review fees. In FY 21/22, collections for permits and plan reviews are estimated to be \$239,500. The FY 21/22 budget of \$239,500 is based on projections of anticipated building activity.

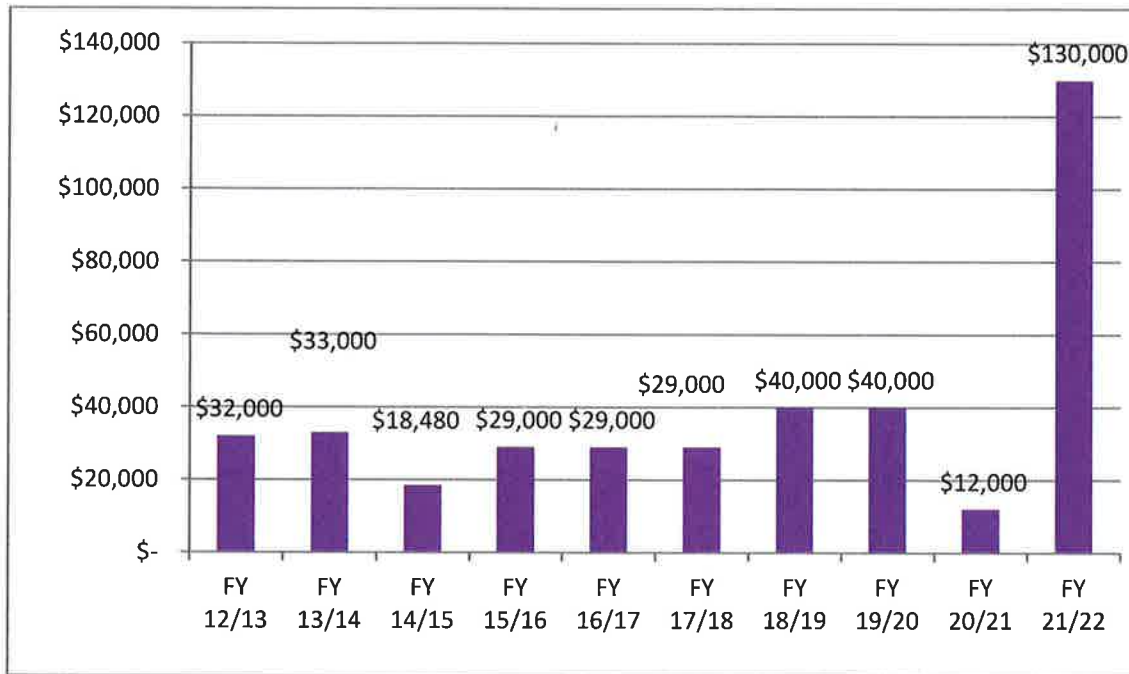
BUILDING PERMITS, INSPECTIONS, AND PLAN REVIEWS



FINES AND FORFEITURES

Fines and Forfeitures are collected from the fees and penalties that are imposed for statutory offenses, violation of City Ordinances, and imposed court costs. In FY 20/21, actual collections of fines and forfeitures were estimated to be \$12,000. This amount is \$2,234 more than the FY 19/20 collections of \$9,766. The FY 21/22 budget of \$130,000 is \$118,000 more than the FY 20/21 budget of \$12,000 and is based on historical analysis of prior year collections, the addition of a canine unit and the addition of 2 new Police Officer positions.

FINES AND FORFEITURES

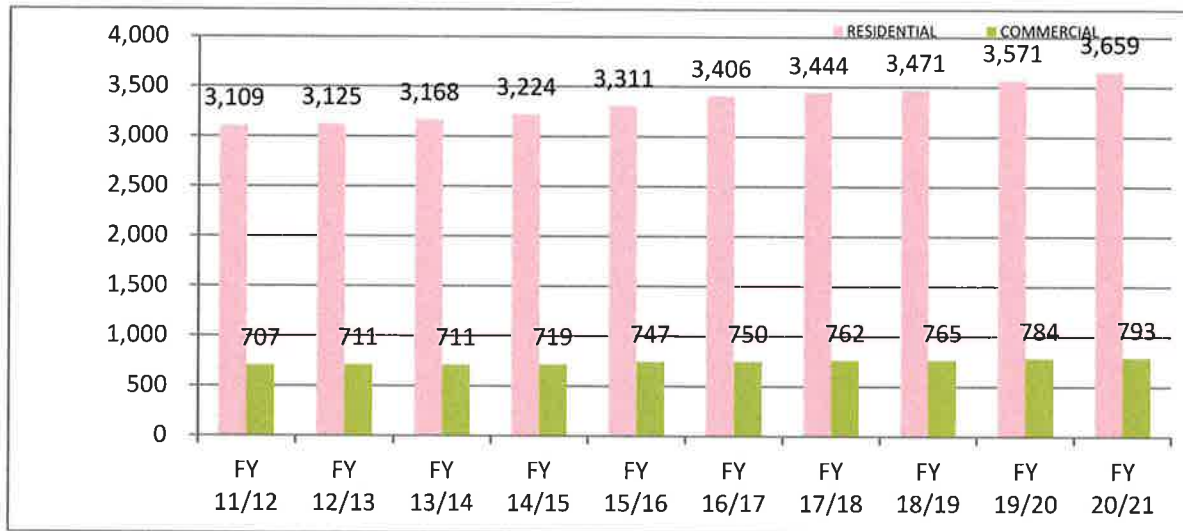


ELECTRIC CUSTOMERS

On February 12, 1985, the City, along with several other municipalities (the project participants), entered into separate agreements with the Florida Municipal Power Agency (FMPA) whereby FMPA agreed to sell and deliver to the project participants, and the project participants agreed to purchase and receive from FMPA, all electric capacity and energy which the project participants shall require (except St. Lucie) for the operation of their municipal electric systems. The City has given FMPA notice pursuant to Section 2 of the All-Requirements Power Supply Contract that the term of their contract will not renew automatically each year after the initial contract term. The term of the contract is now fixed and will terminate on October 1, 2037.

Power rates are determined by the Board, subject to approval of the project participants, but must be sufficient to meet FMPA's revenue requirements. Charges to the City are payable solely from utility revenues and in no way can FMPA compel the City to exercise its taxing power. Total costs under this contract during 2020 were approximately \$7.2 million per audited financial statements. The costs for both the FMPA and St. Lucie Project for 2020 were \$8.1 million.

ELECTRIC CUSTOMERS

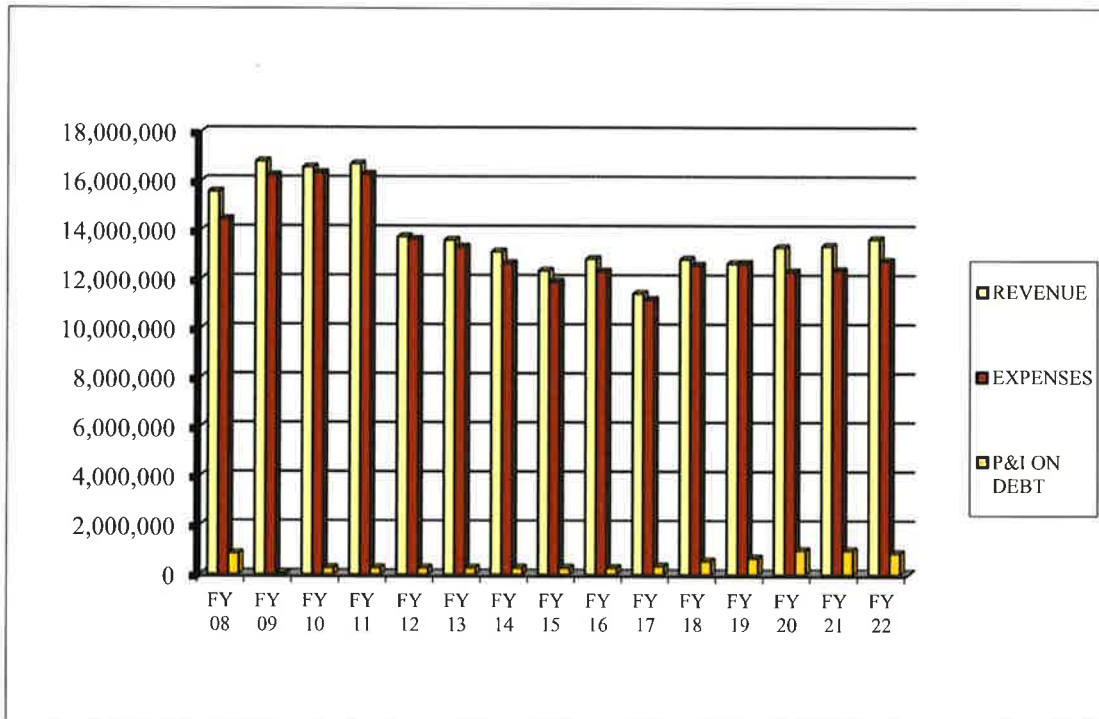


ELECTRIC REVENUE, EXPENSES & P & I ON DEBT

FISCAL YEAR	REVENUE	EXPENSES	P&I ON DEBT
FY 08	15,577,011	14,455,651	863,117
FY 09	16,810,030	16,243,500	71,539
FY 10	16,571,183	16,343,466	275,233
FY 11	16,709,904	16,288,587	275,233
FY 12	13,745,440	13,655,334	275,232
FY 13	13,615,200	13,339,369	275,231
FY 14	13,142,000	12,669,843	277,157
FY 15	12,364,970	11,917,812	277,158
FY 16	12,845,100	12,345,201	275,232
FY 17	11,440,139	11,192,547	338,592
FY 18	12,827,473	12,595,104	554,897
FY 19	12,664,467	12,670,616	684,381
FY 20	13,319,338	12,330,474	988,864
FY 21	13,370,601	12,382,350	988,251
FY 22	\$ 13,649,976	\$ 12,768,935	\$ 881,041

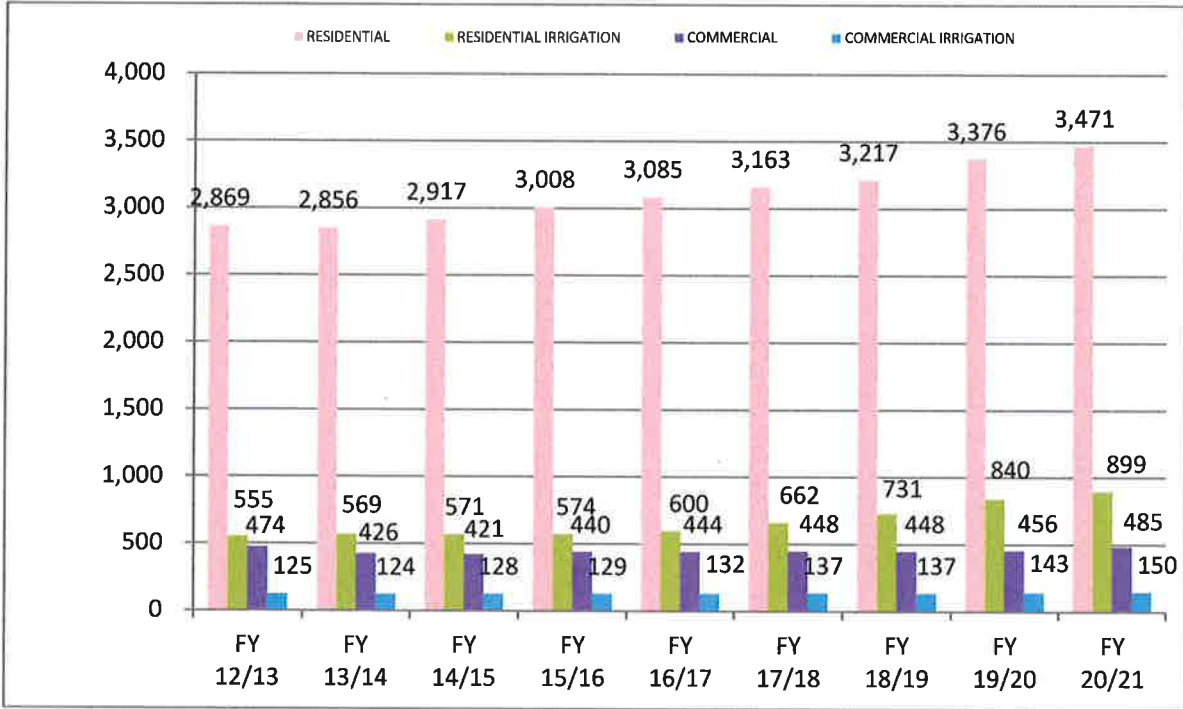
Paid off Debt

Includes Transfers Out
Does not include Capital Expenses



WATER CUSTOMERS

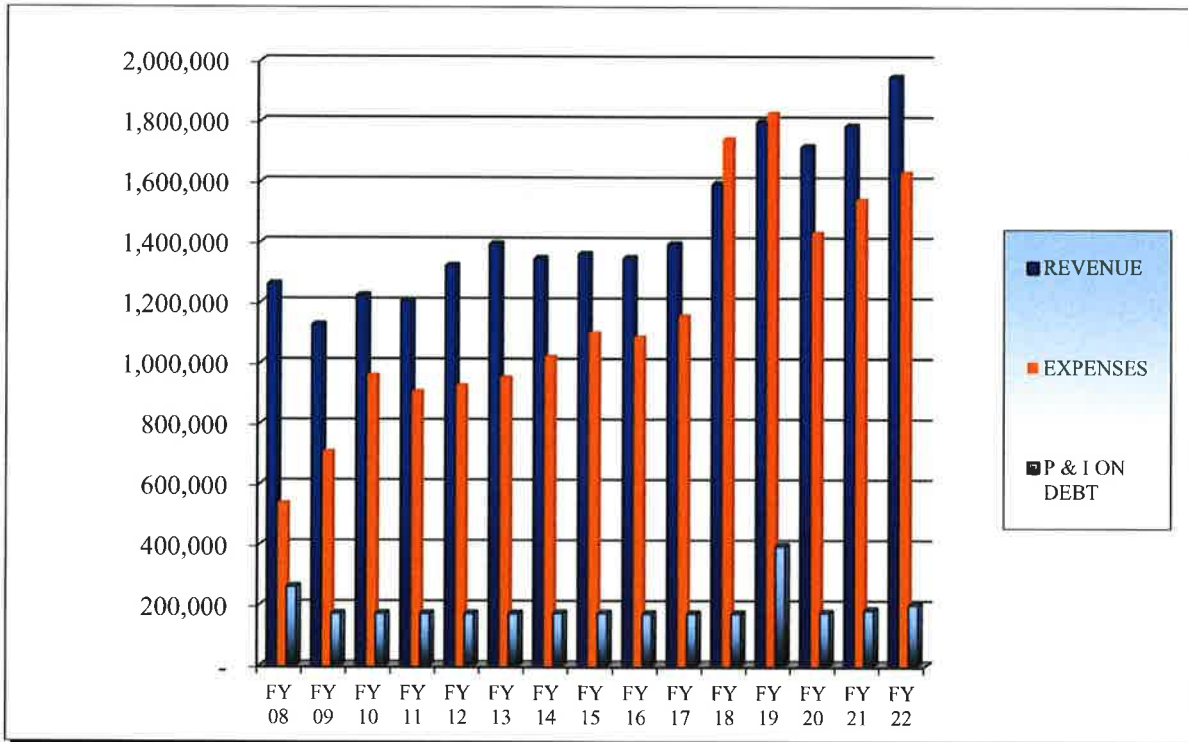
WATER CUSTOMERS



WATER REVENUE, EXPENSES, P & I ON DEBT

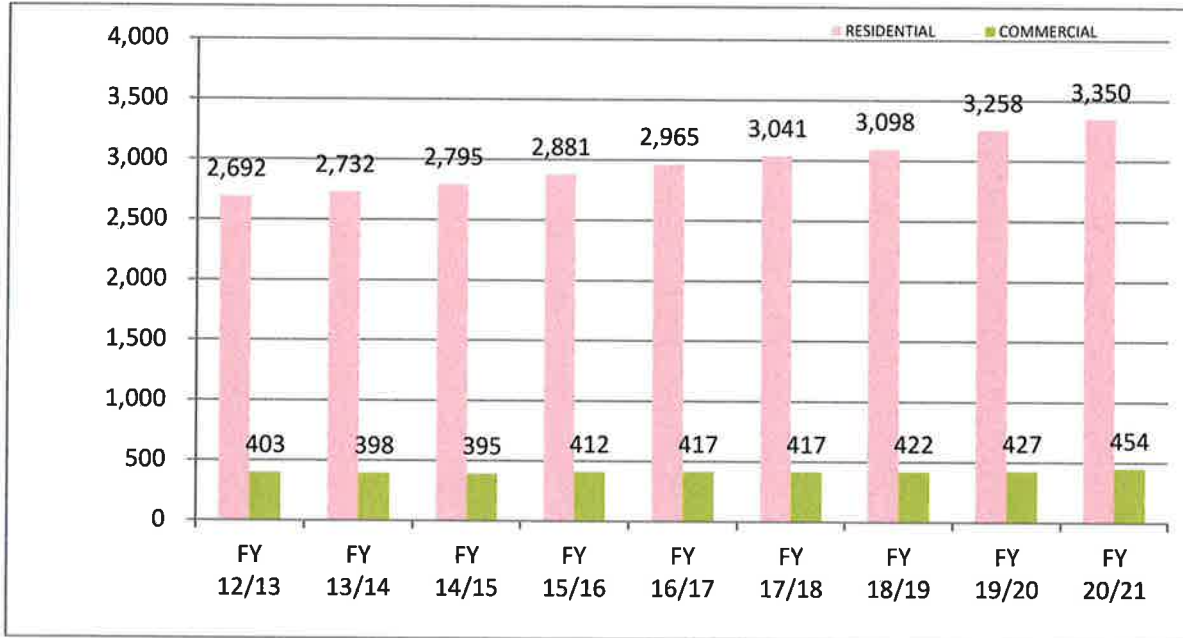
FISCAL YEAR	REVENUE	EXPENSES	P & I ON DEBT
FY 08	1,261,421	536,460	261,645
FY 09	1,127,232	706,922	172,505
FY 10	1,224,124	959,502	172,496
FY 11	1,205,798	905,869	172,496
FY 12	1,321,840	925,393	172,497
FY 13	1,393,550	952,054	172,496
FY 14	1,346,050	1,021,003	174,047
FY 15	1,360,625	1,099,378	174,047
FY 16	1,347,200	1,085,504	172,496
FY 17	1,393,152	1,155,656	172,496
FY 18	1,592,363	1,741,536	172,496
FY 19	1,797,026	1,825,725	395,765
FY 20	1,715,177	1,430,177	175,000
FY 21	1,784,292	1,539,915	184,377
FY 22	\$ 1,946,100	\$ 1,629,975	\$ 201,125

Includes Transfers Out
Does not include Capital Expenses



WASTEWATER CUSTOMERS

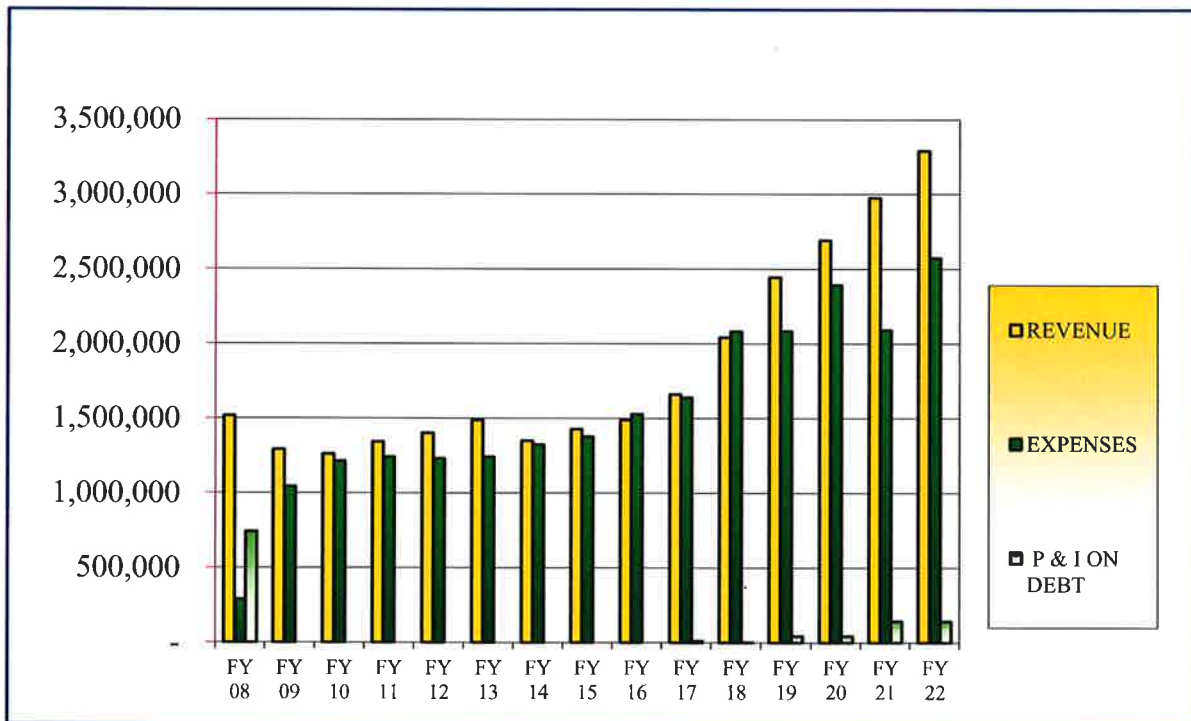
WASTEWATER CUSTOMERS



WASTEWATER REVENUE, EXPENSES, P & I ON DEBT

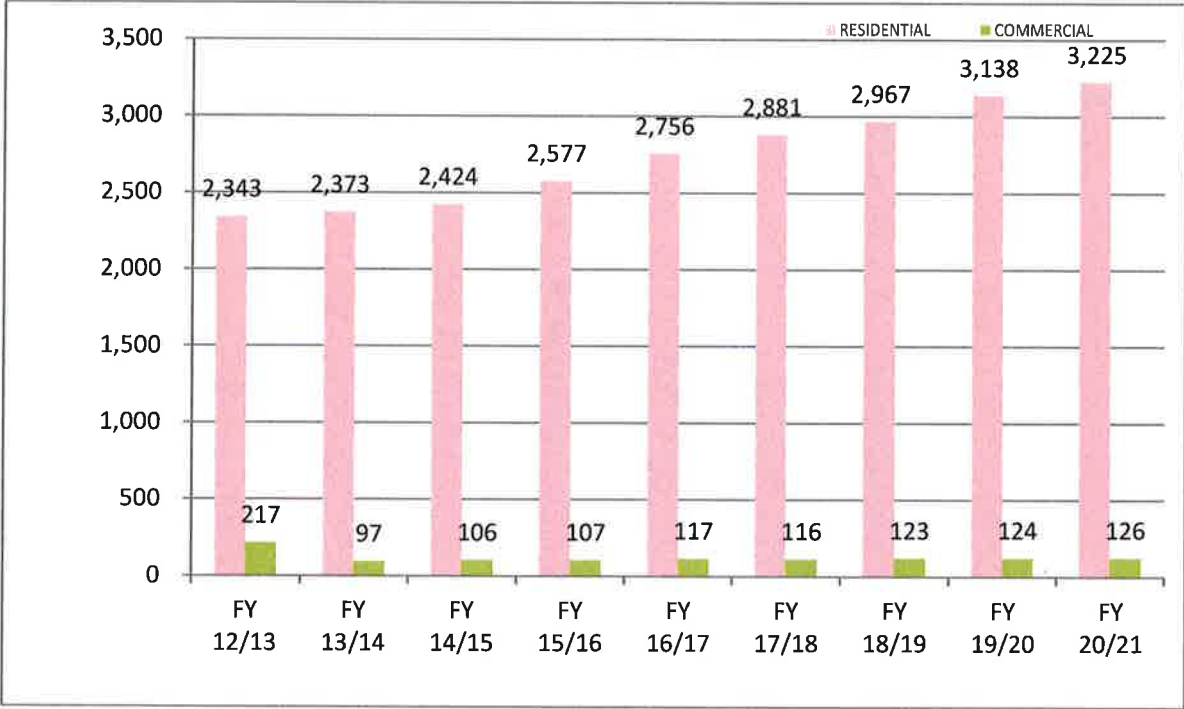
FISCAL YEAR	REVENUE	EXPENSES	P & I ON DEBT	
FY 08	1,515,521	290,113	742,948	<i>Paid off Debt</i>
FY 09	1,291,336	1,044,476	-	
FY 10	1,261,019	1,212,867	-	
FY 11	1,342,439	1,240,939	-	
FY 12	1,400,700	1,231,900	-	
FY 13	1,487,200	1,242,200	-	
FY 14	1,348,000	1,324,000	-	
FY 15	1,426,480	1,376,705	-	
FY 16	1,488,400	1,528,780	-	
FY 17	1,659,689	1,638,149	11,540	
FY 18	2,039,089	2,081,062	2,894	
FY 19	2,443,572	2,083,248	43,036	
FY 20	2,691,199	2,392,404	43,795	
FY 21	2,974,603	2,091,451	142,454	
FY 22	\$ 3,289,600	\$ 2,572,147	\$ 142,453	

Includes Transfers Out
Does not include Capital Expenses



SOLID WASTE CUSTOMERS

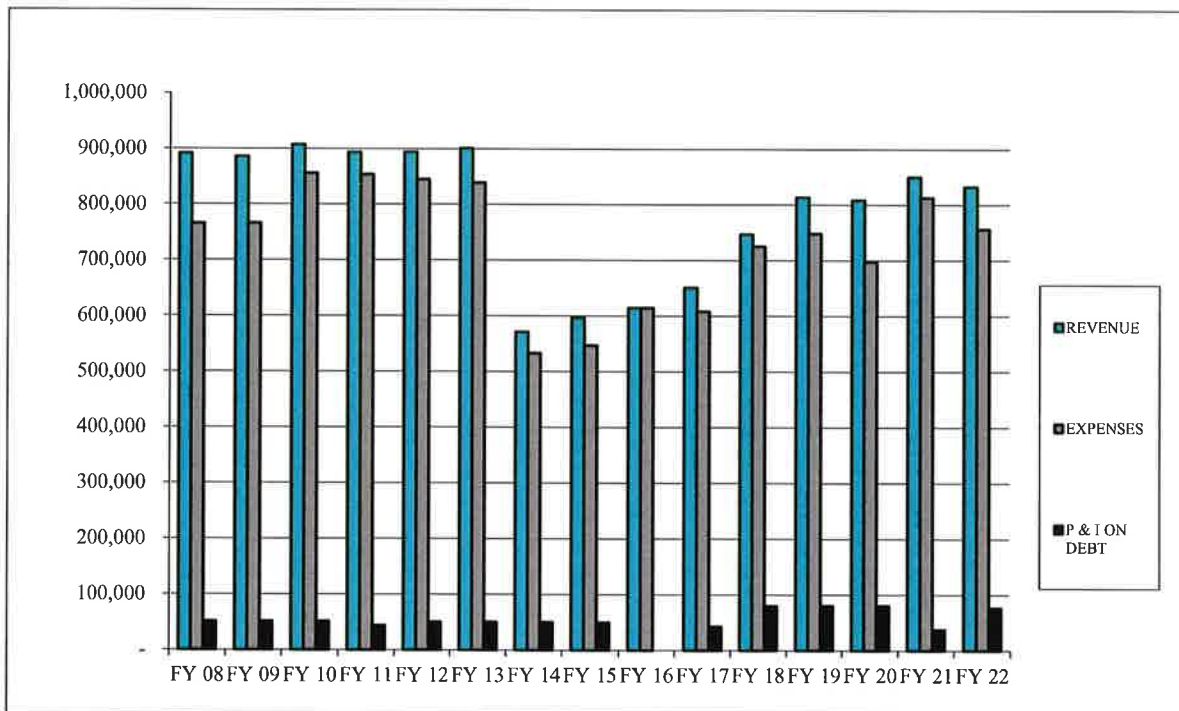
SOLID WASTE CUSTOMERS



SOLID WASTE REVENUE, EXPENSES, P & I ON DEBT

FISCAL YEAR	REVENUE	EXPENSES	P & I ON DEBT
FY 08	891,488	765,529	51,500
FY 09	886,073	766,379	51,500
FY 10	907,358	855,850	51,500
FY 11	893,550	853,532	43,980
FY 12	893,850	844,547	50,103
FY 13	901,150	838,911	50,104
FY 14	571,000	532,896	50,104
FY 15	596,554	546,835	49,719
FY 16	614,660	614,660	-
FY 17	651,210	608,431	42,779
FY 18	747,256	725,205	79,835
FY 19	813,320	748,472	79,932
FY 20	808,320	698,117	80,203
FY 21	850,120	812,697	37,423
FY 22	\$ 832,420	\$ 756,532	\$ 75,888

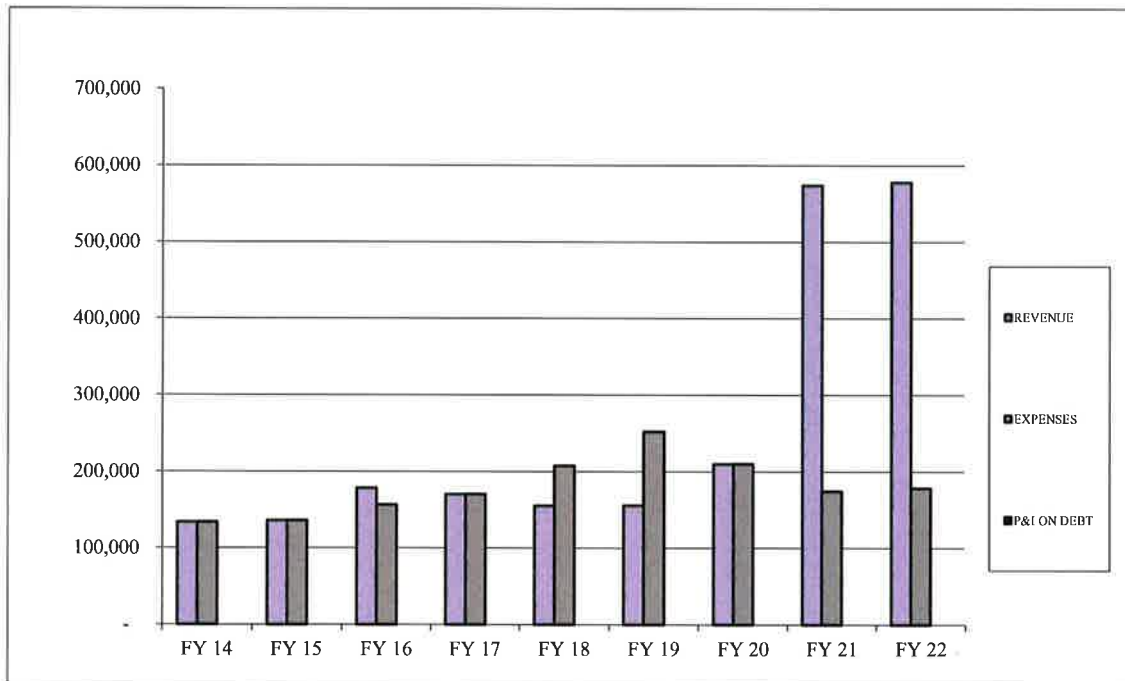
Includes Transfers Out
Does not include Capital Expenses



STORMWATER REVENUE, EXPENSES, P & I ON DEBT

FISCAL YEAR	REVENUE	EXPENSES	P&I ON DEBT
FY 14	133,550	133,550	
FY 15	135,656	135,656	
FY 16	178,410	156,410	
FY 17	170,472	170,472	
FY 18	155,024	207,182	
FY 19	155,672	251,974	
FY 20	209,822	209,822	
FY 21	574,150	174,150	
FY 22	\$ 578,408	\$ 178,408	\$ -

Does not include Capital Expenses / Grants



FULL-TIME EQUIVALENT POSITIONS SUMMARY

DEPARTMENT NAME	APPROVED FY 17/18	APPROVED FY 18/19	APPROVED FY 19/20	APPROVED FY 20/21	PROPOSED FY 21/22
GENERAL FUND					
City Council	6.00	6.00	5.00	5.00	5.00
City Clerk	1.00	1.00	1.00	1.00	1.00
City Manager	2.00	2.00	3.00	3.00	3.00
Human Resources	2.00	2.00	2.00	2.00	2.00
Augusta Savage	0.00	0.00	0.00	0.00	0.00
Finance	3.50	3.50	3.50	3.50	3.50
Information Technology	1.00	1.00	1.00	1.00	2.00
Development Services	1.00	1.50	1.50	1.00	1.00
Code Enforcement	0.00	1.00	1.00	1.00	1.00
Police	25.00	30.00	34.00	35.00	37.00
Public Works	6.68	6.00	6.00	4.50	4.50
Right-of-Way Maintenance	2.00	2.00	2.00	2.00	2.00
Parks	3.00	3.00	4.00	4.00	4.00
Parks & Recreation -Programming	0.00	1.00	1.00	0.00	0.00
Equipment Maintenance	3.00	3.00	3.00	3.00	3.00
BUILDING	3.00	3.50	3.50	2.00	2.00
ELECTRIC (1)	1.34	2.02	10.02	10.02	10.02
WATER	7.32	7.82	8.32	8.32	8.32
WASTEWATER	7.32	7.82	8.32	8.32	8.32
SOLID WASTE	7.34	7.34	8.34	7.84	7.84
CUSTOMER SERVICE	6.50	6.50	6.50	6.50	6.50
STORMWATER	2.00	2.00	2.00	2.00	2.00
TOTALS	91.00	100.00	115.00	111.00	114.00

(1) Electric Services contracted out to Hooper Corporation for FY 17, FY 18 and FY 19.

**PERSONNEL OVERVIEW DETAIL
FY 2021-2022**

Item #7.

DEPARTMENT	FY 2017-2018		FY 2018-2019		FY 2019-2020		FY 2020-2021		FY 2021-2022	
	# F/T	#P/T	# F/T	#P/T	# F/T	#P/T	# F/T	#P/T	# F/T	#P/T
CITY COUNCIL										
City Council	5.00	0.00	5.00	0.00	5.00	0.00	5.00	0.00	5.00	0.00
Public Information Officer	1.00		1.00		0.00		0.00		0.00	
TOTAL	6.00	0.00	6.00	0.00	5.00	0.00	5.00	0.00	5.00	0.00
CITY CLERK										
City Clerk	1.00		1.00		1.00		1.00		1.00	
TOTAL	1.00	0.00	1.00	0.00	1.00	0.00	1.00	0.00	1.00	0.00
CITY MANAGER										
City Manager	1.00		1.00		1.00		1.00		1.00	
Public Information Officer	0.00		0.00		1.00		1.00		1.00	
Executive Assistant	1.00		1.00		1.00		1.00		1.00	
TOTAL	2.00	0.00	2.00	0.00	3.00	0.00	3.00	0.00	3.00	0.00
HUMAN RESOURCES										
Human Resources Director	1.00		1.00		1.00		1.00		1.00	
Human Resources Specialist	0.00		0.00		0.00		0.00		0.00	
HR Generalist	1.00		1.00		1.00		1.00		1.00	
Human Resources Assistant	0.00	1.00	0.00	1.00	0.00	1.00	0.00	1.00	0.00	1.00
TOTAL	2.00	1.00	2.00	1.00	2.00	1.00	2.00	1.00	2.00	1.00
AUGUSTA SAVAGE										
Recreation Supervisor	0.00	1.00	0.00	1.00	0.00	1.00	0.00	1.00	0.00	1.00
Recreation Leader	0.00	1.00	0.00	1.00	0.00	1.00	0.00	1.00	0.00	1.00
Recreation Aide	0.00	1.00	0.00	1.00	0.00	1.00	0.00	1.00	0.00	1.00
TOTAL	0.00	3.00	0.00	3.00	0.00	3.00	0.00	3.00	0.00	3.00
FINANCE										
Finance Director	1.00		1.00		1.00		1.00		1.00	
Accounting Manager	0.25		0.25		0.25		0.25		0.25	
Financial Management Analyst	1.00		1.00		1.00		1.00		1.00	
Accounts Payable Clerk	1.00		1.00		1.00		1.00		1.00	
Customer Service Manager	0.25		0.25		0.25		0.25		0.25	
TOTAL	3.50	0.00	3.50	0.00	3.50	0.00	3.50	0.00	3.50	0.00
INFORMATION TECH.										
Information Systems Analyst	0.00		0.00		0.00		0.00		0.00	
IS Technician	0.00		0.00		0.00	1.00	0.00	1.00	0.00	1.00
Network Administrator	1.00		1.00		1.00		1.00		1.00	
TOTAL	1.00	0.00	1.00	0.00	1.00	1.00	1.00	1.00	2.00	0.00
DEVELOPMENT SERVICES										
Development Services Director	0.50		0.50		0.50		0.00		0.00	
Planning & Zoning Director	0.00		0.00		0.50		0.50		0.50	
Principal Planner	0.00		0.50		0.00		0.00		0.00	
Planning Technician	0.50		0.50		0.50		0.50		0.50	
Clerk Typist	0.00		0.00		0.00		0.00		0.00	
TOTAL	1.00	0.00	1.50	0.00	1.50	0.00	1.00	0.00	1.00	0.00
CODE ENFORCEMENT										
Code Enforcement Officer	0.00	1.00	1.00	0.00	1.00	0.00	1.00	0.00	1.00	0.00
TOTAL	0.00	1.00	1.00	0.00	1.00	0.00	1.00	0.00	1.00	0.00

**PERSONNEL OVERVIEW DETAIL
FY 2021-2022**

Item #7.

DEPARTMENT	FY 2017-2018		FY 2018-2019		FY 2019-2020		FY 2020-2021		FY 2021-2022	
	# F/T	#P/T	# F/T	#P/T	# F/T	#P/T	# F/T	#P/T	# F/T	#P/T
POLICE										
Police Chief	1.00		1.00		1.00		1.00		1.00	
Asst. Police Chief	1.00		0.00		0.00		0.00		0.00	
Commander	0.00		2.00		2.00		2.00		2.00	
Sergeant	4.00		4.00		4.00		4.00		4.00	
Police Officer	14.00		13.00		13.00		13.00		15.00	
COPS Grant	0.00		1.00		1.00		1.00		1.00	
School Resource Officer (SRO)	0.00		2.00		2.00		2.00		2.00	
Communications Officer	3.00		4.00		5.00		4.00		4.00	
Communications Officer (CCSB)	0.00		0.00		4.00		4.00		4.00	
Communications Supervisor	1.00		1.00		0.00		1.00		1.00	
Senior Police Secretary	1.00		2.00		1.00		1.00		1.00	
Police Records Technician	0.00		0.00		1.00		1.00		1.00	
Evidence Clerk	0.00		0.00		0.00		1.00		1.00	
Part-Time Personnel	0.00	12.00	0.00	12.00	0.00	12.00	0.00	11.00	0.00	11.00
TOTAL	25.00	12.00	30.00	12.00	34.00	12.00	35.00	11.00	37.00	11.00
PUBLIC WORKS										
Ass't. City Mgr./Pub. Wks. Dir.	0.34		0.00		0.00		0.00		0.00	
Asst. Public Works Director	0.34		1.00		1.00		0.50		0.50	
Public Works Field Supervisor	1.00		0.00		0.00		0.00		0.00	
Crew Leader	2.00		1.00		1.00		1.00		1.00	
Laborer II	3.00		1.00		1.00		1.00		1.00	
Laborer I	0.00		3.00		3.00		2.00	3.00	2.00	
Custodian									0.00	3.00
Engineering Technician	0.00		0.00		0.00		0.00		0.00	
Capital Projects Manager	0.00		0.00		0.00		0.00		0.00	
TOTAL	6.68	0.00	6.00	0.00	6.00	0.00	4.50	3.00	4.50	3.00
RIGHT-OF-WAY MAINT.										
Crew Leader	1.00		1.00		1.00		1.00		1.00	
Groundskeeper I	1.00		1.00		1.00		1.00		1.00	
TOTAL	2.00	0.00	2.00	0.00	2.00	0.00	2.00	0.00	2.00	0.00
PARKS										
Trades Specialist	1.00		1.00		1.00		1.00		1.00	
Groundskeeper II	1.00		1.00		1.00		1.00		1.00	
Groundskeeper I	1.00		1.00	1.00	2.00	1.00	2.00	1.00	2.00	1.00
TOTAL	3.00	0.00	3.00	1.00	4.00	1.00	4.00	1.00	4.00	1.00
PARKS & REC. PROGRAM										
Director of Parks & Rec.	0.00		1.00		1.00		0.00		0.00	
Pool Manager-Seasonal	0.00		0.00	1.00	0.00	1.00	0.00	0.00	0.00	0.00
Asst. Pool Manager-Seasonal	0.00		0.00	2.00	0.00	2.00	0.00	0.00	0.00	0.00
Life Guards-Seasonal	0.00	8.00	0.00	8.00	0.00	8.00	0.00	0.00	0.00	0.00
TOTAL	0.00	8.00	1.00	11.00	1.00	11.00	0.00	0.00	0.00	0.00
EQUIPMENT MAINT.										
Mechanic II	1.00		1.00		1.00		1.00		0.00	
Mechanic I	1.00		1.00		1.00		1.00		0.00	
Mechanic									2.00	
Vehicle/Equipment Maint. Coord.	1.00		1.00		1.00		1.00		1.00	
TOTAL	3.00	0.00	3.00	0.00	3.00	0.00	3.00	0.00	3.00	0.00

**PERSONNEL OVERVIEW DETAIL
FY 2021-2022**

Item #7.

DEPARTMENT	FY 2017-2018		FY 2018-2019		FY 2019-2020		FY 2020-2021		FY 2021-2022	
	# F/T	#P/T	# F/T	#P/T	# F/T	#P/T	# F/T	#P/T	# F/T	#P/T
BUILDING										
Development Services Director	0.50		0.50		0.50		0.00		0.00	
Planning & Zoning Director	0.00		0.00		0.50		0.50		0.50	
Principal Planner	0.00		0.50		0.00		0.00		0.00	
Building Official	1.00		1.00		1.00		0.00		0.00	
Planning Technician	0.50		0.50		0.50		0.50		0.50	
Building Inspector I	0.00		0.00	1.00	0.00	1.00	0.00	0.00	0.00	0.00
Building Assistant	1.00		1.00		1.00		1.00		1.00	
TOTAL	3.00	0.00	3.50	1.00	3.50	1.00	2.00	0.00	2.00	0.00
ELECTRIC										
Director of Electric Utility	0.00		0.00		1.00		1.00		1.00	
Ass't. City Mgr./Pub. Wks. Dir.	0.00		0.34		0.34		0.34		0.34	
Electric Superintendent	0.00		0.00		1.00		1.00		1.00	
Line Crew Leader	0.00		0.00		0.00		2.00		0.00	
Lineman	0.00		0.00		4.00		2.00		4.00	
Apprentice Lineman	0.00		0.00		1.00		1.00		2.00	
Electric Dist. Serviceman	0.00		0.00		1.00		1.00		0.00	
Administrative Assistant	1.00		1.00		1.00		1.00		1.00	
Engineering Technician	0.34		0.34		0.34		0.34		0.34	
Utility Line Locator	0.00		0.34		0.34		0.34		0.34	
Engineer									0.00	0.50
TOTAL	1.34	0.00	2.02	0.00	10.02	0.00	10.02	0.00	10.02	0.50
WATER										
Ass't. City Mgr./Pub. Wks. Dir.	0.33		0.33		0.33		0.33		0.33	
Public Works Director	0.00		0.00		0.00		0.00		0.00	
Asst Public Works Director	0.33		0.00		0.00		0.00		0.00	
Ass't. Water Ut. Director	0.50		0.50		0.50		0.50		0.50	
Utility Plant Operator III	0.50		0.50		0.50		0.50		0.50	
Utility Plant Operator II	1.50	1.00	1.50	1.00	1.50	0.50	2.00	0.50	2.00	0.50
Utility Plant Operator I	0.00		0.00		0.50		1.00		1.00	
Utility Plant Operator Trainee	1.00		1.00		1.00		0.00		0.00	
Utility Line Supervisor	0.50		0.50		0.50		0.50		0.50	
Utility Line Mechanic	1.50		1.50		1.50		1.50		1.50	
Utility Maint. Worker	0.50		0.50		0.50		0.50		0.50	
Engineering Technician	0.33		0.33		0.33		0.33		0.33	
Capital Projects Manager	0.00		0.00		0.00		0.00		0.00	
Utility Line Locator	0.00		0.33		0.33		0.33		0.33	
Water Facilities Mechanic	0.00		0.50		0.50		0.50		0.50	
PW Admin. Coordinator	0.33		0.33		0.33		0.33		0.33	
TOTAL	7.32	1.00	7.82	1.00	8.32	0.50	8.32	0.50	8.32	0.50

**PERSONNEL OVERVIEW DETAIL
FY 2021-2022**

Item #7.

DEPARTMENT	FY 2017-2018		FY 2018-2019		FY 2019-2020		FY 2020-2021		FY 2021-2022	
	# F/T	#P/T	# F/T	#P/T	# F/T	#P/T	# F/T	#P/T	# F/T	#P/T
WASTEWATER										
Ass't. City Mgr./Pub. Wks. Dir.	0.33		0.33		0.33		0.33		0.33	
Public Works Director	0.00		0.00		0.00		0.00		0.00	
Asst Public Works Director	0.33		0.00		0.00		0.00		0.00	
Ass't. Water Ut. Director	0.50		0.50		0.50		0.50		0.50	
Utility Plant Operator III	0.50		0.50		0.50		0.50		0.50	
Utility Plant Operator II	1.50	1.00	1.50	1.00	1.50	0.50	2.00	0.50	2.00	0.50
Utility Plant Operator I	0.00		0.00		0.50		1.00		1.00	
Utility Plant Operator Trainee	1.00		1.00		1.00		0.00		0.00	
Capital Projects Manager	0.00		0.00		0.00		0.00		0.00	
Utility Line Supervisor	0.50		0.50		0.50		0.50		0.50	
Utility Line Mechanic	1.50		1.50		1.50		1.50		1.50	
Utility Maint. Worker	0.50		0.50		0.50		0.50		0.50	
Engineering Technician	0.33		0.33		0.33		0.33		0.33	
Utility Line Locator	0.00		0.33		0.33		0.33		0.33	
Water Facilities Mechanic	0.00		0.50		0.50		0.50		0.50	
PW Admin. Coordinator	0.33		0.33		0.33		0.33		0.33	
TOTAL	7.32	1.00	7.82	1.00	8.32	0.50	8.32	0.50	8.32	0.50
SOLID WASTE										
Public Works Field Supervisor	1.00		1.00		1.00		0.00		0.00	
Asst. Public Works Director	0.00		0.00		0.00		0.50		0.50	
Crew Leader	1.00		1.00		1.00		1.00		1.00	
Refuse Driver	5.00		5.00		6.00		6.00		5.00	
Refuse Collector									1.00	
PW Admin. Coordinator	0.34		0.34		0.34		0.34		0.34	
TOTAL	7.34	0.00	7.34	0.00	8.34	0.00	7.84	0.00	7.84	0.00
CUSTOMER SERVICE										
Assistant Finance Director	0.75		0.75		0.75		0.75		0.75	
Meter Reader	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Utility Billing Manager	1.00		1.00		1.00		1.00		1.00	
Procurement/Warehouse Spc.	1.00		1.00		1.00		1.00		1.00	
Customer Service Manager	0.75		0.75		0.75		0.75		0.75	
Customer Service Rep.	2.00		2.00		2.00		2.00		2.00	
TOTAL	6.50	1.00	6.50	1.00	6.50	1.00	6.50	1.00	6.50	1.00
STORMWATER										
Laborer I	2.00		2.00		2.00		2.00		2.00	
TOTAL	2.00	0.00	2.00	0.00	2.00	0.00	2.00	0.00	2.00	0.00
GRAND TOTAL	91	28	100	32	115	32	111	22	114	21.50

CITY OF GREEN COVE SPRINGS PERSONNEL OVERVIEW SUMMARY

Item #7.

FY 2021-22

DEPARTMENT	FY 2017-2018		FY 2018-19		FY 2019-20		FY 2020-21		FY 2021-22	
	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT
GENERAL FUND										
City Council	6.00		6.00		5.00		5.00		5.00	
City Clerk	1.00		1.00		1.00		1.00		1.00	
City Manager	2.00		2.00		3.00		3.00		3.00	
Human Resources	2.00	1.00	2.00	1.00	2.00	1.00	2.00	1.00	2.00	1.00
Augusta Savage	0.00	3.00	0.00	3.00	0.00	3.00	0.00	3.00	0.00	3.00
Finance	3.50		3.50		3.50		3.50		3.50	
Information Tech.	1.00		1.00		1.00	1.00	1.00	1.00	2.00	
Development Svcs.	1.00		1.50		1.50		1.00		1.00	
Code Enforcement	0.00	1.00	1.00		1.00		1.00		1.00	
Police	25.00	12.00	30.00	12.00	34.00	12.00	35.00	11.00	37.00	11.00
Public Works	6.68		6.00		6.00		4.50	3	4.50	3
Right-of-Way Maint.	2.00		2.00		2.00		2.00		2.00	
Parks	3.00	8.00	3.00		4.00	1.00	4.00	1.00	4.00	1.00
Parks Programming	0		1	11	1	11	0	0	0	0
Equipment Maint.	3.00		3.00		3.00		3.00		3.00	
BUILDING FUND										
Building	3.00		3.50	1	3.50	1	2.00	0	2.00	0
UTILITY FUNDS										
Electric	1.34		2.02		10.02		10.02		10.02	0.50
Water	7.32	1.00	7.82	1.00	8.32	0.50	8.32	0.50	8.32	0.50
Wastewater	7.32	1.00	7.82	1.00	8.32	0.50	8.32	0.50	8.32	0.50
Solid Waste	7.34		7.34		8.34		7.84		7.84	
Customer Service	6.50	1.00	6.50	1.00	6.50	1.00	6.50	1.00	6.50	1.00
Stormwater	2.00		2.00	0.00	2.00	0.00	2.00	0.00	2.00	0.00
Grand Total	91.00	28.00	100.00	32.00	115.00	32.00	111.00	22.00	114.00	21.50

DEBT SERVICE BUDGET SUMMARY

Item #7.

PROJECT	FINAL PAYMENT DATE	INTEREST RATE	PRINCIPAL INTEREST DUE DATE	ANNUAL DEBT SERVICE	PRINCIPAL BALANCE @ 09/30/21	PRINCIPAL BALANCE @ 09/30/22
Construction Fund:						
Capital Projects-Police/EOC	07/01/26	1.63%	Semi-annual (Jan & Jul)	159,867	765,000	617,000
Capital Projects-Spring Park	07/01/31	2.25%	Semi-annual (Jan & Jul)	80,930	724,000	659,000
Electric: (05/03/18)						
Capital Projects	07/01/33	1.712%	Semi-annual (Jan & Jul)	854,333	9,190,000	8,493,000
(2) Electric Trucks	02/01/22	3.40%	Monthly	26,708	26,471	-
St. Lucie Project				981,688	2,058,062	* Note 2
All Requirements	City opted out - Termination Date: 10/01/37				7,231,414	*Note 1
Total Electric				1,862,729	18,505,947	
Water:						
Capital Projects	04/01/29	2.63%	Semi-annual (Apr & Oct)	174,717	1,244,000	1,102,000
Capital Projects-Design	08/15/32	1.71%	Semi-annual (Feb & Aug)	26,408	241,790	215,382
Wastewater:						
Capital Projects-Pre-Const.	09/15/36	2.20%	Semi-Annual (Mar & Sep)	2,855	36,066	34,026
Capital Projects-Design	11/15/35	0.00%	Semi-Annual (May & Nov)	40,941	625,581	629,029
Capital Projects-Construction	12/15/40	0.59%	Semi-Annual (June & Dec)	98,658	1,770,783	1,862,443
Capital Projects-Construction	08/15/43	0.09%	Semi-Annual (Feb & Aug)			
Solid Waste:						
(1) Recycling Truck	01/2022	4.504%	Semi-Annual (Jan & Jul)	18,712	18,300	-
(2) Garbage Trucks	10/2025	3.25%	Semi-Annual (Apr & Oct)	57,177	242,866	191,072
Total all Utility Funds				\$ 2,282,197	\$ 22,735,333	

*Note 1 The annual debt service on the All Requirements Project is made through the formula for computing purchase power annually and not budgeted as a separate line item. The principal balance is estimated as of this date.

*Note 2 The annual debt service is paid out of the total cost each month. These costs include purchased power as well as debt service. The annual payment for 2021/2022 is estimated at \$981,688.

ESTIMATION OF CITY'S ENDING FUND BALANCE

The City's estimation of ending fund balance can be looked at as its financial position on September 30, 2021. The City maintains an annual appropriated balance at a level sufficient to maintain adequate cash flow and to eliminate the need for short-term borrowing, separate from the reserve for contingency. The total unappropriated fund balance for the City is \$14,683,523 in estimated reserves. This estimated amount is available for appropriation in FY 2022.

A factor that should be reviewed when estimating the City's financial position on September 30, 2022 is to project how much of the funds appropriated in the approved budget will actually be spent, based on past experience and current trends. Any remaining (unspent) funds or excess revenues will create an ending fund balance.

PROPOSED BUDGET FUND BALANCE SUMMARY

Fund Title	Estimated Beginning Fund Balance 09/30/20	Operating Revenues/ Sources 09/30/21	Operating Expenditures/ Uses 09/30/21	Estimated Ending Fund Balance
General Fund	\$ 1,475,244	\$ 8,707,919	\$ 8,600,872	\$ 1,582,291
Subtotal General Fund	\$ 1,475,244	\$ 8,707,919	\$ 8,600,872	\$ 1,582,291
Disaster Fund	\$ (88,207)	\$ -	\$ -	\$ (88,207)
Subtotal General Fund	\$ (88,207)	\$ -	\$ -	\$ (88,207)
Special Revenue Funds				
Special Law Enforcement Trust Fund	\$ 38,262	\$ -	\$ 15,000	\$ 23,262
Building Fund	\$ 698,223	\$ 292,298	\$ 254,230	\$ 736,291
Subtotal Special Revenue Funds	\$ 736,485	\$ 292,298	\$ 269,230	\$ 759,553
Capital Projects Funds - Police EOC	\$ 27,166	\$ 160,254	\$ 160,254	\$ 27,166
Capital Projects Funds - Spring Park	\$ 604,828	\$ 81,381	\$ 81,381	\$ 604,828
Subtotal Capital Projects Funds	\$ 631,994	\$ 241,635	\$ 241,635	\$ 631,994
Enterprise Funds				
Electric Utility	\$ 10,480,300	\$ 12,835,111	\$ 13,167,149	\$ 10,148,262
Water Utility	\$ 2,074,320	\$ 1,850,055	\$ 1,661,144	\$ 2,263,231
Wastewater Utility	\$ (538,797)	\$ 3,097,178	\$ 2,118,353	\$ 440,028
Solid Waste Utility	\$ 73,793	\$ 821,520	\$ 850,120	\$ 45,193
Customer Service	\$ (68,399)	\$ 470,658	\$ 469,575	\$ (67,316)
Stormwater	\$ (93,210)	\$ 643,100	\$ 174,150	\$ 375,740
Subtotal Enterprise Funds	\$ 11,928,007	\$ 19,717,622	\$ 18,440,491	\$ 13,205,138
Total	\$ 14,683,523	\$ 28,959,474	\$ 27,552,228	\$ 16,090,769

INTERFUND TRANSFER OVERVIEW

A transfer in or transfer out is the transfer of revenue from one government unit to another or from one fund to another.

Other significant transfers are from the Electric, Water, Wastewater and Solid Waste Utility Funds to the General Fund to help support government functions. The Electric, Water, Wastewater and Solid Waste Utility Funds also transfer funds to the General Fund to offset millage rates.

Also, each Utility Fund transfers funds into the Customer Service Fund for the operations of the Utility Operations, Utility Billing and Warehouse Operation Divisions.

INTERFUND TRANSFERS SUMMARY

TRANSFERS OUT	AMOUNT	TRANSFERS IN	AMOUNT
401 ELECTRIC	\$ 1,327,524	001 GENERAL FUND	\$ 282,195
		001 GENERAL FUND	850,000
		405 CUSTOMER SERVICE	195,329
402 WATER	340,111	001 GENERAL FUND	140,176
		001 GENERAL FUND	100,000
		405 CUSTOMER SERVICE	99,935
403 WASTEWATER	409,208	001 GENERAL FUND	160,645
		001 GENERAL FUND	135,000
		405 CUSTOMER SERVICE	113,563
404 SOLID WASTE	133,874	001 GENERAL FUND	68,449
		001 GENERAL FUND	20,000
		405 CUSTOMER SERVICE	45,425
001 GENERAL FUND	159,867	300 DEBT SERVICE FUND - POLICE EOC	159,867
001 GENERAL FUND	80,930	310 DEBT SERVICE FUND - SPRING PARK	80,930
	\$ 2,451,514		\$ 2,451,514
TOTAL TRANSFERS	\$ 2,451,514		\$ 2,451,514

Total transfers to the General Fund are budgeted to be \$1,756,465 for FY 2022.

Total transfers to Customer Service are budgeted to be \$454,252 for FY 2022.

ECONOMIC INDICATORS

THE CITY

Green Cove Springs is located in Clay County along the St. Johns River and was incorporated on November 2, 1874. During the 1850s, the City population was 1,500. It is now estimated to be 8,054.

FORM OF GOVERNMENT

The City has a charter government structure approved by referendum of the electors pursuant to the Constitution and laws of the State of Florida. The City operates under the Council / Manager Form of government with a Council comprised of five (5) elected members.

ECONOMIC CONDITION AND OUTLOOK

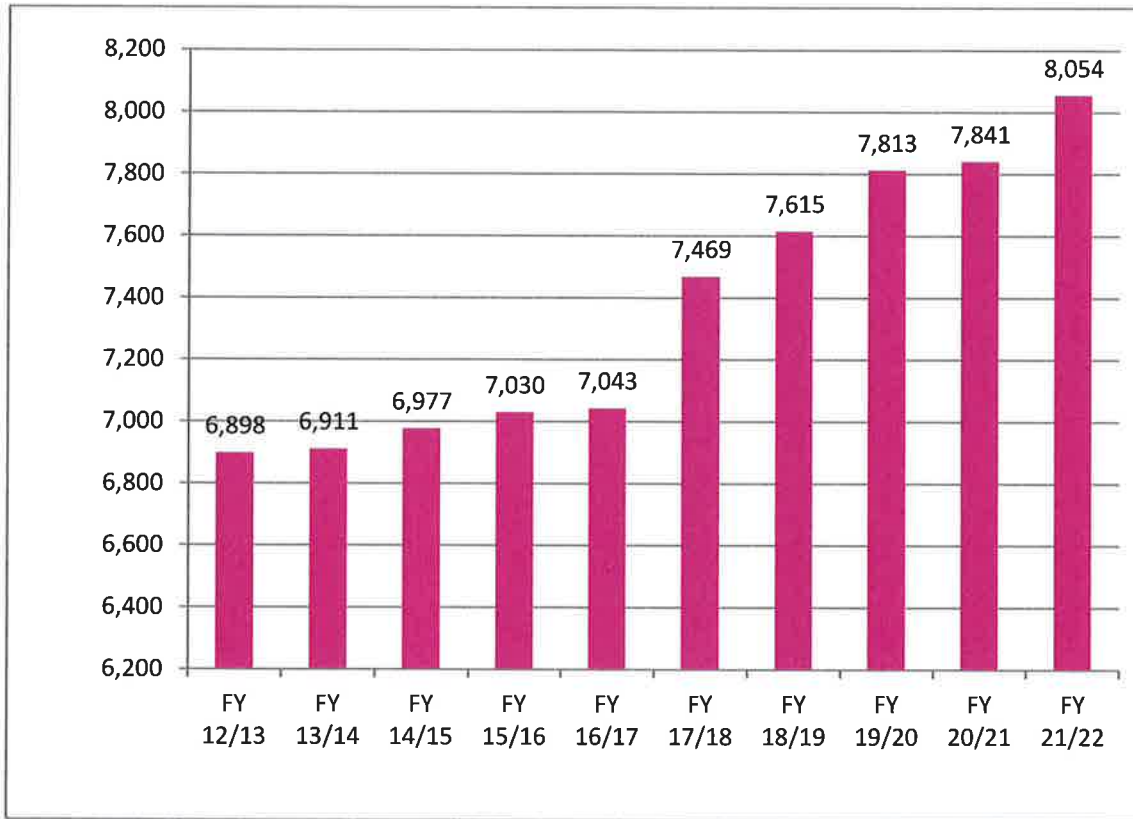
The City of Green Cove Springs is located in Clay County, and falls within the Jacksonville Metropolitan Statistical Area (MSA). The local economy is tied to nearby military facilities, service industries, shopping centers, retirement homes, as well as farming. The area offers great opportunities for economic development as evidenced by industrial parks located both north and south of Green Cove Springs.

The market value of properties located within the City of Green Cove Springs increased more than 60% since 2014 (annual average of 7.56%), adding 8.47% in 2020. The taxable value of the City of Green Cove Springs represents 65.41% of its market value, and has increased more than 56% since 2014 (annual average of 7.14%), adding 10.07% in 2020. Additionally, new construction continues to remain steady. (Source: Clay County Property Appraiser 2020 Annual Report)

DEMOGRAPHIC & ECONOMIC INFORMATION

It is necessary to look at the City in the context of its environment to understand the City's financial position. The next several pages contain graphs and discussion about the City's economic and demographic environment.

CITY POPULATION

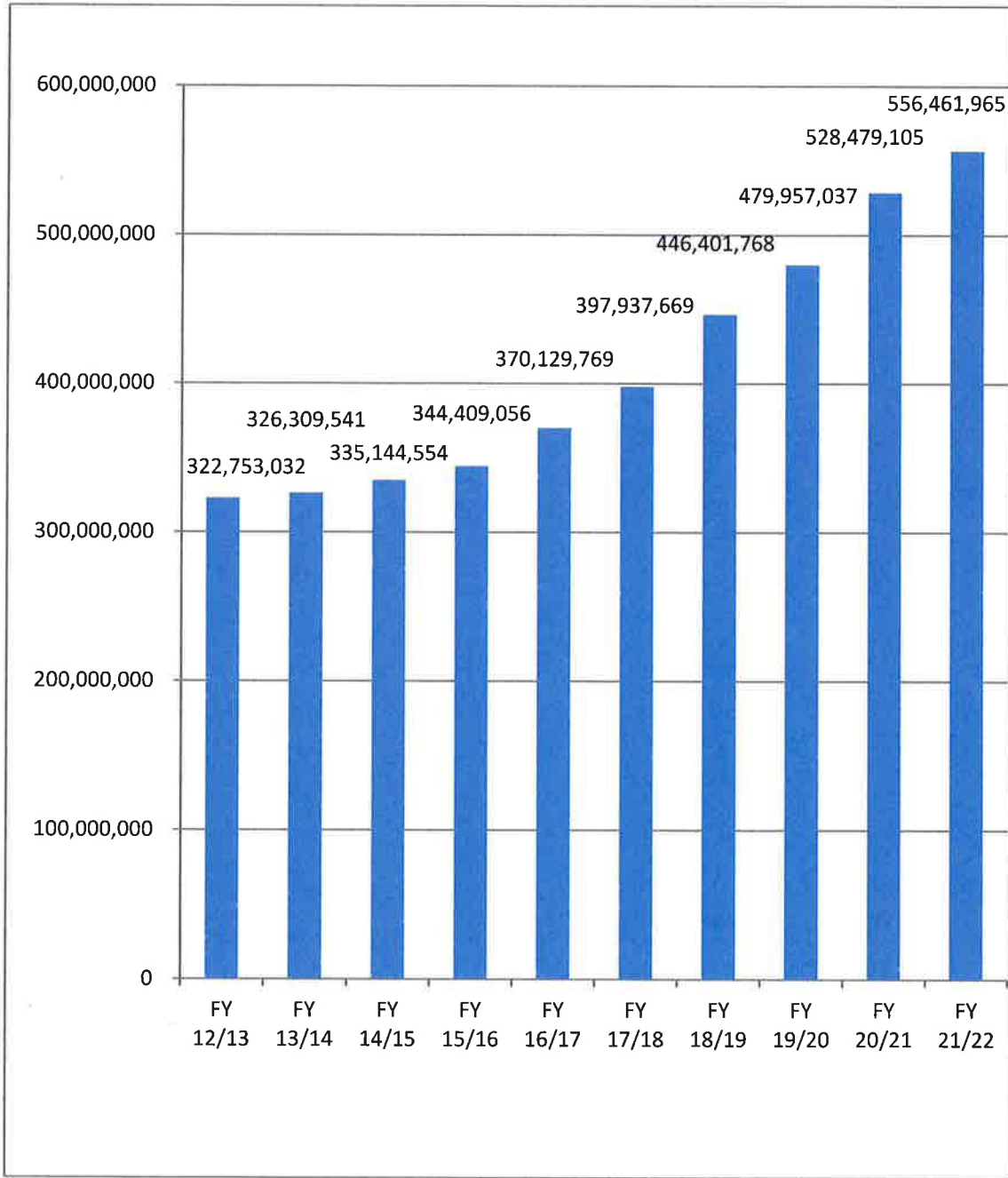


The City of Green Cove Springs' population has been growing at a rate of 16.76%. This is an increase from FY 12/13 to FY 21/22 of 1,156 persons or an average of 115.6 persons per year over a 10-year period. Per State of Florida estimates, the population for FY 2020/2021 is 8,054.

DEMOGRAPHIC & ECONOMIC INFORMATION

The graph showing “Total Taxable Value” reflects a declining total taxable value from 2012 to 2013 but from 2014 to current the trend is showing an increase. The total taxable value increased for FY 2021/2022 by \$28.0 million from FY 2020/2021.

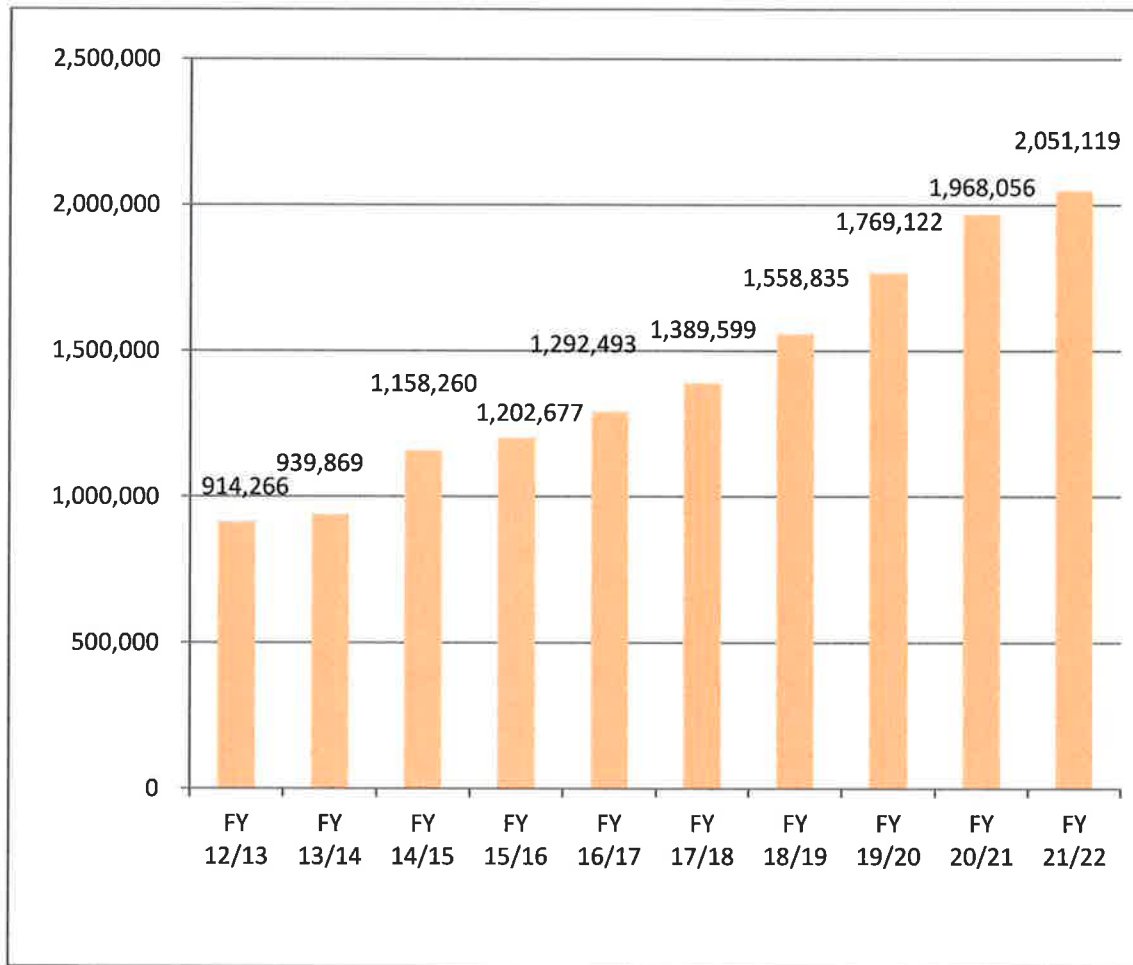
TOTAL TAXABLE VALUE



DEMOGRAPHIC & ECONOMIC INFORMATION

Property tax is a crucial revenue source to consider when evaluating financial condition. It is one of the City's largest revenue sources. Property taxes are used to fund services such as law enforcement, recreation, development services, and other general government activities. The City experienced an increase in revenue from fiscal years 2013 to 2021 due to increased valuations. A millage rate of 3.8000 in 2021 generated approximately \$1,968,056 with an estimate of 98% collections budgeted. A millage rate of 3.8000 in 2021 will generate \$2,051,119 with an estimate of 97% collections. However, property tax revenue is estimated to increase in FY 2021/2022 due to an increase in taxable values.

PROPERTY TAX REVENUE CONSTANT VALUE

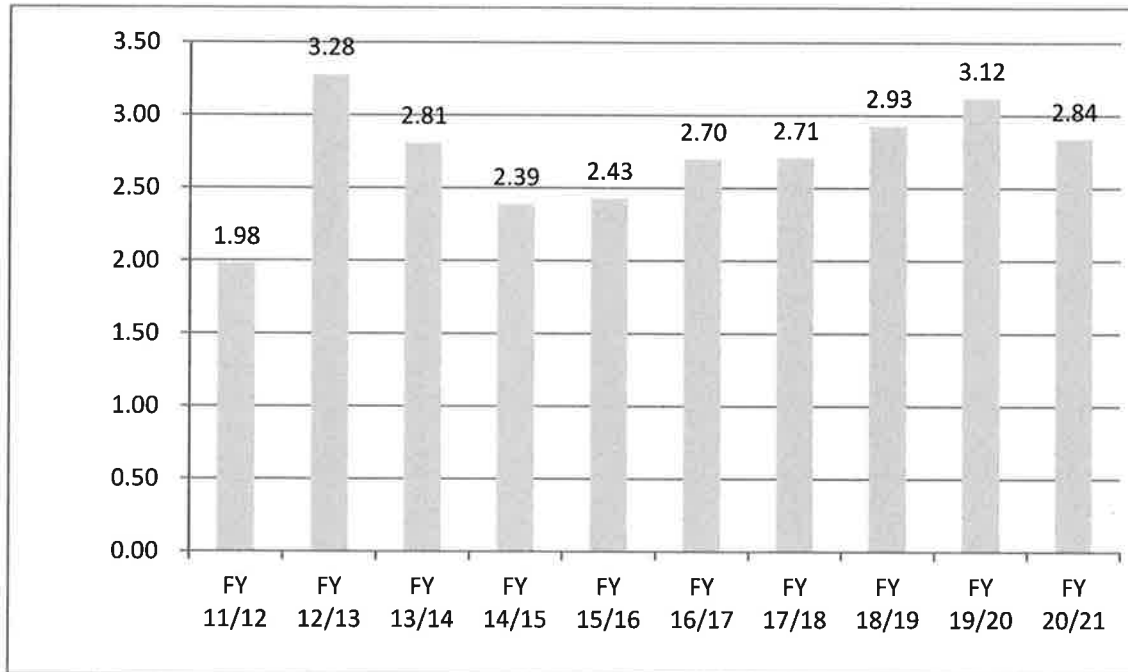


Source: Clay County Property Appraiser

DEMOGRAPHIC & ECONOMIC INFORMATION

Per capita revenue illustrates revenue changes relative to population changes. As the population increases, an assumption can be made that the need for services would increase proportionately and, therefore, the level of per capita revenue should remain at least constant in real terms. If per capita revenue is decreasing, it would be expected that the City would not be able to maintain existing service levels unless it were to find new revenue sources or financial savings, assuming cost of service correlates to population.

OPERATING REVENUE PER CAPITA



Sources: FY 12-FY 20 Annual Financial Statements, US Labor Statistics for All Urban consumers, FL 21 figures are unaudited.

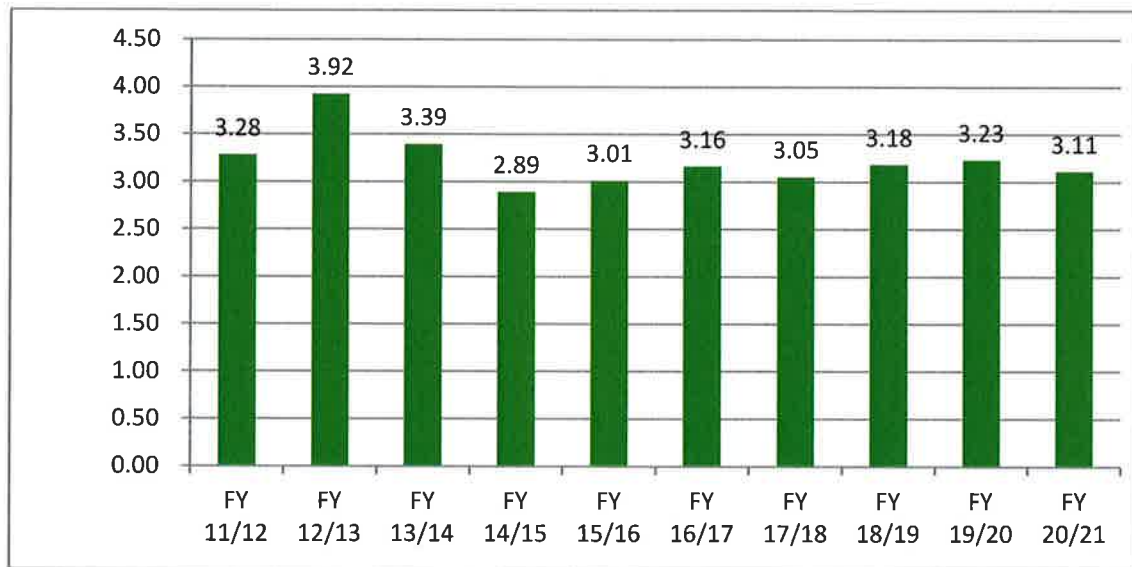
Calculation: Operating Revenue / CPI / Population

CPI for FY 2021 is an average through June 2021. Operating Revenue does not include transfers in from other funds, restricted reserves, or grant revenue. Operating Revenues are amounts budgeted for each fiscal year.

DEMOGRAPHIC & ECONOMIC INFORMATION

Per capita expenditures reflect changes in expenditures relative to changes in population. Increasing per capita expenditures may indicate that the cost of providing services is outstripping the City’s ability to pay, especially if spending is increasing faster than the City’s property, sales, or other relevant tax base. If the increase in spending is greater than what would be expected from continued inflation and cannot be explained by the addition of new services, it can be an indicator of declining productivity. The City’s expenditures per capita (does not include utility operations) trended upward from 2012-2013. The expenditures per capita increased to 3.92 from 3.28 in FY 2012/2013. The expenditures per capita decreased from 3.23 to 3.11 in FY 2020/2021.

EXPENDITURES PER CAPITA



Sources: FY 2012-2021 Budgets, US Labor Statistics for All Urban Consumers

Sources: Local Government Financial Information Handbook – FY 2012-2020

Calculation: Operating Expenditures / CPI / Population

FY 2021 figures are unaudited.

Excludes Grant and Capital Outlay Expenses



SECTION TWO

FUND SUMMARIES

BUDGET BY FUND

This section provides an overview of the City budget at the fund level. It includes budget amounts for FY 20/21. Also, there is a brief description on the basis of budgeting and accounting used by the City of Green Cove Springs. The schedules that follow provide, by fund, a three-year comparison of revenues and appropriations according to classifications set by the State of Florida. Each schedule presents actual budgets for FY 18/19 and FY 19/20, approved budgets for FY 20/21, and proposed budgets for FY 21/22.

BASIS OF ACCOUNTING AND BUDGETING

Because the revenue and expenditure estimates contained in the Proposed Fiscal Year 2021/2022 Budget are based on GAAP, it is important that the reader have an overview of accounting principles as they relate to the estimates. The following is a brief review of the measurement focus and basis of accounting; the two principles which most directly affect those estimates.

Basis of accounting refers to the timing by which revenues and expenditures are recognized in the accounts and reported on the financial statements.

All Governmental Funds are accounted for using what is called the modified accrual basis of accounting. Under the modified accrual basis, revenues are recognized when they become measurable and available as net current assets.

Primary revenues, including taxes, intergovernmental revenues, and charges for services, rents, and interest are treated as susceptible to accrual under the modified accrual basis. Other revenue sources are not considered measurable and available and are not treated as susceptible to accrual. Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. Exceptions to this general rule include (1) principal and interest on general long-term debt, which is recognized when due; (2) accumulated unpaid vacation and sick pay amounts, which are not accrued; and (3) certain inventories of supplies, which are considered expenditures when purchased.

The Proprietary Funds are accounted for using the accrual basis of accounting. Under this method, revenues are recognized when they are earned and expenses are recognized when the related liability is incurred.

FUND ACCOUNTING

All Fund Types:FY 2022 -- **\$ 55,714,159****THE FUND STRUCTURE AND GOVERNMENTAL ACCOUNTING AND BUDGETING**

The City of Green Cove Springs developed the revenue and expenditure estimates contained in the Proposed Fiscal Year 2021/2022 Budget in a manner that follows Generally Accepted Accounting Principles (GAAP). The Budget is organized on the basis of funds, each of which is considered a separate budgetary and accounting entity. Government resources are allocated to, and accounted for, in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The purposes of the Council's various funds and account group are as follows:

GOVERNMENTAL FUNDS**General Fund:**FY 2022 -- **\$ 13,940,731**

The General Fund is the general operating fund for the Council. It is used to account for all financial resources, except for those required to be accounted for separately. These resources provide funding for programs such as General Government Administration, Capital Improvement Projects, Law Enforcement, Public Works, Parks and Recreation and Development Services, etc. to all the residents of the City of Green Cove Springs.

Special Revenue Funds:FY 2022 -- **\$ 384,575**

Special Revenue Funds are used to account for the proceeds of specific revenue sources that are designated for specified purposes or are restricted in use. Special Revenue Funds include the Building Fund and Special Law Enforcement Trust Fund.

Debt Service Funds – Police EOC & Spring Park: FY 2022 -- **\$ 240,797**

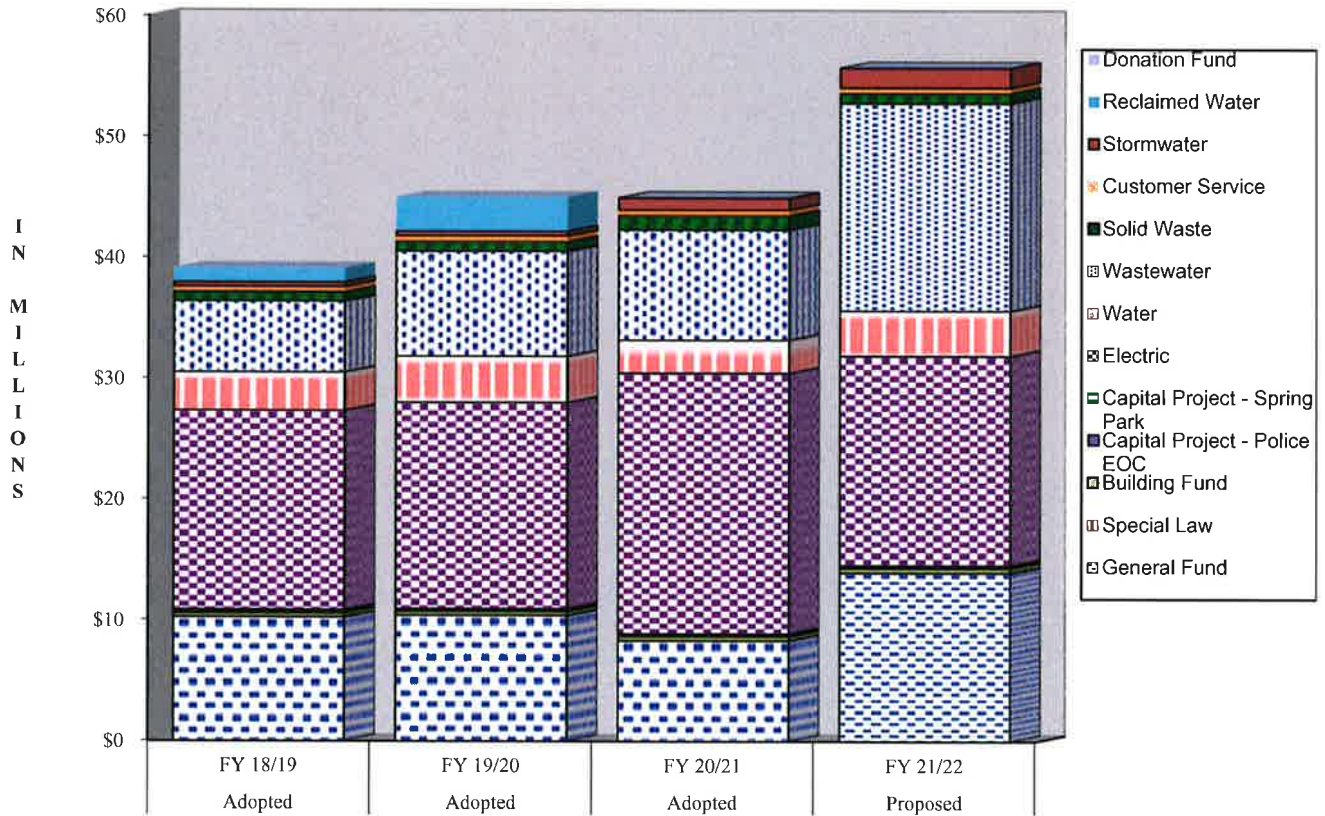
Capital Project Funds are used to account for financial resources to be used for the acquisition, construction, or improvement of major capital facilities and associated debt service.

PROPRIETARY FUNDS**Enterprise Funds:**FY 2022 -- **\$ 41,148,056**

Enterprise Funds are used to account for operations that are financed and operated in a manner similar to private business enterprises in which the intent of the governing body is that all costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

BUDGET BY FUND TYPE

	Adopted FY 18/19	Adopted FY 19/20	Adopted FY 20/21	Proposed FY 21/22
General Fund	\$ 10,247,682	\$ 10,401,719	\$ 8,320,183	\$ 13,940,731
Special Law Enforcement Trust	20,000	20,000	20,000	20,000
Building Fund	308,564	311,941	330,748	364,575
Debt Service Fund - Police EOC	159,908	159,602	160,254	159,867
Debt Service Fund - Spring Park	131,183	81,788	81,381	80,930
Electric	16,480,587	17,064,338	21,555,601	17,338,845
Water	3,169,309	3,815,177	2,734,292	3,726,100
Wastewater	5,861,469	8,661,199	9,102,930	17,169,600
Solid Waste	754,642	808,320	1,190,120	832,420
Customer Service	453,497	488,497	470,658	454,252
Stormwater	350,300	359,822	974,150	1,626,839
Reclaimed Water	1,188,000	2,860,000	-	-
Donation Fund	25,000	-	-	-
Total	\$ 39,150,141	\$ 45,032,403	\$ 44,940,317	\$ 55,714,159



GENERAL FUND (001)

Item #7.

SOURCES	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Proposed FY 21/22
Use of Fund Balance				
Revenue:				
Ad Valorem Taxes	\$ 1,543,245	\$ 1,766,498	\$ 1,968,056	\$ 2,051,119
Other Taxes (Local, State, Utility)	2,565,225	2,538,966	2,024,843	2,331,341
Franchise Fees	6,216	7,992	377,000	398,000
Grants / Loans	49,987	6,917	6,000	2,311,000
Licenses & Permits	41,468	42,630	50,000	50,000
Development Services - P&Z Fees	36,284	28,857	42,000	40,000
Interlocal	105,935	394,734	432,090	332,090
Physical Environment	102,665	107,078	73,786	74,839
Recreational Events	88,003	30,641	60,000	66,000
Police Revenue	1,092,129	1,061,659	973,666	1,726,934
Interest	73,584	32,162	45,000	3,000
Surplus Sales	12,079	6,973	10,000	30,000
Private Developer	-	-	215,000	215,000
Legislative Delegation	-	600,000	220,000	300,000
ARPA Funds	-	-	-	1,802,123
Miscellaneous	73,524	83,049	85,240	127,380
Total Revenue	5,790,344	6,708,156	6,582,681	11,858,826
Transfers-In	1,589,518	1,836,331	1,686,331	1,756,465
Other Non-Revenues - Reserves	-	-	51,171	325,440
	1,589,518	1,836,331	1,737,502	2,081,905
TOTAL SOURCES	\$ 7,379,862	\$ 8,544,487	\$ 8,320,183	\$ 13,940,731
EXPENDITURES	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Proposed FY 21/22
<u>Operating Expenditures:</u>				
City Council (1111)				
Personal Services	104,917	49,795	50,029	50,728
Operating Expenses	27,803	5,270	26,460	27,770
Capital Outlay	0	0	0	0
TOTAL EXPENDITURES	\$ 132,720	\$ 55,065	\$ 76,489	\$ 78,498
City Clerk (1211)				
Personal Services	65,165	102,581	103,870	108,290
Operating Expenses	24,371	25,392	50,939	50,731
Capital Outlay	0	0	0	1,500
TOTAL EXPENDITURES	\$ 89,536	\$ 127,973	\$ 154,809	\$ 160,521
City Manager (1212)				
Personal Services	281,575	324,352	320,669	327,654
Operating Expenses	21,311	14,722	24,143	23,807
Capital Outlay	0	0	0	0
TOTAL EXPENDITURES	\$ 302,886	\$ 339,074	\$ 344,812	\$ 351,461
Human Resources (1213)				
Personal Services	180,478	189,596	199,911	221,391
Operating Expenses	18,672	27,726	23,176	39,259
Capital Outlay	0	0	0	0
TOTAL EXPENDITURES	\$ 199,150	\$ 217,322	\$ 223,087	\$ 260,650

GENERAL FUND (001)

EXPENDITURES	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Proposed FY 21/22
Augusta Savage (1214)				
Personal Services	46,654	50,030	53,505	55,105
Operating Expenses	48,883	24,464	53,899	63,216
Capital Outlay	5,791	319,105	420,000	1,541,000
TOTAL EXPENDITURES	\$ 101,328	\$ 393,599	\$ 527,404	\$ 1,659,321
Finance (1313)				
Personal Services	258,421	285,793	289,513	309,929
Operating Expenses	42,867	34,487	39,420	43,128
Capital Outlay	0	0	0	0
TOTAL EXPENDITURES	\$ 301,288	\$ 320,280	\$ 328,933	\$ 353,057
Information Technology (1314)				
Personal Services	95,064	113,170	118,538	153,886
Operating Expenses	35,186	39,468	37,296	41,538
Capital Outlay	107,283	45,541	6,000	50,000
TOTAL EXPENDITURES	\$ 237,533	\$ 198,179	\$ 161,834	\$ 245,424
General Services (1319)				
Personal Services	0	0	0	0
Operating Expenses	202,995	250,728	274,613	354,692
Capital Outlay	137,375	390,376	66,000	15,000
Contingency	0	0	0	1,802,123
Contribution to Reserves	0	0	2,923	33,811
TOTAL EXPENDITURES	\$ 340,370	\$ 641,104	\$ 343,536	\$ 2,205,626
City Attorney (1414)				
Personal Services	91,639	93,133	81,363	87,363
Operating Expenses	24,893	16,032	29,639	31,059
Capital Outlay	0	0	0	0
TOTAL EXPENDITURES	\$ 116,532	\$ 109,165	\$ 111,002	\$ 118,422
Development Services (1515)				
Personal Services	55,974	88,345	87,505	94,423
Operating Expenses	67,427	30,623	102,722	150,589
Capital Outlay	0	0	0	0
TOTAL EXPENDITURES	\$ 123,401	\$ 118,968	\$ 190,227	\$ 245,012
Code Enforcement (1517)				
Personal Services	45,664	60,584	61,302	62,018
Operating Expenses	9,388	4,237	15,763	13,862
Capital Outlay	0	0	0	0
TOTAL EXPENDITURES	\$ 55,052	\$ 64,821	\$ 77,065	\$ 75,880

GENERAL FUND (001)

Item #7.

EXPENDITURES	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Proposed FY 21/22
Police (2021)				
Personal Services	2,406,731	2,444,201	2,408,566	2,613,674
Operating Expenses	608,649	599,246	681,341	903,988
Capital Outlay	232,873	144,747	172,050	163,359
Transfer to Police Construction Fund	159,908	159,602	160,254	159,867
Loan	0	0	0	0
TOTAL EXPENDITURES	\$ 3,408,161	\$ 3,347,796	\$ 3,422,211	\$ 3,840,888
Public Works (3052)				
Personal Services	353,298	362,030	327,863	325,626
Operating Expenses	253,306	269,601	292,760	293,792
Capital Outlay	737,899	1,065,312	465,000	1,956,000
Transfer to Stormwater Fund	27,695	0	0	0
TOTAL EXPENDITURES	\$ 1,372,198	\$ 1,696,943	\$ 1,085,623	\$ 2,575,418
Right-of-Way Maintenance (3053)				
Personal Services	69,431	93,553	96,403	99,193
Operating Expenses	167,401	134,388	173,160	169,360
Capital Outlay	9,958	0	53,500	0
TOTAL EXPENDITURES	\$ 246,790	\$ 227,941	\$ 323,063	\$ 268,553
Parks & Recreation (3072)				
Personal Services	173,922	206,162	207,478	213,910
Operating Expenses	88,547	131,169	137,400	156,800
Capital Outlay	290,639	597,140	268,500	786,000
Transfer to Spring Park Capital Project Fund	113,116	81,788	81,381	80,930
TOTAL EXPENDITURES	\$ 666,224	\$ 1,016,259	\$ 694,759	\$ 1,237,640
Parks & Recreation Programming (3073)				
Personal Services	117,537	27,171	0	0
Operating Expenses	23,090	60,590	72,000	72,000
Capital Outlay	0	0	0	0
TOTAL EXPENDITURES	\$ 140,627	\$ 87,761	\$ 72,000	\$ 72,000
Equipment Maintenance (3090)				
Personal Services	140,394	146,824	159,956	166,629
Operating Expenses	14,415	12,127	23,373	25,731
Capital Outlay	0	0	0	0
TOTAL EXPENDITURES	\$ 154,809	\$ 158,951	\$ 183,329	\$ 192,360
TOTAL GF OPERATING SUMMARY				
PERSONAL SERVICES	4,486,864	4,637,320	4,566,471	4,889,819
OPERATING EXPENSES	1,679,204	1,680,270	2,058,104	2,461,322
CAPITAL OUTLAY	1,521,818	2,562,221	1,451,050	4,512,859
CONTINGENCY	0	0	0	1,802,123
GRANTS/LOANS/TRANSFERS	27,695	0	0	0
TRANSFER TO SPRING PARK FUND	113,116	81,788	81,381	80,930
TRANSFER TO POLICE CONSTRUCTION	159,908	159,602	160,254	159,867
CONTRIBUTION GF RESERVES	0	0	2,923	33,811
TOTAL EXPENDITURES	\$ 7,988,605	\$ 9,121,201	\$ 8,320,183	\$ 13,940,731

BUILDING FUND (102)

REVENUE	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Proposed FY 21/22
OPERATING REVENUE:				
PERMITS, INSPECTIONS, PLAN REVIEWS	\$ 370,931	\$ 388,587	\$ 233,500	\$ 199,500
CHARGES FOR SERVICES	25,725	16,513	8,500	40,000
MISC. REVENUE	0	0	88,748	125,075
TOTAL OPERATING	<u>396,656</u>	<u>405,100</u>	<u>330,748</u>	<u>364,575</u>
TOTAL REVENUE	\$ 396,656	\$ 405,100	\$ 330,748	\$ 364,575

EXPENDITURE	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Proposed FY 21/22
OPERATING EXPENDITURES:				
PERSONAL SERVICES	\$ 102,402	\$ 133,238	\$ 133,144	\$ 139,956
OPERATING EXPENSES TO BE APPROPRIATED	181,614	192,951	197,604	224,619
DEPRECIATION	0	0	0	0
CAPITAL OUTLAY	0	12,700	0	0
TOTAL OPERATING	<u>284,016</u>	<u>338,889</u>	<u>330,748</u>	<u>364,575</u>
TOTAL EXPENDITURES	\$ 284,016	\$ 338,889	\$ 330,748	\$ 364,575

SPECIAL LAW ENFORCEMENT TRUST (104)

REVENUE	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Proposed FY 21/22
<u>OPERATING REVENUE:</u>				
OPERATING REVENUE	\$ 0	\$ 0	\$ 0	\$ 0
TOTAL OPERATING	0	0	0	0
<u>NON-OPERATING REVENUE:</u>				
FROM FUND BALANCE	5,479	16,501	20,000	20,000
MISCELLANEOUS	0	0	0	0
TOTAL NON-OPERATING	5,479	16,501	20,000	20,000
TOTAL REVENUE	\$ 5,479	\$ 16,501	\$ 20,000	\$ 20,000

EXPENDITURE	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Proposed FY 21/22
<u>OPERATING EXPENDITURES:</u>				
OPERATING EXPENSES	5,479	16,501	20,000	20,000
CAPITAL OUTLAY	0	0	0	0
TRANSFERS	0	0	0	0
TOTAL OPERATING	5,479	16,501	20,000	20,000
<u>NON-OPERATING EXPENDITURES::</u>				
OPERATING TRANSFERS OUT				
OTHER NON-OPERATING EXPENDITURES				
RESERVES				
TOTAL NON-OPERATING				
TOTAL EXPENDITURES	\$ 5,479	\$ 16,501	\$ 20,000	\$ 20,000

ELECTRIC UTILITY (401)

REVENUE	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Proposed FY 21/22
OPERATING REVENUE:				
OPERATING REVENUE	\$ 12,581,459	\$ 11,940,842	\$ 12,928,000	\$ 12,974,600
TOTAL OPERATING	12,581,459	11,940,842	12,928,000	12,974,600
NON-OPERATING REVENUE:				
NON-OPERATING REVENUE	0	0	40,000	35,000
RESERVES / TRANSFERS / GRANT	0	0	1,232,601	2,940,008
LOAN PROCEEDS	1,648,345	959,925	7,300,000	1,382,737
INTEREST	83,008	40,865	55,000	6,500
TOTAL NON-OPERATING	1,731,353	1,000,790	8,627,601	4,364,245
TOTAL REVENUE	\$ 14,312,812	\$ 12,941,632	\$ 21,555,601	\$ 17,338,845

EXPENDITURE	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Proposed FY 21/22
OPERATING EXPENDITURES:				
PERSONAL SERVICES	\$ 168,718	\$ 892,469	\$ 1,070,637	\$ 1,193,857
OPERATING EXPENSES	10,420,200	9,075,640	9,967,279	10,247,554
CAPITAL OUTLAY	2,118,402	2,048,578	8,185,000	3,688,869
TOTAL OPERATING	12,707,320	12,016,687	19,222,916	15,130,280
NON-OPERATING EXPENDITURES:				
OPERATING TRANSFERS OUT	1,301,619	1,477,274	1,344,434	1,327,524
TO BE APPROPRIATED / CONT. TO RESERVES	780,079	889,196	0	0
DEBT SERVICE	684,381	847,522	988,251	881,041
TOTAL NON-OPERATING	2,766,079	3,213,992	2,332,685	2,208,565
TOTAL EXPENDITURES	\$ 15,473,399	\$ 15,230,679	\$ 21,555,601	\$ 17,338,845

WATER UTILITY (402)

REVENUE	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Proposed FY 21/22
OPERATING REVENUE:				
OPERATING REVENUE	\$ 1,771,541	\$ 2,146,587	\$ 1,740,292	\$ 1,914,000
TOTAL OPERATING	1,771,541	2,146,587	1,740,292	1,914,000
NON-OPERATING REVENUE:				
NON-OPERATING REVENUE	12,586	1,150	17,000	5,800
TRANSFERS FROM RESERVE FUNDS	43,705	60,150	165,000	55,000
INTEREST	16,799	8,145	12,000	1,300
LOAN PROCEEDS	0	0	800,000	1,750,000
TOTAL NON-OPERATING	73,090	69,445	994,000	1,812,100
TOTAL REVENUE	\$ 1,844,631	\$ 2,216,032	\$ 2,734,292	\$ 3,726,100

EXPENDITURE	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Proposed FY 21/22
OPERATING EXPENDITURES:				
PERSONAL SERVICES	\$ 632,011	\$ 676,681	\$ 695,132	\$ 722,337
OPERATING EXPENSES	401,830	521,785	496,613	507,990
CAPITAL OUTLAY	105,711	807,605	1,010,000	1,895,000
TOTAL OPERATING	1,139,552	2,006,071	2,201,745	3,125,327
NON-OPERATING EXPENDITURES:				
OPERATING TRANSFERS OUT	292,726	304,697	304,697	340,111
DEBT SERVICE	395,765	155,950	184,377	201,125
TO BE APPROPRIATED	0	0	0	0
CONTRIBUTION TO DEPRECIATION RESERVE	499,158	498,737	43,473	59,537
TOTAL NON-OPERATING	1,187,649	959,384	532,547	600,773
TOTAL EXPENDITURES	\$ 2,327,201	\$ 2,965,455	\$ 2,734,292	\$ 3,726,100

WASTEWATER UTILITY (403)

REVENUE	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Proposed FY 21/22
OPERATING REVENUE:				
OPERATING REVENUE	\$ 2,438,754	\$ 2,869,310	\$ 2,916,903	\$ 3,238,600
TOTAL OPERATING	2,438,754	2,869,310	2,916,903	3,238,600
NON-OPERATING REVENUE:				
OTHER REVENUE	0	0	763,327	256,136
RESERVES	48,939	70,000	60,000	173,864
CIT	0	0	0	0
INTEREST	11,068	5,449	7,700	1,000
LOAN PROCEEDS	1,141,787	3,918,411	5,355,000	13,500,000
TOTAL NON-OPERATING	1,201,794	3,993,860	6,186,027	13,931,000
TOTAL REVENUE	\$ 3,640,548	\$ 6,863,170	\$ 9,102,930	\$ 17,169,600

EXPENDITURE	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Proposed FY 21/22
OPERATING EXPENDITURES:				
PERSONAL SERVICES	\$ 676,417	707,847	\$ 695,132	\$ 722,337
OPERATING EXPENSES	636,812	599,509	645,207	640,016
CAPITAL OUTLAY	1,609,117	5,345,171	6,869,025	14,455,000
DEBT SERVICE	43,036	56,232	142,454	142,453
TOTAL OPERATING	2,965,382	6,708,759	8,351,818	15,959,806
NON-OPERATING EXPENDITURES:				
OPERATING TRANSFERS OUT TO BE APPROPRIATED	324,975	373,940	373,940	409,208
CONTRIBUTION TO RETAINED EARNINGS	0	0	100,000	302,647
CONTRIBUTION TO DEPRECIATION RESERVE	0	0	237,873	300,000
	445,044	562,980	39,299	197,939
TOTAL NON-OPERATING	770,019	936,920	751,112	1,209,794
TOTAL EXPENDITURES	\$ 3,735,401	\$ 7,645,679	\$ 9,102,930	\$ 17,169,600

SOLID WASTE UTILITY (404)

REVENUE	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Proposed FY 21/22
OPERATING REVENUE:				
OPERATING REVENUE	\$ 805,573	\$ 809,565	\$ 844,620	\$ 829,620
TOTAL OPERATING	805,573	809,565	844,620	829,620
NON-OPERATING REVENUE:				
NON-OPERATING REVENUE	7,747	3,814	5,500	2,800
RESERVES	0	0	0	0
GRANTS	0	0	0	0
LOAN PROCEEDS	0	0	340,000	0
TOTAL NON-OPERATING	7,747	3,814	345,500	2,800
TOTAL REVENUE	\$ 813,320	\$ 813,379	\$ 1,190,120	\$ 832,420

EXPENDITURE	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Proposed FY 21/22
OPERATING EXPENDITURES:				
PERSONAL SERVICES	\$ 382,578	\$ 294,002	\$ 407,554	\$ 432,421
OPERATING EXPENSES	120,152	114,442	111,740	132,646
CAPITAL OUTLAY	0	22,874	340,000	0
TOTAL OPERATING	502,730	431,318	859,294	565,067
NON-OPERATING EXPENDITURES:				
OPERATING TRANSFERS OUT	123,695	133,918	133,918	133,874
OTHER NON-OPERATING EXPENDITURES TO BE APPROPRIATED	1,187	1,006	3,000	1,100
	0	0	0	0
CONTRIBUTION TO DEPRECIATION RESERVE	120,860	121,241	156,485	56,491
DEBT SERVICE	79,932	79,695	37,423	75,888
TOTAL NON-OPERATING	325,674	335,860	330,826	267,353
TOTAL EXPENDITURES	\$ 828,404	\$ 767,178	\$ 1,190,120	\$ 832,420

CUSTOMER SERVICE (405)

REVENUE	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Proposed FY 21/22
OPERATING REVENUE:				
OPERATING REVENUE	\$ _____	\$ _____	\$ _____	\$ _____
TOTAL OPERATING	0	0	0	0
NON-OPERATING REVENUE:				
TRANSFERS IN	453,497	453,497	470,658	454,252
RESERVES/SALES OF SURPLUS	0	0	0	0
TOTAL NON-OPERATING	453,497	453,497	470,658	454,252
TOTAL REVENUE	\$ 453,497	\$ 453,497	\$ 470,658	\$ 454,252

EXPENDITURE	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Proposed FY 21/22
OPERATING EXPENDITURES:				
PERSONAL SERVICES	\$ 333,779	\$ 361,002	\$ 363,337	\$ 387,805
OPERATING EXPENSES	54,761	54,370	67,321	66,447
TRANSFERS OUT	40,000	40,000	40,000	0
DEPRECIATION	9,631	5,549	0	0
CAPITAL OUTLAY	6,512	32,698	0	0
TOTAL OPERATING	444,683	493,619	470,658	454,252
TOTAL EXPENDITURES	\$ 444,683	\$ 493,619	\$ 470,658	\$ 454,252

STORMWATER (406)

REVENUE	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Proposed FY 21/22
OPERATING REVENUE:				
OPERATING REVENUE	\$ 155,672	\$ 158,421	\$ 574,150	\$ 686,150
TOTAL OPERATING	155,672	158,421	574,150	686,150
NON-OPERATING REVENUE:				
TRANSFERS IN	27,695	0	0	227,258
RESERVES/LOAN	0	0	400,000	380,000
GRANTS	0	0	0	333,431
TOTAL NON-OPERATING	27,695	0	400,000	940,689
TOTAL REVENUE	\$ 183,367	\$ 158,421	\$ 974,150	\$ 1,626,839

EXPENDITURE	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Proposed FY 21/22
OPERATING EXPENDITURES:				
PERSONAL SERVICES	\$ 93,740	\$ 67,739	\$ 85,700	\$ 96,909
OPERATING EXPENSES	77,681	51,525	88,450	81,499
CAPITAL OUTLAY	96,350	0	800,000	1,448,431
TOTAL OPERATING	267,771	119,264	974,150	1,626,839
NON-OPERATING EXPENDITURES:				
CONTRIBUTION TO DEPRECIATION RESERVE	80,553	88,996	0	0
TOTAL NON-OPERATING	80,553	88,996	0	0
TOTAL EXPENDITURES	\$ 348,324	\$ 208,260	\$ 974,150	\$ 1,626,839

RECLAIMED WATER (407)

REVENUE	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Proposed FY 21/22
OPERATING REVENUE:				
OPERATING REVENUE	\$ 0	\$ 0	\$ 0	\$ 0
TOTAL OPERATING	0	0	0	0
NON-OPERATING REVENUE:				
TRANSFERS IN	0	0	0	0
RESERVES	0	0	0	0
GRANTS	0	0	0	0
TOTAL NON-OPERATING	0	0	0	0
TOTAL REVENUE	\$ 0	\$ 0	\$ 0	\$ 0

EXPENDITURE	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Proposed FY 21/22
OPERATING EXPENDITURES:				
PERSONAL SERVICES	\$ 0	\$ 0	\$ 0	\$ 0
OPERATING EXPENSES	0	0	0	0
CAPITAL OUTLAY	0	0	0	0
TOTAL OPERATING	0	0	0	0
NON-OPERATING EXPENDITURES:				
CONTRIBUTION TO DEPRECIATION RESERVE	60,610	60,610	0	0
TOTAL NON-OPERATING	60,610	60,610	0	0
TOTAL EXPENDITURES	\$ 60,610	\$ 60,610	\$ 0	\$ 0

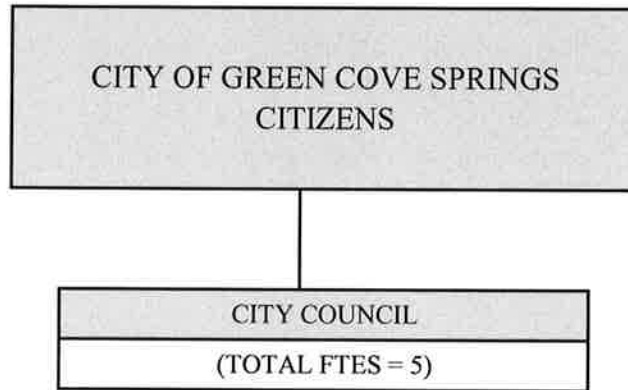


SECTION THREE

DEPARTMENT SUMMARIES

DEPARTMENT SUMMARIES

The Department Summaries in this section include mission statements and summary budgets for each individual Department and various other organizations funded by the City of Green Cove Springs City Council.



**CITY COUNCIL
(001-1111)**

Item #7.

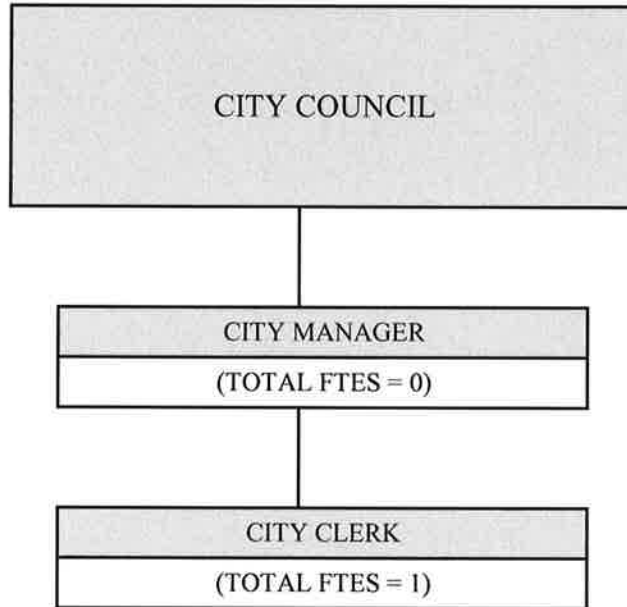
Mission of Department:

All powers of the City shall be vested in the City Council except as otherwise provided by law or by the Charter. As the City's governing body, the City Council exercises legislative authority through the enactment of Ordinances and Resolutions. The City Council is responsible for the formulation of public policy, and sets guidelines for and adopts the annual operating and capital improvement budgets.

EXPENDITURES	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Proposed FY 21/22
City Council				
Personal Services	104,917	49,795	50,029	50,728
Operating Expenditures	27,803	5,270	26,460	27,770
Capital Outlay				
Totals	\$ 132,720	\$ 55,065	\$ 76,489	\$ 78,498
Grand Total	\$ 132,720	\$ 55,065	\$ 76,489	\$ 78,498

FUNDING SOURCES	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Proposed FY 21/22
General Fund	132,720	55,065	76,489	78,498
Grand Total	\$ 132,720	\$ 55,065	\$ 76,489	\$ 78,498

**CITY CLERK
(001-1211)**



**CITY CLERK
(001-1211)**

Item #7.

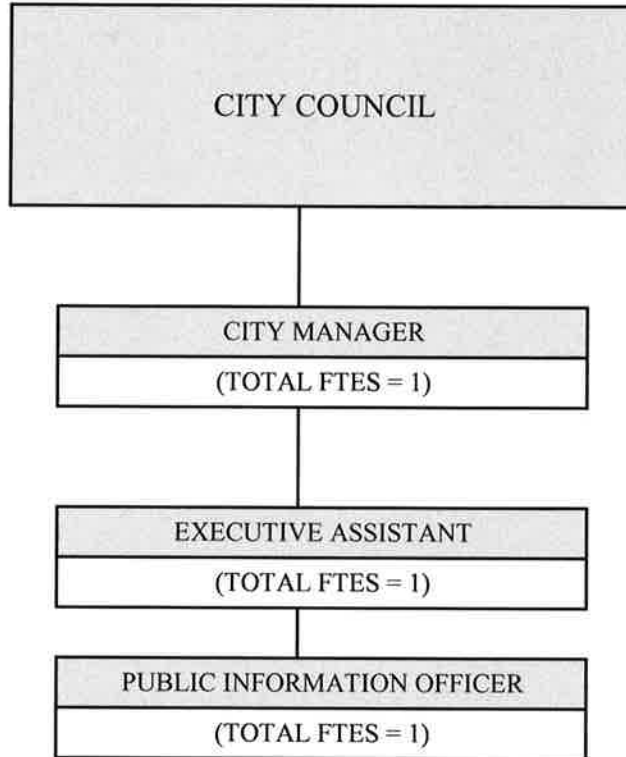
Mission of Department:

The City Clerk collects, manages and disseminates information produced and used by the City; maintains and archives the official records of City business; prepares and manages the agenda and minutes for City Council meetings; and efficiently meets all statutory obligations with respect to public records retention and legislative actions of the City of Green Cove Springs.

EXPENDITURES	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Proposed FY 21/22
City Clerk				
Personal Services	65,165	102,581	103,870	108,290
Operating Expenditures	24,371	25,392	50,939	50,731
Capital Outlay				1,500
Totals	89,536	127,973	154,809	160,521
Grand Total	\$ 89,536	\$ 127,973	\$ 154,809	\$ 160,521

FUNDING SOURCES	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Proposed FY 21/22
General Fund	89,536	127,973	154,809	160,521
Grand Total	\$ 89,536	\$ 127,973	\$ 154,809	\$ 160,521

**CITY MANAGER
(001-1212)**



**CITY MANAGER
(001-1212)**

Mission of Department:

The City Manager is appointed by the City Council and serves at the pleasure of the Council. As the Chief Administrative Officer for the City of Green Cove Springs, the City Manager is responsible for the administration of all City affairs, personnel, and departments, as well as the execution of the City Council’s 2025 Vision Plan and its Goals. The City Manager’s Office oversees all general government programs and services, as well as enterprise operations for six municipal utilities (electric, water, sewer, reclaimed water, stormwater, and solid waste). The City Manager ensures that City laws, ordinances, resolutions, and policies are followed; attends all Council meetings; prepares the Annual City Budget and Capital Improvement Plan; and performs other duties as assigned by the City Council.

The future plan for Green Cove Springs is best conveyed by its Mission Statement which states simply that ***"Tomorrow's Vision" will create a plan that will define our unique identity, assure quality of life, and make Green Cove Springs a premier 21st century city that reflects our traditional values, natural features, and historic characteristics.***

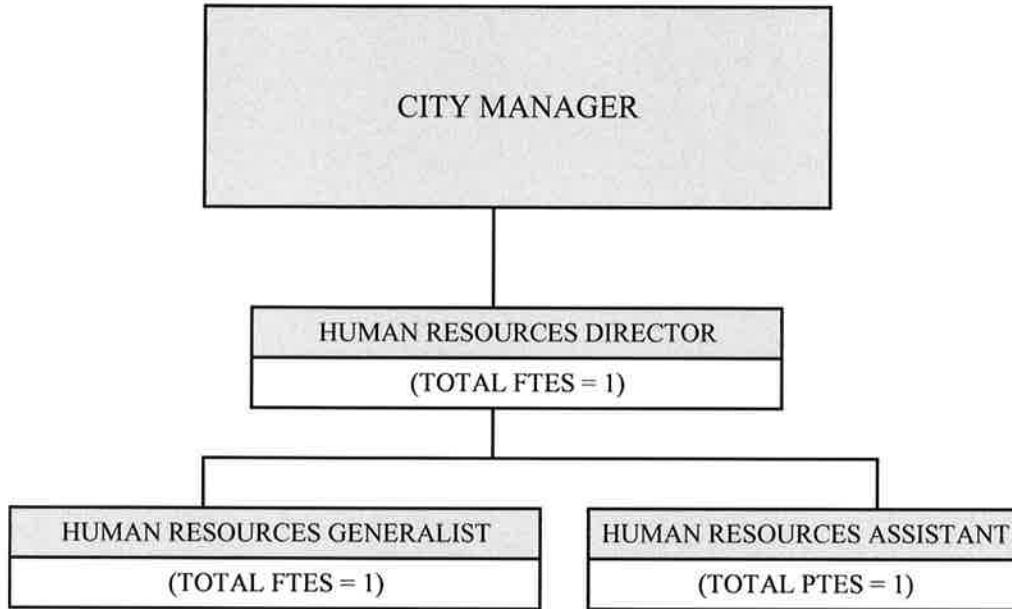
The Mission of the City Manager’s Office is to:

- Execute City Council policy to achieve goals and objectives.
- Serve the public in a professional and responsive manner with the highest standard of ethics and superior customer service.
- Represent the City in relations with the public, the media and other governmental entities.
- Demonstrate leadership to promote teamwork amongst all employees.
- Foster a positive business climate conducive to attracting and retaining development and redevelopment throughout the City including public/private partnerships to leverage resources.
- Present a balanced Annual Budget and Capital Improvement Plan (CIP) using realistic revenue and sustainable expense estimates to ensure fiscal stability.

EXPENDITURES	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Proposed FY 21/22
<u>City Manager</u>				
Personal Services	281,575	324,352	320,669	327,654
Operating Expenditures	21,311	14,722	24,143	23,807
Capital Outlay				
Totals	\$ 302,886	\$ 339,074	\$ 344,812	\$ 351,461
Grand Total	\$ 302,886	\$ 339,074	\$ 344,812	\$ 351,461

FUNDING SOURCES	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Proposed FY 21/22
General Fund	302,886	339,074	344,812	351,461
Grand Total	\$ 302,886	\$ 339,074	\$ 344,812	\$ 351,461

HUMAN RESOURCES
(001-1213)



**HUMAN RESOURCES
(001-1213)**

Item #7.

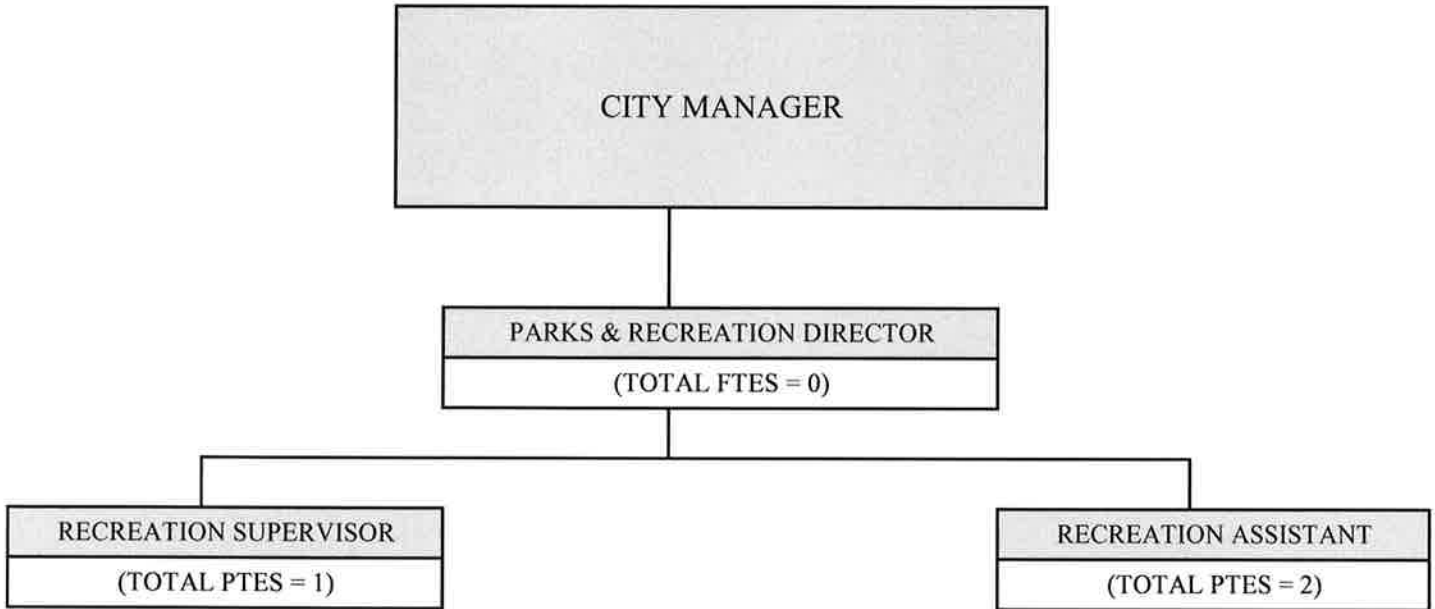
Mission of Department:

Responsible for the administration of the City's Personnel Policies and Procedures; advising management in all areas of human resources administration including employee health and morale. Serves as ADA Coordinator, Safety Coordinator and administers Drug-Free Workplace Program. Maintains City Human Resources Records and recruits highly qualified employees. Administers City's insurance programs and benefit plans.

EXPENDITURES	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Proposed FY 21/22
<u>Human Resources</u>				
Personal Services	180,478	189,596	199,911	221,391
Operating Expenditures	18,672	27,726	23,176	39,259
Capital Outlay				
Totals	\$ 199,150	\$ 217,322	\$ 223,087	\$ 260,650
Grand Total	\$ 199,150	\$ 217,322	\$ 223,087	\$ 260,650

FUNDING SOURCES	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Proposed FY 21/22
General Fund	199,150	217,322	223,087	260,650
Grand Total	\$ 199,150	\$ 217,322	\$ 223,087	\$ 260,650

AUGUSTA SAVAGE ARTS & COMMUNITY CENTER
(001-1214)



AUGUSTA SAVAGE ARTS & COMMUNITY CENTER
(001-1214)

Item #7.

Mission of Department:

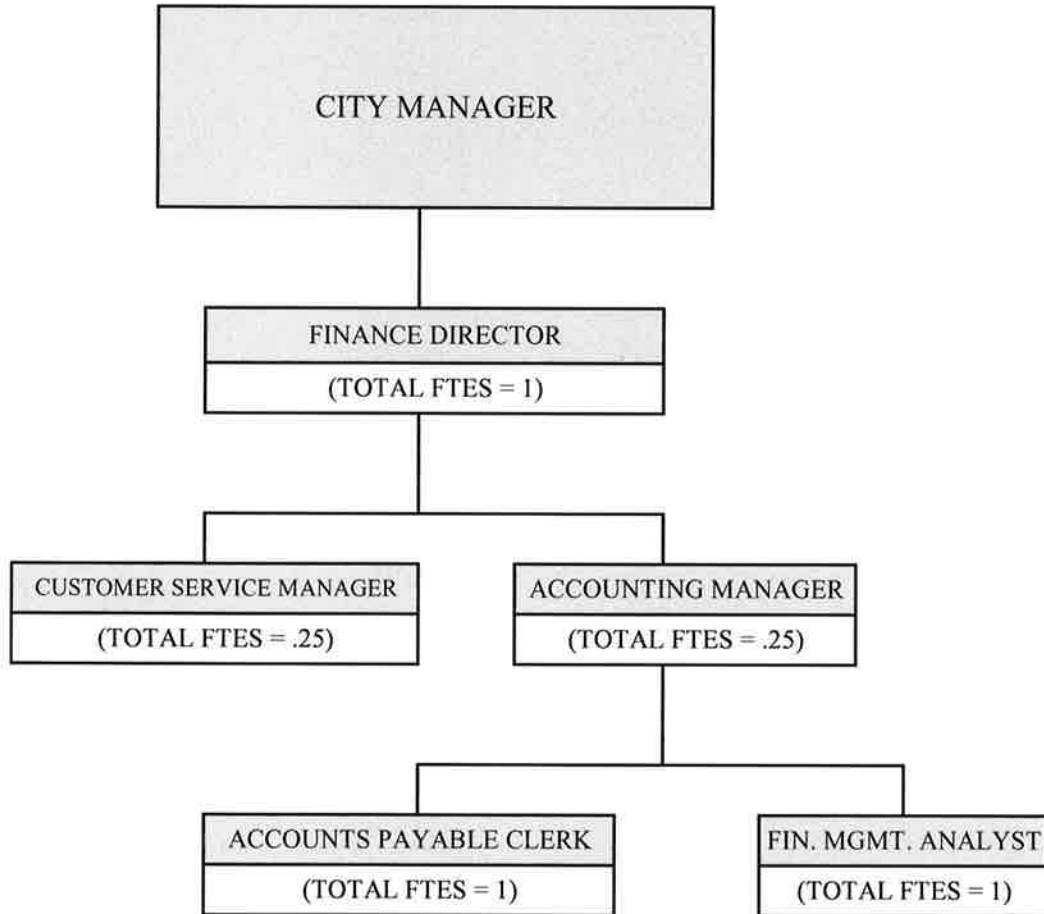
To enrich the quality of life for the community by providing activities and events that promote education, health, wellness, and the arts. To preserve local history through the Arts and Education. The Green Cove Springs Parks and Recreation Department oversees the following programs at the Thomas Hogans Memorial Gym:

- Nutrition and Wellness Programs
- Math, Science, and Reading Enrichment Summer Camp
- Community Youth Activities
- Adult Education Programs
- Mentoring Programs
- Collaboration with other Community Organizations

EXPENDITURES	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Proposed FY 21/22
<u>Augusta Savage Arts & Community Center</u>				
Personal Services	46,654	50,030	53,505	55,105
Operating Expenditures	48,883	24,464	53,899	63,216
Capital Outlay	5,791	319,105	420,000	1,541,000
Totals	\$ 101,328	\$ 393,599	\$ 527,404	\$ 1,659,321
Grand Total	\$ 101,328	\$ 393,599	\$ 527,404	\$ 1,659,321

FUNDING SOURCES	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Proposed FY 21/22
General Fund	95,537	74,494	107,404	118,321
Surtax	5,791	319,105	100,000	225,000
Grant-FRDAP/BOCC-Interlocal			320,000	1,316,000
Grand Total	\$ 101,328	\$ 393,599	\$ 527,404	\$ 1,659,321

**FINANCE
(001-1313)**



**FINANCE
(001-1313)**

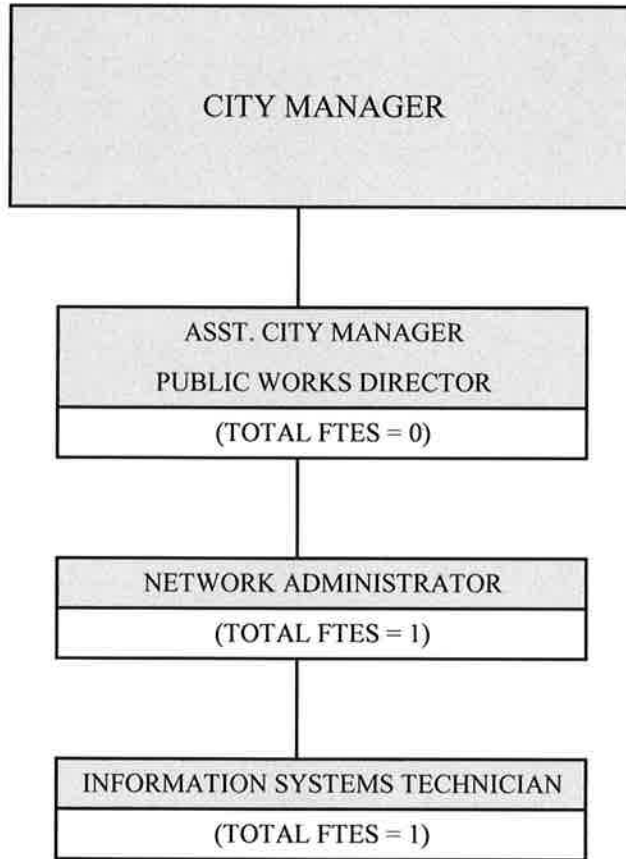
Mission of Department:

The Finance Department is responsible for management of the City's cash and investments; disbursement of city checks and administration of city debt (bonds), collection and recording of city receipts and banking relations. The Department is also responsible for preparation of financial reports and all related reports including the preparation of the annual report to the State Department of Banking and Finance and annual audit. The Department prepares all financial reports and tax returns and administers the Annual Operating Budget and Five Year Capital Improvement Plan.

EXPENDITURES	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Proposed FY 21/22
Finance				
Personal Services	258,421	285,793	289,513	309,929
Operating Expenditures	42,867	34,487	39,420	43,128
Capital Outlay				
Grants & Aids				
Totals	\$ 301,288	\$ 320,280	\$ 328,933	\$ 353,057
Grand Total	\$ 301,288	\$ 320,280	\$ 328,933	\$ 353,057

FUNDING SOURCES	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Proposed FY 21/22
General Fund	301,288	320,280	328,933	353,057
Depreciation Reserve	0	0	0	0
Grand Total	\$ 301,288	\$ 320,280	\$ 328,933	\$ 353,057

INFORMATION TECHNOLOGY
(001 - 1314)



**INFORMATION TECHNOLOGY
(001-1314)**

Item #7.

Mission of Department:

To provide support services to City government for computer hardware, software, networks, and telecommunications using current technology.

EXPENDITURES	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Proposed FY 21/22
<u>Information Technology</u>				
Personal Services	95,064	113,170	118,538	153,886
Operating Expenditures	35,186	39,468	37,296	41,538
Capital Outlay	107,283	45,541	6,000	50,000
Totals	\$ 237,533	\$ 198,179	\$ 161,834	\$ 245,424
Grand Total	\$ 237,533	\$ 198,179	\$ 161,834	\$ 245,424

FUNDING SOURCES	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Proposed FY 21/22
General Fund	130,250	152,638	161,834	245,424
Depreciation Reserve	107,283			
Grand Total	\$ 237,533	\$ 198,179	\$ 161,834	\$ 245,424

GENERAL SERVICES
(001-1319)

CITY MANAGER

(TOTAL FTES = 0)

**GENERAL SERVICES
(001-1319)**

Item #7.

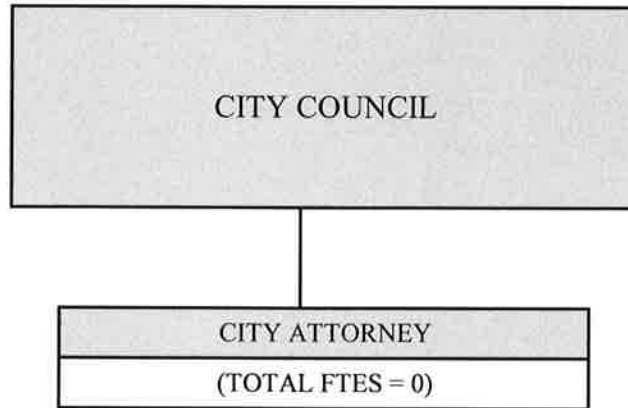
Mission of Department:

The General Services Department consists of expenses that are not department specific and includes the expenses relative to operation, maintenance, and general office expenditures for City Hall. Most of the insurance, excluding Workers Compensation and Police Liability, is reflected in the General Services Department. It also includes non-operating accounts such as Contingency and Contribution to Fund Balance for the General Fund.

EXPENDITURES	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Proposed FY 21/22
<u>General Services</u>				
Workers Compensation	0	0	0	0
Pay for Performance	0	0	0	0
Operating Expenditures	202,995	250,728	274,613	354,692
Capital Outlay	137,375	390,376	66,000	15,000
Contingency	0	0	0	1,802,123
Contributions to Reserves	0	0	2,923	33,811
Totals	\$ 340,370	\$ 641,104	\$ 343,536	\$ 2,205,626
Grand Total	\$ 340,370	\$ 641,104	\$ 343,536	\$ 2,205,626

FUNDING SOURCES	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Proposed FY 21/22
General Fund	202,995	641,104	292,536	2,190,626
Grants	0	0	0	0
Surtax / Depreciation Reserves	137,375	0	51,000	15,000
Grand Total	\$ 340,370	\$ 641,104	\$ 343,536	\$ 2,205,626

**CITY ATTORNEY
(001-1414)**



**CITY ATTORNEY
(001-1414)**

Item #7.

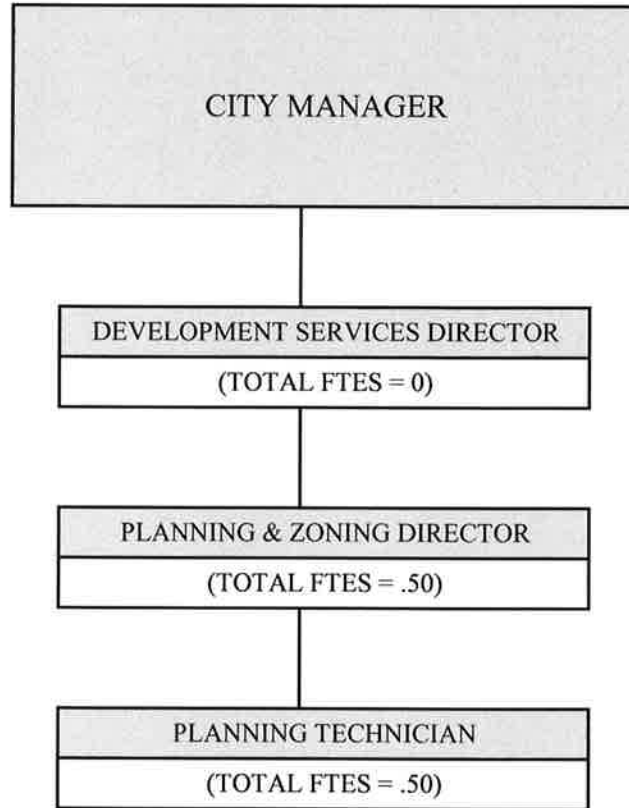
Mission of Department:

The City Attorney provides sound legal and related legal services to the City Council, City Manager and all other boards, commissions, departments and employees of the City; ensures that the City follows its Charter, the City Code, and Laws of the State of Florida. The office prosecutes and defends suits for and on behalf of the City and prepares or reviews all bonds, contracts and other legal instruments of concern to the City and assists in retaining outside legal assistance as needed. The City Attorney also routinely responds to citizen inquires and appears at many civil, charitable and governmental functions representing the City.

EXPENDITURES	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Proposed FY 21/22
<u>City Attorney</u>				
Personal Services	91,639	93,133	81,363	87,363
Operating Expenditures	24,893	16,032	29,639	31,059
Totals	\$ 116,532	\$ 109,165	\$ 111,002	\$ 118,422
Grand Total	\$ 116,532	\$ 109,165	\$ 111,002	\$ 118,422

FUNDING SOURCES	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Proposed FY 21/22
General Fund	116,532	109,165	111,002	118,422
Grand Total	\$ 116,532	\$ 109,165	\$ 111,002	\$ 118,422

DEVELOPMENT SERVICES
(001-1515)



**DEVELOPMENT SERVICES
(001-1515)**

Item #7.

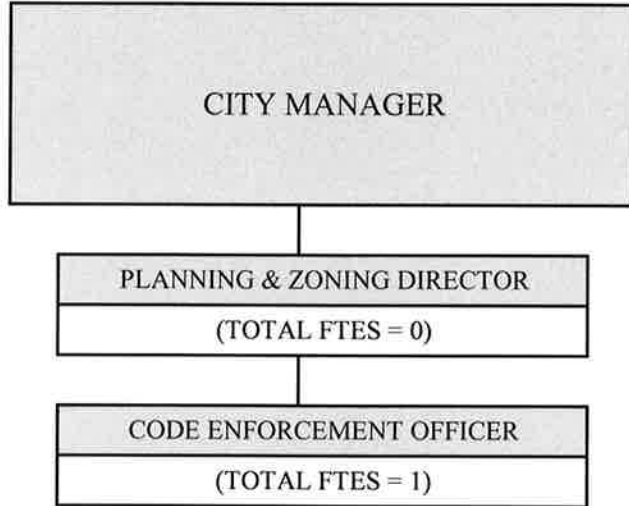
Mission of Department:

The Development Services Department promotes the quality of life while protecting the health, safety, and welfare of City residents through comprehensive planning and development review programs. These include activities and functions such as site plan review and compliance with land development regulations, redevelopment initiatives, grant administration and visioning.

EXPENDITURES	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Proposed FY 21/22
<u>Development Services</u>				
Personal Services	55,974	88,345	87,505	94,423
Operating Expenditures	67,427	30,623	102,722	150,589
Capital Outlay	0	0	0	0
Totals	\$ 123,401	\$ 118,968	\$ 190,227	\$ 245,012
Grand Total	\$ 123,401	\$ 118,968	\$ 190,227	\$ 245,012

FUNDING SOURCES	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Proposed FY 21/22
General Fund	123,401	118,968	190,227	245,012
Grand Total	\$ 123,401	\$ 118,968	\$ 190,227	\$ 245,012

**CODE ENFORCEMENT
(001-1517)**



**CODE ENFORCEMENT
(001-1517)**

Item #7.

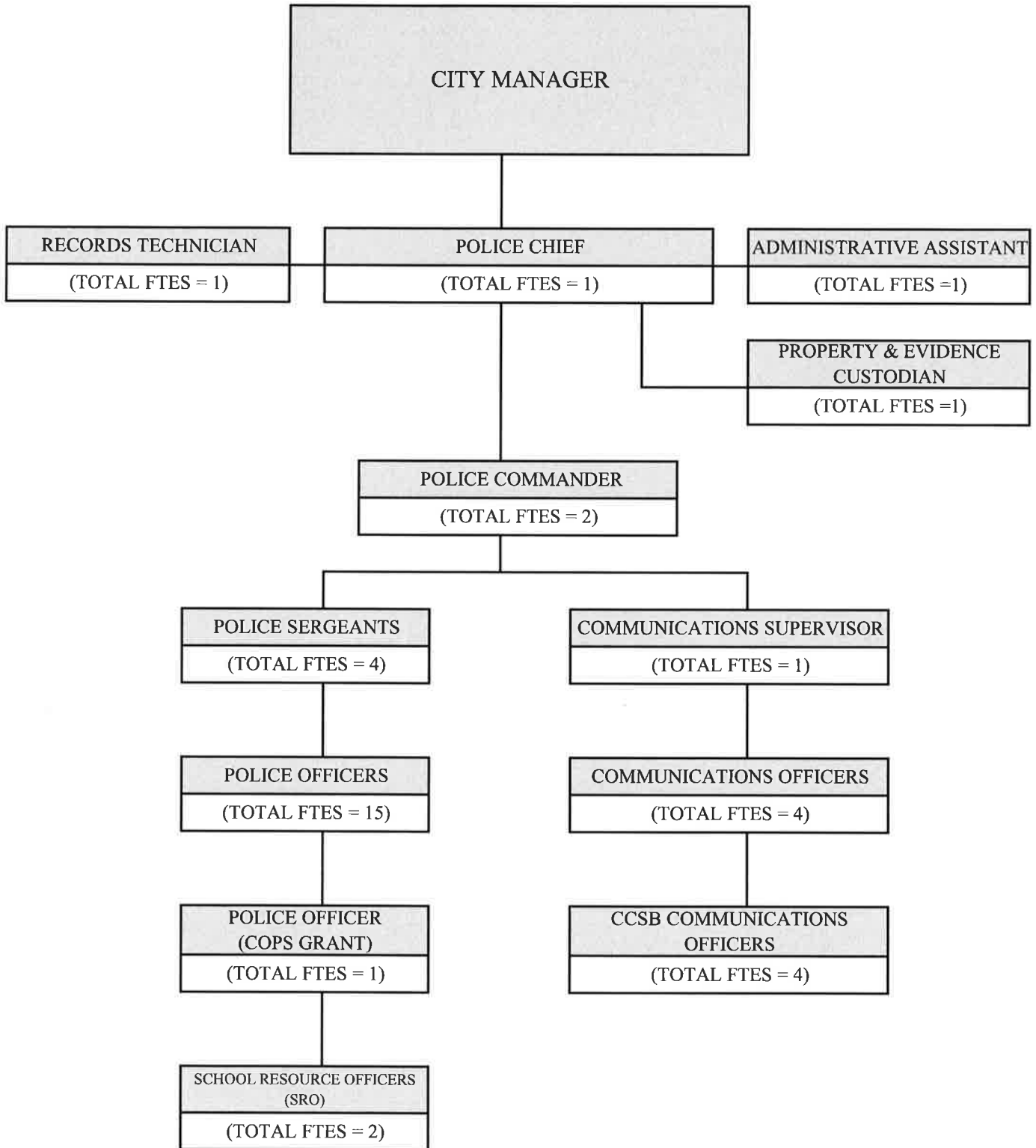
Mission of Department:

To promote Community awareness of, and encourage voluntary compliance with Municipal Codes to protect the public health, safety and welfare of Green Cove Springs businesses and residents.

EXPENDITURES	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Proposed FY 21/22
<u>Code Enforcement</u>				
Personal Services	45,664	60,584	61,302	62,018
Operating Expenditures	9,388	4,237	15,763	13,862
Capital Outlay	0	0	0	0
Totals	\$ 55,052	\$ 64,821	\$ 77,065	\$ 75,880
Grand Total	\$ 55,052	\$ 64,821	\$ 77,065	\$ 75,880

FUNDING SOURCES	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Proposed FY 21/22
General Fund	55,052	64,821	77,065	75,880
Red Light Camera	0	0	0	0
Depreciation Reserve	0	0	0	0
Grand Total	\$ 55,052	\$ 64,821	\$ 77,065	\$ 75,880

**POLICE
(001-2021)**



**POLICE
(001-2021)**

Motto: To protect with courage and serve with respect.

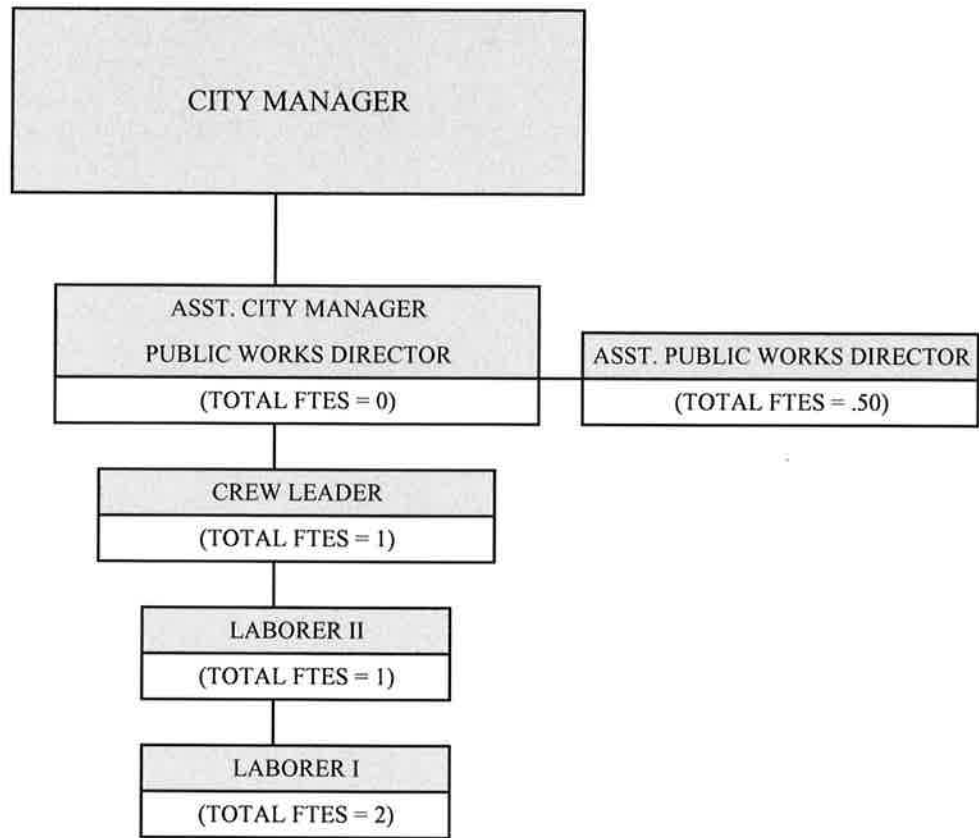
Mission of Department:

The Green Cove Springs Cove Springs Police Department is dedicated to partnering with our community in order to improve the quality of life of our citizens and visitors. We strive to continually enhance our community relations.

EXPENDITURES	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Proposed FY 21/22
<u>Police</u>				
Personal Services	2,096,769	2,134,996	1,907,581	2,227,346
Dispatch Personal Services	300,392	301,808	488,362	373,805
Crossing Guards	9,570	7,397	12,623	12,523
Operating Expenditures	608,649	599,246	681,341	903,988
Capital Outlay	232,873	144,747	172,050	163,359
Grants & Aids				
Totals	\$ 3,248,253	\$ 3,188,194	\$ 3,261,957	\$ 3,681,021
<u>Transfers</u>				
Police Capital Debt Service Fund	159,908	159,602	160,254	159,867
Totals	\$ 159,908	\$ 159,602	\$ 160,254	\$ 159,867
Grand Total	\$ 3,408,161	\$ 3,347,796	\$ 3,422,211	\$ 3,840,888

FUNDING SOURCES	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Proposed FY 21/22
General Fund	2,499,550	2,469,746	1,918,071	2,157,529
Red Light Camera	752,412	752,412	900,000	1,520,000
Grants / Loans / Intergovernmental	0	0	432,090	0
Depreciation Reserves / Reserves	156,199	0	0	0
Surtax	0	98,582	146,610	137,919
Forfeiture Funds	0	27,056	25,440	25,440
Grand Total	\$ 3,408,161	\$ 3,347,796	\$ 3,422,211	\$ 3,840,888

**PUBLIC WORKS
(001-3052)**



**PUBLIC WORKS
(001-3052)**

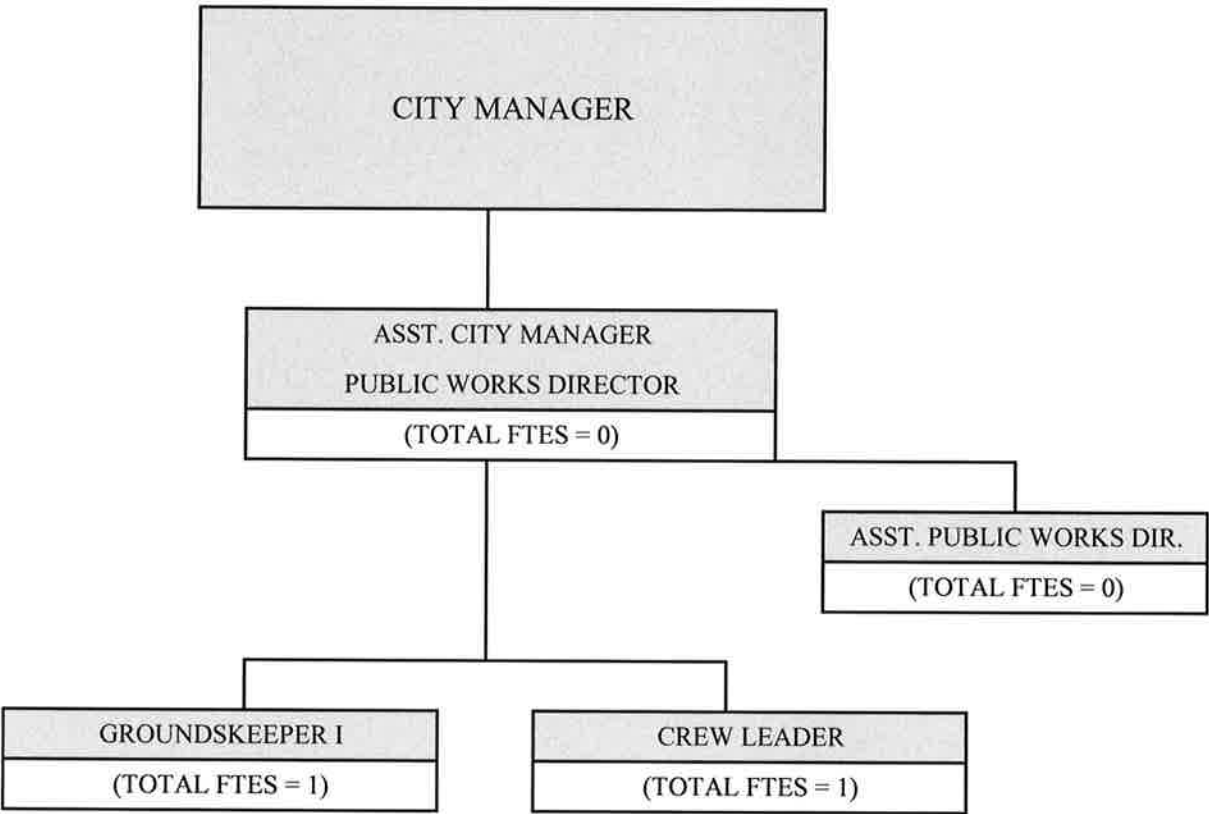
Mission of Department:

To provide quality, cost effective maintenance, repair, and expansion of the City's infrastructure for the public health, safety and welfare in the areas of Streets, Traffic Control Systems (including street signs), Facilities Maintenance, and Stormwater. To provide professional management of the Water, Wastewater, Solid Waste, Parks, Right-of-Way Maintenance, and Equipment Maintenance Departments which have their own budgets.

EXPENDITURES	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Proposed FY 21/22
<u>Public Works</u>				
Personal Services	353,298	362,030	327,863	325,626
Operating Expenditures	253,306	269,601	292,760	293,792
Capital Outlay	737,899	1,065,312	465,000	1,956,000
Totals	\$ 1,344,503	\$ 1,696,943	\$ 1,085,623	\$ 2,575,418
<u>Transfers</u>				
Stormwater Fund	27,695	0	0	0
Totals	\$ 27,695	\$ -	\$ -	\$ -
Grand Total	\$ 1,372,198	\$ 1,696,943	\$ 1,085,623	\$ 2,575,418

FUNDING SOURCES	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Proposed FY 21/22
General Fund	606,604	631,631	660,623	824,418
Surtax / Gas Tax / Dep. Reserves, Grants	765,594	1,065,312	425,000	1,751,000
Loan (To Be Secured)	0	0	0	0
Grand Total	\$ 1,372,198	\$ 1,696,943	\$ 1,085,623	\$ 2,575,418

**RIGHT-OF-WAY MAINTENANCE
(001-3053)**



RIGHT-OF-WAY MAINTENANCE
(001-3053)

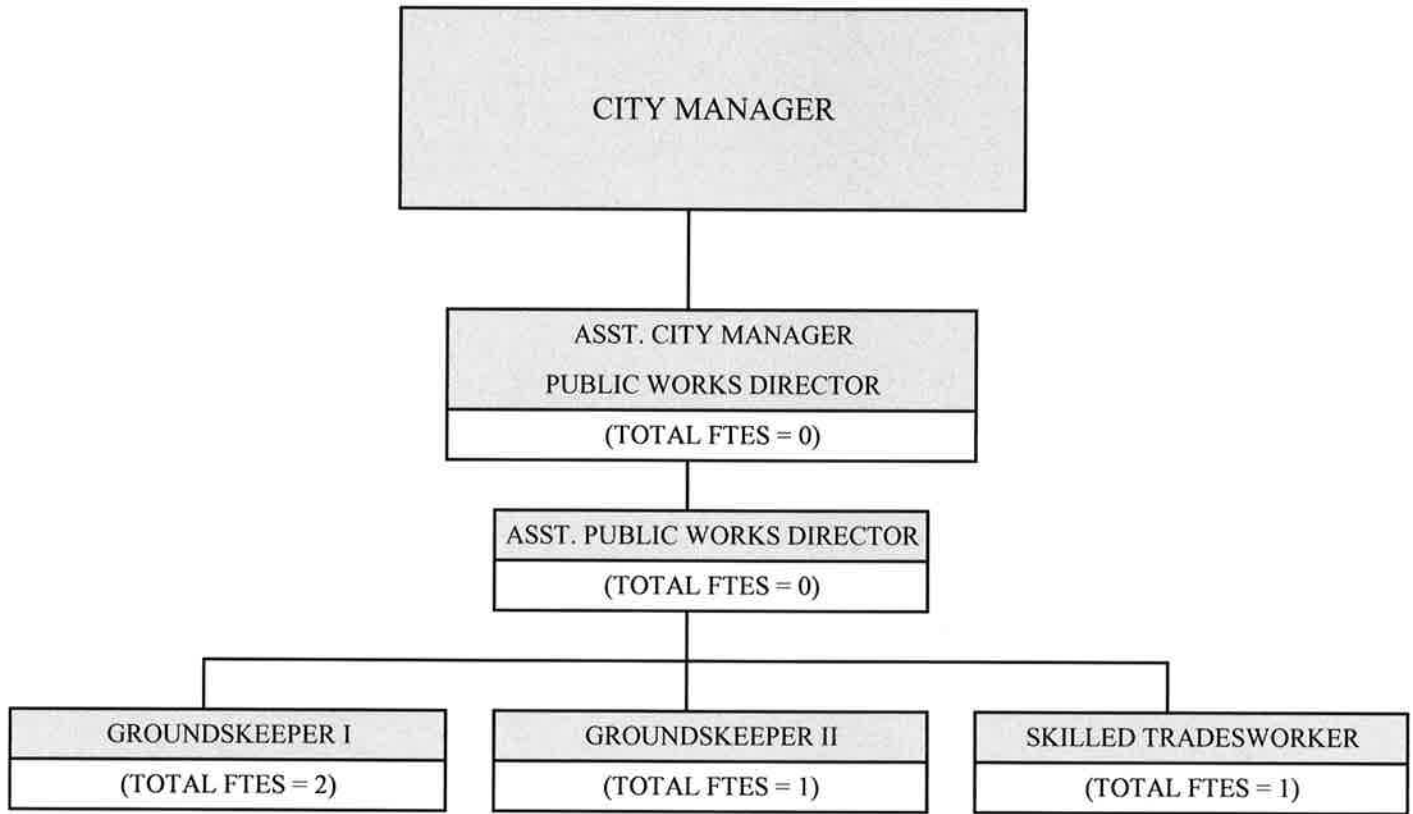
Mission of Department:

To maintain all right-of-ways within the City limits in a safe, quality, and cost effective manner that promotes pride in the community and contributes positively to the quality of life for all uses of our right-of-ways.

EXPENDITURES	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Proposed FY 21/22
<u>Right-of-Way Maintenance</u>				
Personal Services	69,431	93,553	96,403	99,193
Operating Expenditures	167,401	134,388	173,160	169,360
Capital Outlay	9,958	0	53,500	
Totals	\$ 246,790	\$ 227,941	\$ 323,063	\$ 268,553
Grand Total	\$ 246,790	\$ 227,941	\$ 323,063	\$ 268,553

FUNDING SOURCES	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Proposed FY 21/22
General Fund	236,357	227,941	323,063	268,553
Gas Tax	0	0	0	0
Depreciation Reserve	10,433	0	0	0
Grand Total	\$ 246,790	\$ 227,941	\$ 323,063	\$ 268,553

**PARKS
(001-3072)**



**PARKS
(001-3072)**

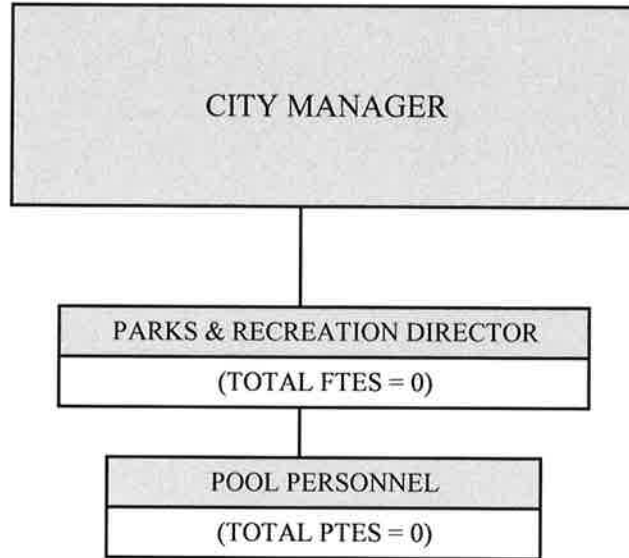
Mission of Department:

To maintain the City Parks, recreational facilities, and swimming pool in a manner that promotes citizen pride in the City and contributes positively to the quality of life for all users of these facilities.

EXPENDITURES	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Proposed FY 21/22
<u>Parks & Recreation</u>				
Personal Services	173,922	206,162	207,478	213,910
Operating Expenditures	88,547	131,169	137,400	156,800
Capital Outlay	290,639	597,140	268,500	786,000
Transfers-Spring Park Debt Service Fund	113,116	81,788	81,381	80,930
Totals	\$ 666,224	\$ 1,016,259	\$ 694,759	\$ 1,237,640
Grand Total	\$ 666,224	\$ 1,016,259	\$ 694,759	\$ 1,237,640

FUNDING SOURCES	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Proposed FY 21/22
General Fund	262,469	419,119	479,759	474,640
Surtax / Reserves / Grants	403,755	597,140	0	548,000
Private Developer			215,000	215,000
Grand Total	\$ 666,224	\$ 1,016,259	\$ 694,759	\$ 1,237,640

PARKS & RECREATION PROGRAMMING
(001-3073)



PARKS & RECREATION PROGRAMMING
(001-3073)

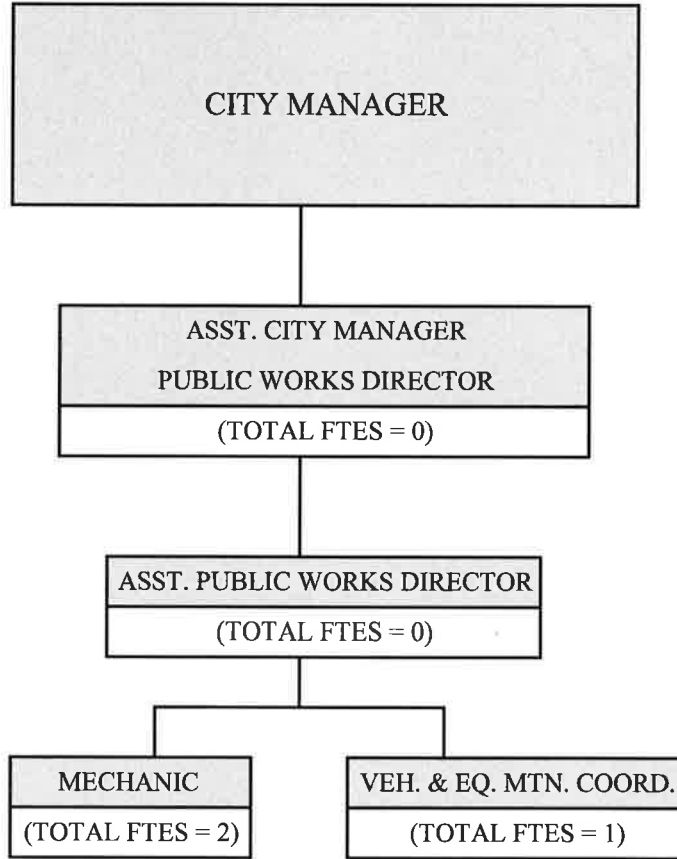
Mission of Department:

The Parks and Recreation Programming mission is to provide a variety of recreation, education and human health programs, that contribute to the well-being of the citizens of Green Cove Springs. Also, to provide safe and well maintained parks and offer affordable programs for the community.

EXPENDITURES	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Proposed FY 21/22
<u>Parks & Recreation</u>				
Personal Services	117,537	27,171	0	0
Operating Expenditures	23,090	60,590	72,000	72,000
Capital Outlay			0	0
Transfers-Spring Park Capital Project Fund			0	0
Totals	\$ 140,627	\$ 87,761	\$ 72,000	\$ 72,000
Grand Total	\$ 140,627	\$ 87,761	\$ 72,000	\$ 72,000

FUNDING SOURCES	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Proposed FY 21/22
General Fund	140,627	87,761	72,000	72,000
Surtax / Reserves / Grants		0	0	0
Private Developer				
Grand Total	\$ 140,627	\$ 87,761	\$ 72,000	\$ 72,000

**EQUIPMENT MAINTENANCE
(001-3090)**



EQUIPMENT MAINTENANCE
(001-3090)

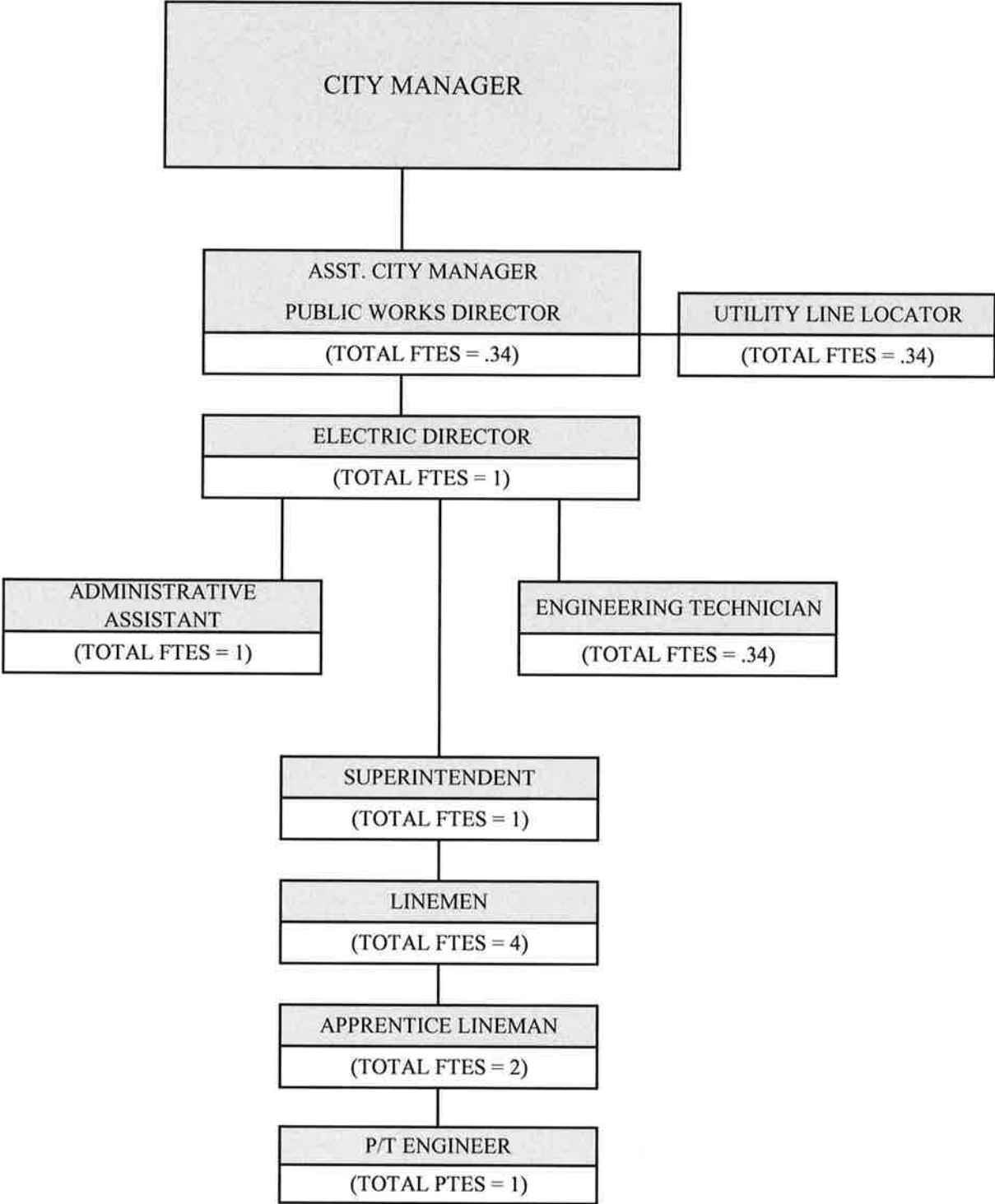
Mission of Department:

To provide comprehensive maintenance to all City vehicles, equipment and emergency stand-by power generators ensuring that they are readily available and safe for daily operations and emergency response.

EXPENDITURES	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Proposed FY 21/22
<u>Equipment Maintenance</u>				
Personal Services	140,394	146,824	159,956	166,629
Operating Expenditures	14,415	12,127	23,373	25,731
Capital Outlay	0	0	0	
Totals	\$ 154,809	\$ 158,951	\$ 183,329	\$ 192,360
Grand Total	\$ 154,809	\$ 158,951	\$ 183,329	\$ 192,360

FUNDING SOURCES	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Proposed FY 21/22
General Fund	154,809	158,951	183,329	192,360
Reserves	0	0	0	0
Grand Total	\$ 154,809	\$ 158,951	\$ 183,329	\$ 192,360

**ELECTRIC
(401-3031)**



ELECTRIC
(401-3031 & 3032)

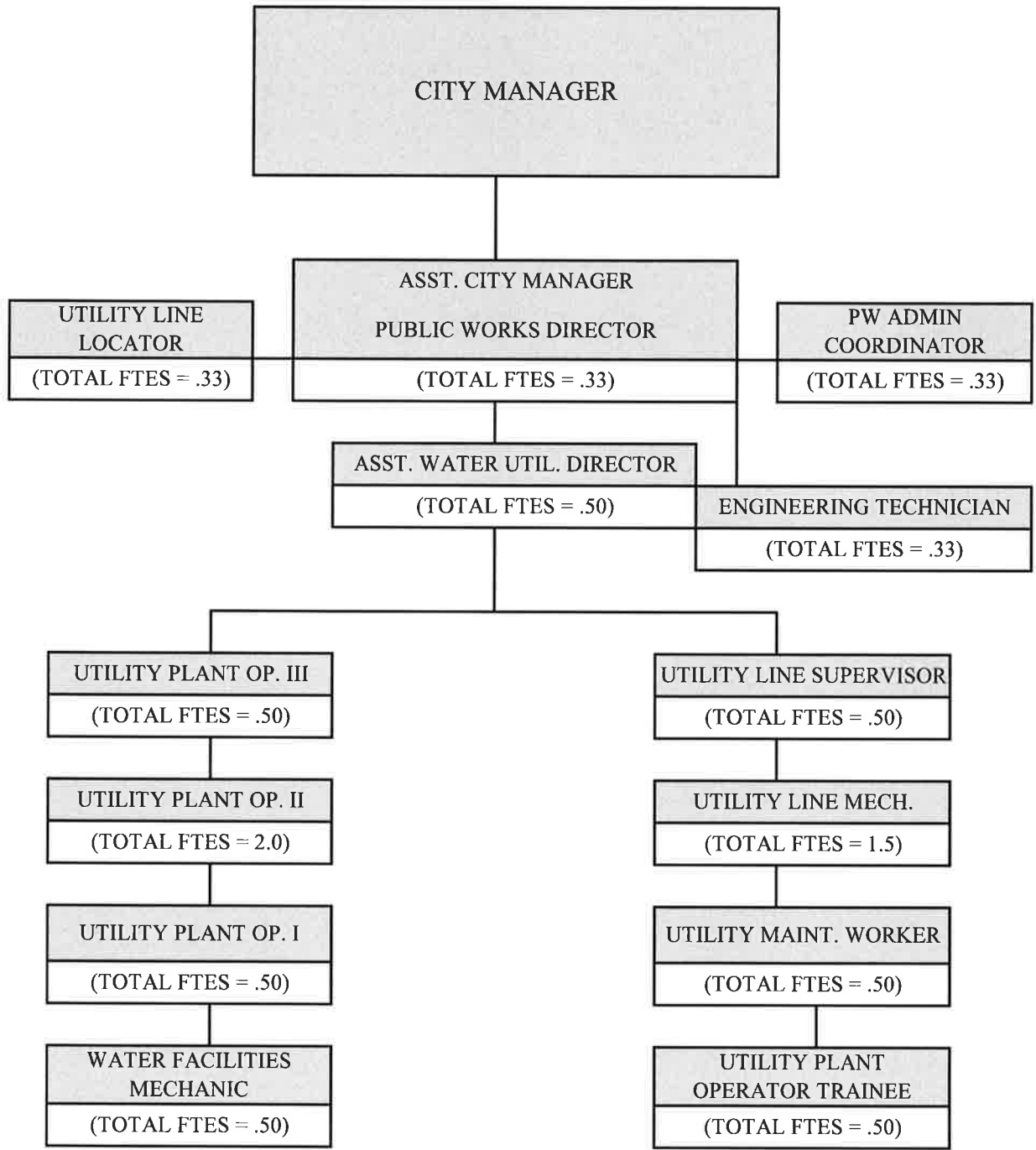
Mission of Department:

To provide safe and reliable electric service to the citizens and customers of Green Cove Springs at the lowest cost possible consistent with sound business practices.

EXPENDITURES	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Proposed FY 21/22
Electric				
Personal Services	168,718	892,469	1,070,637	1,193,857
Purchase of Energy (All Requirements & St. Lucie)	8,780,844	8,055,934	9,231,688	9,231,688
Operating Expenditures	1,639,356	1,019,706	735,591	1,015,866
Capital Outlay	2,118,402	2,048,578	8,185,000	3,688,869
Debt Service	684,381	847,522	988,251	881,041
Transfers	1,301,619	1,477,274	1,344,434	1,327,524
To Be Appropriated	0	0	0	0
Contribution to Depreciation Reserves	780,079	889,196	0	0
Contribution to Retained Earnings				
Totals	\$ 15,473,399	\$ 15,230,679	\$ 21,555,601	\$ 17,338,845
Grand Total	\$ 15,473,399	\$ 15,230,679	\$ 21,555,601	\$ 17,338,845

FUNDING SOURCES	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Proposed FY 21/22
Operating Revenue	12,581,459	11,940,842	12,928,000	12,974,600
Reserves	0	0	1,232,601	2,140,008
Interest	83,008	40,865	55,000	6,500
Other	0	0	40,000	35,000
Loan Proceeds	1,648,345	959,925	7,300,000	1,382,737
Grant	0	0	0	800,000
Grand Total	\$ 14,312,812	\$ 12,941,632	\$ 21,555,601	\$ 17,338,845

**WATER
(402-3033)**



WATER
(402-3033)

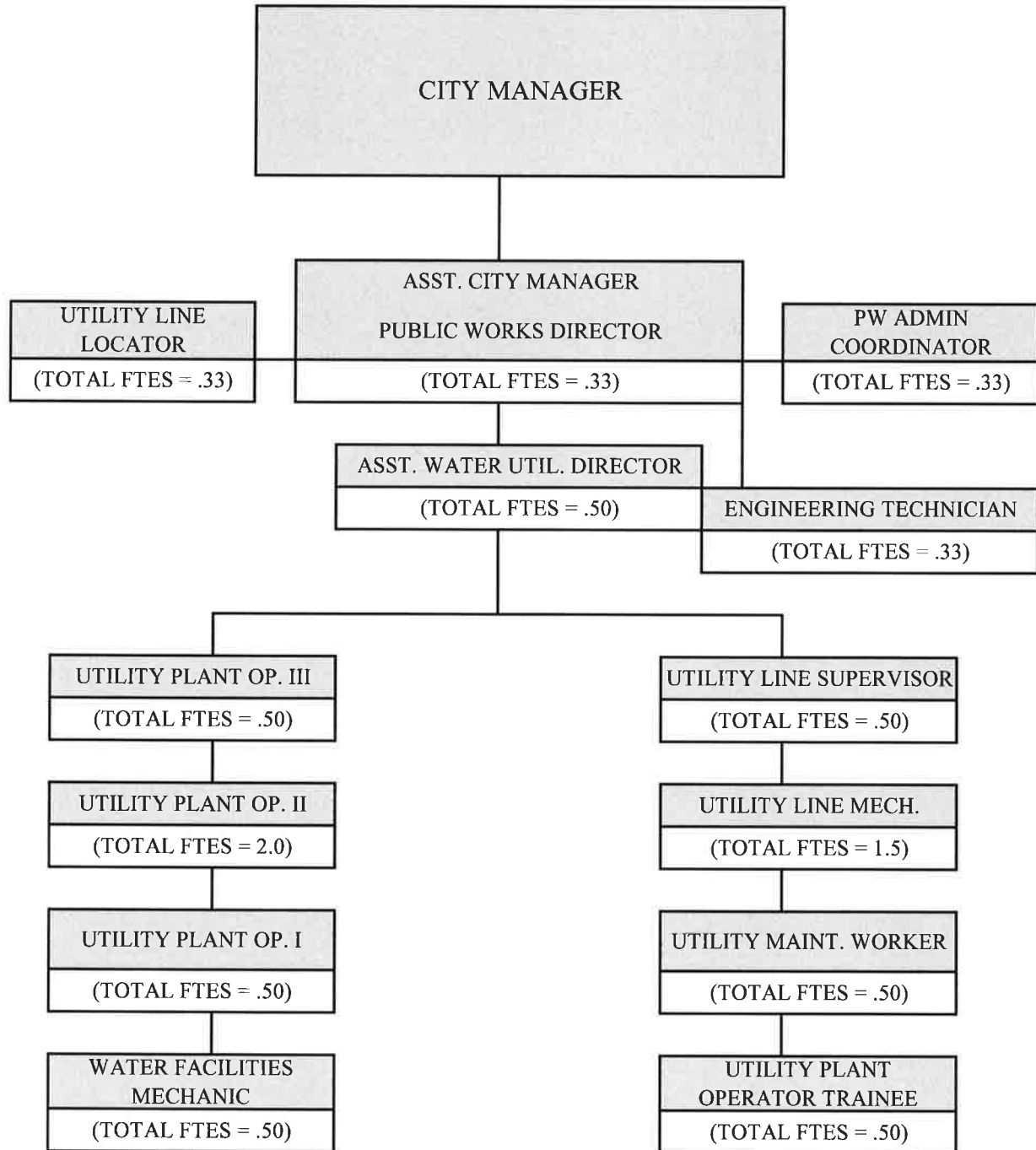
Mission of Department:

To provide the citizens of Green Cove Springs with a safe and dependable supply of drinking water that meets or exceeds all regulatory requirements in a cost effective manner within the resources available.

EXPENDITURES	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Proposed FY 21/22
<u>Water</u>				
Personal Services	632,011	676,681	695,132	722,337
Operating Expenditures	401,830	521,785	496,613	507,990
Capital Outlay	105,711	807,605	1,010,000	1,895,000
Debt Service	395,765	155,950	184,377	201,125
Transfers	292,726	304,697	304,697	340,111
To Be Appropriated	0	0	0	0
Contribution to Depreciation Reserve	499,158	498,737	43,473	59,537
Totals	\$ 2,327,201	\$ 2,965,455	\$ 2,734,292	\$ 3,726,100
Grand Total	\$ 2,327,201	\$ 2,965,455	\$ 2,734,292	\$ 3,726,100

FUNDING SOURCES	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Proposed FY 21/22
Operating Revenue	1,771,541	2,146,587	1,740,292	1,914,000
Reserves	43,705	60,150	165,000	55,000
Interest	16,799	8,145	12,000	1,300
Other	12,586	1,150	17,000	5,800
Loan (To Be Secured)	0	0	800,000	1,750,000
Grand Total	\$ 1,844,631	\$ 2,216,032	\$ 2,734,292	\$ 3,726,100

**WASTEWATER
(403-3035)**



**WASTEWATER
(403-3035)**

Mission of Department:

To provide the citizens of Green Cove Springs with a safe and reliable wastewater service that meets or exceeds all regulatory requirements in a cost effective manner within the resources available.

EXPENDITURES	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Proposed FY 21/22
<u>Wastewater</u>				
Personal Services	676,417	707,847	695,132	722,337
Operating Expenditures	636,812	599,509	645,207	640,016
Capital Outlay	1,609,117	5,345,171	6,869,025	14,455,000
Debt Service	43,036	56,232	142,454	142,453
Transfers	324,975	373,940	373,940	409,208
To Be Appropriated	0	0	100,000	302,647
Contribution to Depreciation Reserve	445,044	562,980	39,299	197,939
Contribution to Retained Earnings	0	0	237,873	300,000
Totals	\$ 3,735,401	\$ 7,645,679	\$ 9,102,930	\$ 17,169,600
Grand Total	\$ 3,735,401	\$ 7,645,679	\$ 9,102,930	\$ 17,169,600

FUNDING SOURCES	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Proposed FY 21/22
Operating Revenue	2,438,754	2,869,310	2,916,903	3,238,600
Reserves	48,939	70,000	60,000	173,864
Interest	11,068	5,449	7,700	1,000
Grant - SJRWMD	0	0	763,327	256,136
Loan (AWWTP)	1,141,787	3,918,411	5,355,000	13,500,000
CIT	0	0	0	0
Grand Total	\$ 3,640,548	\$ 6,863,170	\$ 9,102,930	\$ 17,169,600

RECLAIMED WATER
(407-3039)

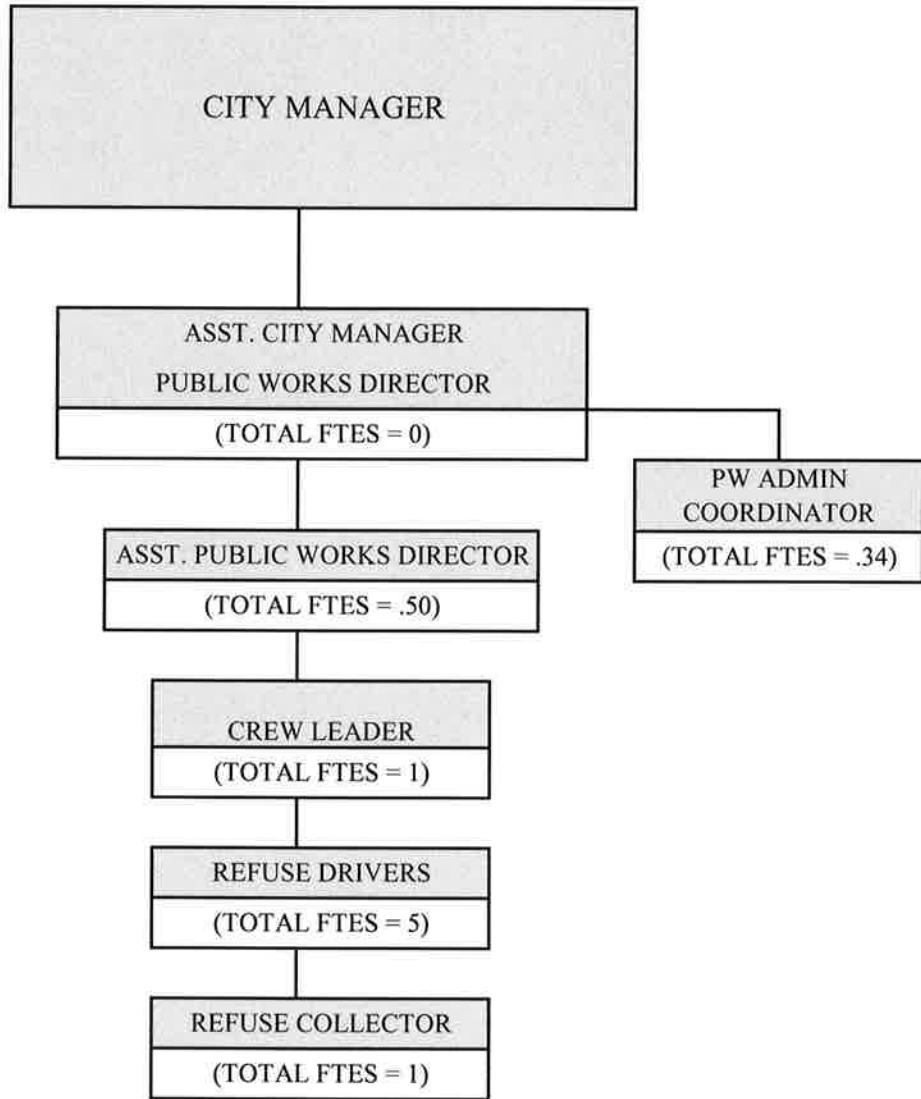
Mission of Department:

The Mission of the Reclaimed Water Division of the City of Green Cove Springs Water Department is to encourage and expand the use of reclaimed water to reduce withdrawals from the Florida Aquifer and reduce nutrient discharges to the St. Johns River and its tributaries.

EXPENDITURES	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Proposed FY 21/22
<u>Reclaimed Water</u>				
Personal Services	0	0	0	0
Operating Expenditures	0	0	0	0
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Transfers	0	0	0	0
To Be Appropriated	0	0	0	0
Contribution to Depreciation Reserve	60,610	60,610	0	0
Contribution to Retained Earnings	0	0	0	0
Totals	\$ 60,610	\$ 60,610	\$ -	\$ -
Grand Total	\$ 60,610	\$ 60,610	\$ -	\$ -

FUNDING SOURCES	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Proposed FY 21/22
Operating Revenue	0	0	0	0
Reserves	0	0	0	0
Interest	0	0	0	0
Other	0	0	0	0
Loan	0	0	0	0
Transfers	0	0	0	0
Grand Total	\$ -	\$ -	\$ -	\$ -

**SOLID WASTE
(404-3034)**



**SOLID WASTE
(404-3034)**

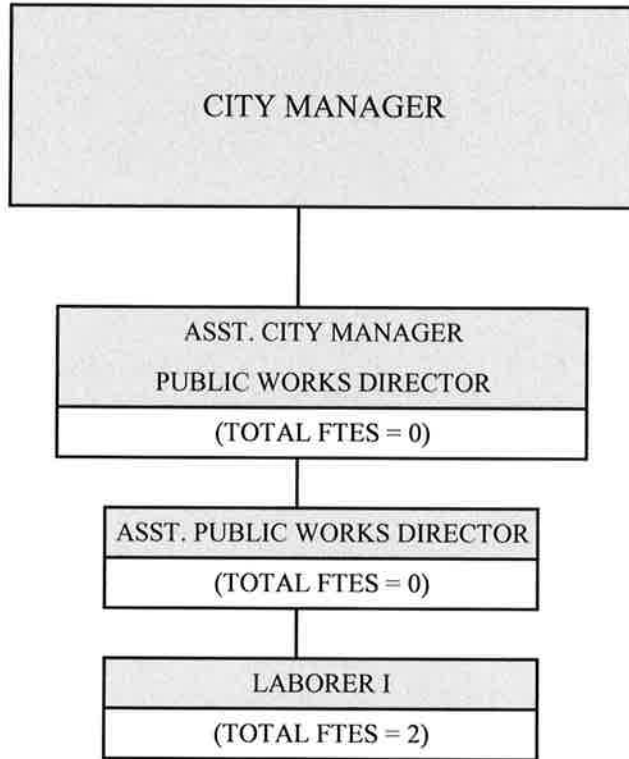
Mission of Department:

To provide the citizens of Green Cove Springs with superior, friendly, personalized solid waste collection services including recycling, yard trash, garbage, tires, white goods, and miscellaneous household items utilizing a combination of contract services and City crews.

EXPENDITURES	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Proposed FY 21/22
<u>Solid Waste</u>				
Personal Services	382,578	294,002	407,554	432,421
Operating Expenditures	120,152	114,442	111,740	132,646
Capital Outlay	0	22,874	340,000	0
Debt Service	79,932	79,695	37,423	75,888
Transfers	123,695	133,918	133,918	133,874
Non-Operating Expenses	1,187	1,006	3,000	1,100
Contingency	0	0	0	0
Contribution to Depreciation Reserve	120,860	121,241	156,485	56,491
Totals	\$ 828,404	\$ 767,178	\$ 1,190,120	\$ 832,420
Grand Total	\$ 828,404	\$ 767,178	\$ 1,190,120	\$ 832,420

FUNDING SOURCES	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Proposed FY 21/22
Operating Revenue	805,573	809,565	844,620	829,620
Transfers from Revenues for Capital	0	0	0	0
Loans	0	0	340,000	0
Sale of Surplus	0	0	0	0
Reserves	0	0	0	0
Other	7,747	3,814	5,500	2,800
Grand Total	\$ 813,320	\$ 813,379	\$ 1,190,120	\$ 832,420

**STORMWATER
(406-3036)**



STORMWATER
(406-3036)

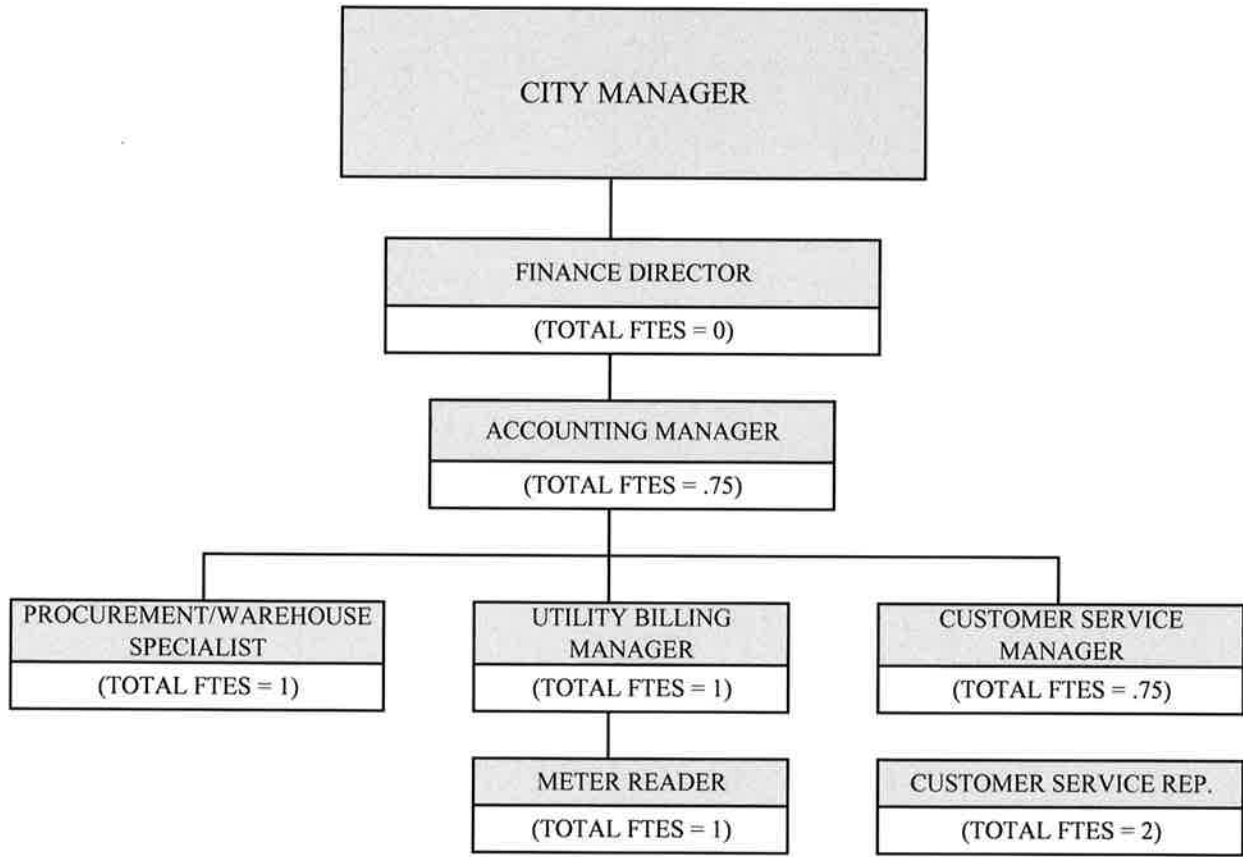
Mission of Department:

To provide quality, cost effective maintenance, repair and expansion of the City's stormwater infrastructure to protect the public health, safety, welfare and property of the citizens of Green Cove Springs. To improve flood protection, water quality, and groundwater recharge through education, coordination and management of stormwater systems.

EXPENDITURES	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Proposed FY 21/22
<u>Stormwater</u>				
Personal Services	93,740	67,739	85,700	96,909
Operating Expenditures	77,681	51,525	88,450	81,499
Capital Outlay	96,350	0	800,000	1,448,431
Contribution to Depreciation Reserves	80,553	88,996	0	0
Totals	\$ 348,324	\$ 208,260	\$ 974,150	\$ 1,626,839
Grand Total	\$ 348,324	\$ 208,260	\$ 974,150	\$ 1,626,839

FUNDING SOURCES	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Proposed FY 21/22
Operating Revenue	155,672	158,421	574,150	686,150
Grants	0	0	0	333,431
Transfers In	27,695	0	0	227,258
Loan			400,000	380,000
Grand Total	\$ 183,367	\$ 158,421	\$ 974,150	\$ 1,626,839

CUSTOMER SERVICE
(405-3038)



CUSTOMER SERVICE
(405-3038)

Mission of Department:

The Customer Service Department is responsible for the reading of electric and water meters and the billing of electric, water, wastewater, stormwater, and solid waste services. Meters are read and billed in three (3) cycles with the bill printing performed by an outside vendor. The Warehouse is also a part of Customer Service maintaining materials and supplies in the warehouse to a level that meets the needs of the City. Warehouse Staff also purchases fuel, maintains fuel levels, and performs routine maintenance of fuel pumps and tanks.

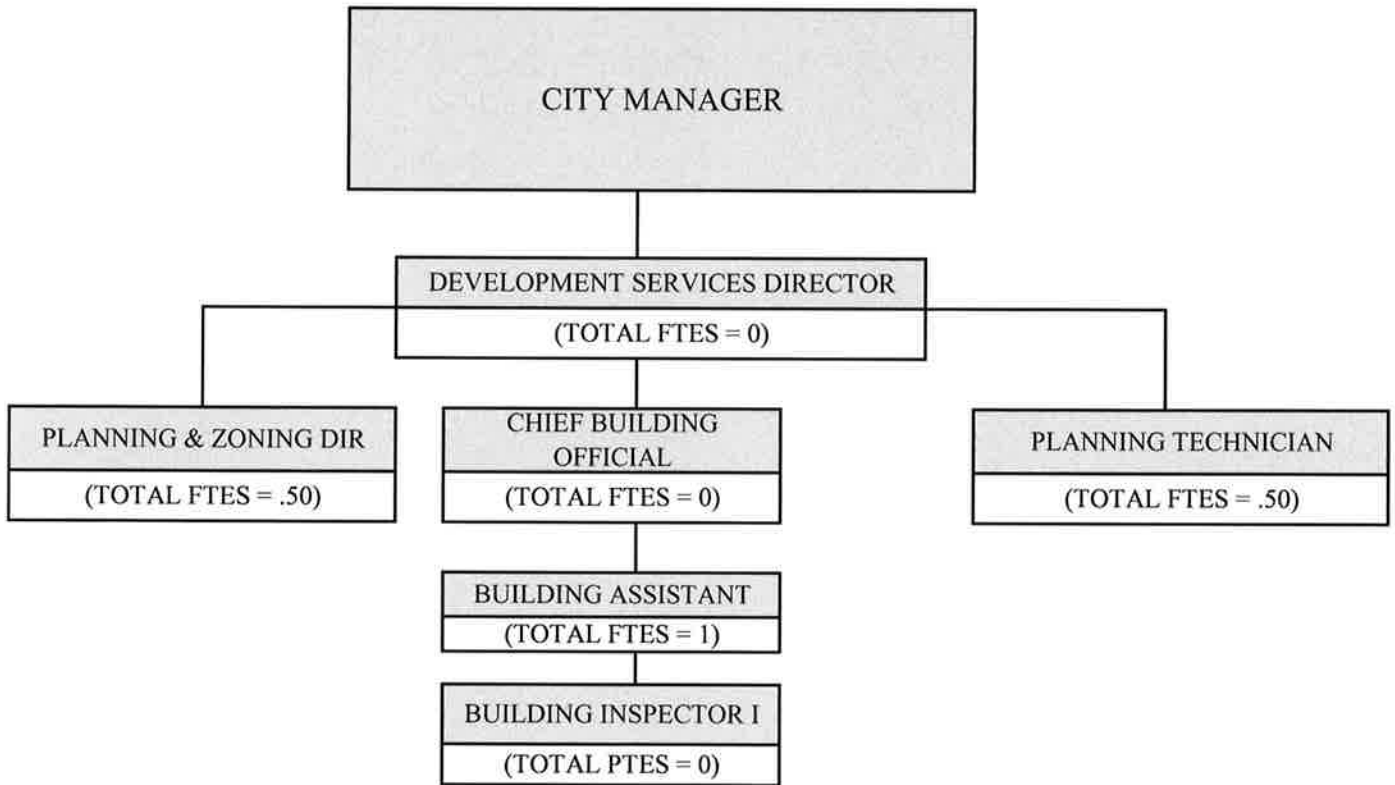
EXPENDITURES	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Proposed FY 21/22
<u>Customer Service</u>				
Personal Services	333,779	361,002	363,337	387,805
Operating Expenditures	54,761	54,370	67,321	66,447
Capital Outlay	6,512	32,698	0	0
Depreciation	9,631	5,549	0	0
Transfers	40,000	40,000	40,000	0
Totals	\$ 444,683	\$ 493,619	\$ 470,658	\$ 454,252
Grand Total	\$ 444,683	\$ 493,619	\$ 470,658	\$ 454,252

FUNDING SOURCES	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Proposed FY 21/22
Transfers In	453,497	453,497	470,658	454,252
Reserves/Depreciation	0	0	0	0
Grand Total	\$ 453,497	\$ 453,497	\$ 470,658	\$ 454,252



SPECIAL REVENUE FUNDS

**BUILDING FUND
(102)**



**BUILDING FUND
(102)**

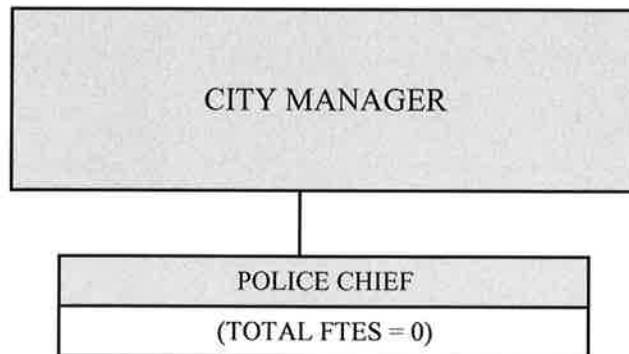
Mission of Department:

To ensure development proposals comply with building codes and ordinances, regulations and standards set forth by the Florida Building Code by reviewing building plans, issuing permits, and performing inspections at the various stages of construction.

EXPENDITURES	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Proposed FY 21/22
<u>Building Fund</u>				
Personal Services	102,402	133,238	133,144	139,956
Operating Expenditures	181,614	192,951	197,604	224,619
Contingency	0	0	0	0
Capital Outlay	0	12,700	0	0
Depreciation	0	0	0	0
To Be Appropriated	0	0	0	0
Totals	\$ 284,016	\$ 338,889	\$ 330,748	\$ 364,575
Grand Total	\$ 284,016	\$ 338,889	\$ 330,748	\$ 364,575

FUNDING SOURCES	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Proposed FY 21/22
General Fund	0	0	0	0
Building Permits / Inspections	356,331	376,337	224,500	189,500
Plan Reviews	14,600	12,250	9,000	10,000
School Impact Fees / Surcharges / License Fees	25,725	16,513	8,500	40,000
Transfers In	0	0	88,748	125,075
Grand Total	\$ 396,656	\$ 405,100	\$ 330,748	\$ 364,575

SPECIAL LAW ENFORCEMENT TRUST
(104)



**SPECIAL LAW ENFORCEMENT TRUST
(104)**

EXPENDITURES	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Proposed FY 21/22
<u>Special Law Enforcement Trust</u>				
Operating Expenditures	5,479	16,501	20,000	20,000
Capital Outlay	0	0	0	0
Transfers				
Totals	\$ 5,479	\$ 16,501	\$ 20,000	\$ 20,000
Grand Total	\$ 5,479	\$ 16,501	\$ 20,000	\$ 20,000

FUNDING SOURCES	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Proposed FY 21/22
Fines & Forfeitures	-	0	0	0
From Fund Balance	5,479	16,501	20,000	20,000
Miscellaneous	0	0	0	0
Grand Total	\$ 5,479	\$ 16,501	\$ 20,000	\$ 20,000

**DEBT SERVICE FUND - POLICE EMERGENCY OPERATIONS CENTER
(300)**

EXPENDITURE	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Proposed FY 21/22
<u>Expenditure</u>				
Capital Outlay	0	0	0	0
Debt Service	159,908	159,602	160,254	159,867
Totals	\$ 159,908	\$ 159,602	\$ 160,254	\$ 159,867
Grand Total	\$ 159,908	\$ 159,602	\$ 160,254	\$ 159,867

FUNDING SOURCES	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Proposed FY 21/22
Transfers In - Other	159,908	159,602	160,254	159,867
Grants	0	0	0	0
Fines & Forfeitures	0	0	0	0
Loan Proceeds	0	0	0	0
Transfers In - Surtax	0	0	0	0
Grand Total	\$ 159,908	\$ 159,602	\$ 160,254	\$ 159,867

**DEBT SERVICE FUND - SPRING PARK
(310)**

EXPENDITURE	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Proposed FY 21/22
<u>Expenditure</u>				
Capital Outlay	18,400	0	0	0
Debt Service	81,183	81,788	81,381	80,930
Operating Expenditures	13,533	0	0	0
Totals	\$ 113,116	\$ 81,788	\$ 81,381	\$ 80,930
Grand Total	\$ 113,116	\$ 81,788	\$ 81,381	\$ 80,930

FUNDING SOURCES	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Proposed FY 21/22
Transfers In - Surtax Reserves/Loan/Other	113,116	81,788	81,381	80,930
BOCC Interlocal Agreement	0	0	0	0
Grants/Legislative Delegation	0	0	0	0
Grand Total	\$ 113,116	\$ 81,788	\$ 81,381	\$ 80,930



SECTION FOUR CAPITAL IMPROVEMENT PROGRAM (CIP)

SECTION 4 - CIP INFORMATION IS
PROVIDED IN A SEPARATE NOTEBOOK



SECTION FIVE

DEBT SERVICE

DEBT SERVICE OVERVIEW

Municipalities in Florida are authorized by State Statutes (Sec. 166.111, F.S.) to borrow money, contract loans, and issue bonds (the term “bonds” is defined to include bonds, indentures, notes, certificates of indebtedness, mortgage certificates, or other obligations or evidences of indebtedness of any type or character) from time to time to finance the undertaking of any capital or other project for the purposes permitted by the State Constitution and may pledge the funds, credit, property, and taxing power of the municipality for the payment of such bonds.

The City of Green Cove Springs has always been conservative toward debt. At the end of Fiscal Year 2021, the City had a total outstanding long-term debt (excluding St. Lucie and All Requirements debt to FMPA) of \$14,934,857.

Listed below is a summary of the City’s Long-Term Debt at September 30, 2021.

Description	Interest Rate	Principal Balance	Final Maturity Date
Electric:			
Capital Projects	1.712%	\$ 9,190,000	07/01/33
St. Lucie Project (Note 1)		\$ 2,058,062	
All Requirements (Note 2)		\$ 7,231,414	
(2) Electric Trucks	3.45%	\$ 26,471	02/01/22
Water:			
Capital Projects	2.63%	\$ 1,244,000	04/01/29
Capital Projects-Design	1.71%	\$ 241,790	08/15/32
Wastewater:			
Capital Projects-Pre-Const.	2.29%	\$ 36,066	09/15/36
Capital Projects-Design	.66%	\$ 675,581	11/15/38
Capital Projects-Construction	.59%	\$ 1,770,783	06/15/40
Capital Projects-Construction	0.00%	\$	08/15/43
Solid Waste:			
Recycling Truck – 1	4.504%	\$ 18,300	01/24/22
Garbage Trucks – 2	3.25%	\$ 242,866	10/22/25
Construction Fund:			
Police Facility / EOC	1.63%	\$ 765,000	07/01/26
Spring Park	2.25%	\$ 724,000	07/01/31

Note 1: The annual debt service is paid out of the total cost each month. These costs include purchased power as well as debt service. The annual payment for 2022 is estimated at \$981,688.

Note 2: The annual debt service on the All Requirements is made through the formula for computing purchase power annually and not budgeted as a separate line item. The principal balance is estimated as of this date.

CURRENT DEBT OBLIGATIONS

Construction Fund:

Police Facility / EOC
Spring Park

Electric Capital Projects:

One (1) 2016 International 4300 Altec Digger Derrick Truck
One (1) 2016 International 4300 Altec Bucket Truck
Magnolia Point 3rd Feed
Roberts Avenue Rebuild
Pole Inspection/Replacement Program
Fuse Coordination
Chapman Substation Maintenance
Magnolia Point UG Cable Sectionalizing/Testing and Replacement
Ground Resistance Measuring
Ground Resistance Remediation
Oak Street CSX Railroad Crossing
Conductor Replacement – Various
LED Program
North Substation Equipment Replacement and Upgrade
South Substation Equipment Replacement and Upgrade
Harbor Road Substation Equipment Replacement and Upgrade
Core City 23kV Conversion

Water Capital Projects:

Reynolds Park Water Distribution System Improvements
FDEP SRF Design of Capital Improvements to the City's Water System

Wastewater Capital Projects:

FDEP SRF Pre-Construction Phase Wastewater System Improvements
FDEP SRF Design Phase Wastewater System Improvements
FDEP SRF Wastewater Treatment Facility Construction
FDEP SRF Wastewater Treatment Facility Construction Phase II

Solid Waste Capital Projects:

One (1) 2018 Freightliner Truck
Two (2) 2021 Freightliner Garbage Trucks



SECTION SIX

GLOSSARY

OF KEY TERMS

GLOSSARY OF KEY TERMS

AD VALOREM TAX is a tax levied in proportion (usually expressed in mills) to the assessed value of the property on which it is levied. This tax is also called **PROPERTY TAX**.

ADOPTED BUDGET is the financial plan for the fiscal year beginning October 1. Florida Statutes require the City Council to approve this budget at the second of two (2) public hearings.

AMENDED OR REVISED BUDGET is the current year adopted budget adjusted to reflect all budget amendments approved by the City Council through the date indicated.

APPROPRIATION is the legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and as to the time when it may be expended.

ASSESSED VALUE is a value set upon real estate or other personal property by a government as a basis for levying taxes. The assessed value in the City of Green Cove Springs is set by the Property Appraiser.

BALANCED BUDGET is a budget in which revenues and expenditures are equal.

BUDGET is a plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. Used without any modifier, the term usually indicates a financial plan for a single year. It is usually necessary to specify whether the budget under consideration is preliminary, tentative or whether it has been approved by the appropriating body.

BUDGET MESSAGE is a general discussion of the proposed budget as presented in writing by the City Manager to the legislative body.

CAPITAL IMPROVEMENT PROGRAM (CIP) is the financial plan of approved capital projects, their timing and cost over a five year period. The CIP is designed to meet City infrastructure needs in a responsive and efficient manner. It includes projects which are, or will become the property of the City of Green Cove Springs, as well as projects that although not owned by the City, will be part of a joint project agreement.

CAPITAL OUTLAY or CAPITAL EQUIPMENT is an item such as office furniture, fleet equipment, data processing equipment or other equipment with a unit cost of \$1,000 or more.

CAPITAL PROJECT is any improvement or acquisition of major facilities with a useful life of at least five (5) years such as roads, bridges, buildings, or land.

CHARGES FOR SERVICES are revenues stemming from charges for current services. They include all revenue related to services performed whether received from private individuals or other governmental units.

CONTINGENCY is an appropriation of funds set aside to cover unforeseen events that occur during the fiscal year, such as new State mandates, shortfalls in revenue and unanticipated expenditures.

DEBT SERVICE is the dollars required to repay funds borrowed by means of an issuance of bonds or a bank loan. The components of the debt services payment typically include an amount to retire a portion of the principal amount borrowed as well as interest on the remaining outstanding unpaid principal balance.

DEFICIT is the excess of expenditures or expenses over resources.

DEPARTMENT is, for budgeting purposes, any distinct government organizational entity receiving direct funding approved by the City Council in order to provide a major governmental function.

ENDING FUND BALANCE is funds carried over at the end of the fiscal year. Within a fund, the revenue on hand at the beginning of the fiscal year, plus revenues received during the year, less expenses equals ending fund balance.

ENTERPRISE FUND is a fund used to account for operations that are financed and operated in a manner similar to private business enterprises, wherein the stated intent is that costs (including depreciation) of providing goods and services be financed from revenues recovered primarily through user fees.

GLOSSARY OF KEY TERMS

FISCAL YEAR is a 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations. The fiscal year for the City of Green Cove Springs is October 1 through September 30.

FIXED ASSETS are long-term assets which are intended to continue to be held or used, such as land, buildings, improvements other than buildings, machinery, and equipment.

FTE is the acronym for Full-Time Equivalent. See the definition for FULL-TIME EQUIVALENT.

FULL-TIME EQUIVALENT is one (1) position funded for a full year. For example, a permanent employee funded and paid for 40 hours/week and 52 weeks/year or two (2) employees funded and paid for 20 hours/week and 52 weeks/year would be equal to one (1) Full-Time Equivalent.

FUNCTIONAL CLASSIFICATION is the expenditure classification according to the principal purposes for which expenditures are made. Examples are general government, public safety, and transportation.

FUND is an accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

FUND BALANCE represents the excess of fund current assets over its current liabilities. For accounting purposes, Fund Balance is calculated as of year-end and is based on the difference between actual revenues and expenditures for the fiscal year.

GENERAL FUND is a fund that accounts for all financial transactions except those required to be accounted for separately. The fund resources, ad valorem taxes, and other revenues provide services or benefits to all residents of the City of Green Cove Springs.

GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP) comprises the uniform minimum standards of, and guidelines for external financial reporting that govern the form and content of the basic financial statements. They include not only broad guidelines of general application, but also detailed practices and procedures.

GOVERNMENTAL ACCOUNTING AND FINANCIAL REPORTING (GAFR) is a specific method of reporting "government-type activities" usually not found in private enterprises. GAFR standards are set by the Governmental Accounting Standards Board (GASB).

GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB) is an independent private organization responsible for establishing financial accounting standards, otherwise known as GAAP, for State and Local government entities.

GOVERNMENT FINANCE OFFICERS' ASSOCIATION (GFOA) is a national organization consisting of members from state and local governments throughout the United States. Its purpose is to promote improved accountability for State and Local governments by providing practical guidance through seminars and publications.

GRANTS AND AIDS includes all grants, subsidies, and contributions from other government agencies or private organizations.

INFRASTRUCTURE is a permanent installation such as a building, road, or wastewater collection system that provides public services.

INTERFUND TRANSFER is the movement of funds from one accounting entity to another within a single government.

INTER-GOVERNMENTAL REVENUES are revenues from other governments in the form of grants, entitlements, shared revenues or payments in lieu of taxes.

LEVY is the action of imposing taxes, special assessments, or service charges for the support of City activities.

GLOSSARY OF KEY TERMS

MAJOR ACCOUNT CODE is a broad designation for more specific line item accounts. The City of Green Cove Springs adopts its budget within six (6) major account codes: Personal Services, Operating Expenses, Grants and Aids, Debt Service, Non-Operating and Capital Outlay.

MIL is a monetary measure equating to 0.001 of a dollar. When referring to the AD VALOREM TAX it means that a 1-mil tax is one dollar (\$1.00) of tax on \$1,000 of taxable value.

MILLAGE RATE is the rate per \$1,000 of taxable property value which, when multiplied by the taxable value, yields the tax billing for a given parcel.

MISSION STATEMENT is a broad statement of purposes that is derived from organization and/or community values and goals.

NON-OPERATING EXPENDITURES are costs of government services that are not directly attributable to a specific City program or operation. Examples include debt service obligations and contributions to community service organizations.

NON-OPERATING REVENUES comprise income received by a government not directly attributable to providing a service. An example would include debt proceeds received from a bond issue.

OPERATING BUDGET is the budget including appropriations for recurring and certain one-time expenditures that will be consumed in a fixed period of time to provide for day-to-day operations (e.g. salaries and related benefits, operating supplies, professional services and operating equipment).

OPERATING TRANSFERS are legally authorized transfer of money from one fund to another fund from which the resources are to be expended.

PROPERTY TAX is another term for Ad Valorem Tax. See definition for AD VALOREM TAX.

PROPRIETARY FUND is a fund category which often emulates the private sector and focuses on the measurement of net income. Expenditures are funded by user charges and fees.

PUBLIC SAFETY is a major category of services related to the security of persons and property.

RESERVES AND REFUNDS refers to budget category for funds required to meet both anticipated and unanticipated needs; the balance of anticipated earmarked revenues not required for operation in the budget year; estimated reimbursements to organizations, State or Federal governments for revenues received and not spent, and those required to be set aside by bond covenants.

RETAINED EARNINGS APPROPRIATION refers to funds set aside within an Enterprise Fund for future appropriation by the City Manager and/or City Council approval.

REVENUE is funds that governments receive as income, including such items as tax payments, fees for specific services, receipts from other governments, fines and forfeitures, grants, shared revenues and interest income.

REVENUE BONDS are bonds usually sold for constructing or purchasing capital projects. Reliable revenue other than ad valorem taxes is pledged as the source for funding to pay bond principal and interest.

SPECIAL REVENUE FUNDS are funds used to account for proceeds of specific revenue sources (other than special assessments, expendable trusts, or major capital projects) that are legally restricted to expenditures for specified purposes.

STATUTE is a written law enacted by a duly organized and constituted legislative body. Citations are often followed by "F.S." to indicate Florida Statute.

SURPLUS is an excess of resources over expenditures or expenses.

TAXES are compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. Neither does the term include charges for services rendered only to those paying such charges as, for example, sewer service charges.

TAX RATE is the amount of tax stated in terms of a unit of the tax base. For example, 4.000 mils yields four dollars (\$4.00) per \$1,000 of taxable value.

GLOSSARY OF KEY TERMS

TAXABLE VALUATION is the value used for computing ad valorem taxes levied against property. Taxable value is the assessed value less any exemptions allowed by law. The most common exemption is the Homestead Exemption (up to \$50,000) allowed when the owner uses the property as a principal residence. Exemptions are also granted for disability, government owned, and non-profit owned property.

TRIM is an acronym for "Truth In Millage" Law. See the definition for TRUTH IN MILLAGE LAW.

TRUST AND AGENCY FUNDS are funds used to account for assets held by the City in a trustee capacity or as an agent for individuals, private organizations, other governments, and/or other funds.

TRUTH IN MILLAGE LAW (TRIM) is a Florida Law enacted in 1980 which changed the budget process for local taxing governments. It was designed to keep the public informed about the taxing intentions of various taxing authorities.

USER (FEES) CHARGES are payments of a fee for receipt of a public service by those individuals benefiting from the service.



SECTION SEVEN

FISCAL POLICIES

CITY OF GREEN COVE SPRINGS

FISCAL POLICIES

Item #7.

The City Manager has the responsibility for all financial planning for the City of Green Cove Springs including operating, capital and debt services budgets, debt management, annual audit, TRIM compliance, and the allocation of resources to facilitate accomplishing Council goals to which these duties have been delegated to the Finance Department. To execute these responsibilities and to maintain sound financial management practices, it is important to have fiscal policies and related procedures that complement the statutory requirements and professional standards, which establish local governments' financial framework.

POLICIES AND GUIDELINES

I. DEBT MANAGEMENT POLICIES

Debt management policies are intended to provide a Comprehensive and viable debt management policy which recognizes the capital improvement needs of the City. Before issuing any new debt, the City will consider the following factors:

- Global, national and local financial environment
- Current interest rates
- Expected interest rate changes
- Robustness of local and broad economy
- Cash position
- Current debt position
- Availability of funds to repay
- Flexibility to cover future needs
- Urgency of current capital needs

II. LIMITATIONS ON INDEBTEDNESS

The City will maintain a conservative debt position based on the criteria listed above. Pay-as-you-go and replacement programs will be utilized whenever feasible to avoid financing costs. Debt will be issued only if the benefits outweigh the costs of the debt.

III. PURPOSE OF THE DEBT MANAGEMENT POLICY

The purpose of this policy is to establish guidance for the issuance and management of the debt of the City of Green Cove Springs, Florida (hereinafter referred to as the "City"). Debt includes short-term and long-term obligations issued by the City and any associated financial entities. The policy includes, but is not limited to, traditional financial vehicles such as General Obligation Bonds, Revenue Bonds, Special Tax Bonds and short-term notes. This policy is designed to:

- Set forth a liability management structure to facilitate the sound and efficient management of City debt, addressing both practical aspects of liability management and philosophical aspects.
- Provide guidelines that control the overall debt management process so that all liabilities are managed in accordance with stated objectives.
- Encourage and require communication between staff and the City Council and the City's advisors (legal and financial).
- Develop formalized criteria for evaluating and establishing the basis for comparing actual performance results achieved by debt management.
- Perform analysis to determine the best financing sources and methods to ensure the best interest rates and payback methods/periods are obtained for the City.

CITY OF GREEN COVE SPRINGS

FISCAL POLICIES

Item #7.

IV. SCOPE AND AUTHORITY

The City's Finance Director on behalf of the City Manager shall be responsible for the implementation of the policies set forth in this Debt Management Policy (the "Policy").

The Policy should be reviewed and revised every three (3) years, or sooner due to the evolution of the financial markets.

V. PERMISSIBLE DEBT

Debt is an integral part of the City's ongoing financial management program. Both short-term and long-term debt help the City accomplish its core goals. While the City rarely uses short-term debt it can be a tool to facilitate the match of revenues and expenses.

A. Short-Term Debt and Interim Debt

The City may issue obligations with a maturity of not more than one year ("Notes") to fund anticipated short-term cash flow needs due to the timing of the receipts of the annual current year ad valorem tax collections from the County Tax Collector and other revenues. The principal of the Notes and the interest thereon will be payable from and secured by a pledge of such ad valorem taxes and other revenues as may be appropriate. Short-term debt may also be issued to finance projects or portions of projects for which the City ultimately intends to issue long-term debt. Short-term and/or interim financing shall not exceed 10% of outstanding long-term debt, unless there is a situation that needs immediate attention in order to address an emergency or to allow for significant cost savings. Under certain other circumstances, short-term obligations may be warranted upon the recommendation of the City Manager.

Interim financing may be appropriate when long-term interest rates are expected to decline in the future. In addition, some forms of short-term obligations can be obtained quicker than long-term obligations and thus can be used in urgent situations until long-term financing can be obtained. Short-term obligations include:

1. Line of Credit-The City may establish a tax-exempt line of credit with a financial institution or other provider. Draws shall be made on the line of credit when the need for financing is so urgent that time does not permit the issuance of long-term debt or the need for financing is so small that the total cost of issuance of long-term debt would be prohibitive.
2. Pooled Financing-If it is financially or strategically beneficial, the City may participate in debt pools with other entities and low-interest loans from state agencies or organizations on either a long-term or short-term basis.
3. Interfund Borrowing-Interfund borrowing, a short-term cash lending from one fund to another fund, shall be discouraged. However, the use of this type of interim financing may be considered if it is in the City's best interests to do so as determined by the City Manager.
4. Bridge Financing-Should the City desire to issue bonds for large capital projects, the City can, upon passage of an intent-to-issue resolution, use non-restricted reserve funds as bridge financing to pay a portion of project costs that will then be paid back with bond proceeds. This type of financing will be reviewed by Bond Counsel to ensure the City is in compliance with applicable federal tax rules.
5. Other types-The City may consider the use of Tax Anticipation Notes, Bond Anticipation Notes, Revenue Anticipation Notes, or other such structured borrowings if it is in the best financial interests of the City to do so.

CITY OF GREEN COVE SPRINGS

FISCAL POLICIES

Item #7.

Unless the City's desire is to issue taxable obligations, the City will comply with Internal Revenue Code (the "Code") requirements prior to and subsequent to the issuance of the Notes in order that the interest on the Notes not be included in gross income for federal income tax purposes and that the proceeds are spent in a manner consistent with exceptions to the Code.

B. Long-Term Debt

The City will not issue long-term debt obligations or use long term debt proceeds to finance current operations (except when using excess proceeds to make debt service/lease payments as provided for in the financing documents). For purposes of this Policy, long-term debt includes bonds, leases and other similar obligations.

The City may utilize long-term debt for the acquisition, construction or renovation of facilities or the acquisition of equipment that cannot be funded from current revenue sources or in such cases where it is more equitable to finance the facility or equipment over its useful life. The City may also issue long-term debt to refund all or a portion of its outstanding debt subject to limitations detailed in this Policy.

When debt is used to finance capital improvements, the financing term will be for a period not to exceed the useful life of the facilities or equipment, but never greater than forty (40) years unless there are compelling factors which make it necessary to extend the period beyond this point.

VI. MEASURES OF DEBT LEVELS AND DEBT ISSUANCE LIMITS

A. Short-Term Debt

The City will not exceed the maximum allowable issuance size, if any, as determined by regulations governing the federal taxability of interest earned by holders of such debt.

B. Long-Term Debt

1. For General Obligation Bonds

The measure shall be the outstanding debt-to-taxable property ratio and shall not exceed (5%).

2. For Revenue Bonds-Enterprise or Proprietary Fund

Each enterprise or proprietary revenue is unique and debt levels will be driven by rating and bond insurer requirements for debt service coverage, reserve requirements and rate covenants.

Additionally, the City will comply with the various Florida statutory requirements, and take into account other factors suggested or required by the credit rating agencies and/or bond insurers when preparing its capital budget and each specific plan of finance.

3. Master Lease Agreements

The City may enter into a lease agreement with a provider or bank to lease equipment. The terms of the lease should coincide with the life of the equipment to be leased and a tax-exempt rate shall be sought. The City will strive to obtain the lowest rate possible using competitive bidding or current market analysis.

4. Pooled Financing

If it is financially or strategically beneficial, the City may participate in debt pools with other entities and low-interest loans from state agencies or other organizations on either a long-term or short-term basis.

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VII. SELECTING DEBT SALE METHODS

There are three (3) ways the City may sell bonds: competitive (public) sale, negotiated sale and private placement. The City, as a matter of policy, shall seek to issue its debt obligations in a negotiated sale unless it is determined by the City Manager that such a sale method would not produce the best results for the City.

City and its Financial Advisor will determine whether the sale of long-term debt shall be sold via competitive sale or negotiated sale after considering such factors as the size, complexity of the offering, market conditions and timing of the transaction.

- A. Negotiated Sale-** Bonds may be sold through an exclusive arrangement between the City and an underwriter or underwriting syndicate. At the end of successful negotiations, the issue is awarded to the underwriters. This method offers flexibility for the City. In a negotiated sale, the underwriter shall be selected through the Request for Proposal (RFP) process. The criteria used to select an underwriter in a negotiated sale should include, but not be limited to the following: overall experience, marketing philosophy, capability, previous experience, underwriter's discount, and expenses.
- B. Competitive Sale-**When determined appropriate by the Finance Director, the City may sell its debt obligations in which any interested underwriter is invited to submit a proposal to purchase an issue of bonds. The bonds are awarded to the underwriter presenting the best bid according to stipulated criteria set forth in the notice of sale. The criteria used to select an underwriter in a competitive sale shall be the true interest costs.
- C. Private Placement-**When determined appropriate by the Finance Director, the City may elect to sell its debt obligations through a private placement or limited public offering. Selection of a placement agent shall be selected through the Request for Proposal (RFP) process.

VIII. FINANCING STRUCTURE

The financing structure-consisting of principal amortization, call provisions, coupons/yields, credit enhancement- will be developed for each financing after considering relevant market conditions and then current practices. Each structure will be developed to provide the lowest long-term effective financing cost while providing the greatest flexibility to extract additional value as market conditions change over time.

A. Amortization Structure

Principal should be structured to provide level debt service payments for the life of the transaction. "Wrapped debt service" and "bullet maturities" may be appropriated for certain financings, but should only be employed when deemed necessary.

B. Issuing Variable Rate Debt

The City may issue variable rate obligations in amounts and in proportion to its fixed rate debt that the City and its Financial Advisor determine are appropriate to achieve the City's goals.

C. Credit Ratings

The credit review process incorporates both quantitative analysis (fund balance, debt levels, and wealth levels) and qualitative factors (management experience, political climate and policies /procedures). As a result, credit ratings provide an indication of both the short-term and long-term financial health of the City. Higher credit ratings also result in reduced borrowing costs and decreased cost of bond insurance.

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The City will exercise prudence and diligence in preparing its budget and managing its finances to maintain credit ratings consistent with Florida local governments of similar size and demographic makeup.

D. Credit Enhancements

Credit enhancements (insurance, letters of credit, etc.) will be used only in those instances where the anticipated present value savings in terms of reduced interest expense exceeds the cost of the credit enhancement.

E. Investing Debt Proceeds

Safety of capital is regarded as the highest priority in handling of investment of debt proceeds. All other investment objectives are secondary to the safety of capital. City staff will develop investment strategies that are consistent with the investment policy and provide the maximum return while complying with the Code. Specifically, City staff and the Financial Advisor will attempt to structure investments that allow the City to meet exceptions to the rebate requirements in the Code.

Debt proceeds are only to be invested in permitted investments, as defined in financing agreements, escrow agreements, resolutions, law and the City's written Investment Policy. Neither the City nor any other person under its control or direction will make any investment of bond proceeds in any manner that would cause the bonds to be deemed private activity bonds or arbitrage bonds by the Internal Revenue Service. The City will comply with all federal tax arbitrage regulations.

IX. DEBT REFUNDING

The City will monitor outstanding debt in relation to existing conditions in the debt market and may refund any outstanding debt when sufficient cost savings can be realized.

X. COMPLIANCE AND REPORTING

A. Disclosure Policy

The City will provide full and fair disclosure in connection with the initial sale and distribution of its publicly marketed debt instruments and to provide ongoing secondary market information, in compliance with the requirements of applicable federal and state securities laws, rules and regulations, including Securities and Exchange Commission Rule 15c2-12.

B. Budget Debt Service Payments

Annually the City Manager will include in the proposed budget presented to the City Council for its consideration and approval the amounts necessary to make the required debt service payments during the fiscal year.

C. Compliance with Financing Covenants, Federal and State Law

The City shall comply with all covenants and requirements of financing resolutions, and State and Federal laws authorizing and governing the issuance and administration of debt obligations.

D. Bond Yield Arbitrage Monitoring

It is the City's policy to minimize the cost of arbitrage rebate and yield restriction while strictly complying with the applicable laws.

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Because of the complexity of arbitrage rebate regulations and the severity of non-compliance penalties, arbitrage calculations will be performed by qualified arbitrage professionals in strict adherence to applicable laws and regulations. These calculations will be done in accordance with required Internal Revenue Service reporting dates, which are five (5) years after the delivery date of each issue, and each fifth year thereafter until the bonds have been matured, redeemed early or retired.

Arbitrage rebate costs shall be charged as negative interest revenue to the funds in which the related obligation proceeds were originally deposited.

XI. ASSEMBLING A FINANCING TEAM

A Financing Team will be assembled to provide professional services that are required to develop and implement the City's debt program with the goal of continuity, quality service and competitive prices.

Bond Counsel-The City Attorney, with input from the Finance Director, shall select Bond Counsel. The Bond Counsel's role is to prepare or review and advise the issuer regarding authorizing resolutions or ordinances, trust indentures, official statements, validation proceedings and litigation.

Underwriters-The City may solicit proposals for underwriting services for all debt issued in a negotiated or private placement sale. The solicitation process used for these services shall comply fully with City Purchasing Procedures.

Financial Advisor- The City may solicit proposals for financial advisory services for all debt issued in a negotiated, competitive or private placement sale. The solicitation process used for these services shall comply fully with City Purchasing Procedures.

City Staff-The City Manager shall appoint the Finance Director and any other City staff members deemed appropriate to coordinate the efforts of the hired consultants and the City. The City Attorney shall supervise all counsel as necessary, as well as provide any other legal services required for issuance of debt.

XII. BUDGET ADOPTION PROCESS AND REQUIREMENTS

An annual budget shall be prepared, approved and adopted for each fiscal year. The budget controls the levy of taxes and expenditure of money for all City purposes. The budget shall be conducted in accordance with Chapters 166, 200 and 218 of the Florida Statutes, as amended.

By July 1, the Property Appraiser must certify the (initial) taxable value of property within each taxing district.

Within 35 days of either July 1, or the date the Property Appraiser certifies the taxable value of property, whichever is later, the City Council must set proposed millage rates. At that time, a date, time and place is set for a public hearing on the proposed budget and millage rates.

Within 65 to 80 days of July 1, or the date the Property Appraiser certifies the taxable value, the City Council must hold a public hearing, after 5:00 p.m., to hear public testimony and to adopt a proposed budget and proposed millage rates. The percentage increase in the proposed millage rate over the roll-back rate and the specific purpose for which ad valorem tax revenues are being increased must be discussed in a public hearing. The City Council may amend the proposed budget as it deems necessary, adopt the amended proposed budget, recompute its proposed millage rate and publicly announce the percent, if any, by which the recomputed proposed millage exceeds the roll-back rate. A date, time and place for a second public hearing is set at this hearing, also to be held after 5:00 p.m. The City may not hold its hearings at the same time as the School Board or County Commission holds their hearings.

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Within fifteen (15) days after the first public hearing, the City must publish two adjacent budget ads in a newspaper of the general circulation in the County. One advertisement notifies the City residents of the City Council's intent to finally adopt millage rates and a budget, identifying any increase in property taxes. The second advertisement summarizes the proposed budget, showing for each budget and for the total of all budgets, the proposed millage rates, balances, reserves, and major revenues and expenditures classifications. Specific size, placement, and working requirements apply as set forth in Chapter 200.065(2) (g) of the Florida Statutes, as amended.

Within two to five days after the advertisements are published, a second public hearing is held to hear public testimony and to adopt a final budget and final millage rates. If, for any reason, the adoption of the final budget is delayed beyond the start of the next fiscal year, the City Council can expend moneys as outlined in Chapter 200.065(2) (g) of the Florida Statutes, as amended. Fax and mail precertification form DR487V, along with resolution to Department of Revenue.

Copies of the completed resolutions adopting the final millage are forwarded to the Property Appraiser and the Tax Collector by the City Manager within approximately 100 days of certification of preliminary taxable value by the Property Appraiser.

Within thirty (30) days following adoption of a resolution establishing a property tax levy, the City Council shall certify to the Florida Department of Revenue compliance with the provisions of Chapter 200 of the Florida Statutes, as amended. This includes a statement of compliance, a copy of the adopted millage resolution, a copy of the budget advertisements, including proof of publication and a copy of the Certification of Taxable Value form. Include Forms 487, DR422 and DR420-MM in the TRIM package to Department of Revenue.

Upon final adoption of the budget, the budget shall regulate the expenditures of the City and the budget shall not be amended, except as provided for in Chapter 166, Florida Statutes, as amended, unless otherwise specified in the City's Charter.

XIII. BUDGETARY REPORTING

The City will establish and maintain a system of budgetary and financial reporting to:

1. Maintain accounting and reporting practices in conformance with the Uniform Accounting System of the State of Florida and Generally Accepted Accounting Principles (GAAP).
2. Maintain budget and financial reporting system records on a basis consistent with the accepted standards for local government accounting according to Governmental Accounting and Financial Reporting (GAFR), the National Council on Governmental Accounting (NCGA), the Governmental Accounting Standards Board (GASB), and in compliance with Florida Statutes, Chapters 129 and 200, as amended.
3. Maintain a system of quarterly reporting to the City Council by the Finance Department on the operating condition of the City, and, where applicable, identify potential trends and, if necessary, recommend options for corrective action.

BUDGET AMENDMENTS

The City will establish and maintain practices for the administration and amendment of the annual budget per Article I, Chapter 5.09 of the City Charter.

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Section 5.09 Amendments after adoption.

- A. *Supplemental Appropriations.* If during the fiscal year, the city manager certifies that there are available for appropriation unanticipated (i.e. grants) revenues in excess of those estimated in the budget, the council by resolution may make supplemental appropriations for the year up to the amount of such excess.
- B. *Emergency Appropriations.* To meet a public emergency affecting life, health, property or the public peace, the council may make emergency appropriations. Such appropriations may be made by emergency ordinance in accordance with the provisions of section 2.14. To the extent that there are no available unappropriated revenues to meet such appropriations, the council may, by such emergency ordinance, authorize the issuance of emergency notes, which may be renewed from time to time, but the emergency notes, and the renewals of any fiscal year shall be paid not later than the last day of the fiscal year.
- C. *Reduction of Appropriations.* If at any time during the fiscal year, it appears probable to the city manager that the revenues available will be insufficient to meet the amount appropriated, a report in writing to the council shall be done without delay, indicating the estimated amount of the deficit, any remedial action taken and a recommendation as to any other steps to be taken. The council shall then take such further action as it deems necessary to prevent or minimize any deficit and for that purpose, it may, by resolution, reduce one (1) or more appropriations.
- D. *Transfer of Appropriations.* The council may, by resolution, provide that at any time during the fiscal year, the city manager may transfer part or all of any unencumbered appropriation balance among programs within a department, office or agency to another.
- E. *Limitations: Effective Date.* No appropriation for debt service may be reduced or transferred, and no appropriation may be reduced below any amount required by law to be appropriated or by more than the amount of the unencumbered balance thereof. The supplemental and emergency appropriations and reduction or transfer of appropriations authorized by this section may be made effective immediately upon adoption.

XIV. AUDITS

An annual audit will be performed by an independent public accounting firm in accordance with Florida Statute and the City Charter, with an audit opinion to be included in the City's Audited Financial Report.

XV FUND BALANCE POLICY

Definitions:

- A. ***Fund Balance***-As defined by the Governmental Accounting, Auditing and Financial Reporting of the Government Finance Officers Association, "The difference between assets and liabilities reported in a governmental Fund." Fund Balance is referred to as net assets in an enterprise fund.
- B. ***Non-Spendable Fund Balance***-The portion of fund balance that cannot be spent because of form or because it must be maintained intact.
- C. ***Restricted Fund Balance***-The portion of fund balance with limitations imposed by creditors, grantors, laws, regulations, or enabling legislation.
- D. ***Committed Fund Balance***-The portion of fund balance that can be used only for the specific purposes determined by a formal action of the City Council, the City's highest decision making authority. Commitments may be changed or lifted only by the City Council taking the same formal action that imposed the original constraint.

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- E. **Assigned Fund Balance**-The residual fund balance of all governmental funds except the General Fund. In the General Fund, it is the amounts intended to be used for specific purposes, but do not meet the criteria for restricted or committed. Intent is stipulated by the City Council or official to whom that authority has been given by the City Council.
- F. **Unassigned Fund Balance**-The residual portion of fund balance for the General Fund. Represents available financial resources which have not been obligated to a specific purpose.
- G. **Unrestricted Fund Balance**-The total *committed fund balance, assigned fund balance, and unassigned fund balance*.
- H. **Net Assets**-The difference between fund assets and fund liabilities in an enterprise fund.
- I. **Restricted Net Assets**-Restricted net assets are equivalent to restricted fund balance. The amounts are legally restricted and are not available for appropriation or expense.
- J. **Net Assets Invested in Capital Assets, Net of Related Debt**: This represents capital and intangible assets less accumulated depreciation/amortization less outstanding debt that are attributable to acquisition, construction or improvements of those assets.
- K. **Unrestricted Net Assets**-Unrestricted net assets in the enterprise funds are roughly equivalent to unassigned fund balance in governmental funds. It is calculated as total net assets less restricted assets less invested in capital assets, net of related debt.
- L. **Shortfall**-The amount by which the required unassigned fund balance reserve falls short of the amount required.
- M. **Expenditures**-Expenditures-are all uses of financial resources, budgeted for any purpose, and include operating and capital expenses, debt service, and transfers to other funds.
- N. **Operating Expenses**-Operating expenses are uses of financial resources for personnel, supplies, services and materials, and exclude capital expenditures, debt service, and transfers to other funds.

Unassigned fund balance represents available financial resources which have not been obligated to a specific purpose and are established to provide for the following:

- Funding for authorized mid-year increases that will provide for a level of service that was not anticipated during the budget process.
 - Funding for unexpected increases in the cost of providing existing levels of service.
 - Temporary and nonrecurring funding for unanticipated projects.
 - Funding of a local match for public or private grants.
 - Funding to off-set losses in revenue caused by actions of other governmental bodies and/or unanticipated economic downturns.
 - Funding to accommodate unanticipated program mandates from other governmental bodies.
 - Funding for emergencies, whether economic, natural disaster or act of war.
1. Use of these reserves requests must be approved by the City Council. Such requests will be evaluated to insure consistency with other City policy; the urgency of the request; the scope of services to be provided; the short and long-term fiscal impact of the request; a review of alternative methods of funding or providing the services; a review for duplication of services with other agencies; a review of efforts to secure non-City funding; a discussion of why funding was not sought during the normal budget cycle; and a review of the impact of not funding or delaying funding to the next fiscal year.
 2. A reserve for contingency will be calculated and established by the Finance Department for each operating fund in an amount not greater than 10% of the total operating budget and in accordance with Florida Statutes 129.01(2) (c).

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3. The Surtax restricted reserve account should always maintain a minimum of \$400,000 cash unless authorized by Council to go below this minimum.

There is hereby created in the general fund and utility fund (Electric, Water, Wastewater, Solid Waste, and Customer Service) an unassigned_fund balance reserve equal to the following:

- A. General Fund-In the general fund, there shall be created a reservation of fund balance equal to 30 days of the current fiscal year operating budget for the fund, excluding capital outlay, transfers out, and/or debt service. For the purposes of this calculation, the current fiscal year budget shall be the budget as originally adopted by Resolution in September. This reserve shall be in addition to all other reserves set aside for specific expenditures or for debt service.
- B. Utility Fund (electric, water, wastewater, solid waste, and customer service)-In each of the utility funds now or hereafter created by the Council, there shall be a reservation of fund balance of at least 90 days of the current fiscal year budget for that fund, excluding capital outlay, transfers out, and/or debt service. For purposes of this calculation, the current fiscal year budget shall be the budget as originally adopted by Resolution in September. This reserve shall be in addition to all other reserves set aside for specific expenditures or for debt service.
- C. Shortfall-If it is determined there is a shortfall (an amount below the lower limit of the fund balance range for any fund), the fund shall be brought up to the minimum limits by adding a designated amount to the budget to cover the deficiency over a period not to exceed five (5) years. This may be accomplished by reducing expenditures and/or increasing revenues to restore the minimum requirements. This shall be known as a "contribution to fund balance".
- D. Utilization of surplus reserves-In the event that the unassigned_fund balance exceeds the minimum requirements; the excess may be utilized for any lawful purpose approved by City Council. It is recommended that the first priority be given to utilizing the excess within the fund in which it was generated. In order to minimize the long term effect of such use, the excess, shall be appropriated to fund one time expenditures or expenses which do not result in recurring operating costs, or other onetime costs including the establishment of or increase in legitimate reservations or designations of fund balance in other funds. The funds may also be used to establish and maintain a "Catastrophic Fund" to help supplement insurance/FEMA reimbursements for damages that occur due to catastrophic events such as hurricanes, fires, tornadoes, floods, and other major damages.
- E. The City shall reduce the committed amounts first, followed by the assigned amounts, and then the unassigned amounts.

Total fund balance must be classified into one of the five possible categories at the end of the fiscal year. It will be determined what funds should be reported as nonspendable. For all but the General Fund, the remaining amounts must be allocated to restricted, committed or assigned by reviewing the constraints placed on available resources and by applying the order of spending policy. For the General Fund, unassigned fund balance is the residual classification after amounts have been classified as nonspendable, restricted, committed or assigned.

The fund balance classifications are possible classifications; however the City may or may not use all classifications. The City shall determine which of the five component of fund balance should be used in financial reporting for the City.

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The City's budget will be amended at such time as the City Council authorizes the use of reserves. All requests for the use of any reserves shall be accompanied by information prepared by the Finance Department showing the year-to-date activity of the reserve account as well as the current account balance and the net effect on the account balance.

Undesignated fund balance represents available financial resources which have not been obligated to a specific purpose and are established to provide for the following:

- Funding for authorized mid-year increases that will provide for a level of service that was not anticipated during the budget process.
 - Funding for unexpected increases in the cost of providing existing levels of service.
 - Temporary and nonrecurring funding for unanticipated projects.
 - Funding of a local match for public or private grants.
 - Funding to off-set losses in revenue caused by actions of other governmental bodies and/or unanticipated economic downturns.
 - Funding to accommodate unanticipated program mandates from other governmental bodies.
 - Funding for emergencies, whether economic, natural disaster or act of war.
1. Use of these reserves requests must be approved by the City Council. Such requests will be evaluated to insure consistency with other City policy; the urgency of the request; the scope of services to be provided; the short and long-term fiscal impact of the request; a review of alternative methods of funding or providing the services; a review for duplication of services with other agencies; a review of efforts to secure non-City funding; a discussion of why funding was not sought during the normal budget cycle; and a review of the impact of not funding or delaying funding to the next fiscal year.
 2. A reserve for contingency will be calculated and established by the Finance Department for each operating fund in an amount not greater than 10% of the total operating budget and in accordance with Florida Statutes 129.01(2) (c).
 3. The Surtax restricted reserve account should always maintain a minimum of \$400,000 cash unless authorized by Council to go below this minimum.

There is hereby created in the general fund and utility fund (Electric, Water, Wastewater, Solid Waste, and Customer Service) an undesignated fund balance reserve equal to the following:

- A. General Fund-In the general fund, there shall be created a reservation of fund balance equal to 30 days of the current fiscal year operating budget for the fund, excluding capital outlay, transfers out, and/or debt service. For the purposes of this calculation, the current fiscal year budget shall be the budget as originally adopted by Resolution in September. This reserve shall be in addition to all other reserves set aside for specific expenditures or for debt service.
- B. Utility Fund (electric, water, wastewater, solid waste, and customer service)-In each of the utility funds now or hereafter created by the Council, there shall be a reservation of fund balance of at least 90 days of the current fiscal year budget for that fund, excluding capital outlay, transfers out, and/or debt service. For purposes of this calculation, the current fiscal year budget shall be the budget as originally adopted by Resolution in September. This reserve shall be in addition to all other reserves set aside for specific expenditures or for debt service.

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- C. Shortfall-If it is determined there is a shortfall (an amount below the lower limit of the fund balance range for any fund), the fund shall be brought up to the minimum limits by adding a designated amount to the budget to cover the deficiency over a period not to exceed five (5) years. This may be accomplished by reducing expenditures and/or increasing revenues to restore the minimum requirements. This shall be known as a “contribution to fund balance”.
- D. Utilization of surplus reserves-In the event that the undesignated fund balance exceeds the minimum requirements, the excess may be utilized for any lawful purpose approved by City Council. It is recommended that the first priority be given to utilizing the excess within the fund in which it was generated. In order to minimize the long term effect of such use, the excess, shall be appropriated to fund one time expenditures or expenses which do not result in recurring operating costs, or other one time costs including the establishment of or increase in legitimate reservations or designations of fund balance in other funds. The funds may also be used to establish and maintain a “Catastrophic Fund” to help supplement insurance/FEMA reimbursements for damages that occur due to catastrophic events such as hurricanes, fires, tornadoes, floods, and other major damages.

The City’s budget will be amended at such time as the City Council authorizes the use of reserves. All requests for the use of any reserves shall be accompanied by information prepared by the Finance Department showing the year-to-date activity of the reserve account as well as the current account balance and the net effect on the account balance.

XVI. CAPITAL MANAGEMENT POLICIES

Capital Management Policies are intended to provide parameters and guidance for the management, monitoring, assessment and evaluation of the Capital Improvement Program. The Capital Improvement Program (CIP) shall consist of projects/equipment with a cost estimate of at least \$25,000 and an asset life of at least five (5) years. A CIP project, under this definition, is intended to include those projects that involve a new purchase of capital outlay, infrastructure, any new construction or renovation of City infrastructure, or equipment.

1. Annually, a five-year Capital Improvement Program (CIP) will be developed. The CIP will be consistent with and implement the Capital Improvement Element (CIE) of the City’s Comprehensive Plan. The CIE established Level of Service Standards for facilities required by law to address the impacts of development, level of service guidelines for other public facilities, and priorities for capital improvement projects.
2. Annual updates of the CIP shall be coordinated through Finance.
3. The Capital Improvement Plan will include, in addition to current maintenance expenditures, adequate funding to support repair and replacement of deteriorating infrastructure and to avoid any significant unfunded liability.
4. Ensure that debt financings are planned and the details are incorporated in the Capital Improvement Program. Proposed capital projects will be reviewed by a cross-departmental team regarding accurate costing (design, capital, and operating) estimates.
5. The City will make all capital improvement expenditures in accordance with the Capital Improvement Program (CIP).
6. The first year of the 5-Year Capital Improvement Program will be used as a basis for formal fiscal year appropriations during the annual budget process. Appropriations approved in prior years for which expenditures have not been incurred nor projects completed, will be reevaluated and incorporated into appropriations for the new fiscal year.

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XVII. INVESTMENT POLICY

The City has adopted a separate Investment Policy in accordance with State Law and was approved by Council in April 2006. The Investment Policy was revised in 2016 which the Council approved in March 2016.

XVIII. INTERFUND TRANSFERS

The City adopted a policy (Resolution R-17-95) on September 5, 1995 regarding interfund transfers because historically the General Fund depended, in part, on transfers from its Utility Fund (or Utilities Funds) to support current service levels. Furthermore, the City was advised that its credit standing may be enhanced by establishing a formula for transferring funds from the Utility Fund to the General Fund. A formula was established upon recommendation from various auditing firms, Florida Municipal Electric Association, Florida Municipal Power Agency, and other highly regarded organizations with which the City was familiar.

The transfer formula to the General Fund was established at ten percent (10%) of the prior fiscal year's combined electric, water, and wastewater revenues as stated in the City's annual audited financial report. Effective with the adoption of Resolution R-18-2014 on September 16, 2014 the change in the transfer formula to the General Fund will take effect on October 1, 2014. The transfer formula to the General Fund is established at thirteen percent (13%) of the prior fiscal year's combined electric, water and wastewater revenues as stated in the City's annual audited financial report. This amount shall be transferred from the Utility Fund to the General Fund. However, in any fiscal year where such amount is not required to support the current service levels in the General Fund, a lesser amount may be transferred.

The City shall also transfer from the Solid Waste Fund to the General Fund using the same formula as used for the Utilities Funds.

XIX. PENSION MANAGEMENT

The City has a Police Pension Board comprised of five members (2 residents, 2 police officers and 1 member elected by the other 4) that make decisions about the activities of the Pension Fund. The Florida Municipal Pension Trust Fund at the Florida League of Cities administers funds in the "Green Cove Springs Police Pension Plan" and reports directly to the Pension Board. The Board has outside legal counsel that advises the Board on legal issues.

XX. ANNUAL REVIEW

Compliance with the provisions of this policy shall be reviewed as part of the annual budget process.

CITY OF GREEN COVE SPRINGS



FISCAL YEAR 2021/2022 BUDGET INSTRUCTION MANUAL

Prepared by: Finance Department
April 6, 2021

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INTRODUCTION

This budget instruction manual marks the "kick-off" of the FY 2021/2022 budget process. This year's budget process will be impacted by the actions of the Florida Legislature and the country's current economic conditions. It is anticipated that several revenue sources (Discretionary Sales Tax, Half-Cent Sales Tax, Municipal Revenue Sharing, Building Permits, certain Charges for Services, and Property Taxes, etc.) may increase slightly or remain the same for the upcoming year.

Included in this packet are the tools to help you create your budget submittal package. Deadlines will be strictly adhered to. The Finance Department will be available to address any questions or concerns you may have throughout this process.

Respectfully,

Steve Kennedy
City Manager

ANNUAL BUDGETING PROCESS

SECTION 1: INSTRUCTIONS:

Chapters 166 and 200 of the Florida Statutes require that all municipalities prepare an annual budget. The City Charter requires the City Manager to submit the Capital Improvement Plan (CIP) and the Operating Budget on or before the 1st day of August. The Statutes detail actions and many of the other functions of the budget preparation process. This section will offer instruction, guidance and information for the preparation of the Fiscal Year 2022 budget.

Each individual departmental budget can be broken down into several various categories of expenditure. They include:

- **Personal Services** – salaries, fringe benefits (insurance, retirement), overtime, vacation payouts, longevity, vehicle allowances, phone stipends, etc.
- **Operating Expenses** – professional services, travel, office supplies, rentals, communication expenses, etc.
- **Capital Outlay** – furniture, machinery, equipment, and vehicles, capital improvements, etc.

The Finance Department has prepared a packet of budget materials for each department of the City. This packet will include the following materials:

- Tentative Budget Calendar
- Budget Worksheet Forms (this is where you will input your FY 2021/2022 budget figures along with your comments).
- Position Control Report (PCR)
- Capital Improvements Worksheets – Five (5) year schedule

All CIP forms and budget worksheet forms will be distributed electronically to you. It is our hope that this packet will make budgeting a meaningful and efficient process. Any suggestions that you feel will improve this process should be forwarded to the Finance Department.

SECTION 2: HIGHLIGHTS:

The Capital Improvement Worksheets and Operating Budget Worksheets **IN TOTAL** are due back to the Finance Department by Tuesday, **May 11, 2021**. Partial submittals will not be accepted. **NO EXCEPTIONS**. It is imperative that requests be done in a timely fashion. No extensions will be granted. Plan Accordingly.

Personal Services will be completed by the Finance Department and captured on the PCR, a copy for your department is included in your packet.

The employer costs have not yet been adjusted to reflect the estimated pension rates as predicted by the State of Florida, insurance provider and federal government. These rates will change during the budget process.

Vacant positions are budgeted at the base rate of the salary schedule and the employer costs are calculated upon this compensation.

SECTION 3: TENTATIVE BUDGET CALENDAR:**CITY OF GREEN COVE SPRINGS TENTATIVE BUDGET CALENDAR FY 2021-2022**

CITY OF GREEN COVE SPRINGS FY 2021 BUDGET CALENDAR		
DATE(S)	ACTIVITY	PARTICIPANTS
<i>APRIL 2021</i>		
T 6	Budget kick-off meeting - distribute Operating Budget & CIP Worksheets	City Manager, Finance, Depts.
<i>MAY 2021</i>		
T 11	Dept. heads submit Operating Budgets and Capital Improvement Worksheets to Finance	Finance, Depts.
<i>JUNE 2021</i>		
M-TH 7-10	City Manager meets with individual dept. heads to review Operating Budgets and Capital Improvement Worksheets	City Manager, Finance, Depts.
M-W 14-30	City Manager & Finance prepare Operating and Capital Improvement Budgets	City Manager, Finance
<i>JULY 2021</i>		
TH 1	Receive DR420 from Property Appraiser Contact School Board, & BOCC for hearing dates (TBD)	Finance Finance Director
M-TH 5-15	Finalize Budget & CIP	City Manager, Finance Director
T 6	Council establishes firm workshop dates and hearing dates.	Council
TH 15	City Manager submits Operating Budget & Final CIP to Council	City Manager
T 20	Council establishes tentative millage rate and sets dates for public hearings.	

AUGUST 2021		
M	2	Finance certifies millage rate to tax appraiser & 1st hearing date to adopt tentative budget, millage & CIP - due within 35 days of certification. Send DR420 & MMP to Appraiser & Tax Collector Finance Director
T	3	9 AM Budget Workshop for Outside Agencies, Health Insurance Plan and All Utility Enterprise Funds & associated CIP Council, City Manager, Depts.
TH	5	9 AM Budget Workshop for General Fund Revenues and Expenditures & associated CIP, Police Building Capital Improvement Fund, Spring Park Capital Improvement Fund, Building Special Revenue Fund & associated CIP, and Special Law Enforcement Trust Fund Council, City Manager, Depts.
T	10	9 AM Budget Workshop – Review/Complete any unfinished Budget Issues Council, City Manager, Depts.
M	16	Estimated Date: Notice of Proposed Millage Rates mailed to taxpayers by County.
TH	26	Tentative Budget put on website to announce public hearing dates Finance
SEPTEMBER 2021 (TBD)		
TBD		Tentative budget, millage and CIP hearings/ adoption Council, City Manager, Depts.
TBD		1st reading of Resolution to pass Budget, Millage and CIP Cannot be held sooner than 10 days after notices mailed by appraiser Send ads to newspaper for advertising in Clay Today-final budget & millage hearings/adoption on TBD. Send Budget Summary & Notice of Tax Increase/ Decrease (Make sure proper summary is used due to whether rolled back rate & millage are equal). Clay Today uses a Thursday date Finance Director
TBD		Ad appears in Clay Today for final hearing on budget & millage and CIP Clay Today
TBD		Final Hearing on budget, millage, CIP & adoption of all Must be within 15 days after tentative adoption- must be at least 2 but not greater than 5 days after the ad Council, City Manager, Depts.
~ 4 ~		

TBD	Mail Precertification to DOR Form 487V along with millage resolutions	Finance Director
TBD	Certify adopted millage to Property Appraiser, Tax Collector & DOR (within 3 days of final hearing) (Send resolution on millage only) Send to DOR as well. Receipt of Resolution is official notification of millage approved by Council.	Finance Director
TBD	Post final adopted Budget on website within 30 days of adoption	Finance/IT
TBD	Complete & certify DR - 422 on E-Trim to Property Appraiser, Tax Collector, & DOR Must be within 3 days of receipt of form from Property Appraiser. Send form 487V to DOR - include DR420 MM in TRIM package	Finance Director
OCTOBER 2021 (TBD)		
TBD	Certify compliance with SS 200.065 & SS 200.068 to DOR within 30 days of final adoption. Send Form 487, Cover Sheet, DR422 & 487V to DOR - include DR 420-MM in TRIM package.	Finance Director

SECTION 4-BUDGET PREPARATION INSTRUCTIONS:

Personal Services

Reclassification or new positions:

Any request for a new classification or an additional position for FY 2021/2022 may be considered. The wage and benefit study released in 2020 will be implemented in future fiscal years **subject to availability of funding.**

Please review the PCR very carefully and verify the number of positions by classification and benefits. The PCR at this date does not have final health insurance, worker's compensation, and pension costs. Pursuant to Council directive, the PCR excludes any adjustments for either a Cost-of-Living or Merit Increase. These items will be adjusted later in the budget process as directed by Council.

Operating Expenditures

The totals submitted with your completed FY 2021/2022 budget package should not be more than the FY 2020/2021 Budget. Any increase must be separately justified on the "Budget Worksheet Forms". Line items for utilities, debt service, bad debts, cost allocations, etc. will be adjusted by the Finance Department. Departments will be notified when adjustments are made.

Please use the "Budget Worksheet" Forms to list the details and amounts for each individual account number. Write any significant notes under the comments column including requests for increases.

Capital Projects

The beginning total for Capital Outlay items is zero for all departments. Any balance remaining on an unfinished Capital Project will not be automatically carried forward.

Figures from last year's capital projects have been brought forward, however since priorities can change, please modify the approved CIP for FY 21 through FY 25 by reprioritizing the projects currently budgeted in year one to outer years or vice versa. This would involve decreasing funds from budgeted projects and moving those funds to previously unfunded or new projects. New projects that require additional funding from a source other than a previously accepted project will be considered during the budget process.

Please prioritize your year 2021/2022 Capital items on the "Capital Projects Priority" form. If you know the funding source for the project, please list the source in the "Funding Source" column. Finance will work with you to determine the availability of funds for projects.

The City Manager, with input from Departments, will then review your prioritized Capital Project requests by utilizing the following criteria:

- A. Mandate by law or government agency including Comp Plan Concurrency.
- B. Minimizes potential liability to the City for health, safety and welfare issues.
- C. Supports the goals as outlined by the Council.
- D. Addresses potential degradation of service.

The adopted CIP for FY 2021-2025 with a new column for FY 2025/2026 will be provided to you electronically for your information. Please submit these forms back to Finance electronically. Information from these forms will be submitted for discussion and review by the City Manager. At that point, priorities for requests will be assigned for recommendation to the City Council.

Please return the Five Year Capital Project Sheets to the Finance Department no later than **Tuesday, May 11, 2021.**

If you have questions regarding the forms or instructions, please contact the Finance Department at ext. 3309. Your participation is greatly appreciated.

**CITY OF GREEN COVE SPRINGS, FLORIDA
STAFF REPORT
FOR MEETING OF MAY 11, 2018**



SUBJECT: City Council Review of the Community Visioning Plan.

BACKGROUND:

The City held a community visioning workshop on March 3, 2018. Ms. Marilyn Crotty, Director of the Florida Institute of Government at the University of Central Florida, designed and facilitated the session. Approximately 75 people attended the session. Ms. Crotty prepared the attached report on the Visioning Session that was presented to the Council at their April 17th meeting. The report contains the comments generated in response to the questions related to the "Community Treasure and Values" and for the "Vision 2025". The comments related to "Community Treasure and Values" and for the "Vision 2025" were each grouped into 7 areas. The report also included conclusions that were supported by many of the participants.

At the April 17th meeting, the Council decided to hold a workshop to discuss the Visioning Report and to prioritize the areas identified for the "Vision 2025". Those areas in alphabetical order are :

Appearance/Beautification
Development/Redevelopment
Economic Development
Education
Government Services/Operations
Infrastructure
Quality of life

Staff has prepared a summary sheet for the Council to prioritize the areas. The summary sheet also includes the concluding statements by area that were included in the Visioning Report. Staff also attached the comments generated by participants at the March 3rd Visioning Session for each area, documents from previous vision sessions, and the CRA plan prepared by the University of Florida.

The City Council needs to prioritize the "Vision 2025" areas and direct staff to develop implementation measures to achieve the desired vision for the City.

FISCAL IMPACT/FUNDING SOURCE: None

RECOMMENDATION: Prioritize the "Vision 2025" areas and direct staff to develop implementation measures to achieve the desired vision for the City.

MOTION: Prioritize the "Vision 2025" areas and direct staff to develop implementation measures to achieve the desired vision for the City.

Created/Initiated By: Janis Fleet, Principal Planner on 05/07/2018 11:58 AM

Final Approval By: Danielle J. Judd, City Manager on 05/07/2018 02:28: PM

COMMUNITY VISIONING CITY OF GREEN COVE SPRINGS

MARCH 3, 2018

Facilitated by
Marilyn E. Crotty
Institute of Government
University of Central Florida

INTRODUCTION

The City of Green Cove Springs held a community visioning workshop on March 3, 2018. Ms. Marilyn Crotty, director of the Florida Institute of Government at the University of Central Florida, designed and facilitated the session.

Green Cove Springs residents, businesses, organizations, and other stakeholders were invited to the workshop to share their hopes and dreams for the future of the city. Approximately 75 people attended the session. While the Mayor, members of the City Council, and staff were present at the workshop, their role was to observe and listen to the ideas generated by the participants.

The attendees were assigned to small groups in which they responded to questions posed by the facilitator. This report is a summary of the ideas that were generated with special attention to the emerging consensus on issues that became apparent at the workshop.

This information will be shared with the City Council as they plan for the future of the city.

COMMUNITY TREASURES AND VALUES

The participants were asked to identify the treasures and values of the City of Green Cove Springs...the things that they love about the city and want to see continued, protected or improved. These might be physical places or intangibles like community character. There were ten small discussion groups with about 7 or 8 people in each group. The responses have been grouped into seven categories (environmental, city facilities/infrastructure, qualities/characteristics, community assets, events/activities, government services, values) with the number in front of the item indicating the number of groups (10 groups total) that included this issue on their lists. A complete list of each small group's comments is included in Appendix A of this report.

PART I – Treasures and Values

What are the treasures and values of Green Cove Springs...the things (whether physical places, or intangibles like community character) you love about the city and want to see continued, protected or improved? What would you want to ensure is preserved as Green Cove Springs plans for the future?

Environmental

- (4) Trees
- (1) Weather – 3 seasons
- (1) Nature
- (1) Conservation area

City Facilities/Infrastructure

- (5) Brick streets
- (2) Trails and trail plans
- (2) Senior Center
- (1) Courthouse
- (1) Jail
- (1) County administration building
- (1) DMV
- (1) Fire Station
- (1) Clay transit hub
- (1) Town Center
- (1) Gateway corridor
- (1) Four Parks
 - (1) Vera Francis Park
- (1) Augusta Savage Community Center

Qualities and Characteristics

- (6) Historic feeling
- (5) Small town – quaint, cozy
- (3) Walkability
- (3) Sense of community – relationships
- (2) Home town feel
- (2) Small businesses – no chains
- (1) Potential for growth
- (1) Tourism
- (1) Diversity
- (1) Security in schools
- (1) Single family and older homes
- (1) Close to big stores
- (1) Congruency – feel, look, mood
- (1) Old Florida style of architectural design
- (1) Character
- (1) Greatest generation
- (1) Charm

Community Assets

- (10) River – waterfront
- (9) Spring Park
- (3) Bed and breakfast
- (3) Public access to river
- (3) Museums
- (3) Historical triangle
- (2) Historic buildings
- (2) Clay Theater
- (2) Schools
- (2) Governors Creek
- (1) Clay Port area
- (1) Fairgrounds
- (1) Churches
- (1) Golf course
- (1) Industrial Park
- (1) Airport
- (1) Charitable organizations – VFW, Elks, etc.
- (1) Cemetery
- (1) Antique shops
- (1) Walnut St.
- (1) Railroad
- (1) Like Avondale

Events/Activities

- (4) Festivals/Events
 - Arts & Crafts Festival
 - Riverfest
 - CalaVida
 - Christmas on Walnut
 - Christmas parade
 - Soul Food Festival
 - Clay County Fair
 - Antique Car Show
- (2) Kayaking and boating
- (1) Fishing

Government Services and Personnel

- (5) Police Department
- (1) Waste/sanitation crew
- (1) Easy access to city staff – responsive
- (1) City electric value
- (1) VA representative
- (1) Code Enforcement
- (1) Supervisor of Elections
- (1) City Council
- (1) Customer focus
- (1) Professional services
- (1) Well run

Values

- (2) Family oriented
- (1) Spirituality
- (1) Community service and caring
- (1) Protection
- (1) Trust

VISION 2025

The second task assigned to the small groups was to discuss the City of Green Cove Springs seven years from now. What will the city be like? What does it look like? What is it like to live here, work here, retire here? What kinds of economic activity take place here? The participants were invited to share their hopes and dreams for the future of the city. The responses have been organized into seven categories (appearance/beautification, quality of life, economic development, development/redevelopment, education, government services/operations, and infrastructure) combining information from all the groups. The number in front of the item indicates the number of groups at the workshop (total of 8) that included this issue on their lists. A separate listing of the responses from each group is found in Appendix B.

Appearance/Beautification

- (2) Remove “trashy” look Hwy 17
- (1) US 17 and Walnut St. beautification
- (1) Maintaining city look when beltway comes in
- (1) Treescape plan – beauty and safety
- (1) Cleaner – streetscape, medians improved
- (1) Remove shuttle fuel tank
- (1) Improve face structure of buildings – Walnut St.
- (1) Reclaim brick roads
- (1) Uniform architecture
- (1) Incentives to add landscaping barriers

Quality of Life

- (3) Family friendly activities
 - Children’s activities
- (3) River life – boating, canoeing, kayaking
 - River Access
 - Canoe and kayak slide – City Park and Governor’s Creek
- (2) Activities to stay alive
 - Increase opportunities for seniors
- (2) Community involved in decisions
 - Community involvement in completing tasks – getting things done
- (1) Keep small town feel
- (1) Improvements in outdoor activities
- (1) Noise restrictions – trucks
- (1) Historic area preserved
- (1) Preserve architecture
- (1) Keep next generation here

Economic Development

- (6) Restaurants – walking distance, open at night
- (4) Grocery store – Trader Joes, Whole Foods, Fresh Market
- (4) Employment opportunities
 - Job opportunities for college students
 - Generation friendly jobs
 - Good paying jobs
- (3) Retail shops – Vibrant shops, a Mt. Dora North
- (2) Hotel
- (1) Center of attraction for families to come
- (1) Movies
- (1) Port
- (1) Riverfront condos
- (1) Commercial building on SR16
- (1) Light industrial on SR16
- (1) Water taxi – port and pier
- (1) Train stop – Amtrak, light rail Jacksonville
- (1) Local taxi service
- (1) Marketing – promoting Green Cove Springs
- (1) Industry - \$50,000
- (1) Tours
- (1) Pedestrian tourism
- (1) Young adult entertainment
- (1) Cafes, like Avondale

Development/Redevelopment

- (3) Parking accessibility
- (3) Annexation
 - At least to service area
- (2) Redevelop Reynolds Park
- (1) Affordable housing
- (1) Better retirement facilities
- (1) Development on Hwy 17
- (1) More freedom of development/bigger/less restrictions
- (1) Blend new buildings with old
- (1) Canvas canopies
- (1) Historic fixtures
- (1) Redevelopment of west side Green Cove Springs – upgrade housing
- (1) Less strip malls
- (1) Waterfront development for recreation, banquet hall
- (1) Zoning that makes sense – restrict certain businesses
- (1) Managed growth
- (1) No Blanding Blvd.

Education

- (1) Opportunities for young minds
- (1) Better schools
- (1) Schools teaching to the whole person and management
- (1) Community involvement in schools

Government Services/Operations

- (2) Improved parks/playgrounds
 - Make each park unique in its own way
- (2) Multi modal transportation hub – improve ride choice
- (1) Consolidate transportation items
- (1) Self driving transit – trams
- (1) Traffic control – traffic lights, speed bumps
- (1) Traffic diversion from Hwy 17
- (1) Lower electric rate
- (1) Have County maintain/upgrade their buildings
- (1) City communication strategy, surveys

Infrastructure

- (3) Underground utilities
 - Different electric company
- (2) Pedestrian bridge over Hwy 17
- (2) Internet
 - City-wide WiFi
 - Outstanding social media to attract more people
- (1) Drainage
- (1) Improved infrastructure
- (1) City pier improvement
- (1) More sidewalks
- (1) Grove St. opened for canoe access to river
- (1) Fix the dock
- (1) Waterfront benches at end of streets
- (1) Trails – proposed; master trail plan

CONCLUSIONS

The community visioning workshop was well attended with a mix of participants who were fairly new to the city along with long-time residents. However, one common characteristic was evident and that was the love the residents of Green Cove Springs have for the city and their optimism to see it continue as a wonderful place to live in the future.

There was no shortage of ideas generated and as the City Council plans for the future, it is important that the Council keeps in mind the identified treasures and values that the residents would like to see continued or improved upon. There was broad agreement upon the following:

- The river is a major asset that must be preserved with access available for water-centric activities;
- City parks are highly valued, particularly Spring Park;
- The historic nature of the city, brick streets, and the quaint environment are treasured;
- Residents love the small town feel of Green Cove Springs, its walkability, and sense of community;
- Events and festivals play a major role in the city; and,
- A safe city with the security of having a police department is important.

While numerous suggestions were made for projects and programs to be initiated to create a desired future for the city, there was not a great deal of consensus on what that should consist of. It is clear however that the following issues were supported by many of the people in attendance at the workshop:

- Efforts to cleanup and beautify the city should happen;
- Anything that enhances and maintains a high quality of life for the residents would be welcomed;
- There is a need for economic development, particularly a desire for more options in the city for shopping, restaurants, grocery stores, hotels, and entertainment;
- Job development, for all ages, is seen as essential;
- There is an acceptance that growth will occur, but it should be managed to maintain the historic nature of the city and its small town, family-friendly culture;
- Housing variety and upgrades are important;
- There is a need for transportation alternatives; and,
- The city should invest in technology, particularly WiFi for all residents.

The City of Green Cove Springs is poised to embrace a future that maintains the qualities that have drawn people to the community in the past and that will ensure it is a city that provides new opportunities for the people who choose to call this home.

APPENDIX A

The treasures and values identified by participants who attended the Community Visioning workshop held on March 3, 2018:

Table #1

Security in Green Cove schools
 Love as small town
 Keep/save historical feeling of town
 Waterfront attractions
 Our big treasure – Spring Park
 Potential of growth
 Family oriented
 Waste/sanitation crew (pick up route crew)
 City's own police department
 Easy accessibility to the City staff

Table #2

Spring park/pool
 Historic buildings/day theatre
 Arts and craft festival
 Tourism/small town feel
 Bicyclist/Bed and Breakfast
 River/Riverfront
 Public access to river
 Clay Port area
 Museums/historic triangle military
 Diversity/people
 City electric value
 Small businesses

Table #3

Maintain the character of the older parts of the city
 Balance of use of the riverfront
 Public access
 Preserve single family and older homes
 Cautious with multi-family or condos
 The City Police Department is an asset
 Ambiance: trees, brick roads, each home unique
 Citizen inclusion/involvement
 City festivals/events
 County seat of government

Table #4

The river is a value
 Water attractive
 Kayaking and boating
 Only Clay County non-boating access
 Brick streets (historic appearance)
 Walkability
 County seat
 Court house
 Jail
 County administration
 DMV
 Police Department
 Fire station
 Veteran's administration representative
 Trails and trail plan
 Tree city
 New pool and Spring Park renovation
 Historical triangle
 Proximity Fairgrounds
 Florida weather (3 seasons)
 Market in the park
 Events
 River fest
 CalaVida
 Christmas on Walnut and Christmas Parade
 Soul Food Festival
 Clay County Fair
 Antique car show
 River cruise stop
 Senior Center
 Clay Transit hub
 Churches
 Schools
 Governors Creek
 Charitable organizations
 VFW, Elks, FOE, Food Pantry, Etc.
 Nana's, Rotary, VIA
 Nature
 Recreation
 Spirituality
 Governance (law, order)
 Town Center
 Sense of Community
 Community service and caring
 Museums
 Military History

Cemetery in St. Johns Landing
 Improved Code Enforcement
 Police presence
 Commercial building cleanup
 M Law building, Walgreens, CVS
 Sup Elections
 Gateway Corridor

Table #5

Treasure – City Park, spring, boat slips, fishing
 Military museum
 Old court house and jail
 The river
 Bed and Breakfast
 Having 4 parks – enhance 3 parks
 Augusta Savage Community Center
 We are the County seat
 Walking trails/nature
 Festivals
 Historic History – small town values

Table #6

River
 City dock and harbor
 Green Cove History
 Brick Street (Walnut St.)
 Spring Park and Pool
 Small town feel (people and property)
 Governor's Creek Boat Ramp (County property)
 Close to big stores in Fleming Island so Green Cove can keep quaint shops with the small town feel

Table #7

Historical homes (many...)
 Trees/replanting/replacement
 Regulation?
 Protection
 Cobblestone – streets
 Congruency – feel/look/mood
 Antique shops
 Rx
 Park
 River
 Railroad
 Courthouse
 Military history
 River Park Inn
 Character
 Greatest generation
 Trust/family

Table #8

Sidewalk (walkability)
 History
 Charm
 Hometown feel
 Park (Spring Park/Pool)
 Council
 Access to the River!

Table #9

Police response
 Customer focus
 Professional services
 Well run town (won't survive without growth 25,000+)
 Quiet/cozy
 Good schools
 Close community
 River (capitalize on the resource)
 Walkability (golf carts) (but heavy traffic is a problem)
 Hometown non-chain restaurants
 Spring and new pool
 History
 Technology (energy cove court)

Table #10

Spring Park – river, trees, pier
Brick streets
Small town feel
Walnut Street
Like Avondale
Increase local owned café, shops
Less franchise
Golf course – River Bend
Industrial Park
Airport
Historical Triangle
Historical society
Senior Center
Conservation area
Recreation, fishing, boating, trails
Police Department
Relationship with community, seniors, children
Vera Francis Park
Land north of Elks Club potential park
Clay Theatre
Old Florida style
Architectural design

APPENDIX B

VISION 2025

Vision for the City of Green Cove Springs in 2025 as described by the small discussion groups on March 3, 2018. Because some attendees left before these discussions, the groups were consolidated into 8 tables for this portion of the agenda. Items highlighted with an asterisk in front of them are the priorities each group designated for the future.

Table #1

*In 2025, outstanding social media/internet presences to attract more people

*Improved infrastructure

Underground electricity/different electric company

Drainage

Lower electricity rate

*Center of attraction for families to come

Family friendly activities

Improved parks/playgrounds

Movies

Sports organizations

Employment opportunities

Affordable housing

Opportunities for young minds

Increase opportunities for seniors

Better retirement facilities

Activities to stay active

Table #2

*Keep small town feel, with commercial enhancements, walkable

*River life – boating, canoeing, kayaking

*US 17 and Walnut Street beautification

Pedestrian bridge over US17

Legal golf cart community

Evening businesses

Restaurants

Mount Dora North shops/restaurants/pubs

Parking accessibility

City wide Wi-Fi/residents

Improvements on outdoor activities – biking, hiking, nature walks

City pier improvement

Children's recreation

All ages activities

Table #3

- *Annexation to at least service area
- *Maintaining city look when beltway comes in (core)
- *Development (planned) on Hwy 17
- Have county maintain/upgrade their buildings
- Allow out city more freedom of development/bigger/less restriction

Table #4

- *Port
 - River front condos with marina
 - Commercial building on #16
 - Light industry in south of #16
 - Water taxi between port and City pier
 - Remove shuttle fuel tank
 - River access
- *Core city
 - Vibrant shops (no vacancy)
 - Canvas canopies
 - Adequate parking
 - Eateries within walking distance, especially evening dining
 - Blend new building with old structures
 - Trader Joes (Whole Foods, others)
 - Remove “trashy” look of Highway 17
- *Consolidate transportation items
 - Local taxi service
 - Self-driving transit for residents (maybe tram)
 - Multi-modal transport hub
 - Train stop in GCS (not only Amtrak, Light Rail Jax)
 - Improve ride choice
- Keep trees (treescape plan, beauty and safety as focal point)
- Underground electric
- Cleaner (streetscape, row/medians improved)
- Historic fixtures
- Adequate street lighting in business area and residential area
- Traffic diversions from Highway 17
- Redevelop Westside of GCS. (Upgrade housing stock)
- Develop local good paying jobs
- Senior housing (carriage house concert)
- Annex to service area boundaries

Table # 5

*Job opportunities for college students
 *Marketing (promoting schools) (what GCS has to offer)
 *Grocery Store, hotel, 5 Star restaurant
 Industry (\$50,000)
 US17
 Augusta Savage Center (service center stores)
 Cove Life – marketing
 Tours (for cruises that come in)
 Improve face structure of buildings – Walnut St.
 Keep next generation here
 Children have no place to go, community center, arcade, keep off streets, move structure
 Why should people retire here? + Community center, hospital
 Economics in GCS with Beltway coming in
 More businesses needed
 Tax deduction for businesses
 Luring businesses into the City

Table #6

*Canoe and kayak slide at City Park and Governor's Creek also
 *Reclaimed brick roads – remove the asphalt
 *Electric utilities underground
 Less strip malls
 Uniform architecture
 Better schools
 Young adult entertainment options
 More restaurants (not chains) (open for dinner)
 More sidewalks (walkable sidewalks)
 Grove Street opened up for canoe access to the river
 Pedestrian bridge crossing, Hwy 17 large enough for bicycles (located in the Core area)
 Reynolds Port Development – docks, pier
 Traffic control – speeding (traffic light at McDonalds) (speed bumps Magnolia Ave)
 Noise restriction for trucks
 City incentives to businesses to add landscaping buffers along Magnolia Ave.
 Zoning that makes sense – restrict certain businesses (certain commercial areas)
 Preserved plans for the future
 Small town feel
 City bypass to relieve Hwy 17 traffic (part of vision for the future)
 Maintain proper buffers for property values

Table #9

*Lodging – limited place to stay once you are here
 *Community involved in solutions
 *Entertainment lacks opportunities, waterfront development for recreation, banquet hall
 Fix the dock (enhancements)
 Functional Golf Cart Community
 Schools teaching to the whole person and management
 Waterfront benches at the end of streets
 More restaurants
 City communication strategy including survey strategy
 Make each park unique in its own way
 Community involvement in schools
 Redevelop Reynolds Park
 Community involvement completing tasks getting things done
 Grocery store
 Retail stores
 Annexation
 Fresh Markets

Table #10

*Managed Growth
 *Historic area – preserved
 Central business district – defined
 *Trails – proposed
 Master trails plan
 Parking
 Grocery store – small mom and pop
 Pedestrian Tourism
 Walnut Street
 Pedestrian only – bridge 17 across
 Cafés, Avondale
 Pier – enlarge, improve, more slips
 Walking to Walnut
 Historic garage – 3 stories
 Preserve architecture
 Rebuild similar design
 Jobs – industry
 Generation friendly jobs
 Restaurants
 No Blanding Blvd



CITY OF GREEN COVE SPRINGS
FIVE YEAR
CAPITAL IMPROVEMENT PLAN
FY 2021/2022 - FY 2025/2026



**CITY OF GREEN COVE SPRINGS
FIVE YEAR CAPITAL IMPROVEMENT PLAN
FY 2021/2022 THROUGH FY 2025/2026**

CITY COUNCIL

Edward Gaw, Mayor

Matt Johnson, Vice Mayor

Steven Kelley, Council Member

B. Van Royal, Council Member

Constance Butler, Council Member

CITY ADMINISTRATION

Steve Kennedy, City Manager

Mike Null, Assistant City Manager / Public Works Director

Marlena Guthrie, CPA, Finance Director

CITY OF GREEN COVE SPRINGS
FIVE YEAR CAPITAL IMPROVEMENT PLAN
FY 2021/2022 THROUGH FY 2025/2026

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CITY OF GREEN COVE SPRINGS
FIVE YEAR CAPITAL IMPROVEMENT PLAN
FY 2021/2022 THROUGH FY 2025/2026

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CAPITAL IMPROVEMENT PROGRAM OVERVIEW

This Capital Improvement Program (CIP) provides for the acquisition, reconstruction, initial features and equipment of facilities and any related costs for land acquisition, land improvements, design, and engineering. Examples of Capital Improvements include: construction of new facilities, expansion of existing facilities, rehabilitation of roads, construction of sidewalks, and beautification of parks. The summary is organized by activity and by type of project. Within each subsection, there is a summary of funding sources and additional cost associated with the project.

FUNDING SOURCE CODES:

BOCC	Board of County Commissioners
CIT	Capital Improvement Trust
CITR	Capital Improvement Trust Reserve
DR	Depreciation Reserve
FCT	Florida Communities Trust Grant
FCTR	Florida Communities Trust Reserve
FRDAP	Florida Recreation Development Assistance Program
FFTR	Federal Forfeiture Funds Transfer
G	Grants
G/LD	Grants / Legislative Delegation
GT	Gas Tax - Current
GTR	Gas Tax Reserve
5 Cent GT	5 Cent Gas Tax - Current
IK	In-Kind
LD	Legislative Delegation
L	Loan (To Be Secured)
PD	Private Developer
R	Revenue
RE	Reimbursable from Customer
REYPK	Preparation for Reynolds Industrial Park
ST	Surtax – Current
STR	Surtax Reserve
STWB	Stormwater Base Fees
STWU	Stormwater Usage Fees
TR	Transfers
UCASH	Unrestricted Cash



**CITY OF GREEN COVE SPRINGS
FIVE YEAR
CAPITAL IMPROVEMENT PLAN**

FY 2021/2022 THROUGH FY 2025/2026

GENERAL FUND

FY 2020/21 GENERAL FUND PROJECT FUNDING SOURCES										
ACCT. #	PROJECT	CURRENT SURTAX	SURTAX RESERVE	GAS TAX	GAS TAX RESERVE	LOAN	GRANTS	OTHER	CAPITAL DEPREC RESERVE	TOTAL
	CITY CLERK - 1211									
6400	Equipment							1,500		\$ 1,500
	Total Information Technology	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ -	\$ 1,500
	AUGUSTA SAVAGE - 1214									
6326	Classroom Interiors - AMikids	200,000								\$ 200,000
	Cafeteria Building Interior						1,316,000			\$ 1,316,000
	New Basketball Goals/Retractable	25,000								\$ 25,000
	Total Augusta Savage	\$ 225,000	\$ -	\$ -	\$ -	\$ -	\$ 1,316,000	\$ -	\$ -	\$ 1,541,000
	INFORMATION TECHNOLOGY - 1314									
6400	Equipment							50,000		\$ 50,000
	Total Information Technology	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000
	GENERAL SERVICES - 1319									
6220	Design & Eng for new City Hall Generator	15,000								\$ 15,000
	Total General Services	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000
	POLICE - 2021									
6400	Equipment							25,440		\$ 25,440
6431	Police Cars & Equipment for Vehicles	112,919								\$ 112,919
62xx	Building Improvements - Server Room Expansion	25,000								\$ 25,000
	Total Police	\$ 137,919	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,440	\$ -	\$ 163,359

FY 2020/21 GENERAL FUND PROJECT FUNDING SOURCES										
ACCT. #	PROJECT	CURRENT SURTAX	SURTAX RESERVE	GAS TAX	GAS TAX RESERVE	LOAN	GRANTS	OTHER	CAPITAL DEPREC RESERVE	TOTAL
	PUBLIC WORKS - 3052									
6200	PW New Shop, Parking Lot, Equip Storage Area	400,000								\$ 400,000
6200	Storage Building							55,000		\$ 55,000
6300	Downtown Streetscape Planning (Walnut St.) and Brick Street Design	25,000								\$ 25,000
6431	Replace #281 - 2002 JD 310 SG 4/4 Backhoe							150,000		\$ 150,000
6304	Pavement Markings				5,000					\$ 5,000
6370	Brick Street Repairs			200,000						\$ 200,000
6370	Palmetto Triangle Closure			60,000						\$ 60,000
6370	Walnut St. Paving & Drainage						600,000			\$ 600,000
6495	Sidewalks that are a safety hazard				50,000					\$ 50,000
6495	CDBG Sidewalks new - N. Highland and Center						266,000			\$ 266,000
6493	Sign Program				25,000					\$ 25,000
6380	Dirt to Pave Program out of Road Segment Analysis (5 Cent GT) (Foster Ln, Olive Circle and MLK)			120,000						\$ 120,000
	Total Public Works	\$ 425,000	\$ -	\$ 380,000	\$ 80,000	\$ -	\$ 866,000	\$ 205,000	\$ -	\$ 1,956,000
	RIGHT OF WAY MAINTENANCE - 3053									
6400	Equipment									\$ -
	Total Right of Way Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FY 2020/21 GENERAL FUND PROJECT FUNDING SOURCES										
ACCT. #	PROJECT	CURRENT SURTAX	SURTAX RESERVE	GAS TAX	GAS TAX RESERVE	LOAN	GRANTS	OTHER	CAPITAL DEPREC RESERVE	TOTAL
	PARKS - 3072									
6300	Park Concession							200,000		\$ 200,000
	Spring Park Flag Pole (80 Ft.)							15,000		\$ 15,000
	Fencing and Electric around new ADA Playground	25,000								\$ 25,000
	VFH Park Phase VI (FRDAP 100%)						50,000			\$ 50,000
	CDBG Improvements						73,000			\$ 73,000
	Governors Creek Boat Ramp							400,000		\$ 400,000
6400	Equipment - Replace Scag Mower and Small Equipment							23,000		\$ 23,000
	Total Parks	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 123,000	\$ 638,000	\$ -	\$ 786,000
	GENERAL FUND TOTAL	\$ 827,919	\$ -	\$ 380,000	\$ 80,000	\$ -	\$ 2,305,000	\$ 919,940	\$ -	\$ 4,512,859

FY 2021/22 ESTIMATED RESERVE ACCOUNT BALANCES GENERAL FUND

GENERAL FUND	CAPITAL DEPRECIATION RESERVE	GAS TAX RESERVE	SURTAX RESERVE	FCT RESERVES	5 CENT GAS TAX RESERVE		TOTAL
Balance 04/30/21	-	283,990	763,789	-	380,944		1,428,722
To Be Used Remainder of FY 2021	-	(229,000)	(275,230)	-	(120,000)		(624,230)
Estimated Revenues 05/01/21 thru 09/30/21	-	123,768	393,559		57,633		574,960
Estimated Balance 09/30/21	\$ -	\$ 178,758	\$ 882,118	\$ -	\$ 318,577		\$ 1,379,452
Estimated Revenue FY 2022	-	260,000	950,000	-	120,000		1,330,000
SUBJECT TO APPROPRIATIONS FY 2022	-	438,758	1,832,118	-	438,577		2,709,452
Budgeted Projects FY 2022		(340,000)	(827,919)		(120,000)		(1,287,919)
Transfers - Stormwater							-
Budgeted Expenses FY 2022					-		-
Estimated Balances 09/30/22	\$ -	\$ 98,758	\$ 1,004,199	\$ -	\$ 318,577		\$ 1,421,533

001 - 1211 CITY CLERK **FY 2021/2022 THRU FY 2025/2026 CAPITAL IMPROVEMENT PROGRAM**

ACCOUNT NUMBER	PROJECT	FUNDING SOURCE	21/22	22/23	23/24	24/25	25/26
	<u>Revenues & Other Sources:</u>						
	Revenue	R	1,500				
Total Revenue & Other Sources			\$ 1,500	\$ -	\$ -	\$ -	\$ -
	<u>Expenditures & Other Uses:</u>						
6400	Equipment New PC - Council Chambers	R	1,500				
Total Expenditures & Other Uses			\$ 1,500	\$ -	\$ -	\$ -	\$ -

001 - 1214 AUGUSTA SAVAGE ARTS & COMMUNITY CENTER FY 2021/2022 THRU FY 2025/2026 CAPITAL IMPROVEMENT PROGRAM

ACCOUNT NUMBER	PROJECT	FUNDING SOURCE	21/22	22/23	23/24	24/25	25/26
	<u>Revenues & Other Sources:</u>						
3126000	Surtax - Current	ST	225,000		350,000		275,000
3832236	Grant	G					
3832238	Grant - Legislative Delegation	G/LD	1,316,000	220,000			
3832236	FRDAP Grant	FRDAP			50,000		
3832101	Surtax - Reserve	STR					
Total Revenues & Other Sources			\$ 1,541,000	\$ 220,000	\$ 400,000	\$ -	\$ 275,000
	<u>Expenditures & Other Uses:</u>						
6326	Improvements:						
	Classroom Interiors - Headstart	ST					275,000
	Classroom Interiors - AMIkids	ST	200,000				
	Cafeteria Building Interior (CDBG-CV Grant)	G/LD	1,316,000				
	Cafeteria Exterior	ST			150,000		
	Gym Exterior	ST			200,000		
	Gym 1,200 sq ft addition - storage / concession	G/LD		220,000			
	New Basketball Goals/Retractable	ST	25,000				
	FRDAP 100%	FRDAP			50,000		
Total Expenditures & Other Uses			\$ 1,541,000	\$ 220,000	\$ 400,000	\$ -	\$ 275,000

001 - 1314 INFORMATION TECHNOLOGY **FY 2021/2022 THRU FY 2025/2026 CAPITAL IMPROVEMENT PROGRAM**

ACCOUNT NUMBER	PROJECT	FUNDING SOURCE	21/22	22/23	23/24	24/25	25/26
	<u>Revenues & Other Sources:</u>						
	Revenue	R	50,000	45,000	45,000	45,000	45,000
3832104	Depreciation Reserve	DR					
Total Revenue & Other Sources			\$ 50,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000
	<u>Expenditures & Other Uses:</u>						
6400	Equipment	R					
	Security Camera System for Police Department		10,000				
	Security Camera System for City Hall			10,000	5,000		
	Network Hardware Upgrades		5,000	5,000	5,000	5,000	20,000
	Virtualization Host & Expansion		25,000	10,000		10,000	
	Backup Storage Upgrades		5,000	5,000	5,000	5,000	5,000
	Server Upgrades			5,000	5,000	5,000	5,000
	Cabling Upgrade @ City Hall			10,000			
	Camera Storage Upgrade				5,000		10,000
	Camera System Upgrades				5,000	5,000	5,000
	Spring Park WiFi Upgrades				15,000		
	Spring Park Camera Upgrades					15,000	
	Firewall Backup		5,000				
Total Expenditures & Other Uses			\$ 50,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000

001 - 1319 GENERAL SERVICES **FY 2021/2022 THRU FY 2025/26 CAPITAL IMPROVEMENT PROGRAM**

ACCOUNT NUMBER	PROJECT	FUNDING SOURCE	21/22	22/23	23/24	24/25	25/26
	<u>Revenues & Other Sources:</u>						
3832104	Depreciation Reserve	DR					
	Revenue	R					
3832101	Surtax Reserve	STR					
3126000	Surtax - Current	ST	15,000	225,000	225,000		
Total Revenues & Other Sources			\$ 15,000	\$ 225,000	\$ 225,000	\$ -	\$ -
	<u>Expenditures & Other Uses:</u>						
6220	Building Improvements						
	Finish N/S Wing Upper Floor City Hall	ST		225,000	225,000		
	Design & Eng for new City Hall Generator (Carryover)	ST	15,000				
Total Expenditures & Other Uses			\$ 15,000	\$ 225,000	\$ 225,000	\$ -	\$ -

001 - 2021 POLICE **FY 2021/22 THRU FY 2025/26 CAPITAL IMPROVEMENT PROGRAM**

ACCOUNT NUMBER	PROJECT	FUNDING SOURCE	21/22	22/23	23/24	24/25	25/26
	Revenues & Other Sources:						
3831000	Federal Forfeiture Funds Transfer	FFTR	25,440	12,440	12,440		
3126000	Surtax - Current	ST	137,919	150,000	150,000	160,000	160,000
Total Revenues & Other Sources			\$ 163,359	\$ 162,440	\$ 162,440	\$ 160,000	\$ 160,000
	Expenditures & Other Uses:						
6400	Taser less than lethal Electronic Control Weapon \$12,440 per year for the next three years. This contract is at 0% interest and includes a complete warranty for all units for the full 5 years.	FFTR	12,440	12,440	12,440		
6400	4 Desktop PC's, 4 Docking Stations, 4 Thermal Mobile Printers and 2 Patrol Laptop Computers	FFTR	13,000				
6431	Police Vehicles - 1 Ford Explorer marked patrol vehicles @ \$50,192; 1 Chevrolet Tahoe K9 vehicle (\$62,727)	ST	112,919	150,000	150,000	160,000	160,000
62xx	Building Improvements - Server Room Expansion	ST	25,000				
Total Expenditures & Other Uses			\$ 163,359	\$ 162,440	\$ 162,440	\$ 160,000	\$ 160,000

001 - 2021 POLICE **FY 2021/22 CIP PROJECT PRIORITY**

RANK	ACCOUNT NUMBER	ACCOUNT NAME	FUNDING SOURCE	AMOUNT	BRIEF EXPLANATION
1	6400	Equipment	FFTR	12,440	Taser less than lethal Electronic Control Weapon Contract
2	6431	Police Vehicles	ST	112,919	Ford Explorer Patrol Vehicle, Chevrolet Tahoe K9 Vehicle
3	6400	Equipment	FFTR	13,000	Desktop PC's, Docking Stations, Mobile Printers and Patrol Laptop Computers
4	62xx	Building Improvements	ST	25,000	Server Room Expansion
	TOTAL			\$ 163,359	

ACCOUNT NUMBER	PROJECTS	FUNDING SOURCE	21/22	22/23	23/24	24/25	25/26
	Revenues & Other Sources:						
	Unfunded			1,500,000	1,000,000	500,000	
3126000	Surtax - Current	ST	425,000				
	Revenue	R	205,000	25,000	45,000		130,000
3122100	Gas Tax - Current	GT	260,000	255,000	255,000	255,000	255,000
3832102	Gas Tax Reserve	GTR	80,000				
3832237	Loan (To be secured)	L					
3832216	FCT Fund Reserves	FCT					
3xxxxxx	Grant Neighborhood Revitalization (CDBG)	G	666,000				
3xxxxxx	Grant-Commercial Revitalization	CR	200,000				
3122110	5 Cent Gas Tax	5 CENT GT	120,000	120,000	120,000	120,000	120,000
Total Revenues & Other Sources			\$ 1,956,000	\$ 1,900,000	\$ 1,420,000	\$ 875,000	\$ 505,000
	Expenditures & Other Uses:						
6200	Buildings: PW New Compound Construction (New Shop, Parking Lot, Equipment Storage Area)	ST/UNFUNDED	400,000	1,500,000	1,000,000	500,000	
6200	Storage Building	R	55,000				
6300	Improvements - Other than Buildings:						
6300	Downtown Streetscape Planning (Walnut St.) and Brick Street Design	ST	25,000				
6304	Pavement Marking	GTR	5,000	5,000	5,000	5,000	5,000

ACCOUNT NUMBER	PROJECTS	FUNDING SOURCE	21/22	22/23	23/24	24/25	25/26
	Streets:						
6370	Street Paving						
	Resurfacing - Asphalt Overlay	GT		200,000		200,000	
	Brick Street Repairs	GT	200,000		200,000		200,000
	Palmetto Triangle Closure	GT	60,000				
	Walnut St. Paving & Drainage (\$200K FDEP Grant)	CR/G	600,000				
6495	Sidewalk Program: <i>Various Streets</i>						
	Repairs to sidewalks that are a safety hazard	GTR	50,000	25,000	25,000	25,000	25,000
	CDBG Sidewalks new - N. Highland and Center	G	266,000				
6431	Vehicles/Large Equipment						
	Replace #281 - 2002 JD 310 SG 4/4 Backhoe	R	150,000				
	Replace #211 - Crew Cab 2009 F250 Utility Body	R			45,000		
	Replace #203 - 2007 Chevrolet Trail Blazer	R		25,000			
	Replace #202D - John Deere 544 Front End Loader	R					130,000
6493	Sign Replacement Program	GTR	25,000	25,000	25,000	25,000	25,000
6380	Dirt to Pave Program out of Road Segment Analysis (Foster Ln, Olive Circle and MLK)	5 Cent GT	120,000	120,000	120,000	120,000	120,000
Total Expenditures & Other Uses			\$ 1,956,000	\$ 1,900,000	\$ 1,420,000	\$ 875,000	\$ 505,000

001 - 3052 PUBLIC WORKS **FY 2021/22 CIP PROJECT PRIORITY**

RANK	ACCOUNT NUMBER	ACCOUNT NAME	FUNDING SOURCE	AMOUNT	BRIEF EXPLANATION
1	6495	Sidewalk Repairs	GTR	50,000	Repair sidewalks that may be a safety hazard
2	6495	CDBG Sidewalks - Center and N Highland	G	266,000	New sidewalks for schools
3	6370	Brick Street Repairs	GT	200,000	Repair brick streets for safety
4	6304	Pavement Markings	GTR	5,000	For stripping streets and parking lots
5	6370	Palmetto Triangle Closure	GT	60,000	Closing Palmetto Ave at US 17 for safety and aesthetics
6	6300	Downtown Streetscape Planning	ST	25,000	Design of streetscape and brick street design in the downtown area
7	6370	Walnut St Paving and Drainage	CR/G	600,000	Resurface and drainage repairs in the downtown area
8	6493	Sign Replacement Program	GTR	25,000	Replace old, faded or missing signs
9	6431	Replace #281 - 2002 John Deere 310 4x4 Backhoe	R	150,000	
10	6380	Dirt to pave program	5 Cent GT	120,000	Foster Lane
11	6200	Parking Lot, Stormwater Pond and Large Equipment Storage Area	ST	400,000	Improvements to Public Works Compound
12	6200	Storage Building	R	55,000	Storage of Christmas Trees, etc.
		TOTAL		\$ 1,956,000	

001 - 3053 RIGHT OF WAY MAINTENANCE **FY 2021/22 THRU FY 2025/26 CAPITAL IMPROVEMENT PROGRAM**

ACCOUNT NUMBER	PROJECT	FUNDING SOURCE	21/22	22/23	23/24	24/25	25/26
	<u>Revenues & Other Sources:</u>						
	Revenue	R		13,500	25,000		13,500
3832104	Depreciation Reserve	DR					
Total Revenue & Other Sources			\$ -	\$ 13,500	\$ 25,000	\$ -	\$ 13,500
	<u>Expenditures & Other Uses:</u>						
6400	Equipment						
	Replace #618 - 2009 Scag Mower, 61 in.	R		13,500			
	Replace #622 - 2012 Scag Mower, 61 in.	R					13,500
	Replace #610 - 2007 Ford F-150	R			25,000		
Total Expenditures & Other Uses			\$ -	\$ 13,500	\$ 25,000	\$ -	\$ 13,500

001 - 3072 PARKS **FY 2021/22 THRU FY 2025/26 CAPITAL IMPROVEMENT PROGRAM**

ACCOUNT NUMBER	FUNDING SOURCE	21/22	22/23	23/24	24/25	25/26	
Revenues & Other Sources:							
3832238	Grant - Legislative Delegation	LD	300,000				
3810000	Transfers in from Fund Balance	TR	100,000				
	Revenue	R	23,000	2,000	15,500	10,000	
3832236	FRDAP Grant	FRDAP	50,000	50,000		50,000	
3832236	Grant	G	73,000	750,000	1,300,000		
3126000	Surtax - Current	ST	25,000		100,000		
3832239	Private Developer	PD	215,000				
Total Revenues & Other Sources			\$ 786,000	\$ 802,000	\$ 1,415,500	\$ 60,000	\$ 52,000
Expenditures & Other Uses:							
Improvements:							
Spring Park							
6300	Park Concession	PD	200,000				
6300	Spring Park Flag Pole (80 Ft.)	PD	15,000				
6300	Fencing and Electric around new ADA playground	ST	25,000				
6300	Finishing City Pier Extension	G/ST			400,000		

001 - 3072 PARKS **FY 2021/22 THRU FY 2025/26 CAPITAL IMPROVEMENT PROGRAM**

ACCOUNT NUMBER	FUNDING SOURCE	21/22	22/23	23/24	24/25	25/26	
Vera Francis Hall Park							
6300	<u>VFH Park Phase VI - (FRDAP 100%)</u>	FRDAP	50,000				
	<u>VFH Park Phase VII - (FRDAP 100%)</u>	FRDAP			50,000		
	CDBG Improvements	G	73,000				
	Softball Field Lighting	G		250,000			
Augusta Savage Friendship Park (Tot Lot)							
6300	<u>ASF Park Phase I - (FRDAP 100%)</u>	FRDAP		50,000			
	<u>ASF Park Phase II - (FRDAP 100%)</u>	FRDAP				50,000	
6300	Governors Creek Boat Ramp (\$300K LD;\$100K FB)	LD/TR	400,000				
6300	Miscellaneous Park Expansion & Improvements	G		500,000	1,000,000		
Equipment							
6400	Replace #621 - 2010, Scag Mower, 61 in.	R	13,000				
6400	Small Equipment, Weed Eaters, Blowers, Chain Saws	R	10,000	2,000	2,000	10,000	
6400	Replace #623 - 2013 Scag Mower	R			13,500		
Total Expenditures & Other Uses			\$ 786,000	\$ 802,000	\$ 1,415,500	\$ 60,000	\$ 52,000

001 - 3072 PARKS **FY 2021/22 CIP PROJECT PRIORITY**

RANK	ACCOUNT NUMBER	ACCOUNT NAME	FUNDING SOURCE	AMOUNT	BRIEF EXPLANATION
1	6400	Fencing around new playground	ST	25,000	Safety item for the kids on the play area. Electric improvements to remove overhead lines in the area.
2	6400	Replace # 621 - 2010, Scag Mower 61 in.	R	13,000	Replacing because it has reached its life expectancy
3	6400	Small Equipment, Weed eaters, Blowers, Chain Saw	R	10,000	Replacing several items that have reached their life expectancy.
4	6300	Large Flag Pole on the River in Spring Park	PD	15,000	Large Flag Pole in Spring Park
5	6300	Park Concession	PD	200,000	Build a concession in the pool area or in Spring Park
6	6300	VFH Park - CDBG Improvements	G	73,000	
7	6300	VFH Park Phase VI - (FRDAP 100%)	FRDAP	50,000	Improvements to include trails, playground, picnic tables and recreation
8	6300	Governors Creek Boat Ramp	LD/TR	400,000	
		TOTAL		\$ 786,000	



**CITY OF GREEN COVE SPRINGS
FIVE YEAR
CAPITAL IMPROVEMENT PLAN**

FY 2021/2022 THROUGH FY 2025/2026

UTILITY FUND

FY 2021/22 UTILITY FUND PROJECT FUNDING SOURCES

Item #7.

ACCT #	PROJECT	LOAN PROCEEDS	REVENUE	GRANTS	REIMB.	OTHER	ELECTRIC CAP FEE W/WW TRUST FUND	DEPRECIATION RESERVE	TOTAL
	ELECTRIC - 401-3031								
6201	Electric Operations Renovations-Structure					25,000			25,000
6301	Extend New Lines				250,000				250,000
6301	Magnolia Ave. North Feed							200,000	200,000
6400	Equipment							206,132	206,132
6404	Vehicles	230,000						75,000	305,000
6500	URD System Conductor Replacement Project					100,000			100,000
6500	URD System Fusing Project					75,000			75,000
6500	Magnolia Ave. District Project					75,000			75,000
6550	Reynolds Industrial Park					50,000			50,000
6511	LED Conversion of Street Lights					75,000			75,000
65xx	Designated System Neutral					150,000			150,000
65xx	Highland Apartments					75,000			75,000
6990	System Materials (build transformer inventory)							150,000	150,000
	Total Electric (3031)	\$ 230,000	\$ -	\$ -	\$ 250,000	\$ 625,000	\$ -	\$ 631,132	\$ 1,736,132
	ELECTRIC LOAN ONLY - 401-3032								
6525	Chapman Substation Upgrade	902,737							902,737
6510	3rd Feeder into Magnolia Point	250,000		800,000					1,050,000
	Total Electric (3032)	\$ 1,152,737	\$ -	\$ 800,000	\$ -	\$ -	\$ -	\$ -	\$ 1,952,737

FY 2021/22 UTILITY FUND PROJECT FUNDING SOURCES									
ACCT #	PROJECT	LOAN PROCEEDS	REVENUE	GRANTS	REIMB.	OTHER	ELECTRIC CAP FEE W/WW TRUST FUND	DEPRECIATION RESERVE	TOTAL
	WATER - 402-3033								
6403	Bonaventure Water Plant	1,750,000							1,750,000
6393	Replace Valves		10,000						10,000
6395	New Meters to Install (reimbursable)				20,000				20,000
6396	Line Extensions (reimbursable)				10,000				10,000
63xx	New Meter Reading Infrastructure & Software		75,000						75,000
6400	Replace Truck #804-2009 F150 Pickup		30,000						30,000
	Total Water	\$ 1,750,000	\$ 115,000	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ 1,895,000

FY 2021/22 UTILITY FUND PROJECT FUNDING SOURCES									
ACCT #	PROJECT	LOAN PROCEEDS	REVENUE	GRANTS	REIMB.	OTHER	ELECTRIC CAP FEE W/WW TRUST FUND	DEPRECIATION RESERVE	TOTAL
	WASTEWATER - 403-3035								
6200	HRWWTP Equipment Buildings		25,000						25,000
6300	Structural R&R - stop-gap repairs only as needed		25,000						25,000
6301	WW Collection System-Line Extensions (reimbursable)				20,000				20,000
6302	Lift Station Improvements		200,000						200,000
6401	Equipment/Vehicles		40,000						40,000
6304	Manhole Rehab		30,000						30,000
6317	Rehab Sewer Lines		130,000						130,000
63xx	New Meter Reading Infrastructure & Software		75,000						75,000
6400	Equipment/Plant&Lift Station Repair		50,000						50,000
6305	Lift Station Generators			256,136		103,864			360,000
6500	Consolidated Advanced WW Treatment Plant Construction, Design and LS Rehab	13,500,000							13,500,000
	Total Wastewater	\$ 13,500,000	\$ 575,000	\$ 256,136	\$ 20,000	\$ 103,864	\$ -	\$ -	\$ 14,455,000
	SOLID WASTE - 404-3034								
6431	Equipment/Vehicle								-
	Total Solid Waste	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	STORMWATER - 406-3036								
6307	West St. Stormwater Rehab-Design & Construction		350,000	333,431		335,000			1,018,431
6307	Julia St. Stormwater - Design		50,000						50,000
6431	Replace #200 2008 Vac-Con Truck	380,000							380,000
	Total Stormwater	\$ 380,000	\$ 400,000	\$ 333,431	\$ -	\$ 335,000	\$ -	\$ -	\$ 1,448,431
	UTILITY FUND TOTAL	\$ 17,012,737	\$ 1,090,000	\$ 1,389,567	\$ 300,000	\$ 1,063,864	\$ -	\$ 631,132	\$ 21,487,300

FY 2021/22 ESTIMATED RESERVE ACCOUNT BALANCES UTILITY FUND

UTILITY FUND	ELECTRIC DEPRECIATION	WATER DEPRECIATION	WASTEWATER DEPRECIATION	SOLID WASTE DEPRECIATION	CUSTOMER SERVICE DEPRECIATION	WATER IMPROVEMENT TRUST	WASTEWATER IMPROVEMENT TRUST	TOTAL
Balance 04/30/21	1,561,468	308,017	542,489	200,000	-	661,182	1,587,401	4,860,557
To Be Used Remainder of FY 2021	(225,000)	-	-	-	-	(120,000)	(515,698)	(860,698)
Estimated Revenues 05/01/21 thru 09/30/21	-	43,473	39,299	156,485	1,383	20,000	24,000	284,640
Estimated Balances 09/30/21	\$ 1,336,468	\$ 351,490	\$ 581,788	\$ 356,485	\$ 1,383	\$ 561,182	\$ 1,095,703	4,284,499
Estimated Revenue FY 2022	-	94,671	232,939	56,491	-	55,000	173,864	612,965
SUBJECT TO APPROPRIATIONS FY 2022	1,336,468	446,161	814,727	412,976	1,383	616,182	1,269,567	4,897,464
Budgeted Projects FY 2022	(631,132)	-	-	-	-	-	-	(631,132)
Estimated Balances 09/30/22	\$ 705,336	\$ 446,161	\$ 814,727	\$ 412,976	\$ 1,383	\$ 616,182	\$ 1,269,567	4,266,332

401 - 3031 ELECTRIC **FY 2021/22 THRU FY 2025/26 CAPITAL IMPROVEMENT PROGRAM**

ACCOUNT NUMBER	PROJECT	FUNDING SOURCE	21/22	22/23	23/24	24/25	25/26
	Revenues & Other Sources:						
3431540	Revenue	R					
3435551	Reimbursable	RE	250,000	250,000	275,000	275,000	300,000
3810010	Unrestricted Cash	UCASH	625,000	700,000	350,000	300,000	125,000
3849993	Depreciation Reserve	DR	631,132	625,000	400,000	200,000	200,000
	Loan	L	230,000		4,500,000		
Total Revenues & Other Sources			\$ 1,736,132	\$ 1,575,000	\$ 5,525,000	\$ 775,000	\$ 625,000
	Expenditures and Other Uses:						
6201	Electric Operations Renovations						
	Structure (New Office for Engineer)	UCASH	25,000	(Carryover from FY 21)			
	New Building for Electric Department	L			2,500,000		
6301	Extend New Lines						
	TBD	RE	250,000	250,000	275,000	275,000	300,000
	Magnolia Ave. North Feed	DR	200,000	200,000	200,000		
6400	Equipment						
	Tablets	DR	6,132				
	New Remote Read Electric Meters & Installation	DR	125,000				
	New Meter Reading Infrastructure & Software	DR	75,000				
6500	Capital Outlay - Electric						
	Replace transformer #2 at Chapman Substation	L			2,000,000		
	Reconductoring Hall Park Rd. for loop feed to Reynolds Park and decaying lines	UCASH		200,000			
	URD System Conductor Replacement Project	UCASH	100,000	150,000	150,000	100,000	
	URD System Fusing Project	UCASH	75,000	75,000	75,000	75,000	
	Magnolia Ave District Project	UCASH	75,000	75,000	75,000	75,000	75,000

401 - 3031 ELECTRIC			FY 2021/22 THRU FY 2025/26 CAPITAL IMPROVEMENT PROGRAM				
ACCOUNT NUMBER	PROJECT	FUNDING SOURCE	21/22	22/23	23/24	24/25	25/26
6404	Vehicles (Loan \$230K, Depr. Reserve \$75K)	L/DR	305,000				
6550	Reynolds Industrial Park	UCASH	50,000	50,000	50,000	50,000	50,000
65XX	Designated System Neutral	UCASH	150,000	150,000			
6990	System Materials (build transformer inventory)	DR	150,000	150,000	200,000	200,000	200,000
6511	LED Lighting Conversion	UCASH	75,000				
65XX	Highland Apartments	UCASH	75,000				
Total Expenditures & Other Uses			\$ 1,736,132	\$ 1,575,000	\$ 5,525,000	\$ 775,000	\$ 625,000

401 - 3032 ELECTRIC LOAN ONLY **FY 2021/22 THRU FY 2025/26 CAPITAL IMPROVEMENT PROGRAM**

ACCOUNT NUMBER	PROJECT	FUNDING SOURCE	21/22	22/23	23/24	24/25	25/26
Revenues & Other Sources:							
3xxxxxx	Grant	G	800,000				
3849990	Loan (Expense cannot exceed FY 2022 cash flow)	L	1,152,737				-
Total Revenues & Other Sources			\$ 1,952,737	\$ -	\$ -	\$ -	\$ -
Expenditures and Other Uses:							
6520	UG Cable Sectionalizing/Testing/Replacement	L					
6521	Scada Installation						
6522	Pole Top Switch Insp/Repl						
6523	Substation Improvements and Upgrades - Various	L					
6510	3rd Feeder Into Magnolia Point (\$250K-Loan, \$800K-HMGP Grant)	L/G	1,050,000				
6524	Chapman 3rd Feed and Transformer	L					
6525	Chapman Substation Upgrade	L	902,737				
65XX	Hwy 17 to Reynolds Conductor Replacement						
65XX	Conversion Core City						
Total Expenditures & Other Uses			\$ 1,952,737	\$ -	\$ -	\$ -	\$ -

401 - 3031 ELECTRIC		FY 2021/22 CIP PROJECT PRIORITY			
RANK	ACCOUNT NUMBER	ACCOUNT NAME	FUNDING SOURCE	AMOUNT	BRIEF EXPLANATION
1	6301	Magnolia Ave. North Feed	DR	200,000	
1	6301	Extend New Lines	RE	250,000	
2	6500	URD System Conductor Replacement Project	UCASH	100,000	
3	65xx	Highland Apartments	UCASH	75,000	OH to UG Conversion (move OH lines from behind buildings)
4	6500	URD System Fusing Project	UCASH	75,000	
5	6404	Utility Body Pickup Truck	DR	45,000	4wd truck that has bins to carry tools and materials (replace #403)
6	6404	Digger Derrick Truck	L	230,000	Replace older model Digger Derrick (replace #435)
7	6404	Pickup Truck	DR	30,000	Crew Cab 4wd truck (replace SUV #402)
8	6550	Reynolds Industrial Park	UCASH	50,000	
9	6990	Electric System Materials	DR	150,000	
10	6400	Tablets	DR	6,132	4 Tablets
11	6511	LED Lighting Conversion	UCASH	75,000	
12	6500	Magnolia Ave District Project	UCASH	75,000	
13	6201	Electric Structure	UCASH	25,000	New Office for Engineer
14	65xx	Designated System Neutral	UCASH	150,000	
15	6400	New remote read electric meters & installation	DR	125,000	
16	6400	New meter reading infrastructure & software	DR	75,000	
		TOTAL		1,736,132	

401 - 3032 ELECTRIC LOAN ONLY **FY 2021/22 CIP PROJECT PRIORITY**

RANK	ACCOUNT NUMBER	ACCOUNT NAME	FUNDING SOURCE	AMOUNT	BRIEF EXPLANATION
1	6525	Chapman Substation Upgrade	L	902,737	
2	6510	3rd Feeder into Magnolia Point	L/G	1,050,000	
		TOTAL		1,952,737	

402-3033 WATER		FY 2021/22 THRU FY 2025/26 CAPITAL IMPROVEMENT PROGRAM					
ACCOUNT NUMBER	PROJECT	FUNDING SOURCE	21/22	22/23	23/24	24/25	25/26
	Revenues & Other Sources:						
3435551	Reimbursable	RE	30,000	30,000	30,000	30,000	40,000
3849993	Depreciation Reserve	DR					
	Revenue	R	115,000	60,000	30,000	30,000	40,000
3433540	Trust Fund/Reserves	TF					
3910000	Transfers from Retained Earnings	TR					
3849994	Loan (To be Secured) - SRF	L	1,750,000	1,750,000	700,000	900,000	300,000
Total Revenues & Other Sources			\$ 1,895,000	\$ 1,840,000	\$ 760,000	\$ 960,000	\$ 380,000
	Expenditures & Other Uses:						
6200	CUP Planning: Reynolds development could affect timing. Requirement by SJRWMD to conduct water system modeling could affect cost. - Expires 2024	R		50,000			
6391	Loop Energy Cove Court (will let development of parcel or Master Plan drive easement obtainment) (\$10K)	R					
6393	Replace Valves	R	10,000	10,000	10,000	10,000	10,000
6394	Meter Replacement (Program Complete. Next Generation to follow)	R			20,000	20,000	30,000
6395	New Meters Install	RE	20,000	20,000	20,000	20,000	20,000
63xx	New Meter Reading Infrastructure & Software	R	75,000				

402-3033 WATER		FY 2021/22 THRU FY 2025/26 CAPITAL IMPROVEMENT PROGRAM					
ACCOUNT NUMBER	PROJECT	FUNDING SOURCE					
			21/22	22/23	23/24	24/25	25/26
	<u>Water Line Replacements/Upgrades</u>						
6396	Line Extensions	RE	10,000	10,000	10,000	10,000	20,000
	Water Main - Governors Creek (part of consolidated AWWTP) (\$360,000 beyond FY 26)	L					
	Magnolia Point Culdesacs 2" Water Main Upgrades. 17 culdesacs, 4/year, \$75,000.00 each.	L			300,000	300,000	300,000
6405	City-Wide Water Distribution System Upgrade: Elimination of AC water mains and other upgrades (\$6,620,000 beyond FY 25)	L					
6400	<u>Equipment/Vehicles</u>						
	Replace Truck #804-2009 F150 Pickup	R	30,000				

402-3033 WATER		FY 2021/22 THRU FY 2025/26 CAPITAL IMPROVEMENT PROGRAM					
ACCOUNT NUMBER	PROJECT	FUNDING SOURCE					
			21/22	22/23	23/24	24/25	25/26
6403	Treatment Plants						
	Bonaventure Water Plant (new facility to improve pressure/flow to Magnolia Point)	L	1,750,000	1,750,000			
	HRWTP GST #3 Design & Construction <i>Timing still under consideration and could change</i>	L			400,000	600,000	
	Reynolds Plant upgrade - One (1) - 16" well Design & Construction <i>Reynolds development could change timing. (\$1,830,000 beyond FY 26)</i>	L					
	Reynolds High Service Pump Improvements <i>Reynolds development could change timing. (\$650,000 beyond FY 26)</i>	L					
	ReyWTP GST #3 <i>Reynolds development could change timing. (\$1,000,000 beyond FY 26)</i>	L					
	ReyWTP & HRWTP Ground Storage Tank Rehabilitation Placeholder - pending engineering evaluation FY 23	TF					
Total Expenditures & Other Uses			\$ 1,895,000	\$ 1,840,000	\$ 760,000	\$ 960,000	\$ 380,000

403-3035 WASTEWATER **FY 2021/22 THRU FY 2025/26 CAPITAL IMPROVEMENT PROGRAM**

ACCOUNT NUMBER	PROJECT	FUNDING SOURCE	21/22	22/23	23/24	24/25	25/26
	Revenues & Other Sources:						
3435551	Reimbursable	RE	20,000	20,000	20,000	20,000	20,000
	Revenue	R	575,000	440,000	320,000	330,000	340,000
3849994	Loan - AWWTP	L	13,500,000	925,000	2,926,875	642,155	101,250
3849993	Depreciation Reserve	DR					
	Trust Fund/Reserves	TF	103,864				
	Grant - FEMA/HMGP	G	256,136				
Total Revenues & Other Sources			\$ 14,455,000	\$ 1,385,000	\$ 3,266,875	\$ 992,155	\$ 461,250
	Expenditures & Other Uses:						
6200	HRWWTP Equipment Buildings stop-gap repairs only as needed	R	25,000				
	Improvements other than Buildings:						
6300	Structural R & R - stop-gap repairs only as needed	R	25,000	25,000			
	WW Collection System						
6301	Line Extensions (reimbursable)	RE	20,000	20,000	20,000	20,000	20,000
6302	Lift Station Rehab (Re-pipe 3 per year)	R	200,000	200,000	200,000	200,000	200,000
6304	Manhole Rehab (120 locations per SSES)	R	30,000	30,000	30,000	30,000	30,000
	Rehab Sewer Lines (Routine)						
6317	Rehab sewer Lines -- Routine	R	30,000	40,000	40,000	40,000	50,000

403-3035 WASTEWATER FY 2021/22 THRU FY 2025/26 CAPITAL IMPROVEMENT PROGRAM

ACCOUNT NUMBER	PROJECT	FUNDING SOURCE	FY 2021/22 THRU FY 2025/26 CAPITAL IMPROVEMENT PROGRAM				
			21/22	22/23	23/24	24/25	25/26
6317	Rehab Sewer Lines (AWWTP) Updated per SSES. Decision as to project by project or major initiative						
	Rehab 1,125 LF 18" VC Sewer Line (\$151,875)	L/G			151,875		
	Rehab 600 LF 18" VC Sewer Line (\$100,000) Houston Trunk	R	100,000				
	Rehab 660 LF 15" VC Sewer Line (\$71,280)	L/G				71,280	
	Rehab 750 LF 12" VC Sewer Line (\$70,875)	L/G				70,875	
	Rehab 250 LF 12" VC Sewer Line (\$101,250)	L/G					101,250
	Rehab 650 LF 10" VC Sewer Line (\$60,750)	L/G					
	Rehab 900 LF 10" VC Sewer Line (\$303,750)	L/G					
	Rehab (pipe burst) 1,300 LF 10" VC Sewer Line (\$175,000)	L/G					
	Rehab 24,200 LF 8" VC Sewer Line (\$1,306,800)	L/G					
	Rehab 7,500 LF 8" VC Sewer Line to SWWTP<--Not part of SSES (\$405,000)	L/G					
	Point Repairs (30 locations per SSES/various sz) (\$607,500)	L/G					
	Scioto Court Gravity Replacement	TF					
63xx	New Meter Reading Infrastructure & Software	R	75,000				
	Equipment -- Plant & Lift Station Repair						
6400	Small Equipment (Plants, Line Maintenance)	R	50,000	50,000	50,000	60,000	60,000
6401	Equipment/Vehicles						
	Replace Truck #952-2006 Ford F150	R		45,000			
	Replace Truck #955-2006 Ford F150	R	40,000				
	Skid Steer for HRWWTF Vac-Con Pad	R		50,000			

403-3035 WASTEWATER		FY 2021/22 THRU FY 2025/26 CAPITAL IMPROVEMENT PROGRAM					
ACCOUNT NUMBER	PROJECT	FUNDING SOURCE	21/22	22/23	23/24	24/25	25/26
6500	TREATMENT PLANTS & LIFT STATIONS						
	Consolidated Advanced WW Treatment Plant (AWWTP)						
	Consolidated AWWTP Engineering, Design, and Permitting - Eng. Services for Sewer Rehab TBD (For Collection system above (6317)) Timing could change if part of Phase III AWWTF (New force main from LS#2 and decommissioning South WWTF)	L/G				500,000	
	Phase II Consolidated AWWTP Construction and Construction Management (AWT Improvements)	L/G	13,500,000				
	Phase III Consolidated AWWTP Construction and Construction Management (SWWTF Decommissioning and PS 2/4 16" FM)	L/G		925,000	2,775,000		
6305	HMGP 4337-215-R, Utility Mitigation/Generator, Lift Station #6. Project Cost \$107,500, Grant \$80,500, Budget \$27,000 (Carryover)	TF/G	30,000				
6305	HMGP 4337-217-R, Generators, 17 Lift Stations, Project Cost \$876,425, Grant \$537,018.75, Budget \$339,406.25 (Carryover)	TF/G	100,000				
6305	HMGP 4337-218-R, Utility Mitigation/Generator, Lift Station #18. Project Cost \$44,950, Grant \$33,712.50, Budget \$11,237.50 (Potential scope and price change (eliminating pump station))	TF/G	200,000				
6305	HMGP 4337-294-R, Utility Mitigation/Generator, Lift Station #3. Project Cost \$150,150, Grant \$112,096, Budget \$38,054 (Carryover)	TF/G	30,000				
Total Expenditures & Other Uses			\$ 14,455,000	\$ 1,385,000	\$ 3,266,875	\$ 992,155	\$ 461,250

403 - 3035 WASTEWATER		FY 2021/22 CIP PROJECT PRIORITY			
RANK	ACCOUNT NUMBER	ACCOUNT NAME	FUNDING SOURCE	AMOUNT	BRIEF EXPLANATION
1	6500	Phase II Consolidated AWWTP Construction and Construction Management (AWT Improvements)	L/G	13,500,000	
2	6305	HMGP 4337-215-R, Utility Mitigation/Generator, Lift Station #6. Project Cost \$107,500, Grant \$80,500, Budget \$27,000 (Carryover)	TF/G	30,000	
3	6305	HMGP 4337-217-R, Generators, 17 Lift Stations, Project Cost \$876,425, Grant \$537,018.75, Budget \$339,406.25 (Carryover)	TF/G	100,000	
4	6305	HMGP 4337-218-R, Utility Mitigation/Generator, Lift Station #18. Project Cost \$44,950, Grant \$33,712.50, Budget \$11,237.50 (Potential scope and price change (eliminating	TF/G	200,000	
5	6305	HMGP 4337-294-R, Utility Mitigation/Generator, Lift Station #3. Project Cost \$150,150, Grant \$112,096, Budget \$38,054 (Carryover)	TF/G	30,000	
6	6302	Lift Station Rehab	R	200,000	Replacing wet-well piping with stainless steel, 3 per year
7	6304	Manhole Rehab (120 locations per SSES)	R	30,000	
8	6317	Rehab sewer Lines -- Routine	R	30,000	
9	6317	Rehab 600 LF 18" VC Sewer Line (\$100,000) Houston Trunk	R	100,000	
10	6200	HRWWTP Equipment Buildings	R	25,000	
11	6300	Structural R & R	R	25,000	
12	6301	Line Extensions (reimbursable)	RE	20,000	
13	6400	Small Equipment (Plants, Line Maintenance)	R	50,000	
14	6401	Replace Truck #952-2006 Ford F150	R	40,000	
15	63xx	New Meter Reading Infrastructure & Software	R	75,000	
		TOTAL		\$ 14,455,000	

404 - 3034 SOLID WASTE		FY 2021/22 THRU FY 2025/26 CAPITAL IMPROVEMENT PROGRAM					
ACCOUNT NUMBER	PROJECT	FUNDING SOURCE	21/22	22/23	23/24	24/25	25/26
Revenues & Other Sources:							
3895000	Depreciation Revenue	DR		330,000		180,000	350,000
3849994	Loan (To be Secured)	L					
3434300	Revenue	R					
Total Revenues & Other Sources			\$ -	\$ 330,000	\$ -	\$ 180,000	\$ 350,000
Expenditures & Other Uses:							
6431	Equipment / Vehicles						
	Replace #702 2006 Claw Truck	DR		150,000			
	Replace #709 Recycle Truck 2018 Freightliner M210	DR				180,000	
	Replace #701 Garbage Truck 2017, Freightliner	DR		180,000			
	Replace #712 Garbage Truck 2021, Freightliner	DR					175,000
	Replace #713 - Garbage Truck 2021, Freightliner	DR					175,000
Total Expenditures & Other Uses			\$ -	\$ 330,000	\$ -	\$ 180,000	\$ 350,000

406 - 3036 STORMWATER **FY 2021/22 THRU FY 2025/26 CAPITAL IMPROVEMENT PROGRAM**

ACCOUNT NUMBER	PROJECTS	FUNDING SOURCE	21/22	22/23	23/24	24/25	25/26
	<u>Revenues & Other Sources:</u>						
3431100	Stormwater Usage Fees	STWU	400,000	840,000	1,300,000	1,055,000	1,150,000
3699320	Grants (CDBG)	G	333,431				
3699301	Transfer in from General Fund (Depr Reserve)	TR					
3810000	Transfer in from Fund Balance	TR	335,000				
3xxxxxx	Loan (To be Secured)	L	380,000				
Total Revenues & Other Sources			\$ 1,448,431	\$ 840,000	\$ 1,300,000	\$ 1,055,000	\$ 1,150,000
	<u>Expenditures & Others Uses:</u>						
	<u>Stormwater</u>						
6307	Stormwater Improvements						
	Julia Street (Design FY 22, Construction FY 23)	STWU	50,000	750,000			
	St. Johns Ave. (Bayard St. - Park St. Imprv.)	STWU				50,000	
	Clay St. Storm Basin (Design FY 23, Const FY 24)	STWU		35,000	500,000		
	Ferris St. Storm Basin	STWU				275,000	
	Esplanade Ave. Stormwater (Design FY 23, Const FY 24)	STWU		20,000	200,000		
	Roberts St.	STWU				400,000	
	407 Highland Ave. (Design FY 24, Const FY 26)	STWU			100,000		700,000
	West St. Stormwater Rehab - Construction	STWU/G /TR	1,018,431				
	Oakridge Ave from North St to MLK	STWU				250,000	
	Property Purchases	STWU					50,000

406 - 3036 STORMWATER **FY 2021/22 THRU FY 2025/26 CAPITAL IMPROVEMENT PROGRAM**

ACCOUNT NUMBER	PROJECTS	FUNDING SOURCE					
			21/22	22/23	23/24	24/25	25/26
	Vermont Ave S - Pipe Ditch	STWU				80,000	
	Magnolia Ave (Design FY 23, Const FY 24)	STWU		35,000	500,000		
	Walnut St and Vermont Ave (Design & Construction)	STWU					400,000
6431	Replacement of #200 2008 Vac-Con Truck	L	380,000				
Total Expenditures & Other Uses			\$ 1,448,431	\$ 840,000	\$ 1,300,000	\$ 1,055,000	\$ 1,150,000

406 - 3036 STORMWATER **FY 2021/22 CIP PROJECT PRIORITY**

RANK	ACCOUNT NUMBER	ACCOUNT NAME	FUNDING SOURCE	AMOUNT	BRIEF EXPLANATION
1	6307	West St Stormwater rehab - Construction	STWU/G /TR	1,018,431	Reconstruction of the drainage basin on West St.
2	6307	Julia St Design of Drainage Basin Improvements	STWU	50,000	Design Julia St basin drainage
3	6431	Replace # 200 Vac-Con Truck	L	380,000	Replace # 200 - 2008 Vac-Con truck that has reached its life expectancy
		TOTAL		\$ 1,448,431	



CITY OF GREEN COVE SPRINGS

GENERAL FUND EQUIPMENT LIST

City Green Cove Springs

Latest Odometer Readings

Grouped By Department

Equipment Code / Name		Department	Equipment Type	Odometer		Date
221E	1942 Fire Truck E221	Finance	Fire Truck	63,952	M	12-10-20
508	2020 Forklift	Finance	Forklift	37	H	02-09-21
529	2000 Forklift 529	Finance	Forklift	2,374	H	12-31-20
3	Finance					

City Green Cove Springs

Latest Odometer Readings

Grouped By Department

Equipment Code / Name

502 2017 Escape 502 SUV

1 Code Enforcement

Department

Code Enforcement

Equipment Type

Suv

Odometer

25,604

Date

M 06-20-21

City Green Cove Springs

Latest Odometer Readings

Grouped By Department

Equipment Code / Name		Department	Equipment Type	Odometer		Date
Police Dept						
114	2006 Car 114	Police Dept	Car	128,638	M	06-15-21
123	2017 Car 123	Police Dept	Car	71,881	M	05-19-21
125	1940 Car 125	Police Dept	Car	36,307	M	06-29-21
139	2009 Car 139	Police Dept	Car	89,458	M	05-03-21
140	2010 Car 140	Police Dept	Car	66,750	M	06-24-21
141	2010 Car 141	Police Dept	Car	93,882	M	05-01-21
142	1995 Boat 142	Police Dept	Boat	843	H	06-28-21
143	2012 Car 143	Police Dept	Car	88,979	M	04-16-18
144	2013 Car 144	Police Dept	Car	111,852	M	06-25-21
146	2013 Car 146	Police Dept	Car	65,391	M	03-02-21
147	2013 Car 147	Police Dept	Car	71,858	M	03-05-21
148	2001 Tahoe 148	Police Dept	Suv	239,166	M	06-22-21
149	2015 Explorer 149	Police Dept	Suv	71,234	M	06-09-21
150	2015 Explorer 150	Police Dept	Suv	78,578	M	06-09-21
151	2016 Explorer 151	Police Dept	Suv	55,663	M	06-18-21
152	2016 Explorer 152	Police Dept	Suv	50,230	M	06-24-21
153	2016 Car 153	Police Dept	Car	38,883	M	05-25-21
154	2008 Escalade 154	Police Dept	Suv	100,268	M	06-29-21
156	2017 Golf Cart 156	Police Dept	Utility Cart	0	H	10-25-17
157	2017 Golf Cart 157	Police Dept	Utility Cart	0	H	10-13-18
158	2017 Car 158	Police Dept	Car	4,338	M	06-01-18
159	2017 Car 159	Police Dept	Car	22,233	M	06-01-21
160	2018 Car 160	Police Dept	Car	43,834	M	06-16-21
161	2018 Car 161	Police Dept	Car	28,428	M	06-24-21
162	2018 Car 162	Police Dept	Car	31,369	M	06-27-21
163	2019 Car 163	Police Dept	Car	37,994	M	06-27-21
164	2019 Explorer 164	Police Dept	Suv	21,819	M	06-25-21
165	2019 Explorer 165	Police Dept	Suv	31,992	M	06-28-21
166	2019 Explorer 166	Police Dept	Suv	26,672	M	04-16-21
167	2019 Explorer 167	Police Dept	Suv	16,395	M	06-24-21
168	2019 Explorer 168	Police Dept	Suv	13,724	M	06-28-21

6/30/2021

City Green Cove Springs

Latest Odometer Readings

Grouped By Department

Equipment Code / Name		Department	Equipment Type	Odometer		Date
169	2021 Explorer 169	Police Dept	Suv	7,052	M	06-27-21
170	2014 Tahoe 170	Police Dept	Suv	92,053	M	06-27-21
171	2021 Explorer 171	Police Dept	Suv	4,055	M	06-05-21
175	2020 Car 175	Police Dept	Car	13,237	M	06-22-21
176	2020 Car 176	Police Dept	Suv	6,253	M	06-28-21
177	2021 Explorer 177	Police Dept	Suv	769	M	06-26-21
180	2022 Van 180	Police Dept	Van	4,506	M	06-22-21
38	Police Dept					

City Green Cove Springs

Latest Odometer Readings

Grouped By Department

Equipment Code / Name	Department	Equipment Type	Odometer	Date
201D 2006 Flat Dump Bed 201D	Public Works	Dump Truck	22,090	M 04-14-21
202D 2007 Front End Loader 202D	Public Works	Loader	5,698	H 05-07-21
203 2007 Trail Blazer 203	Public Works	Suv	57,995	M 05-27-21
204D 2007 Dump Truck 204D	Public Works	Dump Truck	34,404	M 04-26-21
210 2009 Pickup 210	Public Works	Pickup	49,452	M 06-29-21
211 2009 Pickup Crew Cab 211	Public Works	Pickup	39,374	M 06-14-21
215B 2002 John Boat 215B	Public Works	Boat	0	08-22-12
216 2017 Expedition 216	Public Works	Suv	12,367	M 04-08-21
217D 2016 Pickup 217D	Public Works	Pickup	11,189	M 06-10-21
219D 1993 Bucket Truck was 433D transfer 3/10/17	Public Works	Bucket Truck	106,597	M 03-03-20
274 2005 Picket 274	Public Works	Pickup	50,330	M 06-29-21
281D 2002 John Deer 4x4 Backhoe Tractor 281D	Public Works	Backhoe	4,815	H 01-27-21
282D 1970 Grader Cat 112f 282D	Public Works	Grader	0	H 10-13-05
13	Public Works			

City Green Cove Springs

Latest Odometer Readings

Grouped By Department

Equipment Code / Name	Department	Equipment Type	Odometer		Date
610	2007 Pickup 610	ROW Maintenance	Pickup	49,613	M 06-22-21
616M	2007 Mower 616M	ROW Maintenance	Mower	2,050	H 04-04-14
618M	2009 Mower 618M	ROW Maintenance	Mower	1,896	H 06-02-21
622M	2012 Mower 622M	ROW Maintenance	Mower	1,363	H 05-25-21
624D	2014 Tractor Kubota 624D	ROW Maintenance	Tractor	593	H 06-02-21
626	2016 Pickup 626	ROW Maintenance	Pickup	16,057	M 06-23-21
627M	2018 Mower 627M	ROW Maintenance	Mower	418	H 06-24-21
628M	2019 Mower 628M	ROW Maintenance	Mower	399	H 03-02-21
631M	2020 Mower 631M	ROW Maintenance	Mower	0	H 11-09-20
698	2015 Utility Cart 698	ROW Maintenance	Utility Cart	1,083	H 06-23-21
699M	2013 Mower 699M Bat Wing	ROW Maintenance	Mower	160	H 01-28-16
11	ROW Maintenance				

City Green Cove Springs

Latest Odometer Readings

Grouped By Department

Equipment Code / Name	Department	Equipment Type	Odometer		Date
611	2007 Pickup 611	Parks	Pickup	39,136	M 05-06-21
617M	2008 Mower 617M	Parks	Mower	1,648	H 08-25-20
621M	2010 Mower 621M	Parks	Mower	1,697	H 08-22-16
623M	2013 Mower 623M	Parks	Mower	1,835	H 05-12-21
629	2019 Pickup 629	Parks	Pickup	4,509	M 06-08-21
630M	2020 Mower 630M	Parks	Mower	0	H 11-10-20
697	2015 Utility Cart 697	Parks	Utility Cart	1,277	H 05-26-21
7	Parks				

City Green Cove Springs

Latest Odometer Readings

Grouped By Department

Equipment Code / Name		Department	Equipment Type	Odometer		Date
301D	2009 Pickup 301D	Equip Maint	Pickup	33,116	M	06-18-21
1	Equip Maint					

City Green Cove Springs

Item #7.

Latest Odometer Readings

Grouped By Department

Equipment Code / Name

509 2006 Pickup 509

1 **Information Technology**

Department

Information Technology

Equipment Type

Pickup

Odometer

223,307

M

Date

06-24-21

City Green Cove Springs

Item #7.

Latest Odometer Readings

Grouped By Department

Equipment Code / Name

500 2014 Pickup 500

1 **Building**

Department

Building

Equipment Type

Pickup

Odometer

20,475

M

Date

06-22-21



CITY OF GREEN COVE SPRINGS

UTILITY FUND EQUIPMENT LIST

City Green Cove Springs

Latest Odometer Readings

Grouped By Department

Equipment Code / Name	Department	Equipment Type	Odometer	Date
401D	2008 BucketTruck 401D	Electric	Bucket Truck	46,550 M 06-28-21
402	2009 Explorer 402	Electric	Suv	81,087 M 06-24-21
403	2009 Pickup 403	Electric	Pickup	80,536 M 06-22-21
404D	2016 Digger Truck 404D	Electric	Digger Truck	11,538 M 06-14-21
405D	2016 Bucket Truck 405D	Electric	Bucket Truck	31,140 M 06-23-21
406	2004 Pickup 406 was 600 Transfer to Electric ;	Electric	Pickup	50,816 M 06-17-21
408D	2018 Bucket Truck 408D	Electric	Bucket Truck	9,750 M 06-23-21
416D	2006 Excavator Mini 416D was 800D	Electric	Excavator	2,705 H 10-07-20
431D	1999 Bucket Truck 431D	Electric	Bucket Truck	114,804 M 05-12-21
435D	2000 Digger Truck 435D	Electric	Digger Truck	19,490 M 06-15-21
10	Electric			

City Green Cove Springs

Latest Odometer Readings

Grouped By Department

Equipment Code / Name	Department	Equipment Type	Odometer		Date
804	2009 Pickup 804	Water	Pickup	70,305	M 06-17-21
806D	2016 Excavator 806D	Water	Excavator	488	H 04-28-21
807	2006 Car 807 was 116 transfer 3/19/18	Water	Car	83,697	M 05-07-21
808	2007 Car 808 was 120 3/15/2020	Water	Car	113,767	M 05-27-21
809	2021 Pickup 809	Water	Pickup	770	M 06-24-21
5	Water				

City Green Cove Springs

Latest Odometer Readings

Grouped By Department

Equipment Code / Name	Department	Equipment Type	Odometer	Date
901M	2000 Mower 901M was 606	Waste Water	Mower	1,900 H 07-20-16
904	2010 Pickup 904	Waste Water	Pickup	57,903 M 06-23-21
905D	2016 Pickup 905D	Waste Water	Pickup	36,877 M 06-29-21
906D	1996 Dump Truck 906 was 276D	Waste Water	Dump Truck	44,922 M 03-03-21
907D	2018 VacCon 907D	Waste Water	Vac-Con	3,673 M 06-29-21
909M	2006 Mower 909M was 608M transfer to W/WW	Waste Water	Mower	1,258 H 08-13-12
911	2020 911 Pickup	Waste Water	Pickup	6,739 M 06-17-21
912	2020 Van 912	Waste Water	Van	8,045 M 06-28-21
952	2006 Pickup 952	Waste Water	Pickup	72,803 M 06-29-21
954	2004 Pickup 954	Waste Water	Pickup	47,180 M 05-12-21
955	2006 Pickup 955	Waste Water	Pickup	75,065 M 06-29-21
11	Waste Water			

City Green Cove Springs

Latest Odometer Readings

Grouped By Department

Equipment Code / Name	Department	Equipment Type	Odometer	Date
700	2007 Pickup 700	Solid Waste	Pickup	71,663 M 12-30-20
701D	2017 Garbage Truck 701D	Solid Waste	Garbage	35,300 M 06-29-21
702D	2006 Claw Truck 702D	Solid Waste	Claw Truck	82,928 M 06-29-21
709D	2018 Recycling Truck 709D	Solid Waste	Recycle	18,674 M 06-28-21
710D	2018 Claw Truck 710D	Solid Waste	Claw Truck	21,060 M 06-24-21
711	2020 Pickup 711	Solid Waste	Pickup	2,007 M 06-24-21
712D	2021 Garbage Truck 712D	Solid Waste	Garbage	6,904 M 06-29-21
713D	2021 Garbage Truck 713D	Solid Waste	Garbage	4,803 M 06-16-21
719D	2004 Recycle Truck F-450 719D	Solid Waste	Recycle	70,415 M 02-12-18
720D	2015 Claw Truck 720D	Solid Waste	Claw Truck	42,037 M 06-28-21
10	Solid Waste			

City Green Cove Springs

Latest Odometer Readings

Grouped By Department

Equipment Code / Name		Department	Equipment Type	Odometer	Date	
207	2007 Van 207	Customer Services	Van	28,651	M	03-23-21
505	2007 Car 505	Customer Services	Car	80,852	M	07-29-20
506	2015 Pickup 506	Customer Services	Pickup	64,614	M	06-29-21
507	2016 Pickup 507	Customer Services	Pickup	27,382	M	06-21-21
4	Customer Services					

City Green Cove Springs

Latest Odometer Readings

Grouped By Department

Equipment Code / Name		Department	Equipment Type	Odometer		Date
200D	2008 Vac Con 200D	Stormwater Utility	Vac-Con	44,267	M	05-10-21
209D	2008 Sweeper 209D	Stormwater Utility	Sweeper	7,119	H	12-09-20
223D	2018 Dump Truck 223D	Stormwater Utility	Dump Truck	5,919	M	04-26-21
224D	2017 Tractor Kubota 224D	Stormwater Utility	Tractor	988	H	05-03-21
228	2019 Pickup 228	Stormwater Utility	Pickup	8,869	M	06-17-21
273	2000 Pickup 273	Stormwater Utility	Pickup	53,713	M	11-19-19
290D	2010 Excavator Tractor 290D	Stormwater Utility	Excavator	2,290	H	01-07-21
632	2021 Utility Cart 632	Stormwater Utility	Utility Cart	20	H	06-01-21
8	Stormwater Utility					



STAFF REPORT

CITY OF GREEN COVE SPRINGS, FLORIDA

TO: City Council Regular Session **MEETING DATE:** 07/20/2021
FROM: Ben Plourd, Code Enforcement
SUBJECT: Lien Reduction Request For 314 Ruby St.

BACKGROUND

Previous owner had several repeat violations resulting in six liens on the property. In 2017 Habitat for Humanity acquired the property with the liens still attached. Total amount of the six liens was \$13,830.93. Five of the liens totaling \$1,329.93 have been paid by Habitat and included administrative costs as well as fees for mowing the lot. The remaining lien, \$12,501 is an accumulated daily fine and administrative costs of \$1,776 for the city clean up of trash and debris. As of today, all violations have been abated and the property is in the process of being developed by Habitat. The development includes two new homes and the dedication of a new roadway that runs 60 feet to the east of Ruby Street that cost Habitat \$8,027.50 in construction and labor fees. In addition, Habitat has placed a three-year maintenance bond on the roadway to maintain the facility (in accordance with City Requirements). Habitat is asking that the remaining lien of \$12,501 be waived.

FISCAL IMPACT

None

RECOMMENDATION

City recommends the request be approved to reduce the lien payment to \$1,776 which would cover the administrative costs paid by the City for the clean up of trash and debris.

Public Works Monthly Executive Summary June 2021



Street Department

During the month of June, the Street Department has been busy as beavers repairing potholes and sinkholes throughout Cove Life. We had **12.61** inches of rain this month.

- Clean storm drains City Wide.
- Setup for Food Truck Friday June 11th.
- 2 Silt fence inspections.
- Classroom Renovation.

The Street Department completed 28 additional work orders that pertained to street issues.

Parks Department

During the month of June, the Parks Department mowed, weed-eated, and edged all areas one time including the DOT right-of-ways, City Parks, and FCT property. Additional activities included:

- Monthly playground equipment inspection and necessary repairs.
- Clean storm drains City Wide.
- Cleaned the pool 4 times.
- Prepared the Park for Food Truck Friday June 11th.

The Parks Department completed 2 additional work orders outside of their normal daily work schedules.

Equipment Maintenance

The Equipment Maintenance Shop, as always, works hard to keep the equipment and vehicles going so the city can continue to provide our citizens with the exceptional service they are accustomed to. During the month of June, Danny, John and Donald completed 69 work orders.

Tradesworker

During the month of June, 38 work orders were completed.

Solid Waste Department

Cove Life, Litter Cleanup Program & New Services:

- Picked up everything around the rollout cans including large piles of furniture and trash.
- Picked up as much loose trash, palm fronds, and sticks as possible on the streets, along the R.O.W. and ditches regardless of if it is near a container or not.
- Delivered 2 trash cans and 2 recycle bins to new customers.
- Delivered 8 blue recycle bins to current customers.
- Repaired 6 trash cans.
- Replaced 8 trash cans.
- Assisted Clay County with yard removal **seven (7) days**.

This month, the City collected:

- **377.07** tons of Class I garbage (6% increase)
- **15.52** tons of recycling (30% decrease)
- **137.47** tons of yard waste (2% decrease)
- **Street Sweepings 0**

For comparison during May 2020, the City collected:

- **356.54** tons of Class I garbage
- **22.36** tons of recycling
- **140.02** tons of yard waste

Water/Wastewater

- W/WW crews/management had personal interaction with several citizens regarding water/sewer issues.
 - Contacted all customers on water and irrigation “Highest Users” report that had unusual consumption (not usually on report)
 - Staff continues to refine the scope and financials of the consolidated AWWTP, expanded reclaimed water system, wastewater collection system improvements and water system capital improvements to obtain maximum grant potential, optimize loan conditions and minimize impact to customers.
 - W/WW/RW Projects;
 - Design of the improvements to the city’s wastewater treatment system (all phases) is complete. In order to maximize grant opportunities, the initial construction phase was split into two pieces, for a total of four phases;
 - Phase I is construction of the on-site reclaimed water system (storage tanks, high service pumps, electrical) at the existing Harbor Road Facility, and rehabilitation of Master Lift Stations #2 and #4. This phase went out to bid in January in two parts – plant reclaimed water improvements & lift station #2 & #4. Construction was completed in June 2020. The total Phase I cost is \$6,120,600. Staff received \$4,063,425.00 in “Principal Forgiveness” (grant) from FDEP (SRF).
 - Phase II:
 - Construction of the new 1.25 million gallon per day (MGD) advanced wastewater treatment plant (AWWTP) at the Harbor Road site.
- Contractor Mobilized**

- Phase III:
 - A new force main from Lift Station #2 diverting the sewage from the South Plant to Harbor Road (all sewage generated in the City will be treated at the new Harbor Road AWWTP).
 - Decommissioning and “mothballing” of the South Wastewater Treatment Plant. The permit will remain in place and the plant could be re-commissioned at a later date depending on future activities at the Reynolds site.
 - Phase IV (future – determined by growth) is a second identical 1.25 MGD AWWTP built at the Harbor Road site.
 - Phase V (future – determined by growth) is a third identical 1.25 MGD AWWTP built at the Harbor Road site.
 - Sanitary Sewer Evaluation Survey (SSES) of the Core City wastewater collection system is **complete**, including Mittauer final report. Staff utilizes this data daily in evaluating collection system repairs and requests for sewer connections.
 - Continuing to work with FDOT on utility relocations associated with the First Coast Expressway.
 - Updated Water Rate Study **complete**.
- Staff and Mittauer have completed a full review of the future capital needs of the water system. A comprehensive capital improvement program (CIP) has been developed as part of the Water Master Plan. As in the past, the timing of many of these improvements is driven by future activities in Reynolds Industrial Park. The city has received an FDEP – SRF loan for Planning and Engineering of several of the CIP improvements so that as the need for the improvements occur, the City is ahead of the game and can apply very quickly to SRF for actual construction dollars as “shovel-ready” projects. The total design project cost is \$356,800.00, with a \$178,400.00 (50%) principal forgiveness (grant), leaving an actual loan of \$180,100.00.
- Reynolds Water System Improvements: In May 2020 the City awarded construction of the upgrades to the system to General Underground. The system improvements include;
 - New water mains along two primary streets to remedy fire hydrants that are inadequate.
 - New 12” water main crossing under SR 16 to replace aging mains that endanger the integrity of the road. This will eliminate four existing crossings.
 - New water main along Red Bay Road to eliminate existing aging and leaking pipes. In addition will remedy fire hydrants that are inadequate.
 - New water main and sewer force main extension from Reynolds Park to and across the MOBRO complex. This extension is designed to supply water, fire protection & sewer needs to MOBRO and future developments to the east.
 - **This project was completed in May of 2021.**
- The City has received grants from the State of Florida Hazard Mitigation Grant Program (HMGP) to install auxiliary generators at 17 sewage lift stations, and install generators / raise infrastructure at four additional stations. The grant funds 75% of the improvements. This project is underway.
- Continued remediation of malfunctioning or out-of-service hydrants.
- Operated and maintained the Harbor Rd. and South Wastewater Treatment Plants as well as the Harbor Rd. and Reynolds Water Treatment Plants to meet the requirements of Regulatory Agencies.
- Continued to make process control adjustments at the Harbor Rd. and South WWTP in efforts to further lower Total Nitrogen and Total Phosphorus levels being discharged to the St. Johns River.
- Continued landscape maintenance at Water and Wastewater Treatment Facilities as well as lift stations.

- Continued preventative maintenance on all treatment facility generators.
- Completed 10 new services.
- Completed 80 water related work orders.
- Completed 32 sewer related work orders.
- Responded to 87 utilities locate requests.

TOP 10 WATER CUSTOMERS June 2021

Largest (By Consumption)		Largest (By Dollar Amount)	
Rank	CONSUMER	Rank	CONSUMER
1	Sheriff's Department	1	Sheriff's Department
2	Kindred Health	2	Garden Highway SE LLC
3	Garden Highway SE LLC	3	Kindred Health
4	R C Bannerman Learning Center	4	R C Bannerman Learning Center
5	Clay High	5	Clay High
6	Governors Creek #436	6	Governors Creek #436
7	Clay County Court house	7	Clay County Court House
8	Donald Clark	8	Garden Highway SE LLC
9	Springs Coin Laundry	9	Donald Clark
10	Garden Highway SE LLC	10	Springs Coin Laundry

TOP 10 IRRIGATION CUSTOMERS June 2021

Largest (By Consumption)		Largest (By Dollar Amount)	
Rank	CONSUMER	Rank	CONSUMER
1	Magnolia Point Investments	1	Magnolia Point Investments
2	Clay County Court House	2	Clay County Court House
3	National Gypsum Company	3	Edgewater Landing HOA of Clay
4	Edgewater Landing HOA of Clay	4	National Gypsum Company
5	Vallencourt Construction	5	Vallencourt Construction
6	Magnolia Point Association	6	Magnolia Point Association
7	Vystar Credit Union	7	AMH Development Non Res
8	Sheriff's Department	8	Vystar Credit Union
9	Deanna & Dale Foerman	9	Sheriff's Department
10	AMH Development Non Res	10	Deanna & Dale Foerman

TOP 10 SEWER CUSTOMERS June 2021

Largest (By Consumption)		Largest (By Dollar Amount)	
Rank	CONSUMER	Rank	CONSUMER
1	St Johns Landing	1	St. John's Landing
2	Sheriff's Department	2	Sheriff's Department
3	Kindred Health	3	Garden Highway SE LLC
4	Garden Highway SE LLC	4	Kindred Health
5	R C Bannerman Learning Center	5	R C Bannerman Learning Center
6	Clay High	6	Clay High
7	Governors Creek #436	7	Governors Creek #436
8	Clay County Court House	8	Clay County Court House
9	Donald Clark	9	Green Cove Springs Junior High
10	Springs Coin Laundry	10	Clay Port INC

Wastewater Plant Capacity Status

South Plant: TMDL Capacity 0.350 MGD*,

- Current Loading 0.288 MGD*, 79% Capacity (May 2021 Annual Average)
- Current & Committed (.033) Loading 0.321 MGD*, 88% Capacity
- Current, Committed & Requested (0) Loading 0.321 MGD*, 88% Capacity

Harbor Road: TMDL Capacity 0.650 MGD*

- Current Loading 0.517 MGD*, 79% Capacity (May 2021 Annual Average)
- Current & Committed (.092) Loading 0.609 MGD*, 93% Capacity
- Current, Committed & Requested (0) Loading 0.604 MGD*, 93% Capacity

*MGD = Million Gallons per Day

Note: No Reynolds growth or loading projections included in above.



ELECTRIC DEPARTMENT

Significant activities for the month of June 2021

- 11 Streetlights repaired
- 3 Permanent meters installed
- 2 Temporary meters installed
- 1 Meter removed
- 3 Reverse solar meters installed
- 4 Poles installed
- 8 Voltage check
- 4 Utility Verifications

In addition to the activities listed above, the Electric Department also:

- Conducted daily morning safety meetings.
- Conducted daily truck inspections.
- Trimmed limbs and vines from power lines and poles.
- Unloaded transformers and supplies when they come in.
- Inspect/locate ROW permits.
- Conduct warehouse inventory/order supplies.
- 1501 Palmer St., repaired service drop, tight up at the transformer.
- 3325 Turkey Creek, replaced hand-hole.
- 310 N Magnolia Ave., replaced service wire to the house.
- 808 Oak St., tree limb on service to the house broke streetlight.
- 459 Brentwood Ct., replaced lid on hand-hole.
- 1856 Colonial Dr., installed surge suppressor.
- 4106 S Oakridge Ave., installed three 600AMP disconnect switches.
- 800 Oak St., removed tree from service wire.
- 463 Olive Circle, installed hand hole, 4/0 URD and u-guard.
- 445 Olive Circle, removed yellow guards.
- 1277 Harbor Rd., assisted plant operators installing pump inside the tank.
- Chapman Substation, framed 4 concrete poles.
- 1505 Wayne St., replaced bracket and switch to transformer.
- 1029-A Bunker Ave., changed out bad transformer.

During the month of June, the Electric Department responded to the following outages:

06/05/2021 – Between 6:00 p.m. – 9:30 p.m., 109 Pine Ave & 700 Palmer St., transformer went bad in lightning storm, 5 customers affected.

06/06/2021 – Between 5:00 a.m. – 6:30 a.m., 201 Park St., burnt jumper and 600 AMP switch, 100 customers affected.

06/08/2021 – Between 2:30 a.m. – 5:00 a.m., West St., tree on the line blown fuse, 20 customers affected.

06/08/2021 – Between 5:30 a.m. – 7:00 a.m., 3301 Hwy 17 N., blown arrester due to lightning, 1 customer affected.

06/08/2021 – Between 8:38 a.m. – 8:58 a.m., 1525 Walnut St., blown transformer fuse and neutral repaired, 4 customers affected.

06/10/2021 – Between 6:25 a.m. – 10:30 a.m., 1541-1567 Ball Rd., replaced transformer bracket switch, stirrup, and hot line clamp, 6 customers affected.

06/14/2021 – Between 9:50 a.m. – 11:44 a.m., 3778 Randall Rd., removed tree down and repaired primary, 6 customers affected.

06/15/2021 – Between 7:05 a.m. – 8:30 a.m., 1504 Thomas St., squirrel blown fuse, 3 customers affected.

06/15/2021 – Between 5:30 p.m. – 7:30 p.m., CR 209 N., tree down on feeder, replaced bracket and cable, 100 customers affected.

06/15/2021 – Between 6:00 p.m. – 8:00 p.m., 1408 N Orange Ave., blown transformer fuse, 6 customers affected.

06/22/2021 – Between 8:00 p.m. – 10:15 p.m., 3310 Virginia Ln., tree came down broke service line, 1 customer affected.

06/24/2021 – Between 5:58 p.m. – 8:30 p.m., 514 N Cypress Ave., tree came down took out primary wire, 15 customers affected.

Electric Utility Top Consumption Customers (kwh/meter) for June:

NAME	SERVICE ADDRESS	KWH	AMOUNT
Clay County Jail	901 N. Orange Ave.	420,640	\$39,479.28
BD Of County Commissioner	825 N. Orange Ave.	301,600	\$28,997.20
St. Johns Landing	1408 N. Orange Ave.	285,750	\$31,196.75
Kindred Health	801 Oak St.	210,400	\$20,328.80
Winn Dixie Stores, Inc	3260 Hwy. 17 N.	206,400	\$20,272.80
National Gypsum Company	1767 Wildwood Rd	148,160	\$14,497.52
Clay County Court House	825 N. Orange Ave.	134,080	\$12,989.36
Tamko Roofing Products	914 Hall Park Rd.	116,960	\$13,557.52
BD Of Public Instruction	2025 State Road 16	109,000	\$12,847.00
Garber Realty/GMC	3340 Highway 17	108,160	\$10,469.52
Governors Creek #436	803 Oak St.	102,000	\$10,420.00
Clay County Driver's License	477 Houston St.	89,120	\$ 9,316.24
City of Green Cove Springs	1277 Harbor Road	74,160	\$ 6,987.92
Coral Ridge Foods	1165 N Orange Ave.	72,240	\$ 7,034.48
City of Green Cove Springs	Set Street Lights	66,392	\$ 7,447.90
VAC-CON	954 Hall Park Rd.	64,880	\$ 6,702.96
Pegasus Technologies	932 Pilot Dr.	60,240	\$ 6,397.28
Clay Port Inc.	972 Bulkhead Rd (meter B)	59,640	\$ 6,446.68
BD Of Public Instruction	801 Center St.	58,400	\$ 6,362.00
City of Green Cove Springs	925 S R 16 East South Wwtp	55,840	\$ 5,424.48
Direct TV/AT&T Services Inc.	512 Center St.	55,680	\$ 5,404.56
BD Of Public Instruction	1 N Oakridge Ave	52,560	\$ 9,317.12
Ammcon Corp.	1503 County Road 315 Ste 201	48,300	\$ 5,336.60
BD Of Public Instruction	1220 Bonaventure Ave	45,920	\$ 5,229.84

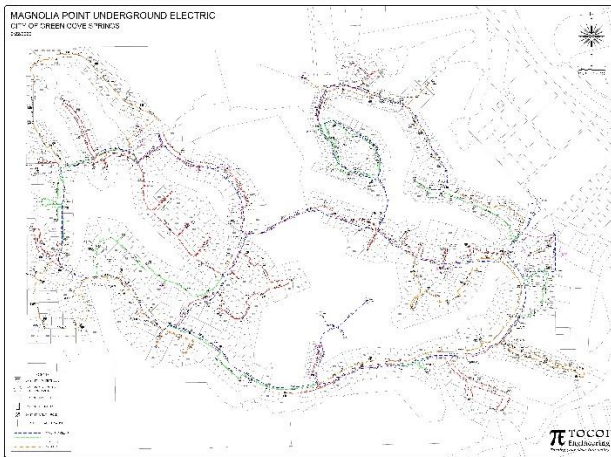
Electric Utility Department Capital Projects:

Pole top switch replacement

This project began 09-18-2019 with the installation of switches at Governors Creek for restoration plan if isolation of north feeder across Governors Creek Bridge during extreme emergencies. Project is now in the inspection and evaluation process involving Chapman 2 extension to Harbor Rd and load transfer of Chapman 1 to Chapman 2.

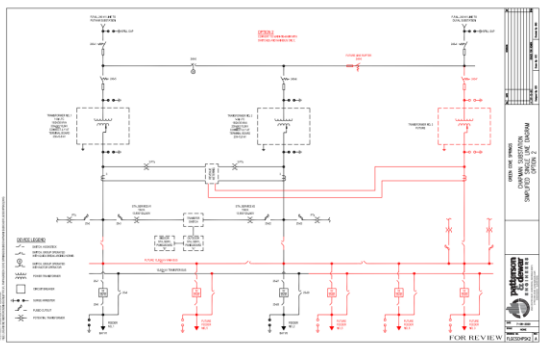
Magnolia Point Reconductor

This project has been reviewed by our new Electric Director and a local contractor and revised. The project will now focus on a brand new 3-phase backbone “ring” through the development with two feeds. This ring will be constructed as phase 1 utilizing a standing contract to bore in new 6” conduit for the entire ring and utilizing a contractor to pull in the new conductor and tie into the existing side feeds along the way. The re-design is now completed by our engineer. Conduit and conductor for phase I has been ordered. Work is expected to start in July 2021 with completion by Summer 2022.



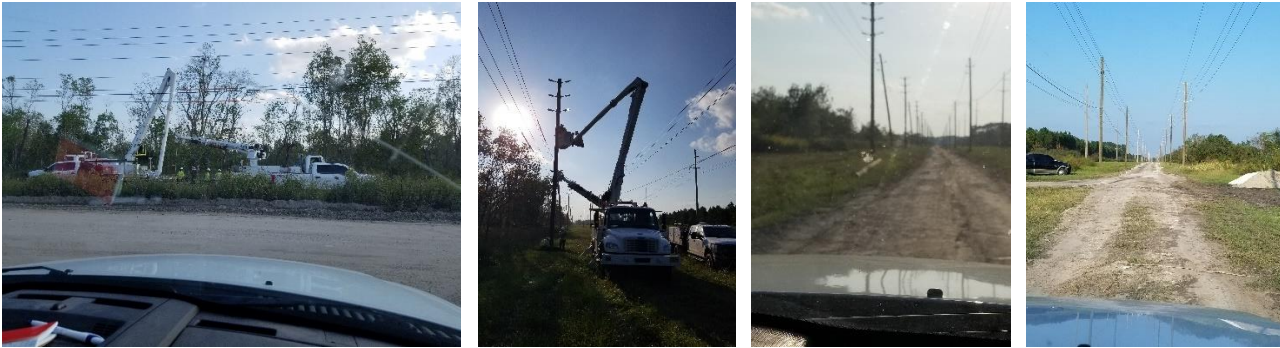
Chapman Substation upgrade

Patterson and Dewar is the City’s engineering firm for this project. The transformer is now delivered and set on the pad in its permanent location. Patterson and Dewar have designed the rest of the improvements to the substation as well as SCADA to be installed throughout the system. Design is complete. The construction was awarded to Terry’s Electric. They arrived on site the first week of January 2021 to begin work at the substation. The project should be complete in August 2021.



Chapman 3RD Circuit

IRBY Construction began September 21, 2020, and the **PROJECT IS NOW COMPLETE.**



Chapman 1 / Chapman 2

Express circuit feed project of Chapman 1 to north of Governors Creek (a.k.a. **Magnolia Point Third Feed**) and Chapman 2 extension to Harbor Rd project have been combined to balance future load requirements north of Governors Creek and to supply additional restoration procedure options involving electric outages north of Governors Creek. Conductor had been installed on Roberts St. for Chapman 1 alternate path. City crews are now working on additional new line on south right of way that will enable Reynolds Park load to be transferred from Chapman 1 circuit to Chapman 2. Materials for this portion of the project are being funded by a DEO Grant. **PROJECT IS NOW COMPLETE.**

Houston St. re-conductor

Planning for the reconductoring of Chapman 2 with 477 AAC from Martin Luther King Blvd. to Palmetto Ave. has begun. This will support a second circuit extending north of Governors Creek for restoration involving Magnolia Point, provide an alternate tie between Chapman 1 and Chapman 2 (was not possible before due to conductor size) and support AMMCON, PASS and other future expansion north of Governors Creek. Materials for this project are being funded by a DEO Grant. **PROJECT IS NOW COMPLETE.**

13kv to 23kv Conversion – US17 from Harbor Road to CR 315

Planning for this project has begun. This project will continue the Chapman 1 and Chapman 2 circuits north of Harbor Road to provide capacity and reliability for existing and future customers north of Governors Creek. Materials for this project are being funded by a DEO Grant.

Governors Creek Hardening Project

This project will allow the overhead conductor crossing Governors Creek to be placed underground from Grove Street to Harbor Road. This project has been split into two phases: (1) design and permitting and (2) construction. It is being 75% funded by a FEMA HMGP grant. Phase 1 is complete. The project is now being evaluated by FDEM and FEMA funding for the construction phase. Once funding is in place and a contract is executed, bidding and construction should take approximately 9 months. This project will also support to extension of Chapman 1 and Chapman 2 circuits north of Governors Creek to provide additional capacity and reliability for all customers north of Governors Creek.



City of Green Cove Springs

(904) 297-7500
Florida Relay – Dial 7-1-1

321 Walnut Street

Green Cove Springs, FL 32043
www.greencovesprings.com

MEMORANDUM

To: Steve Kennedy, City Manager
From: Development Services Department
Date: July 1, 2021
Subject: Monthly Planning, Code Enforcement and Building Report for June, 2021

PLANNING

In June, Indcom Sales & Services opened at 989 Worthington Ave, and Great Faith Cleaning relocated to 439 North St Ste D. Total Business Tax Revenue for June was \$110.

During the month of June, Staff worked on:

- Annexation, Future Land Use, PUD applications for the Gustafson property, 016515-000-00
- Preparing for the Business Tax Renewal season which will begin in late July
- Comprehensive Plan 2045, data gathering
- Two lot splits – one on Washington Ln and one on Pine Avenue, both for the construction of single family homes (4 homes in total)
- One minor subdivision where three lots are becoming two lots to allow for the construction of two single family homes

Revenues for Planning related fees for June were \$2,994.15.

CODE ENFORCEMENT

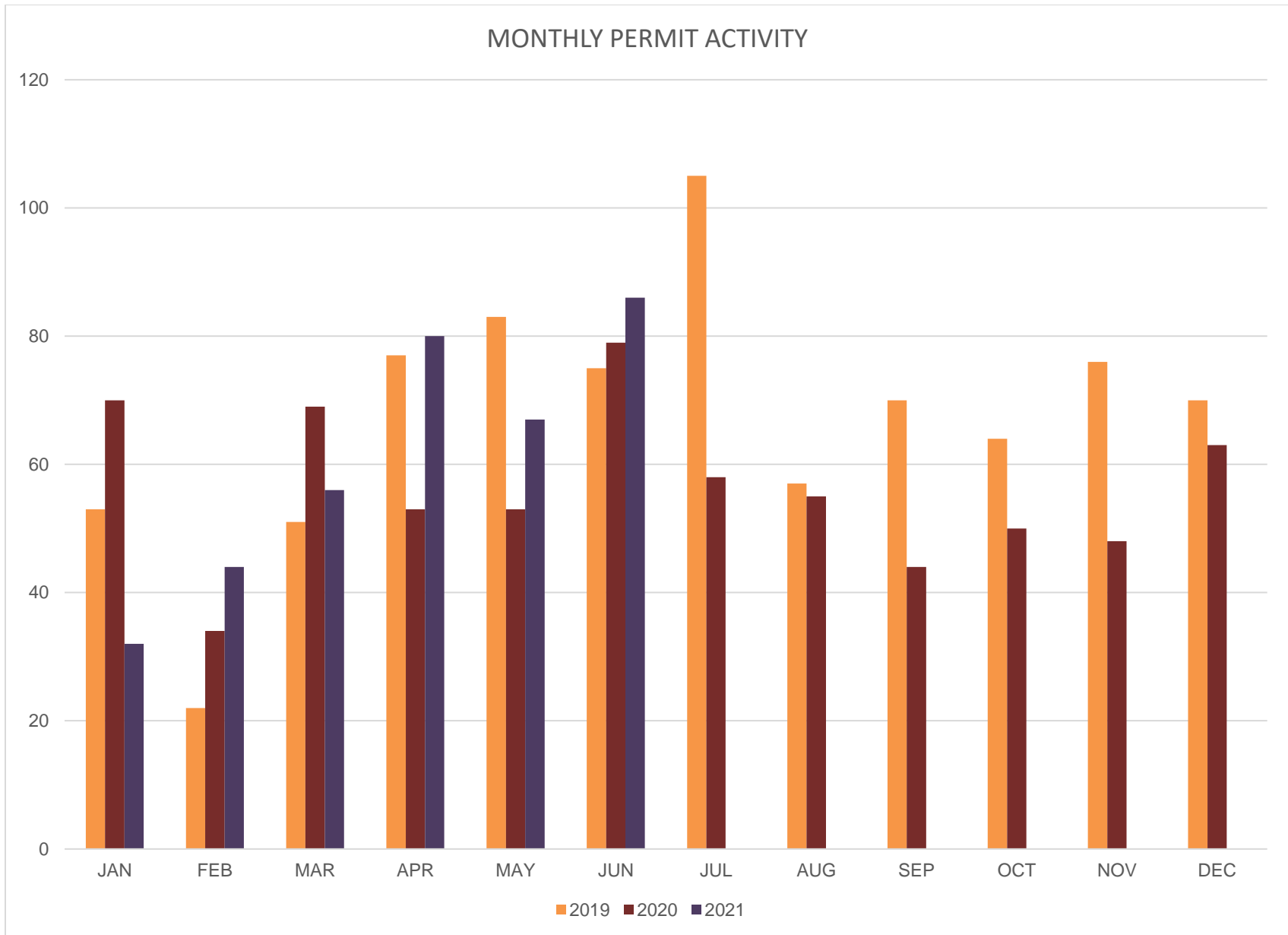
In June there were 9 new Enforcement complaints filed. Voluntary compliance was achieved for 2 cases resulting in case closure. The City received \$9,960.02 in Code Enforcement fines for Special Magistrate orders previously issued. For Fiscal Year 2020-2021, Code Enforcement has collected \$16,210.02 Code Enforcement fines.

BUILDING

Building permit activity increased from May to June. The total number of building permits issued in June was 86 compared to 67 in May. Permit activity for June 2021 increased by 8.9% from June 2020.

Revenues for Building related fees for June were \$11,502.

2021 PERMIT SUMMARY	
NEW HOUSES	June
MAGNOLIA POINT:	0
MAGNOLIA WEST:	0
CORE CITY:	1
CONDOS:	0
COMMERCIAL ACTIVITY	June
BUILDING (NEW)	0
OTHER PERMIT ACTIVITY	June
ADDITION - COMMERCIAL	2
ADDITION - RESIDENTIAL	9
REMODEL - COMMERCIAL	1
REMODEL - RESIDENTIAL	6
SCREEN ROOMS:	0
SHIP PROGRAM:	0
SIGNS:	0
POOLS:	1
RE-ROOFING:	20
GARAGE/SHED:	0
OTHER PERMITS:	46
TOTAL PERMITS ISSUED	86





CITY OF GREEN COVE SPRINGS POLICE DEPARTMENT



Item #9.

Derek S. Asdot, Chief of Police • 1001 Idlewild Avenue • Green Cove Springs, FL 32043 • Main (904) 297-7300 • Fax (904) 284-1436

The following is the official summary of activity conducted by members of the Green Cove Springs Police Department for the month of June 2021:

Total # Calls for Service: **805**
 Total # Arrests: **22**
 Total # Traffic Stops: **332** Total # Citations: **133** % Citations to stops: **40%**
 Total # Building and business security checks: **1387**
 Total # Police Related Services: **3713**
 Response Times: Priority 1: **4M14sec** Priority 2: **1m01sec** Priority 3: **4M40sec**
 Dispatch Phone Communication: 911 calls: **310** Non-Emergency calls: **368** Walk-In: **18**

Marine Enforcement: Marine enforcement was conducted on the following dates.

6/4/21: Hines/Vineyard Boater Skip Day
 6/26/21: Hines/Patterson Call out drowning in Black Creek

Red Light Camera Program:

Video Review:
 Ofc. Gann reviewed 1480 violations, approved 1293 and rejected 125.
 Sgt. Luedtke reviewed 0 violations, approved 0 and rejected 0.

Total violations reviewed for the month: **1480** Approval Rating: **91.18%**
 Total hours reviewing video: **18.65**

Traffic complaints received/completed:

		# Officers	# Times	# Traffic	# Traffic	Complete
Location	Issue	Assigned	Addressed	Stops	Citations	Y/N
1600 Colonial Drive	Speeding	4	11	3	3	Y
500 N. Roberts St	Speeding	12				Y
Walnut and Highland	Speeding	8	21	1	1	Y
Colonial Dr/St. Andrews	Speeding	14	28	6	3	Y

*** When evaluating traffic complaints, low numbers of stops/citations are a good indication that the issue may not be as prevalent as the citizen believes.*

Individual Officer Initiative:

Item #9.

Sergeant Luedtke:

Traffic Enforcement:

T-Stops: 16 # Citations: 4 # Warnings: 12 Parking Enf: 0 Accident Rep: 2

Calls for Service: 76 Property/Business Checks: 143

Arrests: 1

2021000985 Violation of Probation

Problem Oriented Policing:

- 501 S. Vermont: A subject living in tent in backyard with no water or electricity. Notified code officer
- Noticed a bench on pier broken from base. Emailed Connie

Community Involvement:

- Participated in mutual aid request ref Orange Crush Festival in Jax Beach

Other Significant Accomplishments:

- Assisted in UCR
- Maintain the Sex Offender update
- I monitor the boat slip pay and ensure there are envelopes for payment
- Conducted FTO with Ofc. Reichenback

Officer:

Traffic Enforcement:

T-Stops: # Citations: # Warnings: Parking Enf: Accident Rep:

Calls for Service: Property/Business Checks:

Arrests:

Problem Oriented Policing:

Community Involvement:

Other Significant Accomplishments:

- *This position currently vacant.*

Officer: Camp

Traffic Enforcement:

T-Stops: 31 # Citations: 15 # Warnings: 16 Parking Enf: 0 Accident Rep: 3

Calls for Service: 80 Property/Business Checks: 144

Arrests: 4

2021000984 VOP

2021000986 VOP

2021001107 DUI

2021001113 DUI

Problem Oriented Policing:

- Middle turn lane at Ferris/S Orange not cycling the light

Community Involvement:

- Presented community member with certificate of appreciation
- Participated in mutual aid request ref Orange Crush Festival in Jax Beach

Other Significant Accomplishments:

Sergeant Hess:**Traffic Enforcement:**

T-Stops: 29 # Citations: 12 # Warnings: 17 Parking Enf: 0 Accident Rep: 1
Calls for Service: 53 Property/Business Checks: 298
Arrests: 0

Problem Oriented Policing:**Community Involvement:**

- Volunteered to work for Habitat for Humanity for a day.

Other Significant Accomplishments:

- *Sgt. Hess is currently on extended medical leave*

Officer Morando:**Traffic Enforcement:**

T-Stops: 58 # Citations: 37 # Warnings: 2 Parking Enf: 1 Accident Rep: 2
Calls for Service: 66 Property/Business Checks: 214
Arrests: 1

2021000974 Warrant

Problem Oriented Policing:

- 1900 Colonial Drive Speed Enforcement

Community Involvement:

- Spoke to a group of kids about what it takes to become a police officer

Other Significant Accomplishments:

- Attended Award Committee Meeting

Officer:**Traffic Enforcement:**

T-Stops: 0 # Citations: 0 # Warnings: 0 Parking Enf: 0 Accident Rep: 0
Calls for Service: 0 Property/Business Checks: 0
Arrests: 0

Problem Oriented Policing:**Community Involvement:****Other Significant Accomplishments:**

- *This position currently vacant*

Sergeant Perry:**Traffic Enforcement:**

T-Stops: 8 # Citations: 3 # Warnings: 1 Parking Enf: 0 Accident Rep: 0
Calls for Service: 11 Property/Business Checks: 72
Arrests: 0

Problem Oriented Policing:**Community Involvement:****Other Significant Accomplishments:**

- *Sgt. Perry just returned from extended medical leave*

Officer Henderson:**Traffic Enforcement:**

T-Stops: 25 # Citations: 7 # Warnings: 8 Parking Enf: 0 Accident Rep: 1
Calls for Service: 62 Property/Business Checks: 186
Arrests: 0

Problem Oriented Policing:

- 1149 Idlewild: Homeowner cut down several trees but has not removed debris. Reported to code enforcement

Community Involvement:

- Assisted Jax Beach PD with Orange Crush Event

Other Significant Accomplishments:**Officer Newton:****Traffic Enforcement:**

T-Stops: 49 # Citations: 23 # Warnings: 3 Parking Enf: 0 Accident Rep: 2
Calls for Service: 76 Property/Business Checks: 84
Arrests: 5

2021-000967 Possession of Controlled Substance without a Prescription

2021-001018 Violation of Probation

2021-001020 Aggravated Assault on LEO

2021-001068 Habitual Traffic Offender

2021-001102 Simple Battery-DV

Problem Oriented Policing:

- None

Community Involvement:

- Organized obtaining a gift card from the officers for a local business-person who habitually supports the department.

Other Significant Accomplishments:**Sergeant Graham:****Traffic Enforcement:**

T-Stops: 24 # Citations: 18 # Warnings: 6 Parking Enf: 0 Accident Rep: 5
Calls for Service: 151 Property/Business Checks: 79
Arrests: 5

52021000952 VOP

2021000969 VOP

2021000976 Possession of a Controlled Substance

2021001045 Possession of Marijuana

2021001082 DV Battery

Problem Oriented Policing:

- 803 Oak St: Damaged street-light report went to PW

Community Involvement:

- Volunteered to work for Habitat for Humanity for a day

Other Significant Accomplishments:

- *Sgt. Graham is conducting training with full time Ofc. Schauman*

Officer:**Traffic Enforcement:****T-Stops: 0 # Citations: 0 # Warnings: 0 Parking Enf: 0 Accident Rep: 0****Calls for Service: 0 Property/Business Checks: 0****Arrests: 0****Problem Oriented Policing:****Community Involvement:****Other Significant Accomplishments:**

- *This position currently vacant*

Officer:**Traffic Enforcement:****T-Stops: 0 # Citations: 0 # Warnings: 0 Parking Enf: 0 Accident Rep: 0****Calls for Service: 0 Property/Business Checks: 0****Arrests: 0****Problem Oriented Policing:****Community Involvement:****Other Significant Accomplishments:**

- *This position currently vacant*

Officer Babcock and K-9 Grit:**Traffic Enforcement:****# Traffic Stops: 41 # Citations: 2 # Warnings: 15 Parking Enf: 0 Accidents: 0****Calls for Service: 46 Property/Business Checks: 186****Arrests: 3**

2021-001001 Possession less than 20gms (Marijuana)

2021-001003 VOP

2021-001044 FTA

K-9 Activities:**# Shifts Training: 11 Total Time Spent Training: 33.5 hrs****# of Apprehensions: 0****Mutual Aid Calls: 2**

CCSO 103 S Orange Av

CCSO Lamont St / N Cypress Av

of K-9 Searches: 6 # Finds: 0 # No Finds: 6**Narcotics Detection Log:****K-9 Demonstrations: 0****P.O.P. Project:**

- Worked several patrol shifts without Grit
- Assisted Det. Carpenter with narcotics investigation

Community Involvement:

- At FTF talked with a family about K-9 Grit. Deployed Grit for family photos.

Other Significant Accomplishments:

Part Time Officers:**Officer Gann:**

(Responsible for Red Light Camera Program)

Hrs Worked: 124.75

Arrests: 1

2021001067 Aggravated Assault Domestic Violence

Other Significant Accomplishments:

- Reviewed RLC video and issued citations
- Worked several patrol shifts

Officer Reese:

Hours Worked: 53.5

Traffic Enforcement:

Traffic Stops: 10 # Citations: 1 # Warnings: 0 Parking Enf: 0 Accidents: 0

Calls for Service: 35 Property/Business Checks: 14

Arrests: 0

Community Involvement/ POP:

- Security at Citizen Advisory Council

Other Significant Accomplishments:

Officer Hickman:

Hours Worked: 51

Traffic Enforcement:

Traffic Stops: 19 # Citations: 2 # Warnings: 3 Parking Enf: 0 Accidents: 1

Calls for Service: 24 Property/Business Checks: 16

Arrests: 0

Community Involvement/ POP:

- Security for City Council

Other Significant Accomplishments:

School Resource Officers:**Officer: Lee (Junior High School)**

Incidents at School:

Cases Worked:

2021001087 Felony Warrant

Safety Issues/Intelligence:

Other Significant Accomplishments:

- *Ofc. Lee has been reassigned to Patrol for summer break*

Officer Rulon: (Charles E Bennet Elementary)

Incidents at School:

Cases Worked:

Safety Issues/Intelligence:

Other Significant Accomplishments:

- *Ofc. Rulon is on 6 weeks of FMLA for birth of child*

Officers in Field Training:

Full Time Officer Schauman
 Full Time Officer Schiller
 Part Time Officer Reichenback
 Full Time Officer Mares
 Full Time Officer Milliken

SIGNIFICANT OFFICER ACTIVITY D.E.A. TASK FORCE**Detective: Carpenter****Green Cove Narcotics Cases: 4**

2019002237 – Ongoing Methamphetamine investigation
 2021001012 - GCSPD/DEA Crack Cocaine
 2021001119 – GCSPD/DEA Crack Cocaine
 2021-00041 – GCSPD DEA/GCSPD – Methamphetamine DTO investigation

DEA Cases: 3

GCSPD/DEA – Ongoing Methamphetamine investigation.
 DEA/GCSPD – Methamphetamine DTO investigation
 DEA/GCSPD – Heroin/Fentanyl investigation

Narcotic Investigations/Cases Outside of City/County: 3

Ongoing GCSPD/DEA Methamphetamine investigation.
 DEA – Methamphetamine DTO investigation
 DEA – Fentanyl, Heroin, Methamphetamine

Seizures:

\$3,000 cash
 1 Kg Methamphetamine
 2 KG Fentanyl
 10 lbs Marijuana
 3 gr Crack Cocaine

Significant events:

0 trash pull
 22+ hours surveillance
 1 jail interview
 0 confidential informant cultivated
 1 JIA Interdiction
 2 search warrants completed

SIGNIFICANT DETECTIVE ACTIVITY**Detective Patterson:****# Open Cases: 8****# Cases Cleared by Arrest: 1****Total # Cleared Cases for Month: 1****Significant Case Developments:**

2021-000295 Working with Oklahoma and private attorney to resolve case.
 2020-002360 Murder case. Submitted two additional arrest warrants for outstanding subjects
 2019-000029 Suspect was arrested

Background Investigations:

1 Officer Completed

0 Officer in Progress
 1 Dispatcher Completed
 0 Dispatcher in Progress

Significant Accomplishments:

- Assisted patrol with numerous calls for service
- Assisted DEA and FBI with in-progress investigations
- Volunteered to work for Habitat for Humanity for a day

Detective Vineyard:

Open Cases: 8

Cases Cleared by Arrest: 0

Total # Cleared Cases for Month: 1

Significant Case Developments:

2021-000807 Unfounded and cleared
 2021-000076 Lewd/current invs
 2020000783 Supp/inactivate
 2021000242 3 warrants issued/1 arrest
 2021000295 Transferred to Patterson
 2021000562 DCF closed

Significant Accomplishments:

- Assisted patrol division with numerous calls for service
- Attended 40 hr active shooter instructor training
- Volunteered to work for Habitat for Humanity for a day

Significant Evidence Custodian Activity

Evidence Technician Barton

- Barcoded Items: 32 Items
- Destroyed Items: 9 Items
- To FDLE: 5 Items
- Return from FDLE: 3 Items
- Assisted SAO: 0 cases
- Returned to Owners: 7 cases