

**AGREEMENT FOR THE CITY OF GREEN COVE SPRINGS TO
REIMBURSE THE PROPERTY APPRAISER**

This Agreement for the City of Green Cove Springs to reimburse the Clay County Property Appraiser (the "Agreement") is made and entered into as of _____, 2022, by and between the City of Green Cove Springs, a political subdivision of the State of Florida (the "City") and Tracy S. Drake in his capacity as the Clay County Property Appraiser (the "Property Appraiser").

NOW, THEREFORE, in consideration of the mutual promises, covenants, representations, and agreements contained herein, and other good and valuable consideration exchanged between the parties, the parties to this Agreement do undertake, promise and agree for themselves, and their successors as follows:

ARTICLE I

SECTION 1.01. FINDINGS, RECITALS AND ACKNOWLEDGEMENTS. It is hereby ascertained, determined and declared by the parties that:

(A) the City is authorized to impose non-ad valorem assessments and by appropriate resolution has expressed its intent to use the uniform method of levy, collection and enforcement of non-ad valorem assessments as provided in section 197.3632, Florida Statutes, under which assessments are included on an assessment roll and certified, in a compatible electronic medium tied to the property identification number, by the City to the Tax Collector for merging with the ad valorem tax roll, for collection by utilizing the tax notice provisions described in section 197.3635, Florida Statutes, and for sale of tax certificates and tax deeds under the non payment provisions of the ad valorem tax laws (the "Uniform Method");

(B) the Uniform Method, with its enforcement provisions including the use of tax sale certificates and tax deeds to collect delinquent annual payments, is less expensive and more equitable to the delinquent landowner than the traditional lien foreclosure methodology;

(C) the Uniform Method will provide for more efficient collection by virtue of the assessment being on the tax notice issued by the Tax Collector and will produce positive economic benefits to the affected landowners and the City;

(D) the Uniform Method will promote local government accountability;

(E) this Agreement is intended to conform with the requirement of section 197.3632, Florida Statutes, that the City and the Property Appraiser enter into a written agreement providing for reimbursement of necessary administrative and actual costs incurred as a result of the use of the Uniform Method; such administrative and actual

costs include, but are not limited to those costs associated with personnel, forms, supplies, data processing, computer equipment, postage and programming;

(F) the duties of the Property Appraiser under section 197.3632, Florida Statutes, are ministerial;

(G) this Agreement is entered into in order to allow for the use of the Uniform Method relative to non-ad valorem assessments imposed and levied by the City to fund solid waste and stormwater services, facilities, and programs, code abatement services, and such other non-ad valorem assessments as may be imposed and levied by the City.

SECTION 1.02. INCORPORATION. The findings, recitals and acknowledgements contained herein are true, correct and incorporated in this Agreement.

ARTICLE II

SECTION 2.01. PURPOSE. The purpose of this Agreement is for the City, and the Property Appraiser to establish and agree upon the undertaking of the responsibilities pursuant to section 197.3632, Florida Statutes, in order for the City Council to implement the Uniform Method for the notice, levy, collection, and enforcement of non-ad valorem assessments; and to provide for reimbursement by the City to the Property Appraiser for all necessary administrative and actual costs incurred by them in such activity.

ARTICLE III

SECTION 3.01. COMPLIANCE WITH LAWS AND REGULATIONS. The parties shall abide by all statutes, rules and regulations pertaining to the levy and collection of non-ad valorem assessments, and any ordinance promulgated by the City, not inconsistent with, nor contrary to, the provisions of sections 197.3632, 197.3635, Florida Statutes, as amended, and any applicable rules duly promulgated by the Department of Revenue.

ARTICLE IV

SECTION 4.01. DUTIES AND RESPONSIBILITIES OF THE CITY. The City shall:

(A) be solely responsible for imposing and levying valid non-ad valorem assessments;

(B) reimburse the Property Appraiser for all necessary administrative and actual costs incurred by the Property Appraiser in providing the information and cooperation more particularly referenced in Section 4.02 hereof;

(C) make all reimbursement or payment to the Property Appraiser hereunder in accordance with the Florida Prompt Payment Act, Chapter 278, Part VII, Florida Statutes, or its successor in function;

(D) post the non-ad valorem assessment for each parcel on the non-ad valorem assessment roll in a manner that such non-ad valorem assessment roll is free of errors and omissions;

(E) cause the Mayor of the City Council, or his or her designee, to certify, by September 15 of each calendar year, to the Tax Collector, the non-ad valorem assessment roll on compatible medium, tied to the property parcel identification number, in a manner that conforms to the format of the ad valorem tax roll submitted by the Property Appraiser to the Department of Revenue;

(F) designate and authorize a person, other than the Property Appraiser to receive and process any request for changes, modifications or corrections to the subject non-ad valorem roll and, if necessary, file with the Clay County Tax Collector an appropriate certificate of correction; and

(G) cooperate with the Property Appraiser to implement the Uniform Method of notice, levy, collection and enforcement of each of the subject non-ad valorem assessment roll, pursuant to, and consistent with, all the provisions of Chapter 197, specifically sections 197.3632 and 197.3635, Florida Statutes, as amended.

SECTION 4.02. DUTIES AND RESPONSIBILITIES OF THE PROPERTY APPRAISER. The Property Appraiser shall:

(A) annually by June 1 provide the City with at least the following information by compatible electronic medium: (1) the legal description of the property affected by the levy, (2) the names and addresses of the owners of such property, (3) the property identification number of each parcel in a manner that conforms to the format of the ad valorem roll submitted to the Department of Revenue, and (4) any other information reasonably needed by the City to create, recompute, reconfigure, revise, correct or otherwise formulate the non-ad valorem assessment rolls;

(B) although the Property Appraiser is not required by law to submit information other than items (1), (2) and (3) in paragraph (A) of this section, the Property Appraiser shall make reasonable efforts to assist and accommodate the City's creation of a non-ad valorem assessment roll;

(C) cooperate with the City and the Tax Collector to implement the Uniform Method of notice, levy, collection and enforcement of the subject non-ad valorem assessment roll, pursuant to, and consistent with, all the provisions of Chapter 197, specifically sections 197.3632 and 197.3635, Florida Statutes, as amended; and

(D) provide the City with a written itemized statement of any necessary administrative and actual costs incurred by the Property Appraiser for which reimbursement is sought.

ARTICLE V

SECTION 5.01. TERM. The term of this Agreement shall commence upon the date first above written and shall run through the end of the next fiscal year and shall automatically be renewed thereafter, for successive periods, not to exceed one year each. However, the City shall inform the Property Appraiser and the Department of Revenue by January 10 in any calendar year the City intends to discontinue using the Uniform Method of collecting the non-ad valorem assessments referred to in this Agreement.

IN WITNESS WHEREOF, the City and the Property Appraiser have executed and delivered this Agreement as the date first above written.

ATTEST:

**CITY COUNCIL OF THE CITY OF
GREEN COVE SPRINGS, FLORIDA**

By: _____
Edward Gaw, Mayor

Clerk

WITNESSES:

**CLAY COUNTY
PROPERTY APPRAISER**

Tracy S. Drake, Clay County Property
Appraiser