



# STAFF REPORT

## CITY OF GREEN COVE SPRINGS, FLORIDA

**TO:** Regular Session **MEETING DATE:** July 18, 2023  
**FROM:** L. Steve Kennedy, City Manager  
**SUBJECT:** Establish Tentative Millage Rate for Fiscal Year 2023/2024.

### BACKGROUND

The Form 420 provided by the Property Appraiser (copy attached) reflects an actual property tax valuation of \$ 692,992,808 for next year, an increase of \$62,805,148 from the prior year's final taxable value of \$630,187,660 which is an increase of 9.97%. The increase is reflected at 100% and has not been discounted to 97%.

The Administration has included a 4.5000 millage rate in the proposed budget which is the same millage rate for FY 2022. Three schedules are attached for your reference. One is titled Millage Dynamics, another Ad Valorem Revenue FY 2024, and the third Property Taxes FY 2024. 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 4.5000 rate will require a two-thirds vote by Council and would generate \$3,118,467 but when discounted to 97% is \$3,024,914 as shown in the proposed budget released to Council on July 13, 2023. 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 2023 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 5 and September 19 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 August 1 and September 14 for the School Board and September 12 and September 26 for the County. To comply with advertising and other TRIM requirements, the City's first public hearing needs to be held on September 5 and the final hearing on September 19.

### FISCAL IMPACT

N/A

### RECOMMENDATION

- 1) **Council approval of \_\_\_\_\_ as the tentative millage rate for fiscal year 2023/2024.**
- 2) **Set September 5 at 7:00 pm as the first public hearing on the millage, budget, and CIP.**
- 3) **Set September 19 at 7:00 pm as the second and final hearing on the millage, budget, and CIP.**

# MILLAGE DYNAMICS FY 2023

		FY 24	FY 24	FY 23		% Change
Millage Rate	Current Year Taxable Value	Gross Proceeds	Discount Proceeds	Current Year Proceeds	Inc/Dec	FY 23 / FY 24 Proceeds
2.5700	\$692,992,808	\$1,780,992	\$1,727,562	\$2,835,844	-\$1,108,282	-39.08%
2.6000	\$692,992,808	\$1,801,781	\$1,747,728	\$2,835,844	-\$1,088,116	-38.37%
2.6110	\$692,992,808	\$1,809,404	\$1,755,122	\$2,835,844	-\$1,080,722	-38.11%
2.9821	\$692,992,808	\$2,066,574	\$2,004,577	\$2,835,844	-\$831,267	-29.31%
3.6000	\$692,992,808	\$2,494,774	\$2,419,931	\$2,835,844	-\$415,913	-14.67%
3.8000	\$692,992,808	\$2,633,373	\$2,554,371	\$2,835,844	-\$281,473	-9.93%
4.1275	\$692,992,808	\$2,860,328	\$2,774,518	\$2,835,844	-\$61,326	-2.16%
4.5000	\$692,992,808	\$3,118,468	\$3,024,914	\$2,835,844	\$189,070	6.67%
<b>5.0000</b>	<b>\$692,992,808</b>	<b>\$3,464,964</b>	<b>\$3,361,015</b>	<b>\$2,835,844</b>	<b>\$525,171</b>	<b>18.52%</b>





# CERTIFICATION OF TAXABLE VALUE

[Reset Form](#)
[Print Form](#)

DR-420  
R. 5/12  
Rule 12D-16.002  
Florida Administrative Code  
Effective 11/12


Year : 2023	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	\$	636,896,173	(1)
2.	Current year taxable value of personal property for operating purposes	\$	55,245,753	(2)
3.	Current year taxable value of centrally assessed property for operating purposes	\$	848,882	(3)
4.	Current year gross taxable value for operating purposes <i>(Line 1 plus Line 2 plus Line 3)</i>	\$	692,990,808	(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.)	\$	5,922,580	(5)
6.	Current year adjusted taxable value <i>(Line 4 minus Line 5)</i>	\$	687,068,228	(6)
7.	Prior year FINAL gross taxable value from prior year applicable Form DR-403 series	\$	630,187,660	(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)
SIGN HERE	<b>Property Appraiser Certification</b>		I certify the taxable values above are correct to the best of my knowledge.	
	Signature of Property Appraiser:		Date :	
	Electronically Certified by Property Appraiser		6/30/2023 1:11 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>	4.5000	per \$1,000	(10)
11.	Prior year ad valorem proceeds <i>(Line 7 multiplied by Line 10, divided by 1,000)</i>	\$	2,835,844	(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>	\$	2,835,844	(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>	\$	687,068,228	(15)
16.	Current year rolled-back rate <i>(Line 13 divided by Line 15, multiplied by 1,000)</i>	4.1275	per \$1000	(16)
17.	Current year proposed operating millage rate	0.0000	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>	\$	0	(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)
<b>DEPENDENT SPECIAL DISTRICTS AND MSTUs</b>				<b>STOP HERE - SIGN AND SUBMIT</b>	
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>			\$ 2,835,844	(22)
23.	Current year aggregate rolled-back rate <i>(Line 22 divided by Line 15, multiplied by 1,000)</i>			4.1275 per \$1,000	(23)
24.	Current year aggregate rolled-back taxes <i>(Line 4 multiplied by Line 23, divided by 1,000)</i>			\$ 2,860,320	(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>			\$ 0	(25)
26.	Current year proposed aggregate millage rate <i>(Line 25 divided by Line 4, multiplied by 1,000)</i>			0.0000 per \$1,000	(26)
27.	Current year proposed rate as a percent change of rolled-back rate <i>(Line 26 divided by Line 23, <b>minus 1</b>, multiplied by 100)</i>			-100.00 %	(27)
<b>First public budget hearing</b>		Date :	Time :	Place :	
<b>S I G N  H E R E</b>	<b>Taxing Authority Certification</b>		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 : Dorothy Abbott, CPA		
	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

# 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.

**AD VALOREM REVENUE  
2024**

	<b>FY 2022'23 MILLAGE RATE</b>	<b>ROLLED-BACK RATE</b>	<b>MAX MILLAGE RATE</b>	<b>MAX MILLAGE RATE</b>	<b>ANYTHING OVER 4.6692 MILLS</b>
	<b>(# 4, DR 420 MMP)</b>	<b>(#16 DR 420-PRIOR YEAR)</b>	<b>(#13 DR 420MMP)</b>	<b>(#14 DR 420MMP)</b>	<b>(#14 DR 420MMP)</b>
	<b>(2/3 Vote)</b>	<b>(Majority Vote)</b>	<b>(Majority Vote)</b>	<b>(2/3 Vote)</b>	<b>(UNANIMOUS )</b>
% INC FROM FY 2023 INCOME OF \$2,835,844 at 100%	9.97%	0.86%	3.73%	14.10%	22.18%
<b>MILLAGE RATES:</b>	<b>4.5000</b>	<b>4.1275</b>	<b>4.2447</b>	<b>4.6692</b>	<b>5.0000</b>
<b>TAXABLE VALUE</b>	<b>\$692,992,808</b>	<b>\$692,992,808</b>	<b>\$692,992,808</b>	<b>\$692,992,808</b>	<b>\$692,992,808</b>
REV. GENERATED 100%	\$3,118,468	\$2,860,328	\$2,941,547	\$3,235,722	\$3,464,964
Budgeted at 97%	\$3,024,914	\$2,774,518	\$2,853,300	\$3,138,650	\$3,361,015

**ANYTHING OVER 4.6692 MUST BE A UNANIMOUS VOTE**