CITY OF RIVIERA BEACH **CITY MANAGER'S OFFICE**

INTER-DEPARTMENTAL COMMUNICATION

Project Title: Stormwater and trash assessment on tax roll

Overview of project: The Palm Beach County Tax Collectors office provides a billing and collection service for non ad valorem fees. On several occasions it has been discussed to place the monthly Stormwater and trash fees on the tax bill. The fees would be included on the tax bill as non-ad valorem and collected by the PBC Tax Collector rather than through City's the monthly billing cycle. A monthly residential billing would see a $19.96 reduction.

Current status of the project:

Staff submitted a memorandum on the benefits to the City Manager's Office. Staff is now awaiting further direction from the Council to move forward.

Impact of the project (SWOT Analysis):

1. Strengths – Adding fees to the tax roll increases collections, enhances cash flow and eliminates staff time for billing and enforcement of collections, penalties and liens on the property.
2. Weakness – If the non-ad valorem assessment is not paid the property owner will be forced to pay additional liens to the PBC Tax Collector. Also the administrative costs are unknown at this time.
3. Opportunity – Assist utility customers through reduced deposit requirements.
4. Threats – Property owners may object as payments are required upfront rather than monthly and costs shift from tenants to owners.

Proposed timeframe to completion:

1. Contact Tax Collector for approval of a post January 1 public hearing: 5 Days after Council's decision to move forward
2. Schedule a public hearing: 5 Days after decision to implement
3. Hold public hearing: Must be held prior to March 1st
4. Adopt a resolution: Second meeting after public hearing
5. Send assessment roll to County: September 2017

Fiscal Impact: Funds Budgeted _____ Funds Not Budgeted __X__ Amount __TBD___

Details:

A specific timeline is provided by statute to add non ad valorem items to the tax rolls.

1. Adopt resolution at a public hearing prior to January 1 or March 1 if the Property Appraiser and Tax Collector agree.
2. Publish notice of its intent to use the uniform method for collecting such assessment weekly in a newspaper of general circulation within the county for 4 consecutive weeks preceding the hearing
3. By January 10 or March 10 the local governing board shall send a copy by United States mail the adopted resolution.
4. Between January 1 and September 15 a local government shall adopt a non-ad valorem assessment roll at a public hearing notifying property owners via US Postal service notice will contain purpose of the assessment, total amount to be levied against each parcel, the unit of measurement to be applied against each parcel to determine the assessment, the number of such units contained within each parcel, total revenue the local government will collect by the assessment, a statement that failure to pay the assessment will cause a tax certificate to be issued against the property which my result in a loss of title, right to appear and file written objections within 20 days of notice, date, time and place of hearing .

CITY OF RIVIERA BEACH
FINANCE AND ADMINISTRATIVE SERVICES

FINANCE DEPARTMENT **INTER-DEPARTMENTAL COMMUNICATION**

DATE: **NOVEMBER 4, 2016**

TO: **TROY F. PERRY, ASSISTANT TO THE CITY MANAGER**

FROM: **RANDY M. SHERMAN, DIRECTOR OF FINANCE AND ADMINISTRATIVE SERVICES**

CC: **DANNY JONES, INTERIM CITY MANAGER**

SUBJECT: **STORMWATER AND TRASH FEES ON THE ANNUAL TAX STATEMENT**

The analysis provided by Mr. Paul is built on a faulty premise. While I understand that some owners of homesteaded property deduct assessments and fees on their personal tax returns, this is contrary to Internal Revenue Service regulations. Individuals are only permitted to deduct taxes paid, not assessments and fees. The fact that the assessment or fee is collected through the property tax billing process does not change the deductibility of the charge. Therefore, there is no benefit to a homesteaded property owner.

There would, however, be a benefit to tenants of rental property. By placing the stormwater and trash fees on the property tax billing, the property owner now becomes liable for that payment, thereby lowering the monthly utility bill to the tenant. A lowering of the monthly bill would allow for tenants to activate accounts with a significantly reduced deposit. What is unknown, and will vary from landlord to landlord, is how rents and deposits will be effected.

The benefit is more so to the City. The majority of the funds would be collected towards the beginning of the fiscal year along with property tax payments. Additionally, delinquent payments would be collected through the tax lien process thereby nearly eliminating all uncollectible accounts.

RMS/sde

Non-Ad Valorem Assessment Roll
2016

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April 7, 2016

INTRODUCTION

Greetings! We look forward to working with you to ensure a smooth tax roll season. If you submit your NAV roll directly to the Tax Collector's Office, it would be in your best interest to submit your file as soon as possible. We must receive a fully cleansed, working file by September 15, 2016. If we do not have a fully cleansed file, or receive a corrupt file by close of business on September 15, 2016, it will be deemed late by the TCO and may not be placed on the 2016 Tax Roll. Consequently, the district will be responsible for billing their clients separately.

CONTACT INFORMATION

Distributions & Financial Information		
Nicole Ocasio, Senior Accountant	NicoleOcasio@PBCTAX.COM	(561) 355-2945
Chelsey Mills-Coleman, Senior Accountant	CMills-Coleman@PBCTAX.COM	(561) 355-2023

NAV Tax Roll Data		
Tania Bruschi, Business Systems Administrator	DIST-TaxTeam@PBCTAX.COM	(561) 355-7857
Natalia Toyos-Paulsen, Business Systems Administrator	DIST-TaxTeam@PBCTAX.COM	(561) 355-1693
Nicolas Massimini, Business Systems Analyst	DIST-TaxTeam@PBCTAX.COM	(561) 355-2727

Certificate To Non-Ad Valorem Assessment Roll DR-408A		
Lucy Jacques, Administrative Assistant	LJacques@PBCTAX.COM	(561) 355-3546
Mailing Address For DR-408A		
Tax Collector PBC, **Attn: Lucy Jacques**, P.O. Box 3715, West Palm Beach, FL 33402		
Tax Collector PBC, **Attn: Lucy Jacques**, 301 N. Olive Avenue, 3rd Floor, West Palm Beach, FL 33401		

Corrections To The Non-Ad Valorem Roll		
Georgette Bonifacio-Wagner, Chief Excellence Officer	pbtaxcorrections@PBCTAX.COM	(561) 355-3934
Sajini Phares, Tax Analysis Manager	pbtaxcorrections@PBCTAX.COM	(561) 355-2270

Form DR-408A & DR-409A
http://dor.myflorida.com/dor/ Property Tab/Property Tax Information – For Local & County Officials/Forms – Forms for County Officials

CORRECTIONS TO NON-AD VALOREM ASSESSMENT ROLL

1. **To make a correction to the Assessment Roll after the final file has been submitted and prior to the final tax roll being certified by the Property Appraiser** you must submit a **corrected "new"** file, counts & amounts and certification to the Tax Collector. This information also needs to be electronically submitted to TaxNonAdvalorem@PBCTAX.COM with a subject line of: **"2016 NAV FILE CORRECTIONS"**. This method allows the original tax notice to reflect the corrected amount.

2. **To make a correction to the Assessment roll after the final tax roll has been certified by the Property Appraiser** you must submit a completed DR-409A for each affected parcel to the Tax Collector and submit your text file electronically to pbtaxcorrections@PBCTAX.COM with a subject line of **"2016 NAV FILE CORRECTIONS"**. Our office will make the correction to the roll and send out a revised tax notice. If the correction is for the 2016 tax year, a 30-day extension of the November discount, (4%), is granted when the taxes are unpaid and are within the current tax year status (before April 1, 2017).

Time Frame for Corrections: This office cannot accept any additions or increases to the tax roll as of April 1 of each year. You must collect these assessments by other methods. A refund may not be granted unless a claim for the refund is made within 4 years after January 1 of the tax year for which the taxes were paid. [Florida Statutes Chapter 197.182(1)(e)]. Corrections on tax certificates shall be processed in accordance with the procedure set forth in Florida Statutes Chapter 197.443. The exception is that the 4-year time limit does not apply [Florida Statute chapter 197.432(11)] to Tax Certificates which have a life span of seven years from the date of issuance.

Attached is a **DR-409A**, Certificate of Correction of Non-Ad Valorem Assessment Roll, for your use. The form is also available on the Florida Department of Revenue internet site at http://dor.myflorida.com/dor/ Search under: *Property Tab/Property Tax Information - For Local & County Officials/Forms – Forms for County Officials*

FLORIDA
DEPARTMENT
OF REVENUE

DR-408A
N. 02/91

CERTIFICATE TO
NON-AD VALOREM ASSESSMENT ROLL

I, the undersigned, hereby certify that I am the Chairman of the Board, or authorized agent of _____, located in _____ County, Florida; as such, I have satisfied myself that all property included or includable on the Non-Ad Valorem Assessment Roll for the aforesaid county is properly assessed so far as I have been able to ascertain; and that all required extensions on the above described roll to show the non-ad valorem assessments attributable to the property listed therein have been made pursuant to law.

I further certify that, upon completion of this certificate and the attachment of same to the herein described Non-Ad Valorem Assessment Roll as part thereof, said Non-Ad Valorem Assessment Roll will be delivered to the Tax Collector of this county.

In witness whereof, I have subscribed this certificate and caused the same to be attached to and made a part of the above described Non-Ad Valorem Assessment Roll this the _____ day of _____, _____.
year

_____
Chairman of the Board or authorized agent

of _____
Name of local government

_____ County, Florida

NAV FILE DESCRIPTION
TO PROPERTY APPRAISER AND TAX COLLECTOR

Record Size - 62 Bytes ASCII .TXT fixed record format only

Field Name	Data Type	Field Size	Field Positions
Parcel Number	alpha-numeric	(17)	1 --- 17
Tax Year	number	(04)	18 --- 21
NAV Project Code	alpha-numeric	(06)	22 --- 27
NAV Assessment Value	numeric (2 assumed decimal places)	(10)	28 --- 37
NAV Rate	numeric (2 assumed decimal places)	(09)	38 --- 46
Units	alpha-numeric	(06)	47 --- 52
NAV Flat Rate *	numeric (2 assumed decimal places)	(10)	53 --- 62

***This field should be all zeroes when submitting data to the Property Appraiser for TRIM in July. If applicable, include NAV Flat Rate when submitting data to the Tax Collector for the Tax Bill in September with a two digit assumed decimal place, otherwise place zeroes in this field. This is a required field if you charge a Flat Maintenance or Flat Debt rate.**

Sample record with NAV Flat Rate of zeroes:

00425488220330180 2016001HQD0000052514000052514615.880000000000 (total of 62 positions mandatory)

Sample data from the above record example:

Parcel Number	**00425488220330180**	
Tax Year	**2016**	
NAV Project Code	**001HQD**	
NAV Assessment Value	**0000052514**	(525.14 printed on notice)
NAV Rate	**000052514**	(525.14 printed on notice)
Units	**615.88**	(615.88 printed on notice)
NAV Flat Rate	**0000000000**	

Instructions on returning file:

Property Appraiser (TRIM only):

1. If using our FTP website, place the input file for TRIM in the "to-pa" directory, otherwise send an email with file attachments (please send email to **mbachman@pbcgov.org**). The website link is:

   ftp://PApub:TpcWttf777@ftp.co.palm-beach.fl.us/to-pa

   By clicking on the link, it opens the browser to the to-pa directory. Drag and drop the file that is being sent into this directory. If you are using Internet Explorer version 7, then after going to this link, click **Page**, and then click **Open FTP Site in Windows Explorer** to drag and drop the file over.

Note: **Please include total number of parcels and total amount of assessment for each project code sent.** The NAV Project Code must be left justified and padded with spaces to the right and **all** numeric fields must be right Justified and padded on the left with zeroes. The file must be a .txt extension and the NAV Assessment Value, NAV Rate and the NAV Flat Rate must have a two digit assumed decimal place, i.e. a value of 000052514 will represent an actual value of 525.14

- Do not send parcels that are not being assessed (zero assessment amount) so file can be balanced correctly.

Tax Collector (Certified Tax Roll only)

Record Size - 62 Bytes ASCII .TXT fixed record format only

Field Name	Data Type	Field Size	Field Positions
Parcel Number	alpha-numeric	(17)	1 --- 17
Tax Year	number	(04)	18 --- 21
NAV Project Code	alpha-numeric	(06)	22 --- 27
NAV Assessment Value	numeric (2 assumed decimal places)	(10)	28 --- 37
NAV Rate	numeric (2 assumed decimal places)	(09)	38 --- 46
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Sample record with NAV Flat Rate of zeroes:

00425488220330180201600 1HQD0000052514000052514615.880000000000 (total of 62 positions mandatory)

Sample data from the above record example:

Parcel Number	**00425488220330180**	
Tax Year	**2016**	
NAV Project Code	**001HQD**	
NAV Assessment Value	**0000052514**	(525.14 printed on notice)
NAV Rate	**000052514**	(525.14 printed on notice)
Units	**615.88**	(615.88 printed on notice)
NAV Flat Rate	**0000000000**	

Instructions on returning file:

Tax Collector (Certified Tax Roll only)

1. If your Non-Ad Valorem District is submitting a file for the first time to the Tax Collector, you are **required** to send a test file in advance. When you submit your file please indicate that it is a test file.
2. Please e-mail to TaxNonAdvalorem@PBCTAX.COM with a subject line of: **"2016 NAV-Agency Name".**
3. If the file is too large to e-mail (> 20 MB), please zip the file before sending and follow step two above.

Note: Please include the following information in your email

- ☐ The total number of parcels that are being assessed for each district
- ☐ The total dollar amount, including cents.

It is the Non-Ad Valorem Districts responsibility to confirm that any NAV files sent via e-mail have been successfully delivered to the Tax Collector's office by September 15, 2016 5:00 pm EST.

FLORIDA
DEPARTMENT OF REVENUE

DR-409A
R. 12/96

CERTIFICATE OF CORRECTION OF NON-AD VALOREM ASSESSMENT ROLL

Section 197.3632, F.S, and Rule 12D-18.006(2), F.A.C.

_____ County

To: Tax Collector

You are hereby authorized to correct the assessment, rate/basis, or legal description of the ☐☐☐☐ Tax year Non-Ad Valorem Assessment Roll as follows:

Parcel or folio number			
Name to whom assessed			
Address			
☐ Change legal description to:			
☐ Change rate/basis from:		to:	
☐ Change non-ad valorem assessment from:		to:	
State reason for correction:			

Attach additional documents when necessary

_____ _____
Local government representative Date

_____
Name of government unit or taxing authority

Original: Tax Collector

cc: Property Appraiser
Local Government
Department of Revenue
Property Tax Oversight
PO Box 3000
Tallahassee, FL 32315-3000