



ADMINISTRATIVE REGULATION

DATE APPROVED:

AR 10.02

Sept. 21, 2015

SUBJECT:

DEPARTMENT:

Wastewater Installment Payment Program

Revenue Collections

PURPOSE:

A. This policy is intended to outline the procedures for the Wakulla County Wastewater Connection Costs Installment Payment Program (“WW Installment Payment Program” or the “Program”).

B. The WW Installment Payment Program is designed to assist owners of homesteaded residential property within the County in connecting to the County’s central wastewater system, where available, by allowing certain connection costs to be paid over time as a non-ad valorem assessment.

PROCEDURES:

A. General Requirements:

1. The County’s central wastewater collection system must be “available” to the property, as defined in Section 381.0065, Florida Statutes; any extensions of the wastewater system will be handled in accordance with Section 31.021 of the Wakulla County Code of Ordinances.
2. Only the County’s Sewer Connection Fee, as provided in Section 7 of Resolution No. 2012-23, or its legislative successor in function, plus required Program costs are eligible to be paid in installments pursuant to this Program; all other costs associated with connection to the County’s wastewater system, including, but not limited to tap-in fees, deposits, on-site costs, and any system extension costs, must be paid by the property owner in accordance with County regulations.
3. Only homesteaded residential property may participate in the program.
4. The property must be in compliance with all state and county codes and not be subject to any state or county liens.

5. The Property must either not currently be encumbered by any liens nor pledged as collateral for payment of any debts or, if the Property is subject to a lien or pledged as collateral, the Owner must be in compliance with all terms and conditions related thereto, including any loan payments.
6. All fee simple owners of the homesteaded residential property must enter into the County's standard Wastewater Connection Financing Agreement, which is attached hereto and incorporated herein.
7. The County Administrator is authorized to execute the standard Wastewater Connection Financing Agreement on behalf of the County with any eligible property owner(s); any substantive modifications to the standard agreement must be approved by the Board of County Commissioners.

B. Process:

1. Property owners must apply to participate in the program by submitting a complete application, on a form approved by the County, to the Department of Revenue Collections (the "Department"). At the time of application, the Property owner must submit a \$200 application fee to cover the County's processing and a title commitment. This fee is nonrefundable.
2. The Department will order a title commitment on the Property and will verify eligibility to participate in the Program in accordance with the requirements outlined herein.
3. Once initial eligibility is determined, the Department will calculate the maximum annual non-ad valorem assessment for the Property by summing the total Project Cost, Collection Cost, and Statutory Discount Cost, as follows:
 - a. Project Cost = (i) 100% of the Property's Sewer Connection Fee, as provided in Section 7 of Resolution No. 2012-23 or its legislative successor in function, plus (ii) a one-time \$200 County Program Administration Fee to be payable in five equal, annual installments with zero interest for the first two years and 3% interest for the remaining term;
 - b. Collection Cost = (i) a prorated portion of the annual fees paid to the tax collector pursuant to Section 197.3632, Florida Statutes, and the property appraiser for administration of the assessment roll, plus (ii) a prorated portion of the annual cost for the notices required by Section 197.3632, Florida Statutes;

- c. Statutory Discount Cost = the amount allowed by law as the maximum discount for early payment of ad valorem taxes and non-ad valorem assessments.
4. The Department will provide the Property owner(s) with the costs calculated pursuant to paragraph 3. above and, if the Property owner elects to proceed, all Property owners will execute and submit the County's standard Wastewater Connection Financing Agreement to the Department.
5. The Department will ensure proper recording of the Wastewater Connection Financing Agreement and lien. Upon the full execution and recording of the Wastewater Connection Financing Agreement, the Sewer Connection Fee shall be considered paid for purposes of Section 31.040 of the Wakulla County Code of Ordinances. The Department shall promptly provide a copy of the recorded Wastewater Connection Financing Agreement to the Department of Public Works so the Property's connection to the County's central wastewater collection system may proceed.
6. The Department will then begin the process for imposition of the non-ad valorem assessment in accordance with Chapter 15 of the Wakulla County Code of Ordinances. The non-ad valorem assessments will be payable over five years or until all Project Costs have been paid to the County. The first installment of the non-ad valorem assessment will be due in November of the year the Wastewater Connection Financing Agreement is executed. If the Wastewater Connection Financing Agreement is executed in November or December, the first installment will be due upon execution. If the Property is unable to be included on that year's tax bill due to timing and statutory deadlines, the first installment will be collected pursuant to Section 15.052 of the Wakulla County Code of Ordinances with subsequent installments and any delinquencies collected pursuant to Section 15.051 of the Wakulla County Code of Ordinances.
7. The outstanding Project Costs can be prepaid at any time without penalty.