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**TO:** Honorable Mayor and City Council Members

**THRU:** Ed Lavallee, ICMA-CM, MPA, City Manager *[Signature]*

**FROM:** Linda Senne, CPA, CGFM, Finance Director *[Signature]*

**DATE:** February 7, 2016

**SUBJECT: Resolution No. 2016-33**  
**Uniform Method of Collecting Non-ad Valorem Assessments**

In 2016, City Council authorized a non-ad valorem fire assessment fee evaluation be conducted. Burton & Associates is currently performing the evaluation.

Pursuant to Section 197.3632, Florida Statutes, a local government which is authorized to impose a non-ad valorem assessment and which elects to use the uniform method of collecting such assessment for the first time as authorized in this section shall adopt a resolution at a public hearing. The resolution shall state the need for the levy and shall include a legal description of the boundaries of the real property subject to levy.

Pursuant to Section 197.3632(2), the City shall enter into a written agreement with the property appraiser and tax collector for collection of the assessments pursuant to the uniform method on behalf of the City. These agreements are Exhibit C within the Resolution.

Staff is recommending approval of the Resolution solely for the purpose of complying with the statutory requirements that the City announce that it may levy non-ad valorem assessments and use the uniform method of collection. The adoption of this Resolution shall not be deemed to commit or require the City to impose any assessments.