

San Francisco Bay Restoration Authority



San Francisco Bay Clean Water, Pollution Prevention and Habitat Restoration Measure AA - Special Parcel Tax

Procedures Manual

(Update April 2018)

Prepared by:



Measure AA Parcel Tax - Introduction

The San Francisco Bay Restoration Authority (the “Authority”) is a regional government agency charged with raising and allocating resources for the restoration, enhancement, protection, and enjoyment of wetlands and wildlife habitat in the San Francisco Bay and along its shoreline. The Authority was created by the California legislature in 2008 with the enactment of Assembly Bill 2954. On January 13, 2016, the Authority’s Board unanimously voted to place a funding measure on the June 7, 2016 ballot in the nine-county Bay Area to generate funds to protect and restore San Francisco Bay. The Measure was approved by the voters with a 70% affirmative vote. The tax will be levied annually at \$12/parcel for a total of twenty (20) years (the “Parcel Tax”), commencing July 1, 2017, and ending June 30, 2037. The Parcel Tax is typically collected via the general property tax billing system for each participating county; Direct bills may be issued for any parcels not normally billed by such property tax systems. The Parcel Tax will be calculated and administered by NBS, as the Parcel Tax Administrator.

The Parcel Tax is calculated at a rate of \$12.00 dollars per taxable parcel in the San Francisco Bay Area. The tracking of parcel data and calculation thereof is performed by the Parcel Tax Administrator, NBS. The County Property Tax bills will include a line item for this Parcel Tax, with the phone number of (888) 508-8157 printed on the tax bills for questions or information: there is a recorded message on this line with detailed information about the tax. Any other inquiries about the Parcel Tax that come directly to the Authority offices can be directed to NBS at (800) 676-7516 or via email at customer-care@nbsgov.com.

The Authority has adopted the administrative procedures, as outlined in this manual, to provide a clear and transparent process for taxpayers and other interested parties. Though the Parcel Tax is a flat uniform rate of \$12, there are certain exemptions, exceptions, and administrative matters to take into account in the levying of the Parcel Tax.

The overall timeline is presented on the next page in calendar year format. All activities are performed by NBS unless stated otherwise.

Annual Timeline

Month(s)	Task
January – February	Review first tax installment data and delinquencies. Authority receives first portion of Parcel Tax revenues.
February – April	Parcel research and analysis.
May – June	Review second tax installment data and delinquencies. Authority receives second installment of Parcel Tax revenues.
June	Compile preliminary Parcel Tax levy database. Authority receives remaining Parcel Tax revenues.
July	Finalize Parcel Tax database.
July	Submit tax rolls to County Auditor Controllers for Marin, San Francisco, and San Mateo.
August	Submit tax rolls to County Auditor Controllers for Alameda, Contra Costa, Napa, Santa Clara, Solano, and Sonoma.
September	Process any rejected parcels.
October– November	Respond to property owner inquiries (occurs year round).
December	Provide final Annual Levy Report to fulfill annual levy reporting requirements per California Government Code Section 50075. Assist the Authority with the reporting requirements for AB 2109.

Parcel Tax Method

Per Authority Resolution No. 14 (“Resolution”), the Parcel Tax method is as follows.

The Parcel Tax will be levied for twenty (20) years as discussed in Section 2 of the Resolution:

“The annual tax shall be \$12 per parcel for 20 years assessed against each parcel of taxable real property in the San Francisco Bay Area. A parcel is defined as any unit of land wholly or partially in the San Francisco Bay Area. All property that would otherwise be exempt from property taxes will also be exempt from the Parcel Tax.”

Note that this is a summary of the information within this Resolution (and it may differ from the exact language in the ballot measure): Additional information can be found in the Resolution at the end of this manual.

Exemptions and Exceptions

Exemptions:

Parcels exempt from regular property taxes will also be exempt from the Parcel Tax. Certain religious and non-profit parcels are included herein. No senior or low-income exemptions are provided.

The Authority has also determined the following situations which may administratively result in an exemption to comply with the intent of the Resolution, that being a flat uniform tax per taxable parcel. The possible exceptions are as follows:

Exceptions:

The following exceptions may occur in one or more counties in the San Francisco Bay Area.

Contiguous Parcels

Contiguous Parcels are mainly residential properties that are made up of more than one parcel due to division by Tax Rate Area boundary or properties that have the house on one parcel and a portion of the yard or the garage on a separate parcel. These parcels are considered one residential property, but because they consist of more than one parcel, will be subject to the Parcel Tax multiple times. Therefore, Contiguous Parcels may receive an exemption.

Administrative Assessor Parcel Numbers (APNs)

Administrative APNs are used by the county for tracking purposes only. These parcels appear in the secured roll data but are not taxable. For example, Contra Costa County has thousands of APNs that are considered administrative parcels and they all begin with the number “9”. No Parcel Tax will be levied on Administrative Parcels as the county will not apply charges or send a tax bill to such parcels.

Mobile Home Parcels

Mobile Home Parcels are parcels that track the actual mobile home and not the land they lie on. Mobile Home Parcels are non-taxable when the underlying APN is taxed. A unique first digit or a unique use code usually identifies Mobile Home Parcels. For example, Contra Costa County has thousands of APNs that are classified as mobile home parcels. These APNs are distinguished by each APN beginning with the number “7”. Marin County has approximately 300 APNs that are classified as mobile home parcels. These APNs are distinguished by each parcel having a County Use Code of “12”. No Parcel Tax will be levied on Mobile Home Parcels as the county will not apply charges or send a tax bill to such parcels.

Floating Home Parcels

A Floating Home is designed and built to be used as a stationary waterborne residential dwelling. Floating Homes are assessed in the same manner as real property. However, Marin County will not apply the Parcel Tax to Floating Home parcels. The Floating Home parcels in Marin County are distinguished by having a County Use Code of "13". There are approximately 300 floating home parcels in Marin County. No Parcel Tax will be levied on Floating Home Parcels as the county will not apply charges or send a tax bill to such parcels.

Timeshare Parcels

There are thousands of separate APNs that are for interval ownerships of certain physical units, typically a condominium in a multi-unit development; these are known as "Timeshares." The Authority will voluntarily reduce the parcel tax for these Timeshares to their proportionate share of the parcel tax as it applies to the physical unit. Alternatively, a Home Owners Association ("HOA") may be billed for the Parcel Tax, allowing for the Parcel Tax to be fairly apportioned amongst the Timeshare owners. The Parcel Tax Administrator will identify such Timeshares.

Parking Stall Parcels

Parking Stall Parcels are similar to Contiguous Parcels because they are mainly associated with residential properties. Parking stalls have a separate APN in San Francisco County for example, while the residence also has an APN. This can lead to a single residential property being subject to the Parcel Tax multiple times. These parcels are considered one residential property, but because they consist of more than one parcel, will be subject to the Parcel Tax multiple times. Therefore, Parking Stall Parcels may receive an exemption.

Exemption and Exception Application Process:

The Parcel Tax Administrator will endeavor to identify any or all of these exemptions or exceptions discussed above. Any property owner eligible for an exemption or exception as listed above, and others that may arise, may file for an exemption or exception from the Parcel Tax for the next fiscal year (first-time applicants only) with NBS, the Parcel Tax Administrator, at (800) 676-7516 (or email at customer-care@nbsgov.com). NBS will review the application and discuss it with the Authority [staff](#), who will review the application of the method of tax. The Authority [staff](#) and NBS will discuss the applications semi-annually, in December and July~~ne~~. NBS will inform the property owner of the Authority's [staff's](#) decision [in writing sent by regular mail. The Authority staff's decision will be final unless appealed to the Board within 90 days of the date of the NBS notice.](#)

Any property owner granted an exemption or exception from the Parcel Tax does not need to complete an application annually. Exemptions/Exceptions will be honored until there is a change in ownership, parcel use, APN, or other relevant detail regarding the property in question.

Note: all completed applications must be received by June 30 in order to be eligible for an exemption for the following tax year.

Appeals Procedure

Measure AA was approved by the voters within the San Francisco Bay Area in July 2016, and is applicable to all properties within the San Francisco Bay Area. If disputes arise as to the formula or its application to individual parcels, such property owner may appeal their Parcel Tax.

The Parcel Tax was applied to each parcel based upon careful research and sources deemed to be reliable. If a property owner feels that the Parcel Tax has been calculated or applied in error, he or she must contact the Parcel Tax Administrator, NBS, at (800) 676-7516. The property owner must make contact as soon as possible, but in any case within one year from the receipt of the tax bill. NBS will review the application and discuss it with the Authority staff, who will review the application of the method of tax and determine the validity of the appeal. NBS will inform the property owner of the Authority's staff's decision in writing sent by regular mail. The Authority staff's decision will be final unless appealed to the Board within 90 days of the date of the NBS notice.

~~If the property owner is still not satisfied with the application, then he or she may request a final declaration from the Authority's Board. Their Board's decision judgment~~ will be considered final in any interpretations or discrepancies. In addition, the Board may pass any resolutions needed to clarify any ambiguities or issues with regard to the Parcel Tax and its application to parcels.

Teeter Plan

Each county collects and disburses property tax payments and direct charges, such as this Parcel Tax, to participating agencies within their respective county. The actual disbursements are performed based on actual collections of the tax from the property owners, or via the Teeter Plan. Actual collections will reflect any delinquencies, and later will include penalties and interest. The Teeter Plan essentially provides the taxing agency with 100% of their direct tax during the tax year with no delays in collection, but no penalties and interest later.

The Teeter Plan provides counties with an optional alternative method for allocating delinquent property tax revenues. Using the accrual method of accounting under the Teeter Plan, counties allocate property tax revenues based on the total amount of property taxes billed out, but not yet collected. The Teeter Plan allows counties to finance property tax receipts for local agencies by borrowing money to advance cash to each taxing jurisdiction in an amount equal to the current year's delinquent property taxes. In exchange, the counties themselves retain the penalties and interest on the delinquent taxes when collected. For counties not under the Teeter Plan, interest and penalty are allocated to all agencies based on their pro rata share of the delinquent property tax. However, the county retains the penalty on delinquent property taxes if the delinquency is cleared up within the same fiscal year.

The following table shows a breakdown of each county. Each County utilizes the Teeter Plan in some manner overall. However, only ~~five-six~~ counties have qualified the Authority's Parcel Tax for their Teeter Plan, and ~~fourthree~~ have declined to offer the Teeter Plan at this time.

County	Qualify for Teeter Plan
Alameda	Does not Qualify
Contra Costa	Qualifies
Marin	Qualifies
Napa	Does not Qualify
San Francisco	Qualifies Does not Qualify
San Mateo	Qualifies
Santa Clara	Qualifies
Solano	Qualifies
Sonoma	Does not Qualify

Property Owner Phone Line Message

Phone Line message for San Francisco Bay Restoration Parcel Tax, established August 2016

Phone number (888) 508-8157

Thank you for calling the San Francisco Bay Restoration Authority toll free information hotline. This message will give you detailed information about the parcel tax that shows on your County tax bill.

The Parcel Tax, called Measure AA, achieved approval by 70% of the votes for the nine Bay Area county region at the June 2016 election, which is above the 2/3 legal requirement. The tax is \$12 per parcel per year, for a period of 20 years. The first tax bills for this parcel tax will be mailed in September of 2017.

This Parcel Tax is levied on all parcels within the nine Bay Area counties. The parcel tax funds will be used to restore wetlands and do important work to preserve a healthy San Francisco Bay.

The tax is \$12 per year per parcel, and there are no low income nor senior exemptions. This tax may not be prepaid.

Your county property tax bill includes a line item for this parcel tax. Additional information about the tax, the uses of the funds, and the Restoration Authority is available on the website sfbayrestore.org. The Authority is governed by a seven-member Board, and it has an Oversight Committee to ensure fiscal matters are handled appropriately.

The actual tracking of parcel data and the calculations are done by the Special Tax Administrator, which is a private company called NBS. If you have questions after hearing this message, please visit myparceltax.com/SFBay for further information and web links, or you may call NBS at 800-676-7516. Once again, the website is myparceltax.com/SFBay.

Resolutions

The following pages contain Resolution 13 calling the Special Election, Resolution 14 authorizing the Ballot Measure, and Resolution 18 declaring the results of the Special Election.