

## OFFICE OF THE AUDITOR-CONTROLLER

Simona Padilla-Scholten, CPA  
Auditor-Controller



675 Texas Street, Suite #2800  
Fairfield, California 94533-6338  
Phone (707) 784-6280  
Fax (707) 784-3553

### Special Assessments

This is a reminder for the placement of special assessments and bonds on the **FY 2013-14** tax roll. Please be informed that if you have contracted this task to your consulting firm/s, it is **your responsibility** to get this notice to them. To facilitate the collection of data, we **will no longer coordinate** the process of trying to locate the department/agency that does the levy on your behalf. We will only be dealing with you. A copy of the Board Resolution to place these charges on FY 2013-14 property tax rolls is also needed. Be advised that cancellations/changes are only accepted after the original extension in September and until March 31st of the following year. Any assessment less than \$10 should not be placed in the tax roll.

**August 2, 2013** is the **cut-off date** for the FY 2013-14 tax roll. Special assessments and bonds received after that date **will not** be placed on the tax roll.

In the past we noticed a delay in the submission of your charges from consulting firm/s you contracted. The delay has been traced to your contractor's effort to submit your assessments along with the other agencies' charges all at the same time. We discourage the practice because it is prone to error and the turn around for correction is delayed as well. In view of the foregoing, please advise your consultant to submit your assessments as soon as they are done.

**Valid parcel numbers** must be used for the special assessments and bonds. Please ensure all these data are correct before submitting to our office.

Upon receipt of your special assessments, we will validate the data and allow you to make any necessary corrections before transferring them to the roll. The special assessments should be in a format acceptable to the Solano County Integrated Property System (details attached). Special assessment data in any format other than our standard format will be returned.

A **project number** will be needed for new special assessments (first time on the tax roll). To obtain a project number, contact us at [GrantTax@solanocounty.com](mailto:GrantTax@solanocounty.com).

In addition, we need to know the name and telephone number of the individual who will respond to taxpayers on queries regarding this levy. **This information is required.** Without it, the levy will not be placed on the tax bill. If you contracted a consulting firm to do this levy, you may obtain the name and the telephone number designated by your contractor to answer questions from the taxpayers.

**Along with the charge information and board resolution, we need a brief narrative (in MS Word format) describing the nature of the special assessment which should include the what, how, where, and why for all new special assessments (first time on the tax roll).**

If you choose to have your data in a floppy disk, CD-ROM or IO-MEGA ZIP disk, be sure to mark it "FY 2013-14" and send to:

Solano County Auditor-Controller  
Attention: Jun Adeva  
675 Texas Street, Suite 2810  
Fairfield, CA 94533

If you choose to send your data as an attachment to your email, please send to:  
[GrantTax@solanocounty.com](mailto:GrantTax@solanocounty.com)

We encourage everyone to send their data via email.

Please contact David Gustafson at (707) 784-6259 for any questions relating to the format, or Jun Adeva at (707) 784-3418 for any other questions regarding special assessments.

Very truly yours,



Simona Padilla-Scholtens, CPA  
Auditor-Controller

**SOLANO COUNTY INTEGRATED PROPERTY SYSTEM**

675 TEXAS STREET  
FAIRFIELD, CA 94533-6386  
Phone (707) 784-6222  
Fax (707) 784-9006

**ASSESSMENT BONDS FILE**

Host Computer: RS/6000  
Data Description: Annual assessment bond charges.  
Media Type: CD-ROM or Email Attachment  
File Description:           Filename: SD773001  
                                  Data type: ASCII  
                                  Record Length: 54 Bytes

**Record description:**

<b>Data Item</b>	<b>Data Type</b>	<b>Size</b>	<b>Decimal</b>	<b>Comment</b>
Parcel Number	Numeric	10		See format below
Charge Amount	Numeric	11	2	Justify right, zero fill
Fund Number	Numeric	4	0	Justify right, zero fill
Original-Amount	Numeric	11	2	Justify right, zero fill
Beginning-Year	Numeric	4		Ex: 2005
Total-Years	Numeric	2		Justify right, zero fill
Remaining-Balance	Numeric	11	2	Justify right, zero fill
Filler	Char	1		Not used; creates even record length

**Data definition:**

PARCEL NUMBER           Assessor's parcel number.  
MAPBOOK-NUMBER       Map book number. Numeric, right justified, fill leading zeros.  
PAGE-BLOCK             Page number. Numeric, right justified, fill leading zeros.  
PARCEL-NUMBER         Parcel number. Numeric, right justified, fill leading zeros.  
SUB-PARCEL             Subparcel number. Numeric always contains zero.  
CHARGE-AMOUNT         This field contains the annual amount due. It will be divided equally to provide the first and second installment. Numeric, two decimal places, right justified, fill leading zeros.  
FUND-NUMBER            The County fund number or project number. Numeric.

ORIGINAL-AMOUNT	Original bond amount for parcel. Numeric, two decimal places, right justified, fill leading zeros.
BEGINNING-YEAR	Beginning year of assessment bond. (Example: bond beginning this year would contain "2005".
TOTAL-YEARS	Total life of bond in years. Numeric, right justified, fill leading zeros.
REMAINING-BALANCE	Amount of remaining principal excluding any amount to be collected in current tax year.

**Requirements:**

Each data file should be annotated with your agency name, fund Number, with record counts and the total assessment amount for the fund submitted.

Submit a separate data file for each fund number.

**Notes:**

Only one Fund will be allowed per data file.

Please note that before we add any of your charge information to our data files, we will be running the files that you provide us through our "edit" programs. If any exceptions arise, we will not update our files and you will be provided with the exception list generated. You will then need to correct any of the errors reported for your file and resubmit the corrected file to County Auditor's office.

Examples of exception cases include invalid parcel numbers, and invalid fund numbers. Specific explanations of any errors will be listed on any error reports generated by our edit programs.

If you have any questions about the above data format standards, please call David Gustafson (707) 784-6259.

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**NON BOND SPECIAL CHARGES LOAD FILE**

Host Computer: RS/6000

Data Description: File containing data required to load special assessments on the assessment roll. Agencies requesting the Auditor to add assessments to the secured assessment use this format.

Media type: CD-ROM or Email Attachment

File Description:      Filename:           SD774001  
                          Data type:            ASCII  
                          Record Length:      26 Bytes

**Record description:**

<b>Data Item</b>	<b>Data Type</b>	<b>Size</b>	<b>Decimal</b>	<b>Comment</b>
Parcel Number	Numeric	10		See format below
Charge Amount	Numeric	11	2	Justify right, zero fill
Fund Number	Numeric	4	0	Justify right, zero fill
Filler	Character	1		Not used; creates even record length

**Requirements:**

Each data file should be annotated with your agency name, fund Number, with record counts and the total assessment amount for the fund submitted.

Submit a separate data file for each fund number.

**Notes:**

You must obtain the correct fund number for your assessment district from the County Auditor's office (707) 784-6283.

**Data Definition:**

Parcel Number      Composed of Book + Page + Parcel + Sub-parcel  
Book is four digits numeric, right justified zero filled  
Page is three digits numeric.  
Parcel is two digits numeric  
Sub-parcel is numeric and always contains a zero.

Examples:    0048 + 170 + 05 + 0 = 0048170050  
                  0149 + 030 + 11 + 0 = 0149030110

Charge Amount      Annual special assessment amount is in dollars and cents.  
This amount is to justified to the right and zero filled.  
Example: \$123.44 would be put in the record as 00000012344.  
The decimal point is implied and is not contained in the data record.

Fund Number        Fund number for your assessment district.

**Notes:**

Only one Fund will be allowed per data file.

Please note that before we add any of your charge information to our data files, we will be running the files that you provide us through our "edit" programs. If any exceptions arise, we will not update our files and you will be provided with the exception list generated. You will then need to correct any of the errors reported for your file and resubmit the corrected file to County Auditor's office.

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