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GENERAL PLANNING CONSULTANT:

DISCUSSION PAPER 4.1(5)

METRO RAIL BENEFIT ASSESSMENT DISTRICT

Prepared For:

Southern California Rapid Rransit District

Prepared By:

Robert J. Harmon & Associates, Inc.

In Association With:

Schimpeler-Corradino Associates
Barton-Aschman Associates, Inc.
Cordoba Corporation
Myra L. Frank & Associates
Manuel Padron
The Planning Group, Inc.

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BENEFIT ASSESSMENT DISCUSSION PAPER

INTRODUCTION

In order to make the final decision regarding the future designation of the boundaries for the individual Metro Rail stations, there are several key issues that must be resolved. Certain issues such as, when do physical barriers (e.g., a freeway) effectively form a boundary have been reviewed previously. Others including the implications of a property being included in more than one Metro Rail station area benefit assessment district have only been recently identified during the initial stages of the land use inventory compilation effort. This memorandum is intended to provide the basis for a thorough internal SCRTD review of these outstanding boundary issues. Subsequent to this review and discussions between the General Planning Consultant (GPC) Team and the SCRTD staff, concurrence will be sought for the most appropriate solutions.

The key boundary issues which merit serious review include the following:

- Should the Harbor or Hollywood Freeways serve as boundaries for the Metro Rail station area benefit assessment districts located in downtown Los Angeles?

- Is there a difference in the influence of the freeway configurations located near the suburban Metro Rail station areas?

- Should property owners be subject to more than one Metro Rail benefit assessment levy?

- In drawing the boundaries, does the centroid of the benefit assessment district begin at the "center point" of the station or station entrance?

- When new station entrances are added or knock-out panels opened should the property owners within the benefit assessment district be reclassified under a multi-tiered benefit assessment rate structure?

- What criteria should be utilized to formulate a multi-tiered benefit assessment rate structure?

This list of issues is not exhaustive, but should serve as an adequate agenda for the initial round of work sessions relating to Metro Rail station area boundaries. The basic description, implications of alternate solutions and significance of each of these key boundary issues is presented on the following pages.

Issues (1) — Freeways As Fixed Boundaries

Basic Description

In the GPC's conceptual analysis of physical and natural boundries. freeways, mountains, and bodies of water were cited as valid boundaries. The premise for the view was that the real estate influence of the station facility would be effectively restricted by these types of natural or man-made facilities. The GPC Team's subsequent site specific review of this issue, indicates that the access to Metro Rail stations is not always restricted by freeway facilities.

For example, depressed freeways (i.e., the Harbor) with multiple overpass arterials (i.e., 7th Street, Wilshire Boulevard, etc.) which also include pedestrian accommodations do not functionally isolate properties. In evaluating properties located on the western side of the Harbor Freeway, the key accessibility factors are time and distance (common throughout the Los Angeles CBD). The extensive commercial development activity which has occurred along the western side of the Harbor freeway demonstrates the market viability of these areas and their strong market identity link to the downtown area.

In the case of at-grade or an elevated freeway facility (e.g., Hollywood Freeway) the Metro station area is physically restricted by the roadway. The pedestrian access at their location is even more severely impeded than is vehicular access. The issue of accessibility, therefore becomes a central criterion for determination of Metro Rail station area benefit assessment boundries.

Implications

The most interesting aspect of the accessibility issue is the corollary to the physical barrier hypothesis. That is, if SCRTD expands Metro Rail station accessibility through, for example, providing minibus service to the area west of the Harbor freeway, or the construction of pedestrian bridges between buildings; should these actions expand the outer or inner boundaries of a tiered benefit assessment district? The related issue involves whether these types of expenditures are eligible and appropriate use of Metro Rail benefit assessment revenues. Clearly, it is in the SCRTD's interest from both potential ridership gains and incremental benefit assessment revenues to take such actions.

Secondly, incremental investments in knock-out panels, future station entrances or other alternatives in the final design of Metro Rail stations should now be evaluated from a revenue, as well as, a capital cost basis. A relatively small incremental capital investment could provide a several-fold return to the Metro Rail system. A final determination should also be made of the eligibility of these costs for utilization of benefit assessment revenues. If benefit assessment revenues will be utilized for these types of system components (including minibus service), it will be important to present this information at the initial workshop sessions with affected property owners.

Significance

The broadest application of the accessibility criteria in determining Metro Rail station area benefit assessment boundaries would significantly influence final station design, provisions for specialized circulation and distribution services and facilities, as well as, the revenue potential of the individual assessment districts. Acceptance of the accessibility criteria would also mean that not all freeways located in areas eligible for Metro Rail assessment district levies would serve as formal boundaries. In addition, if improvements to Metro Rail station accessibility are determined to be an appropriate and eligible utilization of benefit assessment revenues, then the case for an early start-up of revenue collection would be stronger and more appealing to property owners.

Issue (2) — Multiple Assessments On The Same Property

Basic Description

The results of the mapping of conceptual Metro Rail station area benefit assessment boundaries has clearly demonstrated that many real estate properties located in downtown Los Angeles and along portions of Wilshire Boulevard are within close proximity to more than one station area. This issue of potential multiple Metro Rail benefit assessment levies on the same property became more prominent when the "clean up" legislation eliminated the option for combining individual station area benefit assessment boundaries. There are both legal questions and strategic implication questions relating to this issue.

It now appears that due to the potential for overlapping Metro Rail benefit assessment boundary contours, that is possible within the legal definition of maximum distance allowed from the "center of the station," that it would be possible to include the same property in more than one Metro Rail assessment district. From a strategic viewpoint, would there be a greater advantage in accounting for this intensified Metro Rail accessibility in the rate structure of the benefit assessment program rather than applying multiple assessments?

Implications

Under a multi-tiered assessment approach, the first implication involves the relationship between the benefit assessment levy rate in the various tiers. Depending on the geographic definition of the tiers, is it equitable to charge a property located in the second tier of two Metro Rail station area benefit assessment districts more than a property owner located in the first tier of a single district? Or, under an approach utilizing the maximum legal limits (i.e., one mile from the center point of the Metro Rail stations located in the Los Angeles CBD), should most property owners in the Los Angeles CBD pay at least the minimum assessment in each downtown Metro Rail assessment in addition to the levy from the station closest to their site?

The next level of implications involve revenue collection. Will the Los Angeles County Assessors office be required to send out a separate assessment notice from each benefit assessment district? This would mean sending multiple assessment notices to the same

property owner. The alternative would be to send a single combined assessment notice. While the latter solution may be more practical and efficient; is it now authorized under existing legislation? Finally, if multiple assessments are not established and administered, would this action set a precedent that would not allow multiple assessments for a downtown people mover system or another rail line?

Significance

This issue of multiple assessments also has the potential to confuse and irritate property owners due to its complexity and creation of the feeling that they are "paying twice." From the viewpoint of implementing the benefit assessment program these are strategic questions. If the property owners in one station area turned down the assessment, would or should the SCRTD delay designating the boundaries of an adjacent station to include properties excluded by the negative vote.

The alternate approach of assessing the property in relationship to its closest access point to a Metro Rail station and deciding to eliminate overlapping boundaries has the advantage of simplicity and could result in the same revenue potential to Metro Rail. In either case, there is need for a legal clarification and an evaluation of the strategic implications of the final resolution of this issue.

Issue (3) — Definition of the Centroid of the Metro Rail Benefit Assessment Districts

The existing legislation did not utilize station entranceways as the centroid of a future Metro Rail Assessment Districts. Instead, the maximum geographic boundaries of the Metro Rail benefit assessment district are defined as one mile radius and one hald mile radius from "center point" of CBD and non-CBD Metro Rail stations, respectively. Given the standard 600-foot platform design of the Metro Rail station, the "center point of the station" definition rather than "station entrance" adds about 300 or more feet to most buildings or propertiies' distance from the station center point as compared to a station entrance.

The real estate market relates to a station entrance definition. This observation will need to be confirmed during the ongoing Atlanta, Washington, DC and Miami interview process. Without seeking a change in the legislation, it will be important to clarify whether the "center point of the station" definition only affects the legal definition of

the maximum boundaries of future Metro Rail benefit assessment districts or if the definition needs to be carried through in defining a smaller overall benefit zone or tier. Regardless of the final legal interpretation, a statement will be required in the Metro Rail Benefit Assessment District implementation report demonstrating that the designated zone is within the prescribed legal geographic boundaries authorized by the California legislature.

Implications

It is our interpretation that the "center point of the station" definition clearly limits the maximum legal boundary. Provided, the station entrance could be utilized in defining a boundary smaller than the legal limit, there is merit in utilizing a "station entrance" to "building entrance," radius definition for developed properties. The alternative radius definition to building entrance that could be applied to vacant parcels or all properties is "if any portion" or a "designated portion" of the property is within the prescribed radius of a station entrance or center point of a station, it would be included in the Metro Rail benefit assessment district.

If the "center point of the station" definition is required for all Metro Rail station areas, benefit assessment boundary definitions (including inner tier classification), there would be reduced incentive to add knock-out panels and new station entranceways from the singular perspective of increasing benefit assessment revenue. The definition of the "center point of the station" is fixed. Therefore, utilization of this definition would reduce the administration effort involved in updating the land use inventory file utilized in each Metro Rail benefit assessment district.

Significance

This issue is representative of several definitional questions which must be resolved before the land use inventory coding work can be finalized and revenue computation work can be initiated. Early resolution of this issue will also allow the SCRTD and GPC Team to present a better organized benefit assessment district program at the initial property owner workshop.

Issue (4) — Property Reclassification

Basic Description

The GPC's previous conceptual analysis of property reclassification focused on redevelopment of existing property. For example, if a vacant parcel or a warehouse building located in a designated Metro Rail benefit assessment district is redeveloped as a commercial office building, it would be reclassified and included in the assessment rolls. The procedure for making this reclassification has not been formalized. Due to the indefinite calendar timeframe from construction permit application to building opening, it was previously recommended that the occupancy permit become the reporting vehicle to establish this reclassification.

Under the assumption that distance from a station entrance could become the locational criterion for the distinction between tiers in a Metro Rail station area benefit assessment, if a new station entrance is opened, should not all properties served by this entrance be reclassified if their physical proximity to Metro Rail is improved? We understand that the overall boundaries of a designated Metro Rail benefit assessment district can be reduced, but not enlarged after formal designation. Will it be possible to alter the physical boundaries of tiers within a multi-tiered benefit assessment district?

Implications

The complete fiscal implications of property reclassification to accommodate both redevelopment and/or new station entranceways cannot be determined until the revenue computation analysis is completed. From both the basis of consistency and equitability, it would appear that the benefit assessment monitoring program should accommodate both types of reclassification. The administrative monitoring program will need to be clearly defined in the individual Metro Rail station area benefit assessment implementation program.

Significance

The entire reclassification issue highlights the need for clarity and consistency in defining all the criteria for establishing the Metro Rail benefit assessment districts. In

addition, considerable attention will also need to be given to how the SCRTD participation in the future monitoring program. This will probably require the development of a dual reporting system with the Los Angeles City Planning Department which has responsibility for the City's permit application and approval process.

Issue (5) — Idenfitication of Criteria For The Formulation Of Benefit Assessment District Boundaries/Implementation Program

Basic Description

The principal public financing criteria be met in formulating the Metro Rail station area benefit assessment program include the following:

- Adequacy
- Sustainability
- Equitability
- Acceptability
- Governability

The revenue objectives of a public facility financial plan delineates the measures of adequacy. Previous revenue objectives of the Metro Rail benefit assessment program were defined under a different set of Federal funding prospects than exist today. The prior revenue objective involved securing $170 million that would require a $250 million bonding capacity (due to the need for reserve funds and administrative costs). At that point and time, private sector endorsement was given to the benefit assessment, legislative sentiments were expressed that indicated that, if necessary the business and development community would support an even larger assessment program. It is our understanding that the former $170/$250 million figure does not represent current revenue objectives of the assessment program.

Under the current legislation, the Metro Rail station area benefit assessment program can be utilized to pay for all station costs. Efforts are now underway to calculate the capital costs of each station in the year of expenditure and the station maintenance/operating costs. The calculation of these costs and any other eligible joint development projects will establish the upper bounds of revenue that can be secured from the assessment program.

Sustainability is measured on the basis of keeping pace with inflation and the tenure of statutory authorization. In the establishment of the levy structure for the individual Metro Rail station area assessment districts, there should be an allowance for inflation to meet the criteria of sustainability. Designation of the rate can be tied to an existing published price index or stated as a fixed percentage. This issue will need to be thoroughly covered in the property owner workshops. The legislative authorization of up to fifty years bonding authority more than meets the other test of sustainability. The issue regarding whether or not the individual assessment districts can be kept in place in perpetuity and also needs to be clarified.

The test of equitability as applied to a benefit assessment district is whether the individual property owner receives at least the dollar level of benefit they are paying for. If two different property owners receive the equivalent of 50¢ and 75¢ per square foot benefit respectively and the assessment levy is set at 25¢ per square foot the assessment district meets this criterion. Under the "clean-up" legislation, the SCRTD must demonstrate the basis for establishing both the district boundaries and the levy structure. In order to be excluded, it is our understanding that the burden of proof remaining on individual property owners to show that they either do not benefit or do not benefit to the magnitude of the assessment.

"Acceptability" will ultimately become a real world test if the property owner process allowed for in the legislation is initiated. Throughout the property owner workshop and public involvement process, consensus building techniques must be applied to ensure the maximum number of consensus are alleviated. Utilization of assessment revenue for the mitigation of construction impacts, joint development etc., is one option that could improve the acceptability of the program.

The "criterion of governability" involves the administrative aspects of the assessment program. Overly complex levy formulae, an inadequate monitoring program or set of property reclassification procedures would be examples of the lack of governability. Another issue involved here is the cost of administration. If a few low assessment levy is placed on a large building a considerable distance from a Metro Rail station, this property owner has the same number of voters 1 per $1,000 of annual property value in a property owner of the same size/value building located adjacent to a Metro Rail station.

Implications

Ultimately satisfying one criteria, such as, adequacy and revenue optimization could infringe on, for example, attaining acceptability of the overall program. In general, the more consistent and simple the assessment district implementation programs is; the better its chances for acceptability. This general principle should be followed in formulating each aspect of the Metro Rail benefit assessment program.

The major new issue that will be raised regarding a staged Metro Rail construction program is the occurrence (i.e., timing) and incidence (i.e., distribution) of benefits in comparison to the previous Metro Rail construction schedule. Answer to this and many other issues must be prepared in advance of the property owner workshop sessions.

Significance

A clear statement of the premises and criteria utilized in formulating the Metro Rail benefit assessment program will be essential to explain the project at the workshop session and the public involvement meetings/hearings. Based on current GPC management plan, the preparation of this document will be closely coordinated with the SCRTD Community Affairs Department. The outcome of the upcoming internal working sessions on all aspects of the Metro Rail station area benefit assessment program must now be focused to: resolution of key issues. documentation of remaining information needs and formulation of decision-makings criteria and, ultimately timely decisions.

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GENERAL PLANNING CONSULTANT:

TECHNICAL MEMORANDUM 4.4.1

DETERMINATION OF MAXIMUM COSTS COVERABLE BY BENEFIT-ASSESSMENT REVENUES

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Prepared for:

Southern California Rapid Transit District

Prepared by:

Schimpeler-Corradino Associates

in association with
Barton-Aschman Associates
Cordoba Corporation
Deloitte, Haskins & Sells
Myra L. Frank & Associates
Robert J. Harmon & Associates
Manuel Padron
The Planning Group, Inc.

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1. SUMMARY

This Technical Memorandum documents computations of the Capital, and Operating and Maintenance costs of Metro Rail stations. Methods used to allocate various categories and subcategories of Operating and Maintenance Costs are described, both in terms of separating out the component of certain costs that is attributable to stations, and allocating the total station costs among the 18 separate stations. Based on two alternative scenarios for bond issues for construction funding -- a 10-year bond issue at 10.5 percent (as outlined by Dillon Read), and a 20-year bond issue at 12 percent -- several alternative scenarios are estimated for ceilings to expenditure of revenue generated by benefit assessment.

Several conclusions can be drawn from the results presented:

- Within the constraints of bond life and interest considered, and within reasonable estimates of the average assessment rate, total construction costs for Metro Rail stations could not be recovered from benefit assessment;

- The ceiling on expenditure of funds is unlikely to be approached at any station except the CBD stations, if the aim is $170 million in construction bonds and coverage of O & M costs of stations, with even spreading of the construction costs over the 17 stations;

- If all construction cost recovery is concentrated on the three primary CBD stations, with a goal of $170 million, there appears to be potential to generate sufficient revenue in the CBD for both construction and O & M costs, and leaving the remaining stations to generate O & M costs alone;

- Operating and Maintenance Costs alone total nearly $17 million and would require about 34 million square feet of assessable floor area in the corridor at an average of 50 cents per square foot;

- Capital recovery under the bonding scenarios described total an annual revenue requirement of $28 to $35 million for $170 million in bonds, requiring a further 56 to 70 million square feet of

assessable floor area in the potential benefit-assessment districts (for a total of 90 to 104 million square feet); and

- As a result of all of the above considerations, it seems unlikely that the ceiling of spendable revenue will be met at any station except in the CBD, and this can be dealt with by aiming to fund capital recovery primarily from the CBD.

2. USE OF BENEFIT-ASSESSMENT REVENUES

The original legislation, SB1238, did not limit the use of revenues generated by benefit assessment for Metro Rail, except to specify that these revenues must be spent on the rail project, including both capital, and operations and maintenance costs. The clean-up legislation, which is still awaiting final passage in Sacramento, currently specifies limits on the formation of benefit-assessment districts and use of the revenues that, while more clearly stated, are also considerably more restrictive than SB1238. Of relevance to this document are the following:

- A benefit-assessment district can contain one station only, unless the benefit-assessment districts would overlap;
- The revenues obtained from levying an assessment can be spent only on the station in the benefit-assessment district where they are levied; and
- Eligible costs for which benefit-assessment revenues may be used are restricted to capital construction costs of the station and to certain of the operating and maintenance costs of the station.

Specifically, the operating and maintenance expenses are restricted to:

- "[F]acilities adjacent to or nearby the station structure which are designed to be used in conjunction with the station." and
- "[T]he acquisition, construction, development, joint development, or operation and maintenance of...rail transit stations within the benefit district." and also
- "For purposes of this chapter 'operation and maintenance' of a rail station means the day-to-day activities and acquisition of materials necessary or desirable to repair or to prevent the deterioration of the buildings or equipment used for the rail transit station, the cost of utilities, such as water, electricity, and natural gas, and the cost of providing equipment and personnel to protect the security of persons and property within the transit station. 'Operation and maintenance' does not include the cost of operation or maintenance for other than the transit station within the benefit district and does not include any cost for operation or maintenance of any nontransit facility."

Given these limitations, the purpose of this document is to determine the maximum amount of money that could be spent in each potential benefit-assessment district. This maximum can be established in two alternative ways. First, with respect to the capital cost component, there has been a stated aim for benefit assessment to raise at least $170 million of the construction costs. A lower-bound estimate of the capital costs of the stations is $884.7 million, so that

this aim of $170 million is well below the maximum permitted by the clean-up legislation. Thus, a practical ceiling could be determined by spreading this aim of $170 million (which should probably be closer to $250 million in actual revenues to issue $170 million in bonds) over all of the stations, and then estimating the additional increment of operating and maintenance costs that could be paid for by benefit-assessment revenues. This would set a station-by-station "practical limit" on the revenue to be raised.

Second, the maximum can be set simply by determining the total amount of the annualized component of the station construction costs, based on a probable bond issue and the reserve requirements, and adding to this the estimated annual, eligible operating and maintenance costs. Clearly, this would indicate a ceiling to the revenue that is far higher than it is intended should be achieved. The usefulness of estimating the revenue ceiling in this manner is that the CBD stations may have a disproportionately high revenue potential, and the entire $170 million of capital costs may have to be spent on the CBD stations only. The non-CBD stations would then generate revenues to meet operating and maintenance costs only. This is a legitimate scenario that meets the present and expected eventual legislation for benefit assessment.

3. CAPITAL COSTS AND RECOVERY AT STATIONS

The Program Control division of the District's Metro Rail Division was asked to provide estimates of the construction costs for each station. These costs are shown in Table 3-1. The costs specifically do not include parking, utilities, right-of-way acquisition, and systemwide elements. Because these costs are well in excess of the goal of benefit assessment, the omission of these costs are not considered serious. The secondary use of the capital costs as part of the allocation formula for operation and maintenance costs should include the parking and utilities elements, but their omission does not invalidate the results of this analysis.

TABLE 3-1

CONSTRUCTION COSTS FOR STATIONS

STATION	ESCALATED COST (Millions of Dollars)
Union	51.6
Civic Center	60.7
Fifth & Hill	83.2
Seventh & Flower	48.3
Alvarado	47.6
Vermont	34.7
Normandie	45.9
Western	37.6
Crenshaw	50.0
La Brea	43.2
Fairfax	86.8
Beverly	44.0
Santa Monica	47.4
Sunset	39.6
Cahuenga	50.5
Hollywood Bowl	55.1
Universal City	55.8
North Hollywood	57.8
TOTAL	939.8

Under benefit assessment, capital costs would be recovered through a bond issue based on the revenue production of the benefit-assessment districts. A variety of scenarios is possible for the bond issue. Two alternatives are considered here: a 20-year bond life at 12 percent interest and a 10-year bond life at 10.5 percent interest. In both cases, it is assumed that a reserve of 25 percent of the value of the bond issue is required, and no assumption is made as

to reinvestment earnings. On the basis of these two alternative scenarios, the annual capital recovery by station is provided in Table 3-2, assuming that the total cost of the station were to be recovered in this manner.

TABLE 3-2

ALTERNATIVE CAPITAL RECOVERY SCENARIOS FOR STATION CONSTRUCTION COSTS

STATION	ANNUAL CAPITAL RECOVERY ($ 000s)	
	10-years, 10.5%	20 years, 12%
Union	10,723.6	8,635.2
Civic Center	12,614.8	10,158.1
Fifth & Hill	17,290.8	13,923.4
Seventh & Flower	10,037.8	8,082.9
Alvarado	9,892.3	7,965.8
Vermont	7,211.4	5,807.0
Normandie	9,539.0	7,681.3
Western	7,814.1	6,292.3
Crenshaw	10,391.1	8,367.4
La Brea	8,977.9	7,229.5
Fairfax	18,038.9	14,525.8
Beverly	9,144.2	7,363.3
Santa Monica	9,850.7	7,932.3
Sunset	8,229.7	6,627.0
Cahuenga	10,495.0	8,451.1
Hollywood Bowl	not eligible for benefit-assessment	
Universal City	11,596.4	9,338.0
North Hollywood	12,012.1	9,672.7

4. OPERATING AND MAINTENANCE COST ESTIMATION

The aim of this element of the work is to estimate the Operating and Maintenance (O & M) costs for each station in the full Metro Rail project. To do this, two steps are necessary, because O & M costs have been estimated for the entire Metro Rail system only. First, it is necessary to allocate some portion of the total O & M costs to stations only. Second, it is necessary to allocate the station O & M costs to individual stations.

4.1 ESTIMATION OF THE 18-STATION COST ELEMENTS

The Milestone 11 Report from the Preliminary Engineering phase provides estimates of the Operating and Maintenance costs of the entire Metro Rail project with the 18 stations (including Crenshaw and Hollywood Bowl). Milestone 11 provides these estimates in the primary categories of Operations, Vehicle Maintenance, Ways and Structures, Subsystems, Electric Power, General Administration, and Liability. Total O & M costs for the system were estimated to be $48.5 million (see Table IV-3 of Milestone 11, page IV-11). At this level of detail, the costs are too aggregate to be able to be allocated easily between stations, track, and yard and shops, and to allocate the station portion of the O & M costs to individual stations. The Booz, Allen, and Hamilton Report on Operating and Maintenance costs provided considerably more detail, but for a 16-station system, rather than the 18-station system used in Milestone 11, and currently expected to be built. Even though the Hollywood Bowl station is to be built (if at all) by local funding only, its proportion of the total O & M costs must be determined, so that a correct allocation is made to all other stations. Table 4-1 shows the Booz, Allen, and Hamilton cost categories, the breakdown of costs by salaries and wages, fringes and material, and the Milestone 11 cost totals by the same categories. Those subcategories that are attributable partially or totally to stations are asterisked.

To obtain estimates of the subcategories for the 18-station line, the figures for salaries and wages, fringes, and material were each factored up by the ratio of the category total from Milestone 11 to that from the Booz, Allen, and Hamilton report. This provided, for example, an estimate of $2,538,302 for Station Operations, compared to the original 16-station figure of $2,387,454.

The next step in the procedure was to estimate the proportion of each asterisked subcategory that is attributable to stations. Clearly, an item such as station operations is wholly attributable to stations. A subcategory such as Security Operations should be spread over stations, track and train, and yards and shop. In this case, it was decided to allocate one-third of the total to stations. Table 4-2 shows the station-relevant cost categories, the Booz, Allen, and Hamilton estimate, the revised 18-station estimate, and the proportion and dollar amount of the cost allocated to stations.

TABLE 4-1

SYSTEM OPERATING AND MAINTENANCE COSTS - DEPARTMENTAL DETAIL (1983 DOLLARS)

DEPARTMENT	SALARIES AND WAGES	BENEFITS	MATERIAL	TOTAL
OPERATIONS				
Administration	$ 61,560	$ 18,468	$	$ 80,028
Train Operators	2,033,128	824,718		2,857,846
Control Center	420,098	179,385		599,438
* Stations	1,652,904	734,550		2,387,454
* Security	2,206,440	987,281	40,000	3,233,721
Total	$6,374,130	$2,744,402	$ 40,000	$9,158,987
MILESTONE 11	$6,777,736	$2,916,966	$ 41,000	$9,735,702
VEHICLES (not allocable to stations)				
WAY AND STRUCTURES MAINTENANCE				
Administration	$ 61,560	$ 35,987	$	$ 155,943
Track	917,499	389,963	256,000	1,563,462
* Facilities	1,042,545	457,719	1,588,000	3,088,264
Total	$2,021,604	$ 866,150	$1,844,000	$4,371,754
MILESTONE 11	$2,114,456	$ 908,396	$2,044,000	$5,066,852
SUBSYSTEMS MAINTENANCE				
Administration	$ 91,728	$ 27,518	$	$ 119,246
* Power	1,365,747	577,305	92,000	2,035,052
Train Control	1,495,530	636,404	50,000	2,181,934
* Automatic Fare Col	1,186,538	511,729	683,000	2,381,267
* Communications	1,246,797	540,010	130,000	1,916,807
Total	$5,386,340	$2,292,966	$ 955,000	$8,634,306
MILESTONE 11	$6,052,224	$2,574,224	$1,037,000	$9,663,448
ADMINISTRATION				
* GM and Finance	$1,351,926	$ 524,729	$ 100,000	$1,976,655
Support	662,531	219,808		882,339
Marketing	525,636	181,229		706,865
Total	$2,540,093	$ 925,766	$ 100,000	$3,565,859
MILESTONE 11	$2,818,515	$1,023,527	$ 114,000	$3,956,042
* Electric Power			$9,338,500	$9,338,500
(MILESTONE 11)			9,877,500	9,877,500
* Liability			$1,813,000	$1,813,000
(MILESTONE 11)			1,900,000	1,900,000

TABLE 4-2

STATION OPERATING AND MAINTENANCE COSTS (1983 DOLLARS)

SUBCATEGORY	16-STATION TOTAL	18-STATION TOTAL	ALLOCATION PERCENT	ALLOCATION AMOUNT
Station Operations	$2,387,454	$2,538,302	100%	2,538,302
Security Operations	3,233,721	3,436,510	33.333%	1,145,503
Ways and Structures Facilities	3,088,264	3,330,707	66.667%	2,220,471
Power Maintenance	2,035,052	2,282,604	33.333%	760,868
Auto. Fare Col. Maint.	2,381,267	2,649,367	100%	2,649,367
Communications Maint.	1,916,807	2,148,342	33.333%	716,114
GM and Finance Admin.	1,976,655	2,194,252	33.333%	731,417
Electric Power	4,851,000	5,390,000	100%	5,390,000 **
Liability	1,813,000	1,900,000	33.333%	633,333
TOTAL	$23,683,220	$25,870,085	-	$16,785,377

4.2 ESTIMATION OF THE STATION-BY-STATION O & M COSTS

For each of the cost elements detailed in Table 4-2, an allocation formula is required to allocate the cost elements to each station on the projected line. The original O & M costs were estimated by determining the number of employees by category that would be required for the system, the fringes payable on the different wage and salary scales, and estimating the systemwide consumption of materials and parts. Thus, costs were not originally built up from a station-by-station consideration. Some costs are obviously related to the size of the stations, with size being measurable in terms of patronage, or floor area, or capital cost. Each of these size measures has a different implication with respect to allocating the costs.

The allocation formulas were determined by Metro Rail staff and are shown in Table 4-3. A brief justification of each allocation formula is provided in the following subsections of this Technical Memorandum.

4.2.1 Station Operations

Costs for station operations are considered basically to be a fixed cost per station. Thus these costs are allocated on the basis of an even spread over the number of stations on the system. In investigating the difference between the 16-station and 18-station system, there is evidence that the additional two stations have a higher cost than the average of the 16 stations, so that a totally fixed allocation may not be completely accurate. However, the differences are small, and a strong argument for allocation to variable measures is not apparent.

TABLE 4-3

ALLOCATION FORMULAS FOR STATION OPERATING AND MAINTENANCE COSTS

SUBCATEGORY	FIXED	VARIABLE		
	(Station)	Passengers	Floor Area	Capital Cost
Station Operations	1.0	0	0	0
Security Operations	0.25	0.25	0.25	0.25
Ways and Structures Facilities	0.25	0.25	0.25	0.25
Power Maintenance	0.25	0.25	0.25	0.25
Auto. Fare Col. Maint.	0.5	0.5	0	0
Communications Maint.	0.33	0	0.33	0.33
GM and Finance Admin.	0.5	0.5	0	0
Electric Power	0.25	0.25	0.25	0.25
Liability	0.25	0.25	0.25	0.25

4.2.2 Security Operations

Security operations costs are incurred in increasing magnitude for each new station (fixed), for increasing passenger volumes, for increased floor area (more space to be covered on patrol), and increased capital cost, where this is a surrogate measure for the depth of the station, and additional complexity in design. The security operations costs are therefore allocated across each of the four variables in equal amounts (i.e., weights of 0.25 for each fixed and variable measure).

4.2.3 Ways and Structures Facilities

The station-related component of ways and structures facilities is also allocated equally across all four variables. This cost component relates to maintenance and custodial services for the stations, including trash removal and sweeping, and facility maintenance, such as light-fixture repair, lamp replacement, painting, etc. There is a fixed component to this cost, in that a certain level of such services are required irrespective of the size measures of a station. However, additional expenditure will be required for high volume stations, where trash removal and other activities may increase in magnitude with passenger volume; for larger size stations, where additional time will be needed for sweeping, and additional time and materials for replacement and maintenance of facilities; and for higher capital cost stations, where part of the cost will be in more expensive facilities located at the station and possibly also additional facilities. An equal allocation across each measure is recommended.

4.2.4 Power Maintenance

The station-related power maintenance costs are primarily incurred in maintaining electrical equipment at the stations, including lighting and ventilation equipment, and power distribution for station facilities. Part of these costs are fixed for each station, while part is expected to be related to each of the other size measures - passenger volume, floor area, and capital cost. An equal allocation across each of these measures is proposed.

4.2.5 Automatic Fare Collection Equipment Maintenance

Each station will be provided with automatic fare collection equipment, so that part of the costs are related to the existence and need for periodic maintenance and repair of this equipment. However, as passenger volume increases, the use level of the equipment increases, thus leading to more frequent repair and replacement requirements. The allocation proposed for this cost element is an equal share on the fixed (station) measure and on passenger volume.

4.2.6 Communications System Maintenance

Part of the communications system is located in each station, consisting of Public Address systems, closed circuit TV, telephone, and station-to-station communication systems. Maintenance of these systems is partially a fixed cost, because every station, regardless of size or passenger volume, will be equipped and the equipment must be kept functioning. Amount of equipment, however, is likely to vary both with floor area of the station and capital cost. Therefore, the cost allocation for this subcategory is an equal division (0.33) over each of these three measures.

4.2.7 General Management, Administration, and Finance

A large portion of this expense is related to fare counting and record-keeping from the automatic fare collection system, with a portion being the overall management of the entire system. Based on the component related to fare collection, part of the cost is allocated to passenger volume. The remainder is spread equally over all stations, based on the premise that the cost represents an overhead on station operations.

4.2.8 Electrical Power

In estimating total electrical power consumption for the system, Booz, Allen, and Hamilton expressly estimated the component of electrical power consumed at stations. This power is for lighting and ventilation systems, and for all electrically-run equipment, such as elevators and escalators, automatic fare collection equipment, change machines, surveillance and PA systems, etc. In part, these costs are fixed for all stations, because there is a fixed amount of expenditure on lighting and equipment running that is invariant with station size. However, the larger the passenger load, the greater will be the power consumption in some areas, including the ventilation system, the automatic fare collection, etc. Also, as station size increases, or complexity and depth, the more is expected to be the power consumption, particularly from increased length of escalators and depth of elevators, a larger number of escalators and elevators in some instances, greater capacity provision for ventilation equipment, etc. Therefore, the allocation is spread over all four measures -

fixed station, passenger volume, floor area, and capital cost.

4.2.9 Liability

Liability costs cover insurance coverage against personal injury, property damage, and other liabilities, and actual liability expenses. In part, these expenses are a function of passenger volume, and in part they are a function of the number of employees. On a station basis, the numbers of employees will vary with the number of stations (fixed), the floor area, and the capital cost of stations. Therefore, it is proposed that these costs be allocated equally over all four measures.

4.2.10 Application of the Allocation Formulas

On the basis of the share of each subcategory of cost that is assigned to stations, and application of the cost-allocation formulas indicated in Table 4-3, the operation and maintenance costs can be allocated to each individual station. The allocation has been prepared in a Multiplan spreadsheet, and can be changed easily if alternative allocation formulas are decided upon, or if new cost information is obtained. The results of application of these formulas is shown in Table 4-4. This shows that annual Operating and Maintenance costs vary from a high of $1.346 million per year at 5th and Hill station to a low of $725,000 at the Sunset and La Brea station. All costs are in 1983 dollars.

TABLE 4-4

OPERATION AND MAINTENANCE COSTS FOR EACH STATION (1983 DOLLARS)

STATION	ALLOCATED O & M COST (1983 Dollars)
Union	$1,023,600
Civic Center	1,018,800
Fifth & Hill	1,346,100
Seventh & Flower	1,060,100
Alvarado	1,199,200
Vermont	1,059,700
Normandie	830,100
Western	921,200
Crenshaw	804,700
La Brea	778,600
Fairfax	1,018,700
Beverly	790,900
Santa Monica	876,500
Sunset	725,000
Cahuenga	859,500
[Hollywood Bowl	728,900]
Universal City	886,200
North Hollywood	858,000
TOTAL	16,786,000

5. ESTIMATION OF LIMIT ON REVENUE FROM BENEFIT ASSESSMENT

The limit to the spending capability for benefit-assessment revenues can be computed for each station in one of several different ways, as was noted in section 2. On the capital side, one can estimate both the maximum capital requirement for a bond issue that would pay the entire cost of the construction of the station. Second, one can estimate a spread for the aimed-for $170 million in bond issuance, at various time periods and interest rates. In a very detailed analysis, the actual streams of cost incurrance, bond issuance, debt service, reinvestment capability, and coverage ratio should be determined on a year-by-year basis, particularly because the operating and maintenance costs will not be incurred until considerably into the debt-retirement period, and there will also be increases in the revenue base, resulting from new development. Such a detailed analysis is not appropriate simply for setting a cap on the expenditure at each station, unless the amount of revenue potential at a specific station seems likely to exceed the limit established in a less-detailed analysis. At present, it does not appear that such a situation is likely to arise.

Table 3-2 provided two alternative scenarios for total capital-cost recovery by station. Using a 25 percent coverage factor, the aim for $170 million in bond issues would convert to an aim for $2.078 million per station per year (not including the Hollywood Bowl Station), using a 10-year issue at 10.5 percent interest. Using a 20-year bond life with interest at 12 percent, the average capital recovery aim is $1.674 million per station. Table 4-4 shows the expected annual O & M costs for each station in 1983 dollars, based on full system operation. Combining these costs with the alternative scenarios for capital cost recovery yields alternative estimates of the ceilings on revenue generation from each station. Table 5-1 shows six scenarios -- ceilings based on recovery of total construction and operating and maintenance costs under the two alternative bond-issue scenarios described in section 3, ceilings based on the aim for $170 million in bonds for capital costs under the two bond-issue scenarios, spread evenly over all stations, and the latter two scenarios with all capital recovery at the three primary CBD stations, and all other stations covering operations and maintenance only.

TABLE 5-1

ESTIMATED ANNUAL CEILINGS FOR BENEFIT-ASSESSMENT REVENUE BY STATION (1983 DOLLARS)

STATION	MAXIMUM BENEFIT-ASSESSMENT REVENUE EXPENDITURE CAPABILITY (Millions of Dollars)					
	Total Construction Plus O & M Costs		$170 M Construction Plus O & M Costs			
	10 yrs @ 10.5%	20 yrs @ 12%	10 yrs @ 10.5%	20 yrs @ 12%	CBD Stations only 10 yrs @ 10.5%	CBD Stations only 20 yrs @ 12%
Union	$11.747	$ 9.659	$ 3.101	$ 2.697	$ 1.024	$ 1.024
Civic Center	13.634	11.177	3.097	2.693	12.794	10.505
Fifth & Hill	18.637	15.270	3.424	3.020	13.121	10.832
Seventh & Flower	11.098	9.143	3.139	2.735	12.836	10.547
Alvarado	11.092	9.165	3.277	2.873	1.199	1.199
Vermont	8.271	6.867	3.138	2.734	1.060	1.060
Normandie	10.369	8.511	2.908	2.504	0.830	0.830
Western	8.735	7.214	2.999	2.595	0.921	0.921
Crenshaw	11.196	9.172	2.883	2.479	0.805	0.805
La Brea	9.756	8.008	2.857	2.453	0.779	0.779
Fairfax	19.058	15.545	3.097	2.693	1.019	1.019
Beverly	9.935	8.154	2.869	2.465	0.791	0.791
Santa Monica	10.727	8.809	2.954	2.550	0.876	0.876
Sunset	8.955	7.352	2.803	2.399	0.725	0.725
Cahuenga	11.354	9.311	2.937	2.533	0.859	0.859
Universal City	12.483	10.224	2.964	2.560	0.886	0.886
North Hollywood	12.870	10.531	2.936	2.532	0.858	0.858
TOTAL	199.91	164.112	52.112	45.244	52.112	45.244

Table 5-2 shows the implications of these alternative scenarios with respect to square feet of assessable development at a 50 cents-per-square-foot assessment rate. Figures for other rates of assessment can be determined fairly readily by proportioning from these figures. This table shows that, for total capital recovery and coverage of annual O & M costs, there would need to be almost 400 million square feet of assessable development within the rail corridor. Actual development is far short of this, so that this ceiling is unlikely to be approached by any realistic assessment rate. If capital recovery is limited to $170 million, then the upper limit becomes on the order of 100 million square feet for a 10-year bond life. This is still somewhat higher than estimates of the amount of assessable floor area in the corridor as of 1983. While not necessarily within potential benefit-assessment areas, the ERA report on "Real Estate Development Potential in the Metro Rail Corridor" (prepared for the Los Angeles Community Redevelopment Agency in December 1983) estimates Office Space

in the four appropriate subareas at 33.2 million square feet and shows a further 1.2 million square feet targeted for completion in 1983, 2.5 million in 1984, and projects as much as 24.5 million square feet of additional development between 1983 and 1995. Thus, in office space alone, this projects to about 59 million square feet by 1995. This suggests that assessable floor space within potential benefit-assessment districts is likely to be between 35 and 60 million square feet in mid-1984, and would support raising of $170 million in construction bonds over a 20-year life, together with annual O & M costs at each station, if the assessment rate averaged out to around 50 cents per square foot.

If the construction costs are concentrated on the three primary CBD stations (not including Union Station), then these stations will have to produce about 70 percent of the revenues. Although yet to be confirmed, the suggestion has been made previously that this may indeed be the proportion of funding that the CBD has the potential to generate. Initial tabulation of the retail, private office, and hotel/motel floor area in the CBD shows about 59.6 million square feet, which further supports the notion that there is the capability to raise sufficient revenue in the CBD to meet the construction cost goal, which would also not exceed the legal ceiling on revenue use for these stations. This would leave only O & M costs to be raised at the other stations along the line, with the potential to increase the construction funding somewhat, if the floor area around certain stations exceeds the need for O & M costs.

TABLE 5-2

ASSESSABLE LAND REQUIREMENTS IMPLIED BY THE CEILINGS OF BENEFIT-ASSESSMENT REVENUES AT 50 CENTS PER SQUARE FOOT

STATION	ASSESSABLE LAND REQUIREMENTS FOR REVENUE CEILING AT 50 CENTS (Millions of Square Feet)					
	Total Construction Plus O & M Costs		$170 M Construction Plus O & M Costs			
	10 yrs @ 10.5%	20 yrs @ 12%	10 yrs @ 10.5%	20 yrs @ 12%	CBD Stations only 10 yrs @ 10.5%	CBD Stations only 20 yrs @ 12%
Union	23.494	19.318	6.202	5.394	2.048	2.048
Civic Center	27.268	22.354	6.194	5.386	25.588	21.010
Fifth & Hill	37.274	30.540	6.848	6.040	26.242	21.664
Seventh & Flower	22.196	18.286	6.278	5.470	25.672	21.094
Alvarado	22.184	18.330	6.554	5.746	2.398	2.398
Vermont	16.542	13.734	6.276	5.468	2.120	2.120
Normandie	20.378	17.022	5.816	5.008	1.660	1.660
Western	17.470	14.428	5.998	5.190	1.842	1.842
Crenshaw	22.392	18.344	5.766	4.958	1.610	1.610
La Brea	19.512	16.016	5.714	4.906	1.558	1.558
Fairfax	38.116	31.090	6.194	5.386	2.038	2.038
Beverly	19.870	16.308	5.738	4.930	1.582	1.582
Santa Monica	21.454	17.618	5.908	5.100	1.752	1.752
Sunset	17.910	14.704	5.606	4.798	1.450	1.450
Cahuenga	22.708	18.622	5.874	5.066	1.718	1.718
Universal City	24.966	20.448	5.928	5.120	1.772	1.772
North Hollywood	25.740	21.062	5.872	5.064	1.716	1.716
TOTAL	399.82	328.224	104.224	90.488	104.224	90.488

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GENERAL PLANNING CONSULTANT:

TECHNICAL MEMORANDUM 4.7.1

BENEFIT ASSESSMENT AT UNIVERSAL CITY STATION

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Prepared for:

Southern California Rapid Transit District

Prepared by:

Schimpeler-Corradino Associates

in association with
Barton-Aschman Associates, Inc.
Cordoba Corporation
Myra L. Frank & Associates
Robert J. Harmon & Associates
Manuel Padron
The Planning Group, Inc.

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1. SUMMARY

It has been recognized that there may be considerable difficulty in setting up a Benefit-Assessment District at Universal City station. This difficulty stems from the known opposition of Universal Studios/MCA to a Benefit-Assessment District and the fact that the legislation for Benefit-Assessment Districts makes it clear that Universal Studios/MCA will determine whether or not a Benefit-Assessment District is established at Universal City station. Further, if a defeat in an election of a Benefit-Assessment District at Universal City station precedes establishment of Benefit-Assessment Districts at many of the other non-CBD stations, there is good reason to fear a domino effect on petitions for elections and defeating elections for Benefit-Assessment Districts.

This Technical Memorandum reviews briefly the legislative background for establishing a Benefit-Assessment District at the Universal City station, and describes the implications of failing to establish such a Benefit-Assessment District. Six alternative strategies are outlined, ranging from a do-nothing approach to relocating the station from Universal City to Studio City. In assessing the alternative strategies and evaluating them, the following conclusions are drawn:

- The preferred strategy is a combination of delaying the attempt to form the Benefit-Assessment District at Universal City station until as late as possible, and using the CBD Task Force to bring peer pressure to bear on Universal Studios/MCA to accept a Benefit-Assessment District as being in the best interests of the region.

- The next preferred strategy is to attempt to change the legislation setting the boundary limits on Benefit-Assessment Districts.

- At the same time that one of the two preceding strategies is being followed, it is recommended that a detailed study be undertaken of the implications of relocating the Universal City station to Studio City and completing a detailed

cost-benefit analysis of this option.

A final cautionary note is in order on the recommended approach. Passage of the Robbins Bill may preclude the District from delaying establishing a Benefit-Assessment District at Universal City station, for long enough to gain what is needed to ameliorate the negative effects of a failure to establish the Benefit-Assessment District. In this case, the alternative approaches should be re-evaluated.

2. BACKGROUND AND ISSUES

Currently, the legislation setting up Benefit-Assessment Districts specifies several important aspects of the Districts, their boundaries, and the procedures for implementation, namely:

a) There is to be one Benefit-Assessment District for each station;

b) The maximum distance from a station for inclusion of real property (outside the Los Angeles CBD) is one half mile;

c) If any part of the real property of an owner is included within the bounds of the Benefit-Assessment District, then the entire property is included;

d) Voting in elections concerning a Benefit-Assessment District is to be based on representation proportionate to the value of real property owned within the District;

e) Major barriers, such as rivers, freeways, etc., override the boundaries set by distance;

f) If at least 25 percent of the voters in a proposed District petition for one, an election shall be held to confirm the District;

g) The District is confirmed or denied on a simple majority vote of the representation of the District; and

h) Provision of direct walk access from a station to real property that would otherwise lie outside a Benefit-Assessment District, by virtue of a barrier or excess sidewalk distance, allows addition of such property to the District.

With respect to the proposed Universal City Station, these elements have the following specific implications:

(i) With the possible exception of property that could be added to the District from the Southwest side of the Hollywood Freeway by a pedestrian bridge, almost all the nonresidential property around the station is owned by Universal Studios/MCA;

(ii) Universal Studios/MCA is on record as opposing a Benefit-Assessment District. As the majority property owner for any Benefit-Assessment District for the Universal City Station, Universal Studios/MCA can petition for election and are assured that their vote will be the majority vote in such an election; and

(iii) Even with the addition of property on the southwest side of the freeway, the majority position of Universal Studios/MCA cannot be challenged.

Based on the above specific implications, it appears most likely that a Benefit-Assessment District at the Universal City Station is unlikely to be implemented.

3. IMPLICATIONS OF THE UNIVERSAL STUDIOS/MCA POSITION

A failure by the SCRTD to implement a Benefit-Assessment District around the Universal City Station will have various implications, depending on the timing of such a failure. Passage of the Robbins bill will almost certainly precipitate the need to establish Benefit-Assessment Districts at the two valley stations within a year or less of their establishment in the CBD. In the event that the establishment of a Benefit-Assessment District at Universal City Station could be delayed until after all other Benefit-Assessment Districts were established, a minimal impact would be generated from the Universal City Station Benefit-Assessment District. This is the ideal situation, but seems unlikely to be achieved. The consequence of a failure to establish a Benefit-Assessment District at Universal City Station seems likely to generate an impetus to other potential Benefit-Assessment Districts to petition for an election and to generate sufficient opposition to a Benefit-Assessment District to cause other station areas to defeat the establishment of a Benefit-Assessment District. The logic for this is basically the same as the logic that supports the establishment of Benefit-Assessment Districts for the four downtown stations first. Apart from the fact that construction can be expected to commence in the CBD, and that the CBD Benefit-Assessment Districts will generate the majority of the revenues achievable from Benefit-Assessment Districts, it is anticipated that the establishment of these Benefit-Assessment Districts will generate an example to be followed further along the corridor.

It is well-known in psychology that a negative influence is stronger than a positive one. Thus, the combined positive effect of establishing four Benefit-Assessment Districts downtown is not likely to exceed the negative influence of the failure to establish one Benefit-Assessment District -- at Universal City Station. Furthermore, there is a reasonable possibility that a failure to implement a benefit-assessment district at Universal City Station would demonstrate a domino effect, as is discussed later in this Technical Memorandum.

4. ALTERNATIVE STRATEGIES

4.1 SUMMARY

There are at least six alternative strategies that could be pursued with respect to the Universal City Station. These alternative strategies are outlined briefly in this section and are discussed in more detail in succeeding sections of this chapter. Briefly, the strategies that could be pursued include:

1. Proceed with the Universal City Station Benefit-Assessment District, without any special treatment or timing.

2. Delay the attempt to implement the Universal City Station Benefit-Assessment District until at least 30 days after the last of the other sixteen districts have been put before the Board for approval and implementation.

3. Decide to abandon any attempt to establish a Benefit-Assessment District at Universal City Station.

4. Use the CBD Task Force to try to bring sufficient pressure on Universal Studios/MCA to change their stated position on benefit assessment for Metro Rail.

5. Introduce further clean-up legislation in Sacramento that would either correct the original error in SB1238 to set boundaries at one-half mile in the CBD and one mile everywhere else, or permit two neighboring stations to be included included in a single benefit-assessment district.

6. Reroute the rail line to a Studio City Station site on the other side of the Hollywood Freeway.

4.2 APPROACH 1 - NO SPECIAL TREATMENT

As outlined in the earlier sections of this Technical Memorandum, this strategy must be expected to result in a high probability that the Benefit-Assessment District at Universal City Station would be defeated. Given the representation rules for petitions and elections, it must be expected that Universal Studios/MCA will petition for an election and that the election will result in a majority vote against establishing a Benefit-Assessment District. It is then likely that this successful petition and election on the part of an objecting property owner will encourage other property owners along the rail corridor to mount a petition and to lobby hard among fellow property owners to defeat establishment of Benefit-Assessment Districts. Specifically, property owners who may have felt that there was little chance to defeat a Benefit-Assessment District may be encouraged to fight, instead of acquiescing to formation of a Benefit-Assessment District. Furthermore, a successful election by Universal Studios to defeat a Benefit-Assessment District at Universal City Station would be likely to encourage property owners, who were in a minority in opposing a Benefit-Assessment District, to file lawsuits against the Benefit-Assessment Districts on some point of principal, or on the basis of arbitrariness.

The risks inherent in this approach should not be minimized. In recent articles in the Los Angeles Times, it is apparent that there are property owners along the Mid-Wilshire segment of the line who consider that Benefit-Assessment Districts are fine for the CBD, but would be disastrous in mid-Wilshire. Similar sentiments can be expected at various points along the line, particularly around CBS Studios and the Farmers' Market (Beverley/Fairfax), and in the downtown area of Hollywood. Even if the attempt to form the Benefit-Assessment District at Universal City Station were to follow some time after the establishment of Benefit-Assessment Districts in the Los Angeles CBD, there is the possibility that a successful quashing of a Benefit-Assessment District by Universal Studios/MCA would lead to a rash of lawsuits from property owners in the CBD who are not strongly behind the Metro Rail project.

It should also be noted that enactment of the Robbins Bill, requiring a start to be made on construction in the Valley within a year of starting construction downtown, and allocating 15 percent of State and Local funding for construction to this segment of the line, may also precipitate formation of Benefit-Assessment Districts at the two valley stations well in advance of the rest of the line. Thus, a possible scenario, if no special treatment is decided on for Universal City Station, is that the Benefit-Assessment Districts for Universal City Station and North Hollywood would be prepared for establishment within a year of the establishment of Benefit-Assessment Districts downtown, and before attempts are made to establish Benefit-Assessment Districts in the mid-corridor.

4.3 APPROACH 2 - DELAY OF A BENEFIT-ASSESSMENT DISTRICT AT UNIVERSAL CITY STATION

Legally, there appears to be no requirement that Benefit-Assessment Districts be initiated on any specific schedule, relative to each other or to the construction process. Politically, there may be strong reasons why formation of Benefit-Assessment Districts should follow initiation of construction rather closely. However, if a delay in bringing a Benefit-Assessment District for Universal City Station to the SCRTD Board for approval can be countenanced, it may be possible to minimize the negative effects of an eventual failure to establish the Benefit-Assessment District at this station. If the motion to establish the Universal City Station Benefit-Assessment District is not put before the SCRTD Board until the period allowed for petitions has expired at all other stations, then the petition and possible adverse vote in an election at Universal City Station would come too late to instigate similar actions elsewhere along the line. In addition, if all other Benefit-Assessment Districts had been established successfully, without elections or with strong support for Benefit Assessment shown in any elections held, there could be a reverse pressure on Universal Studios/MCA to accept a Benefit-Assessment District, in spite of their clearly-stated wishes not to participate.

It appears that delay might be the best strategy, because it may head off the establishment of a core of resistance to Benefit-Assessment Districts, and may even result in pressure being brought to bear on Universal Studios/MCA to join all other property owners within the influence of the Metro Rail stations. Nevertheless, the political implications of this strategy must be assessed carefully, to ensure that such a delay will not generate a political backfire that may damage other aspects of the funding or the implementation of this or other rail projects in the region. For example, a hostile press or political campaign could charge that delays were equivalent to gerrymandering, and thereby put considerable pressure on the District to move on the Universal City Station Benefit-Assessment District ahead of other Benefit-Assessment Districts.

4.4 APPROACH 3 - CAPITULATE WITHOUT ELECTION

Basically, this approach represents prior capitulation by the District to the announced opposition of Universal Studios/MCA. As such, while being a very pragmatic response that will avoid the publicity accorded to the petition and election process, this strategy also could result in encouragement of other property owners to petition for an election, to defeat the District in an election, or to bring lawsuits against the District on the basis of arbitrariness. Indeed, probably the greatest risk of this approach lies in that the abandonment of an attempt to form a Benefit-Assessment District at Universal City Station could be interpreted as grounds for challenging the entire Benefit-Assessment District process for Metro Rail as being arbitrary and capricious.

In addition, abandonment of the attempt to form a Benefit-Assessment District at any one station, ostensibly because of pressure brought to bear by the majority property owner could set a serious precedent that might be followed effectively for any future rail lines in the region. One successful lawsuit specifying arbitrariness would also threaten the entire structure of benefit assessment for transit projects in both the Los Angeles region and the State.

Unfortunately, while no announcement is required that the District will not try to form a Benefit-Assessment District at Universal City Station, the lack of such an announcement will not cause a time period for lawsuits by individual property owners to expire, because there is no time limitation on such suits in the current version of the law. Therefore, abandonment of an attempt could forestall the negatives of widespread petitions for elections and the elections themselves, but could do nothing to forestall a deluge of lawsuits and would almost certainly encourage one. It must also be expected that there will be a leak of some sort from within the District that would provide a rumor, at least, that no attempt would be made to form a Benefit-Assessment District at Universal City Station. Such a rumor could be very damaging if it emerged before the expiration of time for petitions and elections for part of the rail corridor.

4.5 APPROACH 4 - PRESSURE UNIVERSAL STUDIOS/MCA THROUGH THE CBD TASK FORCE

Given that support for benefit assessment appears to be mixed along the rail line, the CBD Task Force seems likely to emerge as the primary private-sector champion of benefit assessment. Given also that the CBD Task Force is likely to include some large corporations and private sector people that can be influential in the Los Angeles region, this group has considerable potential for being sufficiently influential on Universal Studios/MCA to be able to change their mind on the benefit-assessment issue. The effect of changing the position of Universal Studios/MCA is likely to be more effective on the positive side for benefit assessment than is their present position on the negative side. The tactic that might be used by the private sector to pressure Universal Studios/MCA is that of the greater good to the region offered by the rail line. The stated position of Universal Studios/MCA is that the rail line does not benefit the Universal Studios property by providing increased accessibility. This position should be considered, at least initially, to have been arrived at by Universal Studios/MCA officials from a careful review and analysis of their market and the rail project. The Task Force should, therefore, accept that this is a valid initial position. Two directions can then be pursued to demonstrate why Universal Studios/MCA should support the rail project through benefit assessment:

- First, that the rail project is good for the economic health

of Los Angeles and for the continued ability of the area to attract people to such sites as Universal Studios; and

- Second, that the rail project will benefit Universal Studios/MCA with respect to accessibility to employees to work at Universal Studios.

4.6 APPROACH 5 - CHANGE BOUNDARIES THROUGH FURTHER CLEAN-UP LEGISLATION

The original legislation -- SB1238 -- contains a typographical error that set the boundaries of CBD districts at one mile from the station centroid and at one-half mile from all other stations. The legislation was supposed to have been written as the reverse of this. The current clean-up legislation has left this issue untouched, presumably because of the potential value to the SCRTD of being able to use one mile around CBD stations. Given the realities of the situation, in which it may well be that even in the CBD boundaries can be set no further than 2000 to 3000 feet from a station, little may be lost, and much gained with respect to Universal Studios/MCA by reversing the boundary limits in a subsequent clean-up bill.

A second position that may be equally effective, without requiring a change to the CBD, would be to introduce legislation that sets the limit at one mile through the entire corridor. This could be justified on the basis that no problems have been raised about the one mile in the CBD, even though not originally intended, while the half mile outside the CBD is too restrictive and may open a potential loophole for challenging the legislation.

Third, new clean-up legislation could leave alone the limits on the boundaries, but reinstate the capability to include more than one station in one benefit-assessment district. In order to counter the earlier charges of gerrymandering, such a legislative change could permit:

a) A maximum of two stations in one district, and

b) The stations must be consecutive stations on the line, such that station-specific benefit-assessment districts would be not more than half a mile apart and might potentially touch or overlap.

The effect of such legislation would permit the North Hollywood and Universal City stations to be defined as comprising a single benefit-assessment district. A review of the land uses that would be covered by such a joint Benefit-Assessment District should be determined before proceeding with this option, to ensure that Universal Studios/MCA would no longer be in a majority position, either by itself or with the assistance of any known sympathetic property owners.

4.7 APPROACH 6 - RELOCATE THE STATION TO STUDIO CITY

This approach represents a means to avoid the problem completely, by relocating the station to the other side of the freeway, and probably excluding Universal Studios/MCA totally from inclusion in a Benefit-Assessment District. The costs of so doing are, however, very high. First, such a relocation will require the development and filing of a Supplemental EIS. Second, the 1982 Special Alternatives Analysis for Hollywood and North Hollywood simulated a much lower

patronage for Studio City than for Universal City. There are several elements to that simulation that could throw some doubt on the correctness of this comparison. First, these simulations were run before the design of new feeder bus services for the valley had been undertaken. Conscious efforts to improve bus service to a Studio City Station location could increase ridership at this station. Second, since the simulations for that study, considerable improvements have been made in the procedures for connecting stations and zone centroids to the rest of the transit network. These improvements could result in a greater improvement of modeled accessibility for the Studio City Station site than for the Universal City Station site. Third, a significant number of other changes have been made in bus services that were not envisaged at the time the networks were developed for the Special Analysis. These changes may affect the comparative figures for these two station locations. A variety of other model improvements have also been made in the intervening period, and their effects on comparative patronage cannot be guessed at. However, they are sufficient to raise questions on the validity of this comparison.

Results of those earlier simulations showed, under one configuration, boardings of 10,400 passengers per day at a Universal City Station and 6,900 at Studio City; and in a second configuration, showed boardings of 9,100 at Universal City Station compared to 5,600 at Studio City. These comparisons suggest that there would be a loss of about one-third of the ridership at the Studio City station compared to that at the Universal City station. Interestingly, while the station relocation seems to have lost about 3,400 trips in each configuration, under one configuration total rail ridership decreased by 4,000 trips, while it increased by 47,700 in the second case. Thus, total rail ridership was not necessarily affected proportionately by the relocation of the station from Universal City to Studio City.

If, after implementing all necessary updating changes to the networks, the Studio City Station still shows a much lower volume of boardings, a cost-benefit analysis may be indicated to determine the extent of likely loss of Benefit-Assessment revenues against the cost of relocating the station. Simulations of boardings, using the most current models and networks, and a detailed analysis of property that would be included within alternative Benefit-Assessment Districts is necessary to assess the implications. As a rough order-of-magnitude, an outline analysis can be developed, based on a number of simplifying assumptions.

4.7.1 First-cut Analysis of Implications of Relocating the Station

It has been suggested that about 70 percent of benefit-assessment revenues would be generated in the CBD. Assuming that the revenue goal is a mid-life production of $250 million, then $75 million would be generated from the 13 stations outside the CBD, providing an average of $5.8 million per station. In the worst case, one could assume that retaining the Universal City station location and failing to establish a Benefit-Assessment District would lose all of the non-CBD Benefit-Assessment District revenue, or $75 million. A more optimistic scenario would be that only the Universal City station revenues would be lost, i.e., $5.8 million. The estimated capital cost of the Universal City station is $55.8 million, so that the Benefit-Assessment District revenue represents just over 10 percent of capital costs for the station.

If the station is relocated to Studio City, a possible scenario is that the increase of residential property within the potential Benefit-Assessment District would reduce the revenues by half, so that relocation begins by

costing, say, $2.9 million in potential Benefit-Assessment District revenue. If the patronage loss from relocating the station to Studio City were one-third of the current projected boardings at Universal City, then there will be a daily loss of approximately 6,000 riders, or 1.77 million annual riders. If the average rail fare paid by those boarding at the Universal City station is $1, then this represents a revenue loss of $1.77 million per year. Assuming that the station would cost approximately the same to construct at Studio City as at Universal City, then the only remaining cost for relocating is the environmental, design, and engineering work that would be required. Assuming that this is in the range of 10 to 15 percent of the cost of the station, then a further $5.6 to $8.4 million will be required to relocate the station.

Thus, a rough analysis suggests that the total costs of relocating the station might be as high as $47.3 million, assuming passenger revenue losses of $1.8 million per year for 20 years, and a half-life revenue loss for Benefit-Assessment District of $2.9 million in total. Against this, the loss from retaining the station at Universal City without a Benefit-Assessment District might range from $5.8 million to $75 million. Clearly the key to the decision becomes a more detailed analysis of the revenue loss from each of Universal City station and Studio City station, a detailed analysis of patronage loss (which is by far the largest contributor to the costs of the relocation), and a more informed assessment of the amount of potential loss of Benefit-Assessment District revenues from a domino effect from Universal Studios/MCA.

5. CONCLUSIONS

It is important to determine a strategy at this time with respect to Universal City station, so that either a conscious decision is taken to accept the risks involved in proceeding with the station without special treatment, or a specific direction is adopted to reduce the potential impacts of failing to establish a Benefit-Assessment District at the station. Among the alternatives suggested, none represent an ideal, but each one is some form of compromise. Alternative 1 is acceptance of the risks posed by Universal Studios/MCA rejecting a Benefit-Assessment District. Alternative 2 is a minimum-risk alternative, with the possible added advantage that a Benefit-Assessment District may be established through peer pressure. If adopted together with alternative 4, this may provide the highest potential to achieve a Benefit-Assessment District at Universal City station. Alternative 3 is not recommended because it may precipitate litigation that would not otherwise occur. Alternative 5 must be assessed for practicality by SCRTD legal counsel, but represents a good second option to a combination of Alternatives 2 and 4. Alternative 6 carries the highest price tag in terms of the actions involved, if current analyses are correct in order of magnitude. If analysis shows the magnitude of ridership changes to be different from that discussed, this alternative may increase or decrease in potential attractiveness.

In summary, a combination of approaches 2 and 4 seems the best strategy, unless the Robbins Bill passes and is deemed to preclude the SCRTD from delaying implementation of a Benefit-Assessment District at Universal City station. The next best strategy, if feasible is the legislative change to boundary definition (Approach 5). Approach 1 is the do-nothing approach and Approach 3 is likely to generate legal problems that may dwarf the original problem with Universal Studios/MCA. While one of the alternative approaches may be selected for initial pursuit, it is also recommended that a study of the detailed implications of relocating the station be undertaken. This study would require rebuilding the transit network to reflect appropriate bus route changes around a relocated station, reconnecting zone centroids to the new station site by walk and auto, and then re-simulating patronage for this alternative. Detailed documentation of the land uses by type around each of the station sites would be required, together with an estimate of the revenue potential of each site. Finally, the study should attempt to ascertain the proportion of land uses through the rest of the corridor that are considered to be marginal or opposed to establishment of Benefit-Assessment Districts, in order to make an order-of-magnitude estimate of the likely loss of Benefit-Assessment District revenues.

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GENERAL PLANNING CONSULTANT:

TECHNICAL MEMORANDUM 86.4.4

HOW TO CALCULATE BENEFIT ASSESSMENT BROCHURE

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Prepared for:

Southern California Rapid Transit District

Prepared by:

Schimpeler Corradino Associates

in association with

Barton-Aschman Associates, Inc.
Cordoba Corporation
Myra L. Frank & Associates
Manual Padron
The Planning Group, Inc.

December, 1985

HOW TO CALCULATE METRO RAIL BENEFIT ASSESSMENTS

INTRODUCTION

Southern California Rapid Transit District (SCRTD) benefit assessments are levied on property in the vicinity of Metro Rail subway stations. Owners of property near the stations will receive special benefits as a result of subway riders. The SCRTD Benefit Assessment Program was developed to recover part of these benefits. Assessments will be used to pay approximately 11% of subway construction costs. The Benefit Assessment Program was adopted by the SCRTD Board in July, 1985 and is authorized under Section 33000 et. seq. of the Public Utilities Code.

This brochure describes policies and formulas used to determine annual assessments for individual properties. The brochure entitled, "Metro Rail Benefit Assessment Districts", available from the SCRTD Community Relations Department 213-972-____, contains additional Assessment Program information.

BENEFIT ASSESSMENT DISTRICTS

Two Benefit Assessment Districts exist for the first phase of Metro Rail: (1) downtown Los Angeles, and (2) the Wilshire/Alvarado area. The map on the following page shows district boundaries.

To ensure an equitable Benefit Assessment Program, the SCRTD Board adopted several policies for determining individual assessments. Consistent with the rules outlined in this brochure, all properties located within the Districts are subject to assessment.

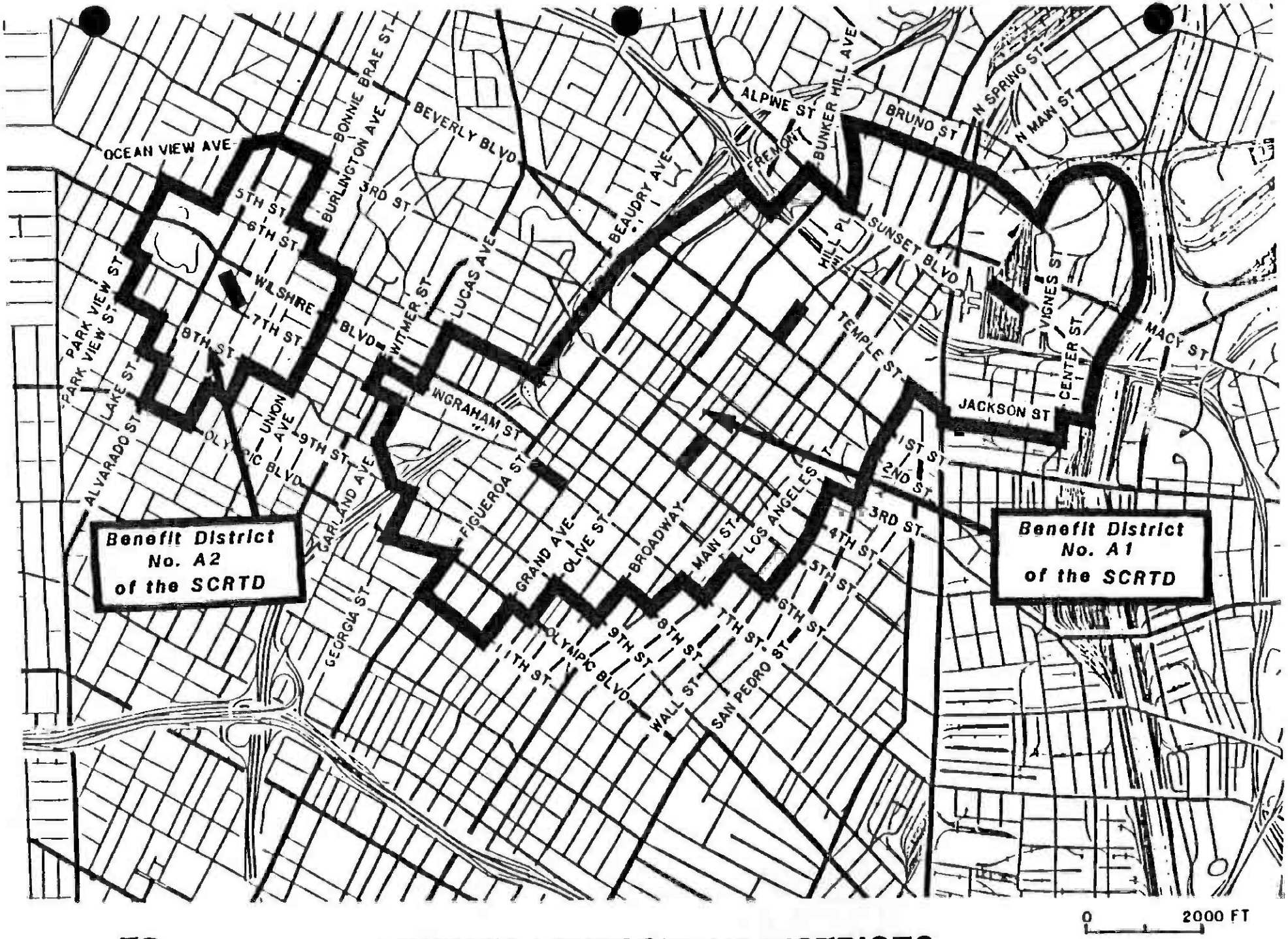
EXEMPT PROPERTIES

The term "property" in the SCRTD Benefit Assessment Program includes both parcels (land) and improvements (buildings). Three types of properties are EXEMPT from assessment:

- Residential property (except for hotels and motels)
- Property both owned and used by a public entity
- Property both owned and used by a qualified non-profit organization

Combinations of ownership and use within these categories are also exempt. For example, a publicly-owned property used by a non-profit organization is exempt.

For properties where either ownership or use is not in an exempt category, the property is not exempt. For example, a profit-making business located in a government-owned complex is subject to assessment.



BENEFIT ASSESSMENT DISTRICTS

PROPERTIES SUBJECT TO ASSESSMENT

Subject to the rules below, the following properties are assessed:

(1) Improvements used as:

- Offices
- Commercial
- Retail
- Hotels and motels

] Referred to as "assessable improvements"

(2) All parcels.

Annual assessments for these properties are calculated using either the square footage of the parcel or the square footage of the assessable improvements on the parcel, as follows:

- for any parcels containing only assessable improvements, the assessment is based on the square footage of the assessable improvements or the square footage of the parcel, whichever is larger.
- for parcels containing assessable improvements and other improvements, the assessment is again based on the square footage of assessable improvements or the square footage of the parcel, whichever is larger. For such properties, the square footage of the other improvements is not used in the assessment calculation.
- for all other properties, the assessment is based on the square footage of the parcel.

MIX OF EXEMPT AND NON-EXEMPT PROPERTIES

The assessment calculation is more complex for properties with both exempt and non-exempt improvements. For these properties, the square footage of the parcel is pro-rated as part of the assessment calculation. The pro-rated parcel square footage is calculated by determining the percentage of total improvements that is non-exempt and applying this percentage to the total parcel square footage.

For these properties, the assessment is based on the square footage of the assessable improvement or the pro-rated square footage of the parcel, whichever is larger.

CALCULATING THE ANNUAL ASSESSMENT

Consistent with the Benefit Assessment Program policies, the following formula can be used to calculate annual assessments for various types and combinations of properties. To aid in understanding the formula, the sample "Property A" (illustrated on the following page) is used as an example.

STEP 1: DETERMINE THE FOLLOWING:

A. SQUARE FOOTAGE OF THE PARCEL
[For Property A = 15,000]

B. SQUARE FOOTAGE OF ALL IMPROVEMENTS ON THE PARCEL
[For Property A = 40,000]

C. SQUARE FOOTAGE OF ASSESSABLE IMPROVEMENTS ON THE PARCEL
[For Property A = 10,000]

D. SQUARE FOOTAGE OF IMPROVEMENTS IN EXEMPT USE
[For Property A = 20,000]

NOTE: IF THERE IS NO EXEMPT PROPERTY ON THE PARCEL, GO TO DIRECTLY TO STEP 4.

STEP 2: CALCULATE THE PERCENTAGE OF THE IMPROVEMENT THAT IS NON-EXEMPT. (THIS PERCENTAGE IS USED TO PRO-RATE THE PARCEL FOR PROPERTIES CONTAINING BOTH EXEMPT AND NON-EXEMPT IMPROVEMENTS.) THIS IS A TWO-STEP PROCESS:

A. DETERMINE THE PERCENTAGE OF THE IMPROVEMENT THAT IS EXEMPT.

$$\frac{\text{SQUARE FOOTAGE OF IMPROVEMENTS IN EXEMPT USE}}{\text{SQUARE FOOTAGE OF ALL IMPROVEMENTS}} \times 100 = \text{PERCENT}$$

[For Property A: $\frac{20,000}{40,000} \times 100 = 50\%$]

B. SUBTRACT THIS PERCENTAGE FROM 100% TO FIND THE PERCENTAGE OF THE IMPROVEMENT THAT IS NON-EXEMPT.

[For Property A: 100% - 50% = 50%]

STEP 3: APPLY THE PERCENTAGE OBTAINED IN STEP 2B TO THE SQUARE FOOTAGE OF THE PARCEL.

[For Property A: 15,000 X 50% = 7,500]

STEP 4: COMPARE THE SQUARE FOOTAGE OF THE PARCEL (USE STEP 3 RESULT IF STEP 3 IS CALCULATED) WITH THE SQUARE FOOTAGE OF ALL ASSESSABLE IMPROVEMENTS ON THE PROPERTY AND CHOOSE THE LARGER.

[For Property A: greater of 7,500 or 10,000 = 10,000]

STEP 5: MULTIPLY THE ANNUAL ASSESSMENT RATE (CURRENTLY $0.30) BY THE RESULT OF STEP 4 TO CALCULATE THE ANNUAL ASSESSMENT.

[For Property A: $0.30 X 10,000 = $3,000 annual assessment]

PROPERTY A
Mixed Commercial and Residential with Parking

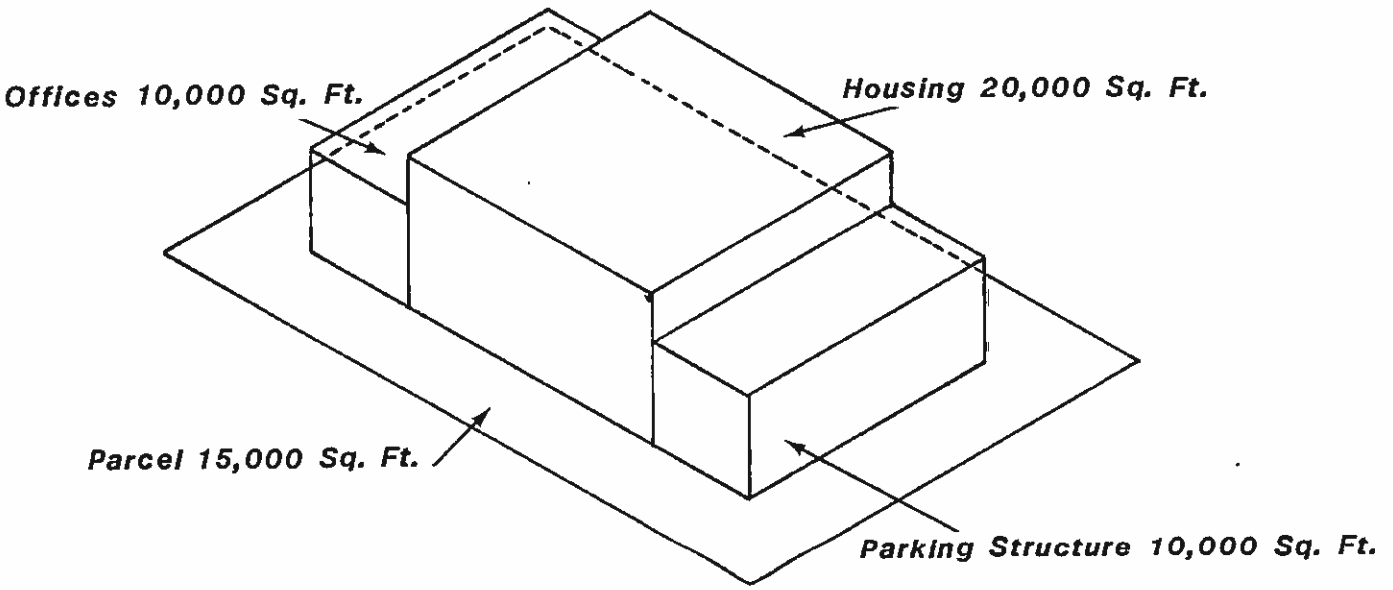
Step 1:

A. Parcel: 15,000 Sq. Ft.

B. All Improvements: 40,000 Sq. Ft.

C. Assessable Improvements: 10,000 Sq. Ft. (Office)

D. Exempt Improvements: 20,000 Sq. Ft. (Housing)



Step 2: 100%-50% exempt = 50% non-exempt

Step 3: .5x15,000=7,500

Step 4: 7,500 compared to 10,000

Step 5: $0.30 x 10,000 = $3,000 Annual Assessment

NOTE: Assessments for mixed exempt/non-exempt parcels with paid surface parking are calculated using a slightly modified formula. For such properties, if the income-producing parking area is larger than both the pro-rated square footage of the parcel and the assessable improvements on the property, then the benefit assessment is based on the square footage of surface parking.

SAMPLE BENEFIT ASSESSMENT CALCULATIONS

The following pages provide additional examples of how the five-step assessment calculation formula is used.

THE ASSESSMENT RATE

The 1986 annual assessment rate is thirty cents ($0.30) for each assessable square foot of property. The rate may be increased or decreased to generate necessary annual revenues to finance a portion of the construction, but the rate will never exceed forty-two cents ($0.42) annually. The SCRTD should be contacted at 213-972-____ to confirm the current rate.

The SCRTD Board of Directors will review the assessment rate at least every two years and may adjust the rate to reflect changes in the assessable square footage within a district. Changes in the assessment roll will be made annually, and property added to the assessment roll will be assessed at the then current rate.

ASSESSMENT BILLING PROCEDURES

Benefit assessments are included on the property tax bills mailed by the Tax Collector. Payments are made to that office.

DURATION OF THE ASSESSMENT PROGRAM

For properties located in the downtown and Wilshire/Alvarado Benefit Assessment Districts, assessments will end in the year 2008 or sooner.

APPEALS

Under Section 33002.9 of the State Public Utilities Code, property owners may appeal their assessment. For more information, refer to the brochure entitled "Benefit Assessment Appeals" available by writing to _____ or calling _____.

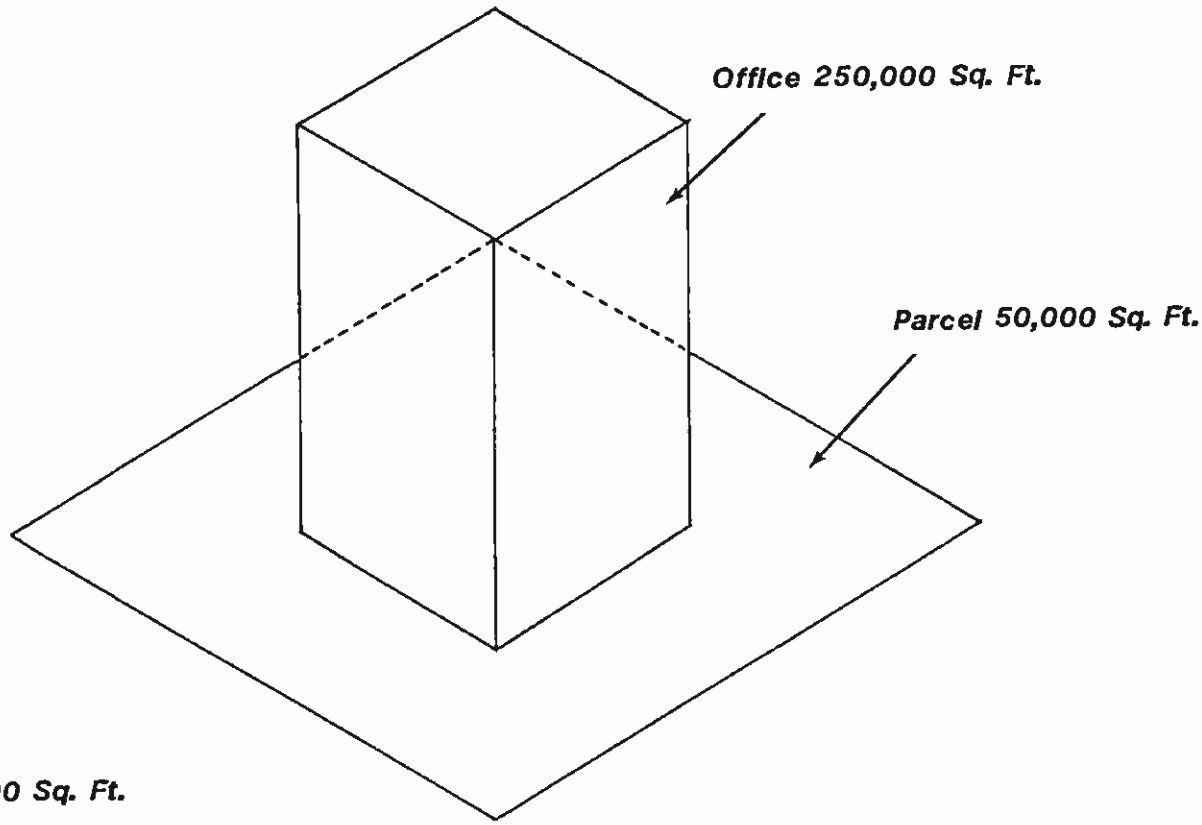
STATUTORY AUTHORITY

The SCRTD Board of Directors established the two Benefit Assessment Districts as authorized by Sections 33000 et seq of the California State Public Utilities Code on July 11, 1985 by adopting the "Resolution Creating Special Benefit Assessment Districts A1 and A2 for the MOS-1 Segment of Metro Rail."

This brochure is provided for informational purposes. If any apparent conflict arises between this brochure and any statute or resolution that applies to benefit assessments, the language of the statute or resolution shall prevail.

ALL ASSESSABLE IMPROVEMENTS

(improvement larger than parcel)



Step 1:

A. *Parcel 50,000 Sq. Ft.*

B. *Entire improvement: 250,000 Sq. Ft.*

C. *Assessable Improvements : 250,000 Sq. Ft.*

D. *Exempt Improvements: 0 Sq. Ft.*

Step 2: Not used if no exempt improvements

Step 3: Not used if no exempt improvements

Step 4: 50,000 compared to 250,000

Step 5: $0.30 x 250,00 : $75,000 Annual Assessment

ALL ASSESSABLE IMPROVEMENTS

(parcel larger than building)

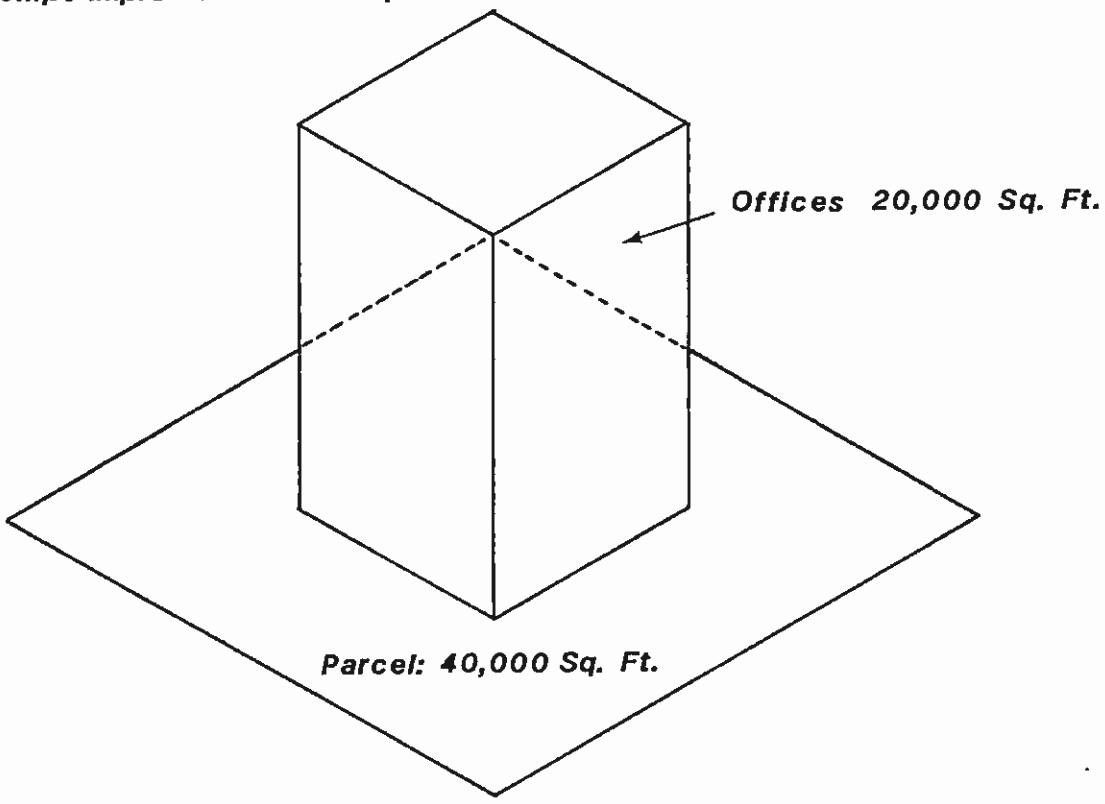
Step 1:

A. Parcel: 40,000 Sq. Ft.

B. Entire improvements: 20,000 Sq. Ft.

C. Assessable improvements : 20,000 Sq. Ft.

D. Exempt improvements : 0 Sq. Ft.



Step 2: Not used if no exempt improvements

Step 3: Not used if no exempt improvements

Step 4: 20,000 compared to 40,000

Step 5: $0.30 x 40,000 = $12,000 Annual Assessment

Commercial with Parking Structure

(Mix of assessable and other improvements)

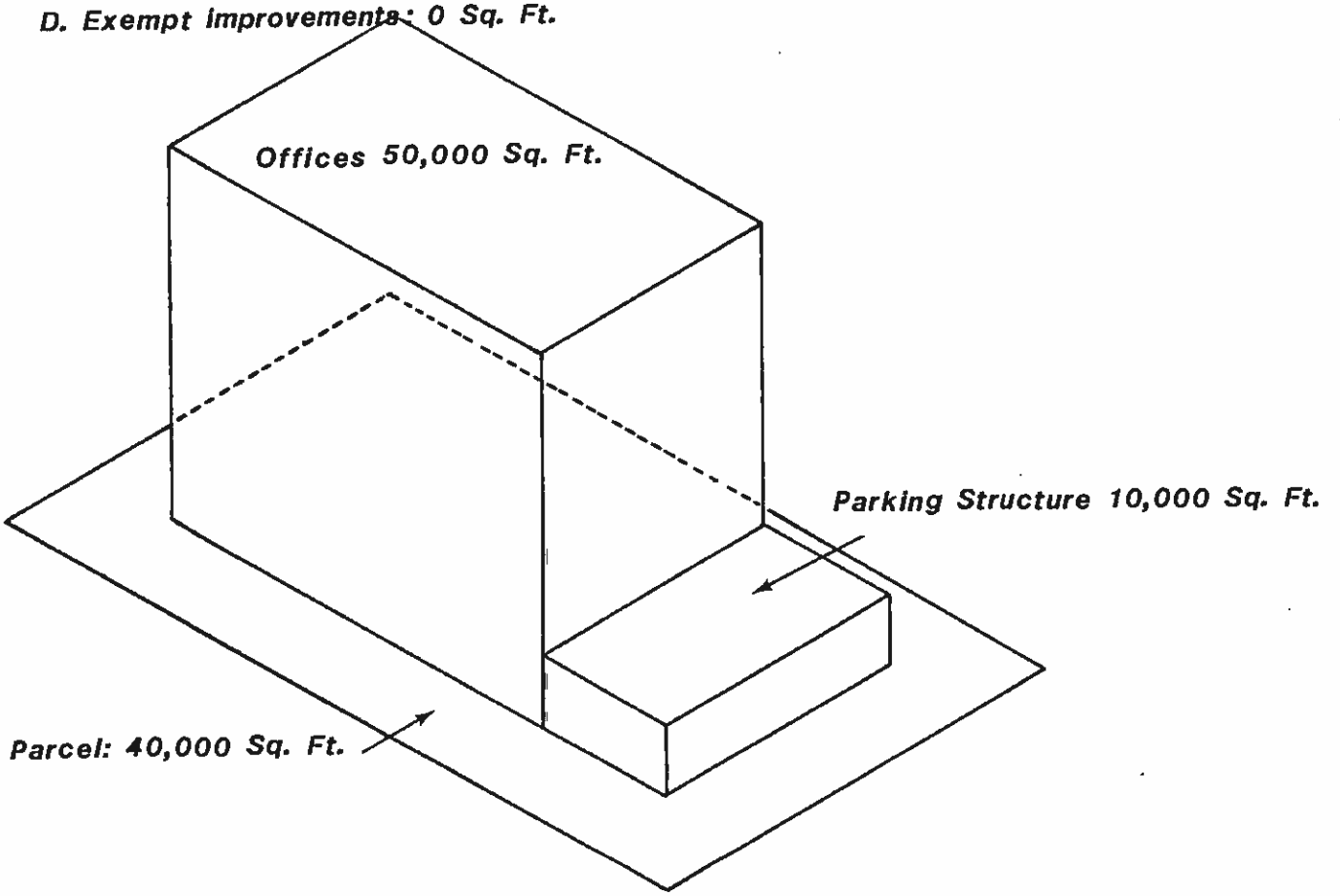
Step 1:

A. Parcel: 40,000 Sq. Ft.

B. Entire Improvement : 60,000 Sq. Ft.

C. Assessable improvements: 50,000 Sq. Ft.

D. Exempt Improvements: 0 Sq. Ft.



Step 2: Not used if no exempt Improvements

Step 3: Not used if no exempt Improvements

Step 4: 40,000 compared to 50,000

Step 5: $0.30x50,000=$15,000 Annual Assessment

Publicly-Owned - Part Occupied by a For-Profit Business

(Mix of exempt and assessable improvements)

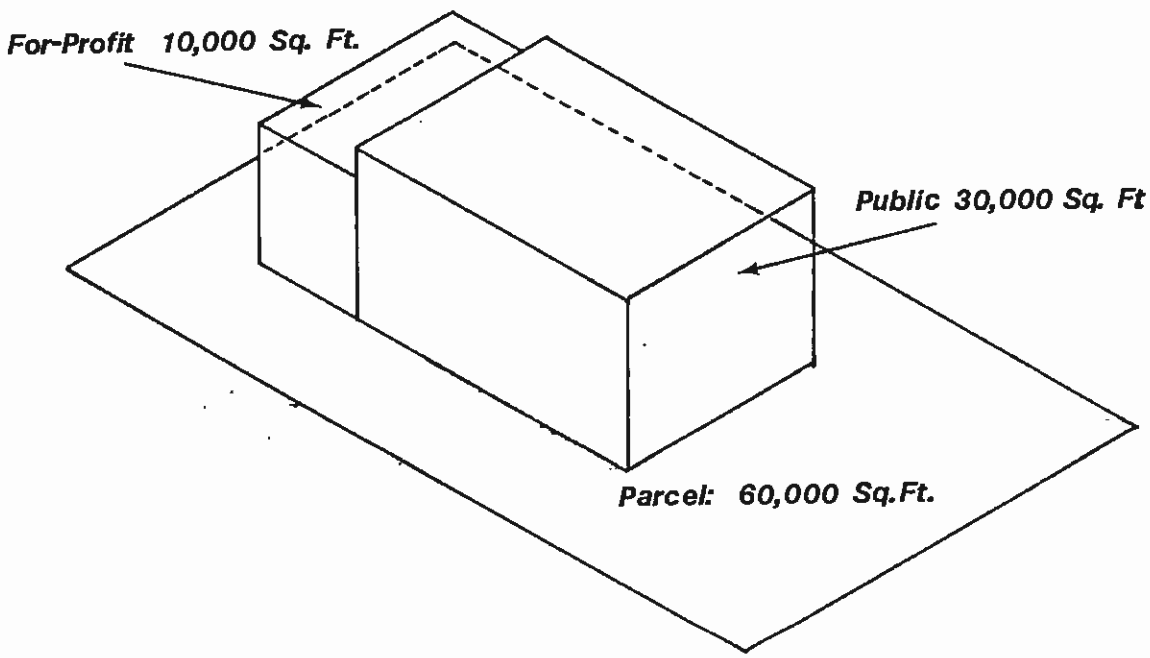
Step 1:

A. Parcel: 60,000 Sq. Ft.

B. Entire improvement: 40,000 Sq. Ft.

C. Assessable Improvements: 10,000 Sq. Ft.

D. Exempt Improvements: 30,000



Step 2: 1 - (30,000/40,000) =.25 100% - 75 % exempt = 25% non-exempt

Step 3: 25% x 60,000 = 15,000 Sq. Ft.

Step 4: 15,000 compared to 10,000

Step 5: $0.30 x 15,000 = $4,500 Annual Assessment

Non-Profit Owner - Part Occupied by a For - Profit Parking Garage

(Mix of exempt and other Parking Garage Improvements)

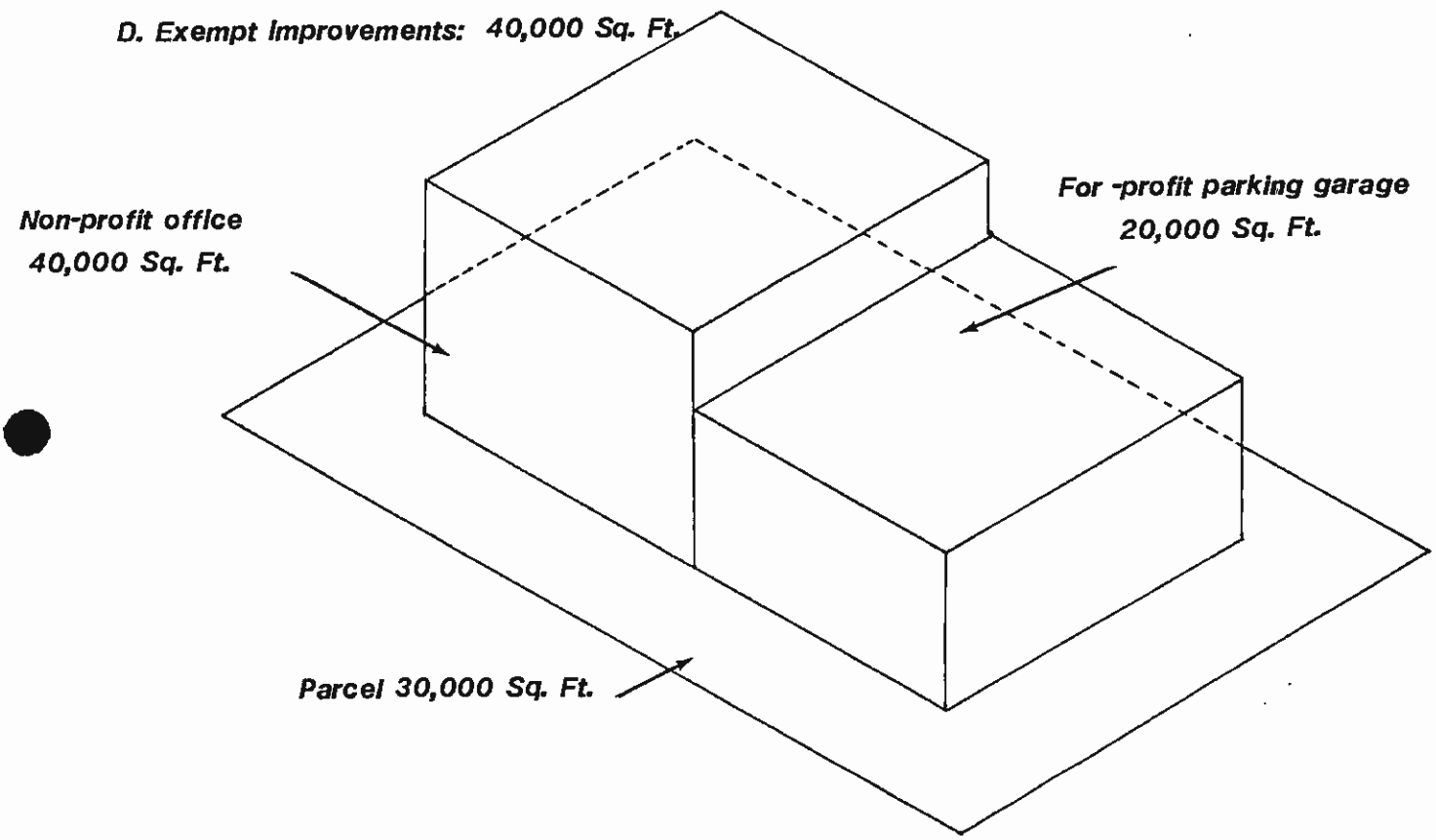
Step 1:

A. Parcel : 30,00 Sq. Ft.

B. Entire Improvement : 60,000 Sq. Ft.

C. Assessable Improvements: 0 Sq. Ft.

D. Exempt Improvements: 40,000 Sq. Ft.



Step 2: 100% -67% exempt : 33% non-exempt

Step 3: 33% x 30,000 : 10,000

Step 4: 10,000 compared to 0

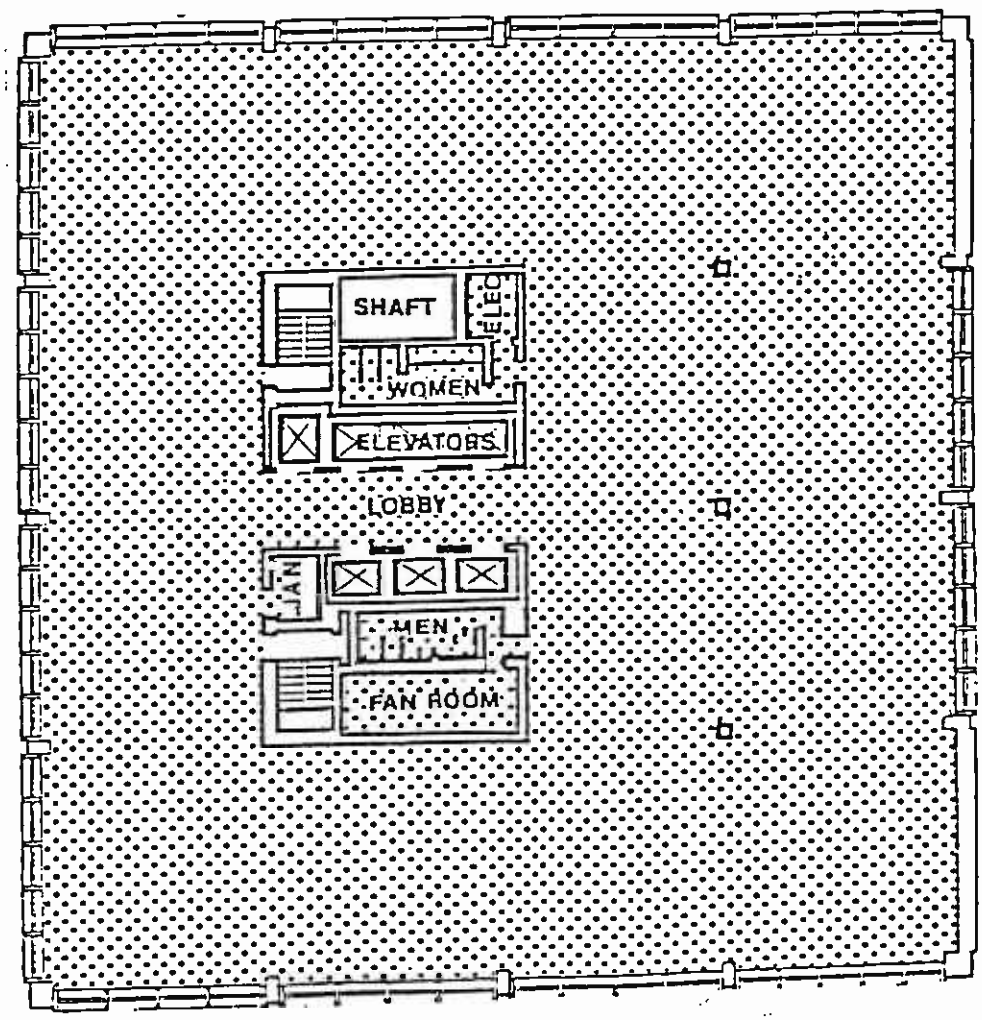
Step 5 $0.30 x 10,000 : $3,000 Annual Assessment

CALCULATING THE SQUARE FOOTAGE OF BUILDINGS

The gross square footage of a building is calculated from its outside dimensions. The length of the building is multiplied by its width and number of stories. Appropriate modifications are made to calculate accurately the square footage contained in irregularly shaped buildings. Adjustments are also made for internal open-air courtyards and multi-floor atriums. However, if the ground floor of an atrium or open space is used for an assessable retail or commercial activity (such as a restaurant), that portion of the space is included in the assessment.

DETERMINING BUILDING EFFICIENCY

The area of a building that can be rented is determined by the standard method for measuring floor area in office buildings approved by the National Standards Institute and published by the Building Owners and Managers Association. The rentable area is measured from the inside finished surface of the dominant portion of the permanent outer building walls, excluding any major vertical penetration of the floor. No deductions are allowed for columns or projections necessary to the building. See below:



Rentable Space

ADJUSTING FOR BUILDING INEFFICIENCY

If 80% or more of a building's floorspace can be rented (See previous page), the building is considered efficient and the assessment is based on total gross square footage. If less than 80% can be rented, the building is considered to be inefficient and the assessable area of the building is reduced by a factor determined by the formula:

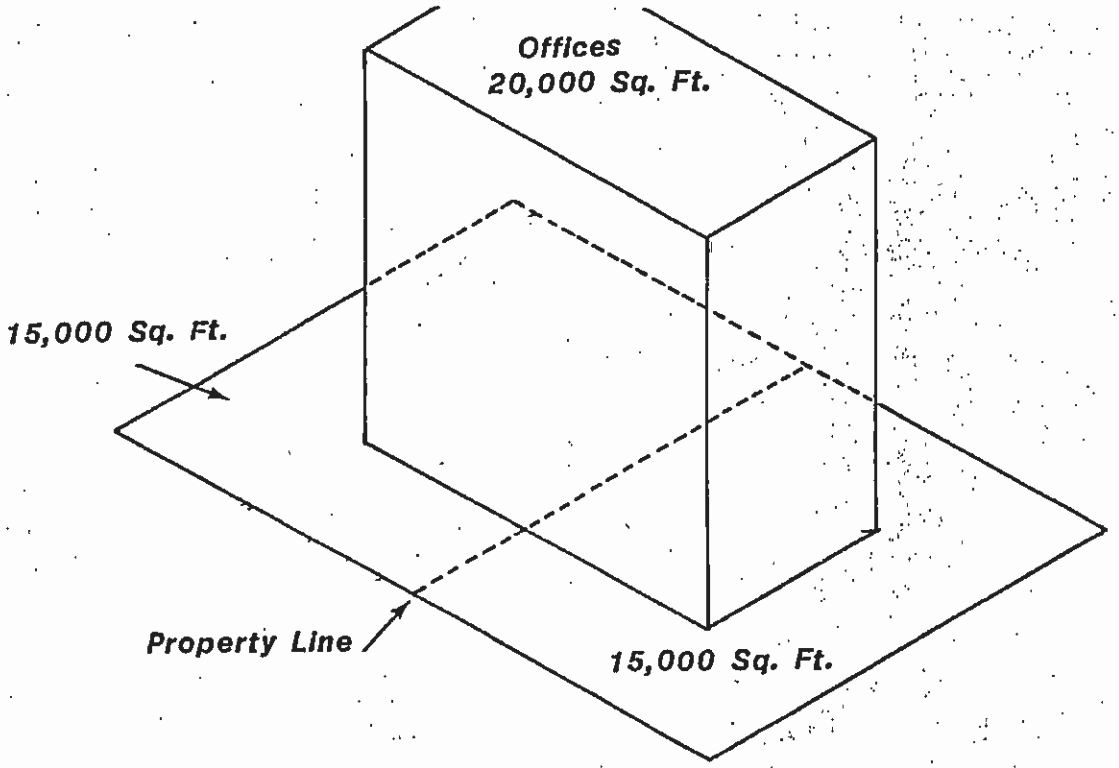
$(80-X)/80$ where X = the per cent of the building that can be rented

For example, if only 60% of a building can be rented, the assessable area is reduced by (80-60)/80 or 1/4. As before, if the assessable area of the building drops below the area of the parcel, the parcel square footage is assessed.

BUILDINGS THAT CROSS PROPERTY LINES

If a building crosses the property line of separate parcels with common ownership, the assessment is calculated on either the square footage of the building or the combined square footage of the parcels, whichever is greater. The assessment amount for each parcel is divided equally between the parcels. The illustration below shows this calculation for a situation where the combined square footage of the parcels is greater.

For buildings that cross the property line of separate parcels with separate ownership, the assessment will be calculated as above; but the assessment will be divided between the separate owners according to the proportionate size each parcel to the total square footage of all parcels. The property owners will be notified that the SCRTD will accept a different division of the total assessment if such a division is agreed to by the owners.



Step 1:

- *A. Combined parcel: 30,000 Sq. Ft.*
- *B. Entire Improvement: 20,000 Sq. Ft.*
- *C. Assessable Improvements : 20,000 Sq. Ft.*
- *D. Exempt Improvements: 0 Sq. Ft.*

Step 2: Not used

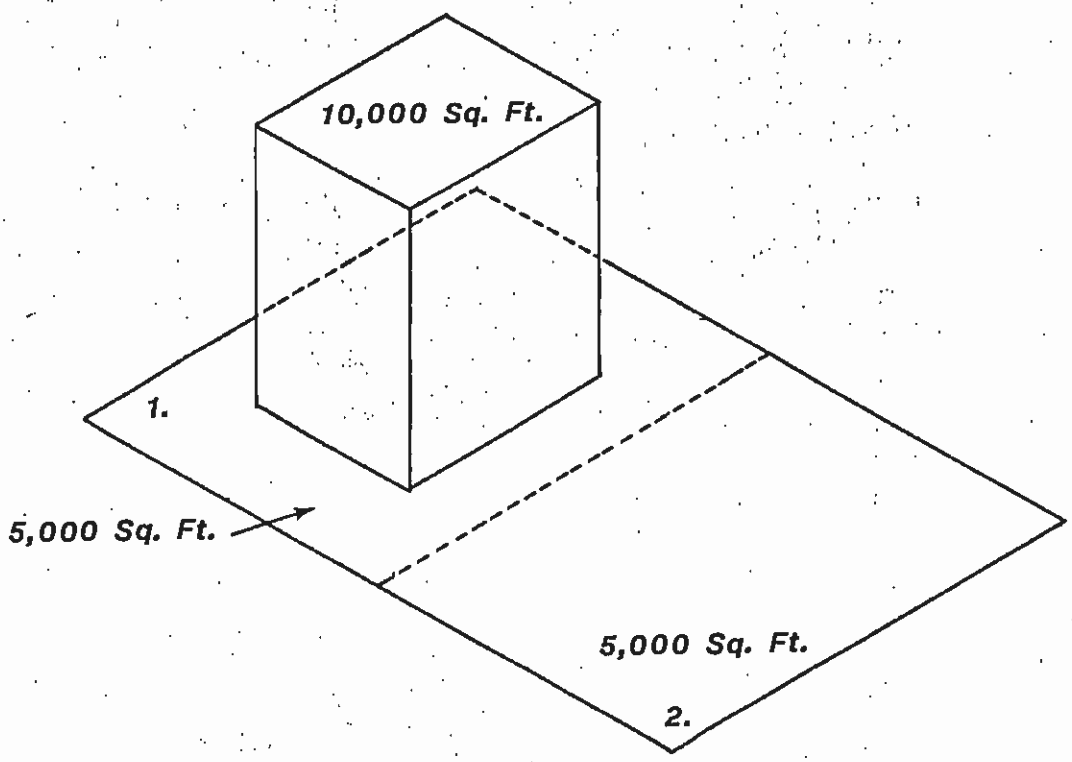
Step 3: Not used

Step 4: 30,000 compared to 20,000

Step 5: $0.30 x30,000 = $9,000 Annual Assessment

SEPARATE BUT ADJACENT PARCELS OWNED BY THE SAME ENTITY

Unless a building crosses a property line, adjacent parcels are considered as separate. For example, if a building of 10,000 square feet on a lot of 5,000 square feet is adjacent to a 5,000 square foot lot owned by the same entity, the owner is assessed for each parcel separately, $3,000 for the lot containing the building and $1,500 for the vacant lot. See below:



PARCEL 1

Step 1:

A. Parcel : 5,000 Sq. Ft.

B. Entire Improvement: 10,000 Sq. Ft.

C. Assessable Improvements: 120,000 Sq. Ft.

D. Exempt Improvements: 0 Sq. Ft.

Step 2: Not used

Step 3: Not used

Step 4: 5,000 compared to 10,000

PARCEL 2

Step 1:

A. Parcel: 5,000 Sq. Ft.

B. Entire Improvement: 0 Sq. Ft.

C. Assessable Improvements: 0 Sq. Ft.

D. Exempt Improvements: 0 Sq. Ft.

Step 2 Not used

Step 3: Not used

Step 4 5,000 compared to 0

Step 5: $0.30 x 5,000 = $1,500

Total Annual Assessment =

$3,000 + $1,500 = $4,500

BUILDINGS VACANT DUE TO REGULATORY CODES

If a building or portion of a building legally must be kept vacant because of the requirements of building, fire, safety, or other regulatory codes, that building or portion is not assessable. If the entire building cannot be occupied or if the area that can be occupied is less than the area of the parcel, then the square footage of the parcel is assessed.

DEFINITION OF A QUALIFIED NON-PROFIT ORGANIZATION

A qualified non-profit organization is one whose property is exempt from ad valorem taxation under Sections 202, 203, 206, 207 or 214 of the California Revenue and Taxation Code. Property listed on the County Assessor's tax roll as exempt because of non-profit status is exempt from benefit assessment. For cases where a non-exempt use is located within an exempt property, the non-exempt entity is subject to benefit assessment.

RESIDENTIAL AND APARTMENT HOTELS

Residential and apartment hotels that have long-term residents who rent on a monthly or yearly basis are considered residential property and are, therefore, exempt. Hotels with short-term (less than a month) occupants are not considered as residential uses, and the space used for this purpose is subject to assessment. For hotels that have both long-term and short-term residents, the assessment is calculated proportionally.

Residential hotel/apartment exemptions expire each year. The property owner is required to renew the exemption each year based on the hotel's use during the previous 12 months.

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GENERAL PLANNING CONSULTANT:

TECHNICAL MEMORANDUM 86.4.6

STAFF REQUIREMENTS AND BUDGET FOR BENEFIT ASSESSMENT APPEALS AND UPDATING OF DATA BASE

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Prepared for:

Southern California Rapid Transit District

Prepared by:

Schimpeler Corradino Associates

in association with

Barton-Aschman Associates, Inc.
Cordoba Corporation
Myra L. Frank & Associates
Manual Padron
The Planning Group, Inc.

December, 1985

STAFF REQUIREMENTS AND BUDGET FOR BENEFIT ASSESSMENT APPEALS AND UPDATING OF THE DATA BASE

The initiation of Benefit Assessment Districts will require a staff to process the resultant appeals. The number of appeals which will be initiated the first year can not be anticipated with accuracy. Potential inaccuracies with the data base may result in a larger number of appeals the first year than in subsequent years. The amount of time needed to process the appeals the first year may also be greater due to the "learning curve." Once the staff becomes familiar with the process, the amount of staff time needed to review and analyze each appeal should be less. The staff will also be responsible for updating the data base and preparing the tape which is sent to the Tax Assessor's office and used to bill the the property owners for Benefit Assessments. The data base needs to be updated each year for changes made to the assessments from appeals, changes of ownership, land use, additions to buildings, demolitions and other changes which affect benefit assessments.

The first year it is anticipated that four professional planners, an attorney and a secretary will be needed to process the Benefit Assessment Appeals, update the data base and prepare the tapes. Hearing Officers will also be needed but used on an "as needed" basis and be paid on an hourly basis for their work preparing for the hearings, holding the hearings, and writing the determinations and findings. A panel of three hearing officers should be set up and the assignment of hearing officers to cases should be on a rotating basis.

The peak time period for processing of appeals will be after the tax bills are mailed in October to approximately March. The updating of the data base should start in March and the updated tape must be in the Tax Assessor's office by the end of August. Since these time schedules are complementary, the same staff could work on both aspects of the administration of Benefit Assessments: (1) the processing of appeals, and (2) the updating of the data base and preparation of the tape for the Tax Asssessor's office.

The Senior Planner will supervise both tasks. One planning assistant will be predominately computer oriented keeping the data base updated both for changes in assessments resulting from appeals and yearly updates resulting from changes of land use, ownership, etc. The other planning assistant will be responsible for field surveys, monitoring permits, and researching data for updating of the data base and appeals . The staff should be familiar with both processes so resources could be shifted to one or the other depending on needs.

The Senior Planner, Planner and Planning Assistants positions supporting benefit assessment appeals should not be classified under the present job classifications since the knowledge requirements are land use not transportation. When the Benefit Assessment and appeals staff is implemented, new job classifications should be created.

The following are brief descriptions of the anticipated positions:

SENIOR PLANNER

The senior planner will be responsible for all petitions to assure that all procedural requirements are fulfilled and all deadlines are met, and for the updating of the data base and the preparation of the tape for the Tax Assessor. The position will require interaction with the District Secretary's office, the SCRTD General Manager's office, the Legal Department, the County Assessor's office and with city and county agencies. The duties will include report preparation and writing, research and oral presentations. The position requires organizational, writing and analytical skills. Detailed job specifications are attached.

PLANNER

Under supervision of the senior planner, this position is responsible for reviewing the petitions, analysis, report writing, and research as required. This position requires analytical and writing skills. Detailed job specifications are attached.

PLANNING ASSISTANTS

Under supervision of the senior planner, these positions are responsible for updating the data base, field surveys, coordinating with city and county agencies, researching building permits, occupancy permits, etc., preparing the tape for the assessor's office and providing necessary information to aid in the review of petitions. These positions require computer and research skills. Detailed job specifications are attached.

ASSISTANT COUNSEL

The SCRTD legal counsel is responsible for reviewing all stipulations to assure that any proposed stipulation meets the requirements of the law, preparing the case for hearings before a Hearing Officer, providing legal advice to the Benefit Assessment Appeals staff, representing the SCRTD District in court and preparing appropriate pleadings in litigated matters. This position requires knowledge of state and local laws, regulations and legal practices relating to public entities and public transportation, land use, property tax and assessment law. A law degree from an accredited law school, active membership in the California State Bar plus one year's professional legal experience in the area of land use law and/or property tax and assessments is required. Detailed job specifications are attached.

SECRETARY

This position is responsible for maintaining filing and record keeping systems, typing, receiving and screening telephone calls and visitors, coding information into the computer and verifying output, composing and typing routine business correspondence and operating office machines and equipment. This position requires two years of clerical or secretarial experience. Detailed job specifications are attached.

HEARING OFFICER

The Hearing Officer is responsible for setting the case for hearing, hearing the case, reviewing the evidence, writing findings and determinations and making presentations before the SCRTD Board when requested. This position requires a law degree from an accredited law school, active membership in the California State Bar for at least five years immediately preceding the appointment and demonstrated knowledge in tax appeals and assessment appeals. Candidates for these positions could be solicited through an RFP.

An estimated budget for benefit assessment appeals is attached.

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT

SENIOR PLANNER

BASIC FUNCTION

Under moderate supervision, performs advanced professional planning duties, serves as a team leader for a work group or project team and performs other related work.

CLASSIFICATION CHARACTERISTICS

Differs from Supervising Planner in that Senior Planner designs and implements planning projects independently or within a specialized unit and serves in a lead capacity for a work group or project team, while Supervising Planner serves as a first-level supervisor for a specialized unit. Differs from Planner in that Senior Planner takes the lead in project design and has a significant training role within the unit while Planner performs journey-level planning work.

Supervision Received From: Supervising Planner

EXAMPLES OF DUTIES

Assures that all procedural requirements for the Benefit Assessment Appeals process are fulfilled and that all deadlines are meet.

Assures that the Benefit Assessment data base is updated annually for any changes of land use or ownership which may affect the assessments.

Assures that the Tax Assessor's office receives on time a complete and accurate tape of Benefit Assessments for the year.

Coordinates with the appellant District Secretary's office, the SCRTD General Manager's office, the Legal Department, the County Assessor's office and city and county agencies to assure that necessary information is provided and received.

Conducts staff conferences and prepares stipulations for Benefit Assessment appeals.

Aids the Legal Department in preparing cases and presentations concerning Benefit Assessment Appeals.

Prepares reports, written recommendations and oral presentations concerning planning projects and Benefit Assessment appeals for the SCRTD Board of Directors, District management and government officials.

Makes presentations concerning Benefit Assessment Appeals before the Hearing Officer and before the SCRTD Board.

Writes and modifies computer programs and uses packaged computer routines needed to maintain the data base for Benefit Assessments and for use in the analysis of assessments and appeals.

Monitors consultants' work to insure compliance with contract and work plan.

Interprets and applies District policies and procedures and federal, state and local policies and regulations to planning projects and Benefit Assessments and appeals.

Researches, organizes and analyzes data for major planning projects and Benefit Assessment Appeals; applies standard formulas, mathematical computations, and statistical methods to data.

Conducts market analyses and cost-benefit, economic and financial feasibility studies.

Plans, organizes, assigns and reviews work related to assigned projects and studies as a team leader and project manager.

Prepares and monitors project budgets and provides on-the-job training to co-workers.

REQUIRED KNOWLEDGE AND ABILITIES

Knowledge of modern theories, principles and practices of urban land use planning; federal, state and local government land use and assessment policies and regulations and statistics. Ability to set priorities and meet goals, apply planning procedures to technical projects, research, organize and analyze data, communicate effectively, both orally and in writing, and apply social science statistical methods and computer modeling techniques to planning projects.

DESIRABLE QUALIFICATIONS

Any combination of training, education and experience which demonstrates the ability to perform the duties of the position. A bachelor's degree in urban planning, economics, or a related field and three years journey-level experience in urban land use planning involving the application of systems planning, economics, statistical methods, computer models or operations research are preferred.

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT

PLANNER

BASIC FUNCTION

Under moderate supervision, performs professional planning duties related to benefit assessment districts and appeals, and performs other related work.

CLASSIFICATION CHARACTERISTICS

Differs from Senior Planner in that Planner performs planning work under the direction and technical supervision of a higher level professional while Senior Planner performs advanced planning work and serves in a lead capacity for a work group or project team. Differs from Planning Assistant in that Planner performs journey-level planning work while Planning Assistant performs less complex planning duties and receives close supervision and training from higher-level planning professionals.

Supervision Received From: Supervising Planner and Senior Planner

EXAMPLES OF DUTIES

Uses packaged computer routines for the analysis of the Benefit Assessment data base.

Conducts site inspection of property and structures to determine validity of appeals.

Gathers, compiles, analyzes and applies standard formulas, mathematical computations and statistical methods to data.

Participates in meetings with District staff, public agencies and community organizations concerning benefit assessment appeals.

Prepares reports, written recommendations and oral presentations concerning Benefit Assessment appeals for District management and outside agencies.

Assists in conducting market analyses and cost-benefit, economic and financial feasibility studies.

Researches and prepares reports on Benefit Assessment Appeals.

REQUIRED KNOWLEDGE AND ABILITIES

Knowledge of modern theories, principles and practices of urban and transportation planning, federal, state and local government transportation policies and regulations, and statistics. Ability to apply social science statistical methods and computer modeling techniques to planning projects, research, organize and analyze data, communicate effectively, both orally and in writing, and prepare graphs.

DESIRABLE QUALIFICATIONS

Any combination of training, education and experience which demonstrates the ability to perform the duties of the position. A bachelor's degree in urban planning, economics or a related field and two years journey-level experience performing urban land use planning involving the application of systems planning, economics, statistical methods, computer models or operations research are preferred.

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT

PLANNING ASSISTANT

BASIC FUNCTION

Under close supervision, learns by assisting in the review and analysis of Benefit Assessment Appeals and performs other related work.

CLASSIFICATION CHARACTERISTICS

Differs from Planner in that Planning Assistant learns and assists in carrying out portions of District planning projects, while Planner performs journey-level work.

Supervision Received From: Supervising Planner or Senior Planner

EXAMPLES OF DUTIES

Operates microcomputer, personal computer, or mainframe terminal to apply packaged programs to data in studies.

Attends meetings and hearings and prepares written summaries and analyses of issues discussed.

Researches files from city and county agencies to obtain information to maintain and update the data base.

Performs field surveys.

Maintains and updates data base.

Prepares a complete and accurate tape of Benefit Assessments to be delivered to the Tax Assessor.

REQUIRED KNOWLEDGE AND ABILITIES

Knowledge of basic research methods, techniques and practices, urban planning principles and practices. Ability to learn urban mass transit planning principles, methods and practices, compile and analyze data, apply packaged programs to perform analyses on microcomputer, personal computer and mainframe terminal, calculate basic statistics and communicate effectively, both orally and in writing.

DESIRABLE QUALIFICATIONS

Any combination of training, education and experience which demonstrates the ability to perform the duties of the position. A bachelor's degree in planning, economics or related field is preferred.

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT

ASSISTANT COUNSEL

BASIC FUNCTION

Under moderate supervision, counsels and advises District officials and employees on legal aspects of District business and performs other related work.

CLASSIFICATION CHARACTERISTICS

Differs from Associate Counsel in that Assistant Counsel performs general legal work, while Associate Counsel performs specialized legal work.

Supervision Received From: General Counsel, Associate General Counsel

EXAMPLES OF DUTIES

Reviews stipulations for Benefit Assessment Appeals to assure that any proposed stipulation meets the requirements of the law.

Prepares cases for hearing before Hearing Officers for Benefit Assessment Appeals.

Presents cases before Hearing Officers for Benefit Assessment Appeals.

Provides legal advice to the Benefit Assessment Appeals Staff.

Researches, analyzes, interprets and prepares legal documents such as pleadings, opinions and briefs pertaining to administrative and civil matters.

Represents the District before federal and state courts, prepares appropriate pleadings in litigated matters, such as motions, complaints, answers and interrogatories, and prepares legal arguments.

Analyzes, interprets and presents position statements on legislative bills which may affect District operations.

Provides legal opinions and instructions to department heads and staff on District policies and rules.

Reviews, evaluates and assists a variety of contracts as to form.

REQUIRED KNOWLEDGE AND ABILITIES

Knowledge of federal, state and local laws and regulations and legal practices relating to public entities and public transportation which affect federal grant recipients and land use, property tax and assessment law. Ability to analyze legal problems and apply legal principles, present statement of facts, law and argument clearly and logically in written and oral form, and perform in-depth legal research.

DESIRABLE QUALIFICATIONS

Must have law degree from an accredited law school and be an active member of the California State Bar at time of application. One year professional legal experience in the area of land use law and/or property tax and assessments.

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT SPECIFICATION

SECRETARY

BASIC FUNCTION

Under close supervision, performs secretarial duties for one or more District staff members and performs other related work.

CLASSIFICATION CHARACTERISTICS

Differs from Senior Secretary in that Secretary performs routine secretarial work while Senior Secretary performs administrative and confidential duties in addition to secretarial work.

EXAMPLES OF DUTIES

Receives and screens telephone callers and visitors.

Maintains and revises filing and record keeping systems.

Receives and transcribes dictation.

Codes information into computer and verifies output.

Composes and types routine business correspondence.

Types reports, recommendations, minutes, data, and other prepared written materials.

Operates office machines and equipment.

REQUIRED KNOWLEDGE AND ABILITIES

Knowledge of business English, office equipment and procedures. Ability to organize and maintain filing and record keeping systems, meet assignment deadlines, use good judgment, work independently, make mathematical calculations, communicate effectively, both orally and in writing.

DESIRABLE QUALIFICATION

Any combination of training, education and experience which demonstrates the ability to perform the duties of the position. Two years of clerical or secretarial experience is preferred.

SPECIAL REQUIREMENTS

Must type at a corrected speed of 50 words per minute and take dictation at a speed of 90 words per minute.

HEARING OFFICER

EXAMPLES OF DUTIES

Sets the petition for hearing and notifies the petitioner and the staff.

Hears the case, researches applicable laws, reviews all the evidence and documents in the record and makes findings of fact.

Submits written findings of facts and determination of issues to the SCRTD Board.

Makes presentations before the SCRTD Board when requested.

REQUIRED QUALIFICATIONS

A law degree from an accredited law school, active membership in the California State Bar for at least five years immediately preceding the appointment and demonstrated knowledge in tax appeals and assessment appeals.

BENEFIT ASSESSMENT APPEALS BUDGET

The following is an approximate first year budget for the staff needed to administer the Benefit Assessment Appeals.

STAFF		
Senior Planner		$39,654
Planner		35,898
Planning Assistant		30,924
Planning Assistant		30,924
Assistant Counsel		50,850
Secretary		24,424
TOTAL STAFF COSTS		$212,674
HEARING OFFICERS		
1 1/2 man years	$100/hour	$312,000
SUPPLIES		
Supplies		6,000
TOTAL ANNUAL COSTS		$530,674
CAPITAL COSTS		
6 desks $350		2,100
3 file cabinets	$250	750
6 chairs $300		1,800
TOTAL CAPITAL COSTS		$4,650

* The above budget estimates, with the exception of the hearing officer, do not include overhead (i.e. phone, xeroxing, administration, payroll), travel, computer hardware, computer software or computer time. The hourly rate for the hearing officer includes overhead.

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GENERAL PLANNING CONSULTANT:

TECHNICAL MEMORANDUM 86.4.7

APPEALS FEE SCHEDULE: ISSUES AND RECOMMENDATIONS

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Prepared for:

Southern California Rapid Transit District

Prepared by:

Schimpeler Corradino Associates

in association with

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December, 1985

APPEALS FEE SCHEDULE: ISSUES AND RECOMMENDATIONS

1.0 INTRODUCTION

There are several issues which need to be resolved when determining an appropriate fee schedule for an appeal of a Benefit Assessment. These include:

- Is the District required by State Statute to recover the cost of the hearing before a Hearing Officer, a hearing before the Board, or both?
- How should the District recover the costs of administering appeals?
- Can revenues from the Benefit Assessments be used to recover administration expenses?
- Should the Hearing Officer bill the applicant directly?
- Should the fee be refunded if the decision on the appeal is in the petitioner's favor?
- Should the fee be refunded if the appeal was a result of an error on the part of the District? If so, what constitutes an error?
- Should separate fees be charged for separate but adjacent lots owned by the same entity?
- What type of fee should be charged?

Each of these issues is discussed with regard to its effect on the Benefit Assessment Appeals fees in section 2.0 of this report. There likely will be a higher number of appeals in the first year based on potential inaccuracies in the data base and the testing of the system. It is projected that four full time professional employees, hearing officers, and clerical support staff will be needed to administer the process. A detailed description of the anticipated staff is described in a companion document entitled, "Staff Requirements for Benefit Assessment Appeals." The appeals fees discussed in this paper were analyzed based on the costs of the employees and hearing officers. The projected employees include a senior planner, planner, a planning assistant and a lawyer. It is anticipated that the Benefit Assessment staff will include two planning assistants. Since the additional planning assistant will predominately be responsible for the updating of the data base, the cost of this position was not included in determining the cost of administering appeals.

In addition to the issues discussed in Section 2, there are several methods which can be used to determine a fee for an appeal from a Benefit Assessment. Five possible methods are discussed in Section 3.0:

- a token fee
- a fee which forecasts expected expenditures and distributes the cost over the expected caseload
- a fee which covers expected costs but differentiates between cases with a hearing and cases without a hearing
- a step fee based on assessment value
- a fee based on percentage of the assessment.

Advantages and disadvantages of each method are discussed in Section 3. Some recommendations regarding the issues and the alternative methods are presented in Section 4.0.

2.0 ISSUES

2.1 Issue 1--State Statute Requirements

The State Public Utilities Code Section 33002.12 states:

> "The expenses of giving the notice provided for herein and of the hearing on the exclusion or reduction petition shall be paid by the persons filing the petition."

The statute specifically states that the applicant shall pay for the expenses of giving notice, which in most cases will be minimal if only the affected parties are notified. The second part of the statute refers to the expenses of the hearing. At issue is the definition of expenses and hearing. If the expenses include staff cost, overhead, and hearing officer costs, the fee will be large.

It must also be determined if the hearing refers to the one before a hearing officer or to the proceeding before the District Board, or both. If expenses refer only to the cost of the hearing officer, then the applicant could:

- be billed directly for the cost of the hearing by the hearing officer
- be charged a fee, in advance, which would cover the average amount of the hearing, e.g., a $1200 fee could be instituted for cases with a hearing before a hearing officer, or
- be charged a combination of both, e.g., a set fee but if hearing officer time exceeds a predetermined number of hours, the applicant would be billed for the additional hours.

Having the Hearing Officer directly bill the petitioner may cause administrative problems if the applicant does not pay the hearing officer's bill.

2.2 Issue 2--Recovering Costs

There are two potential sources of funds to cover the administrative costs for appeals. One is the imposition of a fee on appeals and the other is revenue from the Benefit Assessments. The Resolution Creating Special Benefit Assessment Districts for the MOS-1 Segment of the Metro Rail System approved by the SCRTD Board on July 11, 1985, states:

> "The combined total of all benefit assessment revenue for the MOS-1 segment of the Metro Rail system shall not exceed the amount of money needed to pay for $130.3 million in construction costs plus any associated interest, bond issuance and direct program administrative costs (excluding general SCRTD administrative overhead and appeals litigation costs)."

It would appear that the costs associated with the administration of the Benefit Assessment Appeals program, excluding any overhead costs, could be funded from the revenue of the Benefit Assessment Districts, provided that costs associated with cases which are litigated are funded from another source.

A fee which would cover the entire administrative cost would be approximately $1500-$2000 or 40-50% of the average annual assessment. Sixty-five percent of the parcels which are assessed have assessments of less than $5000. It appears that it would be excessive to charge a fee that would cover the entire administrative costs. A more equitable method would be to combine revenue from assessment fees with revenue from benefit assessments to cover the costs of administering appeals.

2.3 Issue 3--Errors in Database/Fee Refund

There likely will be a higher number of appeals in the first year based on potential inaccuracies in the data base and testing of the system. Charging a fee which results from inaccurate data in the data base may be inequitable to the petitioner, particularly if the fee is large. Unlike a fee for a zoning case, where a positive decision on a case is potentially financially beneficial to an applicant, a positive decision in an appeals case would result in an assessment which initially should have been charged. This issue questions the validity of charging a fee when the assessment is wrong because of incomplete or inaccurate data. The SCRTD Board could alleviate this problem by refunding the fee at the time of the Board decision if the assessment was wrong due to inaccuracies in the data base or for one of the following reasons:

- Assessment of incorrect square footage of property or improvements
- Assessment of property not located in the Benefit Assessment District
- Assessment of residential property
- Assessment of exempt uses

If the applicant receives a positive decision from the Board but it was for an issue not listed above, e.g., a decision on whether the use was industrial or commercial, the fee should not be refunded; since considerable costs could have

been incurred in reviewing the case, and the decision could be considered an interpretation rather than an error.

2.4 Issue--Separate Lots/One Development

For property that is developed as a unified cohesive center yet spans several lots, there is an issue as to whether separate appeals fees should be charged. If a single entity owns several lots, and a building spans lot lines, the assessment is based on the entire area of the combined lots and then prorated to each lot. In this case, only one fee should be charged for the appeal; since there is likely to be only one issue, although several lots may be involved. If one entity has a building on one lot and owns an adjacent lot which may be used for parking for the building, is vacant or developed with another building, then the lots should be considered separate parcels. If the petitioner files an application on both lots, then two fees should be charged.

2.5 Issue 5--Type of Fees

The five methods for setting fees discussed in Section 3 have varying implications concerning revenue generated, cost to the applicant and equitability of the fee. Each should be weighed for its ability to meet the objectives of a fair and equitable fee schedule and recovery of the costs of administering appeals.

3.0 ALTERNATIVE METHODS FOR SETTING FEES

3.1 Token Fee

A token fee of $100 could be charged for appeals. A fee of this amount would not cover costs but would discourage appeals which do not have much validity but take staff time to review. The greater the cost of the appeal, the fewer appeals likely to be filed. The yearly assessments range from approximately $1,000 to $500,000. A token fee may not be perceived as a burden or inequitable to petitioners with valid appeals. If a fee is charged for annual review, e.g., vacant square footage due to regulatory codes, it should be no more than $50. The annual review establishes that the use still meets the definition of exempt use and should not require extensive staff review. In order to discourage hearings before a Hearing Officer where the majority of the costs associated with the administrative review occur, the costs of the hearing officer could be passed onto the applicant by means of a direct hourly charge or by an average cost per case. Charging for actual hours at an hourly rate for hearing officers may cause administrative problems and require more staff time. One set fee per case would be a better method, since it is easily understood and paid in advance of the hearing; however it may encourage needlessly long hearings since the amount of time taken by the applicant to present the case would not be a factor. A compromise between the set fee and the hourly fee would be a set fee paid in advance with a provision that, if hearing officer time exceeds 20 hours, the additional time would be billed to the applicant on an hourly basis. The fee should be adjusted each year based on the previous year's experience. It will be difficult to determine the average cost per hearing for the first year but $1200 or 12 hours of hearing officer time, should cover all but the complicated cases.

An advantage of this method is the applicant is not burdened by a high fee, particularly in cases where the data base is in error; yet for those cases before a hearing officer, the applicant is paying the direct costs of hearing officer time. The disadvantage is that a large number of cases are more likely to be filed.

3.2 Expected Costs/Expected Caseload

One method for establishing fees is to forecast expected expenditures for the year and expected caseload for the year and determine fees which will cover the costs. This method does not discriminate between cases which have hearings and cases which do not have hearings. The forecasted direct costs for administering the appeals process are:

Fixed Costs		Variable Costs	
Senior Planner	$39,654	Hearing Officer	$100/hour
Planner	35,898		
Planning Assistant	30,924		
Assistant Counsel	50,850		
Secretary	24,108		
Total	$181,434		
Supplies	$5,000		
Total Annual Costs	$186,434		

The following are assumptions used in calculating the fees:

- Twelve hours of Hearing Officer time will be needed for each case.
- Fifty percent of the appeals filed will require a hearing.

The following fees are projected to cover direct costs. With the exception of the hearing officer, these costs do not include overhead. A low, mid and high number of appeals for the first year were forecast to determine the fee. The low figure represents 12% of the assessed parcels, the mid figure, 29%, and the high figure 47%.

Number of Appeals		Number of Hearings	Fee
Low	200	100	$1400
Mid	500	250	925
High	800	400	800

An advantage of this fee structure would be a fewer number of cases would be filed because of the high fees and the entire administrative cost is covered by the fees collected for Benefit Assessment appeals. The disadvantage of this method is that hearings are encouraged because there a no incentives to settle

at the staff level.

3.3 Expected Costs/Expected Caseload - Separate Fees for Hearing and Non Hearing Cases

An additional method to establish fees also forecasts costs and caseload and sets fees to cover direct costs, but this method would set separate fees for cases with hearing and cases without hearings.

Fixed Costs		Variable Costs	
Senior Planner	$39,654	Hearing Officer	$100/hour
Planner	35,898		
Planning Assistant	30,924		
Assistant Counsel	50,850		
Secretary	24,108		
Total	$181,434		
Supplies	$5,000		
Total Annual Costs	$186,434		

The following are assumptions used in calculating the fees:

- Twelve hours of Hearing Officer time will be needed for each case.

The following are the projected fees needed to cover direct costs.

Number of appeals		Fee w/o hearing	Fee with hearing
Low	200	$825	$2025
Mid	500	325	1525
High	800	200	1400

The advantage of this method is that all administrative costs are covered by the Benefit Assessment fees on appeals, and this method will encourage petitioners to resolve the cases at the staff level. The amount of staff work and costs rise significantly with a hearing which is reflected in the fees. The high cost of appealing will discourage all but the most valid cases. The disadvantage is that large fees are charged to the petitioner. The high fees may discourage petitioners with a valid case but with a low assessment from filing a petition if the cost of the fee is more than the savings realized. Refunding of fees based on data base error would have to be considered. If fees are refunded for database errors and the entire administrative cost is to be covered, then the overall fee may have to be higher to cover costs.

3.4 Step Fee Based on Assessment Amount

There are approximately 1700 parcels which will be assessed in Benefit Assessment Districts located in MOS-1. Of these, there are approximately 1100 or 65% that have assessments that are $5000 or less. A fee of $500 or about 10% of a yearly assessment could be charged for appeals with yearly assessments of $5,000 or less and $1,000 charged for assessments of more than $5,000 a year. This would be more equitable in that those with lower assessments would be paying a lower fee. This method would not cover total costs but would generate more revenue than the token method and cover between 40% and 80% of total costs. See appendix for revenue generation.

The advantage of this method is that the fees are more directly related to the size of the development and associated benefits. The disadvantage is that there is no incentive to settle the case at the staff level without a hearing before a hearing officer.

3.5 Percentage of Assessment

Another method which could be used to set fees is to base the fee on a percentage of the assessment. This method would charge less for the property owners with smaller facilities and/or lots. A fee of 10% with a minimum fee of $100 would bring most of the fees into the $500 range. This method would not cover direct costs, however it does resolve the problem of separate fees on separate but contiguous lots owned by the same entity. The total fee on the separate lots would be based on the assessment amount with the exception of small lots or facilities which have assessments of less than $1000. There are approximately 100 lots in the data base with assessments below $1000.

An advantage of this method is that the fees are directly related to the size of the development and assessment charged. The disadvantage is that there is no incentive to settle the case at the staff level without a hearing before a hearing officer.

4.0 RECOMMENDATIONS

The fees that would have to be charged to cover costs could run as high as 40% to 50% of the average annual assessment. This would seem excessive, particularly since some of the appeals may be caused by inaccuracies in the data base. The appeals procedure was established to alleviate this problem by providing a means for property owners to correct the assessment on their property.

The following are recommendations on the establishment of a fee structure:

1. The costs of administering a fee structure should be recovered by both a fee on appeals and by revenues generated from benefit assessments.

2. The fee established should be a two part fee with a lower fee charged for appeals settled at the staff level and a higher fee if a hearing before a hearing officer is required.

3. A set fee for a hearing before a hearing officer should be charged at the time a hearing is requested with a provision for billing hearing officer time to the applicant if an excessive amount of hearing officer time is needed.

4. The fee should be refunded if it was the result of one of the following:

   - Assessment of incorrect square footage of property or improvements
   - Assessment of property not located in the Benefit Assessment District
   - Assessment of residential property
   - Assessment of exempt uses

5. A token fee, e.g. $50, should be charged for annual reviews of a land use.

6. The cost of notifying affected property owners should be considered part of the fee.

7. If a building spans several lots, one one fee should be charged. Separate fees should be charged for adjacent lots owned by the same entity when a building does not cross lot lines.

8. Fees should be reviewed each year based on the previous year's case load and associated costs.

APPENDIX

WORKSHEET

EXPECTED COSTS/EXPECTED CASELOAD

Cost of Staff and Supplies

$186,434

Cost of Hearing Officer

$100/hour x 12 hours per case = $1200 per hearing

Equation

Staff time/number of appeals + (1/2 number of appeals x $1200)/number of appeals = fee

$186,434/200 + (100 x $1200)/200 = $1418.42 = $1400

$186,434/500 + (250 x $1200)/500 = $ 927.36 =$925

$186,434/800 + (400 x $1200)/800 = $ 804.60 = $800

EXPECTED COSTS/EXPECTED CASELOAD - SEPARATE FEES FOR HEARING AND NON-HEARING CASES

Cost of Staff and Supplies

$186,434

Cost of Hearing Officer

$100/hour x 12 hours per case = $1200 per hearing

Equation

Non-hearing cases

Staff time/number of appeals = fee

$186,434/200 = $818.42 = $825.00
$186,434/500 = $327.36 = $325.00
$186,434/800 = $204.60 = $200.00

Hearing Cases

Staff time/number of appeals + hearing officer time = fee

$186,434/200 = $818.42 + $1200 = $2018.42 = $2025

$186,434/500 = $327.36 + $1200 = $1527.36 = $1525

$186,434/800 = $204.60 + $1200 = $1404.60 = $1400

STEP FEE BASED ON ASSESSMENT AMOUNT

Assumptions:

- 65% of the petitioners would pay $500
- 35% of the petitioners would pay $1000
- 50% of the cases would require a hearing before a hearing officer

Number of Appeals	Revenue Generated	Total Administrative Cost	Percent of Total Cost
Low 200	$135,000	$306,434	44%
Mid 500	$337,500	$486,434	69%
High 800	$540,000	$666,434	81%

==========

GENERAL PLANNING CONSULTANT:

TECHNICAL MEMORANDUM 86.4.4

HOW TO CALCULATE BENEFIT ASSESSMENT BROCHURE

==========

Prepared for:

Southern California Rapid Transit District

Prepared by:

Schimpeler Corradino Associates

in association with

Barton-Aschman Associates, Inc.
Cordoba Corporation
Myra L. Frank & Associates
Manual Padron
The Planning Group, Inc.

February, 1985

HOW TO CALCULATE METRO RAIL BENEFIT ASSESSMENTS

INTRODUCTION

Southern California Rapid Transit District (SCRTD) benefit assessments are levied on property in the vicinity of Metro Rail subway stations. Owners of property near the stations will receive special benefits as a result of subway riders. The SCRTD Benefit Assessment Program was developed to recover part of these benefits. Assessments will be used to pay approximately 11% of subway construction costs. The Benefit Assessment Program was adopted by the SCRTD Board in July, 1985 and is authorized under Section 33000 et. seq. of the Public Utilities Code.

This brochure describes policies and formulas used to determine annual assessments for individual properties. The brochure entitled, "Metro Rail Benefit Assessment Districts", available from the SCRTD Community Relations Department 213-972-____, contains additional Assessment Program information.

BENEFIT ASSESSMENT DISTRICTS

Two Benefit Assessment Districts exist for the first phase of Metro Rail: (1) downtown Los Angeles, and (2) the Wilshire/Alvarado area. The map on the following page shows district boundaries.

To ensure an equitable Benefit Assessment Program, the SCRTD Board adopted several policies for determining individual assessments. Consistent with the rules outlined in this brochure, all properties located within the Districts are subject to assessment.

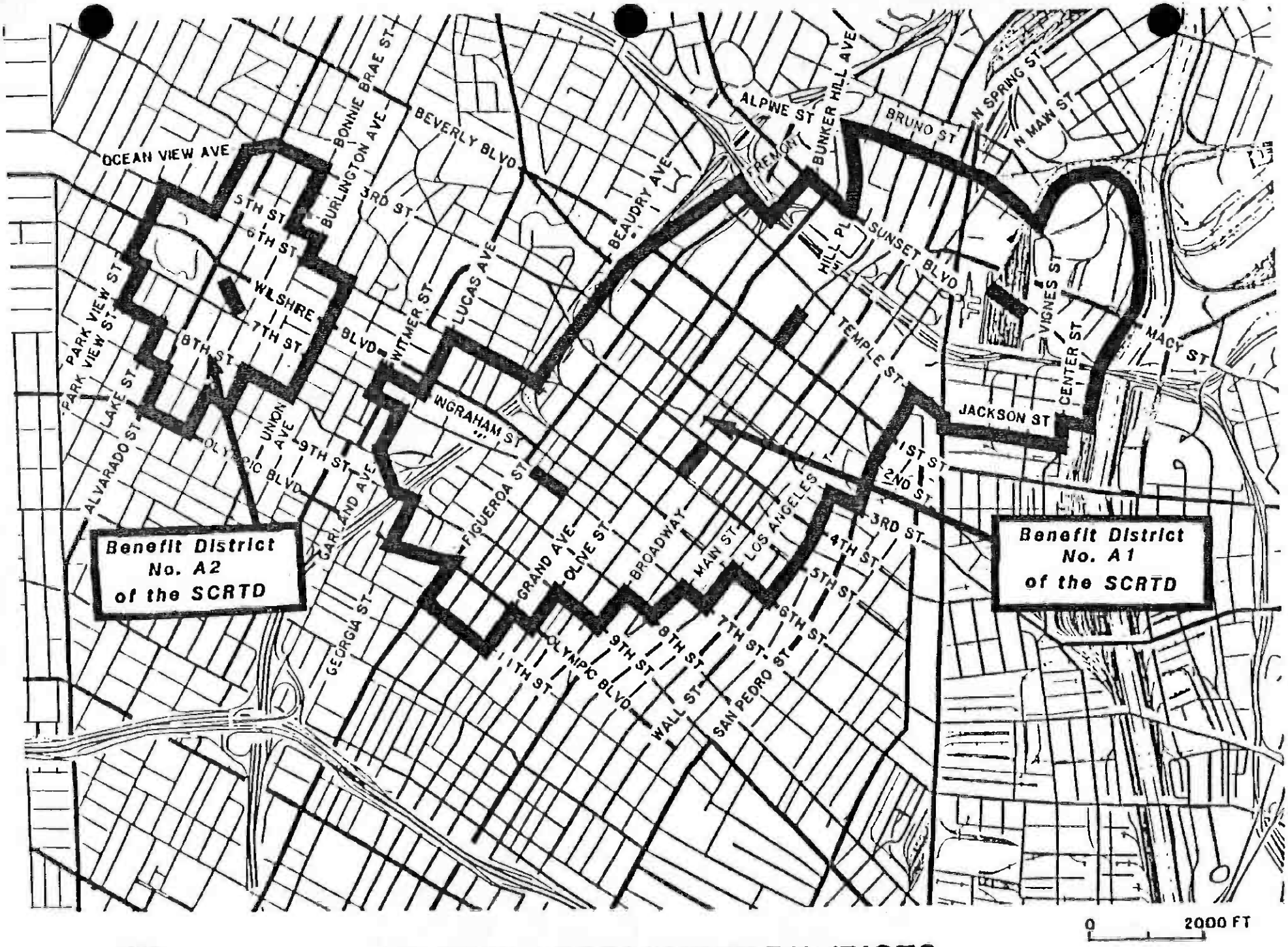
EXEMPT PROPERTIES

The term "property" in the SCRTD Benefit Assessment Program includes both parcels (land) and improvements (buildings). Three types of properties are EXEMPT from assessment:

- o Residential property (except for hotels and motels)
- o Property both owned and used by a public entity
- o Property both owned and used by a qualified non-profit organization

Combinations of ownership and use within these categories are also exempt. For example, a publicly-owned property used by a non-profit organization is exempt.

For properties where either ownership or use is not in an exempt category, the property is not exempt. For example, a profit-making business located in a government-owned complex is subject to assessment.



BENEFIT ASSESSMENT DISTRICTS

SCRTD

PROPERTIES SUBJECT TO ASSESSMENT

Subject to the rules below, the following properties are assessed:

(1) Improvements used as:

- o Offices
- o Commercial
- o Retail
- o Hotels and motels

] Referred to as "assessable improvements"

(2) All parcels.

Annual assessments for these properties are calculated using either the square footage of the parcel or the square footage of the assessable improvements on the parcel, as follows:

- o for any parcels containing only assessable improvements, the assessment is based on the square footage of the assessable improvements or the square footage of the parcel, whichever is larger.
- o for parcels containing assessable improvements and other improvements, the assessment is again based on the square footage of assessable improvements or the square footage of the parcel, whichever is larger. For such properties, the square footage of the other improvements is not used in the assessment calculation.
- o for all other properties, the assessment is based on the square footage of the parcel.

MIX OF EXEMPT AND NON-EXEMPT PROPERTIES

The assessment calculation is more complex for properties with both exempt and non-exempt improvements. For these properties, the square footage of the parcel is pro-rated as part of the assessment calculation. The pro-rated parcel square footage is calculated by determining the percentage of total improvements that is non-exempt and applying this percentage to the total parcel square footage.

For these properties, the assessment is based on the square footage of the assessable improvement or the pro-rated square footage of the parcel, whichever is larger.

CALCULATING THE ANNUAL ASSESSMENT

Consistent with the Benefit Assessment Program policies, the following formula can be used to calculate annual assessments for various types and combinations of properties. To aid in understanding the formula, the sample "Property A" (illustrated on the following page) is used as an example.

STEP 1: DETERMINE THE FOLLOWING:

A. SQUARE FOOTAGE OF THE PARCEL
[For Property A = 15,000]

B. SQUARE FOOTAGE OF ALL IMPROVEMENTS ON THE PARCEL
[For Property A = 40,000]

C. SQUARE FOOTAGE OF ASSESSABLE IMPROVEMENTS ON THE PARCEL
[For Property A = 10,000]

D. SQUARE FOOTAGE OF IMPROVEMENTS IN EXEMPT USE
[For Property A = 20,000]

NOTE: IF THERE IS NO EXEMPT PROPERTY ON THE PARCEL, GO DIRECTLY TO STEP 4.

STEP 2: CALCULATE THE PERCENTAGE OF THE IMPROVEMENT THAT IS NON-EXEMPT. (THIS PERCENTAGE IS USED TO PRO-RATE THE PARCEL FOR PROPERTIES CONTAINING BOTH EXEMPT AND NON-EXEMPT IMPROVEMENTS.) THIS IS A TWO-STEP PROCESS:

A. DETERMINE THE PERCENTAGE OF THE IMPROVEMENT THAT IS EXEMPT.

$$\frac{\text{SQUARE FOOTAGE OF IMPROVEMENTS IN EXEMPT USE}}{\text{SQUARE FOOTAGE OF ALL IMPROVEMENTS}} \times 100 = \text{PERCENT}$$

[For Property A: $\frac{20,000}{40,000} \times 100 = 50\%$]

B. SUBTRACT THIS PERCENTAGE FROM 100% TO FIND THE PERCENTAGE OF THE IMPROVEMENT THAT IS NON-EXEMPT.

[For Property A: 100% - 50% = 50%]

STEP 3: APPLY THE PERCENTAGE OBTAINED IN STEP 2B TO THE SQUARE FOOTAGE OF THE PARCEL.

[For Property A: 15,000 X 50% = 7,500]

STEP 4: COMPARE THE SQUARE FOOTAGE OF THE PARCEL (USE STEP 3 RESULT IF STEP 3 IS CALCULATED) WITH THE SQUARE FOOTAGE OF ALL ASSESSABLE IMPROVEMENTS ON THE PROPERTY AND CHOOSE THE LARGER.

[For Property A: greater of 7,500 or 10,000 = 10,000]

STEP 5: MULTIPLY THE ANNUAL ASSESSMENT RATE (CURRENTLY $0.30) BY THE RESULT OF STEP 4 TO CALCULATE THE ANNUAL ASSESSMENT.

[For Property A: $0.30 X 10,000 = $3,000 annual assessment]

PROPERTY A
Mixed Commercial and Residential with Parking

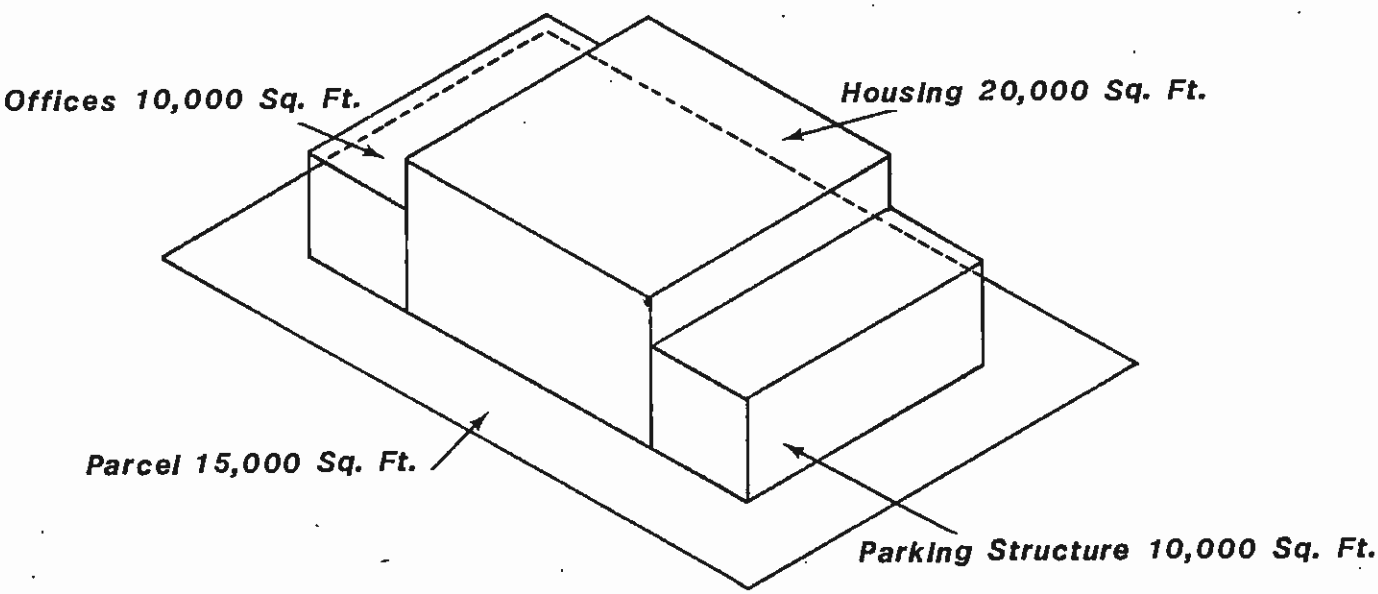
Step 1:

A. Parcel: 15,000 Sq. Ft.

B. All Improvements: 40,000 Sq. Ft.

C. Assessable improvements: 10,000 Sq. Ft. (Office)

D. Exempt Improvements: 20,000 Sq. Ft. (Housing)



Step 2: 100%-50% exempt = 50% non-exempt

Step 3: 50% x 15,000=7,500

Step 4: 7,500 compared to 10,000

Step 5: $0.30 x 10,000 = $3,000 Annual Assessment

NOTE: Assessments for mixed exempt/non-exempt parcels with paid surface parking are calculated using a slightly modified formula. For such properties, if the income-producing parking area is larger than both the pro-rated square footage of the parcel and the assessable improvements on the property, then the benefit assessment is based on the square footage of surface parking.

SAMPLE BENEFIT ASSESSMENT CALCULATIONS

The following pages provide additional examples of how the five-step assessment calculation formula is used.

THE ASSESSMENT RATE

The 1986 annual assessment rate is thirty cents ($0.30) for each assessable square foot of property. The rate may be increased or decreased to generate necessary annual revenues to finance a portion of the construction, but the rate will never exceed forty-two cents ($0.42) annually. The SCRTD should be contacted at 213-972-____ to confirm the current rate.

The SCRTD Board of Directors will review the assessment rate at least every two years and may adjust the rate to reflect changes in the assessable square footage within a district. Changes in the assessment roll will be made annually, and property added to the assessment roll will be assessed at the then current rate.

ASSESSMENT BILLING PROCEDURES

Benefit assessments are included on the property tax bills mailed by the Tax Collector. Payments are made to that office.

DURATION OF THE ASSESSMENT PROGRAM

For properties located in the downtown and Wilshire/Alvarado Benefit Assessment Districts, assessments will end in the year 2008 or sooner.

APPEALS

Under Section 33002.9 of the State Public Utilities Code, property owners may appeal their assessment. For more information, refer to the brochure entitled "Benefit Assessment Appeals" available by writing to _____ or calling _____.

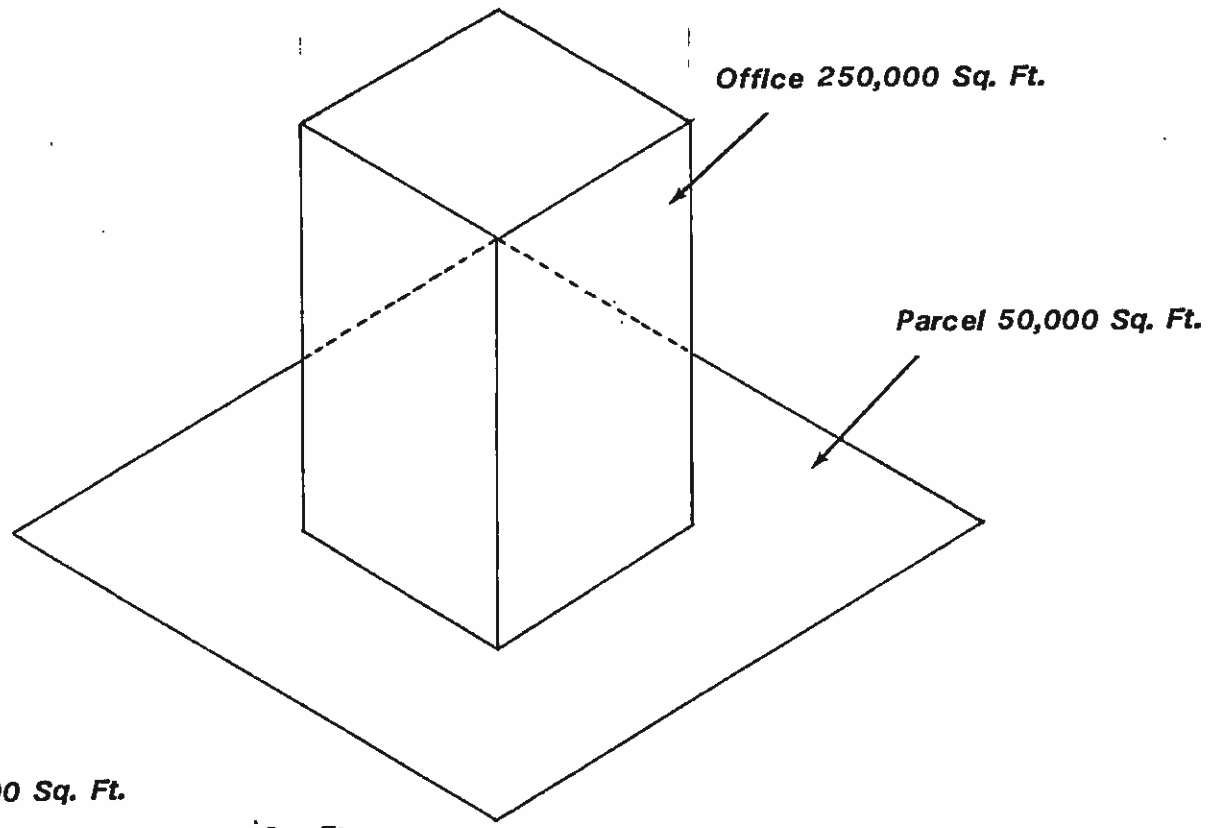
STATUTORY AUTHORITY

The SCRTD Board of Directors established the two Benefit Assessment Districts as authorized by Sections 33000 et seq of the California State Public Utilities Code on July 11, 1985 by adopting the "Resolution Creating Special Benefit Assessment Districts A1 and A2 for the MOS-1 Segment of Metro Rail."

This brochure is provided for informational purposes. If any apparent conflict arises between this brochure and any statute or resolution that applies to benefit assessments, the language of the statute or resolution shall prevail.

ALL ASSESSABLE IMPROVEMENTS

(Improvement larger than parcel)



Step 1:

A. Parcel 50,000 Sq. Ft.

B. Entire Improvement: 250,000 Sq. Ft.

C. Assessable Improvements : 250,000 Sq. Ft.

D. Exempt Improvements: 0 Sq. Ft.

Step 2: Not used if no exempt improvements

Step 3: Not used if no exempt improvements

Step 4: 50,000 compared to 250,000

Step 5: $0.30 x250,000= $75,000 Annual Assessment

ALL ASSESSABLE IMPROVEMENTS

(parcel larger than building)

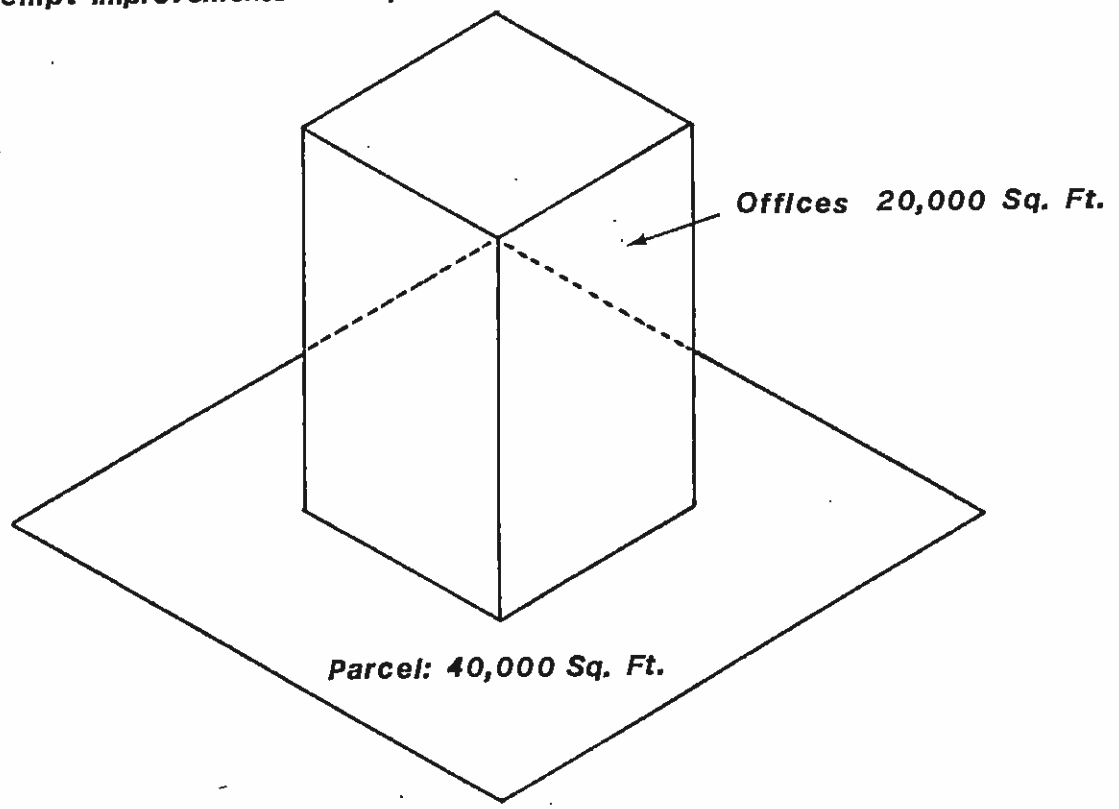
Step 1:

A. Parcel: 40,000 Sq. Ft.

B. Entire improvement: 20,000 Sq. Ft.

C. Assessable Improvements : 20,000 Sq. Ft.

D. Exempt improvements : 0 Sq. Ft.



Step 2: Not used if no exempt improvements

Step 3: Not used if no exempt improvements

Step 4: 20,000 compared to 40,000

Step 5: $0.30 x 40,000 = $12,000 Annual Assessment

Commercial with Parking Structure

(Mix of assessable and other improvements)

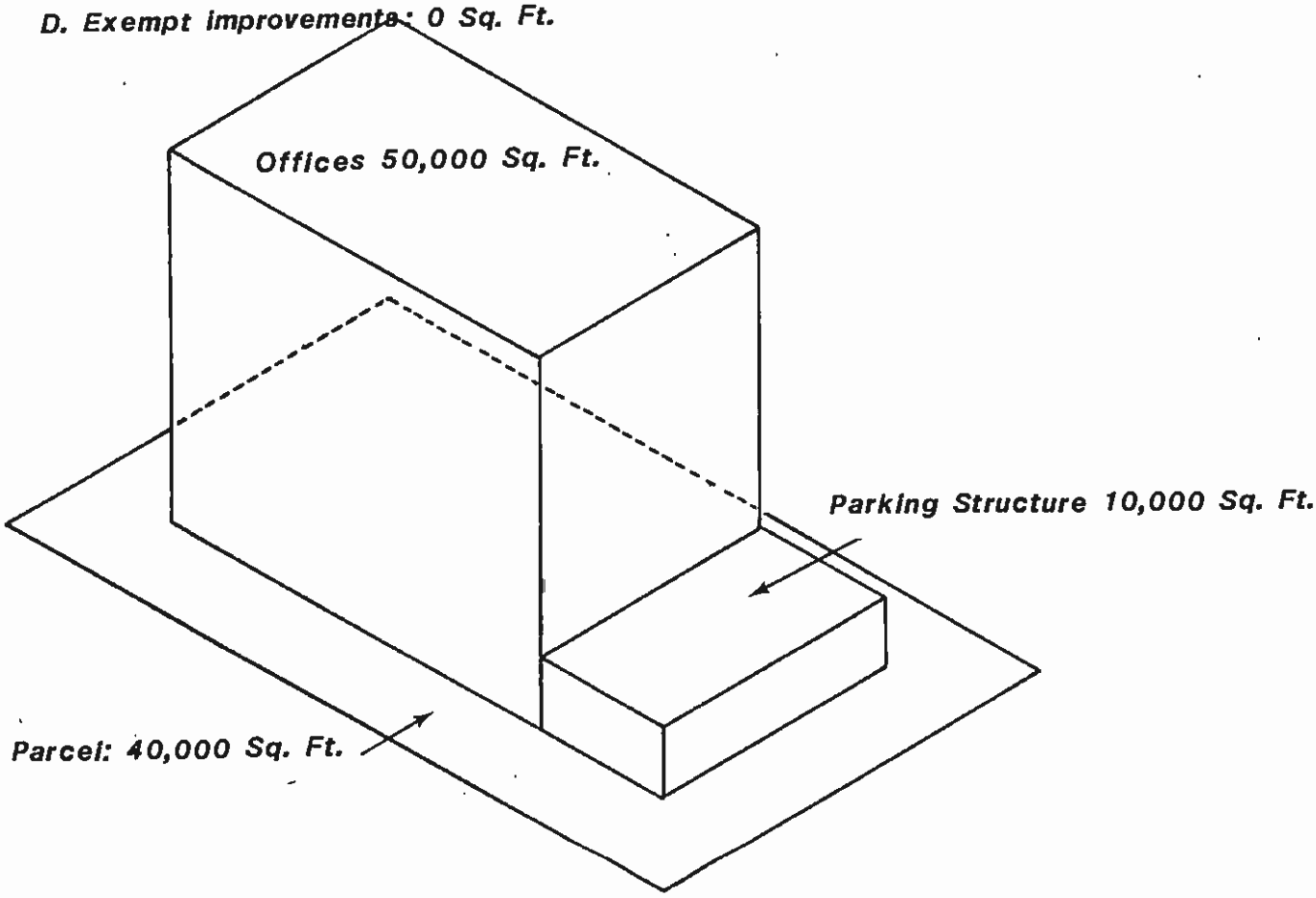
Step 1:

A. Parcel: 40,000 Sq. Ft.

B. Entire Improvement : 60,000 Sq. Ft.

C. Assessable Improvements: 50,000 Sq. Ft.

D. Exempt Improvements: 0 Sq. Ft.



Step 2: Not used if no exempt improvements

Step 3: Not used if no exempt improvements

Step 4: 40,000 compared to 50,000

Step 5: $0.30x50,000=$15,000 Annual Assessment

Publicly-Owned - Part Occupied by a For-Profit Business

(Mix of exempt and assessable improvements)

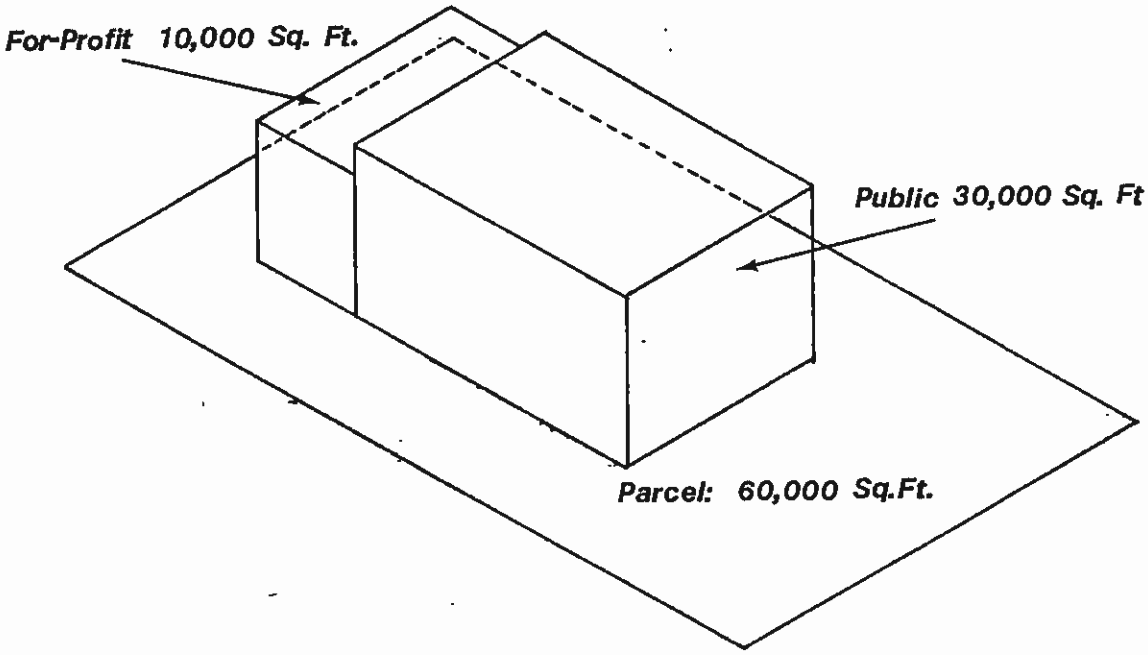
Step 1:

A. Parcel: 60,000 Sq. Ft.

B. Entire Improvement: 40,000 Sq. Ft.

C. Assessable Improvements: 10,000 Sq. Ft.

D. Exempt Improvements: 30,000 Sq. Ft.



Step 2: 100% - 75 % exempt = 25% non-exempt

Step 3: 25% x 60,000 = 15,000 Sq. Ft.

Step 4: 15,000 compared to 10,000

Step 5: $0.30 x 15,000 = $4,500 Annual Assessment

Non-Profit Owner - Part Occupied by a For - Profit Parking Garage

(Mix of exempt and other Improvements)

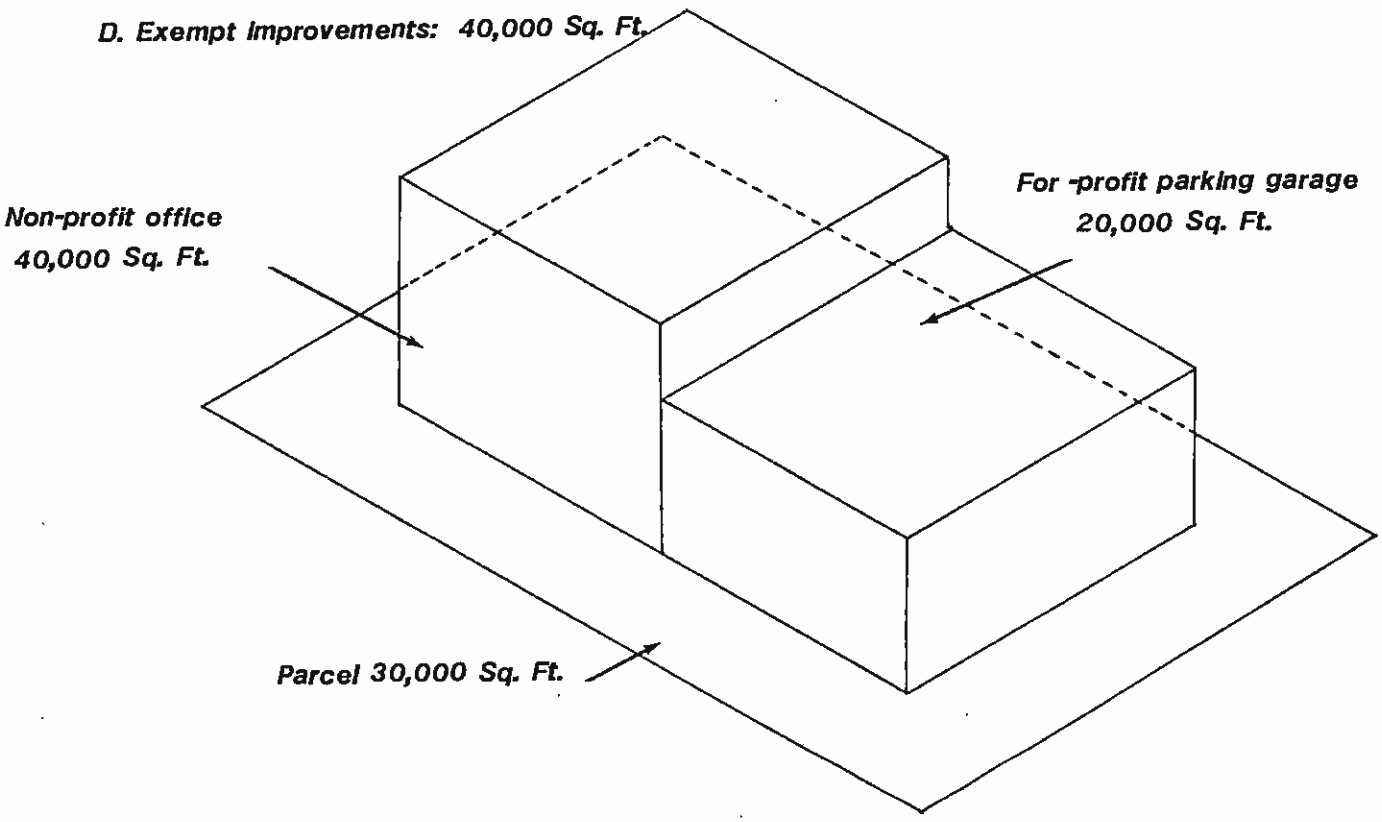
Step 1:

A. Parcel : 30,000 Sq. Ft.

B. Entire Improvement : 60,000 Sq. Ft.

C. Assessable Improvements: 0 Sq. Ft.

D. Exempt Improvements: 40,000 Sq. Ft.



Step 2: 100% -67% exempt : 33% non-exempt

Step 3: 33% x 30,000 : 10,000

Step 4: 10,000 compared to 0

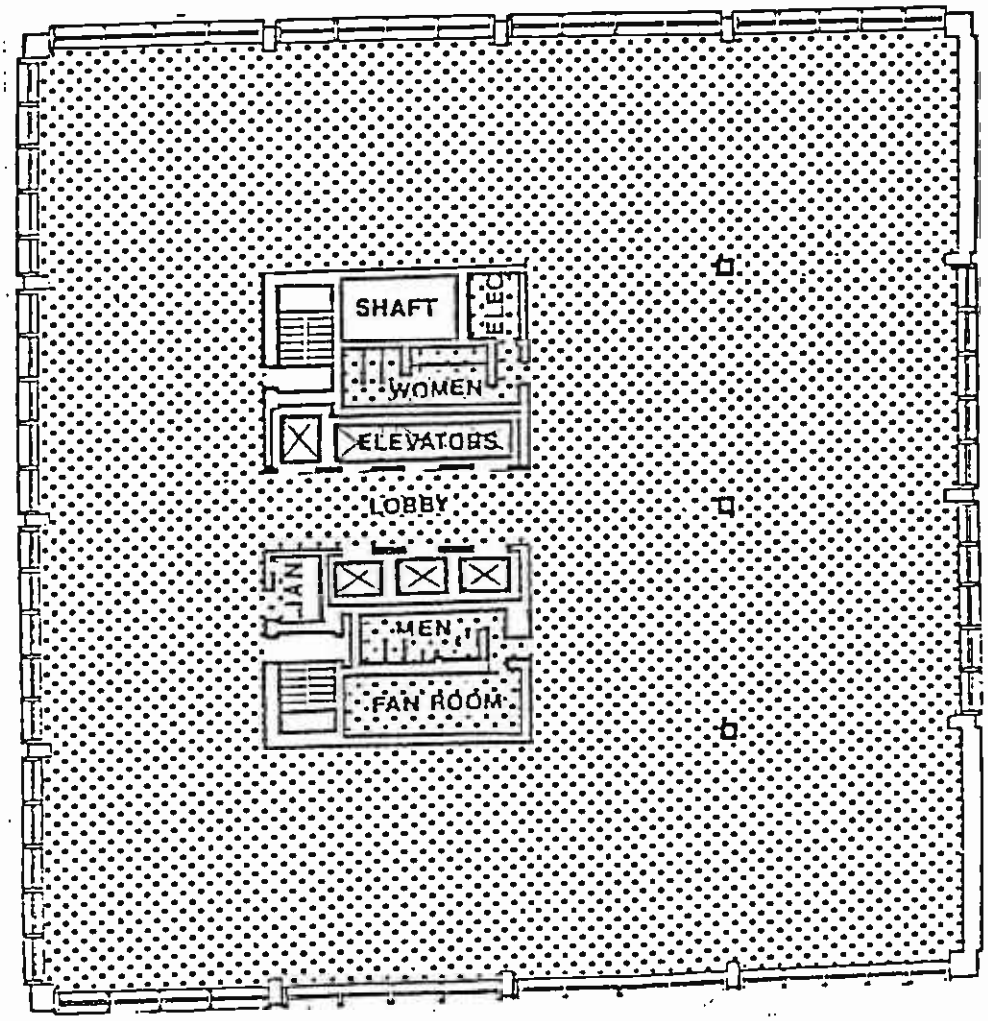
Step 5 $0.30 x 10,000 : $3,000 Annual Assessment

CALCULATING THE SQUARE FOOTAGE OF BUILDINGS

The gross square footage of a building is calculated from its outside dimensions. The length of the building is multiplied by its width and number of stories. Appropriate modifications are made to calculate accurately the square footage contained in irregularly shaped buildings. Adjustments are also made for internal open-air courtyards and multi-floor atriums. However, if the ground floor of an atrium or open space is used for an assessable retail or commercial activity (such as a restaurant), that portion of the space is included in the assessment.

DETERMINING BUILDING EFFICIENCY

The area of a building that can be rented is determined by the standard method for measuring floor area in office buildings approved by the National Standards Institute and published by the Building Owners and Managers Association. The rentable area is measured from the inside finished surface of the dominant portion of the permanent outer building walls, excluding any major vertical penetration of the floor. No deductions are allowed for columns or projections necessary to the building. See below:



Rentable Space

ADJUSTING FOR BUILDING INEFFICIENCY

If 80% or more of a building's floorspace can be rented (See previous page), the building is considered efficient and the assessment is based on total gross square footage. If less than 80% can be rented, the building is considered to be inefficient and the assessable area of the building is reduced by a factor determined by the formula:

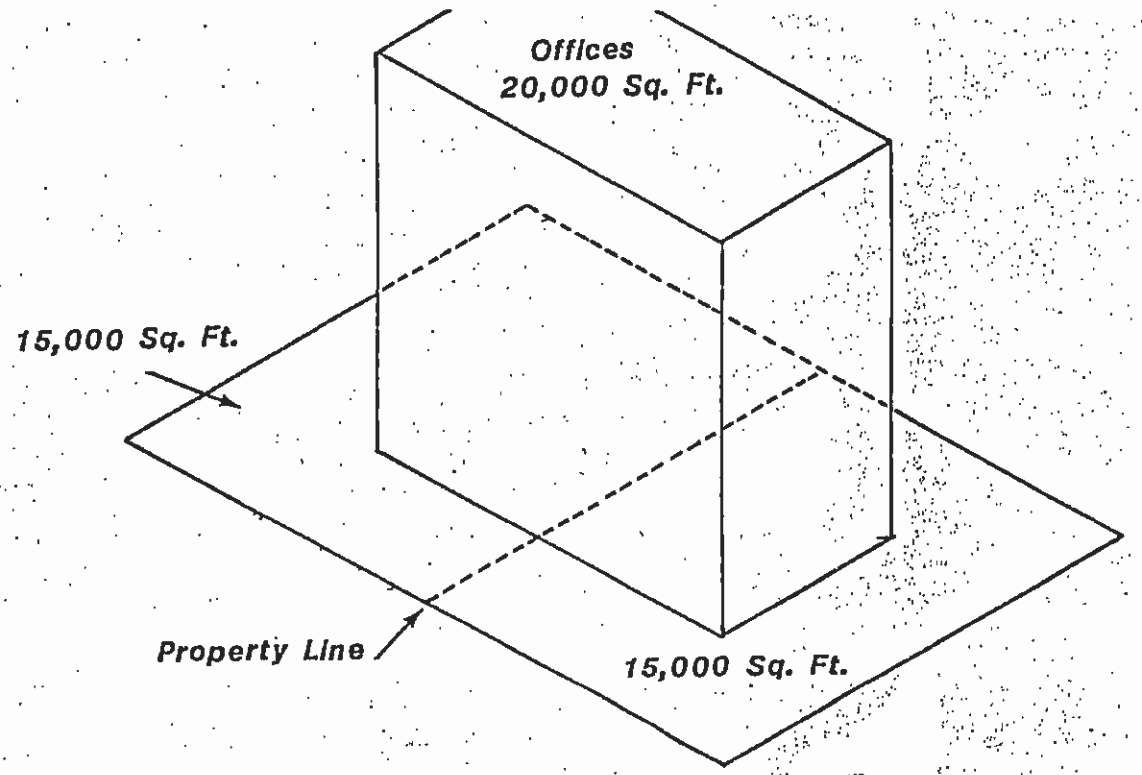
$(80-X)/80$ where X = the per cent of the building that can be rented

For example, if only 60% of a building can be rented, the assessable area is reduced by (80-60)/80 or 1/4. As before, if the assessable area of the building drops below the area of the parcel, the parcel square footage is assessed.

BUILDINGS THAT CROSS PROPERTY LINES

If a building crosses the property line of separate parcels with common ownership, the assessment is calculated on either the square footage of the building or the combined square footage of the parcels, whichever is greater. The assessment amount for each parcel is divided equally between the parcels. The illustration below shows this calculation for a situation where the combined square footage of the parcels is greater.

For buildings that cross the property line of separate parcels with separate ownership, the assessment will be calculated as above; but the assessment will be divided between the separate owners according to the proportionate size each parcel to the total square footage of all parcels. The property owners will be notified that the SCRTD will accept a different division of the total assessment if such a division is agreed to by the owners.



Step 1:

A. Combined parcel: 30,000 Sq. Ft.

B. Entire Improvement: 20,000 Sq. Ft.

C. Assessable Improvements : 20,000 Sq. Ft.

D. Exempt Improvements: 0 Sq. Ft.

Step 2: Not used

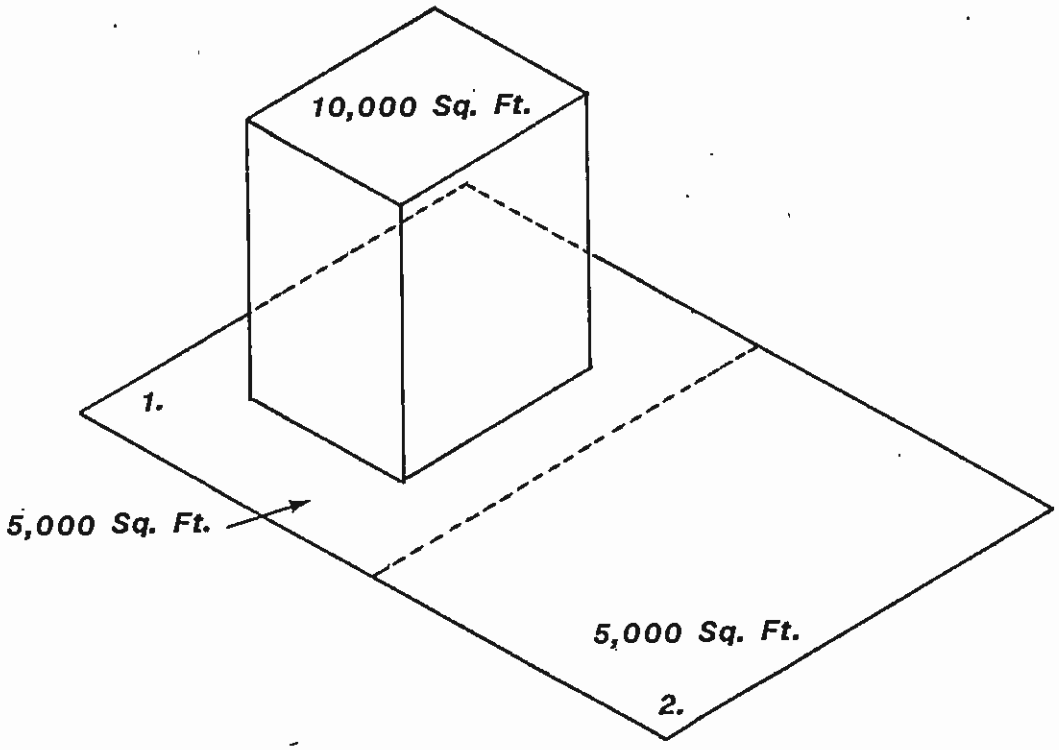
Step 3: Not used

Step 4: 30,000 compared to 20,000

Step 5: $0.30 x30,000 = $9,000 Annual Assessment

SEPARATE BUT ADJACENT PARCELS OWNED BY THE SAME ENTITY

Unless a building crosses a property line, adjacent parcels are considered as separate. For example, if a building of 10,000 square feet on a lot of 5,000 square feet is adjacent to a 5,000 square foot lot owned by the same entity, the owner is assessed for each parcel separately, $3,000 for the lot containing the building and $1,500 for the vacant lot. See below:



PARCEL 1

Step 1:

- ***A. Parcel : 5,000 Sq. Ft.***
- ***B. Entire Improvement: 10,000 Sq. Ft.***
- ***C. Assessable Improvements: 10,000 Sq. Ft.***
- ***D. Exempt Improvements: 0 Sq. Ft.***

Step 2: Not used

Step 3: Not used

Step 4: 5,000 compared to 10,000

Step 5: $0.30 x 10,000 = $3,000

PARCEL 2

Step 1:

- ***A. Parcel: 5,000 Sq. Ft.***
- ***B. Entire Improvement: 0 Sq. Ft.***
- ***C. Assessable Improvements: 0 Sq. Ft.***
- ***D. Exempt Improvements: 0 Sq. Ft.***

Step 2 Not used

Step 3: Not used

Step 4 5,000 compared to 0

Step 5: $0.30 x 5,000 = $1,500

Total Annual Assessment =

$3,000 + $1,500 = $4,500

BUILDINGS VACANT DUE TO REGULATORY CODES

If a building or portion of a building legally must be kept vacant because of the requirements of building, fire, safety, or other regulatory codes, that building or portion is not assessable. If the entire building cannot be occupied or if the area that can be occupied is less than the area of the parcel, then the square footage of the parcel is assessed.

DEFINITION OF A QUALIFIED NON-PROFIT ORGANIZATION

A qualified non-profit organization is one whose property is exempt from ad valorem taxation under Sections 202, 203, 206, 207 or 214 of the California Revenue and Taxation Code. Property listed on the County Assessor's tax roll as exempt because of non-profit status is exempt from benefit assessment. For cases where a non-exempt use is located within an exempt property, the non-exempt entity is subject to benefit assessment.

RESIDENTIAL AND APARTMENT HOTELS

Residential and apartment hotels that have long-term residents who rent on a monthly or yearly basis are considered residential property and are, therefore, exempt. Hotels with short-term (less than a month) occupants are not considered as residential uses, and the space used for this purpose is subject to assessment. For hotels that have both long-term and short-term residents, the assessment is calculated proportionally.

Residential hotel/apartment exemptions expire each year. The property owner is required to renew the exemption each year based on the hotel's use during the previous 12 months.

G E N E R A L P L A N N I N G C O N S U L T A N T

M E M O R A N D U M

TO: Gary Spivack
Leo Bevon
Anne Odell

FROM: Mark Hess

Subject: User's manual of the JDCFM

Date: February 4, 1986

1. A final copy of the user's manual of the Joint Development Cash Flow Model is attached for your review and comment. This manual includes the Survey of Standard Development Costs which is the Appendix A.

2. The previous comments on the draft copy of Appendix A have been addressed or incorporated except for the questions on how the financial aspects of the model works and the financing costs. The technical manual will address these questions. That document is currently in production, with the final copy expected to be completed by approximately the end of this month.

cc: Charles Schimpeler
Peter Stopher
Dave Mansen

==========

GENERAL PLANNING CONSULTANT:

TECHNICAL MEMORANDUM 86.4.8

USER'S MANUAL FOR THE JOINT DEVELOPMENT CASH FLOW MODEL

==========

Prepared for:

Southern California Rapid Transit District

Prepared by:

Schimpeler Corradino Associates

in association with

Barton-Aschman Associates, Inc.
Cordoba Corporation
Manuel Padron
Myra L. Frank & Associates
The Planning Group, Inc.

February, 1986

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1.0 INTRODUCTION

The Joint Development Cash Flow Model (JDCFM) is designed to: (1) allow for maximum use of industry standards for verification of development costs and revenues; (2) provide a consistent analytic approach to allow for the highest level of "sensitivity analysis"; and (3) effectively measure the impact of Joint Development for Public/Private Coventure investment or programs at the stage of development in which they occur. This software has been programmed for application to the IBM Personal Computer and is established for consistent assessment of planned and proposed joint development projects in concert with implementation of the Los Angeles Metro Rail System.

The model is run by a macro program on Lotus 1-2-3 worksheets. A macro is a stored sequence of keystrokes. The program operates automatically. If it is desired to operate the model manually, the user simply presses [Ctrl]-[Break].

The model consists of seven modules which are interrelated and must be done in sequence:

1. INPUT BASIC HARD COSTS
2. INPUT BASIC SOFT COSTS
3. EXPENDITURE SCHEDULE
4. INFLATION ADJUSTMENTS
5. CONSTRUCTION AND LONG TERM FINANCING
6. OPERATING COST AND REVENUE ANALYSIS
7. FINANCIAL ANALYSIS

In addition to these seven modules, there are two additional options on the main menu which allow the user to either exit the program or go to a manual mode.

Each module has its own submenu. The program executes the submenu item chosen by the user. When it is necessary to interact with the program (e.g., entering data), the user is prompted to provide input.

2.0 LOADING JDCFM

It is assumed that the JDCFM will already be on the hard disk of the IBM XT and that all files of the model reside in the Lotus directory.

To load the model the user must be in the Lotus directory and have the system diskette in the default drive. The user just has to type in "lotus" to access the model. Once Lotus is brought to the screen, the cursor should be on 1-2-3. Press [Enter] and follow the Lotus and program prompts. The cursor should be on MAIN-MENU after pressing [Alt]-M. Press [Enter] again and the main menu will appear (figure 1).

NEXT STEP NO.?

```
 M A I N   M E N U
-------------------

 1.  INPUT BASIC HARD COSTS
 2.  INPUT BASIC SOFT COSTS
 3.  EXPENDITURE SCHEDULE BY MID-YEAR
 4.  INFLATION ADJUSTMENTS
 5.  CONSTRUCTION AND LONG TERM FINANCING
 6.  OPERATING COST REVENUE ANALYSIS
 7.  FINANCIAL ANALYSIS
 8.  FINISH
 9.  MANUAL MODE


              NEXT STEP---->        1
```

Figure 1

3.0 GENERAL ORGANIZATION OF THE JDCFM

As mentioned before, the JDCFM consists of seven modules. The seven modules are generated by thirteen files. The file that runs the model is AUT0123. This file is actually the main worksheet that loads the model with the main menu and the first module. The worksheets for modules one and two are on the AUT0123 file along with the program prompts and the macro subroutines. The macros for the seven modules are stored in files A1 through A7. The CDE file contains the distribution tables (expenditure patterns) and worksheets that produce module three. Files A41, A51, A61, and A71 are the worksheets for modules four, five, six, and seven, respectively. In addition to these thirteen files, four files are produced in the first three modules which serve as data for module four.

The modules must be done in the order specified on the main menu. By selecting the desired module on the main menu, the macros (one of the files A1-A7) and worksheets for that module are loaded into the AUT0123 file (except the worksheets for modules one and two since they are already in the AUT0123 file). When the next module is selected, the macros and worksheets for the new module are loaded into the AUT0123 file (figure 2). The macros from the previous modules are replaced by the macros of the new module; however, the worksheets from the previous module stay on the AUT0123 file (this is not the case for module four since the four files produced in the first three modules are the only previous worksheets that are saved). The reason for this accumulation of worksheets is that the modules are interrelated (figure 3). At the end of the seventh module, the AUT0123 file should contain the four files saved at the end of module three, the worksheets of modules four, five, six, and seven, the macros for the seventh module, the program prompts and macro subroutines, and the main menu itself.

Only the hard and soft costs can be updated. If the user expects to update some of the hard and soft costs while not wanting to reenter all of the hard and soft costs, the first and second modules should be saved under a different name than AUT0123. When it is time to update, the user retrieves the file that the original hard and soft costs were saved under and reruns the model.

4.0 THE FIRST MODULE

From the main menu, pressing 1 and [Enter] brings the first module to the screen. Module one is used for entering the hard costs data. The submenu of the module is displayed on the top row of the screen. The user chooses the option desired by either moving the cursor to the option and pressing [Enter] or by typing the first letter of the option. The submenu for module one is below:

MAIN-MENU TITLE LAND STRUCTURE PARKING IMPROVEMENT CONTINGENCY OUTPUT

By choosing TITLE, the user will be prompted for the project name and date. The date must be entered in the mm/dd/yy format.

File Organization of the JDCFM

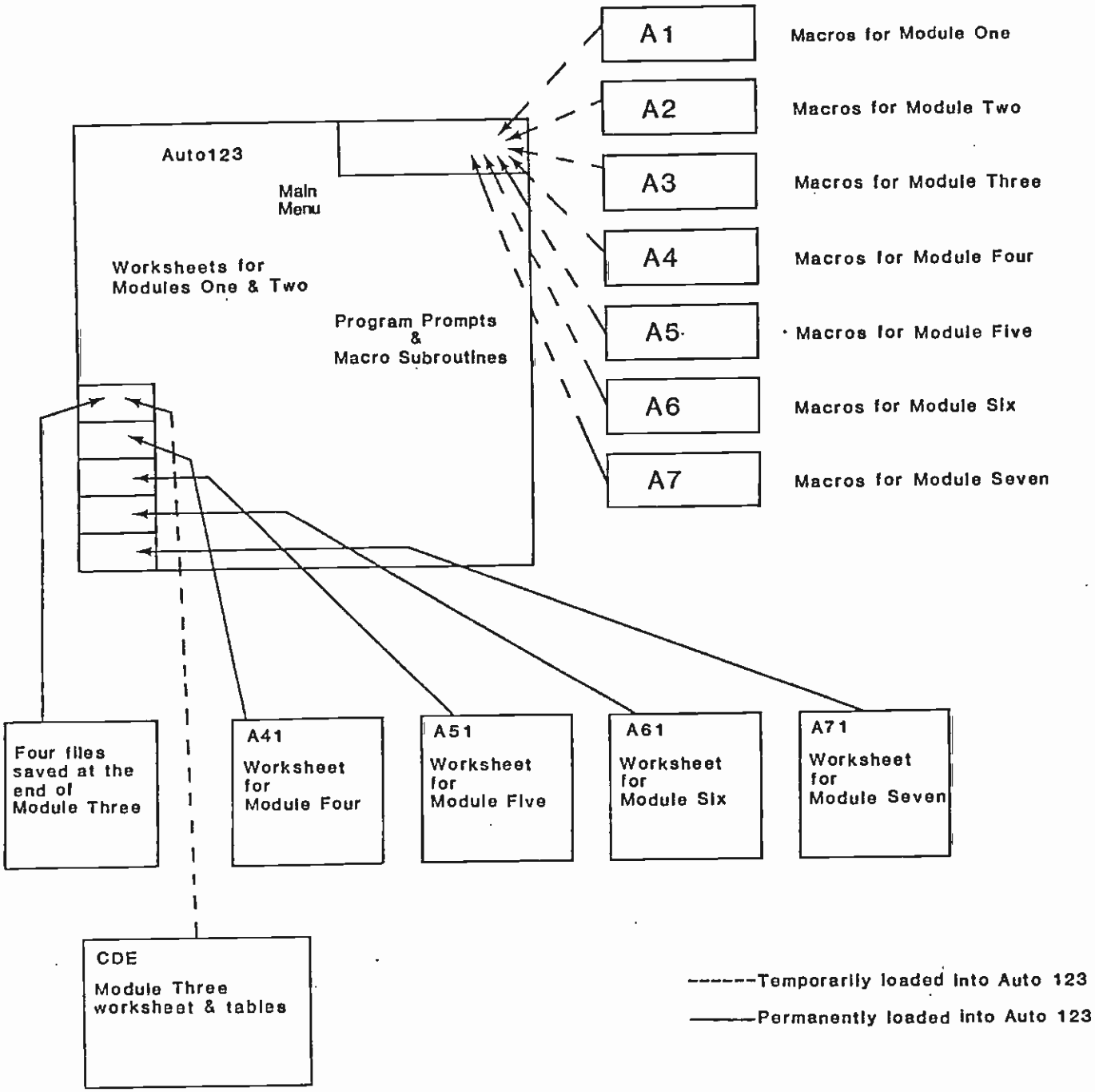

Figure 2

Interrelationships of the Modules of the JDCFM

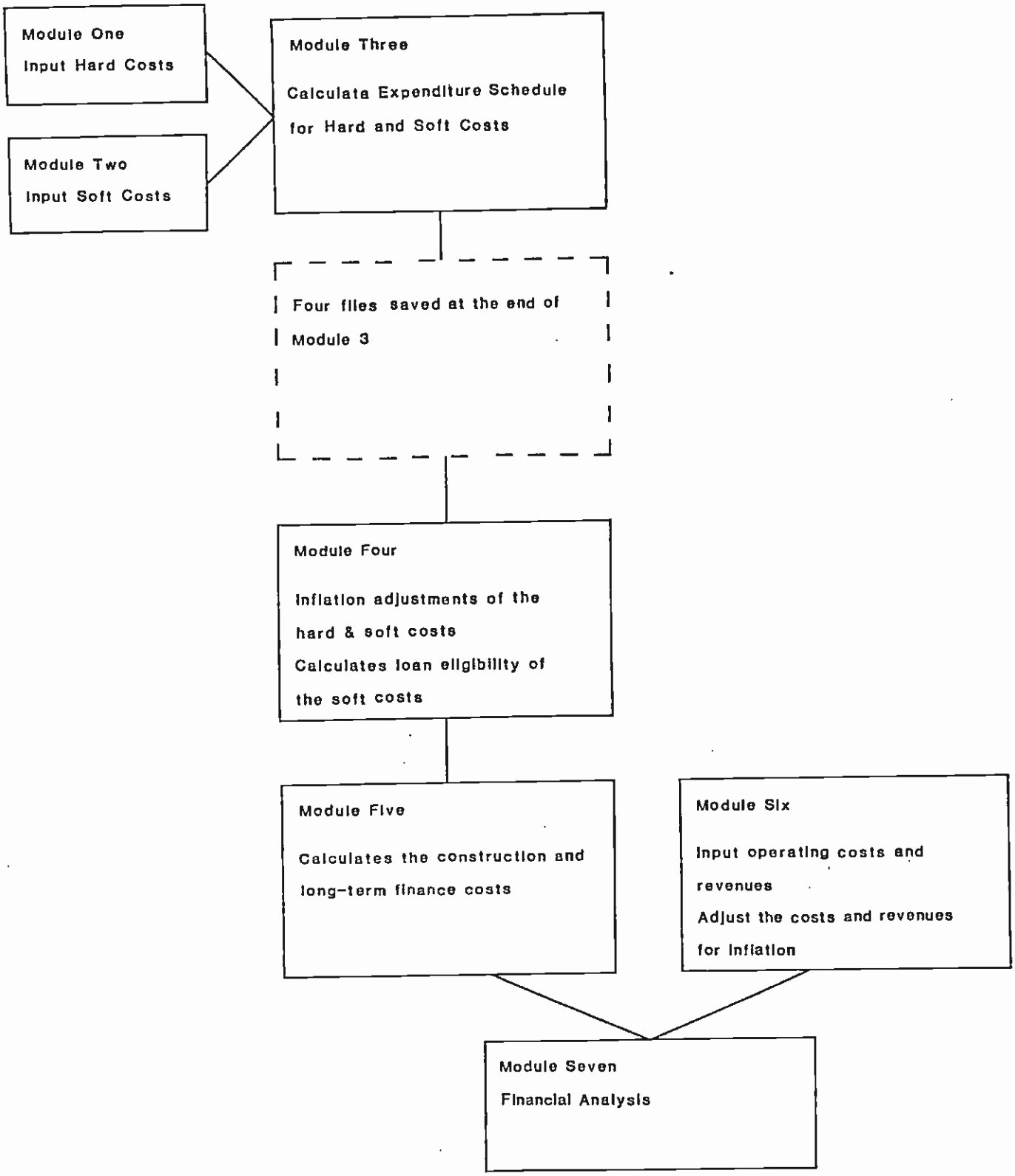

Figure 3

The LAND option is for inputting parcel data. After hitting L, the following prompt will appear:

1.INPUT 2.NEXT 3.CLEAR 4.MANUAL ?

INPUT is for inputting parcel data. The user will be prompted to enter data.

NEXT is to skip to the next category of hard costs.

CLEAR will erase any values on that particular line.

MANUAL will stop the automatic operation of the model. If manual is chosen, the user will not be prompted for anything and no calculations will be performed. For any calculation to be performed while in manual, the user must press the F9 key. To get out of manual and back to automatic operation of the model, press [Alt]-M.

After pressing 1 and [Enter], the following prompt will appear:

HOW MANY PARCELS(5 MAX)?

After entering the number of parcels and pressing [Enter], the following prompt will appear:

PARCEL NO. ?

The user must enter a number from one to five. These numbers correspond to parcels A through E in the worksheet (e.g., parcel number one corresponds to parcel A). After entering the parcel number, the following prompt should again appear:

1.INPUT 2.NEXT 3.CLEAR 4.MANUAL ?

After pressing 1 and [Enter], the user will be prompted to enter parcel ID, cost, starting and ending dates of payments (an input constraint of the model is that the construction period cannot exceed ten years and that each cost category's payment period cannot exceed five years), expenditure pattern, and lump sum payment percentage. Expenditure pattern is the schedule of payments associated with that particular cost category. There are five types of distributions that the user can choose for the expenditure pattern. The prompt is below:

1.^UNF 2.UNF^ 11.^BL 12.BL^ 5.LATER ?

These distributions are defined as follows:

1.^UNF: Uniform with lump sum up front
2.UNF^: Uniform with lump sum at end
11.^BL: Bell shape with lump sum up front
12.BL^: Bell shape with lump at end
5.LATER: If a distribution other than uniform or bell shape is used

A bell shape expenditure pattern cannot be used for a cost category if that category's payment period is less than 12 months.

After the last parcel data has been entered, the prompt will go back to PARCEL NO. ? Enter a 0 and the prompt will go to easement and demolition. Easements are the right-of-way costs. Demolition is the cost of clearing the land for construction. The inputs are identical to the parcel data, except that parcel ID is not entered.

The next option on the menu is STRUCTURE. The input prompt will appear again as it does for each submenu cost category option. The user enters gross building area, cost per unit (sq. ft.) of construction, starting and ending dates of construction payments, expenditure pattern, and lump sum construction payment percentage.

PARKING is the costs of constructing parking stalls onsite and offsite for the project. The user is prompted for the number of stalls, cost per stall, starting and ending dates of payments for construction of stalls, expenditure pattern, and lump sum payment percentage. Appendix A provides additional information on parking construction cost.

SITE IMPROVEMENTS are non-construction additions (e.g., fencing) to the property. The user is prompted for the percent of construction costs that site improvements account for, starting and ending dates of payments for site improvements, expenditure pattern, and lump sum payment percentage.

CONTINGENCY is the category for unforeseen expenses. The user is prompted for the percent of construction costs that contingencies account for, starting and ending dates of contingency payments, expenditure pattern, and lump sum payment percentage.

OUTPUT is for printing the worksheet. After hitting 0, the following prompt will appear:

PLEASE ALIGN THE PAPER

After the paper is aligned, the user simply presses [Enter] to print the worksheet. Figure 4 is an example of the hard copy for module one.

The program will return to the submenu with the cursor on Main-Menu. The user must press [Enter] to return to the main menu.

5.0 THE SECOND MODULE

From the main menu, pressing 2 and [Enter] brings the second module to the screen. Module two is used for entering the soft costs data. The submenu of the module is displayed on the top row of the screen. The user chooses the option desired by either moving the cursor to the option and pressing [Enter] or by typing the first letter of the option. The submenu for module two is below:

MAIN-MENU ENG/ARCH LEGAL ADVERTISE PERMITS SUPERVISE CONT. OUTPUT

HARD COSTS

PROJECT NAME: TEST

DATE: 2/5/86

COST ITEM	NO.	ID	COST (MIL)	PAYMENTS STARTING DATE MONTH	YEAR	ENDING DATE MONTH	YEAR	DURATION (MONTHS)	EXPENDT. PATTERN	% LUMPSUM
1. LAND NO. OF LOTS:	5									
PARCEL A		AAA	2.00	1	1990	12	1992	36	1	20.00
PARCEL B		BBB	10.00	1	1990	12	1992	36	1	20.00
PARCEL C		CCC	20.00	1	1990	12	1992	36	1	20.00
PARCEL D		DDD	25.00	7	1990	6	1993	36	1	20.00
PARCEL E		EEE	30.00	7	1990	6	1993	36	1	20.00
TOTAL LAND COST			87.00							
EASEMENT			200	1	1989	12	1989	12	1	100.00
DEMOLITION								0		
TOTAL LAND ACQUITION			287.00							

COST ITEM	UNITS	COST PER UNIT	COST (MIL)	PAYMENTS STARTING DATE MONTH	YEAR	ENDING DATE MONTH	YEAR	DURATION (MONTHS)	EXPENDT. PATTERN	% LUMPSUM
2. BUILDING										
GROSS BUILDING AREA(Sqft)	10000	25	0.25	1	1990	6	1993	42	1	25.00
3. PARKING										
ON SITE PARKING(STALLS)			0.00					0		
OFF SITE PARKING(STALLS)			0.00					0		
TOTAL PARKING COSTS			0.00							
TOTAL LAND AND CONSTRUCTION			287.25							

COST ITEM	PERCENT OF CONSTRUCTION COSTS	COST (MIL)	PAYMENTS STARTING DATE MONTH	YEAR	ENDING DATE MONTH	YEAR	DURATION (MONTHS)	EXPENDT. PATTERN	% LUMPSUM
4. SITE INPROVMENTS									
% OF CONSTRUCTION COSTS	10	0.03	6	1993	9	1993	4	1	50.00
5. CONTINGENCY									
% OF CONSTRUCTION COSTS	20	0.05	1	1990	6	1993	42	1	100.00
TOTAL HARD COSTS		287.33							

Figure 4

After choosing an option, the following prompt will appear:

1.INPUT 2.NEXT 3.CLEAR 4.MANUAL ?

INPUT is for inputting data. The user will be prompted to enter data.

NEXT is to skip to the next category of soft costs.

CLEAR will erase any values on that particular line.

MANUAL will stop the automatic operation of the model. If manual is chosen, the user will not be prompted for anything and no calculations will be performed. For any calculation to be performed while in manual, the user must press the F9 key. To get out of manual and back to automatic operation of the model, press [Alt]-M.

The user will be prompted to enter the percent of construction costs that the particular cost category accounts for (refer to Appendix A for additional information), starting and ending dates for that category's payments (an input constraint of the model is that the construction period cannot exceed ten years and that each cost category's payment period cannot exceed five years), expenditure pattern, and lump sum payment percentage. Expenditure pattern is the schedule of payments associated with that particular cost category. There are five types of distributions that the user can choose for the expenditure pattern. The prompt is below:

1.^UNF 2.UNF^ 11.^BL 12.BL^ 5.LATER ?

These distributions are defined as follows:

1.^UNF: Uniform with lump sum up front
2.UNF^: Uniform with lump sum at end
11.^BL: Bell shape with lump sum up front
12.BL^: Bell shape with lump at end
5.LATER: If a distribution other than uniform or bell shape is used

A bell shape expenditure pattern cannot be used for a cost category if that category's payment period is less than 12 months.

Appendix A is a useful guideline on soft costs. It should be used as a basis of comparison with the developer's own costs. It contains cost estimates for the following soft costs categories:

ENG/ARCH option is used to enter architectural and engineering fees data. These are the costs of using consultants to plan and design the project. If separate costs exists for both categories that use the same base, the user should add the percentages together and enter them as a sum.

LEGAL option is used to enter legal and accounting fees data. These are the costs associated with contractual and bookkeeping functions.

ADVERTISE option is used to enter marketing fees data. These are the costs associated with advertising office space.

PERMITS option is used to enter permit and interim property tax data. These are the costs associated with obtaining building permits from public agencies and property taxes that must be paid during the construction period.

SUPERVISE option is used to enter construction management data. These are the fees paid for supervision of the project's construction.

CONT. option is used to enter contingency cost data. Contingencies are unforeseen expenses.

OUTPUT option is for printing the worksheet. After hitting O, the following prompt will appear:

PLEASE ALIGN THE PAPER

After the paper is aligned, the user simply presses [Enter] to print the worksheet. Figure 5 is an example of the hard copy for module two.

The program will return to the submenu with the cursor on Main-Menu. The user should press [Enter] to return to the main menu.

6.0 THE THIRD MODULE

From the main menu, pressing 3 and [Enter] brings the third module to the screen. Module three takes the hard and soft costs data in modules one and two and converts them into an expenditure schedule for each cost category. It does this by taking the costs, expenditure pattern, and lump sum payment of each cost category and calculating total semi-annual payments for each category. The submenu of the module is displayed on the top row of the screen. The submenu for module three is below:

MAIN-MENU BEGIN HARD OUTPUT SOFT OUTPUT FINISH

The user should first select the option BEGIN. This loads the CDE file into the AUTO123 file. After the CDE file is loaded, the following prompt should appear:

MANUAL 1.YES 2.NO?

This is the step that performs the calculations that produce an expenditure schedule for each cost category. Selecting 1 will stop the automatic operation of the model. After pressing 1 and [Enter], the user must press the F9 key to perform the calculations. To get out of manual and back to automatic operation of the model, press [Alt]-M.

Pressing 2 and [Enter] will keep the model operating automatically. The following prompt should appear:

CALCULATING ABOUT 20 MIN

The user must then press [Enter] to start the calculations.

The HARD OUTPUT and SOFT OUTPUT options are used for printing the hard and soft costs payments worksheets. After selecting one of these options, the following

S O F T C O S T S

PROJECT NAME: TEST DATE: 2/5/86

COST ITEM	PERCENT OF CONSTRUCTION COSTS	COST (MIL)	PAYMENTS STARTING DATE MONTH	YEAR	ENDING DATE MONTH	YEAR	DURATION (MONTHS)	EXPENDT. PATTERN	% LUMPSUM
1. ENG/ARCH FEES									
% OF CONSTRUCTION COSTS	5	0.01	1	1988	12	1988	12	2	50.00
2. LEGAL/ACCOUNTING FEES									
% OF CONST. (PRE CONST.)	0.2	.00	1	1988	12	1988	12	2	50.00
% OF CONST. (DURING CONST.)		0.00					0		
TOTAL LEGAL/ACCOUNTING FEES		.00							
3. MARKETING FEES									
% OF CONST. (PRE CONST.)	2	0.01	1	1993	12	1993	12	2	50.00
% OF CONST. (DURING CONST.)		0.00					0		
TOTAL MARKETING FEES		0.01							
4. PERMITS AND PROP. TAXES									
A. PERMITS									
% OF CONST. (PRE CONST.)	2	0.01	1	1990	12	1993	48	1	100.00
% OF CONST. (DURING CONST.)		0.00					0		
TOTAL PERMITS		0.01							
B. INTERIM PROPERTY TAX									
% OF CONST. (PRE CONST.)		0.00					0		
% OF CONST. (DURING CONST.)		0.00					0		
TOTAL INTERIM PROPERTY TAX		0.00							
TOTAL PERMITS AND PROP. TAXES		0.01							
TOTAL COMMITTED SOFT COSTS		0.02							
5. CONSTRUCTION MANAGEMENT									
% OF CONSTRUCTION COSTS	5	0.01	1	1990	12	1993	48	1	20.00
6. CONTINGENCY									
% OF CONSTRUCTION COSTS	20	0.05	1	1989	12	1993	60	1	100.00
TOTAL S O F T C O S T S		0.09							

Figure 5

prompt will appear:

PLEASE ALIGN THE PAPER

After the paper is aligned, the user simply presses [Enter] to print the worksheets. Figure 6 is an example of the hard copy for module three.

The last option on the module three submenu is FINISH. This option saves the calculations into four different files which serve as inputs to module four. There will be a message on the screen which tells the user to provide four file names and to reenter them in the same order in the next module. The maximum amount of characters in a file name that Lotus 1-2-3 allows is eight. The first file contains the hard and soft costs worksheets from modules one and two. The second file contains the semi-annual counter for the hard and soft costs worksheets in the CDE file. The third file contains the total semi-annual payments for hard costs that are calculated in module three. The fourth file contains the total semi-annual payments for soft costs that are calculated in module three. The prompt for each file name is below:

Enter xtract file name:

After the last file name is entered, the user will be prompted to press [Alt]-M. The program should return to the submenu with the cursor on Main-Menu. The user should press [Enter] to return to the main menu.

7.0 THE FOURTH MODULE

From the main menu, pressing 4 and [Enter] brings the fourth module to the screen. Module four adjusts the total semi-annual payments of the hard and soft costs for inflation by taking the payments that were calculated in module three and updating them by the forecasted price level indices. It also calculates loan eligibility information. The submenu is displayed on the top row of the screen. The submenu for module four is below:

MAIN-MENU BEGIN INFLATION VALUES ELIGIBLE SOFT COSTS OUTPUT

The user should first select the option BEGIN. This loads the four files produced in module three into the AUTO123 file. The user should enter the four file names in the order saved by responding to the following prompt:

Enter name of file to combine:

The user should enter the four file names and [Enter] separately. After the fourth file is entered, the program loads the A41 file into AUTO123 and returns to the submenu.

INFLATION VALUES should be input next. The user will be prompted for present year, present month, expected annual hard costs inflation rate, and expected annual soft costs inflation rate for the construction period.

SEMI-ANNUAL EXPEND. DISTRIBUTED PAYMENTS	YEAR-> HALF->	1987 2	1988 1	1988 2	1989 1	1989 2	1990 1	1990 2	1991 1	1991 2	1992 1
COST ITEMS:	PARCEL A	0	0	0	0	0	6	12	18	24	30
	PARCEL B	0	0	0	0	0	6	12	18	24	30
	PARCEL C	0	0	0	0	0	6	12	18	24	30
	PARCEL D	0	0	0	0	0	0	6	12	18	24
	PARCEL E	0	0	0	0	0	0	6	12	18	24
	EASEMENT	0	0	0	6	12	0	0	0	0	0
	DEMOLITION	0	0	0	0	0	0	0	0	0	0
	CONSTRUCTION	0	0	0	0	0	6	12	18	24	30
	ON SITE PARKING	0	0	0	0	0	0	0	0	0	0
	OFF SITE PARKING	0	0	0	0	0	0	0	0	0	0
	SITE IMPROVMENTS	0	0	0	0	0	0	0	0	0	0
	CONTINGENCY	0	0	0	0	0	6	12	18	24	30
LUMPSUM PAYMENTS											
COST ITEMS:	PARCEL A	0	0	0	0	1	0	0	0	0	0
	PARCEL B	0	0	0	0	1	0	0	0	0	0
	PARCEL C	0	0	0	0	1	0	0	0	0	0
	PARCEL D	0	0	0	0	0	1	0	0	0	0
	PARCEL E	0	0	0	0	0	1	0	0	0	0
	EASEMENT	0	0	1	0	0	0	0	0	0	0
	DEMOLITION	0	0	0	0	0	0	0	0	0	0
	CONSTRUCTION	0	0	0	0	1	0	0	0	0	0
	ON SITE PARKING	0	0	0	0	0	0	0	0	0	0
	OFF SITE PARKING	0	0	0	0	0	0	0	0	0	0
	SITE IMPROVMENTS	0	0	0	0	0	0	0	0	0	0
	CONTINGENCY	0	0	0	0	1	0	0	0	0	0
TOTAL SEMI-ANNUAL PAYMENTS											
COST ITEMS:	PARCEL A	0.00	0.00	0.00	0.00	0.40	0.27	0.27	0.27	0.27	0.27
	PARCEL B	0.00	0.00	0.00	0.00	2.00	1.33	1.33	1.33	1.33	1.33
	PARCEL C	0.00	0.00	0.00	0.00	4.00	2.67	2.67	2.67	2.67	2.67
	PARCEL D	0.00	0.00	0.00	0.00	0.00	5.00	3.33	3.33	3.33	3.33
	PARCEL E	0.00	0.00	0.00	0.00	0.00	6.00	4.00	4.00	4.00	4.00
	EASEMENT	0.00	0.00	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	DEMOLITION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	CONSTRUCTION	0.00	0.00	0.00	0.00	0.06	0.03	0.03	0.03	0.03	0.03
	ON SITE PARKING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	OFF SITE PARKING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	SITE IMPROVMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	CONTINGENCY	0.00	0.00	0.00	0.00	0.05	0.00	0.00	0.00	0.00	0.00
TOTAL HARD COSTS		0.00	0.00	200.00	0.00	6.51	15.29	11.63	11.63	11.63	11.63

Figure 6

ELIGIBLE SOFT COSTS should be input next. The user will be prompted to enter which of the soft costs are eligible for a loan by the following prompt:

ELIGIBLE FOR LOAN?(0.NO 1.YES)

The cursor will be opposite the first category of the soft costs. The user either chooses 0 or 1 and then [Enter]. The cursor should then move down to the next soft cost category. After the last category, the program returns to the submenu.

OUTPUT is for printing the worksheet. After hitting 0, the following prompt will appear:

PLEASE ALIGN THE PAPER

After the paper is aligned, the user simply presses [Enter] to print the worksheet. Figure 7 is an example of the hard copy for module four.

The program will return to the submenu with the cursor on Main-Menu. The user should press [Enter] to return to the main menu.

8.0 THE FIFTH MODULE

From the main menu, pressing 5 and [Enter] brings the fifth module to the screen. Module five is used for calculating the construction and the long-term finance costs. The typical practice for the construction of a large project is to take out two loans. The first loan is the construction (short-term) loan. The duration of the loan is usually the length of the construction period. The usual arrangement is that the lender grants the developer a line of credit for the construction period. The developer borrows the funds as needed (borrowing needs are determined by the data in the first four modules). The second loan is taken out to pay off the construction loan. This is the long-term loan. The principal plus the interest on the long-term loan is usually amortized over a 20-30 year period.

After pressing 5 and [Enter], the submenu of the module is displayed on the top row of the screen. The submenu for module five is below:

MAIN-MENU BEGIN SHORT-TERM-LOAN LONG-TERM-LOAN CALCULATE OUTPUT

The user should first select the option BEGIN. This loads the A51 file into the AUTO123 file and then the program returns to the submenu.

The SHORT-TERM-LOAN option should be selected next. The user should be prompted for starting year and month of the loan, the duration in months of the loan, upfront points, and the interest rate.

Next is the LONG-TERM-LOAN option. The user should be prompted to enter the duration in years of the loan, upfront points, and the interest rate.

The CALCULATE option will calculate the module's worksheet after the short-term and long-term loan data are input.

DATE OF "PRESENT" DOLLARS 1986 2 1

INFLATION INFORMATION	RATE	SEMI-ANNUAL RATE
HARD COSTS	5	0.024695
SOFT COSTS	10	0.048808

INFLATION COEFFICIENTS	1 1	1 2	1 3	1 4	1 5	1 6	1 7	1 8	1 9	1 10
HARD COSTS	1.025	1.050	1.076	1.102	1.130	1.158	1.186	1.216	1.246	1.276
SOFT COSTS	1.049	1.100	1.154	1.210	1.269	1.331	1.396	1.464	1.536	1.611
SEMI-ANNUAL EXPEND. YEAR-)	1987	1988	1988	1989	1989	1990	1990	1991	1991	1992
DISTRIBUTED PAYMENTS HALF-)	2	1	2	1	2	1	2	1	2	1
TOTAL SEMI-ANNUAL PAYMENTS										
COST ITEMS: PARCEL A	0.00	0.00	0.00	0.00	0.45	0.31	0.32	0.32	0.33	0.34
PARCEL B	0.00	0.00	0.00	0.00	2.26	1.54	1.58	1.62	1.66	1.70
PARCEL C	0.00	0.00	0.00	0.00	4.52	3.09	3.16	3.24	3.32	3.40
PARCEL D	0.00	0.00	0.00	0.00	0.00	5.79	3.95	4.05	4.15	4.25
PARCEL E	0.00	0.00	0.00	0.00	0.00	6.95	4.74	4.86	4.98	5.11
EASEMENT	0.00	0.00	215.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DEMOLITION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CONSTRUCTION	0.00	0.00	0.00	0.00	0.07	0.03	0.03	0.03	0.03	0.03
ON SITE PARKING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OFF SITE PARKING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SITE IMPROVMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CONTINGENCY	0.00	0.00	0.00	0.00	0.06	0.00	0.00	0.00	0.00	0.00
TOTAL HARD COSTS	0.00	0.00	215.19	0.00	7.36	17.70	13.79	14.13	14.48	14.84
TOTAL SEMI-ANNUAL PAYMENTS										
COST ITEM: ENG/ARCH	0.00	.00	0.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LEGAL/ACCOUNTING(PRE-CONS.)	0.00	.00	.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LEGAL/ACCOUNTING(CONSTRUCTION)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MARKETING(PRE-CONS.)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MARKETING(CONS.)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PERMITS(PRE-CONSTRUCTION)	0.00	0.00	0.00	0.00	0.01	0.00	0.00	0.00	0.00	0.00
PERMITS(CONSTRUCTION)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TAXES(PRE-CONSTRUCTION)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TAXES(CONSTRUCTION)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CONSTRUCTION MANAGEMENT	0.00	0.00	0.00	0.00	.00	.00	.00	.00	.00	.00
CONTINGENCY	0.00	0.00	0.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL SOFT COSTS	0.00	.00	0.07	0.00	0.01	.00	.00	.00	.00	.00

FINNANCIAL SUMMARY

AMOUNT ELIGIBLE FOR LOAN	0.00	.00	215.20	0.00	7.37	17.71	13.79	14.13	14.48	14.84

Figure 7

OUTPUT is for printing the worksheet. After hitting O, the following prompt will appear:

PLEASE ALIGN THE PAPER

After the paper is aligned, the user simply presses [Enter] to print the worksheet. Figure 8 is an example of the hard copy for module five.

The program should return to the submenu with the cursor on Main-Menu. The user should press [Enter] to return to the main menu.

9.0 THE SIXTH MODULE

From the main menu, pressing 6 and [Enter] brings the sixth module to the screen. Module six is used for entering operating costs and revenues and adjusting them for inflation. The submenu is displayed on the top row of the screen. The submenu for module six is below:

MAIN-MENU BEGIN REVENUES COSTS ANALYZE PRINT OUTPUT

The user should first select the option BEGIN. This loads the A61 file into the AUTO123 file and then the program returns to the submenu.

REVENUES inputs data on the rent a developer would receive from his property. There is a maximum of three different land uses allowed. For each land use, the user will be prompted to provide the rentable area in square feet, annual revenues per square foot, percent occupancy, the expected annual inflation rate for the lease period, and the five year markup rate (rent increase above inflation). The program should return to the submenu after the third land use category is entered. If only one or two land use categories are used, press 2 for NEXT at the prompt below until the program returns to the submenu:

1.INPUT 2.NEXT 3.CLEAR 4.MANUAL ?

COSTS inputs data on the overhead expenses of owning property. The user will be prompted to enter the cost per square foot and the expected annual inflation rate for building maintenance, security, property tax, and the assessment rate; the percent of annual lease revenue and the expected annual inflation rate for management fees and contingencies; and the annual cost and the expected annual inflation rate for utilities.

The ANALYZE option is used for calculating the worksheet.

PRINT is used for printing the worksheet. After hitting P, the following prompt should appear:

PLEASE ALIGN THE PAPER

After the paper is aligned, the user simply presses [Enter] to print the worksheet. Figure 9 is an example of the hard copy for module six.

The program should return to the submenu with the cursor on MAIN-MENU. The user should press [Enter] to return to the main menu.

	BEGINNING YEAR	MONTH	DURATION(MONTH)		ENDING YEAR	MONTH	POINTS(%)	ANNUAL INTEREST	MONTHLY INTEREST	
LINE OF CREDIT INFORMATION	1990	1 1	42		1993	7 2	2	10	0.008333	
			DURATION(YEARS)							
MORTGAGE INFORMATION			20		2013	7	3	12	0.01	240

SEMI-ANNUAL YEAR-)	1987	1988	1988	1989	1989	1990	1990	1991	1991	1992
CREDIT SCHEDULE HALF-)	2	1	2	1	2	1	2	1	2	1
CREDIT DUE(THE WHOLE PERIOD)	0.00	0.00	0.00	0.00	0.00	1.00	1.00	1.00	1.00	1.00
CREDIT DUE (FIRST PERIOD)	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00
CREDIT DUE (LAST PERIOD)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CREDIT WITHDRAWAL	0.00	0.00	0.00	0.00	7.37	17.71	13.79	14.13	14.48	14.84
NON-FINANCED COSTS	0.00	.00	215.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PRINCIPAL+INTEREST+POINTS DUE	2.15	0.00	0.00	0.00	10.79	24.68	18.29	17.83	17.38	16.95

TOTAL AMOUNT OF LONG LOAN	134.82
LONG-TERM LOAN WITH POINTS	138.87
MONTHLY PAYMENT	1.53
TOTAL PAYMENT	366.97

ANNUAL NON-FINANCED COSTS	0.00	215.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Figure 8

OPERATIONAL COST-REVENUE ANALYSIS($)

A. OPERATIONAL REVENUES

REVENUE ITEM	Sqft	ANNUAL REVENUES PER Sqft	% OCCUPANCY	ANNUAL REVENUES	INFLATION RATE
LAND USE A	8000	30	90	216000	5
LAND USE B				0	
LAND USE C				0	
TOTAL OPERATIONAL REVENUES	8000			216000	

B. OPERATIONAL COSTS

COST ITEM	COST PER Sqft	ANNUAL COSTS	INFLATION RATE
BUILDING MAINTENANCE	2	20000	5
SECURITY	1	10000	5
PROPERTY TAX	1.5	15000	5
ASSESSMENT RATE	0.5	5000	5

COST ITEM	% OF ANNUAL LEASE REVENUE	ANNUAL COSTS	INFLATION RATE
MANAGMENT FEES	2	4320	5
CONTINGENCY	2	4320	5

	ANNUAL COSTS	INFLATION RATE
UTILITIES	10000	5
TOTAL OPERATIONAL COSTS	68640	

Figure 9

OUTPUT breaks the automatic execution of the model and sends the program to a part of the worksheet which is not printed but serves as input to the next module. Press [Alt]-M to go back to automatic operation of the model.

10.0 THE SEVENTH MODULE

From the main menu, pressing 7 and [Enter] brings the seventh module to the screen. Module seven is used for calculating the present value and internal rate of return of the project. The submenu is displayed on the top row of the screen. The submenu for module seven is below:

MAIN-MENU BEGIN INTEREST CALCULATE OUTPUT

The user should first select the option BEGIN. This loads the A71 file into the AUTO123 file and then the program returns to the submenu.

INTEREST is for entering the discount rate that is used in calculating the present value and internal rate of return.

CALCULATE performs the calculations.

OUTPUT is for printing the worksheet. After hitting O, the following prompt will appear:

PLEASE ALIGN THE PAPER

After the paper is aligned, the user simply presses [Enter] to print the worksheet. Figure 10 is an example of the hard copy for module seven.

The program will return to the submenu with the cursor on Main-Menu. The user should press [Enter] to return to the main menu.

11.0 THE EIGHTH AND NINTH MAIN MENU OPTIONS

The eighth main menu option is implemented whenever the user wishes to exit the model. After pressing 8, the following prompt should appear:

No Yes
Do not end 1-2-3 session; return to READY mode

The user should press Y and the Lotus 1-2-3 main menu should appear. The user should select Exit to get the following prompt:

No Yes
Do not leave Lotus Access System

Pressing Y will exit the Lotus Access System

The ninth main menu option is used to enter the manual mode from the main menu. To return to automatic operation of the model, the user presses [Alt]-M.

FINAL FINANCIAL ANALYSIS (MILLIONS)

ITEM YEAR-)	1987	1988	1989	1990	1991	1992	1993	1994	1995	1996
NET ANNUAL INCOME	0.00	-215.26	0.00	0.00	0.00	0.00	-7.66	-18.35	-18.35	-18.35
NET ANNUAL INCOME(CUMULATIVE)	0.00	-215.26	-215.26	-215.26	-215.26	-215.26	-222.92	-241.27	-259.62	-277.97
ACCUMULATED EQUITY	0.00	0.00	0.00	0.00	0.00	0.00	1.19	4.11	7.23	10.57
PERCENT EQUITY	0.00	0.00	0.00	0.00	0.00	0.00	0.32	1.12	1.97	2.88
INCOME TO MORTGAGE RATIO	0.00	0.00	0.00	0.00	0.00	0.00	-0.02	0.00	0.00	0.00
NET INCOME TO FULL OWNERSHIP	0.00	-0.59	0.00	0.00	0.00	0.00	-0.02	-0.05	-0.05	-0.05

PRESENT VALUE CALCULATION

PRESENT VALUE (TO THE YEAR--))	2036	-261.41

INTERNAL RATE OF RETURN

INTERNAL RATE (TO THE YEAR--))	2036	ERR

Figure 10

APPENDIX A

SURVEY OF STANDARD DEVELOPMENT COSTS

SURVEY OF STANDARD DEVELOPMENT COSTS

The Joint Development Cash Flow Model (JDCFM) was developed to assist SCRTD in assessing the cost of potential joint development projects. It was designed to take into account all significant cost categories which comprise a major real estate development project. In conjunction with the development of the Model, a literature search was undertaken to examine typical costs of the development categories used in the model. This research was conducted in order to provide reference information for the user concerning usual and reasonable development costs. It should be realized that this appendix should just be used as a guideline on development costs.

The following sources were found to be relevant to the JDCFM as a result of the literature search:

1) Building Construction Cost Data by the Means Company (Means) contains average unit prices on approximately 20,000 different building construction items. These unit costs are based on an average of construction costs in 30 major U.S. cities. Cost data are supplied by contractors, subcontractors and manufacturers.

2) Design and Cost Strategies: Preliminary Cost Guide by the Architectural Data Corporation (ADC) is a reference for quickly estimating total project costs for new construction. This guide uses case studies provided by Architectural Design and Cost Data magazine as the basis for the cost data.

3) The Englesman General Construction Cost Guide supplies data on construction materials, labor, equipment and sub-contractors' unit prices. The data in this manual were obtained from actual job costs and prices quoted by material suppliers, combined with labor cost data supplied by the U.S. Department of Labor, state Public Contract Sections, and the publisher's own sources.

4) The Boeckh Building Valuation Manual contains cost estimates for different types of construction projects. Material and labor costs contained in this source are based on data collected in the Milwaukee, Wisconsin metropolitan area. These can be adjusted for application in other cities through use of location multipliers.

Because of the way the model is formatted, all the soft costs are input as a percentage of construction costs while all of the hard costs (except parking) depend on the specifics of the project. Therefore, this appendix only used sources which expressed soft cost categories as a percentage of a total cost (either total project cost or total construction cost) and parking as cost per space. Sources which contained information reported only in a detailed line item format using individual unit costs did not provide useful information for this Appendix. In addition, percent of cost was found to be the only valid basis of comparison between sources because costs depend on unit of measurement and vary widely by type of construction. Since percent of cost was used, it was not necessary to adjust costs between cities.

The Means and ADC publications were the only sources found to have cost estimates expressed as a percentage of the total development cost in more than

one of the input categories used in the JDCFM. Two other sources, Englesman and Boeckh, were found to have information relevant to one of the input categories. Other sources examined did not contain information useful for comparative purposes. This appendix contains the reference cost data for each JDCFM input category where it was available.

However, even when multiple sources contained information relevant to an input category, difficulties in comparison were encountered. This basically resulted from three situations: (1) when different sources used different project size categories, (2) when some sources expressed costs in terms of percentage of construction cost while others expressed costs in terms of percentage of total project cost (includes construction costs, overhead, contractors fees, etc.) and (3) when some sources differentiated between different types of construction (for example, office, residential, etc.) and others did not. Wherever possible, costs for new office building construction were used.

It is important to note that these cost estimates only reflect average costs as determined through a survey technique which differs between sources. Precise costs will, of course, vary from project to project. The information in this Appendix is designed only to provide background data to the user of the JDCFM in order to increase understanding of the development cost categories.

ARCHITECTURAL FEES

The range of architectural fees depends on the size of the project (the larger the project, the smaller the percentage that goes to architectural costs). Three sources contain data on architectural fees for a new office building:

SOURCE	Project Size	Average Arch. Fee
MEANS		
	$100,000 - $5,000,000	6.4% to 11.7% of total project cost
BOECKH		
	$100,000 - $5,000,000	6.1% to 7.9% of construction cost
ADC		
	$100,000 - $5,000,000	7.1% to 9.7% of construction cost

ENGINEERING FEES

The range of engineering fees depends on the size of the project (the larger the project, the smaller the percentage that goes to engineering services). Three sources contain data on engineering fees. The project size varies between the sources:

SOURCE	Project Size	Average Engineering Fees
MEANS		
		(Structural engineering fees only)
	$250,000 - $500,000	2% of total project cost
	$5,000,000 and up	1.2% of total project cost
ENGELSMAN		
		(Structural engineering fees only)
	$100,000 - $1,000,000	8% of construction cost
	$1,000,000 and up	4% of construction cost
ADC		
		(All engineering services)
	$100,000 - $200,000	10.2% of construction cost
	$5,000,000 and up	6% of construction cost

LEGAL FEES

One source contained data on legal fees:

SOURCE	Project Size	Average Legal Fees
ADC		
	any	.2% of construction cost

MARKETING FEES

One source contained data on marketing fees:

SOURCE	Project Size	Average Mktg. Fees
ADC		
	any	.4% to 1.5% of total project cost

PERMITS FEES

Two sources contained information on fees for permits and licenses:

SOURCE	Project Size	Average Permits Fees
MEANS		
	any	.5% to 2% of construction cost
ADC		
	$423,360	.5% of construction cost*

* Taken from the example in the ADC guide of an office building in Southern California with a construction cost of $423,360

CONSTRUCTION MANAGEMENT FEES

Two sources contained data on costs of construction management:

SOURCE	Project Size	Average Const. Mgmt. Fees
MEANS		
	$1,000,000	4.5% to 7.5% of total project cost
	$5,000,000	2.5% to 4% of total project cost
ADC		
	$694,716	1.8% of total project cost*

* Taken from the example in the ADC guide of an office building in Southern California with a total project cost of $694,716

CONTINGENCIES

Contingency funds are established in major construction projects to cover unforeseen construction difficulties. Two sources contained data on the average size of contingency funds established for construction projects:

SOURCE	Project Size	Average Cont. Fees	
MEANS			
		(% of total project cost)	
	any	Final working drawing stage	2%
		Preliminary working drawing stage	7%
		Schematic stage	10%
		Conceptual stage	15%
ADC			
	$643,255	5% of subtotal project cost*	

* Taken from the example in the ADC guide of an office building in Southern California with a subtotal project cost (before developer's overhead) of $643,255

PARKING

One source contained data on costs of parking garage construction:

SOURCE	Garage Size	Public Garage Costs
MEANS		
	200 cars	$6,000 per car
	1200 cars	$6,600 per car

February 13,1986

Mr. James H. Wheeler, Principle Administrative Assistant
General Analysis and Budget Services Division
Department of Building and Safety
Room 420C, City Hall
200 N Spring Street
Los Angeles, California 90012

Dear Mr. Wheeler:

We are currently updating our land use data base for the Metro Rail Benefit Assessment Districts for the first segment of the subway system. Our initial data base was developed utilizing building permit data. We will be updating this data on a continuing basis utilizing the monthly computer runs on building permit activity. We have data current to April 1985 and will be receiving copies of the reports as they are printed. However, this leaves us without the reports from April 1985 to the present. Enclosed is a purchase order for charges not to exceed $150 to cover the cost of photocopying these reports. This amount is based upon a service charge of $1.00 plus $0.10 per page copied. In response to your concern about the capacity of your staff to handle this volume of copying in a timely manner, we will supply the staff to do the actual copying.

Thank you for your assistance in this matter.

Sincerely yours,

Gary S. Spivack
Director of Planning

cc: Charles Schimpeler
Peter Stopher
Dave Mansen
Maggi Giacosie

February 13, 1986

Mr. Frank Kroeger, General Manager
General Services and Budget Services Division
Department of Building and Safety
Room 411, City Hall
200 N Spring Street
Los Angeles, California 90012

Dear Mr. Kroeger:

We are currently updating our land use data base for the Metro Rail Benefit Assessment Districts for the first segment of the subway system. Our initial data base was developed utilizing building permit data. We would like to update this data on a continuing basis utilizing the monthly computer runs on building permit activity. Accordingly, we would like your authorization for the Department of Information Services to print an additional copy of this report monthly and make it available to the RTD. We understand that this service is available at no cost to the RTD. Please send the printouts to:

Mr. Gary S. Spivack, Director of Planning
SCRTD
425 S Main Street
Los Angeles, California 90013

Thank you for your assistance in this matter.

Sincerely yours,

Gary S. Spivack
Director of Planning

cc: Charles Schimpeler
Peter Stopher
Dave Mansen
Maggi Giacosie

February 13, 1986

Mr. Chuck Fowler
Office of the Assessor
County of Los Angeles
Room 293, Hall of Administration
500 W Temple Street
Los Angeles, California 90012

Dear Mr. Fowler:

Enclosed is a purchase order for the rental of the Secured Basic File in computer tape form (SYSAS.ASDS03.SBFABTR.COPY). We understand that this is the same file supplied to the City of Los Angeles. The purchase order authorizes an amount not to exceed $1,455. This amount is based upon a maximum of eight tapes at a lease rate of $175 per tape and a handling charge of $55 for the order. Also enclosed is a signed copy of the affidavit swearing that we will not share this information with any other person or agency or private individual without first obtaining written approval of the Los Angeles County Assessor.

Thank you for your assistance in this matter.

Sincerely yours,

Gary S. Spivack
Director of Planning

cc: Charles Schimpeler
Peter Stopher
Dave Mansen
Maggi Giacosie

AFFIDAVIT

DATE _____

TO: LOS ANGELES COUNTY ASSESSOR

We hereby agree that any information furnished to this agency from the los Angeles County Assessor's Secured Local Roll File, Secured Basic File and/or Cross Reference Roll File (magnetic tape or other format) is for this agency's use only.

We further agree that this agency will not transmit or convey such information to any other agency or private individual without first obtaining written approval of the Los Angeles County Assessor.

_____
AUTHORIZED SIGNATURE

_____
TITLE

_____
AGENCY

D R A F T

==========

GENERAL PLANNING CONSULTANT:

TECHNICAL MEMORANDUM 86.4.10

METHODOLOGY FOR UPDATING THE MOS-1 DATA BASE FOR BENEFIT ASSESSMENTS

==========

Prepared for:

Southern California Rapid Transit District

Prepared by:

Myra L. Frank and Associates
and
Schimpeler Corradino Associates
in association with

Barton-Aschman Associates, Inc.
Cordoba Corporation
The Planning Group, Inc.
Manuel Padron

March, 1986

1.0 INTRODUCTION

In order for the Southern California Rapid Transit District (SCRTD) to establish benefit assessment districts and rates for the Minimum Operating Segment 1 (MOS-1) phase of Metro Rail construction, it was necessary to develop an accurate, up-to-date land use inventory for the Benefit Assessment Districts areas (Central Business District and Wilshire-Alvarado District) included within the initial segment area (MOS-1). This inventory is maintained in a data base consisting of all parcels included within the established districts. Accurate parcel size and square footage by use on each parcel, along with property owners and mailing addresses, are included.

To maintain an accurate data base for the MOS-1 benefit assessment districts for the annual calculation of direct assessments, a process for monitoring and updating the data base is required. This process must include documenting changes in land use, square footage, or other factors that may affect accessibility or the direct assessment calculations.

1.1 PURPOSE

The purpose of this paper is to outline a proposed methodology for updating the MOS-1 data base.

1.2 AUTHORIZATION

The state enabling legislation authorizing the establishment of benefit assessment districts (Section 33000 et seq. of the Public Utilities Code) specifically assigns the county within which the special benefit assessment district is located to levy and collect the special benefit assessments at the same time using the same system as used for the levy and collection of other taxes. The County then deducts its expenses, and transmits the balance to the District. It is the responsibility of the SCRTD to provide the County Auditor-Controller with the specific parcels to be assessed and the amount of the direct assessment due in a format compatible with the Auditor-Controller's system. Section 33002 of the Public Utilities Code allows for assessments to be levied on both land and improvements. On July 11, 1985, the SCRTD Board approved a Resolution which established benefit assessment districts, the assessment formula, and the assessment rates. The assessments are based on the square footages of the parcels or on the square footages of use in certain improvements, whichever is greater. The data base was set up to accommodate either method of assessment. The maintenance of this data base is critical for the equitable, accurate calculation of the annual direct assessments.

1.3 CRITERIA

The following criteria indicate a need to re-evaluate the calculation of the direct assessment on a parcel:

- Change in use
- Addition or demolition of improvement area
- Consolidation, subdivision, or other changes in parcel area
- Change in exemption status

The information necessary to update the MOS-1 Benefit Assessment data bases cannot be directly ascertained from the data items available on either the Assessor's tape or from the LUPAMS. However, a number of data fields available on either tape may be used for analysis to flag individual parcels for further inspection. The methodology for maintaining the data base has been developed utilizing these triggers rather than an annual field survey of the entire area within the MOS-1 districts.

Changes in use, addition or demolition of the improvement area will be monitored by using Building and Safety records (see Section 2.2.2). Changes in ownership, parcel area, consolidations, subdivisions or other parcel related changes will be monitored by using data from the Assessor's Office (see Section 2.2.1). Identification of properties with potentially significant data changes will be followed by field survey and other data collection as necessary to verify their status. Exemption status for non-profit organizations will be entered annually based on the Assessor's classifications (religious, church, and welfare) for exemption from ad valorem taxes.

1.4 FILES IN DATA BASE

The two types of files maintained for the MOS-1 Benefit Assessment calculations are as follows:

- BADD data base
- Possessory interest

The BADD data base file contains the records for parcels in private, railroad/utility and governmental ownership. These will be updated by reviewing Building and Safety Office records and matching the BADD data base to the current Assessor's data (see Section 2.2). Because of the amount of Assessor's data involved, computer tape rather than hard copy will be used.

Records for possessory interest on governmentally-owned parcels are contained in a separate possessory interest file (see Section 3) which will be updated by comparison to the annually updated microfiche version of the Assessor's cross-reference roll.

2. METHODOLOGY FOR UPDATING THE MOS-1 BADD DATA BASE

Multiple methods will be utilized both serially and concurrently for updating the BADD data base. The updating process will be initiated in March. This process will involve: 1. comparison of the BADD data base with a current version of the Assessor's data, 2. review of building permit activity, and 3. collection of supporting data.

An accurate updating of the BADD data base cannot be accomplished in the short time interval between the completion of the Assessor's final version of their local roll on June 30 and the deadline for completion of the direct assessment tapes in mid-August. The Assessor's file is updated approximately 40 times a year. Therefore, while the Assessor's tapes secured for the initial review will not be the final version, they will contain changes which have occurred since the 1985 Assessor's file was finalized. A second, final test match of the tapes will be made in July after the final version of the Assessor's tape is received. The emphasis will be on reviewing critical data for preparation of the direct assessment tapes by the Auditor-Controller's August deadline. All updating of the data bases must be completed by mid-July to allow sufficient time for computation of direct assessments and preparation of computer tapes for transfer of this data to the Los Angeles County Auditor-Controller's Office. Data not critical to the preparation of the direct assessment tapes will be reviewed and updated on an "as time permits" basis during the slower period between August and March of the year.

2.1 CHOICE OF TAPE FOR COMPARISON

Current, compatible data is needed to identify those properties for which changes significant to benefit assessment have occurred. While the BADD data base was developed using data obtained from the Los Angeles City Department of Planning (DOP) LUPAMS system; the DOP LUPAMS file has not always been updated on the established quarterly schedule. For example, the LUPAMS tape available at DOP in January, 1986 was based on the September-October, 1985, Assessor's data. Even if the schedule is maintained, there is a three to six weeks lag time between completion of the Assessor's tape and transmittal to the DOP LUPAMS system. Thus, a final LUPAMS tape will not be available until the end of July or mid-August.

The DOP LUPAMS file is the same as the County Assessor's computer file. The County Assessor adds building area and other data items and prepares the tapes for the City (Assessor's Secured Basic file, SYSAS.ASDS03.SBFABTR.COPY). The tapes are put on line by the Department of Planning without further data input. After the beginning of the fiscal year, the Assessor's file is updated approximately every two weeks until February, when updates are made weekly until the file is transferred to the Auditor-Controller. The Assessment roll prepared by the Los Angeles County Assessor's Office is sent to the Los Angeles Auditor-Controller's Office by July 1 where the tax rates are applied and the property tax bills are prepared. The final tape for the tax year would be available after this time.

Obtaining a set of the Assessor's tapes in March will allow the updating process to begin with most of the data for the fiscal year already incorporated. The Assessor's tape must be leased at the cost of $175 per tape plus $55 handling charge. This would be a cost of from $1,105-$1,455 for the six to eight Assessor's tapes. As the updating process is under development, it would not be wise to attempt to save the cost of a second set of tapes by waiting for the final tapes in July. Leasing the Assessor's tapes as soon as possible will provide the most time to work out the process and deal with unforseen snags.

2.2 ACTIVE REVIEW OF RECORDS INITIATED IN MARCH

The review process will involve the following:

- Matching the data fields for the MOS-1 BADD data base with the current Assessor's data
- Review of Building and Safety building permit activity
- Review of alternative sources where supporting or alternative data is needed

2.2.1 Comparison of Data for the BADD 1985 Data Base with the 1986 BADD Data Base

The data base developed from the Assessor's Secured Basic file will be compared to the 1985 BADD data base to identify those properties for which changes significant to the benefit assessment process have occurred.

The Assessor's Tape is supplied as a single-reel file with 80 bytes per block, 1 record on a 9 channel tape of 1600 B.P.1. density. ASCII files will be downloaded onto floppy diskettes for use on an IBM PC system and converted to a dBASE III format. A working knowledge of DBASE III and PC.DOS is required to create the files. Assistance from the SCRTD MIS Department and the Decision Support will be necessary for the downloading process. The software requirements are DOS v2.0 or greater and dBASE III. The hardware requirements include an IBM PC with 256 Kb RAM and a 10 Mb hard disk storage.

The downloaded records will be developed into a 1986 working version of the BADD data base containing only the records for those parcels located within the Benefit Assessment Districts boundaries. The 1985 and 1986 working versions of the BADD data base will be compared and reconciled. A printout by parcel numbers (see Appendix A) will be produced to be used for reference and verification of the data base.

Once a current listing of the parcels included within the districts is established, a program will be written to test the match between the data in the selected field variables in the 1986 working version of the data base and the existing BADD data base. This program will produce a list of parcels where differences occur between the two data bases.

The following fields will be test matched:

Parcel number (PARCELNO): This is the primary identification number assigned to each parcel of land, consisting of the complete mapbook, page, and parcel character fields without intervening spaces (10 digits). The number is assigned by the Assessor's Office to facilitate locating every parcel on the assessment records and each parcel number is unique at any point in time (see Appendix A). A non-match between the two versions of the tape for this field may indicate a consolidation, subdivision, or change in ad valorem tax status, etc. for the parcel(s).

Parcel Area (PRCL_AREA): The area of the parcel expressed in acres carried to three decimal places. This data is critical to the accurate assessment calculations for the parcel. A test match between the two tapes is a valuable check on the BADD data base file. Also, a non-match between the two versions of the tape for this field may indicate a consolidation, subdivision, or other change in parcel area.

Owner of record (ASSESOWN1): This is the name of the first owner assessee as of the previous lien date (March 1). A non-match could indicate that the property had been sold or otherwise changed hands.

LUPAMS code (ASSOR_CODE) This 4 byte character field contains the LUPAMS Code for a parcel, regardless of zoning. The code identifies the use, by general classification and by subtype within the context of the general classification, e.g., 1100 for commercial store, 1400 for supermarket, etc. The third and fourth characters of the code indicate special features of the parcel. For a more detailed listing refer to Property Use Classification Handbook (Assessor's Office). While the LUPAMS codes are not updated on a regular basis, a non-match in this field could identify a potentially significant change in use.

Tax Rate Area (TAXAREA) A four digit code indicating the geographical area for which a tax rate pertaining to the parcel is applicable. This number is used as part of the identification number for properties in railroad/utility ownership on the direct assessment tapes and is taken directly from the Assessor's data. A non-match will be corrected to agree with the most current Assessor's data.

Agency Classification Number (AGENCYNO) This six digit code identifying the assessee agency of a public-owned parcel. The first three digits represent a general category and the remaining 3 digits represent specific agencies within a category. If privately-owned this field contains zeros. This number is used as part of the identification number for properties in railroad/utility ownership on the direct assessment tapes and is taken directly from the Assessor's data. A non-match will be corrected to agree with the most current Assessor's data.

The parcels identified through the test match between the two versions of the BADD data base are expected to fall into two groups as follows:

- Differences in spelling, abbreviations, spacing, etc.
- Potentially significant differences.

It is anticipated that 60-80 percent of the "non-matching" records will require only a clerical update for differences in spelling, abbreviations, or other non-significant variances. However, for the 20-40 percent of the non-matches which are potentially significant, more extensive data collection efforts will be undertaken. Therefore, if half of the approximately 3,000 parcels in the 1985 BADD data base have some change, 300-600 parcels will require data collection and review.

2.2.2 Review of Building and Safety Permit Activity

While the LUPAMS file was used as the basis for the BADD data base, the data for the actual square footages and allocation of area by use was the result of field survey, review of Building and Safety records, and other data collection efforts. Keeping this data current will require monitoring any change in structures (see Technical Memorandum 86.4.5, DEVELOPMENT OF THE MOS-1 DATA BASE FOR BENEFIT ASSESSMENTS, December, 1985). All demolitions, new construction, and significant alterations require a permit from the Office of Building and Safety. The issuance of a building permit or occupancy permit may indicate that building area has changed and/or a building modified to accommodate a change in use.

The General Analysis Department of Building and Safety runs monthly computer printouts on building permit activity for Los Angeles City. These reports contain such information as job address, permit number, type of permit, number and type of dwelling units, value of construction, etc. The reports are ordered by street address and include data for construction, demolitions, and alterations with building permit number and valuations by building.

These Building and Safety monthly reports will be used to monitor structural changes occurring within the districts. Planned new construction, demolitions or structural alteration activity will flag a parcel for on-site inspection. A minimum value for alterations will be established as a baseline. Once initiated, this process will continue throughout the year as reports of building permit activity are received.

New developments will be included in the benefit assessment program as temporary occupancy permits are issued. The assessment will be based on the number of square feet indicated on the permit as acceptable for occupancy. That is, for buildings under construction, the square footage of the space available for occupancy, will be entered into the data base as assessable when permits for occupancy are issued. Additional assessable square footage will be entered as stages of construction are completed and occupancy permitted, regardless of the final completion date for the project.

For this first year only, obtaining the monthly reports for building permit activity must be approached from two fronts as follows:

1. Historical data. General Planning Consultant staff will copy past reports of building permit activity beginning with April, 1985 to present. These reports are available at a service charge of $1.00 plus $0.10 per page. This is an approximate cost of $100-150 for the reports on the ten month period, April, 1985 - January, 1986. The usual report is 100 or more pages per month. These reports are divided by service area; therefore, costs and handling will be cut by eliminating data collection for Van Nuys, San Pedro, and West Los Angeles.

2. Future reports. These monthly printouts of building permit activity will allow monitoring of building activity occurring throughout the district. Authorization has been requested for an additional copy of the report to be made available to SCRTD. These reports will be compared to a BADD parcel list by address order to identify building permit activity for parcels within the Districts. Once a staff is assigned for maintaining the data base, these reports can be screened as the monthly report is received.

2.2.3 Review of Alternative Sources for Supporting Data

Further data collection will be initiated under any of the following conditions:

- A potentially significant non-match occurs when the two versions of the BADD data base are compared
- A permit for construction, demolition or significant alteration of a structure has been issued by Building and Safety
- A permit for occupancy has been issued by Building and Safety

In some cases, it will be necessary to undertake a field survey of the property to verify current use and/or square footages. A field survey will involve an on-site inspection to determine actual structural configuration and current land uses. Two person teams will survey the parcels to verify their current status for the following purposes:

- Identify modifications to uses on the parcel
- Note modifications, including demolitions and construction, to the improvements on the parcels
- Identify modifications to the proportion of structure and parcel allocated to each use in the case of multi-use buildings/parcels

When structural changes occur, data for updating building areas will be obtained by one of the following methods listed in order of priority: (1) actual building area taken from the building records on file at the Office of Building and Safety, or (2) estimated on the basis of overall building dimensions taken from footprint maps multiplied by the number of stories, or (3) when no other data is available, LUPAMS data, building manager's records or other sources will be used.

City of Los Angeles Department of Building and Safety records provided the most accurate and complete information for developing the BADD data base (see Technical Memorandum 86.4.5, DEVELOPMENT OF THE MOS-1 DATA BASE FOR BENEFIT ASSESSMENTS, December, 1985). These same records will be used as supporting documentation for the square footages when updating the BADD data base.

Assessor's maps will be used to verify parcel number, parcel size, parcel boundaries, or other parcel related data as necessary.

All records will be manually updated as information is verified.

2.3 TEST MATCH WITH FINAL ASSESSOR'S TAPES IN JULY

The working version of the 1986 data base developed from the March copy of the Assessor's Secured Basic File will be compared to the final version (issued approximately June 30) of the Assessor's Secured Basic File. The same methodology as used for the initial screening will be followed for the final test match (see Section 2.2.1). However, in July only those fields essential to the calculation and identification of direct assessments will be tested and updated. Updating fields not on the critical path will be discontinued until the slower period from the end of August through February.

The final version of the Assessor's Secured Basic file in computer tape form will be leased and converted for use on the BADD data base system (see Section 2.2.1). The records will be developed into a final 1986 version of the Assessor's data containing only the records for those parcels located within the boundaries of the benefit assessment districts. The 1986 BADD working version (BADD0386) and the final version of the Assessor's data will be compared and reconciled. Once a current listing of the parcels included within the districts is established, a program will be written to test the match between the data in the selected field variables of the working 1986 BADD data base and the final version of the 1986 Assessor's data.

As in the initial test match the following field will be test matched:

Parcel number (PARCELNO)
Parcel Area (PRCL_AREA)
Owner of record (ASSESOWN1)
LUPAMS code (ASSOR_CODE)
Tax Rate Area (TAXAREA)
Agency Classification Number (AGENCYNO)

The following additional fields will be included in the test match:

Exemption claim (EXPCLAIM) A one digit code indicating the type of exemption processed by the Assessor's Office as indicated below:

1. Veteran affidavit received
2. --
3. Church, all exempt
4. Welfare, all exempt
5. Religious, all exempt
6. Church, partially exempt
7. Welfare, partially exempt
8. Religious, partially exempt
9. Prior year

When an exemption to the ad valorem taxes is granted, a code is entered in the field, EXPCLAIM, of the BADD data base file. These codes will be reviewed and the data base adjusted accordingly. Only exemptions coded 3 through 8 are applicable to the BADD data base.

The parcels identified through the test match between the two tapes are expected to fall into three basic groups as follows:

- Differences in spelling, abbreviations, spacing, etc.
- Exemption status changed
- Potentially significant differences

Most of the parcels identified as containing non-matching data will require only updating at the clerical level to correct spelling, abbreviation and spacing differences between the two versions of the data.

Non-profit status is based upon the determination of the Assessor's Office of eligibility for exemption from ad valorem taxes. These exemptions are subject to annual renewal at the Assessor's Office. A use is considered exempt if the property is in use by the owner and it is classified as exempt from 'ad valorem' taxes according to the Assessor's Office. These uses are exempt from direct assessments. If part of a structure or parcel is considered exempt from 'ad valorem' taxes by the Assessor's Office, the square footages used to calculate the assessments are prorated accordingly. (see Technical Memorandum 86.4.5, DEVELOPMENT OF THE MOS-1 DATA BASE FOR BENEFIT ASSESSMENTS, December 1985).

Parcels for which the nature of the difference is such that a change in use, parcel consolidation or subdivision, extensive rehabilitation or reconstruction of the structure, etc., is noted a review process will be initiated as discussed in Section 2.2.3 above.

Updates will be made to the parcel record data items as they are verified.

2.4 RECORDS REVIEWED AND UPDATED ON AN 'AS TIME PERMITS' BASIS

The most recent version of the Assessor's tape will be used for comparison with the selected data fields in the current BADD data base. The records will be reviewed individually for the parcels with non-matching data to determine the nature of the change.

It is expected that during the review process, a change in ownership from one private owner to another will be noted for a number of parcels. Updating these records will involve a clerical change in the owner of record and associated mailing address for the parcel record. Also, the records in both versions will be matched to identify other data such as mailing addresses which need revisions. These tests and clerical updating processes will be held for the less busy time periods. Although the mailing for the direct assessments in the responsibility of the Auditor-Controller's Office, entering these changes will avoid the need to screen the records during future updates as well as maintaining a current data base. As a matter of policy it is suggested that all records be maintained with current data. However, these changes once clarified will be entered on an "as time permits basis."

3. THE POSSESSORY INTEREST FILE

The SCRTD Board Resolution which establishes benefit assessment districts authorizes the assessment of possessory interest properties. The Los Angeles City Council added specific wording regarding the assessment of "possessory interests," enabling the assessment of private entities operating on governmental properties. Also, Section 33017 of the State Public Utilities Code requires that the "special benefit assessments authorized by this chapter shall be levied and collected by the county at the same time and in the same manner as taxes are levied and collected." The Los Angeles County Auditor-Controller's Office cannot assess governmental agencies (per letter to John A. Dyer from Marianne J. Reich dated July 18, 1985). To implement that authorization, a data base of possessory interest information must be established.

The possessory interest file was not used during the initial development of the BADD data base. At this time the procedures had not been established for assessing properties in governmental ownership, but which are leased to non-governmental agencies. The apparent conflict between the legal restrictions on who may be assessed by the Los Angeles County Auditor-Controller's Office and the legal requirements for the handling of the special benefit assessments for the MOS-1 benefit assessment districts, required exploring alternative methods for processing the direct assessments for these properties.

3.1 POSSESSORY INTEREST FILE DEVELOPMENT

Therefore, this first year only, the possessory interest file must be established and then updated as additional information is obtained. Identifying information must be assembled and a field verification survey conducted for possessory interest properties in the benefit assessment districts. The necessary information to begin such a data base is contained in the Los Angeles County Assessor's cross-reference file (Map Book 8940).

This file has been secured in microfiche form and the development of the data base has been initiated. The possessory interest file will contain information only on parcels in governmental ownership. These records can be identified by the last three digits of their parcel number. In the case of the governmental parcels, these three digits are either equal to '000' or fall within the range of '900' through '999'. Parcels which are assigned a parcel number of '000' occur in areas not usually assigned a parcel number such as spaces under stairways, median strips, verges, areas under freeways, etc. The owner of record is assessed directly for both privately-owned and State Board of Equalization (SBE) assessed parcels. SBE assessed parcels include parcels in railroad and utility ownership. The methodology for processing direct assessments for these properties is already established and in use by the Auditor-Controller's Office. Identifying the private owner of the possessory interest on governmentally owned parcels provides a method of assessing the owner of the possessory interest directly. This avoids the apparent conflict which would occur if a governmental agency were assessed for possessory interests located on parcels in their ownership.

While the cross-reference listing does not include square footages, it does supply information not available from other sources. This includes a listing of all possessory interests on each parcel with the name and address of the owner of record for that interest. The cross-reference file listing indicates a number of parcels with multiple possessory interest listings, i.e., Parcel No. 5408011907 in the Olvera Street area.

A field survey and review of building and safety records will be undertaken to determine actual structural configurations, square footages, and current uses. This data will be used to develop values for parcel area and the improvement area prorated by use for each possessory interest. The data collection and direct assessment calculation techniques used for the development of the BADD data base as discussed in Technical Report 86.4.5 will be utilized to assure consistency for all properties within the districts.

3.2 METHODOLOGY FOR UPDATING THE POSSESSORY INTEREST FILE

The first step for updating the possessory interest file is to secure the Assessor's cross-reference roll on microfiche. The cross-reference roll is produced once a year. Last year the microfiche was produced on July 18. The cost for microfiche is approximately $60.

The microfiche records will be screened and a paper copy made of all records with parcel-page numbers located within the benefit assessment districts. The resulting file will be developed into a 1986 version of the possessory interest file containing only the records for those parcels located within the boundaries of the Benefit Assessment Districts. The 1985 and 1986 versions of the possessory interest file will be compared and reconciled.

Once a current listing of the properties located within the districts is established, the files will be reviewed manually. The records for possessory interests which are no longer current will be deleted from the updated version. New record data will be entered into the data base. Data collection will be undertaken for newly included properties for which a change is indicated.

If fifty percent of the estimated 300 parcels have changes, we expect that approximately 60-80 percent of these will be clerical in nature. Therefore, approximately 30-60 parcels will require some further review. The same procedures for field survey, Building and Safety record review, etc., will be followed as for updating the BADD data base (see Section 2.2.3). However, as the amount of data to be reviewed is significantly smaller, all review and data entry will be accomplished manually.

4. RECALCULATE DIRECT ASSESSMENTS

Once the data bases have been reviewed and updated, the direct assessments must be recalculated. Both computer computation and manual calculation will be utilized as applicable.

4.1 ASSESS PROGRAM

The dBASE III micro-computer program, called "ASSESS," was specifically developed to read and analyze land use and parcel square footage data from the main data base for the MOS-1 benefit assessment districts A1 and A2. This program will be used to calculate the direct assessments for the updated data bases.

The software requirements are DOS v2.0 or greater and dBASE III. The hardware requirements include an IBM PC with 256 Kb RAM and and a 10 Mb hard disk storage. The program determines and flags exempt parcels and calculates the direct assessments for all non-exempt parcels. At the completion of the calculations, the direct assessments calculated are entered into field, BAD_ASSESS, for each record of the BADD data base. A list of parcels with invalid combinations is printed. The total direct assessment levied on the parcel is based on the rates applied to the square footage of the various uses located on the parcel. For a more complete discussion of how the program calculates assessments are Technical Memorandum 86.4.5, DEVELOPMENT OF THE MOS-1 DATA BASE FOR BENEFIT ASSESSMENTS, December, 1985. Assessments will be calculated by the Assess Computer program for approximately 98 percent of the parcels. A small number of parcels will require special handling because improvements extend across parcel lines and individual calculations will be made in these cases. This program will be adapted to calculate the direct assessments for the possessory interest file as well.

4.2 SPECIAL CALCULATIONS

Approximately two percent of the parcels contain improvements which extend across property lines. Assessments for these properties must be calculated by hand. When a building containing assessable improvements crosses property lines either the square footage of the building or the combined square footage of the parcels is assessed, whichever is greater. That is, the square footages for each of the parcels which are transected by the improvement are combined and the sum of the square footages is compared to the square footage of the improvement. However, unless a building crosses a property line, the parcels are considered separate entities. Surrounding parcels which but are directly under the structure are not included in the calculations, but are treated as independent parcels. This is to maintain equitability with other properties which have a structure on one parcel and a second parcel serves as parking for employees or customers.

For those parcels containing two or more types of uses, the data comparisons and prorating techniques discussed in Technical Report 86.4.5 will be used to assure that the assessments are calculated in a manner consistent with the "Resolution Creating Special Benefit Assessment Districts A1 and A2 for the MOS-1 Segment of the Metro Rail System." Direct assessments will be calculated by hand and entered into the data base individually.

The SCRTD will send letters to those property owners who own parcels on which an improvement transcends a parcel boundary. The letters will explain how the assessments have been allocated to the separate parcels. One letter will be drafted for parcels with common ownership. A separate letter will be prepared for parcels with different ownership. These letters will be mailed by the SCRTD at the time that the property tax bills containing the direct assessments are mailed from the Auditor-Controller's Office.

5. PREPARE NEW TAPES

The direct assessments and identifying data for the Metro Rail MOS-1 Benefit Assessment Districts will be transferred from IBM PC floppy disk format to mainframe computer tape for submission to the Los Angeles County Auditor-Controller's Office. Section 33017 of the State Public Utilities Code states, in part, "Special benefit assessments authorized by this chapter shall be levied and collected by the county at the same time and in the same manner as taxes are levied and collected. The Code specifically assigns the "county within which the special benefit assessment district is located to levy and collect the special benefit assessment, deduct its expenses, and transmit the balance to the district." Section 33002 of the Public Utilities Code allows for assessments to be levied on both land and improvements.

To insure compatibility with the Auditor-Controller's system, the tapes will be prepared according to instructions provided by the Auditor-Controller's Office, dated April 12, 1985. A single-reel file with 80 bytes per block, 1 record per block on a 9 channel tape of 1,600 B.P.I. density will be submitted. The magnetic tapes required to transfer the MOS-1 direct assessments to the Auditor-Controller's system will be created from these files. (see Technical Memorandum 86.4.5, DEVELOPMENT OF THE MOS-1 DATA BASE FOR BENEFIT ASSESSMENTS, December, 1985).

A total of three tapes will be created for final submission of the MOS-1 Benefit Assessment District direct assessments--a test tape and two direct assessment tapes. The Auditor-Controller's Office requires that a test tape be submitted prior to the submission of the actual direct assessment computer tapes. This procedure is only to test compatibility with their formats and is not dependent upon the completion of the file updating. The test tape is due in mid-July. The deadline for the final tape submission is August 15 for the assessments to be included with the annual run of the property tax assessment bills.

A working knowledge of dBASE III and PC.DOS is required to create the file(s) in the proper format on floppy diskettes. The SCRTD Decision Support Center will be responsible for uploading the floppy diskettes to the main-frame computer and transferring the files to magnetic tape as required by the Auditor-Controller's Office.

The software requirements are DOS v2.0 or greater and dBASE III. The hardware requirements included an IBM PC with 256 Kb RAM and a 10 Mb hard disk storage.

The procedures developed included re-formatting the BADD data base files into sub-files and preparing these files for conversion from dBASE III files to mainframe computer tape in the format required by the Los Angeles County Auditor-Controller. During these manipulations, identifiers are added, spacers inserted, and additional required data is incorporated into the records (see Technical Memorandum 86.4.5, DEVELOPMENT OF THE MOS-1 DATA BASE FOR BENEFIT ASSESSMENTS, December, 1985).

APPENDIX A:

MAPBOOK PARCEL NUMBERS

A mapbook parcel number is assigned to every individual parcel within the County and is used by both the County Assessor's office and the LUPAMS system for parcel identification. The mapbook numbers are assigned by the Assessor's office at their discretion. The term parcel is synonymous with the term mapbook-page-parcel number. This ten digit number is used by the County of Los Angeles to identify an individual property within the County and is written with lead zeros in the following format:

Mapbook	Page	Parcel Number
XXXX	XXX	XXX

The mapbook parcel number is also used as the primary identification for individual parcels within the BADD data base.

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TECHNICAL MANUAL FOR THE JOINT DEVELOPMENT CASH FLOW MODEL

==========

Prepared for:

Southern California Rapid Transit District

Prepared by:

Schimpeler Corradino Associates

in association with

Barton-Aschman Associates, Inc.
Cordoba Corporation
Manuel Padron
Myra L. Frank & Associates
The Planning Group, Inc.

DRAFT

March, 1986

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1.0 INTRODUCTION

The Joint Development Cash Flow Model (JDCFM) is run by a macro program on Lotus 1-2-3 worksheets. A macro is a stored sequence of keystrokes. The program operates automatically. If it is desired to operate the model manually, the user simply presses [Ctrl]-[Break].

The model consists of seven modules which are interrelated and must be done in sequence. The user selects each module from the main menu:

1. INPUT BASIC HARD COSTS
2. INPUT BASIC SOFT COSTS
3. EXPENDITURE SCHEDULE
4. INFLATION ADJUSTMENTS
5. CONSTRUCTION AND LONG TERM FINANCING
6. OPERATING REVENUE AND COST ANALYSIS
7. FINANCIAL ANALYSIS

In addition to these seven modules, there are two additional options on the main menu which allow the user to either exit the program or go to a manual mode.

Each module has its own submenu. The program executes the submenu item chosen by the user. When it is necessary to interact with the program (e.g., entering data), the user is prompted to provide input.

The model requires very little time to execute because it can run off the hard disk on the IBM XT. It was designed to be user friendly such that the user need only follow the main menu steps and the corresponding submenu items in order. Because of this, the user can usually complete all seven modules within an hour.

2.0 LOADING JDCFM

The model will run faster if it is on the hard disk of the IBM XT and all of the files of the model reside in the Lotus directory.

To load the m'del the user must be in the Lotus directory and have the system diskette in the default drive. The file that runs the model is AUTO123. Since this is a reserved file name for which 1-2-3 will search the current directory and retrieve when it begins execution, the user just has to type "lotus" to access the model.

3.0 GENERAL ORGANIZATION OF THE JDCFM

As mentioned before, the JDCFM consists of seven modules. The seven modules are generated by thirteen files. The AUTO123 file is actually the main worksheet that loads the model with the main menu and the first module. The worksheets for modules one and two are on the AUTO123 file along with the program prompts and the macro subroutines. The macros for the seven modules are stored in files A1 through A7. The CDE file contains the distribution tables (expenditure patterns) and worksheets that produce module three. Files A41, A51, A61, and A71 are the worksheets for modules four, five, six, and seven, respectively. In addition to these thirteen files, four files are produced in the first three

modules which serve as data for module four.

The modules must be done in the order specified on the main menu (figure 1). By selecting the desired module on the main menu, the corresponding macros (one of the files A1-A7) and worksheet for that module are loaded into the AUTO123 file (except the worksheets for modules one and two since they are already in the AUTO123 file). When the next module is selected, the macros and worksheets for the new module are loaded into the AUTO123 file (figure 2). The macros from the previous modules are replaced by the macros of the new module; however, the worksheets from the previous module stay on the AUTO123 file (this is not the case for module four since the four files produced in the first three modules are the only previous worksheets that are saved). The reason for this accumulation of worksheets is that the modules are interrelated (figure 3). At the end of the seventh module, the AUTO123 file should contain the four files saved at the end of module three, the worksheets of modules four, five, six, and seven, the macros for the seventh module, the program prompts and macro subroutines, and the main menu itself.

Only the hard and soft costs can be updated. If the user expects to update some of the hard and soft costs while not wanting to reenter all of the hard and soft costs, the first and second modules should be saved under a different name than AUTO123. When it is time to update, the user retrieves the file that the original hard and soft costs were saved under and reruns the model.

4.0 THE FIRST MODULE

Module one is used for entering the hard costs data. Figure 4 is an example of the hard copy for the module. Costs are entered directly for land, easement, and demolition. Costs for building and parking are calculated after the number of units (square feet for building and stalls for parking) and cost per unit are entered. Costs for site improvements and contingencies are calculated as percent of construction costs. Construction costs are defined as the sum of the building and parking costs. The user inputs the percent of construction costs for each category as an integer and the program will do the calculation.

Payments data is required for every cost category. The user first enters the starting and ending dates of payments. An input constraint of the model is that the construction period cannot exceed ten years and the payment period for each cost category cannot exceed five years. The user then enters the expenditure pattern and the lump sum payment percentage. The expenditure pattern is the schedule of payments associated with that particular cost category. There are five types of distributions that the user can choose for the expenditure pattern:

1) Uniform with lump sum up front
2) Uniform with lump sum at end
3) Bell shape with lump sum up front
4) Bell shape with lump sum at end
5) A distribution other than uniform or bell shape is used

The difference between a uniform and a bell shape expenditure pattern is that a uniform expenditure pattern assumes that the payments are made equally over the construction period while a bell shape expenditure pattern assumes that most of

NEXT STEP NO.?

```
 M A I N   M E N U
-------------------

 1.  INPUT BASIC HARD COSTS
 2.  INPUT BASIC SOFT COSTS
 3.  EXPENDITURE SCHEDULE BY MID-YEAR
 4.  INFLATION ADJUSTMENTS
 5.  CONSTRUCTION AND LONG TERM FINANCING
 6.  OPERATING REVENUE AND COST ANALYSIS
 7.  FINANCIAL ANALYSIS
 8.  FINISH
 9.  MANUAL MODE


                NEXT STEP---->        1
```

Figure 1

File Organization of the JDCFM

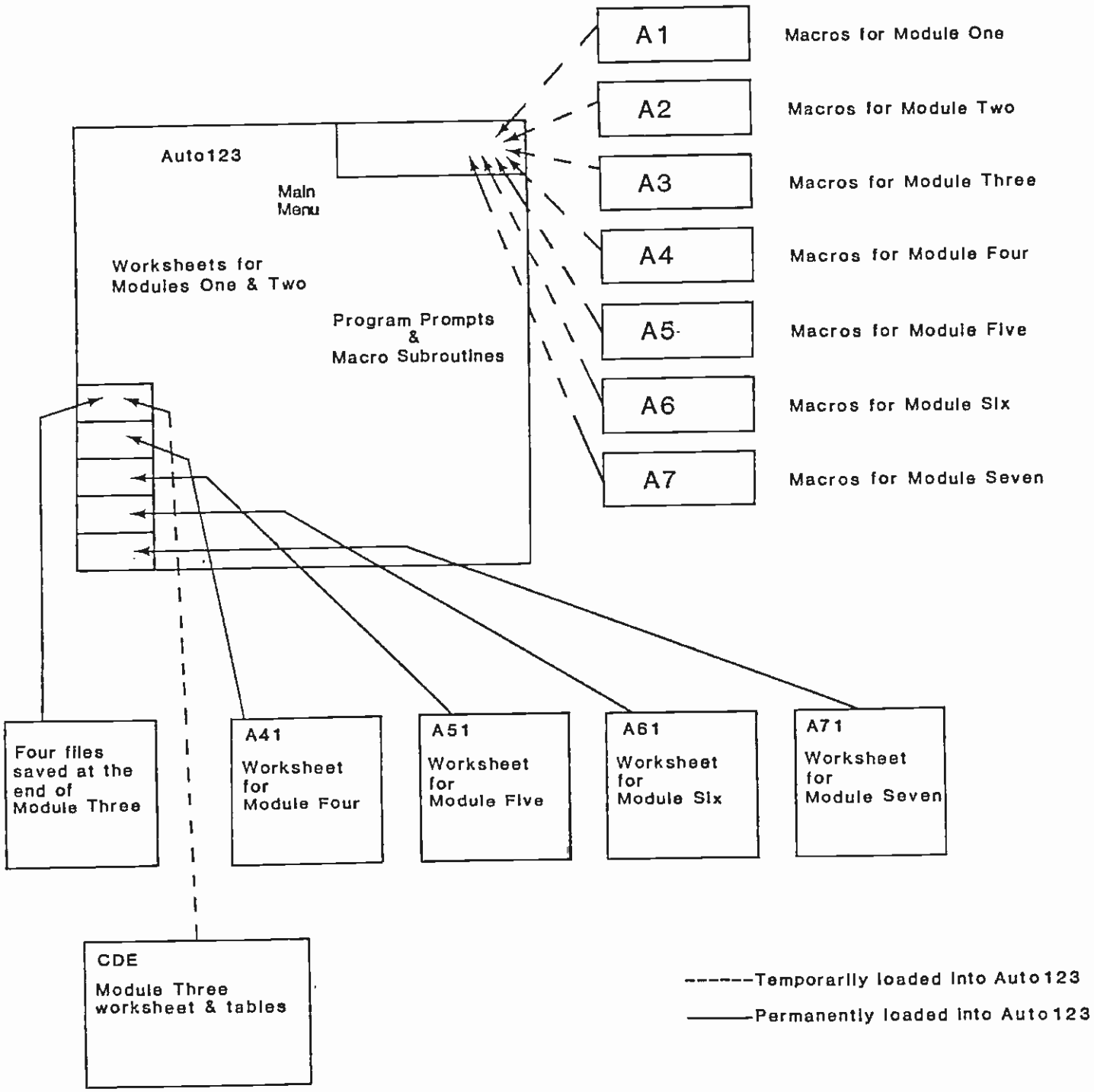


Figure 2

Interrelationships of the Modules of the JDCFM

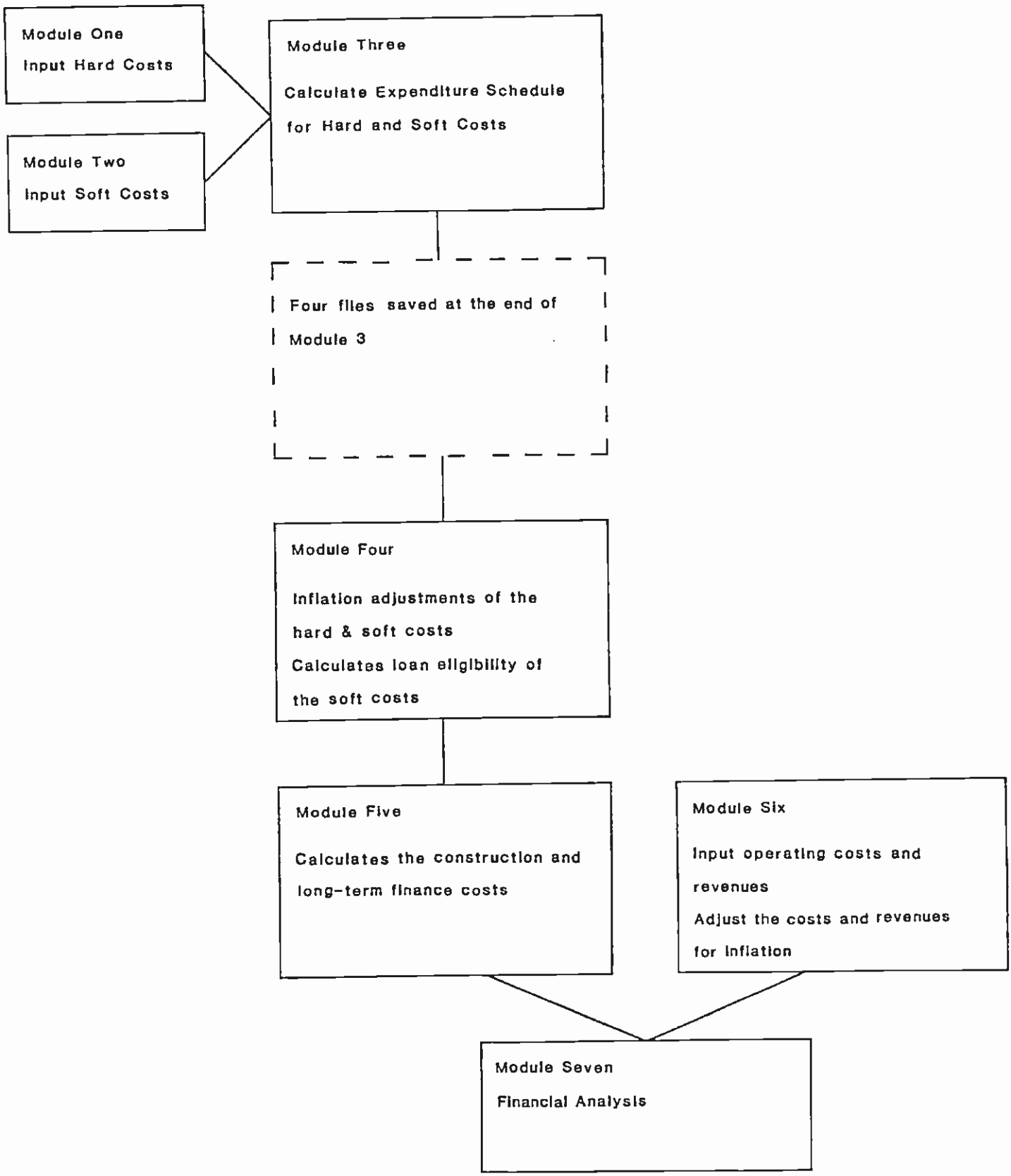


Figure 3

HARD COSTS

PROJECT NAME: TEST

DATE: 2/21/86

COST ITEM	NO.	ID	COST (MIL)	PAYMENTS STARTING DATE MONTH	YEAR	ENDING DATE MONTH	YEAR	DURATION (MONTHS)	EXPENDT. PATTERN	% LUMPSUM
1. LAND NO. OF LOTS:	3									
PARCEL A		1	2.00	1	1988	12	1988	12	1	20.00
PARCEL B		2	0.75	1	1988	12	1988	12	1	20.00
PARCEL C		3	1.00	7	1988	6	1989	12	1	50.00
PARCEL D								0		
PARCEL E								0		
TOTAL LAND COST			3.75							
EASEMENT			0.5	1	1988	1	1988	1	1	100.00
DEMOLITION								0		
TOTAL LAND ACQUITION			4.25							

COST ITEM	UNITS	COST PER UNIT	COST (MIL)	PAYMENTS STARTING DATE MONTH	YEAR	ENDING DATE MONTH	YEAR	DURATION (MONTHS)	EXPENDT. PATTERN	% LUMPSUM
2. BUILDING										
GROSS BUILDING AREA(Sqft)	30000	20	0.60	1	1988	6	1990	30	11	10.00
3. PARKING										
ON SITE PARKING(STALLS)			0.00					0		
OFF SITE PARKING(STALLS)			0.00					0		
TOTAL PARKING COSTS			0.00							
TOTAL LAND AND CONSTRUCTION			4.85							

COST ITEM	PERCENT OF CONSTRUCTION COSTS	COST (MIL)	PAYMENTS STARTING DATE MONTH	YEAR	ENDING DATE MONTH	YEAR	DURATION (MONTHS)	EXPENDT. PATTERN	% LUMPSUM
4. SITE IMPROVMENTS									
% OF CONSTRUCTION COSTS	10	0.06	7	1990	9	1990	3	2	100.00
5. CONTINGENCY									
% OF CONSTRUCTION COSTS	20	0.12	1	1988	9	1990	33	11	0.00
TOTAL HARD COSTS		5.03							

Figure 4

the payments are made in the middle of the construction period and the fewest payments are made at the start and at the end of the construction period.

A bell shape expenditure pattern cannot be used for a cost category if that category's payment period is less than 12 months.

The model calculates the duration in months based on the starting and ending dates of payments that were input. In the third module, it takes the information on cost, starting month and year, ending month and year, and the lump sum payment percentage and applies the distribution that the user chose for the expenditure pattern to this data to build an expenditure schedule for the particular cost category.

5.0 THE SECOND MODULE

Module two is used for entering the soft costs data. Figure 5 is an example of the hard copy for the module. Costs for each category are calculated as percent of construction costs. Construction costs are defined as the sum of the building and parking costs. The user inputs the percent of construction costs for each category as an integer and the program will do the calculation.

Payments data is required for every cost category. The user first enters the starting and ending dates of payments. An input constraint of the model is that the construction period cannot exceed ten years and the payment period for each cost category cannot exceed five years. The user then enters the expenditure pattern and the lump sum payment percentage. The expenditure pattern is the schedule of payments associated with that particular cost category. There are five types of distributions that the user can choose for the expenditure pattern:

1) Uniform with lump sum up front
2) Uniform with lump sum at end
3) Bell shape with lump sum up front
4) Bell shape with lump sum at end
5) A distribution other than uniform or bell shape is used

The difference between a uniform and a bell shape expenditure pattern is that a uniform expenditure pattern assumes that the payments are made equally over the construction period while a bell shape expenditure pattern assumes that most of the payments are made in the middle of the construction period and the fewest payments are made at the start and at the end of the construction period.

A bell shape expenditure pattern cannot be used for a cost category if that category's payment period is less than 12 months.

The model calculates the duration in months based on the starting and ending dates of payments that were input. In the third module, it then takes the information on cost, starting month and year, ending month and year, and the lump sum payment percentage and applies the distribution that the user chose for the expenditure pattern to this data to build an expenditure schedule for the particular cost category.

S O F T C O S T S

PROJECT NAME: TEST

DATE: 2/21/86

COST ITEM	PERCENT OF CONSTRUCTION COSTS	COST (MIL)	PAYMENTS STARTING DATE MONTH	STARTING DATE YEAR	ENDING DATE MONTH	ENDING DATE YEAR	DURATION (MONTHS)	EXPENDT. PATTERN	% LUMPSUM
1. ENG/ARCH FEES									
% OF CONSTRUCTION COSTS	5	0.03	1	1987	12	1987	12	2	10.00
2. LEGAL/ACCOUNTING FEES									
% OF CONST. (PRE CONST.)		0.00					0		
% OF CONST. (DURING CONST.)	0.2	.00	1	1988	6	1990	30	2	10.00
TOTAL LEGAL/ACCOUNTING FEES		.00							
3. MARKETING FEES									
% OF CONST. (PRE CONST.)		0.00					0		
% OF CONST. (DURING CONST.)	1	0.01	7	1990	12	1990	6	2	10.00
TOTAL MARKETING FEES		0.01							
4. PERMITS AND PROP. TAXES									
A. PERMITS									
% OF CONST. (PRE CONST.)	0.5	.00	12	1987	12	1987	1	1	100.00
% OF CONST. (DURING CONST.)		0.00					0		
TOTAL PERMITS		.00							
B. INTERIM PROPERTY TAX									
% OF CONST. (PRE CONST.)		0.00					0		
% OF CONST. (DURING CONST.)		0.00					0		
TOTAL INTERIM PROPERTY TAX		0.00							
TOTAL PERMITS AND PROP. TAXES		.00							
TOTAL COMMITTED SOFT COSTS		0.04							
5. CONSTRUCTION MANAGEMENT									
% OF CONSTRUCTION COSTS	3	0.02	1	1988	9	1990	33	1	0
6. CONTINGENCY									
% OF CONSTRUCTION COSTS	10	0.06	1	1987	12	1990	48	11	0.00
TOTAL S O F T C O S T S		0.12							

Figure 5

6.0 THE THIRD MODULE

The third module takes the hard and soft costs data in modules one and two and converts them into a semi-annual expenditure schedule for each cost category. The CDE file is loaded into AUTO123 at the start of the module. This file contains the distribution tables and worksheets for module three. Three output tables are produced by the module for both the hard costs (figure 6a) and soft costs (figure 6b). The first table is the distributed payments schedule. This shows the cumulative number of payments which have been made at the end of each semi-annual period. The second table is the lump sum payments indicator. This shows whether or not a lump sum payment was made in that semi-annual period by either displaying a 1 for yes or a 0 for no. The third table is the total semi-annual payments schedule. This shows the total value of the semi-annual payments (the sum of the distributed and lump sum payments) for each semi-annual period.

The module also saves the calculations into four different files which serve as inputs to the next module. The first file contains the hard and soft costs worksheets from modules one and two. The second file contains the semi-annual counter for the hard and soft costs worksheets in the CDE file. The third file contains the total semi-annual payments for hard costs that are calculated in module three. The fourth file contains the total semi-annual payments for soft costs that are calculated in module three.

7.0 THE FOURTH MODULE

The fourth module is used for adjusting the total semi-annual payments of the hard and soft costs for inflation and for calculating loan eligibility information. Figure 7 is an example of the hard copy for the module. It does this by first retrieving the four files saved at the end of module three. To repeat, the first file is the hard and soft costs worksheets from modules one and two. The second file is the semi-annual counter for the hard and soft costs worksheets in the CDE file. The third file is the total semi-annual payments for hard costs that are calculated in module three. The fourth file is the total semi-annual payments for soft costs that are calculated in module three.

The next step is to calculate the hard and soft costs semi-annual inflation rates. The user enters the expected annual hard and soft costs inflation rates at the start of the module. The semi-annual inflation rates are calculated because each cost category's expenditure schedule is divided into semi-annual time periods. The formula that calculates the semi-annual inflation rates (SAIR) for the hard and soft costs is below:

$$SAIR = SQRT\ (1 + i/100) - 1$$

i = expected annual inflation rate for either hard or soft costs

SEMI-ANNUAL EXPEND. DISTRIBUTED PAYMENTS	YEAR-) HALF-)	1986 2	1987 1	1987 2	1988 1	1988 2	1989 1	1989 2	1990 1	1990 2	1991 1
COST ITEMS:	PARCEL A	0	0	0	6	12	0	0	0	0	0
	PARCEL B	0	0	0	6	12	0	0	0	0	0
	PARCEL C	0	0	0	0	6	12	0	0	0	0
	PARCEL D	0	0	0	0	0	0	0	0	0	0
	PARCEL E	0	0	0	0	0	0	0	0	0	0
	EASEMENT	0	0	0	1	0	0	0	0	0	0
	DEMOLITION	0	0	0	0	0	0	0	0	0	0
	CONSTRUCTION	0	0	0	6	12	18	24	30	0	0
	ON SITE PARKING	0	0	0	0	0	0	0	0	0	0
	OFF SITE PARKING	0	0	0	0	0	0	0	0	0	0
	SITE IMPROVMENTS	0	0	0	0	0	0	0	0	3	0
	CONTINGENCY	0	0	0	6	12	18	24	30	33	0
LUMPSUM PAYMENTS											
COST ITEMS:	PARCEL A	0	0	1	0	0	0	0	0	0	0
	PARCEL B	0	0	1	0	0	0	0	0	0	0
	PARCEL C	0	0	0	1	0	0	0	0	0	0
	PARCEL D	0	0	0	0	0	0	0	0	0	0
	PARCEL E	0	0	0	0	0	0	0	0	0	0
	EASEMENT	0	0	1	0	0	0	0	0	0	0
	DEMOLITION	0	0	0	0	0	0	0	0	0	0
	CONSTRUCTION	0	0	1	0	0	0	0	0	0	0
	ON SITE PARKING	0	0	0	0	0	0	0	0	0	0
	OFF SITE PARKING	0	0	0	0	0	0	0	0	0	0
	SITE IMPROVMENTS	0	0	0	0	0	0	0	0	1	0
	CONTINGENCY	0	0	1	0	0	0	0	0	0	0
TOTAL SEMI-ANNUAL PAYMENTS											
COST ITEMS:	PARCEL A	0.00	0.00	0.40	0.80	0.80	0.00	0.00	0.00	0.00	0.00
	PARCEL B	0.00	0.00	0.15	0.30	0.30	0.00	0.00	0.00	0.00	0.00
	PARCEL C	0.00	0.00	0.00	0.50	0.25	0.25	0.00	0.00	0.00	0.00
	PARCEL D	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	PARCEL E	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	EASEMENT	0.00	0.00	0.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	DEMOLITION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	CONSTRUCTION	0.00	0.00	0.06	0.12	0.10	0.11	0.10	0.12	0.00	0.00
	ON SITE PARKING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	OFF SITE PARKING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	SITE IMPROVMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.06	0.00
	CONTINGENCY	0.00	0.00	0.00	0.02	0.02	0.02	0.02	0.02	0.02	0.00
TOTAL HARD COSTS		0.00	0.00	1.11	1.74	1.47	0.39	0.12	0.13	0.08	0.00

Figure 6a

SEMI-ANNUAL EXPEND. DISTRIBUTED PAYMENTS YEAR-) HALF-)	1986 2	1987 1	1987 2	1988 1	1988 2	1989 1	1989 2	1990 1	1990 2	1991 1
COST ITEM: ENG/ARCH	0	6	12	0	0	0	0	0	0	0
LEGAL/ACCOUNTING(PRE-CONS.)	0	0	0	0	0	0	0	0	0	0
LEGAL/ACCOUNTING(CONSTRACTION)	0	0	0	6	12	18	24	30	0	0
MARKETING(PRE-CONS.)	0	0	0	0	0	0	0	0	0	0
MARKETING(CONS.)	0	0	0	0	0	0	0	0	6	0
PERMITS(PRE-CONSTRUCTION)	0	0	1	0	0	0	0	0	0	0
PERMITS(CONSTRUCTION)	0	0	0	0	0	0	0	0	0	0
TAXES(PRE-CONSTRUCTION)	0	0	0	0	0	0	0	0	0	0
TAXES(CONSTRUCTION)	0	0	0	0	0	0	0	0	0	0
CONSTRUCTION MANAGEMENT	0	0	0	6	12	18	24	30	33	0
CONTINGENCY	0	6	12	18	24	30	36	42	48	0
LUMPSUM PAYMENTS										
COST ITEM: ENG/ARCH	0	0	1	0	0	0	0	0	0	0
LEGAL/ACCOUNTING(PRE-CONS.)	0	0	0	0	0	0	0	0	0	0
LEGAL/ACCOUNTING(CONSTRACTION)	0	0	0	0	0	0	0	1	0	0
MARKETING(PRE-CONS.)	0	0	0	0	0	0	0	0	0	0
MARKETING(CONS.)	0	0	0	0	0	0	0	0	0	0
PERMITS(PRE-CONSTRUCTION)	0	0	1	0	0	0	0	0	0	0
PERMITS(CONSTRUCTION)	0	0	0	0	0	0	0	0	0	0
TAXES(PRE-CONSTRUCTION)	0	0	0	0	0	0	0	0	0	0
TAXES(CONSTRUCTION)	0	0	0	0	0	0	0	0	0	0
CONSTRUCTION MANAGEMENT	0	0	1	0	0	0	0	0	0	0
CONTINGENCY	1	0	0	0	0	0	0	0	0	0
TOTAL SEMI-ANNUAL PAYMENTS										
COST ITEM: ENG/ARCH	0.00	0.01	0.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LEGAL/ACCOUNTING(PRE-CONS.)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LEGAL/ACCOUNTING(CONSTRUCTION)	0.00	0.00	0.00	.00	.00	.00	.00	.00	0.00	0.00
MARKETING(PRE-CONS.)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MARKETING(CONS.)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.01	0.00
PERMITS(PRE-CONSTRUCTION)	0.00	0.00	.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PERMITS(CONSTRUCTION)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TAXES(PRE-CONSTRUCTION)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TAXES(CONSTRUCTION)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CONSTRUCTION MANAGEMENT	0.00	0.00	0.00	.00	.00	.00	.00	.00	.00	0.00
CONTINGENCY	0.00	0.01	0.01	0.01	0.01	0.01	0.01	0.01	0.01	0.00
TOTAL S O F T C O S T S	0.00	0.02	0.03	0.01	0.01	0.01	0.01	0.01	0.02	0.00

Figure 6b

INFLATION AND LOAN ELIGIBILITY INFORMATION

DATE OF "PRESENT" DOLLARS 1986 2 1

INFLATION INFORMATION	RATE	SEMI-ANNUAL RATE
HARD COSTS	3	0.014889
SOFT COSTS	5	0.024695

INFLATION COEFFICIENTS	1 1	1 2	1 3	1 4	1 5	1 6	1 7	1 8	1 9	1 10
HARD COSTS	1.015	1.030	1.045	1.061	1.077	1.093	1.109	1.126	1.142	1.159
SOFT COSTS	1.025	1.050	1.076	1.102	1.130	1.158	1.186	1.216	1.246	1.276

SEMI-ANNUAL EXPEND. DISTRIBUTED PAYMENTS	YEAR-) HALF-)	1986 2	1987 1	1987 2	1988 1	1988 2	1989 1	1989 2	1990 1	1990 2	1991 1
TOTAL SEMI-ANNUAL PAYMENTS											
COST ITEMS:	PARCEL A	0.00	0.00	0.42	0.85	0.86	0.00	0.00	0.00	0.00	0.00
	PARCEL B	0.00	0.00	0.16	0.32	0.32	0.00	0.00	0.00	0.00	0.00
	PARCEL C	0.00	0.00	0.00	0.53	0.27	0.27	0.00	0.00	0.00	0.00
	PARCEL D	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	PARCEL E	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	EASEMENT	0.00	0.00	0.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	DEMOLITION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	CONSTRUCTION	0.00	0.00	0.06	0.12	0.11	0.12	0.11	0.13	0.00	0.00
	ON SITE PARKING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	OFF SITE PARKING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	SITE IMPROVMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.07	0.00
	CONTINGENCY	0.00	0.00	0.00	0.03	0.02	0.02	0.02	0.02	0.02	0.00
TOTAL H A R D C O S T S		0.00	0.00	1.16	1.84	1.58	0.42	0.13	0.15	0.09	0.00
TOTAL SEMI-ANNUAL PAYMENTS											
COST ITEM:	ENG/ARCH	0.00	0.01	0.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LEGAL/ACCOUNTING(PRE-CONS.)		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LEGAL/ACCOUNTING(CONSTRUCTION)		0.00	0.00	0.00	.00	.00	.00	.00	.00	0.00	0.00
MARKETING(PRE-CONS.)		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MARKETING(CONS.)		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.01	0.00
PERMITS(PRE-CONSTRUCTION)		0.00	0.00	.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PERMITS(CONSTRUCTION)		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TAXES(PRE-CONSTRUCTION)		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TAXES(CONSTRUCTION)		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CONSTRUCTION MANAGEMENT		0.00	0.00	0.00	.00	.00	.00	.00	.00	.00	0.00
CONTINGENCY		0.00	0.01	0.01	0.01	0.01	0.01	0.01	0.01	0.01	0.00
TOTAL S O F T C O S T S		0.00	0.02	0.03	0.01	0.01	0.01	0.01	0.01	0.02	0.00

FINNANCIAL SUMMARY

AMOUNT ELIGIBLE FOR LOAN	0.00	0.01	1.17	1.85	1.59	0.43	0.14	0.15	0.10	0.00
AMOUNT NOT ELIGIBLE FOR LOAN	0.00	0.01	0.02	.00	.00	.00	.00	.00	0.01	0.00

Figure 7

The semi-annual inflation rates are used to calculate the inflation coefficients of each semi-annual period for the hard and soft costs. The semi-annual period where the first payment is made is designated as the first period, the next semi-annual period is the second period, and so on. The formula that calculates the inflation coefficients (IC) for semi-annual period n is below:

$$IC_n = (1 + SAIR)^n$$

The inflation coefficients are used to adjust the payments calculated in module three for inflation. The formula that calculates the adjusted payments (ADPAY) for semi-annual period n is below:

$$ADPAY_n = PAY_n * IC_n$$

PAY = unadjusted payment in period n

The second part of the module calculates loan eligibility. All of the hard costs are assumed to be eligible for loans (financed by borrowing). The user selects which of the soft costs are eligible for loans by entering either a 0 for not eligible or 1 for eligible when prompted for each soft cost category. If a soft cost category is eligible for loan, the adjusted payments for each semi-annual period is multiplied by 1. This means the entire adjusted payment is counted as being eligible for loan (it is assumed that either all or none of a soft cost category will be financed by borrowing). If a soft cost category is not eligible for loan, the adjusted payments for each semi-annual period is multiplied by 0. This means that none of the adjusted payment is counted as being eligible for loan. The summary below the adjusted payments calculates the amount eligible and not eligible for each semi-annual period. The amount eligible for loan is calculated by adding the total hard cost payments for a semi-annual period to the sum of the eligible soft cost payments for that same semi-annual period. The amount not eligible for loan for each semi-annual period is the remaining soft cost payments for that period.

8.0 THE FIFTH MODULE

Module five is used for calculating the construction and the long-term finance costs. Figure 8 is an example of the hard copy for the module. The typical practice for the construction of a large project is to take out two loans. The first loan is the construction (short-term) loan. The duration of the loan is usually the length of the construction period. The usual arrangement is that the lender grants the developer a line of credit for the construction period. The developer borrows the funds as needed (borrowing needs are determined by the data in the first four modules). The second loan is taken out to pay off the construction loan. This is the long-term loan (mortgage) which starts immediately after the construction period. The principal plus the interest on the long-term loan is usually amortized over a 20 to 30 year period.

The user enters the starting year and month, duration in months, upfront points, and the annual interest rate of the short-term loan on the line of credit line. It should be remembered that the time period of the short-term loan should match the payments data input in modules one and two unless the particular project's financing in practice does otherwise. However, the user should not enter on the line of credit line the exact time range of the payments because unless the

	BEGINNING YEAR	BEGINNING MONTH	DURATION(MONTH)	ENDING YEAR	ENDING MONTH	POINTS(%)	ANNUAL INTEREST	MONTHLY INTEREST	
LINE OF CREDIT INFORMATION	1987	1	48	1990	12	2	8	0.006666	
		1			2				
			DURATION(YEARS)						
MORTGAGE INFORMATION			20	2010	12	3	10	0.008333	240

SEMI-ANNUAL CREDIT SCHEDULE	YEAR-)	1986	1987	1987	1988	1988	1989	1989	1990	1990	1991
	HALF-)	2	1	2	1	2	1	2	1	2	1
CREDIT DUE(THE WHOLE PERIOD)		0.00	0.00	1.00	1.00	1.00	1.00	1.00	1.00	0.00	0.00
CREDIT DUE (FIRST PERIOD)		0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CREDIT DUE (LAST PERIOD)		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00
CREDIT WITHDRAWAL		0.00	0.01	1.17	1.85	1.59	0.43	0.14	0.15	0.10	0.00
NON-FINANCED COSTS		0.00	0.01	0.02	.00	.00	.00	.00	.00	0.01	0.00
PRINCIPAL+INTEREST+POINTS DUE		0.11	0.01	1.51	2.31	1.90	0.49	0.16	0.16	0.10	0.00

TOTAL AMOUNT OF LONG LOAN	6.76
LONG-TERM LOAN WITH POINTS	6.96
MONTHLY PAYMENT	0.07
TOTAL PAYMENT	16.12

ANNUAL NON-FINANCED COSTS	0.00	0.04	0.00	0.01	0.00	0.01	0.00	0.01	0.00	0.00

Figure 8

range of payments is from the first month of the first period to the last month of the last period, the model will calculate a fraction for credit due for either the first or last period or both. This means a fraction will be applied to the amount eligible for loan for those particular periods (this will be discussed below). The user should enter as the starting month of the short-term loan the first month of the semi-annual period where the first payment is made (either a 1 for January or a 7 for July). The duration in months of the loan should extend to the last month of the semi-annual period where the last payment is made (the duration includes both the first and last month). The model will calculate the ending year and month and the monthly interest rate.

The user enters the duration in years, upfront points, and the annual interest rate of the long-term loan on the mortgage information line. The model will calculate the ending year and month, the monthly interest rate, and the duration in months.

The model takes the above information along with the amount eligible for loan determined in the previous module to calculate the finance costs for each semi-annual period. It is assumed that credit can be taken only during the short-term loan period. The model must determine the amount of credit that is accrued in each semi-annual period. First, the model checks to see if the particular semi-annual period is completely in the short-term loan period. If it is, a 1 is displayed for Credit Due (The Whole Period) for that period. If not, a 0 is displayed.

Next, the model checks to see if the particular semi-annual period is either the first period or the last period of the short-term loan period. It does this by first checking to see if the particular semi-annual period is in the short-term loan period. If Credit Due (The Whole Period) for the semi-annual period has a 1 in its cell, then the Credit Due (First Period) and the Credit Due (Last Period) displays a 0 for that semi-annual period. If Credit Due (The Whole Period) for the semi-annual period has a 0 in its cell, then either Credit Due (First Period) or Credit Due (Last Period) for that semi-annual period has a 1 which means that the particular semi-annual period is part of the short-term loan period, or both display a 0 which means that the particular semi-annual period is not part of the short-term loan period.

After determining whether each semi-annual period is within or out of the short-term loan period, Credit Withdrawn for each semi-annual period is calculated. This is done by summing the total Credit Due (Whole Period + First Period + Last Period) for each semi-annual period (should have a result of either 0 or 1) and multiplying this sum by the amount eligible for loan determined in the previous module for the particular semi-annual period.

The Non-Financed Costs are calculated next. Non-Financed Costs for each semi-annual period are the sum of the amount eligible and not eligible for loan for that particular semi-annual period minus the Credit Withdrawn for that same semi-annual period.

The Principal + Interest + Points Due for each semi-annual period are calculated next. This is actually the amount of the short-term loan that is accrued for a particular semi-annual period. It is based on the amount of the credit withdrawn for that semi-annual period.

Then the worksheet is summarized. First, the total amount of the long-term loan is calculated. This is simply the sum of each semi-annual periods amount of the short-term loan that is accrued. Next, the amount of the long-term loan with points is calculated. Finally, the monthly payment is calculated. This is the long-term loan with points amortized by a monthly interest rate over the number of months of the long-term loan.

Total payment can then be calculated. This is the monthly payment multiplied by the number of months of the long-term loan. Also, the annual nonfinanced costs are calculated by summing the nonfinanced costs for both semi-annual periods in the same year and displaying the result under the first semi-annual period of that year.

9.0 THE SIXTH MODULE

Module six is used to enter operating revenues and costs and adjusting them for inflation. Figure 9 is an example of the hard copy for the module. The user inputs rentable area in square feet, annual revenues per square foot, and percent occupancy for each land use. The model calculates annual revenues for each land use by multiplying these three entries together. The user also inputs the expected annual inflation rate for the lease period and the five year markup rate (rent increase above inflation) for each land use.

On the cost side, the user inputs the cost per square foot for building maintenance, security, property tax, and assessment rate. The model calculates annual costs of these categories by multiplying the categories cost per square foot by the total gross building area input in module one. The next cost categories are management fees and contingency. The user inputs the percent of annual lease revenue that these two categories account for. The model calculates annual costs of management fees and contingency by multiplying the percent of annual lease revenue for these two categories by the sum of the annual revenues of each land use category. Finally, the user inputs utilities cost as a direct data entry. For all the cost categories, the user also inputs the expected annual inflation rate.

The second part of the module adjusts the operating revenues and costs for inflation. If it is desired to see how this is done, the user selects the OUTPUT option. This breaks the automatic execution of the model and sends the program to a part of the worksheet which is not printed but serves as input to the next module. This is the adjusted revenues and costs which are used in the financial analysis in module seven. It is assumed that the operating revenues and costs will start to occur immediately after the end of the construction period

For revenues, a base inflation rate (BIR) for each land use has to be established. This is done by the following formula:

$$BIR = (1 + i/100)^{ey-py}$$

i = expected annual inflation rate for each land use category
ey = ending year of the short-term loan
py = present year

OPERATIONAL COST-REVENUE ANALYSIS($)

A. OPERATIONAL REVENUES

ENUE ITEM	Sqft	ANNUAL REVENUES PER Sqft	% OCCUPANCY	ANNUAL REVENUES	INFLATION RATE
LAND USE A	25000	35	90	787500	3
LAND USE B				0	
LAND USE C				0	
TOTAL OPERATIONAL REVENUES	25000			787500	

B. OPERATIONAL COSTS

COST ITEM	COST PER Sqft	ANNUAL COSTS	INFLATION RATE
BUILDING MAINTENANCE	2	60000	3
SECURITY	0.5	15000	3
PROPERTY TAX	1.5	45000	3
ASSESSMENT RATE	0.3	9000	3

COST ITEM	% OF ANNUAL LEASE REVENUE	ANNUAL COSTS	INFLATION RATE
NAGMENT FEES	1	7875	3
NTINGENCY	1	7875	3

	ANNUAL COSTS	INFLATION RATE
UTILITIES	1000	3
TOTAL OPERATIONAL COSTS	145750	

Figure 9

From this base inflation rate, the model can adjust the revenue stream. The formula that calculates inflation adjustments for each land use for the last year (the base year) of the short-term loan is below:

$$(12 - em)/12 * \text{annual revenue} * BIR$$

em = ending month of short-term loan

Next, the model adjusts the revenue stream starting with the first year of the long-term loan. The formula that calculates the adjusted revenue (AR) for the first year is below:

$$AR = \text{annual revenue} * BIR * (1 + i/100)$$

i = expected annual inflation rate for each land use category

Then the rest of the revenue stream is adjusted starting with the second year by the following formula:

$$AR_n = AR_{n-1} * (1 + i/100)$$

i = expected annual inflation rate for each land use category
n = nth year

Also, every five years the revenue stream is adjusted by the markup rate which is entered in the module.

For costs, a base inflation rate (BIR) for each cost category is also established. This is done by the following formula:

$$BIR = (1 + i/100)^{ey-py}$$

i = expected annual inflation rate of each cost category
ey = ending year of short-term loan
py = present year

From this base inflation rate, the model can adjust the cost stream. The formula that calculates inflation adjustments for each cost category for the last year (the base year) of the short-term loan is below:

$$(12 - em)/12 * \text{annual cost} * BIR$$

em = ending month of the short-term loan

Next, the model adjusts the cost stream starting with the first year of the long-term loan. The formula that calculates the adjusted cost (AC) for the first year is below:

$$AC = \text{annual cost} * BIR * (1 + i/100)$$

i = expected annual inflation rate for each cost category

Then the rest of the cost stream is adjusted starting with the second year by the following formula:

$$AC_n = AC_{n-1} * (1 + i/100)$$

i = expected annual inflation rate for each cost category
n = nth year

10.0 THE SEVENTH MODULE

Module seven is used to calculate the net present value and the internal rate of return of the project. Figure 10 is an example of the hard copy for the module. The hard copy contains only the final financial analysis (if it is desired to see the rest of the module, the user must go to the manual mode).

The following calculations do not appear on the hard copy output for module seven. First, the model adds the nonfinance costs, the long-term loan payments, and the operating costs (adjusted for inflation) for each year starting with the first year of the short-term loan. Then operating revenues (adjusted for inflation) for each year starting with the first year of the short-term loan are matched to the costs.

Next, the model must calculate the equity adjustment. The equity adjustment is a factor that is the ratio of the total interest costs that are calculated on a monthly basis for the long-term loan to the total interest costs that are calculated on an annual basis for the long-term loan. An equity adjustment is necessary because there will be a difference between total interest costs that are calculated on a monthly basis (as was done in module five) and total interest costs that are calculated on an annual basis in module seven.

To calculate the equity adjustment, a table which calculates the total interest costs on an annual basis is constructed. The first column is the year a payment on the long-term loan is made. The second column is the annual amount of the payments on the long-term loan. The third column is the number of months during the year a payment is made. The fourth column is the amount of interest which has accrued for that year. The fifth column is the amount of the long-term loan left to repay. The sixth column is the same as the fifth column except that it serves as an alternate total in case a payment was not made in that year. The final column is the percentage of the long-term loan that has been paid off so far. The equity adjustment is the total payment of the long-term loan (includes interest costs and points) minus the amount of the long-term loan with points (the difference is the total interest costs calculated on a monthly basis) divided by the sum of the fourth column (total interest costs calculated on an annual basis).

The model then looks up the table for the amount of the payment for each year on the long-term loan (second column). This is the mortgage payment for each year and it is broken down into interest and principal payments. The interest for each year is calculated by looking up the table for the amount of interest that has accrued on the long-term loan for a particular year (fourth column) and multiplying that amount by the equity adjustment. The principal payment for each year is the mortgage payment for a particular year minus the interest for that year. Accumulated equity (AE) is then calculated for each year by keeping

FINAL FINANCIAL ANALYSIS (MILLIONS)

ITEM YEAR-)	1986	1987	1988	1989	1990	1991	1992	1993	1994	1995
T ANNUAL INCOME	0.00	-0.04	-0.01	-0.01	-0.01	-0.06	-0.04	-0.02	0.01	0.24
T ANNUAL INCOME (CUMULATIVE)	0.00	-0.04	-0.04	-0.05	-0.06	-0.13	-0.17	-0.18	-0.18	0.06
ACCUMULATED EQUITY	0.00	0.00	0.00	0.00	0.00	0.16	0.32	0.50	0.69	0.90
PERCENT EQUITY	0.00	0.00	0.00	0.00	0.00	2.25	4.65	7.22	9.96	12.89
INCOME TO MORTGAGE RATIO	0.00	0.00	0.00	0.00	0.00	0.70	0.72	0.75	0.77	1.00
NET INCOME TO FULL OWNERSHIP	0.00	.00	.00	.00	.00	.00	.00	.00	.00	0.01

NET PRESENT VALUE

NPV (TO THE YEAR--))	2035	6.66

INTERNAL RATE OF RETURN

IRR (TO THE YEAR--))	2035	0.43

Figure 10

a running total of the annual principal payments. Percent equity (PE) for each year is calculated by the following formula:

$$PE_n = 100 * AE_n/LT$$

n = nth year
LT = long-term loan with points

From the above information, the model performs the final financial analysis which appears on the hard copy output. First, net annual income for each year starting with the first year of the short-term loan is calculated. Net annual income is equal to the operating revenues minus the nonfinanced costs, long-term loan payments, and the operating costs incurred for that year. Then a cumulative total of net annual income for each year is calculated. Accumulated and percent equity for each year are calculated as above. Next, the income to mortgage ratio for each year is calculated. If no long-term loan payment has been made for the year in question, this ratio is 0; otherwise, the ratio is defined as operating revenues minus nonfinanced and operating costs to the long-term loan payments for that year. Finally, the net income to full ownership ratio for each year is calculated. This ratio is defined as the net annual income for that year divided by the total payment of the long-term loan calculated in module five.

The model can now do the net present value and internal rate of return calculations. The user enters the interest rate which is used as the discount rate for the net present value calculation and an initial guess which is used to calculate the internal rate of return. The stream that is discounted is the net annual income starting with the first year of the short-term loan. It is assumed that the project has a life of 50 years starting from the year of the first payment.

The internal rate of return calculation is constrained by the limitations of the 1-2-3 program. An iterative scheme is used for calculating the internal rate of return and the result ERR is returned if convergence to within .0000001 does not occur within 20 iterations. If this happens, another initial guess must be made. Also, there can be more than one internal rate of return if there is more than one change in the sign of the net income stream. Different internal rates of return may result from using different initial guesses.

GENERAL PLANNING CONSULTANT:

TECHNICAL MEMORANDUM 86.4.5

DEVELOPMENT OF THE MOS-1 DATA BASE FOR BENEFIT ASSESSMENTS

Prepared for:

Southern California Rapid Transit District

Prepared by:

Myra L. Frank and Associates
and
Schimpeler Corradino Associates
in association with

Barton-Aschman Associates, Inc.
Cordoba Corporation
The Planning Group, Inc.
Manuel Padron

April, 1985

1.0 INTRODUCTION

In order for the Southern California Rapid Transit District (SCRTD) to establish Benefit Assessment Districts and rates for the MOS-1 (Minimum Operating Segment 1) phase of Metro Rail construction, it was necessary to develop an accurate, up-to-date land use inventory for the two station areas (Central Business District and Wilshire-Alvarado District) included within the initial segment area. The development of this inventory required establishing a data base consisting of all parcels included within the proposed districts. Accurate parcel size and square footage by use on each parcel, along with property owners and addresses were established. From this data base, expected revenue was projected, assessments were calculated and a mailing list was created for noticing affected owners.

1.1 PURPOSE

The purpose of this paper is to document the process used for the development of the MOS-1 data base.

1.2 AUTHORIZATION

The state enabling legislation authorizing the establishment of Benefit Assessment Districts (Section 33000 et seq. of the Public Utilities Code) specifically assigns the county within which the special Benefit Assessment Disrict is located to levy and collect the special benefit assessment at the same time using the same system as used for the levy and collection of other taxes. The County then deducts its expenses, and transmits the balance to the district. In order for the County of Los Angeles to levy and collect the assessments, the SCRTD must provide a tape with the specific parcels to be assessed and the amount of the direct assessment due to the County Auditor-Controller. This tape must be submitted in a format compatible with the County's system. Section 33002 of the Public Utilities Code allows for assessments to be levied on both land and improvements. On July 11, 1985, the SCRTD Board approved a Resolution which established Benefit Assessment Districts, the assessment formula, and the assessment rates. The assessments are based on the square footages of the parcels or on the square footages of use in certain improvements, whichever is greater. The data base was set up to accommodate either method of assessment.

2.0 PILOT STUDIES

Before the complete data base was developed, pilot studies were conducted using the 7th and Flower and Wilshire-Alvarado stations to evaluate the consistency and overall accuracy of available land use data bases and to determine their applicability to the establishment of Benefit Assessment Districts. (see Technical Memorandum 4.1.1., RESULTS OF PILOT STUDIES ON LAND USE INVENTORIES, October 1984). The establishment of an equitable assessment rate structure required accurate values for parcel areas and for the building area on each parcel disaggregated by use. Such data had never been collected and maintained on a comprehensive, regular basis. The pilot studies served the additional function of a test run for the establishment of the data base itself.

Originally, the methodology employed in the pilot studies was a second source verification of the LUPAMS data (Land Use Planning and Management System) from the City of Los Angeles Department of Planning (LADOP) for each parcel within the maximum legal limits for a Benefit Assessment District. The LUPAMS data was compared to either data collected in 1980 by Peat Marwick Mitchell (PMM) during the Downtown People Mover Study, or data collected in 1982 by LADOP staff who conducted field surveys used by Sedway-Cooke in the preparation of the Metro Rail DEIS/EIR. These data were not entered into the LUPAMS computerized file and were available only from worksheets retained by LADOP. It was later determined that both PMM and LADOP data had major limitations which made them inappropriate for use in establishing the accuracy of LUPAMS. For example, the building areas recorded in the LADOP study were computed in an undetermined manner and varied substantially from LUPAMS, and thus could not be used to verify the improvement square footages. Further examination revealed limitations in the LUPAMS system itself. Particularly critical for the Benefit Assessment data base was accurate improvement square footage information allocated by use. LUPAMS data was limited to a single use code and the square footage data was not sufficiently accurate.

The LUPAMS system, which was chosen as the foundation for the Benefit Assessment Data Base, was developed to serve as a data base of resource information on land use. LUPAMS is compatible with the County Assessor's files. This compatibility is necessary as the County Assessor's Office is responsible for collection of benefit assessments for SCRTD. LUPAMS was created by taking the County Assessor's Basic File, which includes the parcel identification number (parcel number), situs address, owner of record, owner's mailing address, assessed valuation, etc. and adding data items such as census tract number, City Council district, building area, use classification, parcel area, etc. LUPAMS greatest advantage was that it provided up-to-date, parcel specific, information for the whole area in a computerized format allowing for quick and easy data retrieval.

While the LUPAMS system was based upon the secured data file from the County Assessor's Office, this data was amended later in LUPAMS by other agencies. Both the data items added and the agency responsible for their addition varied from year-to-year. This led to inconsistencies in the data, raising concerns as to the completeness, accuracy, and internal consistency of the existing LUPAMS data base.

In general, while the LUPAMS file represents the best available land use data base, the accuracy of LUPAMS data was found to vary in direct relation to the importance of the data to the County Assessor's main mission of revenue collection. Thus, data items such as owner of record, mailing address, and assessed valuation were most accurate, while items such as building area (an item not used by the County Assessor) were the least accurate.

Identification of these deficiencies in the LUPAMS file clearly indicated that, while LUPAMS was suitable for the framework of the data base, additional efforts were necessary to develop a suitable land use inventory to serve as a base file for SCRTD Benefit Assessment Districts.

3.0 DATA BASE COMPILATION

3.1 PRELIMINARY IDENTIFICATION OF BENEFIT ASSESSMENT DISTRICTS ON MAPS

The basic criteria for establishing the boundaries of the Central Business District Benefit Assessment District (CBD) and Wilshire-Alvarado Benefit Assessment District was designated walking distance. Walking distance was measured down the center line of the street from the geometric center of the station as projected to the street surface up to the designated distance. A walking distance of one-half mile for the CBD station district, and one-third mile for the Wilshire-Alvarado station district was designated. Only full city blocks were included in the district. Refinements and exceptions in boundary definition were made according to the rules outlined in "Benefit Assessment Districts for the Southern California Rapid Transit District Metro Rail System (MOS-1); Status, Findings and Recommendations," December 1985. These rules considered equity for inclusion of blocks and adjustment for irregular block shapes and barriers to walking as additional criteria for the final definition of the boundaries.

Before final criteria were developed for the boundaries of the MOS-1 Benefit Assessment Districts, working districts were established. Section 33001 of the Public Utilities Code, the enabling legislation for Benefit Assessment Districts, specifies boundary limits for Metro Rail Benefit Assessment Districts. Benefit Assessment District boundaries may extend no further than one mile from the center of a Central Business District station and no further than one-half mile from the center of a station outside a CBD. Using this criteria, the area within the legal limits for MOS-1, which is comprised of the Central Business District (CBD) Benefit Assessment District (A1) and the Wilshire-Alvarado Benefit Assessment District (A2), were identified on a 1":400' base map with overlays. Circles, defined by the station center with radii equal to the length of the legal limits, were drawn to identify the map areas for the district boundaries. Identification of Assessor's book-page-parcel numbers within the delineated circular areas was completed using 1":200' base maps.

The term parcel is synonymous with the term mapbook-page-parcel number. This ten digit number is used by the County of Los Angeles to identify an individual property within the County and is written with lead zeros in the following format:

Mapbook		Page		Parcel Number
XXXX	-	XXX	-	XXX

A parcel number identification is assigned to every individual parcel within the County. This number is used by both the County Assessor's Office and the LUPAMS system for parcel identification. The Mapbook numbers are assigned by the Assessor's Office at their discretion.

As the parcel identification system is hierarchical, the Assessor's Book numbers for the area located within the district boundaries were identified using a Thomas Brothers Commercial Street Atlas, Assessor's Edition, for Los Angeles County (see Appendix 1, for example). The Assessor's Page and Parcel numbers for parcels within the identified mapbook areas were identified using the microfiche copy of the County Assessor's maps (see Appendicies 2 and 3) obtained

from the SCRTD Metro Rail Real Estate and Development Office. Upon completion of this task, a complete list of parcels contained within the MOS-1 working districts had been generated. This list was refined and verified by checking all Assessor's pages falling in or near the district boundary. Assessor's pages falling across a district boundary were examined down to the parcel level to identify the specific parcels falling inside the district boundary (see Appendices 4 and 5). This process produced a map-generated and verified listing of all parcels contained within the two MOS-1 districts.

3.2 LUPAMS TAPE

In November 1984, data on the most currently available property ownership records was acquired directly from the Los Angeles City LUPAMS tape. These records, which were provided to SCRTD in the form of mainframe computer tapes, were downloaded to microcomputer floppy disks by groupings of Assessor's Book, Page, and Parcel Number. The files were converted to a dBASE format on floppy disks by SCRTD Management Information System and Data Processing Department personnel. These disks were then loaded onto a 10 megabyte hard disk, IBM pc/xt system.

The area within the Benefit Assessment District was identified by ranges of Assessor's book and page numbers. By submitting the listing to the programmer by ranges of parcels, some parcels known to be outside of the District were included. This was done to simplify programming; these parcels were later deleted. A printout by parcel numbers was produced to be used for reference and verification of the data base. At this time, all parcels identified to be outside the MOS-1 Benefit Assessment District boundaries were flagged for deletion. One additional downloading from the computer tape was required when boundary changes incorporated parcels which were not included in the initial range listings.

3.3 DEVELOPMENT OF THE DATA BASE

A final list of parcels to be included in the Benefit Assessment Districts was developed by combining the two parcel lists which were created by the two methods described above. The first working list was generated by mapping the working Benefit Assessment District boundaries and making a listing from the maps of the Assessor's book, page, and parcel number for parcels contained within the MOS-1 districts. The second working list was generated directly from the LUPAMS tape data.

Parcels appearing on both lists were included on the final list. The records and maps for parcels which appeared on only one of the two working lists were individually inspected and reconciled. To finalize the parcel listing, some adjustments were necessary to correct for changes in the Assessor's parcel numbers assigned to specific parcels. Some of these changes were the result of parcel splits, mergers, or changes in status for some properties which had occurred after the LUPAMS printouts were received in the summer of 1984. Other mismatches were the result of clerical or data entry error. During the process of comparing the listing created from the LUPAMS tape against the parcel list created from the Assessor's maps, the following types of errors were encountered:

1. Coding or programming error. Parcels on Book 5161, page 010 were missing from the printout, although a computer search indicated that they existed on the LUPAMS tape. In this case, an error was made in entering the numbers; e.g., 5161-011-001 instead of 5161-010-001).

2. Changes in parcel numbers. Basically four situations were found to have occurred.

   a. Consolidation of pages or parcels -- 5142-025 and 5142-026 were merged into one page and page 025 no longer appeared on the tape. Its parcels were included on page 026.

   b. Subdivision of parcels -- This triggers additional parcel numbers and a concurrent deletion of the original parcel number.

   c. Renumbering to reflect a change in tax status -- Parcel 5151-001-923 was renumbered to reflect a change from a government identification to a private owner parcel and therefore became parcel 5151-001-025.

   d. Renumbering with reason unknown -- This appears to have been done for internal administrative reasons.

4.0 FIELD DATA COLLECTION

From the parcel list created as described in Chapter 3, additional data collection was conducted in order to verify existing data and complete the accurate land use data base needed for the Benefit Assessment Districts. The collection efforts included: (1) a field survey, and (2) a survey of existing records from the City of Los Angeles Department of Building and Safety on all properties included within the two MOS-1 districts.

4.1 FIELD SURVEY

The inconsistencies and gaps found in the available data bases (Chapter 2) led to the decision to update existing data bases to include the accurate detailed information required for the calculation of assessments. A field survey was undertaken to identify and resolve these deficiencies. This field survey commenced in September 1984 and was completed in February 1985. SCRTD bus drivers on temporary assignment and other technical staff assisted with the field survey.

To improve efficiency in the field, field packets were prepared in advance. A separate field packet for each Assessor's page was assembled. These packets consisted of the Assessor's map, a building footprint map, LUPAMS printouts, and field sheets for that page. Because a field survey is more easily completed by block faces, large area maps were used to organize the survey along street grids.

The field survey began with an on-site inspection to determine whether the actual building configurations conformed to the records and to verify current land uses. Two person teams surveyed the area for the following purposes:

- Verify existing structures, parking lots, and vacant land.
- Identify land uses by parcel and building.
- Identify the portion of structure and parcel allocated to each use in the case of multi-use buildings/parcels.
- Note modifications, including demolitions and construction, to the improvements on the parcels.

The field personnel completed the individual data sheets for each parcel in the office after completing the day's assigned field survey area. A cross check by assessor's number was made to assure that a form was completed for each parcel.

4.2 BUILDING RECORDS

A search for supporting documentation for the square footages of improvements was conducted concurrently with the field survey. The City of Los Angeles Department of Building and Safety records were found to provide the most accurate and complete information for this purpose, and were used for this documentation. According to the pilot studies, approximately 25% of the parcels in the LUPAMS file were missing entries for floor area. Because a building permit is required for every building constructed in Los Angeles, in the

interests of consistency and to identify the exact source of the data, it was decided to go directly to the records at Building and Safety. Building records which were collected become part of the parcel survey record for each specific parcel which contained an improvement.

Searching for the supporting building records required office preparation. Building records are contained on computer cassettes indexed by year of issue, then by address. However, the assigned situs number and the mailing delivery address are sometimes different. These records were searched by address ranges to locate the specific parcels within the data base. A systematic search of several annual files per structure and a screening of all records for applicability was necessary. Address range listings and other range identifying processes were prepared manually for MOS-1.

The following building records were obtained from the City of Los Angeles Department of Building and Safety when available:

4.2.1 Building Permits

Building Permits provided the primary basis for determination of the gross building dimensions. The original building permit gives construction information about the original structure and the original use. Any changes to the original building (e.g., changes in number of stories, revised dimensions of the building, or additions to the building) require an additional building permit. Building permits first became mandatory in 1905. At that time, the gross outside dimensions and the submission of building plans were required. After World War II, the building permits also required a "plot plan" or sketch of the intended structure. The building permits also served to record completion of construction until the late 1940's when required Certificate of Occupancy documents began to serve this function. Both permit and certificate are required today. When the Building Permit was unavailable, or the information was incomplete or missing, the Certificate of Occupancy was used. An example of a Building Permit is contained in Appendix 6.

4.2.2 Certificate of Occupancy

Certificates of Occupancy are filed when a structure is made available for use following the completion of construction. They list the building dimensions, original use, and often refer to the original building permit. The dimensions listed on a certificate are not as reliable as those on a building permit. Therefore, Certificates of Occupancy only were used as a source of dimensions when the building permit was unavailable (see Appendix 7).

4.2.3 Application to Alter, Repair or Demolish

Applications to Alter, Repair or Demolish are required whenever a structural change is made to an existing building. Such changes include additions, renovations and demolitions. A description of all proposed construction is required on the form. The information contained on this form was used to update structural changes since the filing of the building permit (see Appendix 8).

4.2.4 Plot Plan

A plot plan is a diagram giving the dimensions and configurations for a building (see Appendix 9). These are sometimes filed with the Department of Building and Safety and, when available, were used as a reference for building configuration and dimensions.

4.3 SANBORN INSURANCE COMPANY MAPS

Sanborn Insurance Company maps were available at the City of Los Angeles Planning Department Library for use as a secondary reference. They contain a set of accurate scale drawings of building footprints for all improvements constructed prior to 1970. They were developed by the Sanborn Insurance Company to provide information on insurance risk assignment. These maps include coded notations which provide accurate, detailed information on various aspects of building construction such as number of stories, type of construction, configuration of building, internal configuration, light courts, ramps, etc. These maps were useful as a basis for comparison during the field survey, for verifying internal details not observed in the field survey, and measuring by scale those structures for which data was not available from other sources (see Appendices 10 and 11).

4.4 BUILDING AREA CALCULATIONS

The actual building area was taken (or computed) from the building records described above which were obtained from the City of Los Angeles Department of Building and Safety. When the Building and Safety data was unclear or additional information was necessary, an estimate was made on the basis of overall building dimensions taken from building footprint maps. In the rare cases when no other data was available, LUPAMS data, building manager's records or other sources were used.

The gross square footages entered into the computer records were calculated by the following basic formula: Gross square footage is equal to the length of the improvement multiplied by its width multiplied by the number of stories and adjusted for irregularities. Common construction irregularities which reduce the usable floor area include irregular building shapes, internal open-air courtyards, multi-story lobbies and multi-floor atriums. If the ground floor of the atrium or open space is in an assessable use, then that portion of the space was included in the calculation of gross square footage. Stairwells, elevator shafts, parking ramps, and single floor lobbies are considered part of the gross area and were also included in the gross square footage calculation.

The source of the gross square footages was entered into the survey record with multiple sources noted as appropriate. Each source was assigned a letter code which was entered into the computer record. Parcel records were also reviewed for consistency of data between sources as part of the procedure for determining the final gross square footages for a property. While Building and Safety records were the first choice for building dimensions, some records required additional adjustments due to lack of records for alterations or additions, questionable or obviously wrong square footages, an incorrect number of stories, or courtyards or other anomalies in construction not included in calculations. (see Appendix 12 for a sample).

The building footprint map, plot plan, field survey data, and other accompanying information were consulted to verify accuracy of the building area. If the structure had an irregular configuration, if dimensions were inconsistent between sources, or if other construction irregularities indicated possible inaccuracy, the record was reviewed individually. When necessary, dimensions were verified, supplemented, or adjusted by using an engineering scale.

After gross building area was verified, the square footages were disaggregated according to use. For mixed use parcels, the total area was broken down into its respective components. Use categories for field data were based upon the observed land uses, e.g., parking lot, office, retail, etc. When this data was entered into the computer file, some reallocation of data in the use categories was made to accommodate the computer calculation of assessments. For example, the Field U_PARKING contained only assessable parking lots. Data for both exempt parking lots and exempt vacant land was entered into the Field U_OTHER. The use categories in the computer record for the calculations of benefit assessments were determined at the time of data entry and differ from those used for the field survey.

4.5 COMPLETING SURVEY PACKETS

The complete 10 digit mapbook-page-parcel number was used as the primary identification for each parcel. The survey records were organized utilizing the hierarchical structure of this system. Packets were established for each individual property by parcel number, grouped by page numbers along with additional page specific information, and then filed in sets according to Assessor's mapbook numbers. The parcel numbers also provided a cross-reference system to LUPAMS data, Assessor's records and maps, and other reference materials, while at the same time providing a parcel unique identifier easily manipulated by the computer.

The records were completed as the various data were collected. As the field information, Building and Safety records and other supporting documentation was collected, the parcel packet was assembled. A completed survey packet for each parcel contained the following items:

a. Building footprint map or sketch map,
b. Parcel information sheet,
c. Applicable building records,
d. Detailed calculations for building areas, if applicable, and
e. Square footage figures for built area by use.

The parcel packets were compiled into page packets which contain the following items:

a. A LUPAMS printout for that page,
b. Assessor's map,
c. Building footprint map, and
d. The set of completed parcel packets

The set of completed page packets were then grouped into sets by Assessor's books which cover a specific geographical section of the surveyed area (see Appendix 13).

5. COMPUTER FILE

5.1 FILE STRUCTURE

To develop the computer file, an appropriate computer software system for storage, retrieval, and manipulation of the parcel records was necessary. Packaged software in the form of dBASE III was chosen to run on an IBM pc/xt with an 10 megabyte hard disk.

The Benefit Assessment District Data base (BADD) was established containing approximately 3,000 records. The flexibility of the dBASE III system permitted the appending of additional fields as their usefulness became apparent, e.g., the field identified as RLESTEX (Real Estate Exemption) in the Assessor's system was appended to the BADD file to verify church, welfare, and religious exemption status. Each record contains 96 fields which are listed below. (see Appendix 14, BADD Directory for complete field descriptions). The use of these fields is described in the following sections.

Benefit Assessment Data Base Structure

	Data Base Field Name	Type of Field	Length of Field	LUPAMS Equivalent	Data Entry Method
1	PARCELNO	Character	10 Bytes	PARCELNO	a
2	PRCLNO_BK	Character	4 Bytes	BOOK	a
3	PRCLNO_PG	Character	3 Bytes	PAGE	a
4	PRCLNO_PCL	Character	3 Bytes	PARCEL	a
5	CENSTRACT	Character	6 Bytes	CENSUSTR	a
6	CENSBLOCK	Character	5 Bytes	BLOCK	a
7	TAXAREA	Numeric	4 Bytes	TAXAREA	a
8	AGENCYNO	Numeric	6 Bytes	AGENCYNO	a
9	PRCL_AREA	Numeric	10 Bytes	PCL-AREA	a
10	LAND_YR1	Character	2 Bytes	LAND-YR1	a
11	LAND-VAL1	Numeric	9 Bytes	LAND-VL1	a
12	IMPRV_YR1	Character	2 Bytes	IMPR-YR1	a
13	IMPRV_VAL1	Numeric	9 Bytes	IMPR-VL1	a
14	BAD_DIST	Character	2 Bytes	*	c
15	BAD_ZONE	Character	1 Byte	*	c
16	BAD_ASSESS	Numeric	19 Bytes	*	c
17	SITUS_NUMB	Character	5 Bytes	HSE-NO-S	a
18	SITUS_FRAC	Character	3 Bytes	FRAC-S	a
19	SITUS_DIR	Character	1 Byte	DIREC-S	a
20	SITUS-STRT	Character	32 Bytes	STRNAM-S	a
21	SITUS-UNIT	Character	8 Bytes	UNIT-S	a
22	SITUS_CITY	Character	24 Bytes	SITECTST	a
23	SITUS_ZIP	Character	5 bytes	ZIP-S	a
24	MAIL_NUMB	Character	5 Bytes	HSE-NO-M	a
25	MAIL_FRAC	Character	3 Bytes	FRAC-M	a
26	MAIL_DIR	Character	1 Byte	DIREC-M	a
27	MAIL_STRT	Character	32 Bytes	STRNAM-M	a
28	MAIL_UNIT	Character	8 Bytes	UNIT-M	a
29	MAIL_CITY	Character	24 Bytes	MAILCTST	a
30	MAIL_ZIP	Character	5 Bytes	ZIP-M	a

31	ASSESSOWN1	Character	32 Bytes	ASSOWN#1	a
32	ASSESSOVRFL	Character	32 Bytes	OVERFLO1	a
33	ASSESSP_LG	Character	5 Bytes	ASSSPECL	a
34	ASSESSP_NM	Character	32 Bytes	ASS SPEC	a
35	ASSESOWN2	Character	32 Bytes	ASSOWN#2	a
36	NOM_NAME	Character	32 Bytes		x
37	NOM_NMOVFL	Character	32 Bytes		x
38	NOM_NUMB	Character	5 Bytes		x
37	NOM_FRAC	Character	3 Bytes		x
40	NOM_DIR	Character	1 Byte		x
41	NOM_STRT	Character	32 Bytes		x
42	NOM_UNIT	Character	8 Bytes		x
43	NOM_City	Character	24 Bytes		x
44	NOM_ZIP	Character	5 Bytes		x
45	VOTES	Numeric	6 Bytes		x
46	NOM_NOTES	Character	10 Bytes		x
47	OWNCHGDATE	Character	6 Bytes	OWNCHGDT	a
48	TAX_STATUS	Character	3 Bytes	TXSTATUS	a
49	ZONING	Character	15 Bytes	ZONING	a
50	SCAG_CODE	Character	8 Bytes	SCAGCODE	a
				SCAGINC	a
51	ASSOR_CODE	Character	4 Bytes	USECODE	a
52	MSTR_CODE	Character	6 Bytes	MSTRZONE	a
53	U_PRCLTOTL	Numeric	8 Bytes	*	c
54	U_PROFBANK	Numeric	7 Bytes	*	b
55	U_OFFICE	Numeric	7 Bytes	*	b
56	U_HOTEL	Numeric	7 Bytes	*	b
57	U_RETREST	Numeric	7 Bytes	*	b
58	U_INDUWARE	Numeric	7 Bytes	*	b
59	U_PARKING	Numeric	7 Bytes	*	b
60	U_GARAGE	Numeric	7 Bytes	*	b
61	U_INSTGOV	Numeric	7 Bytes	*	b
62	U_RESIDEN	Numeric	7 Bytes	*	b
63	U_SERVICE	Numeric	7 Bytes	*	b
64	U_MXRETCOM	Numeric	7 Bytes	*	b
65	U_MXRETRES	Numeric	7 Bytes	*	b
66	U_VACLAND	Numeric	7 Bytes	*	b
67	U_OTHER	Numeric	7 Bytes	*	b
68	U_OTHCATEG	Character	2 Bytes	*	b
69	U_SOURCE	Character	10 Bytes	*	b
70	U_NOTES	Character	10 Bytes	*	b
71	U_UPDATE	Character	8 Bytes	*	b
72	LSTSALE1_K	Character	1 Byte	LSTS#1K	a
73	LSTSALE1_V	Numeric	9 Bytes	LSTS#IV	a
74	LSTSALE1_D	Character	6 Bytes	LSTSL#1D	a
75	BI1_DESIGN	Character	4 Bytes	BDGDSGN!	a
76	BI1_CQSY	Character	7 Bytes	BDGCLSS1	a
				BDGYR1	a
77	BI1_UNITS	Character	3 Bytes	BDG#UNT1	a
78	BI1_SQFT	Numeric	7 Bytes	BDGIMPR1	a
79	BI2_DESIGN	Character	4 Bytes	BDGDSGN2	a
80	B12_CQSY	Character	7 Bytes	BDGCLSS2	a
				BDGYR2	a
81	B12_UNITS	Character	3 Bytes	BDG#UNT2	a

82	B12_SQFT	Numeric	7 Bytes	BDGIMPR2	a
83	B13_DESIGN	Character	4 Bytes	BDGDSGN3	a
84	B13_CQSY	Character	7 Bytes	BDGCLSS3	a
85	B13_UNITS	Character	3 Bytes	BDG#UNT3	a
86	B13_SQFT	Numeric	7 Bytes	BDGIMPR3	a
87	BI4_DESIGN	Character	4 Bytes	BDGDSGN4	a
88	B14_CQSY	Character	7 Bytes	BDGCLSS4	a
				BDGYR4	a
89	BI4_UNITS	Character	3 Bytes	BDG#UNT4	a
90	BI4_SQFT	Numeric	7 Bytes	BDGIMPR4	a
91	BI5_DESIGN	Character	4 Bytes	BDGDSGN5	a
92	BI5_CQSY	Character	7 Bytes	BDGCLSS5	a
				BDGYR5	a
93	BI5_UNITS	Character	3 Bytes	BDG#UNT5	a
94	BI5_SQFT	Numeric	7 Bytes	BDGIMPR5	a
95	EXPCLAIM	Character	1 Byte	EXPCLAIM	a
96	RLEXTEX	Character	9 Bytes	RLEXTEX	a

The Assessor's Mapbook number (book-page-parcel) was used as the primary identification for each parcel. Specific parcel records in the BADD.dbf were accessed through a dBASE index utilizing these Mapbook numbers.

The three methods of data entry annotated in the Data Entry Method column above (a through c and x) are discussed below as follows:

- Direct transfer from the downloaded LUPAMS tape (noted as 'a'; See Section 5.2.1)
- Manual entry of survey data (noted as 'b'; See Section 5.2.2)
- Computer generation and other miscellaneous methods (noted as 'c' and 'x'; See Section 5.2.3)

5.2 DATA ENTRY

Data for different fields is obtained in one of three ways.

- Direct transfer from the downloaded LUPAMS tape
- Manual entry of survey data
- Computer generation and other miscellaneous methods

5.2.1 Direct Transfer from the Downloaded LUPAMS Tape

Sixty-three fields of background and identifying data were transferred directly from the LUPAMS tape data. (noted 'a' in BADD Structure, section 5.1).

5.2.2 Manual Entry of Survey Data

Eighteen fields of the BADD data base were used to enter the results of the land use and data collection surveys described in Chapter 4 (BADD Structure, Fields 54-71, noted 'b'). This data was entered item by item into the appropriate fields and was the most time consumptive data entry.

In order to simplify data entry from the land use survey data sheets and to reduce operator error, a special screen format for land use data entry was designed. This format, named SCREEN1, displays only the fields used to enter

the land use survey data on the monitor. The SCREEN1 format for data entry allows this data to be entered without exposing other parts of the record to accidental alteration. The record number, mapbook-page-parcel number, situs address, and LUPAMS use code, which are taken directly from the LUPAMS tape, are available for reference or record retrieval only. The SCREEN1 format is as follows:

```
                                   1
5136  007  001   00906 ALVARADO ST                          1820

U_PROFBANK            0
U_OFFICE              0
U_HOTEL           11560
U_RETREST          1276
U_INDUWARE            0
U_PARKING         11000
U_GARAGE              0
U_INSTGOV             0
U_RESIDEN             0
U_SERVICE             0
U_MXRETCOM            0
U_MXRETRES            0
U_VACLAND             0
U_OTHER               0
U_OTHCATEG
U_SOURCE       G
U_NOTES
U_UPDATE       84/10/26
```

These fields (BADD Fields 54-71) concerned with the square footages assigned by use category and accompanying notes (displayed in SCREEN1 format) were used for data entry and editing. Square footage for the land use categories was taken from the field worksheets, rounded to the nearest whole number, and entered into appropriate fields. Source data codes (see Appendix 14, BADD Directory, Field 69 - U_SOURCE) and any notes which may clarify the record or indicate special conditions were also entered at this time (see Appendix 14, BADD Directory, Field 70 - U_NOTES). The record was dated at the time of data entry to show the last time the record was updated.

5.2.3 Computer Generation and Other Miscellaneous Methods

Of the fifteen remaining fields, eleven were designated for use in the event that a petition requiring a confirmation for the establishment of the proposed Benefit Assessment District by the voters within the proposed District was filed according to the provisions of Section 33002.1 of the Public Utilities Code. (annotated 'x' in BADD Structure, Section 5.1) The Benefit Assessment Districts were established without the need for a special election; therefore, these fields were not used during the process of establishing the districts for the MOS-1 segment.

The remaining four fields (BADD Structure, notated 'c') were handled individually as follows:

BAD_DIST - Field 14: All parcels within the MOS-1 data base were coded according to their district location; i.e., CBD (A1) and Wilshire-Alvarado (A2). This was accomplished by computer using a dBASE III command in preparation for the notification of property owners regarding the establishment of the Benefit Assessment Districts. The first mailing occurred in December 1984.

BAD_ZONE - Field 15: This field is a one digit code indicating the type of assessability for parcel uses. This code is entered automatically for the assessments which are computed by computer program and hand coded for the parcels which require special calculations for the assessments.

E = Exempt - only uses which are exempt
V = Invalid data for calculation of assessment
C = Assessment individually calculated and entered

BAD_ASSESS - Field 16: This field contains the total assessment levied on the parcel, based on the rates applied to the square footage of the various uses located on the parcel. These assessments were calculated by computer program for approximately 98 percent of the parcels (See Chapter 6). The remaining parcels require special handling to calculate the direct assessments.

U_PRCLTOTL - Field 53: Parcel area was calculated by the computer for those parcels for which LUPAMS data was available by multiplying LUPAMS acreage by 43560 to convert the acres to square feet. When available, the LUPAMS data was used for parcel area to avoid inconsistencies which would occur if data were entered from multiple sources. Different sources were used only in cases of missing or incorrect data.

After conversion of the LUPAMS acreage data on parcel size to square feet and entry of this value into Field 53 - U_PRCTOTL, the records were checked for missing data. A flag was entered in Field 70 - U_NOTES for parcels which had no parcel size, e.g., condominiums. This flag was used to identify the special cases when the absence of parcel size information was acceptable.

For those parcels for which parcel area data was missing from the data base or the recorded parcel size was suspect, parcel areas were calculated or verified using secondary data sources. These data were manually entered into the records and a flag was entered into Field 70 - U_NOTES.

5.3 WORKING FIELDS

Some uses were identified for which the proper classification had not been decided at the time the data were entered. Square footages of improvements used for these purposes were temporarily entered in "working fields."

U_OTHER - Field 67: This was the primary working category while the data base was under development. It was a holding field for square footages while the proper classification for the use was undecided. It was used in conjunction with Field 68 - U_OTHCATEG. In the final data base definitions, the U-OTHER field was redefined as unimproved land owned and used by governmental and non-profit agencies.

U_OTHCATEG - Field 68: Originally this field was used to indicate type of use for square footages entered into the U_OTHER field until the square footage was assigned to the proper land use classification. The type of use was entered into this field by means of a two digit numeric code. The numerical coding flags entered into the U-OTHCATEG were used later for listing the parcel numbers and other information for specific subsets of these unassigned uses. As decisions were made as to the proper classification for specific uses, the square footages were reassigned to the appropriate land use classifications. For example, for profit-hospitals (unassigned at first) later were included as services in Field 63 - U_SERVICE. The flags in the Field 68 - U-OTHCATEG were also redefined after the data base was finalized and the U_OTHER category was redefined.

U-MXRETRES - Field 65: This field was used only a working field and is now empty for all parcels. During development of the data base this field was used for temporarily entering the square footage of improvements where assessable improvements occurred in combination with residential improvements. These parcels were re-examined and square footages were allocated to the appropriate uses. After this re-allocation was completed, a check was made to confirm that the field was empty.

U_MXRETCOM - Field 64: This field includes the square footage of improvements in mixed uses as commercial, retail, office or any combination of assessable use categories when it was not possible or expedient to separate the square footage for each of the specific uses. This category was a working category for the data base development. As more information was compiled about specific properties, the square footages were reassigned to other categories. Mixed office and professional office square footage is included in U_OFFICE - Field 55. However, as all of the uses included within this field are assessable at the same rate, it was not considered time/cost effective to empty the field by allocating the square footages to individual uses.

5.4 PROGRAMS AND SUBROUTINES

5.4.1 Notification Requirements

A dBASE III program was developed to print a mailing label and a parcel identification label for each parcel. For the original mailings, labels for parcels in governmental ownership were typed by hand. The program was later modified to allow for printing government labels after addresses for these agencies were entered into the data base.

The addresses taken from LUPAMS were used after a visual check was made to identify obvious problems such as incomplete or otherwise undeliverable mailing addresses. Identification of an appropriate mailing address was attempted for all missing or invalid addresses. Address revisions were incorporated into the data base. The procedures for the noticing are explained more fully in "NOTIFICATION OF PROPERTY OWNERS REGARDING ESTABLISHMENT OF BENEFIT ASSESSMENT DISTRICTS BY THE SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT FOR THE METRO RAIL SYSTEM (MOS-1)," March, 1985.

5.4.2 Indices

The following indices for the BADD file were developed to assist with data retrieval and manipulation.

a. PARCEL--index by parcel number of entire benefit assessment (BADD) data base.

b. OWNER--index by owner of record of complete benefit assessment (BADD) data base.

c. STREET--index by situs number and street for complete benefit assessment (BADD) data base.

5.5 ISSUES AND PROBLEMS ENCOUNTERED

As data entry into the computer records began while the benefit assessment formulas were being conceptualized, issues arose for which temporary or changing policies required later re-evaluation of data entry procedures.

CONSTRUCTION AND DEMOLITIONS: The records of buildings noted by the field teams as being under construction or in the process of being demolished were flagged by a code entered into Field 70 - U-NOTES. This system provided a method of monitoring such parcels for follow-up. Structures become assessable at the time they are available for occupancy. The completion of a structure or building is certified by Building and Safety by the issuance of a Certificate of Occupancy. The coded flag can be used to list out parcels for periodic checks with Building and Safety for which Certificates of Occupancy have been issued in the interim.

RESIDENTIAL PARKING AND ASSOCIATED STRUCTURES: Before the assessability of various uses was fully defined, all parking, including parking for residential properties was entered into the fields U_PARKING and U_GARAGE. Parking and garage uses by definition are calculated in the same manner as vacant land. Land in use for residential parking is not assessed, as is the case for all residential uses.

All residential parking, both surface and structural, is considered residential use and is part of the square footage within the U_RESIDEN field. Parking garages and storage buildings associated with residential properties and used by the residents have been entered as residential square footage. This follows the reasoning that a 4' x 5' tool shed or a two-car garage associated with a single family home and the multi-purpose rooms for condominiums differ not in use, but in magnitude. Therefore, for calculation of assessments, residential parking is included with other residential uses within the U_RESIDEN field. Only parcels

with assessable improvements and associated parking are included within the fields U_PARKING and U_GARAGE. In some cases where data was not readily available, parking square footage is not included. Because this would not affect the assessments, collecting this data was not pursued further. This is one example of the need to maintain a clear distinction between the actual land or improvement uses and the data base use classification for assessment calculation. For example, even though the land use is parking in all cases, the square footage of parking may be included in the data base fields U_PARKING (commercial parking), U_RESIDEN (residential parking), or U_OTHER (non-profit, governmental, or exempt agency parking) while the land use is parking for all. This ensures proper calculation of assessments consistent with the benefit assessment program adopted by the SCRTD Board of Directors.

UNIMPROVED LAND: The method of calculating assessments does not differentiate between open storage areas, impound lots, lots used for parking (storage) of company vehicles, land surrounding gas stations or car dealerships, setbacks, and vacant land. The field - U_VACLAND was used only for the square footage of vacant land when the entire parcel was unimproved and no portion was in another use. When a parcel contains improvements, the square footage of unimproved land is not significant to the assessment calculation. Therefore, vacant land square footages were not entered for parcels for which a square footage entry could be made in any other use category.

PRIVATE ALLEYS: Private alleys or portions of alleys in private ownership are assessable. To include these private alleys as assessable square footage, they were considered vacant land. Consistent with the handling of vacant land on other parcels within the data base, the square footage for these parcels was entered as vacant land when there were no other uses noted for the parcels. When square footages were entered for other uses on the parcels, no entry was made for the remaining vacant parcel areas.

VACANT BUILDINGS: Vacant buildings are classified according to field observation and the LUPAMS code; however, the LUPAMS land use code does not always represent the existing land use. In some cases, the code represents what the Assessor considered the potential use of the property. This is particularly true for parcels which were vacant at the time the code was assigned; e.g., office or other description would be the use category for data entry, although the field sheet would show "vacant." A flag is entered into the Notes category of the computer record to indicate a vacant structure.

COMMERCIAL USES: Commercial improvements were grouped into several fields. Improvements in use by unions, fraternal organizations, private clubs, and professional advancement organizations were considered commercial, unless registered as a "non-profit," organization granted an exemption from 'ad valorem' taxes by the Assessor's Office (see Appendix 15).

INSTITUTIONAL/GOVERNMENTAL. The assignment of governmental or non-profit exemption status for a parcel is based on a two-pronged test--governmental (or non-profit) ownership and governmental (or non-profit) use. Parcels governmentally owned and used by non-profit organizations also are considered to meet the criteria.

One difficulty encountered during the creation of the data base was the identification of properties which met both conditions. The LUPAMS files are basically Assessor's files which are maintained as part of the Assessor's responsibility to collect taxes. Since government agencies do not pay taxes, the Assessor's Office has no need to include information on governmentally-owned parcels beyond indicating ownership. Thus, the records on many government parcels are incomplete and/or out of date. For example, the record may show the parcel as unimproved when it contains a public building such as a school. Second, even when governmental property is leased to a profit-making concern, the property itself is not taxed. For example, Pershing Square, a public park, is coded simply as government open space (8800) through the LUPAMS system although it does contain commercial underground parking. The operator of the commercial parking lot will be required to pay a benefit assessment. Sufficient field space is available in the Assessor's records and tape field definitions are set up to handle secondary uses for governmental parcels; but, such data entry has traditionally been afforded low priority. As a result, this information generally has not been entered or updated for parcels.

Accordingly, a survey by letter was undertaken for all parcels in governmental ownership. Although not governmental agencies, parcels owned by railroads and utilities also were included because they fall under special provision of the law authorizing the establishment of benefit assessment districts. Section 33012 of the Public Utilities Code states in part, "For purposes of this Chapter, it is conclusively presumed that any right-of-way of a common carrier will not be benefited by the district action." Therefore, as exempt parcels, railroad right-of-way properties were included in Field 61 - U_INSTGOV of the BADD data base with the non-profit and governmentally-owned parcels. A survey form and cover letter requesting information about the gross square footage of the property and improvements was sent to each agency. A breakdown of the square footages used in the various categories and information as to profit versus non-profit status of any leasee was also requested (see Appendix 16).

Two hundred fifty-five questionnaires were sent out to 50 different property owners. Of these, approximately 68 percent, or 175 questionnaires, from 29 owners were returned. Three packets were returned as undeliverable and a similar number were returned as not the property of the owner of record.

Responses to the survey were disappointing both in the numbers of responses and the usefulness of those responses. The forms which have not been returned as yet include a number of significant owners.

A.T. and S.F. Railway Company	18 forms
Southern Pacific Transportation Company	13 forms
State of California	17 forms
U. S. General Services Administration	11 forms

Since initiating the governmental property survey, a possessory interest listing contained in the Los Angeles County Assessor's cross-reference file (Mapbook 8940) has come to our attention. A possessory interest data base containing information for assessing properties in governmental ownership, but which are leased to non-governmental agencies is being developed using these records.

NON-PROFIT ORGANIZATIONS: Non-profit organizations were classified under Institutional/Government if they were exempt from 'ad valorem' taxes according to the Assessor's Office. Convalescent homes, hospitals, schools, etc. were assumed to be for-profit unless the Assessor's coding indicated an exemption. In some cases, a property ownership indicated a non-profit organization, but all or part of the parcel was leased for profit use. If part of a structure or parcel was considered exempt from 'ad valorem' taxes by the Assessor's Office, the square footages used to calculate assessments were prorated.

The LUPAMS tape included two fields with real estate exemption data--a one digit exemption classification code and a nine character field indicating the dollar amount of the exemption allowance. The structure of the BADD data base was modified to include these two fields. The one digit exemption classification field which was defined by the Assessor's Office supplied the documentation for entering square footages into the institutional/governmental category. Square footages entered into this category are exempt. The Assessor's Office uses the following classifications to indicate exemption status for ad valorem taxes.

1. Veteran affidavit received
2. --
3. Church, all exempt
4. Welfare, all exempt
5. Religious, all exempt
6. Church, partially exempt
7. Welfare, partially exempt
8. Religious, partially exempt
0. Prior year

Only items 3 through 8 were considered relevant and utilized in the BADD data base to indicate that a property was partially or completely exempt on the basis of non-profit status.

MULTI-PARCEL DEVELOPMENTS: Special handling is necessary for properties where an improvement encompasses more than one parcel. In the case of multi-parcel developments such as CitiCorp, where multiple parcels are designed for and treated as one parcel for construction of the development, structures are assigned to the parcel or parcels on which they stand. Surrounding parcels which are not directly under the structure are not included in the calculations, but are treated independently. This is to maintain equity with other concerns which have a structure on one parcel and a second parcel which contains parking for employees or customers.

A list of records which are flagged as inter-connected or related parcels was generated. Approximately fifty parcels were flagged for special handling which required hand calculations and individual entry of the assessments. These property owners will receive a letter from the SCRTD at the time the assessments are mailed from the Assessor's Office explaining the reason for and method of calculating the assessments to their property.

Total parcel size (Field 53 - U_PRCLTOTL) was matched to the square footage for vacant land (Field 66 - U_VACLAND). The U-VACLAND field is only used for an unimproved parcel, therefore, no other use fields should contain square footage entries and the parcel size should match the amount of vacant land in an unimproved parcel. Some parcels were identified for which the parcel size was missing on the Assessor's tape. The parcel area for these was calculated from the dimensions on the Assessor's maps. In a small number of cases rounding or other mathematical errors were found and corrected (less than 50).

A series of tests were run to find records which contained an entry for both vacant land and any of the categories for entering improved square footage. This would indicate a data classification or entry error.

Finally, tests were run to verify that planned empty fields did not contain entries for square footages, e.g., U-MXRETRES. Tests were also made to verify that entry had been made in the required fields, e.g., BADD district, parcel size, etc.

6.0 CALCULATION OF ASSESSMENTS BY dBASE III "ASSESS" MICRO COMPUTER PROGRAM

6.1 INTRODUCTION

A dBASE III micro-computer program, called "ASSESS," was developed to read and analyze land use and parcel square footage data from the main data base for the MOS-1 Benefit Assessment Districts A1 and A2. ASSESS calculates annual assessments for each parcel of land contained in Benefit Assessment Districts A1 and A2. The dBASE III code for the ASSESS program appears in Appendix 17.

The operational portion of ASSESS consists of 39 command lines, numbered one through 39 for this chapter. Comment lines in the program, preceded by an "*," are included between some command lines but do not affect program operations.

Of the 39 command lines, lines 14 through 27 actually perform assessment calculations. The first 13 and final 11 command lines prepare working files, list results, enter data, and reset the micro environment. This chapter documents the operational program lines that perform assessment calculations.

6.2 BASIC CATEGORIES FOR BENEFIT ASSESSMENT CALCULATIONS

There are three basic categories for assessment calculations for MOS-1 Benefit Assessment Districts:

Assessment Calculation Category 1:

- o Properties containing improvements used as: offices, hotel/motel, commercial, retail (assessable improvements)
- o Assessment based on the larger of:
  - (a) the assessable improvement square footage, or
  - (b) the parcel square footage.

Assessment Calculation Category 2:

- o Properties containing improvements other than assessable or exempt improvements, or properties containing no improvements
- o Assessment based on parcel square footage.

Assessment Calculation Category 3:

- o Properties owned and used by public entities or qualified non-profit organizations, or residential properties (except hotels and motels)
- o Exempt from assessment.

For parcels containing only one Assessment Calculation Category, the assessment calculation is reasonably straight forward. However, many parcels contain a variety of improved or unimproved areas such that the parcels contain two or three of the Assessment Calculation Categories. For these parcels, a variety of data comparisons and prorating techniques are used prior to calculating assessments to assure that the assessments are consistent with the "Resolution Creating Special Benefit Assessment Districts A1 and A2 for the MOS-1 Segment of the Metro Rail System" (see Appendix 18).

6.3 THE "ASSESS" PROGRAM

ASSESS program operational instructions that calculate assessments (Program Lines 14 through 27) can be grouped generally under three general headings:

- Definition of property characteristics,
- Preparation for prorating assessments, and
- Calculation of assessments.

6.3.1 Definition of Property Characteristics

Program Lines 14 through 16 create three dBASE III fields by combining appropriate square footage information. These operations enable each parcel and the properties on each parcel (or portions thereof) to be categorized into one of the three Assessment Calculation Categories described in Section 6.2. Fields created include:

- "ASSESS" -- identifies Category 1 square footage values.
- "NON_ASSESS" -- identifies Category 2 square footage values.
- "EXEMPT" -- identifies Category 3 square footage values.

The data values summed to create these fields are contained in various fields in the BADD benefit assessment data base (see Appendix 17).

Program Line 14 (below) sums the square footage values of various types of exempt properties stored in the BADD data base and stores this sum in the field "EXEMPT."

```
(Program line 14): UPDATE ON PARCELNO FROM A1 REPLACE EXEMPT WITH A1 ->
                   U_INSTGOV + A1 -> U_RESIDEN + A1 -> U_OTHER
```

Square footage values in three fields in the BADD data base are summed to create the value for "EXEMPT":

- o U_INSTGOV: Improvements both owned and used by either a qualified non-profit organization or a government agency.
- o U_RESIDEN: Residential improvements including residential hotels.
- o U_OTHER: Unimproved property both owned and used by a qualified non-profit organization or government agency.

Program Line 15 (below) sums the square footage values of various types of properties that are assessed based on the square footage of the parcel (Category 2), regardless of the size of the improvement, and stores this sum in the field "NON_ASSESS."

```
(Program Line 15): UPDATE ON PARCELNO FROM A1 REPLACE NON_ASSE WITH
                   A1 -> U_INDUWARE + A1 -> U_PARKING  + A1 -> U_GARAGE +
                   A1 -> U_VACLAND
```

Square footage values in four fields in the BADD data base are summed to create the value for "NON_ASSE":

- o U_INDUWARE: Industrial, warehouse, or wholesale improvements.
- o U_PARKING: Surface parking.
- o U_GARAGE: Parking structures.
- o U_VACLAND: Unimproved parcels.

Program Line 16 (below) sums the square footage values for all improvements for which assessments are to be based on the square footage of the improvement or the square footage of the parcel (Category 1), whichever is greater, and stores this sum in the field "ASSESS."

```
(Program Line 16): UPDATE ON PARCELNO FROM A1 REPLACE ASSESS WITH
                   A1 -> U_PROFBANK + A1 -> U_OFFICE + A1 -> U_HOTEL +
                   A1 ->U_RETREST + A1 -> U_SERVICE + A1 -> U_MXRETCOM
```

Square footage values in six fields in the BADD data base are summed to create the value for "ASSESS":

- o U_PROFBANK: Banks and some professional offices.
- o U_OFFICE: Office buildings.
- o U_HOTEL: Hotel and motels.
- o U_RETREST: Retail and Restaurants.
- o U_SERVICE: Service related businesses including (but not limited to) service stations, barber shops/beauty salons, for-profit schools and colleges, lodge halls, private clubs, union halls, for-profit hospitals, nursing homes, for-profit museums.
- o U_MXRETCOM: Mixed retail and commercial use.

6.3.2 Preparing to Prorate

Assessments for various mixed exempt/non-exempt parcels must be prorated, consistent with Section 7 of the resolution creating the Benefit Assessment Districts. To determine proper ratios by which to prorate, it is necessary first to calculate a total square footage for all improvements on a parcel.

Program Line 17 (below) creates the field "TTL_IMPV" by summing the square footage values for all the improvements on a parcel.

```
(Program line 17):  UPDATE ON PARCELNO FROM A1 REPLACE TTL_IMPV WITH
                    ASSESS + A1 -> U_INDUWARE  + A1 -> U_GARAGE +
                    A1 -> INSTGOV _ A1 -> U_RESIDEN
```

The square footage values in five fields are summed to create the value for "TTL_IMPV":

- o ASSESS: (See Program Line 16)
- o U_INDUWARE: Industrial, warehouse, or wholesale improvements.
- o U_GARAGE: Parking structures.
- o U_INSTGOV: Improvements both owned and used by either a qualified non-profit organization or a government agency.
- o U_RESIDEN: Residential improvements.

6.3.3 Assessment Calculations

Program Lines 18 and 19 calculate annual assessments for properties exhibiting only Assessment Calculation Category 2 and only Assessment Calculation Category 3, respectively. Assessment values are placed in the field called "BAD_ASSESS."

Program Line 18 (below) assigns a zero value to "BAD_ASSESS" and places an "E" in the field, "BAD_ZONE," for those properties containing only exempt square footage values. The "E" is used later in the program to assure that a calculation has been performed for that parcel.

```
(Program Line 18): REPLACE BAD_ZONE WITH "E," BAD_ASSESS WITH 0 FOR
                   ASSESS = 0 .AND. NON_ASSE = 0 .AND. EXEMPT > 0
```

This operation is performed only for properties with an "EXEMPT" value greater than zero and with "ASSESS" and "NON_ASSESS" values of zero, i.e., properties containing only Assessment Calculation Category 3 square footage.

Program Line 19 (below) calculates the assessment for those properties for which the assessment is based solely on parcel size.

```
(Program Line 19): REPLACE BAD_ASSESS WITH U_PRCLTOTL * .30
                   FOR NON_ASSE > 0 .AND. ASSESS = 0 .AND. EXEMPT = 0
```

This operation calculates the assessment by multiplying the square footage of the parcel (U_PRCLTOTL) by the assessment rate (currently (1986) $.30). The calculation is made for only those properties with a "NON_ASSESS" value greater than zero and with "ASSESS" and "EXEMPT" values of zero, i.e., properties containing only Assessment Calculation Category 2 square footage.

Program Lines 20 and 21 calculate assessments for parcels with only Assessment Calculation Category 1 square footage values or with a mixture of Categories 1 and 2 square footage values.

Program Line 20 (below) calculates assessments for parcels with Category 1 improvement square footage values larger than parcel square footage values.

```
(Program Line 20): REPLACE BAD_ASSESS WITH ASSESS * .30 FOR
                   ASSESS > = U_PRCLTOTL .AND. EXEMPT = 0 .AND.
                   ASSESS > 0
```

The assessment is calculated by multiplying $0.30 times the assessable improvement square footage. The operation is performed only if "EXEMPT" equals zero and "ASSESS" is both greater than zero and greater than the parcel square footage.

The value of the field "NON_ASSES" is not considered in this formula. This is because a parcel which has Category 2 square footage in addition to Category 1 square footage would still have its assessment calculation based on either its Category 1 square footage value or its parcel square footage value. As a result, Program Line 20 calculates assessments for properties containing Category 1 square footage and a combination of Category 1 and Category 2 square footage.

Program Line 21 (below) performs an assessment calculation similar to Program Line 20, but for those cases where the parcel square footage is larger than the assessable improvement square footage.

```
(Program Line 21): REPLACE BAD_ASSESS WITH U_PRCLTOTL * .30 FOR
                   ASSESS < U_PRCLTOTL .AND. EXEMPT = 0 .AND. ASSESS > 0
```

The assessment is calculated by multiplying $0.30 times the parcel square footage. The operation is performed only if "EXEMPT" equals 0 and if "ASSESS" is greater than zero but less than the parcel square footage.

The value of the field "NON_ASSES" is not considered in this formula. This is because a parcel which has Category 2 square footage in addition to Category 1 square footage would still have its assessment calculation based on either its Category 1 square footage value or its parcel square footage value. For this reason, Program Line 21 calculates assessments for properties containing Category 1 square footage and a combination of Category 1 and Category 2 square footage.

For parcels that contain both Assessment Calculation Categories 2 and 3, the assessment is based upon the square footage of the parcel prorated by applying the proportion of the total improvements that is on-exempt to the total parcel square footage. Previously, the program only calculated assessments for parcels where prorating was unnecessary. Program Line 22 (below) redefines the Field "NON_ASSE" as the sum of U_INDUWARE and U_GARAGE, which are improvements for which assessments are calculated based on the parcel square footage values (Category 2).

```
(Program Line 22):  UPDATE ON PARCELNO FROM A1 REPLACE NON_ASSE WITH A1 ->
                    U_INDUWARE + A1 -> U_GARAGE
```

This field is redefined in order to calculate the ratio of the square footage of non-exempt improvements to the square footage of total improvements for the purpose of prorating assessments as described below. The "NON_ASSE" field continues to be so defined for the remainder of the program.

Program Line 23 (below) performs three basic tasks.

- It identifies properties containing a mix of Assessment Calculation Categories 2 and 3, i.e., "NON_ASSE" and "EXEMPT" fields greater than zero.
- It determines the ratio of non-exempt improvements to total improvements on the parcel, i.e., "NON_ASSE" divided by "TTL_IMPV".
- It then calculates the assessment by multiplying the ratio determined above times the total square footage of the parcel times the assessment rate.

```
(Program Line 23): REPLACE BAD_ASSESS WITH NON_ASSE / TTL_IMPV *
                   .30 * U_PRCLTOTL FOR ASSESS = 0 .AND. EXEMPT > 0
                   .AND. NON_ASSE > 0
```

Program Lines 24 through 26 calculate assessments for properties containing a mix of Assessment Calculation Categories 1 and 3, i.e., "ASSESS" and "EXEMPT" values are greater than zero. In addition, these Program Lies will calculate assessments for properties with a mix of Categories 1, 2, and 3.

Program Line 24 (below) calculates the assessment for properties where the square footage of assessable improvements is greater than the prorated square footage of the parcel. The prorated square footage of the parcel is determined by multiplying the proportion of the improvements that is non-exempt by the total square footage of the parcel. The proportion of the improvements that is non-exempt is calculated by adding the values for "ASSESS" and "NON_ASSE" and dividing by "TTL_IMPV."

```
(Program Line 24):  REPLACE BAD_ASSESS WITH ASSESS *0.3 FOR
                    ASSESS > ((ASSESS + NON_ASSE) / TTL_IMPV) * U_PRCLTOTL
                   .AND. ASSESS > 0 .AND. EXEMPT > 0
```

Program Lines 25 and 26 calculate the assessment for those properties where the prorated parcel square footage is greater than the assessable improvement square footage. These Program Lines also perform a comparison against the square footage of commercial surface parking (U_PARKING).

Program Line 25 (below) calculates assessments for properties where the prorated parcel square footage is greater than both the square footage of the assessable improvements and the square footage of the commercial parking.

```
(Program Line 25):  REPLACE BAD_ASSESS WITH
                    ((ASSESS + NON_ASSE) / TTL_ IMPV) * 0.3 *  U_PRCLTOTL
                    FOR ASSESS <= ((ASSESS+NON_ASSE/TTL_IMPV) * U_PRCLTOTL
                   .AND. ASSESS > 0 .AND. EXEMPT > 0 .AND.
                    ((ASSESS+NON_ASSE)/TTL_IMPV) * U_PRCLTOTL > U_PARKING
```

Program Line 26 (below) calculates assessments for properties where the square footage of the commercial surface parking is greater than both the prorated square footage of the parcel and the square footage of assessable improvements.

```
(Program Line 26):  REPLACE BAD.ASSESS WITH U_PARKING * 0.3 FOR
                    ASSESS <= ((ASSESS+NON_ASSE) / TTL_IMPV) * U_PRCLTOTL
                   .AND. ASSESS > 0 .AND. EXEMPT > 0 .AND.
                    ((ASSESS+NON_ASSE)/TTL_IMPV) * U_PRCLTOTL < U_PARKING
```

Program Line 27 (below) calculates the assessment for properties containing a mix of exempt properties and commercial surface parking, i.e., the "EXEMPT" and "U_PARKING" fields are greater than zero.

```
(Program Line 27):  REPLACE BAD_ASSESS WITH U_PARKING * 0.3 FOR
                    ASSESS = 0 .AND. NON_ASSE = 0 .AND. EXEMPT > 0
                   .AND. U_PARKING > 0
```

6.4 EXCEPTIONS -- HAND CALCULATIONS

Approximately 2% of the parcels in Benefit Assessment Districts A1 and A2 contain improvements which extend across property lines. Assessments for these properties must be calculated by hand. These special hand calculations were necessary only for properties containing Assessment Calculation Category 1 square footage. When an assessable improvement crosses property lines, the assessment is based on either the square footage of the assessable improvement or the combined square footage of the parcels, whichever is greater. However, unless a building crosses a property line, the parcels are considered separate entities.

For those parcels containing two or more Assessment Calculation Categories, the data comparisons and prorating techniques used in the computer program above were manually implemented to assure that the assessments were calculated in manner consistent with the "Resolution Creating Special Benefit Assessment Districts A1 and A2 for the MOS-1 Segment of the Metro Rail System".

For cases where all parcels involved were under the same ownership, the total direct assessment calculated was divided by the number of parcels transected by the building and the direct assessment apportioned in equal shares to each parcel. For cases with parcels in different ownership, the direct assessment was apportioned by percent of ownership.

7.0 TAPE GENERATION

The direct assessments and identifying data for the MOS-1 Benefit Assessment Districts were transferred from IBM pc floppy disk format to mainframe computer tape for submission to the Los Angeles County Auditor-Controller's Office. Section 33017 of the State Public Utilities Code states, in part, "Special benefit assessments authorized by this chapter shall be levied and collected by the county at the same time and in the same manner as taxes are levied and collected. The Code specifically assigns the "county within which the Special Benefit Assessment District is located to levy and collect the special benefit assessment, deduct its expenses, and transmit the balance to the district." To insure compatibility with the Auditor-Controller's data processing system, the tapes were prepared according to instructions provided by the Auditor-Controller's Office (see Appendix 19).

A total of three tapes were created for final submission of the MOS-1 Benefit Assessment District direct assessments--a test tape and two direct assessment tapes. The Auditor-Controller's Office requires that a test tape be submitted prior to the submission of the actual direct assessment computer tapes to insure compatibility with the formats. This test tape was submitted on July 15, 1985. The deadline for the final tape submission was August 15, 1985 for the assessments to be included with the 1985 property tax assessment bills.

A set of two final tapes was prepared and submitted to the Auditor-Controller's Office on that date (see Appendix 20). Consistent with Section 33000 et seq. of the State Public Utilities Code, the Los Angeles City Council passed a resolution on May 31, 1985, authorizing the SCRTD to create Special Benefit Assessment Districts for the Central Business District (A1) and Wilshire-Alvarado (A2) areas contingent upon the receipt of Federal funding. In addition, the SCRTD Board of Directors passed the final resolution creating the two Special Benefit Assessment Districts on July 11, 1985 (see Appendix 18). Section 9 of that resolution states:

> "The levy of assessments shall be conditioned upon the SCRTD securing funding commitments from all other funding sources identified in the Proposed Funding Source Schedule in the Final Environmental Assessment for the MOS-1, and substantially in the amounts as scheduled, such commitments to be secured by a Letter of Intent or equivalent written commitments statement. SCRTD shall not cause its assessment roll or other diagram to be included on ad valorem tax bills, or make other billing of assessments until such funding commitments have been received."

Because the federal government did not provide the required funding commitments before the August 15 deadline set by the Los Angeles Auditor-Controller's Office, the SCRTD assessments for 1985 were not processed.

7.1 SPECIFICATIONS

A single-reel file with 80 bytes per block and 1 record per block on a 9 channel tape of 1600 B.P.I. density was submitted to the Los Angeles County Auditor-Controller's Office per their instructions, dated April 12, 1985 (see Appendix 19) . ASCII text files were created in the specified format and uploaded to the mainframe computer. The magnetic tapes required to transfer the MOS-1 direct assessments to the Auditor-Controller's system were created from these files.

A working knowledge of dBASE III and PC.DOS is required to create the file(s) on floppy diskettes to be turned over to the SCRTD Decision Support Unit which is responsible for uploading the floppy diskettes to the mainframe computer and transferring the files to magnetic tape as required by the Auditor-Controller's Office. The software requirements are DOS v2.0 or greater and dBASE III. The hardware requirements include an IBM pc with 256 Kb RAM and a 10 Mb hard disk storage.

7.2 METHODOLOGY

The procedures developed included disaggregating the main data base files (BADD) into sub-files and preparing these files for conversion from dBASE III files to mainframe computer tape in the format required by the Auditor-Controller. During these manipulations, identifiers were added, spacers inserted and additional required data was incorporated into the records. This process required the use of the main data base file for MOS-1 (BADD.dbf) which was transformed through three stages of working files.

- o initial working file
- o sorting files
- o formatting files

7.2.1 INITIAL WORKING FILE (BADDTEST.dbf)

Working through the dBASE III software, data for each parcel record was copied from the main data base (BADD) into a working file (BADDTEST.dbf). Only the data fields necessary for creation of the direct assessment tape were transferred from the main data base file to the working file. The smaller record size makes working with the file easier and more efficient. The structure of the initial working file (BADDTEST.dbf) was developed to include identifying fields for sorting the files, a field for receiving the direct assessment amount, "dummy" fields for entry of data required by the Auditor-Controller's specifications, and "filler" fields for spacing (see Appendix 19). The following steps were used to create this file:

a. Create the structure for the initial working file (BADDTEST.dbf) as follows:

FIELD	FIELD NAME	TYPE	WIDTH	DEC
#1	BATCHNO	Character	5	
#2	DOCSEQ	Numeric	2	
+3	DUMMY1	Character	1	
*4	PARCELNO	Character	10	
*5	PARCELNO_BK	Character	4	
*6	PRCLNO_PG	Character	3	
*7	PRCLNO_PCL	Character	3	

+8	DUMMY2	Numeric	3	
+9	FILLER1	Character	3	
#10	AGENCYACC	Numeric	6	2
+11	FILLER2	Character	3	
*12	BAD_ASSESS	Numeric	19	2
+13	FILLER3	Character	3	
+14	DUMMY3	Character^	6	
+15	FILLER4	Character	24	
+16	DUMMY4	Character^	2	
+17	CURRYEAR	Numeric	2	
+18	DUMMY5	Character^	4	
*19	BAD_DIST	Character	2	
*20	BAD_ZONE	Character	1	
*21	TAXAREA	Numeric	4	
*22	AGENCYNO	Numeric	6	

The dBASE III program will not insert lead zeros into a numeric field. Therefore, by defining three of the DUMMY fields (14,16,18) (^) in the working files as Character fields rather than Numeric fields as indicated in the Assessor-Controller's specifications, later manipulations to insert lead zeros were avoided.

b. Use dBASE III commands to enter data directly from the main data base (BADD.dbf) for the fields indicated '*' above.

c. Use dBASE III commands to enter data into the BADDTEST fields for which the data is standard for the entire file, indicated '+' above (see Appendix 19).

3	DUMMY1	Per Assessor-Controller, enter Alpha '0'.
8	DUMMY2	Per Assessor-Controller, enter '182'
9	FILLER1	Leave blank.
11	FILLER2	Leave blank.
13	FILLER3	Leave blank.
14	DUMMY3	Per Assessor-Controller, zero fill '000000'
15	FILLER4	Leave blank.
16	DUMMY4	Per Assessor-Controller, enter '01'
17	CURRYEAR	Enter last two digits of current year, e.g. '85'
18	DUMMY5	Per Assessor-Controller, enter '0701'

The fields identified by '#' above are used in later steps.

7.2.2 SORTING FILES

Only parcels with a direct assessment greater than zero were included on the tapes prepared for the Auditor-Controller. The file of remaining records was disaggregated according to the following criteria (see Appendix 21):

- o district: Parcels were separated into files by Benefit Assessment District. Each district was assigned a separate Agency Account Number by the Auditor-Controller's Office. The Agency Account Number assigned to the Central Business District was 37.02 and for the Wilshire-Alvarado District was 37.03. Batch numbers also were assigned by the Auditor-Controller's Office. These identify the batches of 500 records which represents the batch size used by the Auditor-Controller's Office.

o ownership: Private parcels and State Board of Equalization assessed parcels (utility/railroad; '800' parcel numbers) were submitted on separate magnetic tapes to accommodate the Auditor-Controller's schedule of processing direct assessments for private parcels and State Board of Equalization assessed parcels as separate computer runs. The Auditor-Controller's Office has no procedure for processing direct assessments for parcels owned by governmental agencies.

o amount of assessment: The parcel records were subdivided into three groups of files as follows:

- o direct assessment less than or equal to $99,999.99
- o direct assessment greater than $99,999.99, but less than or equal to $199,999.98
- o direct assessment greater than $199,999.98

This division of files is unique to the MOS-1 Benefit Assessment districts. Under the computer system used by the Auditor-Controller's Office, the field size for the direct assessment amount is limited to 7 digits, including two decimal places. A number of the MOS-1 direct assessments exceeded this field limit. For those parcels for which the direct assessment was larger than the field size available for the dollar amount (99999.99) multiple accounts were assigned by the Auditor-Controller's Office up to a total of two account numbers. This allowed for a maximum assessment of two times $99999.99 or $199999.98. For these parcels, the direct assessments were divided into two increments. A set of duplicate files were created for these parcels. One file contained the entire roster of parcels with each parcel assigned the benefit assessment of amount $99,999.99. A second roster of the parcels contained the direct assessment equal to the total direct assessment less $99,999.99 (see Figure 3). The parcels for which the direct assessment was greater than or equal to $199,999.98 required manual preparation and were assigned to a separate file. The direct assessments for these parcels which could not be accommodated within the field size limitations by separating the direct assessment into two incremental units were transmitted to the Auditor-Controller's Office as a hard copy list for manual processing. Manually prepared or "forced" billings will go out approximately a week later than the computer processed bills.

The following steps were used to disaggregate the assessments for each property as outlined above:

a. Sort by District

The assessments for the individual parcels must be separated according to Special Benefit Assessment District. When the files were prepared for transfer to the Auditor-Controller's Office, this step was combined with the step for separating the records according to type of ownership.

b. Sort by Ownership

The BADDTEST.dbf working file was separated according to type of ownership and district as shown below (see Appendix 21):

Central Business District (A1)

- o TA1BADD.dbf — parcels in private ownership
- o TUA1BADD.dbf — utility/railroad parcels
- o TGA1BADD.dbf — governmental agency ownership

Wilshire-Alvarado District (A2)

- o TA2BADD.dbf — parcels in private ownership
- o TUA2BADD.dbf — utility/railroad parcels
- o TGA2BADD.dbf — governmental agency ownership

The same structure for the sorting files as is used for the BADDTEST.dbf file was retained. The records for parcels containing only exempt uses were not transferred to the sorting files.

The main working file was disaggregated by sorting on the fields PRCLNO_PCL and BAD_DIST. BAD_DIST identifies the Benefit Assessment District--Central Business District, coded A1, or Wilshire-Alvarado District, coded A2. The field PRCLNO_NO identifies the mapbook parcel number. The parcel number range indicates the type of ownership for parcel as follows:

1 through 299 and 400 series	private ownership
800 series	State Board of Equalization Assessed Properties (railroads, utilities, etc.)
900 series	Exempt Properties (City and other Public Agencies ownership)

Parcels which are in governmental ownership were not processed further for the tape prepared in August 1985. A procedure for assessing the owners of the possessory interest on governmental parcels directly is currently being developed.

c. Sort by size of direct assessment

Each individual file produced by the district/ownership sort was disaggregated according to the size of the direct assessment. For example, use the file of privately owned parcels within the Central Business District (A1). This is file TA1BADD.dbf in Appendix 21.

1. The file was disaggregated into three sub-files as follows:

   - o direct assessment less than or equal to $99,999.99
   - o direct assessment greater than $99,999.99, but less than or equal to $199,999.98
   - o direct assessment greater than $199,999.98

2. Using the newly created file of records for parcels with direct assessments greater than $99,999.99, but less than or equal to $199,999.99 (step a), a duplicate file for these records was created. In the first file (initial), the direct assessment for each parcel was entered as $99,999.99. In the duplicate file, the direct assessment for each parcel was entered as the total direct assessment less $99,999.99. The total of the two direct assessments contained in the initial file and the duplicate file equal the total direct assessment for the parcel. The tax bill for these properties will contain two direct assessments for the Special Benefit Assessment District.

The SCRTD will send a letter to the property owners receiving two SCRTD assessments for properties with total assessments between $99,999.99 and $199,999.98 explaining this procedure.

3. A file containing properties where the direct assessment is greater than $199,999.98 was created. These parcels must be listed in hardcopy for manual preparation of the direct assessment bill (see Appendix 22). This file is not included in future manipulations. For the August 1985 BADD data base only the Central Business District had properties which fell into this category. The SCRTD will prepare a letter to those property owners receiving assessments greater than $199,999.98 under the forced tax billing system.

The same procedures were used to disaggregate each of the files (TA1BADD.dbf, TUA1BADD.dbf, TA2BADD.dbf, and TUA2BADD.dbf) shown in Appendix 21. The direct assessments for assessable properties associated with parcels in governmental ownership were not processed at this time, but will be processed in accordance with procedures established for assessment of possessory interests..

4. The field size was adjusted to the Auditor-Controller's specifications. This involved changing the size of Field 12 - BADD_ASSESS from 19 with 2 decimal places to 8 with 2 decimal places in all files in the sorting series T*A1BADD.dbf and T*A2BADD.dbf. The field size for files created for parcels with direct assessments greater than $199,999.98 was not adjusted.

5. The Agency Account Number was entered into each file. These account numbers were assigned by the Assessor-Controller's Office. A separate account number was assigned to each district. The Account No. for the Central Business District was 37.02; for the Wilshire-Alvarado District, 37.03. An additional account number (37.04) was assigned for the parcel with direct assessments requiring special handling and the file containing the second increment for the parcels for which two billings were generated; i.e., those for which the direct assessments were greater than $99,999.99 and less than or equal to $199,999.98. Files for both privately owned and utility/railroad owned parcels within the same district used the same Agency Account Number. These account numbers were used for the initial run of tapes for the Auditor-Controller's Office in August 1985 (see Appendix 23).

6. The parcel lien total and parcel item count were summed for each file and retained as as a control.

7.2.3 TAPE GROUPINGS

Per conversations between SCRTD/GPC and Auditor-Controller's Office staff, the direct assessments for State Board of Equalization assessed parcels (utility/railroad parcels) were submitted on a separate tape from the parcels in private ownership. However, files for parcels for more than one district were included on the same tape.

The files were grouped for tape preparation as follows (see Appendix 23, Column C):

- o Tape No. 1: parcels in private ownership
- o Tape No. 2: State Board of Equalization Assessed parcels
- o Hardcopy: parcels for hard copy listing--parcels with direct assessments greater than $199,999.98.

a. Tape No. 1: The group of files for parcels in private ownership which consists of four subfiles grouped as follows:

o Assessments for properties in private ownership within the Wilshire-Alvarado (A2) District with assessments equal to or less than $99,999.99; and, the first assessment increment for properties within the Wilshire-Alvarado District with assessments greater than $99,999.99 but less than or equal to $199,999.98. For these properties the assessment in this file is equal to $99,999.99 (Account No. 37.03).

o Assessments for properties in private ownership within the Central Business District (A1) with assessments equal to or less than $99,999.99; and, the first assessment increment for properties within the Central Business District with assessments greater than $99,999.99 but less than or equal to $199,999.98. For these properties the assessment in this file is equal to $99,999.99 (Account No. 37.02).

o A duplicate file (b. assigned to the Agency Account No. 37.04). containing the records for parcels in private ownership within the Central Business District (A1) with assessments greater than $99,999.99 but less than or equal to $199,999.98. For these records the direct assessment is equal to the total assessment less $99,999.99.

o A duplicate file containing a copy of the records for parcels in private ownership within the Wilshire-Alvarado District (A2) with assessments greater than $99,999.99, but less than or equal to $199,999.98. For these records the direct assessment is equal to the total assessment less $99,999.99 (Account No. 37.04).

b. Tape No. 2: A second grouping of files (see Figure 3, column D) was created for State Board of Equalization assessed parcels, e.g., those parcels owned by utilities and railroads, etc., composed of subfiles grouped as follows:

o Assessments for State Board of Equalization assessed properties within the Wilshire-Alvarado (A2) District with assessments equal to or less than $99,999.99; and, the assessment increments for properties within the Wilshire-Alvarado District with assessments greater than $99,999.99 but less than or equal to $199,999.98. For these properties the assessment in this file is equal to $99,999.99 (Account No. 37.03)

o Assessments for State Board of Equalization assessed properties within the Central Business District (A1) with assessments equal to or less than $99,999.99; and, the assessment increment for properties within the Central Business District with assessments greater than $99,999.99 but less than or equal to $199,999.98. For these properties the assessment in this file is equal to $99,999.99 (Account No. 37.02).

o A duplicate file (b. assigned to the Agency Account No. 37.04). containing the records for State Board of Equalization assessed parcels within the Central Business District (A1) with assessments greater than $99,999.99 but less than or equal to $199,999.98. For these records the direct assessment is equal to the total assessment less $99,999.99.

o A duplicate file containing a copy of the records for State Board of Equalization assessed parcels within the Wilshire-Alvarado District (A2) with assessments greater than $99,999.99, but less than or equal to $199,999.98. For these records the direct assessment is equal to the total assessment less $99,999.99 (Account No.37.04).

c. A separate listing of properties which require manual handling (forced billing) for which the direct assessment was greater than $199,999.98 was submitted in hard copy list form. This includes four files as follows:

o Assessments for privately owned properties within the Central Business District (A1) with assessments greater than $199,999.98.

o Assessments for the State Board of Equalization Assessed parcels within the Central Business District (A1) with assessments greater than $199,999.98.

o Assessments for privately owned properties within the Wilshire-Alvarado District (A1) with assessments greater than $199,999.98.

o Assessments for the State Board of Equalization Assessed parcels within the Wilshire-Alvarado District (A1) with assessments greater than $199,999.98.

For the MOS-1 data base, these properties were all in private ownership and located within the Central Business District (A1) (Agency Account No. 37.04).

7.3 FORMATTING FILES FOR TRANSFER TO TAPE

The sorting files were edited into the structure required by the Auditor-Controller's Office and the working fields were stripped off. The series of files created are referred to as formatting files (TEST*A1.dbf and TEST*A2.dbf)

7.3.1 TAPE READY FORMATTING FOR PARCELS IN PRIVATE OWNERSHIP

a. All fields were changed to character fields. Care was taken not to change field lengths. The file was converted to the following structure:

FIELD	FIELD NAME	TYPE	WIDTH	DEC
1	BATCHNO	Character	5	
2	DOCSEQ	Character	2	
3	DUMMY1	Character	1	
4	PARCELNO	Character	10	
5	PRCLNO_BK*	Character	4	
6	PRCLNO_PG*	Character	3	
7	PRCLNO_PCL*	Character	3	
8	DUMMY2	Character	3	
9	FILLER1	Character	3	
10	AGENCYACC	Character	6	2
11	FILLER2	Character	3	
12	BAD_ASSESS	Character	19	2
13	FILLER3	Character	3	
14	DUMMY3	Character	6	
15	FILLER4	Character	24	
16	DUMMY4	Character	2	
17	CURRYEAR	Character	2	
18	DUMMY5	Character	4	
19	BAD_DIST*	Character	2	
20	BAD_ZONE*	Character	1	
21	TAXAREA*	Character	4	
22	AGENCYNO*	Character	6	

b. Decimals were removed from Field 12 - BAD_ASSESS and Field 10 - AGENCYACC.

c. The length of AGENCYACC was changed to 5 and BAD_ASSESS to 7.

d. BAD_ASSESS was summed and the results were compared with the control sum from BAD_ASSESS above (should be 100 * results from sorted working files above).

e. All spaces in BAD_ASSESS were changed to zeros. BAD_ASSESS was summed and compared to previous totals.

f. The field DOCSEQ was replaced with '00'.

g. Extraneous fields, indicated by "*" in "a" above, were deleted, leaving the following structure:

FIELD	FIELD NAME	TYPE	WIDTH	DEC
1	BATCHNO	Character	5	
2	DOCSEQ	Character	2	
3	DUMMY1	Character	1	
4	PARCELNO	Character	10	
5	DUMMY2	Character	3	
6	FILLER1	Character	3	
7	AGENCYACC	Character	5	
8	FILLER2	Character	3	

9	BAD_ASSESS	Character	7
10	FILLER3	Character	3
11	DUMMY3	Character	6
12	FILLER4	Character	24
13	DUMMY4	Character	2
14	CURRYEAR	Character	2
15	DUMMY5	Character	4

7.3.2 TAPE READY FORMATTING FOR STATE BOARD OF EQUALIZATION ASSESSED PARCELS

These were basically utility and railroad owned parcels and are identified by the mapbook parcel numbers in the '800' range. The following steps were used to properly assign assessments to these properties.

a. Enter identification number into PARCELNO

The Auditor-Controller's Office uses a different series of identification numbers for State Board of Equalization Assessed parcels. It is not the parcel number identifier (PARCELNO) used in the BADD data base which corresponds to the Assessor's mapbook number. For the Auditor-Controller's system the identification number is ten digit number composed as follows:

Character	Description
1	9
10-13	four digit Public Utility Company number (BADD Field 8, "AGENCYNO")
14	0 (zero)
15-18	four digit Tax Rate Area number in which the utility is located (BADD Field 7, "TAXAREA")

b. The name of field was changed from PARCELNO to ASSESSCODE.

c. Steps a-f contained in section 7.3.1 above were repeated with the State Board of Equalization assessed parcel files.

d. Extraneous fields were deleted, leaving the following structure:

FIELD	FIELD NAME	TYPE	WIDTH	DEC
1	BATCHNO	Character	5	
2	DOCSEQ	Character	2	
3	DUMMY1	Character	1	
4	ASSESSCODE	Character	10	
5	DUMMY2	Character	3	
6	FILLER1	Character	3	
7	AGENCYACC	Character	5	
8	FILLER2	Character	3	
9	BAD_ASSESS	Character	7	
10	FILLER3	Character	3	
11	DUMMY3	Character	6	
12	FILLER4	Character	24	
13	DUMMY4	Character	2	
14	CURRYEAR	Character	2	
15	DUMMY5	Character	4	

7.3.3 BATCH FILES

a. Each sorted Agency Account file was sorted into smaller batches of no more than 500 records each. The Auditor-Controller's system required batching files into groups of 500 records if the working file contained more than 500 records. Each batch of 500 records was identified by a batch number supplied by the Auditor-Controller's Office.

b. BAD_ASSESS was summed for all the batch files for each Agency Account working file and compared with control totals.

7.3.4 HEADINGS

a. Each of the files was copied to text files. A word processor, e.g., WordStar or SPFPC, was used to create the Batch Header Record for each file (see Appendix 19, BATCH SUMMARY RECORD).

PARCEL COUNT = total number of records in the file
TRANSACTION COUNT = parcel count
PARCEL HASH TOTAL = sum for val (PARCELNO)
VALUE TOTAL = SUM for val (BAD_ASSESS)

b. The test files were sent to the SCRTD Decision Support Center for uploading to the mainframe computer, creation of the direct assessment tape.

7.4 TEST TAPE

To comply with the Los Angeles County Auditor-Controller's Office requirements a magnetic tape for testing compatibility with their system and formats was submitted to the Auditor-Controller's Office on July 11, 1985 (see Appendix 24). Per the given specifications the magnetic tapes were formatted in the same manner as the final tapes. This tape (Tape Serial Number 03977) contained one sample file of parcels with the direct assessments for the MOS-1 Benefit Assessment Districts. The sample submitted to the Auditor-Controller's Office was taken from the Wilshire-Alvarado - SCRTD (Account No. 37.03, batch number I8122) direct assessments. These parcels are regular parcels. The lien total (340255.00) and regular parcel item count (98) were used as control numbers to verify accurate transference of data through the system. The same procedures were used to generate the test tape as were followed for creation of the final direct assessment computer tapes.

The tape was submitted to: Mr. Mark H. Bloodgood, Auditor-Controller, Tax Division, County of Los Angeles, 500 W. Temple, Room 153, Los Angeles, California. The purpose of this test tape was to assure compatibility of tape format, headings and other process details. Upon completion of the test, we were informed by letter dated July 18, 1985, that the tape was acceptable (see Appendix 25).

7.5 SUBMISSION OF FINAL DIRECT ASSESSMENT TAPES

The direct assessment data was submitted to the Los Angeles Auditor-Controller's Office on August 15, 1985 (see Appendix 20) as five files on on two tapes. A separate listing of properties for which the direct assessment was greater than $199,999.98 was submitted in hard copy list form for manual processing (see Appendix 22).

Regular and State Board of Equalization assessed parcels were assigned an Agency Account Number according to district, but were submitted on separate tapes as specified by the Assessor-Controller's Office. At the time that the final tape is run, a match with current property identification numbers is made. Manually-prepared "forced" billings will go out approximately a week later than the computer processed bills. The charge for manually-prepared bills is $10 per bill; for computer processed, $0.10 per parcel.

The files were organized as follows:

a. Computer Tape No. 1 (Serial Number 02296) contained assessments for parcels in private ownership, with three subfiles and internal labels for each subfile for a lien total of $14,819,031.00 and a parcel item count of 1596. The subfiles were grouped as follows:

o Assessments for properties within the Wilshire-Alvarado (A2) District.

Account No. 37.03; Batch No. I8121
Parcel Lien Total: $1,352,272.00
Parcel Item Count: 317

o Assessments for properties within the Central Business District (A1) with assessments equal to or less than $99,999.99; and, the assessment increment for properties within the Central Business District with assessments greater than $99,999.99 but less than or equal to $199,999.98.

Account No. 37.02; Batch No. I8100, I8101, and I8102
Parcel Lien Total: $12,943,595.81
Parcel Item Count: 1260

o The second increment of assessments for properties within the Central Business District (A1) with assessments greater than $99,999.99 but less than or equal to $199,999.98.

Account No. 37.04; Batch No. I8952
Parcel Lien Total: $ 523,163.19
Parcel Item Count: 19

b. Computer Tape No. 2 (Serial Number 02522) contains assessments for '800' parcels, e.g., those parcels owned by utilities and railroads, etc. The tape was composed of two subfiles with internal labels for each subfile and with a lien total of $1,003,372.00 and a parcel item count of 49. The subfiles were grouped as follows:

o Assessments for the '800' properties within the Central Business District (A1) with assessments equal to or less than $99,999.99; and, the assessment increment for those '800' properties within the Central Business District with assessments greater than $99,999.99 but less than or equal to $199,999.98.

Account No. 37.02; Batch No. I8103
Parcel Lien Total: $ 876,724.97
Parcel Item Count: 46

o The second set of records for those '800' properties within the Central Business District (A1) with assessments greater than $99,999.99 but less than or equal to $199,999.98 Account No. 37.04; Batch No. I8953

Parcel Lien Total: $ 126,647.03
Parcel Item Count: 3

c. A listing for those properties requiring manual handling--forced billing. These properties were all in private ownership and located within the Central Business District (A1).

Agency Account No. 37.04; Batch No. I8952
Parcel Lien Total: $5,815,624.00
Parcel Item Count: 15

8. SUMMARY

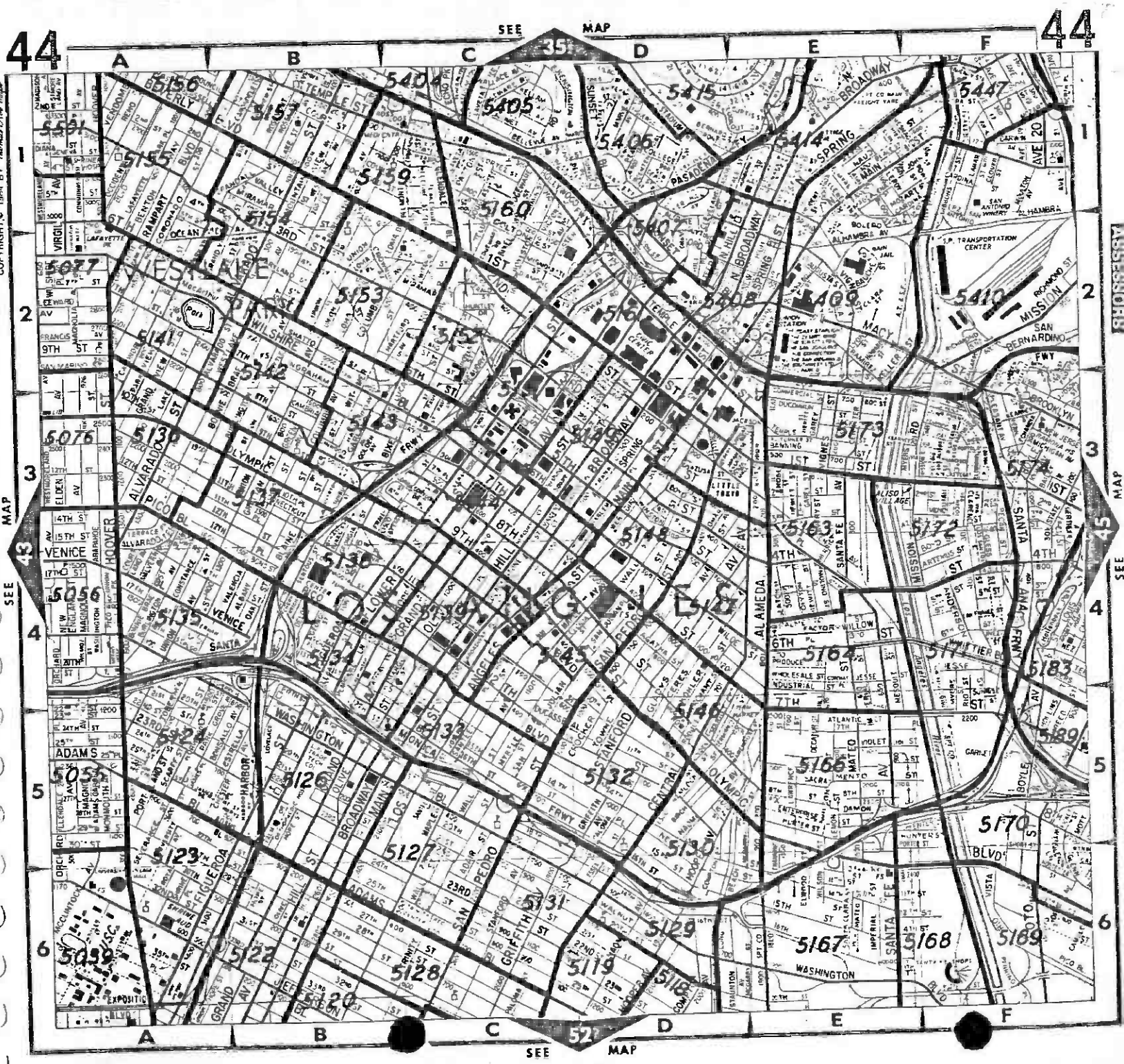
In summary, the data base consists of two sets of files for each parcel contained within the MOS-1 benefit assessment districts. They include the following:

- o Parcel Book File - in hard copy for each parcel
  - Building footprint map or sketch map.
  - Assessor's parcel map.
  - Parcel information sheet with field notes.
  - Applicable building records.
  - Detailed calculations for building areas, if applicable.
  - Square footage figures for built area by use.
- o Computer file - for each record
  - Selected LUPAMS data items.
  - Land use and square footage data obtained from field surveys.
  - Mailing address and owner of record for generation of mailing lists and labels.
  - Assessment calculated for each parcel from land use and parcel square footage information contained within the computer file.

These files are used to:

- o Identify all parcels located within the benefit assessment districts.
- o Generate mailing list of property owners for noticing owners of record.
- o Apply the benefit assessment fee formula to compute assessments for producing a valid tape acceptable to the Auditor-Controller formatted to their specific requirements.

Appendix 1


44
SEE MAP 35
SEE MAP 52
SEE MAP 43
SEE MAP 45
A
B
C
D
E
F
1
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3
4
5
6
COPYRIGHT © 1994 BY Thomas Bros. Maps
ASSESSOR'S
WESTLAKE
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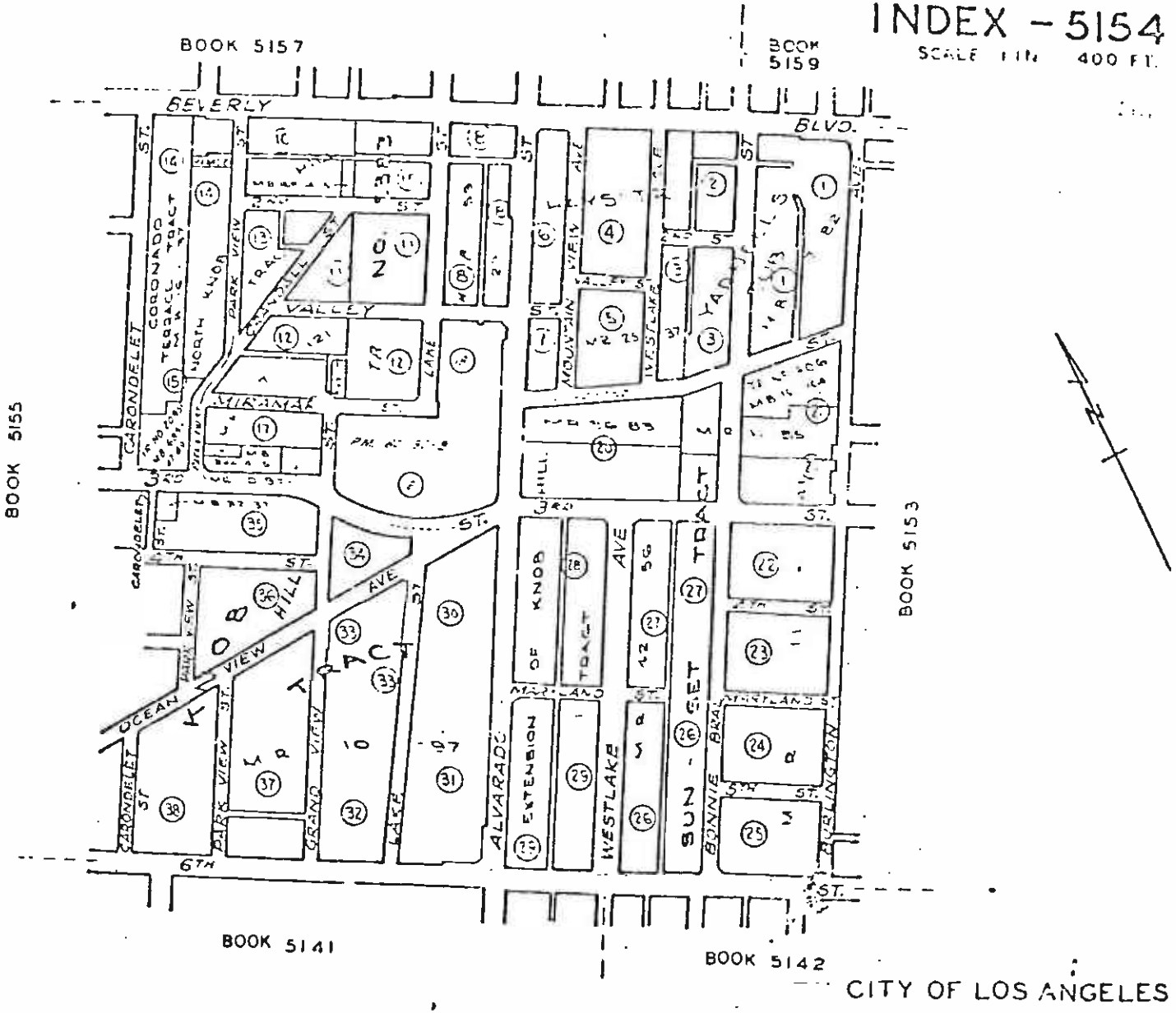
VENICE
ADAMS
SANTA
WASHINGTON
BROADWAY
SPRING
MAIN
HILL
GRAND
FIGUEROA
HOOVER
ALVARADO
PICO
OLYMPIC
7TH
8TH
9TH
6TH
4TH
3RD
1ST
ALAMEDA
MISSION
SANTA FE
STANFORD
CENTRAL
GRIFFITH
SAN PEDRO
ALHAMBRA
PASADENA
MACY
BOYLE
VISTA
BLVD
FRWY
S.P. TRANSPORTATION CENTER
SAN BERNARDINO
BROOKLYN
ALISO VILLAGE
LITTLE TOKYO
EXPOSITION
Park

INDEX - 5154

SCALE 1 IN. = 400 FT.

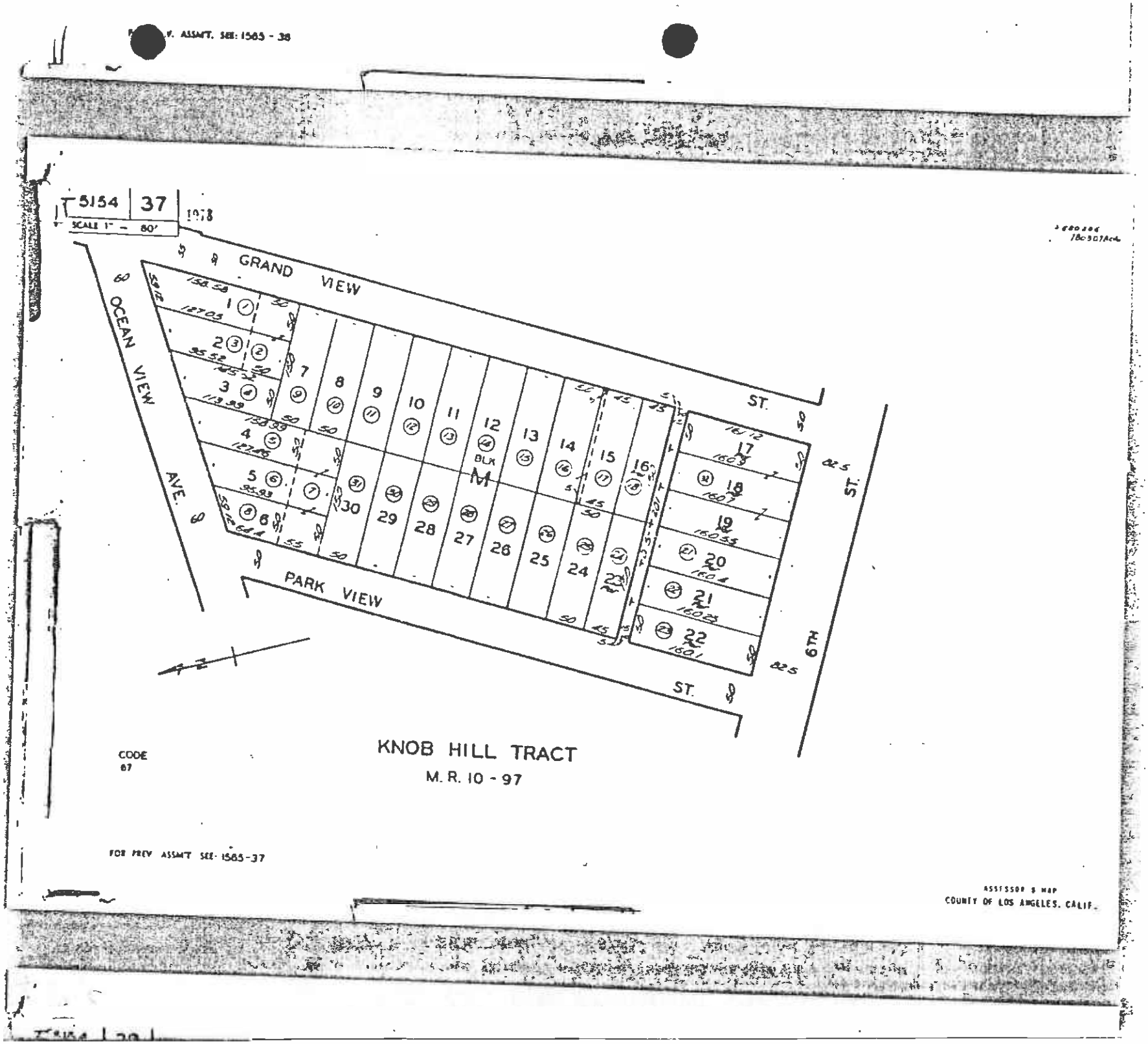
1" = 400'

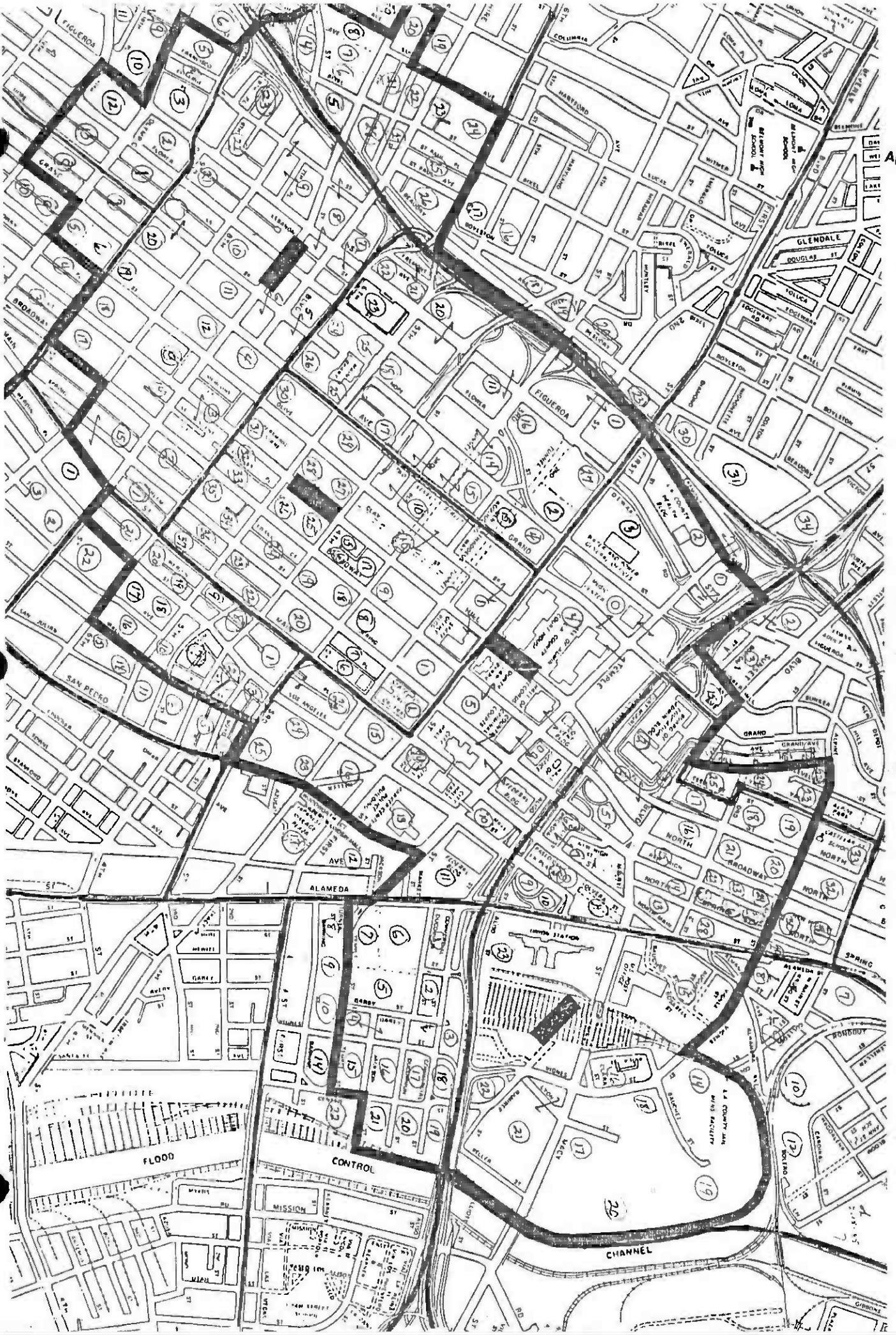
Revised:
5-14-56
6-8-59
3-22-65
6-10-12
6-20-22



Appendix 2

ASSESSOR'S MAP
COUNTY OF LOS ANGELES, CA

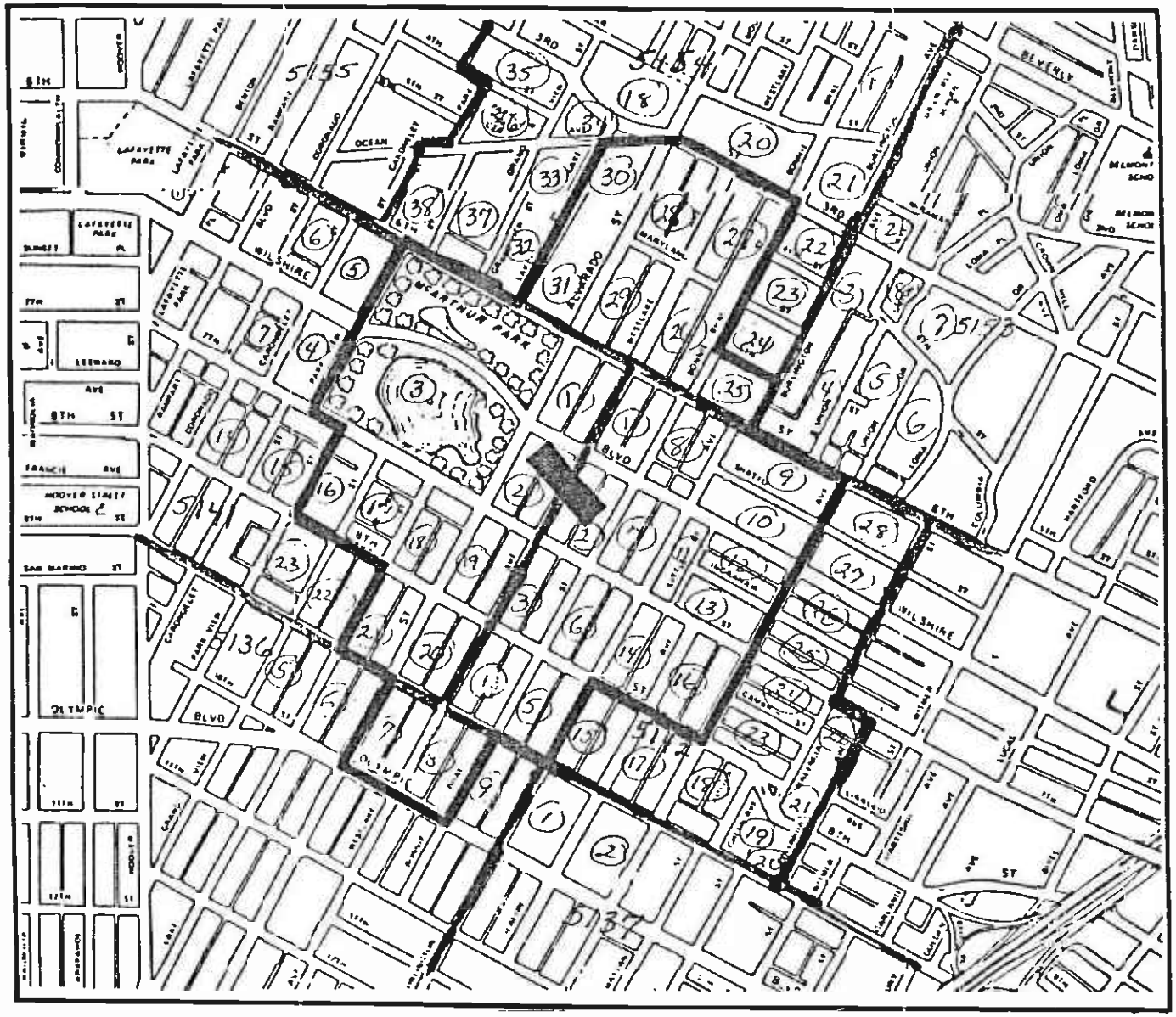

FOR PREV. ASSM'T. SEE: 1565 - 38
5154 | 37
SCALE 1" = 80'
1978
GRAND VIEW ST.
OCEAN VIEW AVE.
PARK VIEW ST.
6TH ST.
BLK M
KNOB HILL TRACT
M. R. 10 - 97
CODE 67
FOR PREV ASSM'T SEE: 1565-37
ASSESSOR'S MAP
COUNTY OF LOS ANGELES, CALIF.


FIGUEROA
COLUMBIA
HARTFORD
LOMA
GLENDALE
DOUGLAS
TOLUCA
BISSEL
BOYLSTON
BEAUDRY
FIGUEROA
GRAND
SAN PEDRO
LOS ANGELES
ALAMEDA
NORTH
BROADWAY
SPRING
FLOOD
CONTROL
MISSION
CHANNEL

Appendix 4

BENEFIT DISTRICT NO. A2 OF THE SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT

(ALVARADO DISTRICT)



METRO RAIL STATION

Appendix 5

5149-010-900

Ward 7.

Applicant must indicate the building line or lines clearly and accurately on the Diagram.

Application for Erection of "Class A" Buildings

Application is hereby made to the Superintendent of Buildings of the City of Los Angeles, for the approval of the detailed statement of the specifications and plans herewith submitted for the erection of the building herein described. All provisions of the Building Ordinances shall be complied with in the erection of said building, whether specified herein or not.

(Sign here) J. C. Cypher

AUG 3 - 1909

Los Angeles, Cal., 190 1.

Assessor Please Verify — Location: Lot 1 Block A 46 of the Riviera + Virgil addition

north side of East 5th east of Lucas ave

District No. 1 M. B. page 6 F. B. page 116

Engineer Please Verify — No. 228 Wednesday and 225 E 5th Street

1. Purpose of the Building Engine house

Is any part to be used for store or other business purposes? If so, state what

2. Owner's name City of Los Angeles

3. Owner's address

4. Architect's name Hudson & Munsell

5. Builder's name J. C. Cypher Co.

6. Builder's Address 5 Lily Seaton st

7. Estimated Cost of the Proposed Improvements, $ 50,446.00

8. Size of lot? 26-3 feet front; 26-3 feet rear; 160 feet deep.

9. Size of building? 26-3 feet front; 26-3 feet rear; 160 feet deep;

Size of extension? feet front: feet rear: feet deep:

Number of stories in height: main building? 3 Extension?

Height from curb level to highest point: main building? 40 feet. Extension feet.

10. What is the character of the ground: rock, clay, sand, filled, etc. sand + gravel

11. Will the foundation be laid on earth, rock, or piles? Earth

12. Will there be a basement? part

13. What will be the base, stone or concrete? concrete

Give thickness and how laid

14. What will be the depth of foundation walls below curb level? 5-0

15. Of what will foundation walls be built? Concrete

16. Give thickness of foundation walls: front 12 inches; sides 12 inches.

rear inches.

17. Will interior supports be C. I. or steel columns? Reinforced concrete

Give size of same

18. Give size of piers and cap plates or stones

19. Give base course, width and thickness

Permit No. 4512

PLANS CHECKED BY O. K. L. Pole

PLANS CHECKED BY O. K. E. G.

Address of Building: 404 South Los Angeles Street 5148-7-2

CITY OF LOS ANGELES

Certificate of Occupancy

NOTE: Any change of use or occupancy must be approved by the Department of Building and Safety. This certifies that, so far as ascertained by or made known to the undersigned, the building at above address complies with the applicable requirements of the Municipal Code, as follows: Ch. 1, as to permitted use; Ch. 9, Arts. 1, 2, 4, and 5; and with applicable requirements of State relocating Act,—for following occupancies:

Issued July 6, 1960 Permit No. and Year LA56913-60 LA46826-59

2 Stories, Type III-A, 60' x 115', Restaurant.
G-1 Occupancy

OFFICE USE ONLY

Owner: Lila B. Clapp
Owner's Address: P. O. Box 1028
Riverside, California

Form B-95a—1055—3-60 (B-377) C. E. BROOKS, Superintendent of Building — By K. HULL, Insp.

5149-031 - good check

3

APPLICATION TO ALTER, REPAIR OR DEMOLISH AND FOR A Certificate of Occupancy

Form B-3—3M—1-47

CITY OF LOS ANGELES
DEPARTMENT OF BUILDING AND SAFETY
BUILDING DIVISION

Appendix 8

Lot No. .....

Tract .....

Location of Building 530 S. OLIVE ST. (House Number and Street) — Approved by City Engineer

Between what cross streets 5TH & 6TH ST. — Deputy.

USE INK OR INDELIBLE PENCIL

1. Present use of building GARAGE AUTO PARK (Store, Dwelling, Apartment House, Hotel or other purpose) Families ..... Rooms .....
2. State how long building has been used for present occupancy .....
3. Use of building AFTER alteration or moving SAME Families ..... Rooms .....
4. Owner PERSHING SQUARE GARAGE (Print Name) Phone .....
5. Owner's Address 530 So. OLIVE ST. P. O. LOS ANGELES - CALIF.
6. Certificated Architect ..... State License No. ..... Phone .....
7. Licensed Engineer S. R. STANLEY State License No. 2758 Phone .....
8. Contractor ELECTRICAL PRODUCTS CORP. State License No. 125599 Phone CA. 16141
9. Contractor's Address 1100 NO. MAIN ST. LOS ANGELES - CALIF.
10. VALUATION OF PROPOSED WORK (Including all labor and material and all permanent lighting, heating, ventilating, water supply, plumbing, fire sprinkler, electrical wiring and elevator equipment therein or thereon.) $1200 CO PH
11. State how many buildings NOW on lot and give use of each. 1 - GARAGE AUTO PARK (Store, Dwelling, Apartment House, Hotel or other purpose) 3-STORY
12. Size of existing building 35'x55' Number of stories high 4 Height to highest point GRADE
13. Material Exterior Walls CONCRETE (Wood, Steel or Masonry) Exterior framework CONCRETE (Wood or Steel) 1ST 9' ABOVE
14. Describe briefly all proposed construction and work:

INSTALL 1) NEW SIGN S.F. HOSTA
RE-WIRE + RE-INSTALL 4-SIGNS D.F. HUSTA
ATTACHED TO REAR SIDE OF GARAGE

NEW CONSTRUCTION

15. Size of Addition ..... x ..... Size of Lot ..... x ..... Number of Stories when complete .....
16. Footing: Width ..... Depth in Ground ..... Width of Wall ..... Size of Floor Joists ..... x .....
17. Size of Studs ..... x ..... Material of Floor ..... Size of Rafters ..... x ..... Type of Roofing .....

I hereby certify that to the best of my knowledge and belief the above application is correct and that this building or construction work will comply with all laws, and that in the doing of the work authorized thereby I will not employ any person in violation of the Labor Code of the State of California relating to Workmen's Compensation Insurance.

Sign here ELECTRICAL PRODUCTS CORP. (Owner or Authorized Agent)

By .....

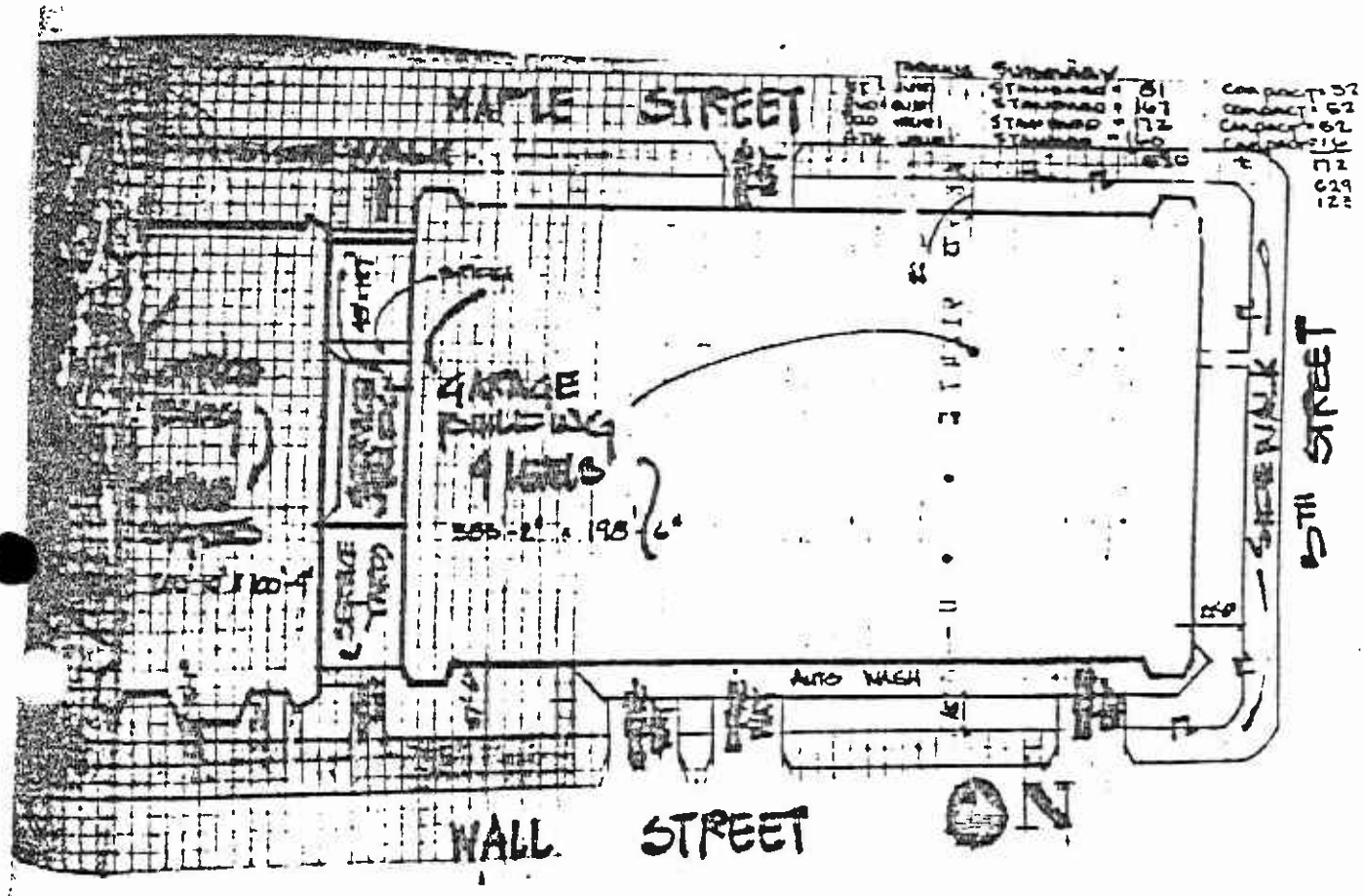
FOR DEPARTMENT USE ONLY

PLAN CHECKING		REINFORCED CONCRETE	FEES	
Date: JUN 2 1954		Bbls. Cement		Bldg. Per 6.00
Receipt No. [redacted]	450287	Tons of Reinforcing Steel		Cert. of Occupancy
Valuation $ 1200				Total 6.00
Fee Paid $ 3.00				

TYPE	GROUP	Inside Lot / Corner Lot	Key Lot / Corner Lot Keyed	Lot Line	Feet rear alley / Ft. side alley	Clerk
I	Kect					Van

PERMIT No.	Plans and Specifications checked	Zone	Fire District No.	District Map No.
LA88912	Calculations Verified	C-5	1	
	Plans, Specifications and Application reviewed and approved	Bldg. Line — Ft.	Street Widening — Ft.	JUN 2 1954 Stamp here when Permit is Issued
		Applications checked and approved	Clerk	

PLANS	For Plans See	Filed with	Engineer Inspector	SPRINKLER Specified—Required Valuation Included Yes— —No	Inspector
Bond					


MAPLE STREET
WALL STREET
5TH STREET
AUTO WASH
SIDEWALK
GARAGE
PARKING
AISLES
SERVICE
YARD
PARKING SUMMARY
STANDARD = 81
STANDARD = 167
STANDARD = 72
STANDARD = 160
COMPACT = 57
COMPACT = 62
COMPACT = 62
COMPACT = 116
172
629
122
198'-6"
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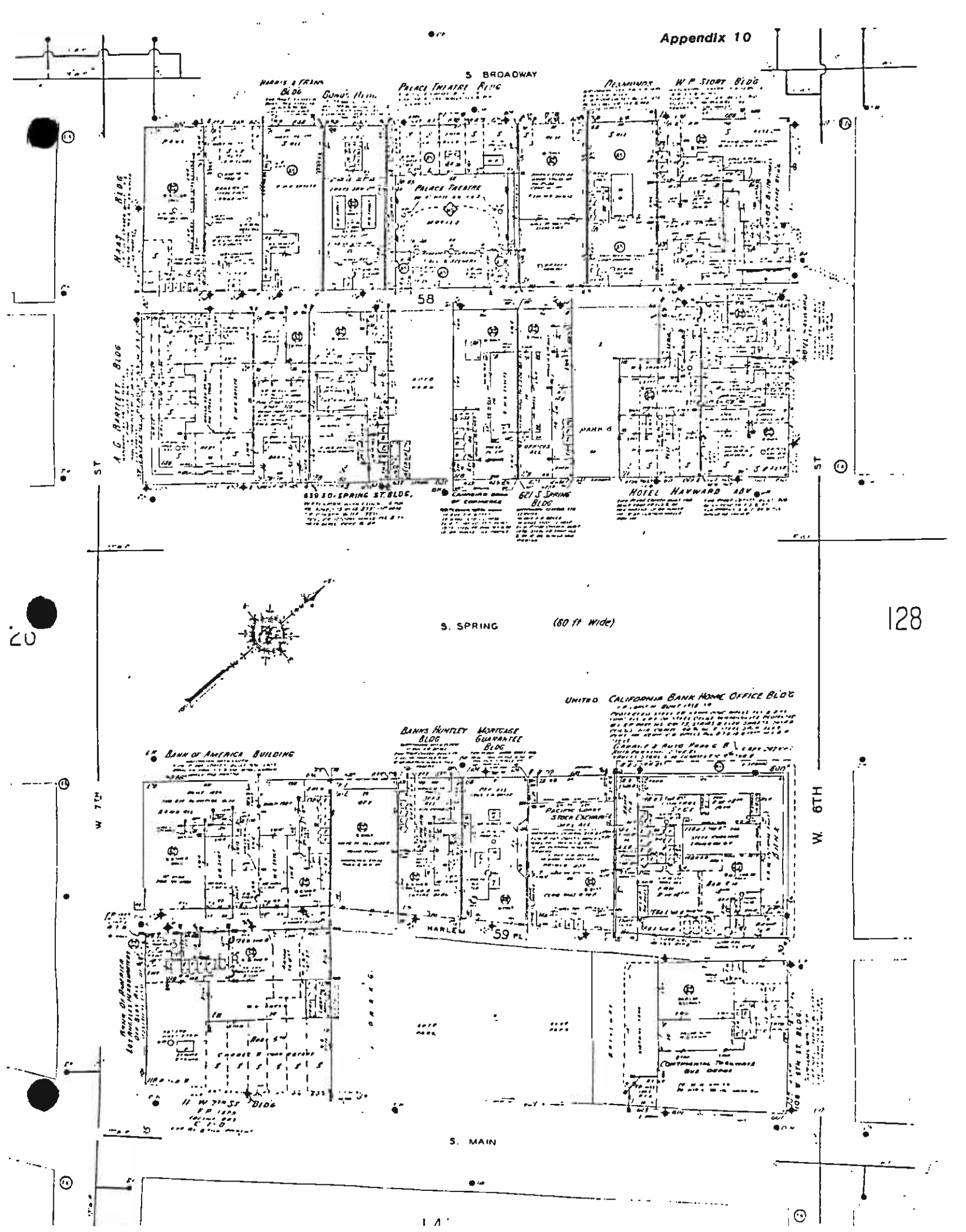

S BROADWAY
PALACE THEATRE BLDG
PALACE THEATRE
58
A. G. BARTLETT BLDG
HOTEL HAYWARD
S. SPRING
(60 ft Wide)
UNITED CALIFORNIA BANK HOME OFFICE BLDG
BANK OF AMERICA BUILDING
BANKS HUNTLEY BLDG
MORTGAGE GUARANTEE BLDG
PACIFIC COAST STOCK EXCHANGE
HARLEY
59 PL
W 7TH
W. 6TH
S. MAIN

KEY

Fire proof construction. (OR FIRE RESISTIVE CONST'N)

ADOBE — Adobe building.

HEIGHT OF BUILDING IN FEET FROM GROUND TO ROOF LINE — Stone building.

(C BR) — Concrete, lime, cinder or cement brick

(C. B) — Hollow concrete or cement block const'n

(CONC) REINF CONC — Concrete or reinforced concrete const'n

(TILE) — Tile building.

NUMBER OF STORIES 4 — Brick building with frame cornice.

" " " stone front.

" " " frame side (DIVIDED BY FRAME PARTITION)

(VEND) — Brick veneered building.

BRICK 10" — " and frame building.

FRAME, BRICK LINED — Frame building, brick lined.

" " metal clad.

F=FLAT S=STORE — Frame residential building

D=DWELLING

A and B AUTO HOUSE — Iron building.

LOFT — Tenant building occupied by various manufacturing or occupancies

(ASB CL.) — Frame building covered with asbestos

NON COMBUSTIBLE ROOF COVERING OF METAL, SLATE, TILE OR ASBESTOS SHINGLES — Brick building with brick or metal cornice.

Parapet 6 inches above roof.

" 12 " " "

" 18 " " "

" 36 " " "

SKYLIGHT LIGHTING TOP STORY ONLY

3 SKYLIGHT LIGHTING THREE STORIES

WG WIRED GLASS SKYLIGHT

FIRE WALL AS INDICATED ABOVE

Figures 8.12.16 indicate thickness of wall in inches.

Wall without opening and size in inches.

Wall with openings on floors as designated.

Opening with single iron or tin clad door.

" " double iron " " " doors.

" " standard fire doors.

WT WATER TANK — Openings with wired glass doors.

BRICK 10" — Drive or passage way.

Stable.

A — Auto. House or private garage.

(C. B. & BR.) — Solid brick with interior walls of C.B. or C.B. and brick mixed.

(C. B. & BR. CONST'N) — Mixed construction of C.B. and brick with one wall of solid brick.

(C. B. & BR. CONST'N) (BR FACED) — Mixed construction of C.B. and brick with one wall faced with 4" brick.

(C. B. & BR. CONST'N) — Mixed construction of C.B. and brick throughout.

2 D — House numbers shown nearest to buildings are official or actually up on buildings. Old house numbers shown furthest from buildings.

MANSARD ROOF DOTS REPRESENT DORMERS. STEMS INDICATE STORIES, COUNTING FROM LEFT TO RIGHT, LOOKING TOWARD BUILDING

Window opening in first story.

Window openings in second and third stories.

Window openings in second and fourth stories.

Windows with wired glass.

Windows with iron or tin clad shutters.

NO TWO 22 — Window openings tenth to twenty-second stories.

BLOCK LINE 50' PROPERTY LINE — Width of street (BETWEEN BLOCK LINES. NOT CURB LINES.)

E Open elevator.

FE Frame enclosed elevator.

ET " " " with traps.

ESC " " " " self closing traps.

CBET Concrete block enclosed elevator with traps.

TLSC Tile enclosed elevator with self closing traps.

BE Brick enclosed elev. with wired glass door.

5 Block number.

Iron chimney

(WITH SPARK ARRESTOR)

Brick chimney.

(15) Ground elevation.

U.P.B. Vertical steam boiler.

G.T. Gasoline tank.

NO CH.-No chimney. C.B.L.C.-Concrete block chimney. C.C.-Non standard concrete chimney. T.C.-Tile chimney. P.C.-Patent chimney. S.P.-Stove pipe. S.P.V.-Stove pipe with patent ventilator.

NOTE-All buildings on which chimney marks are not shown have standard chimneys.

V.P. Vertical pipe or stand pipe.

(O.U) Open under.

AFA Automatic fire alarm.

I.E.P Independent electric plant.

Siamese fire dept. connection

Single fire dept. connection

AS Automatic sprinklers.

ACS Automatic chemical sprinklers.

AS 1ST ONLY Automatic sprinklers in part of building only. (NOTE UNDER SYMBOL INDICATES PROTECTED PORTION OF BUILDING)

NS Not sprinklered.

24 Reference to adjoining page.

Outside vertical pipe on fire escape.

Fire engine house, as shown on key map.

FA Fire alarm box.

Fire pump.

Single hydrant.

D.H. Double "

T.H. Triple "

(36) Under page number refers to corresponding page of previous edition.

Q.H. Quadruple hydrant of the "High Pressure Fire Service."

H.P.F.S. FA Fire alarm box of the "High Pressure Fire Service"

H.P.F.S. 20" 12" Water pipes of the "High Pressure Fire Service" and hydrants of the "High Pressure Fire Service" as shown on key map.

6" W. PIPE Water pipes and size in inches.

6" W. PIPE (PRIVATE) Water pipes of private supply

7.37 (PACIFIC)

YELLOW COLOR OMITTED IN DESIGNATING FRAME AND VENEERED RESIDENTIAL BUILDINGS

RECORD OF INSERTION DATES OF REVISED MAPS

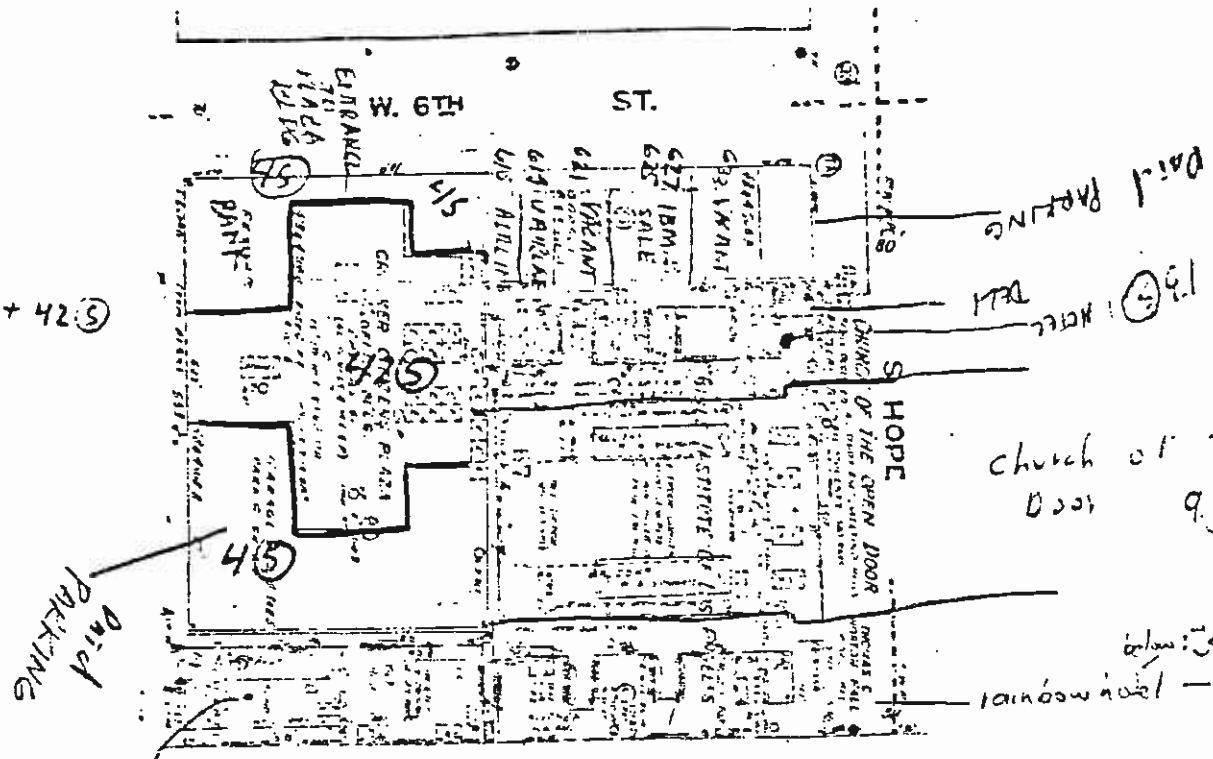
REV. No.	DATE INSERTED	REV. No.	DATE INSERTED	REV. No.	DATE INSERTED	REV. No.	DATE INSERTED	REV. No.	DATE INSERTED
1		6		11		16		21	
2		7		12		17		22	
3		8		13		18		23	
4		9		14		19		24	
5		10		15		20		25	

THIS RECORD IS FOR THE CONVENIENCE OF THOSE CUSTOMERS WHO WISH TO RECORD THIS INFORMATION.

NOTE: B+S miscalculation
only 4 stories for complete base dimensions

remaining stories are tower

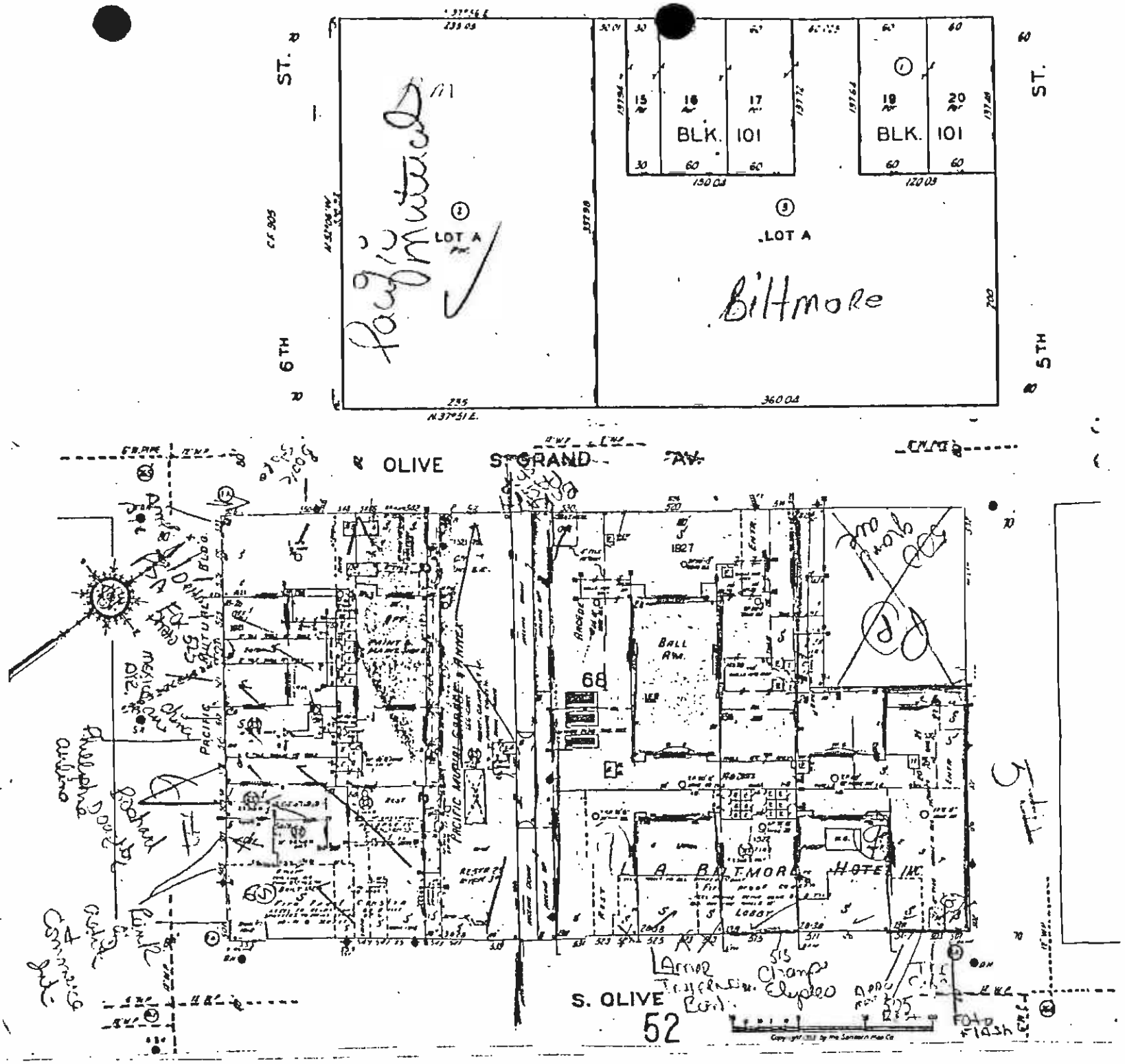
Appendix 12
10.16.84
5
10/23/84 VDS (B+S)



CROCKER CITIZENS PLAZA
ATT OFFICES
IBM PRODUCT CENTER
BANK (CROCKER)
GIFT SHOP
RAIL AGENCIES
UNDERGROUND PKG PAID
FAULKNER CO (Realtors) 622-2440

Split level bldg - cruciform of bldg core is 42(S), the remainder is 4(S), 1st (S) retail, upper 3(S) vacant

B&S: Bldg area = 47,300 X 43(S) = 2,033,900


6TH ST.
5TH ST.
BLK. 101
BLK. 101
LOT A
LOT A
Biltmore
OLIVE ST
GRAND AV.
S. OLIVE
52
68
BALL RM.
LA BALTIMORE HOTEL INC.
LOBBY
PACIFIC MOBILE GARAGE & PARKING
NATURAL BRIDGE
MEXICAN DIZ.
Lamar
Tarrant
Champ
Elydeo
Foto Flash

S149-030

********** FIFTH & HILL ... N *********
ALL PARCELS-AREA SUMMARY , .. SAN PEDRO MAPBOOK #5149

SITUS ADDRESS	ZONE	USE CODE	YEAR BUILT	NET LOT SIZE	BUILDING (SQ FT)	FAR	BOOK/PAGE/PARCEL
1 W 6 ST <523 W. 6th	C5-4	1706	8	1.820	0	0.00	5149/030/002
				1.820	0	0.00	
5 S OLIVE ST Biltmore Hotel	C5-4	1810	23	2.410	1048E3	9.98	5149/030/003
				2.410	1047835	9.98	
50 W 005 ST	C5-4	2700	74	0.377	225	0.01	5149/030/001
				0.377	225	0.01	
				******************** 4.607	1048060	***** 5.22	

FIELD CHECK JW

PAGE PARCEL					
Use Category	Description	LUPAMS	BUILDING & SAFETY	OTHER SOURCE FC	
e ☐					
Motel ☐					
./Warehse. ☐					
Lot/Gar. ☒	[illegible]	2700		0	
ıtional ☐					
/Restaurant ☐					
ıtial ☐					
e ☐					
Land ☐					
☐					
TOTALS	NLS 0.377	225		0	

ıTS:
[illegible] S [illegible] is parking [illegible]
[illegible] W S [illegible] is also parking [illegible]

See MAPS

JW
11-2-90

BOOK PAGE PARCEL					
Use Category	Description	LUPAMS	BUILDING & SAFETY	OTHER SOURCE	B+S ADJ BY SJU
Office ☒	11(S) AND 6(S)	1706			386,270
Hotel/ Motel ☐					
Indust./Warehse. ☐					
Parking Lot (Gar.) ☒	2 levels		41,760		
Institutional ☐					
Retail/Restaurant ☒	PORT. 1ST (S)				4,800
Residential ☐					
Service ☒	PORT 1ST (S) AIRLINES, ETC.				24,700
Vacant Land ☐					
Other ☐					
Sq.ft. TOTALS	1,820	0			

COMMENTS:

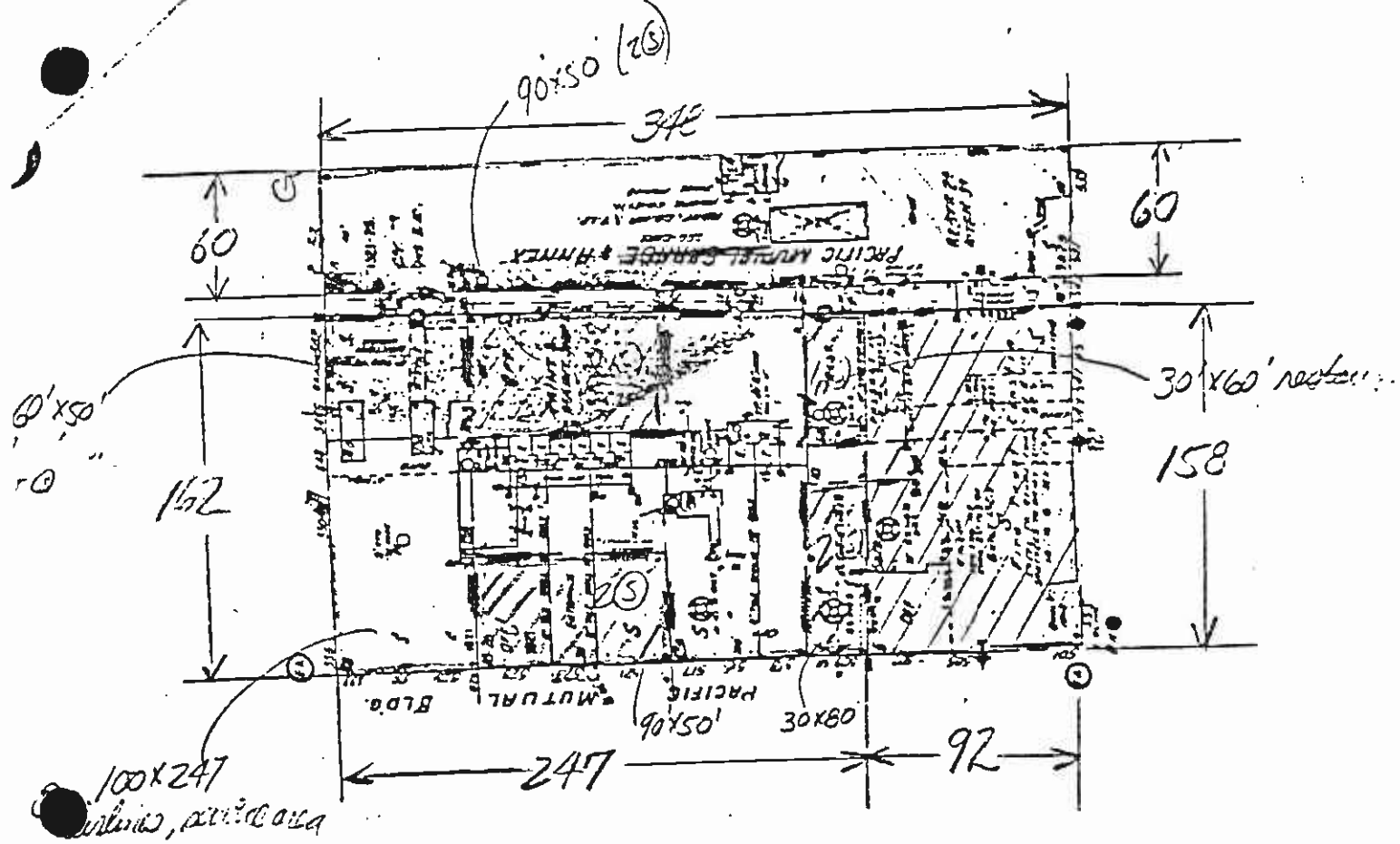
523 - S. Oliver
539 - GAR ENT
543 - Vacant
545 - Argentina air line
549 - Frame LENS
553 Croissants USA
555 - Vacant 6th
561 - Bank of Credit
565
567

569 Bosbard Daugherty
575 Philippine air Line
577 China air line
579 Malaysian Line
581 Fox Photo
529 Delta air line

Pacific Mutual 11th Office
523 - 1 to 6 Basement
531 PSA Continental
533 American Air Line
554 MR Foster Travel GRAND
550 Caravan Book Store

SEE BELOW
3 [illegible]
12(S) (11(S) pointed)
6(S)
4(S)

SEE CALCULATIONS NEXT PAGE



FROM B+S permits

GARAGE AREA = 2S (60'x348') = 41,760 ft parking

EASTERN PORTION
OFFICE AREA = 3S (92'x158') = 87,216 ft

WESTERN PORTION
OVERALL OFFICE/RETAIL/SERVICE
AREA = 11S (162x247) − 9S((2x90x50)+(30x60)) − 5S(2x60) = 440,154 − 102,600 − 9000 = 328554
service area = 1S (100 x 247) = 24,700 ft
rest/retail area = 1S [(60'x50') + (30'x60')] = 4,800 ft

office = 299,054
+ 87,216 ft
386,270 ft

5149-030-002

3

DEPARTMENT OF BUILDING AND SAFETY

BUILDING DIVISION

Application to Alter, Repair, Move or Demolish

REMOVED FROM	REMOVED TO
Lot: Not Moved	Lot:
Tract:	Tract:

Present location of building: 501 W. Sixth St. (House Number and Street)

New location of building: (House Number and Street)

Between what cross streets: Olive + Grand (N.E. Cor. 6th + Olive)

Approved: City Engineer / Deputy

1. Purpose of PRESENT building: Stores + Offices (Store, Residence, Apartment House, Hotel, or any other purpose) Families — Rooms —
2. Use of building AFTER alteration or moving: Same Families — Rooms —
3. Owner (Print Name): Pacific Mutual Life Ins. Co. Phone MU 3311
4. Owner's Address: 501 W. Sixth St.
5. Certificated Architect: John Parkinson ~~D.B. Parkinson~~ State License No 1000 Phone TR. 4584
6. Licensed Engineer: J. Gruddleton State License No 1528 Phone "
7. Contractor: Ford J. Twaits Co. State License No 36183 Phone MI 3151
8. Contractor's Address: 816 W. 5th St.
9. VALUATION OF PROPOSED WORK (Including all labor and material and all permanent fixtures, heating, ventilating, water supply, plumbing, fire extinguisher, electrical wiring and or elevator equipment thereon or therein): $ ~~200,000~~ 180,000.00
10. State how many buildings NOW on lot and give use of each: One - used for Stores + Offices (Residence, Hotel, Apartment House, or any other purpose)
11. Size of existing building: 72' x 158' Number of stories high: 6 Height to highest point: 90'
12. Class of building: A Material of existing walls: Brick & T.C. Exterior framework: St. Steel (Wood or Steel)

Describe briefly and fully all proposed construction and work:

Remove Exterior Pier walls and T.C. facing along 6th st & Olive st fronts - full height of building, alter steel spaned frame as required by new conditions, and replace new reinf. conc. pier walls with new T.C. facing - Remove 2 East Elevators, and floor on the opening - add new floor patterns in 2nd floor, - Alter two stairways - lower 1st fl. to sidewalk level, - alter Vault, and add a one story room west of East Bldg.

Fill in Application on other Side and Sign Statement (OVER)

FOR DEPARTMENT USE ONLY

PERMIT NO. 11614

PLANS

Plans and Specifications Checked: [illegible]	Zone: C4	Fire District:
Construction Number: [illegible]	Side Line: [illegible]	Street Widening:
Plans, Specifications and Application: [illegible]	Application Filed and Approved: [illegible]	
Fee Paid: [illegible]	Filed with: [illegible]	Permit: [illegible]

All applications must be filed as in person

5149-030-002

BOARD OF PUBLIC WORKS

DEPARTMENT OF BUILDINGS

Application for the Erection of Building

CLASS "A"—"B"—"C"

TAKE TO ROOM No. 4 FIRST FLOOR ADDRESS PLEASE VERIFY

Lot No. a Portion of Block 101

Pullman Terrace Tract — as shown on Miscellaneous Books of Rec. in Book 1 — Pgs. 412 and 2 Pgs. 585

District No. M. B. Page F. B. Page

TAKE TO ROOM No. 4A SOUTH ANNEX ENGINEER PLEASE VERIFY

No. 5155 & 535 W. 6th St. and

5467 & 540 So. Grand Ave. Street

(USE INK OR INDELIBLE PENCIL)

1. Purpose of Building Office Bldg. No. of Rooms No. of families
2. Owner's name Pacific Mutual Life Ins. Co. Phone 67211
3. Owner's address 701 W. 6th St.
4. Architect's name Pelli & Richards Phone 61342
5. Contractor's name Leed Building Corp. Co. Phone 6721
6. Contractor's address 510 Mills Building Bldg. Los Angeles
7. ENTIRE COST OF PROPOSED BUILDING $ 2,470,000.
8. Any other buildings on the lot? Yes How used? Offices
9. Size of proposed building 162 x 267 Size of lot 240 x 338 feet
10. Number of stories in height 11 Height to nearest foot
11. Material of foundation Concrete Character of soil Sand & Gravel-Clay
12. Size of footings Spread Footings Depth below surface of ground Surface
13. Number of chimneys Material of chimneys
14. Number of inlets to each flue Interior size of each flue x
15. Material of exterior walls Brick & Terra Cotta
16. Material of interior construction Partitions Hollow Tile
17. Material of floors Concrete & Tile
18. Material of roof Concrete & Tile
19. Are there any other buildings within 30 feet of the proposed structure? Yes Already occupied

I have carefully examined and read the above application and know the contents thereof, and believe same to be true and correct, and hereby certify and agree that if a permit is issued that all of the provisions of the Building Ordinances will be complied with, whether herein specified or not; also certify that the plans and specifications herewith filed conform to all of the provisions of the Building Ordinances and Laws.

(OVER) (Sign here)

FOR DEPARTMENT USE ONLY

PERMIT NO. 7869

Plans and specifications checked and found to conform to Building Laws and Ordinances

Chas. Price

Application received and filed on the Building Calendar

Jan 1 1970

Filed & Recorded

All applications must be filled out [illegible]

149-030-002

BOARD OF PUBLIC WORKS

DEPARTMENT OF BUILDINGS

Application for the Erection of Buildings

CLASS "A"—"B"—"C"

To the Board of Public Works of the City of Los Angeles:

[illegible]

TAKE TO ROOM No. FIRST FLOOR

CITY CLERK PLEASE VERIFY

Lot No. A Block 101

Pellaeus Tract

District No. 16 M. B. Page 5 F. B. Page

TAKE TO ROOM No. 485 SOUTH ANNEX

ENGINEER PLEASE VERIFY

No. 539 S Olive St Street

USE INK OR INDELIBLE PENCIL

1. Purpose of Building Garage No. of Rooms No. of Families
2. Owner's name Pacific Mutual Life Ins Co Phone
3. Owner's address Phone 61542
4. Architect's name Dodd & Richards Phone 60721
5. Contractor's name Sheffield Engineering Const Co
6. Contractor's address Pacific Finance Building
7. TOTAL VALUATION OF BUILDING $ 100,000.00
8. Any other buildings on lot at present yes How used Office Bldg
9. Size of proposed building 60 x 248 Size of lot feet
10. Number of stories in height 21 Height to highest point 31 feet
11. Material of foundation Reinforced Concrete Character of soil Sand
12. Size of footings see drawings Depth below surface of ground 21'0
13. Number of chimneys Material of chimneys
14. Number of inlets to each flue Interior size of such flues x x
15. Material of exterior walls Reinforced Concrete
16. Material of interior construction Reinforced Concrete Hollow Tile
17. Material of floors Concrete
18. Material of roof Concrete
19. Are there any other buildings within 30 feet of the proposed structure? No

I have carefully examined and read the above application and know the same is true and correct, and hereby certify and agree that if a permit is issued that all of the provisions of the Building Ordinances will be complied with, whether herein specified or not; also certify that the plans and specifications herewith filed conform to all of the provisions of the Building Ordinances and State Laws.

(Sign here) [illegible]

FOR DEPARTMENT USE ONLY

PERMIT NO. 7802

Approved and Permit issued

APR 12 1927

ISSUED APR 12 1927

Permit Granted

JW
11-2-84

BOOK PAGE PARCEL	Category	Description	LUPAMS	BUILDING & SAFETY	OTHER SOURCE	B+S ADJUSTED
	...te					
	...el/ Motel	Tr 1 (5)	1810			909,095
	...ust./Warehse.					
	...king Lot/Gar.					(9600 # access) to Parcel 002 r.o.w.
	...titutional					
	...ail/Restaurant					15,925
	...idential					
	...vice					
	...ant Land					
	...er					
	...ft. TOTALS	NLS 2.410	1,047,835			non parking area 925,020

...S:
...S. Olive
...ound Floor
...ete Flash
...03-Shabaya
...5 Same
...7-Cafe Mexico
...3-Champs Elysee
...15 Biltmore itself
...5-American Iver Bank
...Biltmore Inn

Biltmore Hotel
Entrance 515
1-2 Floor & Retail
2-11 Rooms

Basement
Sub Basement

548-501 is part of Biltmore
Grand
on address in window

530-Pastry Shop

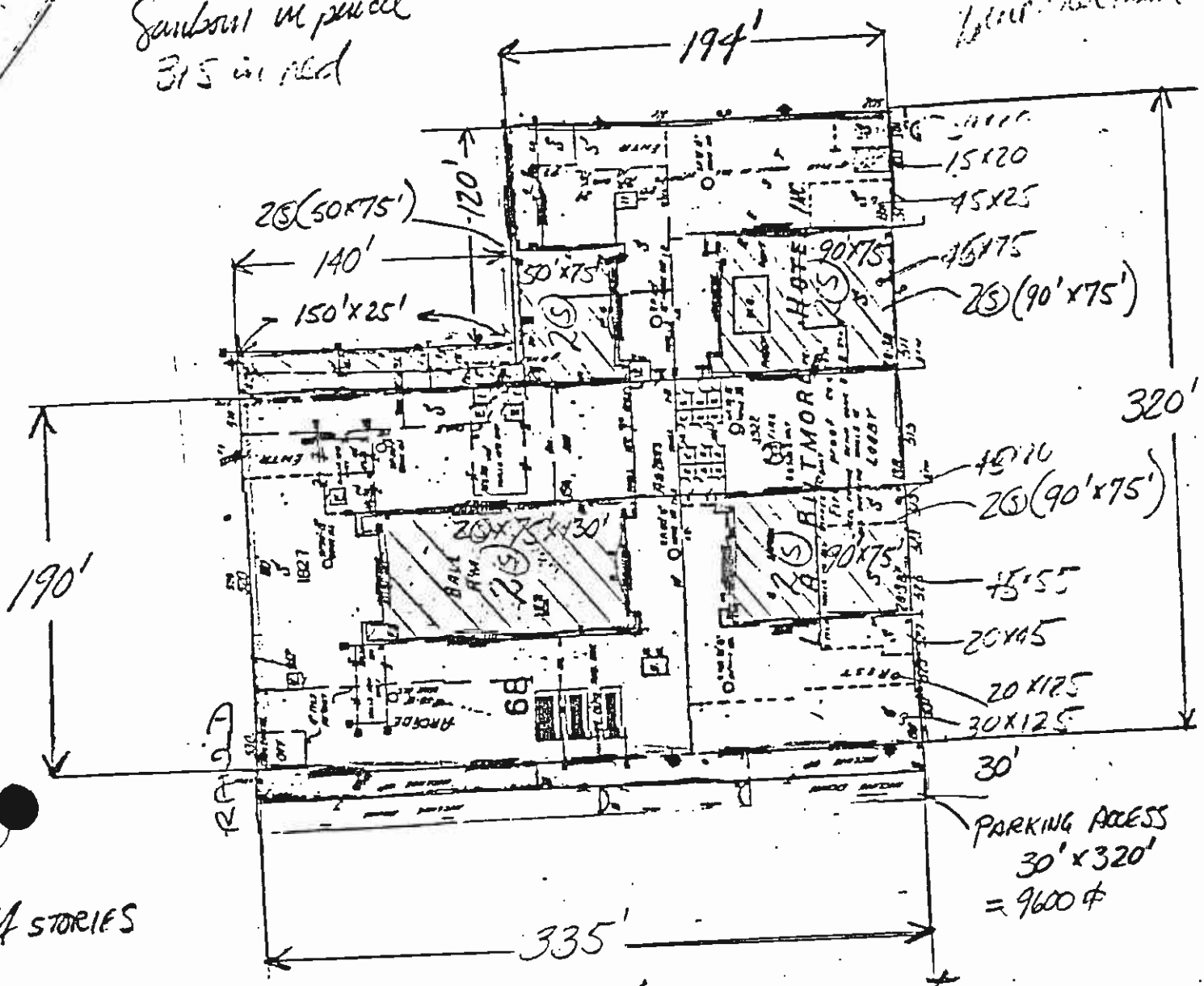
500 S Grand
Prop-Ee (P)
allright

514 W 5th is front Biltmore

See Sketch + Calcs
Next Page

Sanborn in pencil
315 in red

Blue - red line



B+S dimensions adjusted by Sanborn measurements

overall hotel area =

$= 14\text{ stories}\left[(320' \times 194') + (190' \times 140')\right] - 12(5)\left[2(90' \times 75') + (75' \times 130') + (50' \times 75')\right] + 26(5)(90'$

$= 14(5)(62080 + 26600) - 12(5)(13500 + 9750 + 3750) + 26(5)(3750)$

$= 1{,}241{,}520 - 324{,}000 + 7500 = 925{,}020$ # overall hotel area

approx 1st (5) retail floor,

$(30 \times 20) + (15 \times 20) + (45 \times 25) + (45 \times 75) + (45 \times 20) + (45 \times 55) + (20 \times 45) + (20 \times 125) + (30 \times 125) =$

$600 + 300 + 1125 + 3375 + 900 + 2475 + 900 + 2500 + 3750 = 15925$

overall	925,020 #
− retail	− 15,925 #
= hotel	909,095 #

4/5

All applications must be filed via ...

BOARD OF PUBLIC WORKS

DEPARTMENT OF BUILDINGS

Application for the Erection of Buildings

CLASS "A"—"B"—"C" 5149-030-003

To the Board of Public Works of the City of Los Angeles:

Application is hereby made to the Board of Public Works of the City of Los Angeles, through the office of the Chief Inspector of Buildings, for a building permit in accordance with the description and data which be discovered, conditions observed and the reserved of the permit.

Provided: That this permit does not grant any right or privilege to erect any building or other structure thereon described, or any portion thereof, over any street, alley, or other property not owned by the City of Los Angeles.

Second: That this permit does not grant any right or privilege to use any building or other structure thereon described, or any portion thereof, for any purpose that is not authorized by ordinance of the City of Los Angeles.

Third: That the granting of the permit does not affect or prejudice any claim of title to, or right of possession to, the property described in such permit.

TAKE TO ROOM No. 4 FIRST FLOOR

Lot No. 5-6-7-8-9-10 and Block 101 Bellevue Terrace

Description of Property: & 30 ft 15-16-17-18-19 & 20 + S 30 ft. W 138 ft. +

CITY CLERK PLEASE VERIFY

District No. 10 M.B. Page 5 F.B. Page

O.K. City Clerk

TAKE TO ROOM No. 405 SOUTH ANNEX

No. 515 So Olive + 512 W 5th (Location of Job) Street

ENGINEER PLEASE VERIFY

S Weer

O.K. City Engineer

USE INK OR INDELIBLE PENCIL

1. Purpose of Building Hotel — No. of Rooms 986 — No. of families
2. Owner's name Central Investment Company — Phone 692-14
3. Owner's address 641 Pacific Mutual Bldg.
4. Architect's name Schultze and Weaver — Phone 692-92
5. Contractor's name Gerfield Sny & Conrad Bldg
6. Contractor's address 726 Pacific Telephone Bldg
7. TOTAL VALUATION OF BUILDING (Including Plumbing, Gas Fitting, Brown, Cement, Electric, Painting, Plastering, etc.) $ 4485000.00
8. Any other buildings on lot at present? no — How used?
9. Size of proposed building 320 x 194 — Size of lot 360 x 199.17 feet
10. Number of stories in height 14 — Height to highest point 150' 0"
11. Material of foundation Concrete — Character of soil Gravel
12. Size of footings See details — Depth below surface of ground See details
13. Number of chimneys — Material of chimneys
14. Number of inlets to each flue — Interior size of such flues x x
15. Material of exterior walls Brick
16. Material of interior construction Structural Steel + Reinforced Concrete
17. Material of floors Reinforced Concrete
18. Material of roof Reinforced Concrete and Composition Roof
19. Are there any other buildings within 30 feet of the proposed structure? no

I have carefully examined and read the above application and know the same is true and correct, and hereby certify and agree that if a permit is issued that all of the provisions of the Building Ordinances will be complied with, whether herein specified or not; also certify that the plans and specifications herewith filed conform to all of the provisions of the Building Ordinances and State Laws.

(Sign here) John Tyler Morris Chief Engineer (Owner or Authorized Agent)

(OVER)

FOR DEPARTMENT USE ONLY

PERMIT No.	Plans and specifications checked and found to conform to Building Ordinances, Water Code, etc.	Application checked and found O.K.	RECEIVED APR 24 1922
14348	W W	W W	

X PLANS Records

MOS-1 Benefit Assessment Data Base Directory
November 11, 1985

Data Base Field Name	Type of Field	Length of Field	LUPAMS	Equivalents
1 PARCELNO	Character	10 Bytes	PARCELNO	1-10

Parcel number - The primary identification number assigned to each parcel of land, consisting of the complete mapbook, page, parcel character fields without intervening spaces (10 digits). The number is assigned by the Assessor's Office to facilitate locating every parcel on the assessment records and each parcel number is unique at any point in time. This field is useful within the benefit assessment data base for indexing, batch updating without the necessity of having direct access to the main data base, and for automated comparisons of field contents between the Benefit Assessment District Data Base and subsequent Assessor's tapes.

2. PRCLNO_BK	Character	4 Bytes	BOOK	1-4

Mapbook - Mapbook number assigned by the Assessor's Office. Mapbook numbers are added or dropped as the Assessor's Office sees the need. There is a special Thomas Brothers Map Guide for Los Angeles County indexed to the mapbook locations.

3. PRCLNO_PG	Character	3 Bytes	PAGE	5-7

Mapbook page - Mapbook page number assigned by the Assessor's Office.

4. PRCLNO_PCL	Character	3 Bytes	PARCEL	8-10

Mapbook parcel - Mapbook parcel number assigned by the Assessor's Office. Parcel number range assigned indicates type of ownership for parcel as follows:

1 through 269	Indicates private ownership
270 through 299	Public Entity Properties Outside Their Boundaries
300 series	Unpatented Lands (Federally-Owned)
400 series	Orange Codes+
500-799	Internal use codes
800 series	State Board of Equalization Assessed Properties
900 series	Exempt Properties (City and other Public Agencies ownership)

+ Orange Codes identifies property within a redevelopment district for which tax money does not go to the redevelopment district, i.e., taxed as private property.

5. CENSTRACT	Character	6 Bytes	CENSUSTR	83-88

Census Tract - Census Tract Number

6 CENSBLOCK	Character	5 Bytes	BLOCK	31-35

Census Block - Census Block Number within the Census Tract

7 TAXAREA	Numeric	4 Bytes	TAXAREA	17-20

Tax Rate Area - A four digit code indicating the geographical area for which a tax rate pertaining to the parcel is applicable.

8 AGENCYNO	Numeric	6 Bytes	AGENCYNO	21-26

Agency Classification Number - The six digit code identifying the assessee agency of a public-owned parcel. The first three digits represent a general category and the remaining 3 digits represent specific agencies within a category. If privately-owned this field contains zeros.

9 PRCL_AREA	Numeric	10 Bytes	PCL-AREA	36-41

Parcel Area - The area of the parcel expressed in acres carried to three decimal places. (see field 51 = U_PRCLTOTL)

10 LAND_YR1	Character	2 Bytes	LAND-YR1	61-62

The last two digits of the tax year for which a valuation of the land was calculated. The present data base has 85 in this field as the assessed values were calculated for the tax year 1984-85.

11 LAND-VAL1	Numeric	9 Bytes	LAND-VL1	63-71

The assessed value of the land in the parcel, up to a maximum of $999,999,999.

12 IMPRV_YR1	Character	2 Bytes	IMPR-YR1	72-73

Represents the Assessment Roll year of the improvement value and when a change in value was last made, not including the current year.

13 IMPRV_VAL1	Numeric	9 Bytes	IMPR-VL1	74-82

The assessed dollar value of the improvements on the parcel, up to a maximum of $999,999,999. If there has been no change in the improvement value since the previous assessment roll, the improvement value 1 is the same as the current improvement value on the Assessor's Secured Basic File.

14 BAD_DIST	Character	2 Bytes	*

A two digit code indicating the Benefit Assessment District within which the parcel is located.

A1 = Central Business District
A2 = Wilshire-Alvarado District

15 BAD_ZONE Character 1 Byte *

A one character code indicating the type of assessability for the parcel uses. The code is entered by the 'assess' program as the assessments are computed.

E = exempt use category(ies) only on the parcel
V = invalid data for calculation of assessment

Parcels for which special handling is required are coded individually as follows:

C = assessment individually calculated and entered into data base after the final run of the program which calculates the assessments (ASSESS.prg)

16 BAD_ASSESS Numeric 19 Bytes *

The total Benefit Assessment levied on the parcel, based on the rates applied to the square footage of the various uses located on the parcel. Note: some assessments require special handling, including the manual creation of assessment bills when a structure crosses a parcel boundary line. Parcels which are manually calculated are coded 'K' in Field 70 - U_NOTES.

17 SITUS_NUMB Character 5 Bytes HSE-NO-S 89-93

The house number portion of the situs address. The situs address is assigned by the Assessor's Office to represent a parcel of land. The numeric portion may or may not coincide with the numeric portion of the mailing address which usually relates to the location of the main entrance of any buildings on the site.

18 SITUS_FRAC Character 3 Bytes FRAC-S 94-96

The fractional part of the numeric portion of the situs address, e.g., 1/2.

19 SITUS_DIR Character 1 Byte DIREC-S 97

A one character indicator for the street direction associated with the situs address, i.e., N = north, S = south, E = east, W = west.

20 SITUS-STRT Character 32 Bytes STRNAM-S 98-129

The street name associated with the situs address, including such suffixes as 'ST,' 'Blvd,' 'AVE,' etc.

21 SITUS-UNIT Character 8 Bytes UNIT-S 130-137

The name or number of a subunit of the situs address, e.g., 'APT 3.'

22 SITUS_CITY Character 24 Bytes SITECTST 138-161

The city and state within which the parcel is located.

23	SITUS_ZIP	Character	5 bytes	ZIP-S	162-166

The zip code for the parcel location.

24	MAIL_NUMB	Character	5 Bytes	HSE-NO-M	167-171

The numerical part of the mailing address. This is the address used for generation of the mailing lists and address labels for all correspondence regarding the property.

25	MAIL_FRAC	Character	3 Bytes	FRAC-M	172-174

The fractional part of the numerical portion of the mailing address, e.g., 1/2.

26	MAIL_DIR	Character	1 Byte	DIREC-M	175

A one character indicator for the street direction associated with the mailing address, i.e., N = north, S = south, E = east, W = west.

27	MAIL_STRT	Character	32 Bytes	STRNAM-M	176-207

The street name associated with the mailing address, including such suffixes as 'ST', 'AVE', 'BLVD', etc.

28	MAIL_UNIT	Character	8 Bytes	UNIT-M	208-215

The name or number of a subunit of the mailing address, e.f., 'APA 3'.

29	MAIL_CITY	Character1	24 Bytes	MAILCTST	216-239

The city and state of the mailing address.

30	MAIL_ZIP	Character	5 Bytes	ZIP-M	240-244

The zip code of the mailing address.

31	ASSESSOWN1	Character	32 Bytes	ASSOWN#1	245-276

The name of the first owner assessee as of the previous lien date (March 1). Entered with the family name in the first position. See ASSESSOWN2 for the second owner, only two owner assessee names are provided for by the file.

32	ASSESSOVRFL	Character	32 Bytes	OVERFLO1	277-308

This field contains any overflow from the first owner assessee field.

33 ASSESSP_LG Character 5 Bytes ASSSPECL 309-313

A character field containing any of the following codes indicating the type of special name present for the owner assessee:

DBA	Doing Business As
C/O	In Care Of
TR #	Trust Number
SPACES	

34 ASSESSP_NM Character 32 Bytes ASS SPEC 314-345

A special name assessee associated with the mailing address where taxbills are mailed. This name may be the same as the situs or property address; however, it may be the name of a Savings and Loan, Trust No. etc.

35 ASSESOWN2 Character 32 Bytes ASSOWN#2 346-377

The name of the second owner assessee as of the previous lien date (March 1). Entered with the family name in first position.

36 NOM_NAME Character 32 Bytes

The name of the nominee empowered by the owner(s) of record to vote in any election regarding the establishment of a Benefit Assessment District.

37 NOM_NMOVFL Character 32 Bytes

Any overflow from the name of the nominee (Field 36).

38 NOM_NUMB Character 5 Bytes

The street number of the mailing address for the nominee.

37 NOM_FRAC Character 3 Bytes

The fractional part of the numeric portion of the street number of the mailing address of the nominee.

40 NOM_DIR Character 1 Byte

A one character indicator for the street direction associated with the mailing address for the nominee, i.e., N = north, S = south, E= east, W = west.

41 NOM_STRT Character 32 Bytes

The street name associated with the mailing address of the nominee, including such suffixes as 'ST', 'BLV', 'AVE', etc.

42 NOM_UNIT Character 8 Bytes

The subunit of the mailing address associated with the nominee, e.g., 'APT 3'.

43 NOM_City Character 24 Bytes

The city and state of the mailing address of the nominee.

44 NOM_ZIP Character 5 Bytes

The zip code for the mailing address of the nominee.

45 VOTES Numeric 6 Bytes

The number of whole votes that the nominee is entitled to cast in any election regarding the establishment of a Benefit Assessment District. Nominees are entitled to one (1) vote for each $1,000 of total assessed valuation, or fraction thereof. The field will accommodate a maximum of 999,999 votes.

46 NOM_NOTES Character 10 Bytes

Accommodates up to ten single letter codes relating to the nominee.

47 OWNCHGDATE Character 6 Bytes OWNCHGDT 378-383

The date of the last change or correction of ownership. Formatted as YYMMDD, e.g., 810716 is July 16, 1981.

48 TAX_STATUS Character 3 Bytes TXSTATUS 384-386

The first character is a one digit code indicating whether or not the property taxes are delinquent.

0 = Taxes paid (not delinquent)
1 = Sold to state (delinquent 1 to 5 years)
2 = Deeded to state (delinquent 6 years or more)
3 = SBE or government owned (non-assessable)

If the property taxes on the parcel are delinquent, the last two characters indicate the last two digits of the year in which taxes first became delinquent.

49 ZONING Character 15 Bytes ZONING 398-412

The first two characters identify the city within which the parcel is located, e.g., 'LA' = Los Angeles.

The third character indicates general use as in the following examples:

R = residential C = commercial
M = industrial A = agricultural

The fourth through fifteenth characters generally represent either the intensity or limit of a property's use' or, in the case of a dash, it is used to separate multiple zones or height districts.

NOTE: Sometime prior to three years ago, the Assessor's file had only six characters for zoning--the first two indicated city, the next four were the zone. The symbols YY indicated blanks, e.g., LAC2YY. When there was more than

one zone involved, the symbol VV was used as in LAC2VV for a parcel in which many zones were involved. Some of these records are still on file and the new fifteen digit character code is only added when there is a new zone change on the page.

50	SCAG_CODE	Character	8 Bytes	SCAGCODE SCAGINC	413-419

SCAG Land Use Code - The first seven digits identify land use according to the cording structure developed by the Southern California Association of Governments (SCAG).

The last digit distinguishes between SCAG land use codes applied through an 'actual update' from those merely converted from the Assessor's land use code via the SCAG code conversion table.

* = actual update
blank = conversion table

51	ASSOR_CODE	Character	4 Bytes	USECODE	421-424

LUPAMS Code for a parcel, regardless of zoning. The first character identifies the general use classification, e.g., 0 = residential, 1 = commercial, etc. The second character further defines the type of property within the context of the general classification, e.g., 1100 for commercial store, 1400 for supermarket, etc. The third and fourth characters indicate special features of the parcel. For a more detailed listing refer to PROPERTY USE CLASSIFICATION HANDBOOK (Assessor's Office).

Note: The Assessor use code is not always current land use. It may be the intended use of the original building.

52	MSTR_CODE	Character	6 Bytes	MSTRZONE	425-430

Master Code - actual use uncertain.

53	U_PRCLTOTL	Numeric	8 Bytes	*

The total size of the parcel in square feet entered by dBASE III command using parcel size in acres as contained in Field 9 - PRCL_AREA multiplied times a conversion constant (43560). If any other method has been used a one digit alpha code is entered in FIELD 69 - U_SOURCE, e.g., J = Assessor's map dimensions used to calculate parcel size.

54	U_PROFBANK	Numeric	7 Bytes	*

The square footage of improvements used as professional offices or banks.

55	U_OFFICE	Numeric	7 Bytes	*

The square footage of improvements used as offices. Mixed office and professional office square footage is included in this field.

56 U_HOTEL Numeric 7 Bytes *

The square footage of improvements used as hotel or motel accommodations.

57 U_RETREST Numeric 7 Bytes *

The square footage of improvements used as commercial, retail, restaurant, or other food service.

58 U_INDUWARE Numeric 7 Bytes *

The square footage of improvements used for industrial, warehouse, or wholesale use.

59 U_PARKING Numeric 7 Bytes *

The square footage of land area used as surface parking. In most cases, when the lot is otherwise unimproved, Field 57 U_PARKING = Field 51 U_PRCLTOTL.

60 U_GARAGE Numeric 7 Bytes *

The square footage of improvements used as parking or garage.

61 U_INSTGOV Numeric 7 Bytes *

The square footage of improvements in non-profit or governmental agency use and also owned by a non-profit or governmental agency. The square footage in this category is not assessed. Square footage in governmental or institutional use, not owned by a governmental or non-profit agency, is entered into Field 63 - U_SERVICE. The square footage in this Field is assessable.

62 U_RESIDEN Numeric 7 Bytes *

The square footage of improvements in use as private residences, including single-family, duplex, multi-family apartments, condominiums, residential hotels, etc., and associated improvements.

63 U_SERVICE Numeric 7 Bytes *

The square footage of improvements in use for service related concerns, including the following:

service stations
barber shops/beauty salons
for profit schools and colleges
lodge halls, private clubs, union halls
for profit hospitals, nursing homes
for profit museums

64 U_MXRETCOM Numeric 7 Bytes *

The square footage of combined improvements in use as commercial, retail, office or any combination of assessable use categories when it is not possible or expedient to separate the square footages into more specific use categories. This category acts as a working category during the data base development and decreases as more specific information is gathered.

65 U_MXRETRES Numeric 7 Bytes *

A working category which is empty when the data base is completed. It is used for temporarily entering the square footage of improvements where assessable use categories occur in combination with residential uses. This field is used to hold the square footage when it is not possible to separate the uses by square footage at the time of data entry.

66 U_VACLAND Numeric 7 Bytes *

The square footage of the parcel when the entire parcel is unimproved, by definition, this is an exclusive use category and is never used in combination with other uses for a given parcel.

67 U_OTHER Numeric 7 Bytes *

The square footage of unimproved parcel area owned and used by a governmental or non-profit agency. By definition the square footage in this field is not assessed. Unimproved governmentally owned land is assumed to be in public use.

68 U_OTHCATEG Character 2 Bytes *

A two digit numerical code further specifying the use to which the square footage is devoted, coded as follows:

01 Traffic Island
02 Access Road/Driveway/Alley
03 Utility/Public Works
04 (not in use)
05 Railroad Tracks/Other Railroad Property

This category was also used as a sorting/holding category during data base development.

69 U_SOURCE Character 10 Bytes *

Single digit character codes entered into this field act as coded flags for the source of the data entered into the data Multiple codes may be used as necessary. These characters may be entered into any position and in any sequence within the field. With these flags, searches may be made to locate the presence of any flagged parcel or set of parcels within the data base.

The flags used for the U_SOURCE field are as follows:

A. Building and Safety records;/ direct transfer of data.

B. Computed from dimensions given on Building and Safety records.

C. Computed from Building and Safety plot plan.

D. Field observation; includes estimates based on field check.

E. Sanborn map scaling used for calculation; may be indicated as 'by scale'.

F. Assessor's property data record used.

G. Building and Safety data adjusted by Sanborn scale and/or field observation.

H. LUPAMS parcel data converted from acres to square feet; A-symbol on worksheet.

I. Assessor's map dimensions used to calculate parcel size.

J. Data from Coldwell-Banker, Real Estate Consultant Services data base.

K. Square footage taken directly from LUPAMS.

L. Building manager as source; other information unavailable.

70 U_NOTES Character 10 Bytes *

Single digit character codes entered into this field act as coded flags for any additional information about the parcel which may be of temporary or permanent use in maintaining the record. Multiple codes may be used as necessary. These characters may be entered into any position and in any sequence within the field. With these flags, searches may be made to list parcels with specific precoded characteristics.

The flags in use for the data base are as follows:

A	missing parcel size entered or parcel size corrected during data collection
B	condominium
C	building under construction on parcel
D	LUPAMS code from tape incorrect or missing
E	use has been converted or is under conversion
F	demolition of building of record
G	airspace
H	park
J	loading dock
K	parcel requires special handling for calculation of assessment
L	---
M	hospital/nursing home
N	situs address used as mailing address
P	parking square footage included with other use
Q	questionable code or mix of uses

R	charitable service organization with no documentation on file
Sxxx	see parcel number xxx for additional information
T	mailing address taken from other parcel with same owner
V	vacant building
W	---
X	parcel not in our records
Y	partially vacant building
Z	address revised due to additional or new information received

71	U_UPDATE	Character	8 Bytes	*

The date indicative of the last updating of square footage information into Fields 51-68. Entered as YY/MM/DD.

72	LSTSALE1_K	Character	1 Byte	LSTS#1K	508

Acts as a key for last sale, indicating the number of parcels involved in the most recent sale.

73	LSTSALE1_V	Numeric	9 Bytes	LSTS#IV	509-517

The dollar sales price of the last sale (#1) as computed from the Deed Transfer Tax stamps. Note: if the key (Field 70) is greater than one it is difficult to ascertain the sales price of this particular parcel.

74	LSTSALE1_D	Character	6 Bytes	LSTSL#1D	518-523

The date of the most recent sale (#1) formatted as YYMMDD.

The following clusters of fields relate to the improvements on the parcel. Thus, the description of a given field for the first significant improvement on the parcel can be applied to the second, the third, etc. Since there is only uncommonly a second most significant improvement on a parcel, and very rarely a third, a fourth, or a fifth improvement, these later clusters of fields are blank or filled with zeroes. Note that the "most significant improvement" used for building line data items is determined by the assessor's investigator in the field and is not related to size or age of improvements.

75	BI1_DESIGN	Character	4 Bytes	BDGDSGN!	560-563

Code for the original purpose for which the first most significant improvement was intended. City Planning Department provides a schedule of codes.

76	BI1_CQSY	Character	7 Bytes	BDGCLSS1	564-568
				BDGYR1	569-570

A composite code containing information on the quality, class, and shape of the first most significant improvement on the parcel, and the year in which it was built. The positions (bytes) within the field have the following significance.

1	=	code for class of construction
2-4	=	codes for the quality of construction
5	=	code for shape of the perimeter of building
6-7	=	year of original construction (last two digits)

77	BI1_UNITS	Character	3 Bytes	BDG#UNT1	571-573

The number of stories, residential units, etc., contained in a multiple unit structure that is the the first most significant improvement on the parcel.

78	BI1_SQFT	Numeric	7 Bytes	BDGIMPR1	578-584

The gross square footage of the first most significant improvement on the parcel.

For the second most significant improvement (building) on the parcel:

79	BI2_DESIGN	Character	4 Bytes	BDGDSGN2	589-592
80	BI2_CQSY	Character	7 Bytes	BDGCLSS2 BDGYR2	593-597 598-599
81	BI2_UNITS	Character	3 Bytes	BDG#UNT2	600-602
82	BI2_SQFT	Numeric	7 Bytes	BDGIMPR2	607-613

For the third most significant building on the parcel:

83	BI3_DESIGN	Character	4 Bytes	BDGDSGN3	618-621
84	BI3_CQSY	Character	7 Bytes	BDGCLSS3	622-626 627-628
85	BI3_UNITS	Character	3 Bytes	BDG#UNT3	629-631
86	BI3_SQFT	Numeric	7 Bytes	BDGIMPR3	636-642

For the fourth most significant building on the parcel:

87	BI4_DESIGN	Character	4 Bytes	BDGDSGN4	647-650
88	BI4_CQSY	Character	7 Bytes	BDGCLSS4 BDGYR4	651-655 656-657
89	BI4_UNITS	Character	3 Bytes	BDG#UNT4	658-660
90	BI4_SQFT	Numeric	7 Bytes	BDGIMPR4	665-671

For the fifth most significant building on the parcel:

91	BI5_DESIGN	Character	4 Bytes	BDGDSGN5	676-679
92	BI5_CQSY	Character	7 Bytes	BDGCLSS5 BDGYR5	680-684 685-686
93	BI5_UNITS	Character	3 Bytes	BDG#UNT5	687-689
94	BI5_SQFT	Numeric	7 Bytes	BDGIMPR5	694-700

95	EXPCLAIM	Character	1 Byte	EXPCLAIM	431

Real Estate Exemption Claim Type - A one digit code indicating the type of exemption processed.

1 Veteran affidavit received
2 --
3 Church, all exempt
4 Welfare, all exempt
5 Religious, all exempt
6 Church, partially exempt
7 Welfare, partially exempt
8 Religious, partially exempt
0 Prior year

96	RLEXTEX	Character	9 Bytes	RLEXTEX	499-507

Real Estate Exemption Claim - A nine digit code indicating the dollar amount allowed for the exemption on the parcel.

Following are assessable commercial* land uses:

Addressograph service
Air conditioning equipment service
Amusement enterprises including boxing arenas, merry-go-round, ferris wheel or carousel, taxi dance hall, strip tease show, billard or pool hall, bowling alley, dance hall, games of skill and science, penny arcade, shooting gallery, skating rink, theatre and the like
Appliance repair, household
Aquarium
Art or antique shop
Auditorium
Automobile service station, tire and tube repairing, battery servicing, automobile lubrication, automobile laundry or wash rack
Automobile and trailer sales
Bakery goods shop
Bank or financial institution
Bar or cocktail lounge
Barber shop or beauty parlor
Baseball or football stadiums or boxing arenas
Baths, Turkish and the like
Bird store
Blueprinting or photostating
Book or stationery store
Bootblack stand
Broadcasting studio
Building materials, retail
Burglar alarm business
Business college, professional or scientific school or college, for profit
Carpenter, plumbing or sheet metal shop
Catering shop
Child care facilities or nursery schools, for profit
Circus
Clothes cleaning agency or pressing establishment
Clubs or lodges, bridge clubs, fraternal associations, for profit
Collection agency office
Confectionary store
Custom dressmaking or millinery store
Department store
Drive-in businesses, including theatres, refreshment stands, restaurants, food stores and the like
Drug store
Dry goods or notions store
Employment agency or bureau
Exhibits, commercial or cultural, for profit
Export-import business
Feed and fuel store
Film exchange
Florist or gift shop
Frozen food store
Golf course or club; including miniature or pitch and putt courses, golf driving tees or ranges and similar commercial golf uses
Grocery, fruit or vegetable store

Hardware or electric appliance store
Hospitals, sanitariums or clinics, for profit
Hotels (including motels)
Ice storage house
Interior decorating store
Jewelry store
Laundry agency
Laundries or cleaning establishments of a self service type, using only automatic machines with non-flammable cleaning fluid
Locksmith shop
Meat market or delicatessen store
Medical or dental clinics and laboratories, for profit
Mimeographing service
Museum (for profit)
Music conservatory or music instruction
Newsstand
Nursery, flower or plant
Offices, business or professional
Parcel delivery service, branch
Park, playground or recreational or community center, privately operated
Pet shop
Physical culture institution, reducing salon
Pony riding ring, without stables
Public auctions
Prescription pharmacy
Printing, publishing or lithographing establishments
Photographer
Restaurant, tea room or cafe
Rubber or metal stamp store
Second-hand store or pawnshops
Shoe store or shoe repair store
Sign painting shop
Sound score production
Studio, except motion picture
Swimming pool, commercial
Tailor, clothing or wearing apparel shop
Taxidermist
Telephone exchange
Tire shop
Theater and showcase theater
Trade school
Trading stamp business
Typewriter or adding machine repair
Upholstery shop
Wedding chapel
Other uses similar to the above list
Uses customarily incident to the above named uses and accessory buildings when located on the same lot.

*based on the zoning definition of commercial

May 16, 1985

Dear

The Southern California Rapid Transit District Board, on February 14, 1985, approved a Resolution to Proceed with the Establishment of Benefit Assessment Districts for the purposes of financing, in part, the first segment of the Metro Rail subway system. The Resolution states, in part:

> "5. The following parcels and improvements shall not be assessed:
>
> ...
>
> (b) Owned by the public and in public use (if the property is either not owned by the public or not in public use, the property is not exempt)...
>
> 7. If a given property contains a mix of exempt and assessable improvements (e.g.) a mix of residential and commercial, the assessment shall be determined on the basis of the percent of the improvement that is assessable multiplied by the square footage of the parcel, whichever is greater for a given property, times the assessment rate..."

Property which is owned by any federal, state or local governmental entity or agency thereof and used for income producing purposes is subject to assessment. In order to assess property which is not in public use, in accordance with this resolution, SCRTD is updating their land use files for the properties located within the Benefit Assessment Districts and would appreciate your cooperation in assisting us to identify non-public land uses on property and in buildings owned by your agency.

Enclosed is a separate sheet for each parcel which is owned by your agency and for which information is needed. Please indicate the gross square footage of the property and improvement and the square footage of the property and/or improvement which is used for any of the uses on the attached sheets. A stamped addressed envelope is enclosed for the return of the information sheets. If you have any questions about the needed information please call Richard Starzak or Maggi Giacosie at (213) 972-3235.

Sincerely yours,

John A. Dyer
General Manager

What is the gross square footage of the above listed parcel and the improvements if any? List gross square footage in blanks provided.

PARCEL _____ IMPROVEMENT _____

Is the parcel or any portion of an improvement on this parcel leased to a non-public entity for income production or any other commercial purpose? Check the appropriate answer.

_____ yes _____ no

If yes, a complete breakdown of this parcel by use and gross square footage is needed. Please list the square footage of any of the following uses for this parcel in the blanks provided:

USE	GROSS SQUARE FEET
Office	_____
Hotel/Motel	_____
Industrial/Warehouse	_____
Parking Lot	_____
Parking Garage	_____
Institutional	_____
Retail/Restaurant	_____
Service	_____
Vacant Land	_____
Other	_____

```
LINE  *
 NO.  * INITIATE THE WORKING ENVIRONMENT.
   1 CLEAR ALL
   2 SET SAFETY OFF
   3 SELECT 2
   4 USE BADDWORK INDEX WORK ALIAS B2
     *  CLEAR THE WORK FILE
   5 ZAP
     *  ADD DATA FROM BADD
   6 APPEND FROM BADD
   7 SELECT 1
   8 USE BADD INDEX PARCEL ALIAS A1
   9 REPLACE ALL BAD_ASSESS WITH 0
  10 REPLACE ALL BAD_ZONE WITH '  '
  11 SELECT 2
     *
  12 REPLACE ALL BAD_ASSESS WITH  0
  13 REPLACE ALL BAD_ZONE WITH '  '
     *
  14 UPDATE ON PARCELNO FROM A1 REPLACE EXEMPT WITH A1->U_INSTGOV + A1->U_RESIDEN + A1->U_OTHER
  15 UPDATE ON PARCELNO FROM A1 REPLACE NON_ASSE WITH A1->U_INDUWARE + A1->U_PARKING + A1->U_GARAGE + A1->U_VACLAND
  16 UPDATE ON PARCELNO FROM A1 REPLACE ASSESS WITH A1->U_PROFBANK + A1->U_OFFICE + A1->U_HOTEL + A1->U_RETREST + A1->U_SERVICE + A1->U_MXRET
     COM
  17 UPDATE ON PARCELNO FROM A1 REPLACE TTL_IMPV WITH ASSESS + A1->U_INDUWARE + A1->U_GARAGE + A1->U_INSTGOV + A1->U_RESIDEN
     *
     * CALCULATE THE ASSESSMENT
     *
     *  EXEMPT ONLY.
     *  BAD_ZONE = 'E' AND BAD_ASSESS = 0
     *
  18 REPLACE BAD_ZONE WITH "E", BAD_ASSESS WITH 0 FOR ASSESS=0 .AND. NON_ASSE=0 .AND. EXEMPT>0
     *
     *  NON-ASSESSABLE ONLY.
     *  BAD_ASSESS = U_PRCLTOTL * .30
     *
  19 REPLACE BAD_ASSESS WITH U_PRCLTOTL*0.3 FOR NON_ASSE>0 .AND. ASSESS=0 .AND. EXEMPT=0
     *
     *  ASSESSABLE ONLY - OR - ASSESSABLE AND NON-ASSESSABLE COMBINATION.
     *  ASSESS => U_PRCLTOTL.
     *  BAD_ASSESS = ASSESS * .30
     *
  20 REPLACE BAD_ASSESS WITH ASSESS*0.3 FOR ASSESS>=U_PRCLTOTL .AND. EXEMPT=0 .AND. ASSESS>0
     *
     *  ASSESSABLE ONLY - OR - ASSESSABLE AND NON-ASSESSABLE COMBINATION.
     *  U_PRCLTOTL > ASSESS.
     *  BAD_ASSESS = U_PRCLTOTL * .30
     *
  21 REPLACE BAD_ASSESS WITH U_PRCLTOTL*0.3 FOR ASSESS<U_PRCLTOTL .AND. EXEMPT=0 .AND. ASSESS>0
     *
     *  EXEMPT AND NON-ASSESSABLE COMBINATION.
     *  BAD_ASSESS = (NON_ASSESSABLE / TOTAL IMPROVEMENTS) * .30 * PARCEL TOTAL
     *
  22 UPDATE ON PARCELNO FROM A1 REPLACE NON_ASSE WITH A1->U_INDUWARE + A1->U_GARAGE
  23 REPLACE BAD_ASSESS WITH NON_ASSE/TTL_IMPV*0.3*U_PRCLTOTL FOR ASSESS=0 .AND. EXEMPT>0 .AND. NON_ASSE>0
     *
     *  EXEMPT AND ASSESSABLE COMBINATION.
     *  U_PRCLTOTL > (ASSESS / TOTAL IMPROVEMENT)
     *  BAD_ASSESS = U_PRCLTOTL * .30
     *
  24 REPLACE BAD_ASSESS WITH ASSESS*0.3 FOR ASSESS>((ASSESS+NON_ASSE)/TTL_IMPV)*U_PRCLTOTL .AND. ASSESS>0 .AND. EXEMPT>0
     *
     *  EXEMPT AND ASSESSABLE COMBINATION.
     *  (ASSESS / TOTAL IMPROVEMENT) => U_PRCLTOTAL
     *  BAD_ASSESS = (ASSESS / TOTAL IMPROVEMENTS) * .30
```

```
25 REPLACE BAD_ASSESS WITH ((ASSESS + NON_ASSE)/TTL_IMPV) * 0.3 * U_PRCLTOTL FOR ASSESS <= ((ASSESS + NON_ASSE)/TTL_IMPV) * U_PRCLTOTL .AND
   . ASSESS > 0 .AND. EXEMPT > 0 .AND. ((ASSESS + NON_ASSE)/TTL_IMPV) * U_PRCLTOTL > U_PARKING
   *
26 REPLACE BAD_ASSESS WITH U_PARKING * 0.3 FOR ASSESS <= ((ASSESS + NON_ASSE)/TTL_IMPV) * U_PRCLTOTL .AND. ASSESS > 0 .AND. EXEMPT > 0 .AND
   . ((ASSESS + NON_ASSE)/TTL_IMPV) * U_PRCLTOTL < U_PARKING
   *
27 REPLACE BAD_ASSESS WITH U_PARKING * 0.3 FOR ASSESS = 0 .AND. NON_ASSE = 0 .AND. EXEMPT > 0 .AND. U_PARKING > 0
   *
   *  INVALID     NO AMOUNTS
   *  BAD_ZONE = 'V'
   *
28 REPLACE BAD_ZONE WITH "V" FOR BAD_ASSESS=0 .AND. BAD_ZONE <> 'E'
29 SELECT 1
   *
   *   UPDATE MAIN FILE FROM WORK FILE
   *
30 UPDATE ON PARCELNO FROM B2 REPLACE BAD_ZONE WITH B2->BAD_ZONE,BAD_ASSESS WITH B2->BAD_ASSESS
   *
   *  PRINT A LIST OF INVALID PARCEL RECORDS
   *
31 EJECT
32 SET PRINT ON
33 ? 'INVALID COMBINATIONS'
34 ?
35 LIST ALL PARCELNO FOR BAD_ZONE='V'
36 EJECT
   *
   *  RESET THE ENVIRONMENT
   *
37 SET PRINT OFF
38 SET SAFETY ON
39 CLEAR ALL
   * END OF PROGRAM
```

ATTACHMENT 1

RESOLUTION CREATING SPECIAL BENEFIT ASSESSMENT DISTRICTS A1 AND A2

FOR THE MOS-1 SEGMENT OF THE METRO RAIL SYSTEM

WHEREAS, pursuant to Sections 33000 et seq. of the Public Utilities Code (Code), the Southern California Rapid Transit District (SCRTD) Board of Directors (Board) may establish, subject to the approval of the appropriate local governing body, special benefit assessment districts (districts) to provide for the financing of a portion of the proposed Metro Rail system; and

WHEREAS, pursuant to Section 33001(a) of the Code, the SCRTD Board stated, by resolution passed on December 20, 1984, its intent to establish special benefit assessment districts for the first five (5) stations of the Metro Rail system (Minimum Operable Segment 1 -- MOS-1), encompassing the Los Angeles Central Business District and the Wilshire/Alvarado areas; and

WHEREAS, pursuant to Section 33001.5(a) of the Code, a public hearing concerning the Board's intent to establish benefit assessment districts for the MOS-1 was held by the Board on January 24, 1985 and was continued by the Board to February 14, 1985; and

WHEREAS, pursuant to Section 33001(e) of the Code, notice of the Board's public hearing was mailed thirty (30) days prior to the hearing to all owners of real property within the boundaries of the proposed benefit assessment districts whose names appeared on the last equalized assessment roll as updated by the SCRTD utilizing the latest available information; and

WHEREAS, pursuant to Section 33001(d) of the Code, a notice stating the time and the place of the hearing was published in local newspapers prior to the hearing; and

WHEREAS, pursuant to Section 33001.5(a) of the Code, the SCRTD Board, on February 14, 1985, stated by resolution its intent to proceed with the establishment of the districts; and

WHEREAS, pursuant to Section 33001.5(b) of the Code, the SCRTD Board submitted the resolution to proceed to the the Los Angeles City Council, the appropriate local governing body, for its review and action; and

WHEREAS, pursuant to Section 33001.5(b), the Los Angeles City Council held, on May 28, 1985, a public hearing on the resolution to proceed; and

WHEREAS, notice of the Los Angeles City Council's public hearing was mailed thirty (30) days prior to the hearing to all owners of real property within the boundaries of the proposed benefit assessment districts whose names appeared on the last equalized assessment roll as updated by the SCRTD utilizing the latest available information; and

WHEREAS/@Ersuant to Section 33001.5(b), the Los Angeles City Council, on May 31, 1985, amended and approved, as amended, the resolution to proceed; and

WHEREAS, amendments to the resolution adopted by the Los Angeles City Council are incorporated herein, and the resolution is thus fully consistent with the resolution as amended and approved by the Los Angeles City Council; and

WHEREAS, consistent with the funding commitment made by the SCRTD to the U.S. Department of Transportation as described in Section 1.3.7 Financing of the "Environmental Assessment for the Los Angeles Rail Rapid Transit Project, Union Station to Wilshire/Alvarado" dated August, 1984, the SCRTD Board must establish the benefit assessment districts in MOS-1 in order to receive federal mass transit funds for the MOS-1; and

WHEREAS, a careful analysis has been performed by the SCRTD of the probable level and extent of special benefits that properties in geographic proximity to the proposed Metro Rail stations in MOS-1 are expected to receive; and

WHEREAS, the rail rapid transit facilities and services will provide special benefits to parcels of land, and improvements thereon, or portions thereof, in the vicinity of rail rapid transit stations; and

WHEREAS, for the purpose of financing a portion of the construction costs of MOS-1, the SCRTD intends to recover a portion of the special benefits to parcels of land, and improvements thereon, in the vicinity of rail rapid transit stations, arising out of the facilities and services provided by the investment of public funds in MOS-1; and

WHEREAS, the SCRTD established a Benefit Assessment Task Force (BATF) consisting of representatives of affected property owners and local government for the purpose of soliciting advice and recommendations regarding the establishment of districts for the MOS-1; and

WHEREAS, the BATF has provided its recommendations regarding the establishment of districts for the MOS-1 to the SCRTD Board as set forth in the report entitled "Recommendations of the Benefit Assessment Task Force Regarding the Establishment of Benefit Assessment Districts for the Southern California Rapid Transit District Metro Rail System (MOS-1)" dated January, 1985; and

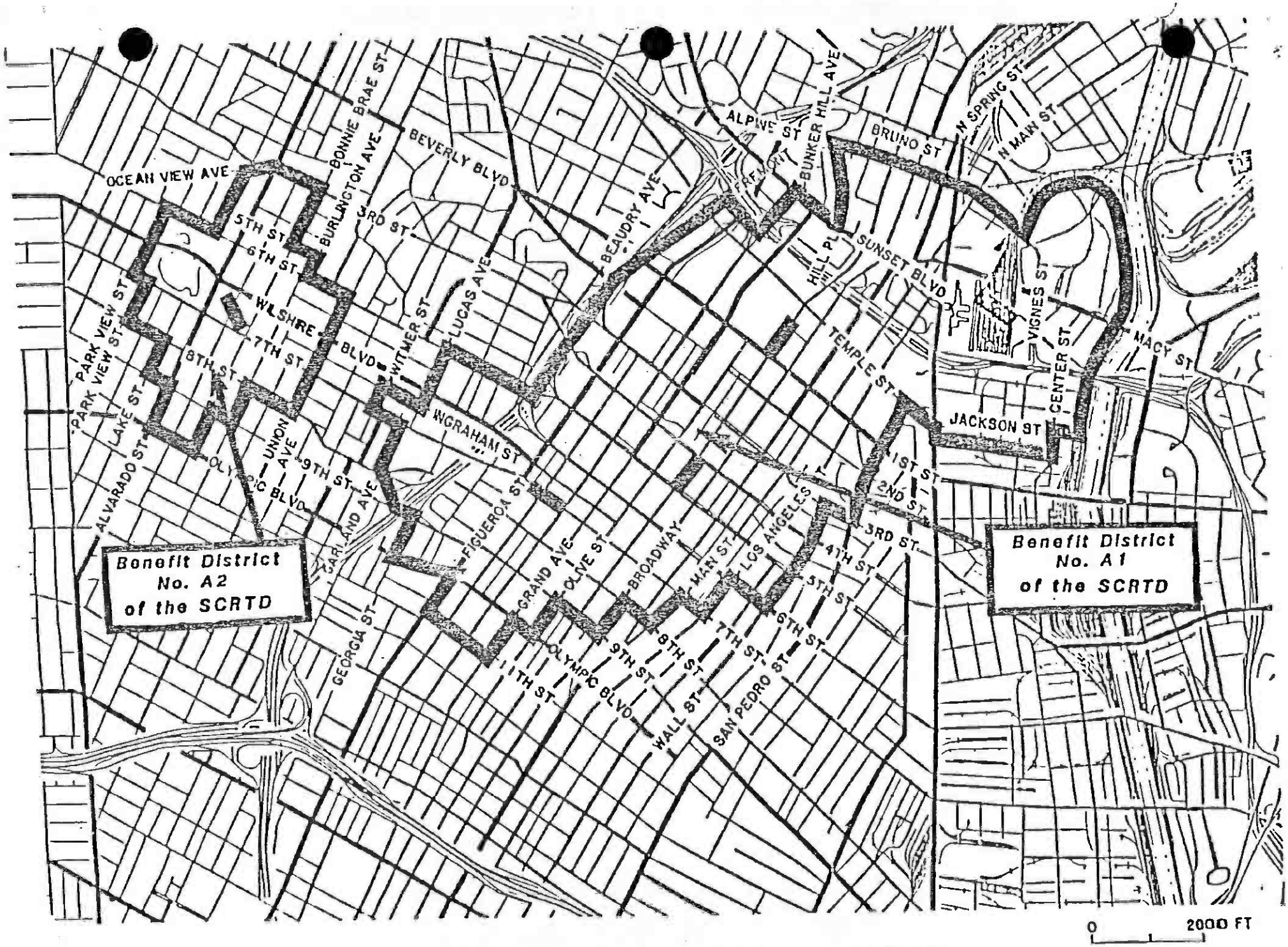
WHEREAS, pursuant to Section 33001.5(c), the Board shall, by a two-thirds vote of its members, determine whether to create the benefit districts as approved by the governing body, such determination to be final and conclusive;

NOW THEREFORE BE IT RESOLVED THAT, the SCRTD Board hereby creates special benefit assessment districts for the MOS-1 as follows:

1. Two districts shall be established:

   (a) the geographic area, as shown on Map 1 attached hereto, encompassing the four (4) proposed Metro Rail stations in the Los Angeles Central Business District (CBD), designated as "Benefit District No. A1 of the Southern California Rapid Transit District" (District A1), the boundaries of which are described as follows:

   Beginning at a point in the intersection of Figueroa Street and 11th Street; proceeding generally in a southeasterly direction along the centerline of 11th Street to the intersection of 11th Street with Grand Avenue; thence proceeding along the centerline of Grand Avenue generally in a northeasterly direction to the intersection of Grand Avenue with Olympic Boulevard; then proceeding generally in a southeasterly direction along the centerline of Olympic Boulevard to the intersection of Olympic Boulevard with Olive Street; then proceeding north along the centerline of Olive Street to the intersection of Olive Street with 9th Street; then proceeding east along the centerline of 9th Street to the intersection of 9th Street with Broadway; then proceeding north along the centerline of Broadway to the intersection of Broadway with 8th Street; then proceeding east along centerline of 8th Street to the intersection of 8th Street with Main Street; then proceeding north along the centerline of Main Street to the intersection of Main Street with 7th Street; then proceeding east along the centerline of 7th Street to the intersection of 7th Street with Los Angeles Street; then proceeding north along the centerline of Los Angeles Street to the intersection of Los Angeles Street with 6th Street; then proceeding east along the centerline of 6th Street to the intersection of 6th Street with Wall Street; then proceeding north along the centerline of Wall Street to the intersection of Wall Street with 3rd Street; then proceeding east along the centerline of 3rd Street to the intersection of 3rd Street with San Pedro Street; then proceeding north along the centerline of San Pedro Street to the intersection of San Pedro Street with Temple Street; then proceeding in a southeasterly direction along the centerline of Temple Street to the intersection of Temple Street with Alameda Street; then proceeding south along the centerline of Alameda Street to the intersection of Alameda Street with Temple Street; then proceeding east along the centerline of Temple Street to the intersection of Temple Street with Center Street; then proceeding north along the centerline of Center Street to the intersection of Center Street with Jackson Street; then proceeding east along the centerline of Jackson Street to the terminus of Jackson Street and projecting beyond its terminus to a point intersecting with the railroad tracks; then generally proceeding in a northeasterly direction along the centerline of the railroad track, paralleling the Los Angeles River Flood Control Channel; then proceeding along the railroad track which turns in a southwesterly direction, north of the Los Angeles County Jail, to the intersection of the railroad track with Vignes Street; then proceeding in a northwesterly direction along the centerline of Vignes Street which, at Main Street, becomes Alpine



RTD

BENEFIT ASSESSMENT DISTRICTS

MAP 1

Street; then proceeding west along the centerline of Alpine Street to the intersection of Alpine Street with Hill Place; then proceeding south along the centerline of Hill Place to the intersection of Hill Place with Sunset Boulevard; then proceeding west along the centerline of Sunset Boulevard to the intersection of Sunset Boulevard with Bunker Hill Avenue; then proceeding in a southwesterly direction along the centerline of Bunker Hill Avenue to a point of intersection with Boston Street and projecting a centerline from Bunker Hill Avenue, in a generally southwesterly direction to a point of intersection on the centerline of the Hollywood Freeway; then proceeding in a generally northwesterly direction along the centerline of the Hollywood Freeway to a point defined by the intersection of the Hollywood Freeway with a northeasterly projection of the centerline of Fremont Avenue (projected from the intersection of Fremont Avenue with Temple Street); then proceeding in a southwesterly direction along the centerline of Fremont Avenue to a point of intersection at First Street with the Harbor Freeway; then proceeding in a southwesterly direction along the centerline of the Harbor Freeway to a point of intersection at 6th Street with the Harbor Freeway; then proceeding west along the centerline of 6th Street to the intersection of 6th Street with Lucas Avenue; then proceeding south along the centerline of Lucas Avenue to the intersection of Lucas Avenue with Ingraham Street; then proceeding west along the centerline of Ingraham Street to the intersection of Ingraham Street with Witmer Street; then proceeding south along the centerline of Witmer Street to the intersection of Witmer Street with 7th Street; then proceeding east along the centerline of 7th Street to the intersection of 7th Street with Garland Avenue; then proceeding south along the centerline of Garland Avenue to the intersection of Garland Avenue with 8th Street; then proceeding east along the centerline of 8th Street to the intersection of 8th Street with 8th Place; then proceeding southeast along the centerline of 8th Place to the intersection of 8th Place with 9th Street; then proceeding east along the centerline of 9th Street to the intersection of 9th Street with Georgia Street; then proceeding south on the centerline of Georgia Street to the intersection of Georgia Street with Olympic Boulevard; then proceeding east along the centerline of Olympic Boulevard to the intersection of Olympic Boulevard with Figueroa Street; then proceeding south along the centerline of Figueroa Street to the intersection of Figueroa Street with 11th Street; and

(b) the geographic area, as shown on Map 1 attached hereto, encompassing the one (1) proposed Metro Rail station at Alvarado Street and Wilshire Boulevard, designated as "Benefit District No. A2 of the Southern California Rapid Transit District" (District A2), the boundaries of which are described as follows:

Beginning at a point defined by the intersection of Alvarado Street with Olympic Boulevard; thence proceeding in an easterly direction along the centerline of Olympic Boulevard to the intersection of Olympic Boulevard with Bonnie Brae Street; then proceeding north along the centerline of Bonnie Brae Street to the intersection of Bonnie Brae Street with 9th Street; then proceeding east along the centerline of 9th Street to the intersection of 9th Street with Burlington

Avenue; then proceeding north along the centerline of Burlington Avenue to the intersection of Burlington Avenue with 8th Street; then proceeding east along the centerline of 8th Street to the intersection of 8th Street with Union Avenue; then proceeding north along the centerline of Union Avenue to the intersection of Union Avenue with 6th Street; then proceeding west along the centerline of 6th Street to the intersection of 6th Street with Burlington Avenue; then proceeding north along the centerline of Burlington Avenue to the intersection of Burlington Avenue with 5th Street; then proceeding west along the centerline of 5th Street to the intersection of 5th Street with Bonnie Brae Street; then proceeding north along the centerline of Bonnie Brae Street to the intersection of Bonnie Brae Street with 3rd Street; then proceeding west along the centerline of 3rd Street to the intersection of 3rd Street with Ocean View Avenue; then proceeding in a southwesterly direction along the centerline of Ocean View Avenue to the intersection of Ocean View Avenue with Lake Street; then proceeding south along the centerline of Lake Street to the intersection of Lake Street with 6th Street; then proceeding west along the centerline of 6th Street to the intersection of 6th Street with Park View Street; then proceeding south along the centerline of Park View Street to the intersection of Park View Street with 7th Street; then proceeding east along the centerline of 7th Street to the intersection of 7th Street with Park View Street; then proceeding south along the centerline of Park View Street to the intersection of Park View Street with 8th Street; then proceeding east along the centerline of 8th Street to the intersection of 8th Street with Lake Street; then proceeding south along the centerline of Lake Street to the intersection of Lake Street with 9th Street; then proceeding east along the centerline of 9th Street to the intersection of 9th Street with Alvarado Street; then proceeding south along the centerline of Alvarado Street to the intersection of Alvarado Street with Olympic Boulevard.

2. A map of Districts A1 and A2 shall be placed on file with the Secretary of the SCRTD Board.

3. For the purposes of this Resolution, the following definitions are adopted:

   (a) "Parcel" -- any portion, piece or division of land, or possessory interest therein.

   (b) "Improvement" -- a building, structure, fixture or possessory interest therein.

   (c) "Use" -- the purpose for which land or improvement is designed, arranged, or intended or for which it is occupied or maintained.

   (d) "Exempt Property" -- any parcel of land, or improvement thereon, or portion thereof, which is exempt from assessments as provided in this Resolution.

   (e) "Assessable Property" -- any parcel of land, or improvement thereon, or portion which is not exempt property.

(f) "Rate" -- the amount payable per square foot per annum on assessable property.

(g) "Assessment" -- the amount determined by multiplying the applicable rate times the number of square feet.

4. Subject to the exceptions set forth in paragraphs 5 and 6, the following property shall be assessed:

(a) Improvements used as offices; commercial; retail; and hotels and motels.

(b) All parcels.

5. The following parcels and improvements shall not be assessed:

(a) In use for residential purposes, except hotel and motel.

(b) Owned by the public and in public use (if the property is either not owned by the public or not in public use, the property is not exempt unless otherwise provided herein).

(c) Owned by a qualified non-profit organization, and in use by a non-profit organization (if the property is either not owned by a non-profit organization or not used by a non-profit organization, the property is not exempt unless otherwise provided herein). A qualified nonprofit organization shall be one whose property is exempt from ad-valorem taxation under Sections 202, 203, 206, 207 or 214 of the California Revenue and Taxation Code.

6. Initial assessment rates on each assessable square foot of property are hereby established to produce sufficient revenues to cover the initial costs of financing the construction as described in paragraph 8. The annual assessment rate per square foot shall initially be thirty cents ($0.30). The rate shall be applied to the square footage of the assessable improvement or the square footage of the parcel, whichever is greater for a given property. Assessment rates may be increased or decreased to continue to generate the necessary annual revenues to finance the construction as described in paragraph 8. Assessment rates shall not exceed the maximum rate of forty-two cents ($0.42).

7. If a given property contains a mix of exempt and assessable improvements (e.g., a mix of residential and commercial), the assessment shall be determined on the basis of the percent of the improvement that is assessable multiplied by the square footage of the improvement or the square footage of the parcel, whichever is greater for a given property, times the assessment rate as set forth in paragraph 6.

8. Assessment revenues from each benefit assessment district shall be used solely to pay for or finance, in part, the construction costs of the rail rapid transit station within the benefit assessment district. The combined total of all benefit assessment revenue for the MOS-1 segment of the Metro Rail system shall not exceed the amount of money needed to pay for $130.3 million in construction costs plus any associated interest, bond issuance and direct program administrative costs (excluding general SCRTD administrative overhead and appeals litigation costs).

9. The levy of assessments shall be conditioned upon SCRTD securing funding commitments from all other funding sources identified in the Proposed Funding Source Schedule in the Final Environmental Assessment for MOS-1, and substantially in the amounts as scheduled, such commitments to be secured by a Letter of Intent or equivalent written commitment statement. SCRTD shall not cause its assessment roll or other diagram to be included on ad valorem tax bills, or make any other billing of the assessments, until such funding commitments have been received.

10. SCRTD shall not undertake to issue bonds or other securities secured by assessment revenues until all commitments referenced in paragraph 9 have been secured and until assessments have been levied.

11. In each benefit assessment district, assessment rates will be reviewed by the SCRTD at least every two (2) years and may be adjusted to take into account any changes in assessable square feet within the benefit assessment district. An audit of program administrative costs shall be performed concurrently with this rate review and made available for public review. Changes in the assessment roll shall be made annually, and property added to the assessment roll shall be assessed at the then current assessment rate.

12. Pursuant to Section 33002.9 et seq. of the Code, affected property owners may appeal assessment to the SCRTD Board. At the first step, the appeal will be referred to the General Manager of the SCRTD, or his designee, who shall act as reviewing officer to determine whether SCRTD will dispute all, or any portion, of the appeal. The reviewing officer may request the appellant to submit additional information, to appear at an informal hearing with the reviewing officer, or take such other actions as are reasonable to attempt to resolve the appeal. If the reviewing officer and appellant reach agreement, they shall enter into a written stipulated agreement which shall be subject to the approval of the General Manager of SCRTD and the ratification of the Board of Directors of SCRTD. If the stipulated agreement is approved and ratified as herein provided, it shall be final to the extent provided by law. If the appeal for any reason is not resolved at the first step, a hearing officer designated by the Board will hear the appeal and make written findings of fact and conclusions of law (findings) in accordance with the law, with particular reference to Sections 33000 et seq. of the Code, to this Resolution, and to such procedural guidelines and criteria as are adopted by the Board and are in effect at the time of the appeal. In the event of a conflict between the statute, this Resolution and the procedural guidelines and criteria, the order of precedence shall be in the above stated order. At the conclusion of the hearing, the hearing officer shall prepare, and within a reasonable time thereafter, present the written findings and a proposed determination

to the Board and shall provide copies to the appellant (or the appellant's representative) and to the SCRTD (its reviewing officer and its General Counsel). The Board shall consider the proposed determination to the Board and shall make its decision in accordance with Section 33002.13 of the Code.

13. Assessments shall terminate in the year 2008 or earlier. Assessment revenues collected over the amount needed for any given year shall be used for one of two purposes: (A) to lower the assessment rates for subsequent years, or (B) to pay off any bonds issued and end the assessments at an earlier date.

TAXING AGENCY PROCEDURES

FOR SUBMITTING DIRECT ASSESSMENTS TO THE

LOS ANGELES COUNTY AUDITOR-CONTROLLER

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I. Purpose

These procedures are created for taxing agencies that submit their direct assessments to the Auditor-Controller's Tax Division via magnetic tape. It contains instructions for the submission of magnetic tape, transmittal and supporting data, as well as specific tape format requirements.

Also provided are:

1. A listing of Direct Assessment General Information.

2. Procedures for processing Public Utility parcels.

3. Narratives of the output "Agency Lien List" report.

4. Exception processing.

Questions regarding these procedures should be directed to the Auditor-Controller's Tax Division, Secured Roll Changes and Authorizations Section, 974-8368.

II. General Information

A. The "Agency Lien List" is a report that contains detail pages, a summary page, and five pages without assessment information.

The detail pages list the Agency's assessments in ascending mapbook, page, and parcel number sequence which were billed by the Auditor-Controller for the current tax year. The summary page shows the total dollar amount and the total number of assessments billed. The pages without assessment information (at the end of the report) are provided for manual reporting agencies on which they may submit assessments for the next year.

B. County Parcel Number - The parcel number is a 10 digit number created and used by the County to identify an individual property within the County. The term parcel number is synonymous with the term mapbook, page and parcel number. This is because the parcel number is written in the following format:

Mapbook		Page		Parcel Number
XXXX	-	XXX	-	XXX

Leading zeros are always included in the parcel number (for example: 2006-016-002).

C. Public Utility Parcel - Public Utility Parcels are identified by three different and distinct parcel numbers.

1. The County Engineer an County Assessor use a County parcel number to identify public utility property. Any mapbook, page, and parcel number with an "800" series parcel number is a County public utility parcel number (for example: XXXX-XXX-800).

2. The State Board of Equalization (SBE) also assigns a parcel number to each public utility property.

3. The County Auditor-Controller bills your direct assessments to a Public Utility on yet a third identifying number. These numbers are identifiable because the first digit of the mapbook begins with the number "9" (for example, 9XXX-XXX-XXX).

D. Situs Address - Situs Address is the address of the property to which the assessment is being charged (for example: 1234 Maple Street, Los Angeles). Some properties will not have a situs address (for example: certain undeveloped lands).

III. Procedures

A. Submission of Direct Assessments via Magnetic Tape - (County Parcels).

1. Review General Information, Section II.

2. Agencies that are using tape input for the first time, have made program revision to their existing system, changed hardware and/or changed service bureau should, prior to the reporting deadline in August, submit a tape for testing. The purpose of this test is to, of course, avoid any last minute crisis due to incorrect tape formats, data errors, etc. The test file should be clearly labled as a test and should be delivered to:

   County of Los Angeles
   Auditor-Controller, Tax Division
   500 W. Temple, Room 153
   Los Angeles, CA 90012

   You will be notified regarding the outcome of the test.

3. When utilizing tape files in submitting direct assessments, use the following criteria:

   a. Tape File

      1. 240 Bytes per block.

      2. 80 Bytes per record.

      3. 9 channel tape. 1600 B.P.I. density.

   b. Batch requirements

      1. Maximum of 500 detail records per batch.

      2. Obtain batch number(s) by calling or writing to the Auditor-Controller's Tax Division, 974-8368.

      3. Batch control record is entered before each batch of detail records.

      4. See Attachment B.1 for detail record format.

      5. See Attachment B.2 file header and trailer label formats.

6. Attach a gummed label to each tape with the following information:

   a. Program Name - "Direct Assessments".

   b. Your Agency's Name and account number(s).

   c. Reel number (serial number).

   d. Sequence of tape (1 of 2, 2 of 2. etc.).

   e. Date Reels delivered.

   f. Notation - internal label, (use IBM Standard Labels ONLY).

   g. Density - 1600 B.P.I.

7. Submit a memo or letter with each set of tapes containing the following information:

   a. Assessment amount grand total.

   b. Assessment count grand total.

   c. Tape serial number(s) submited.

   d. Agency name and mailing address.

   e. The name and phone number of the person to contact regarding any problems that may occur.

   f. The date signed, the signature of the person authorizing the Auditor-Controller to enter the direct assessments on the tax roll.

   g. The identification number of the resolution or ordinance that provides authorization for the direct assessment.

8. Submit assessments against public utility owned property according to Procedure III. B., or III. C.

B. Processing Direct Assesments Levied Against Public Utility Parcels (Manual Input).

1. Data Detail.

   a. Manual data will only be accepted via typed or computer generated listings. (See Attachment 8.1 for format specifictions).

   b. Data must be reported in ascending Tax Rate Area-Parcel number order.

c. Description of required input data as referenced in Attachment C.1. is as follows:

1	Agency Name -	The full name of your agency must appear on the top of each input page.
2	Agency Account No. -	The account number of your agency must appear on the top of each input page.
3	Public Utility Company -	The number that Number- identifies the given Public Utility. These numbers may be obtained from the State Board of Equalization.
4	Tax Rate Area -	The Tax Rate Area (TRA) is a code assigned by the County Assessor. Enter the TRA within which the property exists.
5	Assessor's Parcel No. -	Assessor's Parcel number is the current year mapbook, page, and parcel of the property.
6	Lien Amount -	Current Lien Amount is the dollar amount of the direct assessment that applies to the corresponding property.
7	Tax Rate Total -	The Tax Rate Area total column is to be used to enter the sum of lien amounts 6 within a given TRA. Enter this figure on the last detail data line of the given TRA.
8	Situs Address -	Enter here the street number, street, and city (if any) of the given property.

c. Description of required input data as referenced in Attachment C.1. is as follows:

1	Agency Name –	The full name of your agency must appear on the top of each input page.
2	Agency Account No. –	The account number of your agency must appear on the top of each input page.
3	Public Utility Company –	The number that Number- identifies the given Public Utility. These numbers may be obtained from the State Board of Equalization.
4	Tax Rate Area –	The Tax Rate Area (TRA) is a code assigned by the County Assessor. Enter the TRA within which the property exists.
5	Assessor's Parcel No. –	Assessor's Parcel number is the current year mapbook, page, and parcel of the property.
6	Lien Amount –	Current Lien Amount is the dollar amount of the direct assessment that applies to the corresponding property.
7	Tax Rate Total –	The Tax Rate Area total column is to be used to enter the sum of lien amounts 6 within a given TRA. Enter this figure on the last detail data line of the given TRA.
8	Situs Address –	Enter here the street number, street, and city (if any) of the given property.

9	Lien Amount Page Total –	Enter here the sum of all Lien Amounts appearing on each detail page.
10	Lien Item Count Page Total –	Enter here the count of liens appearing on the detail page.
11	Batch No. –	For Auditor-Controller's use.

2. Data Control Page.

a. Every set of detail data pages must be followed by a Control Page. (See Attachment C.2.).

b. Description of the required Control Page data, as referenced in Attachment C.2. is as follows:

1	Agency Name –	The full name of your agency.
2	Agency Account Number –	The account number of our agency as assigned by the Auditor-Controller.
3	Public Utility Total – Lien Amount	This is the grand total of all lien amounts.
4	Public Utility Item – Count	This is a count of each line of detail data.
5	Agency Mailing Address –	This is the full address to which all correspondence regarding Public Utility direct assessments are to be mailed.
6	Agency Contact –	Enter here the name and phone number of an individual that may be contacted regarding problems.

7	Authority Reference -	Enter here the resolution or ordinance number of the document that authorized the direct assessments.
8	Authorized Signature -	Enter here the signature of the person authorizing the Auditor-Controller to process the direct assessments.
9	Date Signed -	Enter here the date that the above signature 8 was signed.

C. Processing Direct Assessment Levied Against Public utility parcels (Magnetic Tape Input).

1. Follow all procedures as outlined in Sections III. A. 1. through III. A. 8.

2. Public Utility Parcels cannot be intermixed on a tape with regular County parcels.

3. Label all tapes program name as "Public Utility-Direct Assessments".

4. Submit separate control memos for Public Utility Parcel tapes.

5. On detail data records, report Parcel number in Public Utility Parcel formats as follows:

Byte No.	Descriptions
9	Enter "9"
10 - 13	The 4 digit Public Utility Company number (leading zero).
14	Enter "0" (zero).
15 - 18	The 4 digit number of the Tax Rate Area (TRA), in which the Utility is located (leading zeros).

D. Error Corrections (Not Applicable to SBE Parcel Assessments).

1. When making corrections, it is important to know that the Auditor makes an "overlay" process to enter corrected amounts. Thus, all correction reporting must show the correct amount, never an amount that is to be added or subtracted from the original erroneous amounts.

2. Prior to Input Deadline Date.

   a. Errors that involve tape and/or data readability must be resolved by the agency. The Auditor will notify the agency contact person the moment we are aware that a problem exists. The Auditor will make every attempt to isolate the exact nature of the problem, but will make no attempt whatsoever to correct the problem. The Agency must make the corrective action and submit a new tape prior to the normal input deadline.

   b. Errors that involve individual data exceptions, revisions, or omissions, must also resolved by the Agency. Data errors are reported to the Agency via the Direct Assessment Exception Report. (See Attachment E). Revisions and omissions, of course, can only be discovered by the agency. The documents used to enact these corrections are the Lien Correction List (Detail), and the Lien Correction List (Control). (See Attachments F. 1. and F. 2. respectively). These manual correction documents must be received by the Auditor-Controller no later than August 1. If the agency wishes to submit its' individual data corrections via tape, then the submission deadline will be extended to the last regular working day of August. Follow procedures outlined in Sections III. A. and III. B. in creating the tape input correction data.

3. Subsequent to Input Deadline Date.

   a. Absolutely no new direct assessments, or direct assessments that were submitted in error and remained in error (never posted to the tax roll), will be accepted as adds to the tax roll. Collection of these direct assessments must be handled solely by the agency.

b. Direct assessments that were entered onto the tax roll (and resulted in an incorrect taxes due amount), may be corrected on an individual basis. The Auditor will remove or decrease these incorrect amounts only upon receipt of a written communication from the Agency authorizing the change. The only document that will be acceptable to perform these corrections are the Lien Correction List-Detail and Control. (See Attachments F. 1. and F. 2). This data will be entered into our tax roll change processing and will result in the issuance of a correctd (decrease of direct assessment amount) tax bill. The Auditor will not accept corrections that will increase the amount of an existing direct assessment.

E. Transmittal and Mailing.

1. Incoming to the Auditor.

All incoming data must be mailed or delivered to:

County of Los Angeles
Auditor-Controller, Tax Division
500 W. Temple Street, Room 153
Los Angeles, CA 90012

Attention: Secured Roll Changes
and Authorizations Section

2. Outgoing to the Agency.

All outgoing communication to Direct Assessment Agencies will be directed to the address and name present on the transmittal memo that accompanies the input tape.

F. Agency Lien List - Output Report Description.

1. The Agency Lien List is a report produced by the Auditor-Controller that provides a detailed recap of all direct assessments levied on behalf of your agency. (See Attachment D. 1.).

2. The Agency Lien List is produced annually, and is usually distributed by mid November.

3. The Agency Lien List should be carefully reviewed to insure that the data submitted on the report is accurate. See Section III. D. regarding error corrections.

4. The following is a description of data present on Agency Lien List detail pages:

1	Report Headings –	This is the standard heading for the Agency Lien Report. The "Complete and Return" line does not apply to tape input agencies.
2	Agency Name –	The agency name will be printed in the space provided.
3	Account Number –	The agency account number will be entered in the space provided.
4	Parcel Number –	parcel number is the mapbook, page, and parcel number of the property on which the direct assessment was liened.
5	19XX Lien Amount –	N/A.
6	19XX Lien Amount –	This is the dollar amount of the direct assessment liened against the corresponding parcel.
7	Situs Address –	This is the street and city address of the property per input data.
8	19XX Lien Amount –	This is the sum of individual lien amounts 6 present on a given report page.
9	N/A	
10	N/A	
11	N/A	

4. The following is a description of data present on Agency Lien List detail pages:

1	Report Headings -	This is the standard heading for the Agency Lien Report. The "Complete and Return" line does not apply to tape input agencies.
2	Agency Name -	The agency name will be printed in the space provided.
3	Account Number -	The agency account number will be entered in the space provided.
4	Parcel Number -	parcel number is the mapbook, page, and parcel number of the property on which the direct assessment was liened.
5	19XX Lien Amount -	N/A.
6	19XX Lien Amount -	This is the dollar amount of the direct assessment liened against the corresponding parcel.
7	Situs Address -	This is the street and city address of the property per input data.
8	19XX Lien Amount -	This is the sum of individual lien amounts 6 present on a given report page.
9	N/A	
10	N/A	
11	N/A	

5. The following is a description of the datapresent on the total (Last) page of the Agency Lien List:

1	Report Heading –	This is the standard heading for the Agency Lien List Report. The "Complete and Return" line does not apply to tape input agencies.
2	Agency Name –	The Agency's name will be printed in the space provided.
3	Account Number –	The Agency's account number will be printed in the space provided.
4	N/A	
5	Lien Grand Total for Roll Year 19XXX	Provided here will be the total dollar amount and item count of direct assessments entered on tax roll for the given agency.
6	N/A	

5. The following is a description of the data present on the total (Last) page of the Agency Lien List:

1	Report Heading -	This is the standard heading for the Agency Lien List Report. The "Complete and Return" line does not apply to tape input agencies.
2	Agency Name -	The Agency's name will be printed in the space provided.
3	Account Number -	The Agency's account number will be printed in the space provided.
4	N/A	
5	Lien Grand Total for Roll Year 19XXX	Provided here will be the total dollar amount and item count of direct assessments entered on tax roll for the given agency.
6	N/A	

ATTACHMENT A

DIRECT ASSESSMENT CYCLE

October - June	Agencies prepare direct assessments for next year's tax roll.
June - August	Agencies submit direct assessments to the Auditor-Controller for next tax year.
June	Agencies utilizing tape format for the first time should submit a test tape with test transactions for review by the Auditor.
July - August	Auditor-Controller prepares the tax roll with direct assessments provided by taxing agencies.
September	The Secured Tax Roll and bills are printed.
November	Agencies receive the "Agency Lien List" which provides the direct assessments billed for the next tax year.

Note: To ensure inclusion in the next year's tax roll direct assessments, if not submitted before, should be submitted as soon as possible after July 1. Direct assessments will be accepted only until the end of August.

Attachment B.1

RECORD LAYOUT SHEET	RECORD NAME: Summary Record	RECORD SIZE: 80 Bytes	COUNTY OF LOS ANGELES DATA PROCESSING DEPARTMENT	PAGE 2 OF 2
	FILE NAME: Direct Assessments	FILE SIZE	SYSTEM NAME: ACIS/ACET; SYSTEM NUMBER: Tape Input	DATE DOCUMENTED: Jan 24, 1981
	ATTENTION: Foreign Tape; FILE MEDIA: Tape	BLOCK SIZE: 240 Bytes	PROGRAM NAME	PROGRAM NUMBER / CHANGE NUMBER

COMMENTS	DATA ELEMENT NAME	BATCH NO.	Filler	A	Filler	PARCEL COUNT	Filler	TOTAL TRANSACTIONS	Filler	PARCEL HASH TOTAL	Filler
X-alphanumeric											
9-numeric	SIZE & DATA TYPE	X(5)	X(2)	X	X(3)	9(3)	X(3)	9(4)	X(2)	9(13)	X
Filler-spaces	CONFIGURATION										
	BYTE NUMBER	1 2 3 4 5	6 7	8	9 10 11	12 13 14	15 16 17	18 19 20 21	22 23	24 25 26 27 28 29 30 31 32 33 34 35 36 37 38	

COMMENTS	DATA ELEMENT NAME	"99999999999999" (zero-fill)	Filler	VALUE TOTAL	Filler	"99999999999" (zero-fill)	Filler	CURR YEAR	"9
1. Position 8 = Alpha "A"	SIZE & DATA TYPE	9(13)	X	9(10)	X	9(10)	X(2)	9(2)	9(
2. Parcel Count-Total Transactions	CONFIGURATION								
3. Total Txns- Total number of detail records	BYTE NUMBER	41 42 43 44 45 46 47 48 49 50	51	52 53 54 55 56 57 58 59 60	61	62 63 64 65 66 67 68 69 70 71 72	73 74 75	76 77	78
4. Parcel Hash Total - Accumulation of 10 digit parcel number	DATA ELEMENT NAME								
	SIZE & DATA TYPE								
	CONFIGURATION								
	BYTE NUMBER	81 82 83 84 85 86 87 88 89 90	91	92 93 94 95 96 97 98 99 100	101	102 103 104 105 106 107 108 109 110	111 112	113 114	115 116 117 118
	DATA ELEMENT NAME								
	SIZE & DATA TYPE								
	CONFIGURATION								
	BYTE NUMBER	121 122 123 124 125 126 127 128 129 130	131	132 133 134 135 136 137 138 139 140	141	142 143 144 145 146 147 148 149 150	151 152	153 154	155 156 157 158
	DATA ELEMENT NAME								
	SIZE & DATA TYPE								
	CONFIGURATION								
	BYTE NUMBER	161 162 163 164 165 166 167 168 169 170	171	172 173 174 175 176 177 178 179 180	181	182 183 184 185 186 187 188 189 190	191 192	193 194	195 196 197 198

TD-821SA-DPB 130- PS 5 80

ATTACHMENT B.2

LABEL FORMAT - IBM STANDARD LABELS

1. Standard Volume Label

FIELD	CHARACTER POSITION	NAME	LENGTH	DESCRIPTION
1	1-3	Label ID	3	"VOL"
2	4	Volume Label Number	1	"1"
3	5-10	Volume Serial Number (Tape Reel Number)	6	6 Numeric Characters Identifies the Volume
4	11	Volume Security	1	"Ø" (No Security)
5	12-80	Reserved	69	69 Spaces

IBM STANDARD LABELS (Cont'd)

2. First Header Label

FIELD	CHARACTER POSITION	NAME	LENGTH	DESCRIPTION
1	1-3	Label ID	3	"HDR"
2	4	File Header Label Number	1	"1"
3	5-21	File Identifier	17	File Name Identifies the entire file. Always "Direct Assessment"
4	22-27	File Serial Number	6	Identifies a file/volume relationship. This field is identical to the volume serial number in the volume label (Field 3). On a multivolume file, this field is identical to the volume serial number on the first volume.
5	28-31	Volume Sequence	4	Indicates the sequence of a volume in a file (ØØØ1-9999). Used with multivolume files.
6	32-35	File Sequence Number	4	Indicates the sequence of a file in a multifile set (ØØØ1-9999).
7	36-41	Generation Number	6	"ØØØØØØ" (Zero Fill).

2. Standard Header Label (Cont'd)

FIELD	CHARACTER POSITION	NAME	LENGTH	DESCRIPTION
8	42-47	Creation Date	6	Indicates the year and the day of the year the file was created, the format is: Position / Content / Meaning 1 / Space / None 2-3 / ØØ-99 / Year 4-6 / ØØ1-366 / Day of the year.
9	45-53	Expiration Date	6	Indicates the year and day of the year the volume may be written on. This field has the same format as Field 9.
10	54	File Security	1	"Ø" (No Security).
11	55-60	Reserved	6	"ØØØØØØ" (Zero fill).
12	61-73	System Code	13	"IBM OS/VS 37Ø".
13	74-80	Reserved	7	Spaces.

IBM STANDARD LABELS

4. First Trailer Record

FIELD	CHARACTER POSITION	NAME	LENGTH	DESCRIPTION
1	1-3	Label ID	3	"EOF" or "EOV". EOF = End of File EOV = End of Volume
2	4	File Trailer Label Number	1	"1"
3-11	5-54	Same as corresponding fields in file header label	50	Same as corresponding fields in file header label.
12	55-60	Block Count	6	Indicates the number of date blocks written. Excludes label blocks, tape marks and checkpoint records.
13	61-73	System Code	20	"IBM OS/VS 37Ø".
14	74-80	Reserved	7	Spaces

IBM STANDARD LABELS

5. Second Trailer Record

FIELD	CHARACTER POSITION	NAME	LENGTH	DESCRIPTION
1	1-3	Label ID	3	"EOF" or "EOV". EOF = End of File EOV = End of Volume
2	4	File Trailer Label Number	1	"2"
3	5	Record Format	1	"F" - Fixed Format.
4	6-10	Block Length	5	"ØØ24Ø" (# of bytes per block).
5	11-15	Record Length	5	"ØØØ8Ø" (# of bytes per record).
6	16	Tape Density	1	"3" = 16ØØ BPI
7	17	Data Set Position	1	"Ø".
8	18-80	Reserved	63	Skip.

Attachment B.2.

LAYOUT SHEET

IBM STANDARD LABELS

DATA PROCESSING DEPARTMENT

ACTS/ACLS Direct Asso'ts

1301 Input

26, 1984

PUC 84-1

| | | |

LAYOUT SHEET

LOS ANGELES COUNTY
DATA PROCESSING DEPARTMENT

FILE NAME
SOURCE
JOB NUMBER
STOCK
SYSTEM NAME
PROGRAM NAME
SYSTEM NUMBER
PROGRAM NUMBER
DATE DOCUMENTED
CHANGE NUMBER

SINGLE REEL FILE

VOL | HDR1 | HDR2 | TAPE MARK | DATA BLOCKS | TAPE MARK | EOF1 | EOF2 | TAPE MARK | TAPE MARK

MULTI-REEL FILE

VOL | HDR1 | HDR2 | TAPE MARK | DATA BLOCKS | TAPE MARK | EOV1 | EOV1 | TAPE MARK | TAPE MARK

VOL | HDR1 | HDR2 | TAPE MARK | DATA BLOCKS | TAPE MARK | EOF1 | EOF1 | TAPE MARK | TAPE MARK

AGENCY NAME ..... (1)
ACCOUNT NUMBER ..... (2)

Company Number (3)	19XX-XX Tax Rate Area (4)	19XX-XX Assessor Pcl. Number (5)	19XX-XX Lien Amt. (6)	Tax Rate Area Total (7)	Situs Address (If A (8)
100	8902	4302-300-801	20.50		210 Tweedy, So. Cal
100	8902	4905-650-807	18.40		N/A
100	8902	5302-007-817	56.50	95.40	N/A
100	8915	2312-001-822	43.50	43.50	N/A
100	8942	2514-017-857	27.50		17252 Main, L.A.
100	8942	3617-214-892	14.92	42.42	N/A

(9) Total Lien Amount Page Total = ..181.32.....

(10) 19XX Lien Item Count Page Total .....

(11) Batch No. .....

(2) CONSOL	(4) PARCEL NUMBER	(5) 1984 LIEN AMOUNT	(6) 1983 LIEN AMOUNT	(7) SITUS ADDRESS (IF ANY)
	50 018 015		$0.00	
	194 024 020		$0.00	
	138 005 032		$0.00	930 GEORGIA ST
	149 026 006		$0.00	
	110 800 009		$0.00	
	110 800 011		$0.00	
	110 800 047		$0.00	
	120 850 059		$0.00	
	120 850 060		$0.00	
	1920 850 170		$0.00	
	1920 850 185		$0.00	
	8940 192 037		$0.00	
	8940 350 026		$0.00	
	8940 434 800		$0.00	
	8950 001 001		$0.00	39643 BAILEY STREET
	8950 001 002		$0.00	15455 BLENDAKS BLVD
	8950 032 185		$0.00	15445 COBALT ST SP 185
	8950 032 193		$0.00	15445 COBALT ST SP 193
	8950 032 195		$0.00	15445 COBALT ST SP 195

(9) 1984 LIEN AMOUNT PAGE TOTAL

(8) 1983 LIEN AMOUNT $50.00 (10)

(11)

Attachment D.1.

TE AND RETURN THIS REPORT TO THE COUNTY AUDITOR TAX DIV

CONSOLIDA SEWER-MALIBU

(3) ACCOUNT NUMBER 040.04

AGENCY

(4)

FOR ROLL YEAR 1984

(5)

LIEN GRAND TOTAL FOR ROLL YEAR 1983

LIEN TOTAL = 2250.00

ITEM COUNT = 45

REGULAR PARCELS LIEN TOTAL = ...

PUBLIC UTILITY LIEN TOTAL = ...

GRAND TOTAL = ...

REGULAR PARCELS ITEM COUNT =

PUBLIC UTILITY ITEM COUNT =

GRAND TOTAL = ...

(6)

LIEN INPUT AUTHORIZATION

AUTHORIZED SIGNATURE

DATE SIGNED

AUTHORITY REFERENCE

AGENCY TELEPHONE NUMBER

AGENCY MAILING ADDRESS

Attachment D-2

TAXING AGENCY ACCOUNT NUMBER 370.92

PARCEL #	CURR PARCEL #	BATCH #	TXN	AMOUNT	EXCEPTION LEGEND
9084 309 416		12033	182	23.42	NONMATCH PCL NO
9084 309 427		12033	182	176.60	NONMATCH PCL NO
9087 207 738		12033	182	123.00	NONMATCH PCL NO
9087 207 778		12033	182	58.20	NONMATCH PCL NO
9087 207 781		12033	182	347.54	NONMATCH PCL NO
9087 207 783		12033	182	21.80	NONMATCH PCL NO
9087 207 798		12033	182	44.40	NONMATCH PCL NO
9087 207 809		12033	182	38.80	NONMATCH PCL NO
9087 208 258		12033	182	102.00	NONMATCH PCL NO
9087 208 264		12033	182	27.00	NONMATCH PCL NO
9087 208 275		12033	182	100.40	NONMATCH PCL NO
9087 209 431		12033	182	244.60	NONMATCH PCL NO
9087 209 433		12033	182	110.00	NONMATCH PCL NO
TAXING AGENCY TOTALS: ITEMS		36	AMOUNT	3,109.86	

Attachment E

ATTACHMENT I.1

ITEM CORRECTION LIST (DETAIL)

DISBURSING AGENCY NAME _____

ACCOUNT NUMBER _____

	PARCEL NUMBER	CHANGES TO ORIGINAL ITEM CHARGES		REFUNDS OF ORIGINAL ITEM CHARGES	
		FROM (A)	TO (B)	FROM (C)	TO (D)
1					¢
2					¢
3					¢
4					¢
5					¢
6					¢
7					¢
8					¢
9					¢
10					¢
11					¢
12					¢
13					¢
14					¢
15					¢
16					¢
17					¢
18					¢
19					¢
20					¢
21					¢
22					¢
23					¢
24					¢
25					¢
PAGE TOTALS	FROM				
	TO				¢

ATTACHMENT 1.2

DATE _____

PAGE ____ OF ____

LIEN CORRECTION LIST
(CONTROL)

TAXING AGENCY NAME _____

ACCOUNT NUMBER _____

GRAND TOTALS	"FROM"	"TO"
COLUMN "A"	_____	
COLUMN "B"		_____
COLUMN "C"	_____	
TOTAL CORRECTIONS	_____	_____

AUTHORIZING SIGNATURE: _____

SIGNATORY'S TITLE: _____

DATE: _____

AGENCY PHONE NUMBER: _____

AGENCY MAILING ADDRESS: _____

_____

_____

RTD

Appendix 20

John A. Dyer
General Manager

August 15, 1985

Mr. Mark H. Bloodgood
Auditor-Controller, Tax Division
County of Los Angeles
400 West Temple, Room 153
Los Angeles, California 90012

Subject: Submission of Southern California Rapid Transit District Computer Tapes for MOS-1 Special Benefit Assessment Districts

Dear Mr. Bloodgood:

Attached are two magnetic computer tapes containing direct assessments for properties within the two Southern California Rapid Transit District (SCRTD) MOS-1 Benefit Assessment Districts A1 and A2. THESE COMPUTER TAPES SHOULD NOT BE PROCESSED UNTIL FURTHER NOTICE.

Section 9 of the "Resolution Creating Special Benefit Assessment Districts A1 and A2 for the MOS-1 Segment of the Metro Rail System" (Attachment 1) states:

> "The levy of assessments shall be conditioned upon the SCRTD securing funding commitments from all other funding sources identified in the Proposed Funding Source Schedule in the Final Environmental Assessment for the MOS-1, and substantially in the amounts as scheduled, such commitments to be secured by a Letter of Intent or equivalent written commitments statement. SCRTD shall not cause its assessment roll or other diagram to be included on ad valorem tax bills, or make any other billing of assessments until such funding commitments have been received."

To date, the federal government has not provided written funding commitments; so SCRTD assessments can not be processed immediately. Correspondingly, Gary Spivack's letter to Marianne Reich, dated August 9, 1985, inquired if the August 15th deadline could be extended and/or if mid-tax-year assessments were possible. The letter also asked if the enclosed tapes could be tested, enabling a matching of the current SCRTD parcel identifiers with your files. The SCRTD decided to submit a tape on August 15th to enable whatever future course is determined to be preferable.

Per your specifications, the attached tapes are formatted as a single-reel file with 80 bytes per block, 1 record per block on a 9 channel tape of 1600 B.P.I. density. The following are contained on the tapes:

1. Computer Tape No. 1 (Serial Number 02296) contains assessments for parcels in private ownership. The tape has three segments with internal labels for each and with a lien total of $14,819,031 and a parcel item count of 1596. The segments are grouped as follows:

   a. Assessments for properties within the Wilshire-Alvarado (A2) District.

      Account No. 37.03; Batch No. I8121
      Parcel Lien Total: $1,352,272.00
      Parcel Item Count: 317

   b. Assessments for properties within the Central Business District (A1) with assessments equal to or less than $99,999.99; and the first set of records for those properties within the Central Business District with assessments greater than $99,999.99 but less than or equal to $199,999.98.

      Account No. 37.02; Batch Nos.I8100, I8101, and I8102
      Parcel Lien Total: $12,943.595.81
      Parcel Item Count: 1260

   c. The second set of records for those properties within the Central Business District (A1) with assessments greater than $99,999.99, but less than or equal to $199,999.98.

      Account No. 37.04; Batch No. I8952
      Parcel Lien Total: $523,163.19
      Parcel Item Count: 19

2. Computer Tape No. 2 (Serial Number 02522) contains assessments for the "800" parcels, i.e., parcels owned by utilities and railroads, etc. The tape has two segments with internal labels for each and with a lien total of $1,003,372.00 and a parcel item count of 49. The segments are grouped as follows:

   a. Assessments for the "800" properties within the Central Business District (A1) with assessments equal to or less than $99,999.99 and the first set of records for those "800" properties within the Central Business District with assessments greater than $99,999.99 but less than or equal to $199,999.98.

      Account No. 37.02; Batch No. I8103
      Parcel Lien Total: $876,724.97
      Parcel Item Count: 46

   b. The second set of records for those "800" properties within the Central Business District (A1) with assessments greater than $99,999.99, but less than or equal to $199,999.98.

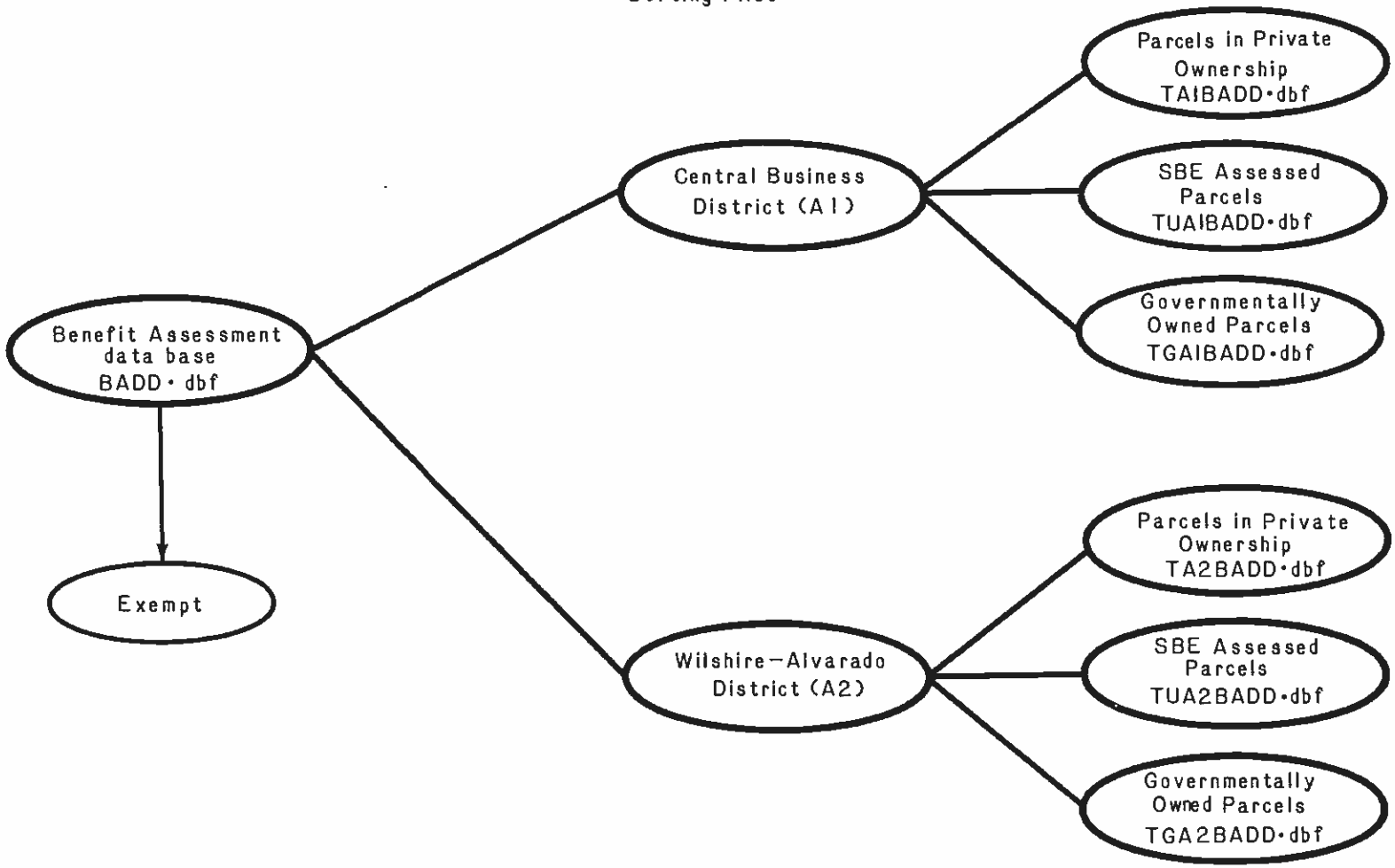
      Account No. 37.04; Batch No. I8953
      Parcel Lien Total: $126,647.03
      Parcel Item Count: 3

Attachment 2 is a listing for those properties with assessments greater than $199,999.98, which require manual handling ("forced taxes"). These properties are all in private ownership and located within the Central Business District (A1).

Agency Account No. 37.04; Batch No.I8952
Parcel Lien Total: $5,815,624.00
Parcel Item Count: 15

Enabling legislation for SCRTD direct assessments is contained in Section 33000 et seq. of the State Public Utilities Code. Consistent with the Code, the Los Angeles City Council passed a resolution on May 31, 1985 authorizing the SCRTD to create Special Benefit Assessment Districts for the Central Business District and the Wilshire-Alvarado areas. The SCRTD Board of Directors approved the final resolution (Attachment 1) on July 11, 1985.

Sorting Files



PROPERTIES WITH ASSESSMENTS GREATER THAN $199,999.98 REQUIRING HAND PROCESSING

PARCEL #	ASSESSMENT	OWNER	ADDRESS
5144004014	$234,268	ONE WILSHIRE ASSOCIATES	616 S. GRAND AVE.
5144005400	405,000	FIRST INTERSTATE TOWER	707 WILSHIRE BLVD.
5144008014	446,234	RELIANCE FIGUEROA LIMITED	930 WILSHIRE BLVD.
5144010400	394,164	PRUDENTIAL INS. CO.	700 W. 7 ST.
5149001007	335,183	TIMES MIRROR CO.	234 W. 1 ST.
5149030003	277,506	PHILOTECTON USE INC. AND	515 S. OLIVE ST.
5151011036	312,000	HOTEL GRANDE ASSOCIATES	331 S. FIGUEROA
5151014031	465,234	PACIFIC SOUTHWEST REALTY CO.	333 S. HOPE ST.
5151015012	460,342	MAQUIRE PARTNERS-CROCKER	333 S. GRAND AVE.
5151015013	517,867	MAQUIRE PARTNERS-CROCKER	355 S. GRAND AVE.
5151017019	265,801	OLYMPIC AND YORK/O M AND M ASSOC	400 S. HOPE ST.
5151020006	243,540	EQUITABLE LIFE ASSURANCE SOCIETY	445 S. FIGUEROA
5151020007	410,551	LOS ANGELES BONAVENTURE CO.	404 S. FIGUEROA
5151023400	808,311	FLOWER STREET LIMITED	525 S. FLOWER ST.
5151026400	239,623	MITSUI FUDOSAN USE INC AND	611 W. 6 ST.

Assessment Tape Groupings

	A District	B Direct Assessment Type	C Private	D SBE Assessed "800"	E Governmental
1	Central Business District (A1)	Direct Assessment less than or equal to $99,999.999 (<99,999.99)	Tape: #1 Acct#: 37.02	Tape: #2 Acct#: 37.02	— — —
2		Direct Assessment Greater than $99,999.99 but less than or equal to $199,999.98	First Increment of Direct Assessment (always 99,999.99) Tape: #1 Acct#: 37.02 Second Increment of Direct Assessment (equal to total direct assessment less 99,999.99) Tape: #1 Acct#: 37.04	First Increment of Direct Assessment (always 99,999.99) Tape: #2 Acct#: 37.02 Second Increment of Direct Assessment (equal to total direct assessment less 99,999.99 Tape: #2 Acct#: 37.04	— — —
3		Direct Assessment greater than $199,99.98	Hard Copy List Acct#: 37.04	Hard Copy List Acct#: 37.04	— — —
4	Wilshire-Alvarado (A2)	Direct Assessment less than or equal to $99,999.99	Tape: #1 Acct#: 37.03	Tape: #2 Acct#: 37.03	— — —
5		Direct Assessment greater than $99,999.99 but less than or equal to $199,999.98	First Increment of Direct assessment (always 99,999.99) Tape: #1 Acct#: 37.03 Second Increment of Direct Assessment (equal to total direct assessment less 99,999.99) Tape: Acct#: 37.04	First Increment of Direct Assessment (always 99,999.99) Tape: #2 Acct#: 37.03 Second Increment of Direct Assessment (equal to total direct assessment less 99,999.99) Tape: #2 Acct#: 37.04	— — —
6		Direct assessment greater than $199,999.98	Hard Copy List Acct#: 37.04	Hard Copy List Acct#: 37.04	— — —

RTD

John A. Dyer
General Manager

Mr. Mark H. Bloodgood
Auditor-Controller, Tax Division
County of Los Angeles
400 West Temple, Room 153
Los Angeles, California 90012

Subject: SUBMISSION OF SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT TEST COMPUTER TAPE FOR MOS-1 SPECIAL BENEFIT ASSESSMENT DISTRICT

Dear Mr. Bloodgood:

Enclosed is a magnetic computer tape containing a sample set of parcels for the Southern California Rapid Transit District (SCRTD) Wilshire/Alvarado direct assessments (Account No. 37.03, batch No. I8122). Per your specifications, the tape is a single-reel file (Tape serial number 03977) with 80 Bytes Per Block, 1 record per block on a 9 Channel tape of 1600 B.P.I. density. Test parcels are "regular" parcels, rather than governmental or utility parcels.

For the Test tape:

- o Regular parcels lien total = $340,255.00
- o Regular parcel item count = 98

Enabling legislation for SCRTD direct assessments is contained in Section 33000 et seq. of the State Public Utilities Code. Consistent with the Code, the Los Angeles City Council, on May 31, 1985 passed a resolution authorizing the SCRTD to create Special Benefit Assessment Districts for the Central Business District and the Wilshire/Alvarado areas. Final action of the SCRTD Board of Directors is anticipated to occur on July 11, 1985. A test tape is being submitted in anticipation of final approval by the SCRTD Board.

Per communications with your staff, we have the following understandings:

- o The purpose of the test tape is to assure compatibility of tape format, headings and other processing details. Upon completion of the test, the SCRTD will be informed of the test results and the tape will be returned to the SCRTD.

- o The final tape containing direct assessments needs to be submitted to your office on or before August 15th.

- o On the final tape, the regular and governmental/utility parcels will be assigned account numbers according to the appropriate district, but will be submitted on separate computer tapes.

- On the final tape, sets of parcels may be included on one tape for more than one account number.

- Once the final tape is run, your office will supply the SCRTD with a list of parcels for which a match could not be made. The SCRTD will subsequently provide corrections for these parcels.

- For those parcels with direct assessments larger than the field size allowed for assessment amounts (presently $99,999.99), up to four account numbers will be assigned allowing for a maximum assessment of $399,999.96 (4 times $99,999.99). This will enable the processing, using your standard machine techniques, of most of the estimated 37 parcels with assessments greater than the field size limit .

- Assessments of parcels with direct assessments greater than $399,999.96 will require manual preparation, referred to as "forced taxes" by your staff. The SCRTD will supply you with a written list for these parcels, and the parcels will not be contained on the final computer tape. These manually prepared tax bills will be sent approximately one week following the mailing of the machine-prepared bills.

- The charge to the SCRTD for the manually prepared bills will be $10 per parcel. The charge for the machine-processed bills will be $0.10.

- Your office will not be able to supply advance payment of funds for those properties with manually-prepared bills.

- Machine-processed assessments will be confirmed by a hard copy report called the LS09 sent to the SCRTD in September. Manually-prepared assessments will be confirmed by letter to the SCRTD.

The SCRTD contact person for any problems with tape processing is Gary Spivack, Director of Planning, SCRTD, 425 South Main Street, Los Angeles, California 90013; phone: (213) 972-6170. The contact person for questions from the public will be designated in a separate letter.

Sincerely,

John A. Dyer

cc: Gary Spivack
Marianne Reich
Dave Mansen
Maggie Giacose

Enclosure

COUNTY OF LOS ANGELES / AUDITOR-CONTROLLER
TAX DIVISION
153 HALL OF ADMINISTRATION, LOS ANGELES, CA. 90012
(213) 974-8361

July 18, 1985

MICHAEL L. GALINDO, CHIEF
TAX DIVISION

MARK H. BLOODGOOD
AUDITOR-CONTROLLER
THOMAS J. KOZLOWSKI
DANIEL O. IKEMOTO
ASSISTANT AUDITOR-CONTROLLERS

RECEIVED
JUL 22 1985
GARY S. SPIVACK
DIRECTOR OF PLANNING

Mr. John A. Dyer, General Manager
Rapid Transit District
425 S. Main St.
Los Angeles, CA 90013

Subject: Special Benefit Assessment Dist.

Dear Mr. Dyer:

We have received your computer tape for testing and your letter of July 15, 1985. The test of your tape was satisfactory and your tape can be picked up at any time.

We would like to clarify the following:

- Governmental parcels (900 SERIES) are nonassessable and we cannot generate a tax bill for them. You will have to bill for any assessment amounts related to these parcels.

- Due to an additional field size limitation in our pre-extention program, we will be able to assign only 2 account numbers allowing a maximum assessment of $199,999.98 (2 times $99,999.99). This will enable us to machine process approximately one half of the estimated 37 parcels with assessments in excess of $99,999.99.

- Parcels with assessments in excess of $199,999.98 will require manual intervention, i.e., "forced taxes".

- The LS09 report confirming assessments included on the original tax bill is available in October. You will also be informed of charges for processing assessments in October by letter.

July 18, 1985

It is our understanding that your office will provide an explanation to those taxpayers who will be billed for your assessment using two account numbers and to those taxpayers who will receive a corrected bill which includes your assessments in excess of $199,999.98.

An additional account number 037.04 has been assigned to your agency for the Central Business Dist-SCRTD #2.

Very truly yours,

Marianne J. Reich
Accounting Specialist 1

MJR:cs
cc: Gary Spivack
Dave Mansen