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GENERAL PLANNING CONSULTANT  
TECHNICAL MANUAL 88.4.6  
METHODOLOGY FOR PREPARING THE  
AUDITOR-CONTROLLER'S TAPE FOR THE MOS-1,  
BENEFIT ASSESSMENT DATA BASE (REVISED)

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Prepared for:  
Southern California Rapid Transit District

Prepared by:  
Schimpeler-Corradino  
Myra L. Frank & Associates

in association with  
  
Cordeba Corporation  
Manuel Padron  
The Planning Group, Inc.

June, 1988



29478363

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT  
PLANNING DEPARTMENT  
INTERDEPARTMENTAL MEMORANDUM

\*\*\*\*\*

DATE: January 9, 1989  
TO: Charles Schimpeler  
FROM: Gary S. Spivack  
SUBJECT: Technical Manual 88.4.8 "Methodology for Preparing the Auditor-Controller's Tape for the MOS-I Benefit Assessment Data Base"

\*\*\*\*\*

On December 19, 1988, you transmitted to us the above indicated document in which you provided us a copy of BADDAB.FMT. We have now had the opportunity to go through the entire process outlined in this manual. We have discovered a few problems that we wish to have modified in the final transmittal.

- Pg. 4 Field #12 BAD-ASSESS - width should be 10 and not 19.
- Pg. 6, Pg. 7 In the charts, please name the A2 district files correctly as TA2TEMP1 and TA2TEMP2, TA2DUP2, TA2TEMP3.
- Pg. 10 Item 1, Section 2 The correct field name is AGENCYACC and not AGENCY ACC
- Pg. 10 Item 1, Section 3 "Use TAIBADD" should precede the line "copy all for BAD-ASSESS> 199999 to TA1TEMP3"
- Pg. 11 3rd line Please check the format of the report form BADDAB. There are fields listed in the format that are non-existent in TAIBADD sorting files. Since the fields listed are not part of the data base, we are receiving an error message.
- Pg. 15 2nd line Should "PARCELNO" be listed as an extraneous field to be deleted when on Page 15-Final Structure "PARCELNO" is included?

In the manual there is no mention of how to create the utility/railroad files. Please explain the process as you have for privately owned parcels.

Mr. Charles Schimpeler  
Page 2

Please ensure that these corrections/modifications are incorporated in the final document. If you have any questions, please contact David Sikes at 972-4874 or Armineh Kalantarians at 972-4875.

*Charles*

cc: Carol Inge  
Don Kelly  
Dave McCullough

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT  
PLANNING DEPARTMENT  
INTERDEPARTMENTAL MEMORANDUM

\*\*\*\*\*

DATE: November 22, 1988  
TO: Charles Schimpeler  
FROM: Gary S. Spivack  
SUBJECT: SCRTD Comments on "Revised Technical Manual 88.4.8  
Methodology for Preparing the Auditor-Controller's Tape  
for MOS-1, Benefit Assessment District"

\*\*\*\*\*

On October 4, 1988, you transmitted to us the above indicated document which had incorporated all of the comments transmitted to you on August 10, 1988 with the exception of the following items:

1. Pg. 3, Item 3.1 Appendix F, which gives a brief explanation of each field is missing from the document.
2. Pg. 9, Par. 1 Sentence 2 Please provide a definition of what are exempt uses.
3. Pg. 10, Item 3.2 Item B, No. 2 Please give an explanation as to why the original total should be left even though \$99,999.99 is already entered in another field.
4. Pg. 13, Item 3.3 Item B, No. 1 Typographical error. The first \$199,999,98 should be \$99,999,98.
5. Pg. 11, Item B No. 3, Par.2 Please provide us with a copy of BADDDAB.FMT.

Please ensure that these comments are incorporated in your final document. If you have any questions regarding these comments, please contact David Sikes at 972-4874.

cc: Carol Inge  
Don Kelly  
Dave McCullough ✓

CI:cb 11/21/88  
Misc. Disk #5 CSchimp1

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GENERAL PLANNING CONSULTANT

TECHNICAL MANUAL 88.4.8

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Prepared for:

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## 1.0 INTRODUCTION

In order for the Southern California Rapid Transit District (SCR TD) to establish Benefit Assessment Districts and rates for the MOS-1 (Minimum Operable 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 the establishment of a data base consisting of all parcels included within the proposed districts. Accurate parcel size and square footage by land-use classification, along with property owners and addresses were established for each parcel. From this data base, expected revenue was projected, assessments were calculated and a mailing list was created for the notification of affected owners.

### 1.1 PURPOSE

The purpose of this paper is to document the procedures involved in the preparation of the computer tape required by the Auditor-Controller's office for inclusion on the Joint Consolidated Tax Bills for property owners in the MOS-1 Benefit Assessment Districts.

### 1.2 AUTHORIZATION

The state enabling legislation authorizes the establishment of Benefit Assessment Districts (Section 33000 et seq. of the Public Utilities Code) and enables the County within which the special Benefit Assessment District is located to levy and collect the special benefit assessment simultaneous with 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 level and collect the assessment, the SCR TD must provide a computer tape with the specific parcels to be assessed, including the amount of the assessment due to the County Auditor-Controller. This data 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 related improvements. On July 11, 1985, the SCR TD Board approved a Resolution that established Benefit Assessment Districts, the assessment formula, and the assessment rates. The assessments are based either on the square footages of the parcels or on the square footages associated with certain parcel improvements, whichever is greater.

## 2.0 TAPE SPECIFICATIONS

The direct assessments and identification of data for the MOS-1 Benefit Assessment District were to be transferred from IBM-PC (DOS) text file (ASCII) format to main frame computer tape format, for delivery 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 Benefit Assessment District is located to levy and collect the special benefit assessment, deduct its expenses, and transmit the balance to the district."

To ensure 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 A).

Final MOS-1 Benefit Assessment District direct assessments were contained on and delivered in the form of five files on two direct assessment tapes. The Auditor-Controller's Office requires that a test tape be submitted prior to receipt of the actual direct assessment computer tapes. The test tape was submitted July 15, 1985. The deadline for the final tape submission is August 15 (if the assessments are to be included with the property tax assessment bills for that assessment year).

At the time of delivery to the L.A. County Auditor-Controller's Office, the assessment files were allocated in ASCII text file format on a single-reel, 9-channel/1600 B.P.I. tape with 80 bytes per block and 1 record per block. The SCRTD Decision Support Unit was responsible for uploading the floppy diskettes to the mainframe computer, where they were written to tape.



### 3.0 FILE CONVERSION PROCEDURE OVERVIEW

The file conversion process included the disaggregation of the main Benefit Assessment District data base files into sub-files and the preparation of these files for conversion from dBASE III to ASCII text file format as required by the Auditor-Controller. These preparations included the addition of identifiers, the insertion of spacers, and the incorporation of additional data. This task required the use of the updated main data base file for MOS-1 (BADD.DBF) which is transformed through three stages of working files.

- o initial working file
- o sorting files
- o formatting files

#### 3.1 DEVELOPMENT OF INITIAL WORKING FILE (BADDTEST.DBF)

Utilizing the dBASE III Data base management system, parcel data for each record were copied from the main database, (BADD) to a working file, BADDTEST.DBF. Only the data fields necessary for creation of the direct assessment tape were included in 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 prepared with identification fields for file sorts, a field for receiving the direct assessment amount, "dummy" fields for entry of additional required data (per the Auditor-Controller's specifications), and "filler" fields for spacing. The identification field is required to specify on which fields to sort the database file when using the dBASE III Plus SORT command. The development of the initial working file consisted of the following steps:

- A. Create the structure for the initial working file, BADDTEST.DBF, as follows:

.CREATE BADDTEST

---

#### FILE STRUCTURE

<u>FIELD</u>	<u>NAME</u>	<u>TYPE</u>	<u>WIDTH</u>
#1	BATCHNO	Character	5
#2	DOCSEQ	Numeric	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

A brief description of each of the fields is contained in Appendix F.

<u>FIELD</u>	<u>FIELD NAME</u>	<u>TYPE</u>	<u>WIDTH</u>	<u>DEC</u>
#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	

---

DBASE III will not permit lead zeros in a numeric field, i.e., if the data input has fewer columns than the field, the lead spaces are left blank rather than contain zeros. Therefore, if three of the DUMMY fields (14, 16, 18) in the working files are defined as Character fields rather than Numeric fields as specified by the Auditor-Controller, later manipulations to insert lead zeros can be avoided.

- B. Enter data directly from the main data base, OBAD1186.DBF for the fields indicated '\*' above. The following dBASE predicate would accomplish this task:

```
.USE BADDTEST (if not already in use)
.APPEND FROM OBAD1186
```

- C. Enter data into the BADDTEST.DBF fields for which the data is standard for the entire file, indicated '+' in the above structure listing. The following fields are modified. Note, where applicable, field descriptions are followed by the relevant dBASE command.

```
.USE BADDTEST
```

FIELD NUMBER	DESCRIPTION
3	DUMMY1 Per Auditor-Controller, enter 'O'. .REPLACE ALL DUMMY1 WITH 'O'
8	DUMMY2 Per Auditor-Controller, enter '182'. .REPLACE ALL DUMMY2 WITH 182
9	FILLER1 Leave blank.
11	FILLER2 Leave blank.
13	FILLER3 Leave blank.
14	DUMMY3 Per Auditor-Controller, zero fill 'OOOOOO' .REPLACE ALL DUMMY3 WITH 'OOOOOO'
15	FILLER4 Leave blank.
16	DUMMY4 Per Auditor-Controller, enter '01'. .REPLACE ALL DUMMY4 WITH '01'
17	CURRYEAR Enter last two digits of current year, e.g. 88. .REPLACE ALL CURRYEAR WITH 88
18	DUMMY5 Per Auditor-Controller, enter '0-701' .REPLACE ALL DUMMY5 WITH '0-701'

The fields identified by '#' above are used in later steps.

### 3.2 FILE SORTS

Only parcels with a direct assessment greater than zero were included on the tapes prepared for the Auditor-Controller. Records for parcels with a benefit assessment less than 1 should be deleted from the working file at this point (See Section 3.2.A). The file of remaining records was disaggregated according to the following criteria (see Figure 1, Flow Chart for Sorting Files):

- o **District:** Parcels were separated into files by Benefit Assessment District; A1 and A2 (See Section 3.2.A). 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 (A1) was 37.02, and for the Wilshire/Alvarado District (A2) was 37.03. Batch numbers were also assigned by the Auditor-Controller's Office. These identify the batches of 500 records required by the Auditor-Controller's Office. (See Section 3.5.1)

- o **Ownership:** Private parcels and State Board of Equalization assessed parcels

FIGURE 1

FLOWCHART OF FILE CONVERSION PROCEDURE

P.C. USING DBASE III

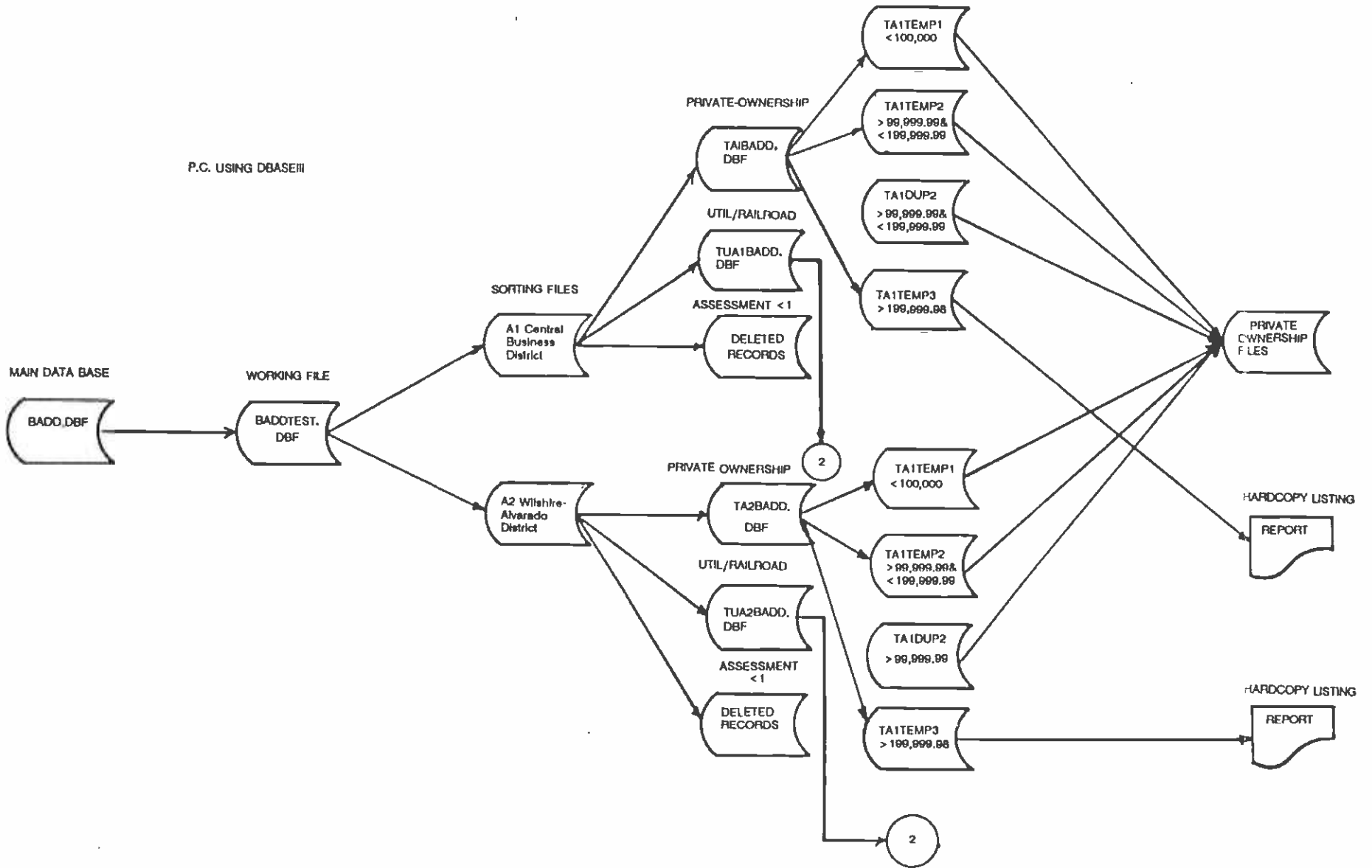
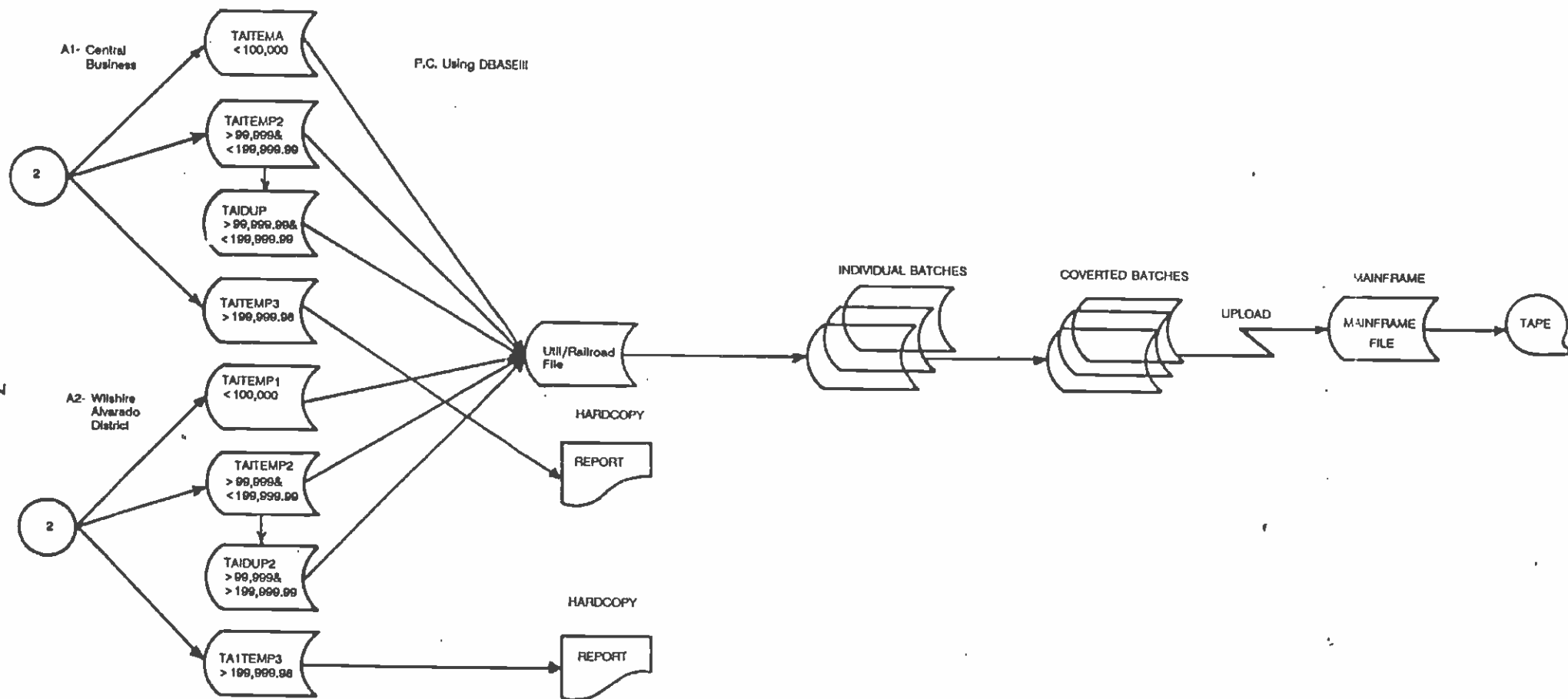


FIGURE 1 (continued)

FLOWCHART OF CONVERSION PROCEDURE

STATE BOARD EQUALIZATION ASSESSED PROPERTIES



(utility/railroad; '800' parcel numbers) are submitted on a separate tape 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. Therefore, records for parcels in governmental ownership should be deleted at this point. These records are identified by mapbook parcel numbers (PRCLNO\_PCL) in the 900 through 999 range. Assessable properties on government-owned parcels are assessed as possessory interests (see Technical Manual 88.4.5)

- 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 (see Section 3.3). This allowed for a maximum assessment of two times \$99,999.99 or \$199,999.98. For these parcels, the direct assessments were divided into two increments. A set of duplicate files was created for these parcels. One file contained the entire roster of parcels with each parcel assigned the benefit assessment amount of \$99,999.99. A second roster of the parcels contained the direct assessment equal to the total direct assessment less \$99,999.99.

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 report for manual processing. Manually prepared or "forced" billings went out approximately a week later than the computer processed bills.

Using dBASE III to accomplish this task, a series of selective COPY commands are used to sort the main file into separate units that would satisfy the required file organization. The following steps summarize the disaggregation process, as outlined above:

**A. Sort by District and Ownership**

The BADDTEST.DBF working file was separated according to type of ownership and district as shown below (See Figure 1):

**Central Business District (A1)**

- o DELETED RECORDS direct assessment less than 1

```
.USE BADDTEST
,DELETE ALL FOR BAD_ASSESS < 1
,PACK
```

- o TA1BADD.DBF parcels in private ownership

.COPY ALL FOR BAD\_DIST = 'A1' .AND. PRCLNO\_PCL < '800' TO TA1BADD

o "<" and ">" can be used with character fields as long as the value is enclosed with quotes.

- o TUA1BADD.DBF utility/railroad parcels

.COPY ALL FOR BAD\_DIST = 'A1' .AND. PRCLNO\_PCL > '799' TO TUA1BADD

- o ADD AGENCY ACCOUNT NUMBER

.REPLACE ALL AGENCY ACC WITH 37.02

Wilshire-Alvarado District (A2)

- o TA2BADD.DBF parcels in private ownership

.COPY ALL FOR BAD\_DIST = 'A2' .AND. PRCLNO\_PCL < '800' TO TA2BADD

- o TUA2BADD.DBF State Board of Equalization Assessed Properties (railroads, utilities, etc.)

.COPY ALL FOR BAD\_DIST = 'A2' .AND. PRCLNO\_PCL > '799' TO TUA2BADD

In each of these conditional operations, the original file structure is retained. Records for parcels containing only exempt (see 900 series below) uses or in government ownership are not transferred to the sorting files.

As was outlined above, 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 parcel ownership 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 (Residential property, except for hotels and motels; property both owned and used by a public entity; and property both owned and used by a non-profit organization)

**B. Subsequent Sort: by Size of Direct Assessment**

Each individual file produced by the district/ownership sort was ordered according to the size of the direct assessment. As an example, consider the file of privately owned parcels within the Central Business District (A1). This is file TA1BADD.DBF in Figure 1.

1. The file was disaggregated into three sub-files as follows:
  - o direct assessment less than or equal to \$99,999.99
    - .USE TA1BADD
    - .COPY ALL FOR BAD\_ASSESS < 100000 TO TA1TEMP1
  - o direct assessment greater than \$99,999.99, but less than or equal to \$199,999.98
    - .COPY ALL FOR BAD\_ASSESS > 99999.99 .AND. BAD\_ASSESS < 199999.99 TO TA1TEMP2
    - .USE TA1TEMP2
    - .REPLACE ALL AGENCY ACC WITH 37.04
  - o direct assessment greater than \$199,999.98
    - .COPY ALL FOR BAD\_ASSESS > 199999 TO TA1TEMP3
  - o Replace Agency Account fields with correct agency account number
    - .USE TA1TEMP3
    - .REPLACE ALL AGENCY ACC WITH 37.04
2. Using the newly created file of records for parcels with direct assessments greater than \$99,999.99, but less than or equal to \$199,999.98, create a duplicate file for these records.

.USE TA1TEMP2  
.COPY TO TA1DUP2

In the first file, the direct assessment for each parcel is entered as \$99,999.99.

.USE TA1TEMP2  
.REPLACE ALL BAD\_ASSESS WITH 99999

In the duplicate file, the direct assessment for each parcel is left as the total direct assessment for the parcel. This is done to keep a record of the direct assessment. The tax bill for these properties will contain two direct assessments for the Special Benefit Assessment District.

The SCRTD must send a letter to those property owners receiving two SCRTD assessments for properties with total assessments between \$99,999.99 and \$199,999.98, explaining this procedure. This letter is sent approximately two weeks prior to the mailing of the Joint Consolidation Tax Bills.

3. Create a report containing properties where the direct assessment is greater than \$199,999.98 (See above). These parcels must be listed in hardcopy form for manual preparation of the direct assessment bill (see Appendix B). The dBASE procedure to print this report is as follows:



**.USE TAITEMP3  
.SET PRINT ON  
.REPORT FORM BADDAB  
(BADDAB.FRM is the report form to print this file)  
FOR BAD\_ASSESS > \$199,999.98  
.ERASE TAITEMP3.DBF**

This file is not included in future manipulations. List the data from records for properties with a direct assessment greater then \$199,999.98 to hard copy for later processing as "forced billings". The dBASE procedure to create this listing is as follows:

**.USE TAIBADD  
.LIST ALL FOR BAD\_ASSESS > 199999.98 TO PRINT**

Delete these records from the working file at this point as follows:

**.DELETE ALL FOR BAD\_ASSESS > 199999.98  
.PACK**

For the August 1986 BADD data base only, the Central Business District had properties which fell into this category. The SCRTD must send a letter to those property owners receiving assessments greater than \$199,999.98 under the forced tax billing system. (See Section 5.0 of this Technical Manual.) This letter (sample Appendix G) is mailed approximately two weeks prior to the mailing of the Joint Consolidation Tax Bills by the Auditor-Controller's Office.

4. The field size must be adjusted to the format of the Auditor-Controller Specifications. Adjustments need to be made to each BAD\_ASSESS field in each file that has to be transferred to tape for turn over to the Auditor-Controller Office. Modify field 12 - BAD\_ASSESS Numeric type, width-10 with 2 decimal places to Numeric, width-8 with 2 decimal places. Modify all files in the sorting series TA1BADD.DBF and TA2DABB.DBF. The dBASE commands for this procedure are as follows:

**.USE TAIBADD  
.MODIFY STRUCTURE**

When the structure appears on the screen, edit field 12 by changing the width from 10 to 8. Press "CTRL-END" keys to save the modifications.

5. Enter the appropriate Agency Account Number into each file using the dBASE, REPLACE command.

**.USE TAIBADD  
.REPLACE ALL AGENCYACC WITH 37.02 FOR BAD\_DIST = 'A1'  
.USE TA2BADD  
.REPLACE ALL AGENCYACC WITH 37.03 FOR BAD\_DIST = "A2"**

These account numbers are assigned by the Auditor-Controller's office. A separate account number is assigned to each district. The

Account Number for the Central Business District (A1) is 37.02; for the Wilshire/Alvarado District (A2), 37.03. An additional account number, 37.04, is utilized for the parcels with direct assessments requiring special handling and the file containing the second increment of 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 tapes for the Auditor-Controller's Office (see Appendix C).

6. Sum (in dBASE, .SUM) the parcel lien total and parcel item count for each file and retain as a control.

.SUM BAD\_ASSESS

7. Combine files TA1TEMP2 and TA2TEMP2, creating a single file containing private ownership records for the Districts A1 and A2, where assessments are greater than \$99,999.99 and less than or equal to \$199,999.98.

.USE TA1TEMP2  
.APPEND FROM TA2TEMP2

### 3.3 TAPE/FILE GROUPINGS

According to the requirements of the Auditor-Controller's Office, the direct assessments for State Board of Equalization (S.B.E.) assessed parcels (utility/railroad parcels) must be submitted on a separate tape from parcels in private ownership. However, files for parcels comprising more than one district may be included on the same tape.

The files were grouped for tape preparation as follows:

- 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. **File Group No. 1:** The series of four private ownership parcel files arranged in the following sequence:
    1. 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).
    2. 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).

3. A duplicate file containing the records for parcels in private ownership within both the Central Business District (A1) and 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).
4. 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. **File Group No. 2:** A second grouping of files (see Appendix C, Column D) was created for S.B.E. assessed parcels, e.g., those parcels owned by utilities and railroads, etc., composed of the following subfiles:

1. Assessments for S.B.E. 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 (Account No. 37.03).
2. Assessments for S.B.E. assessed properties within the Central Business District (A1) with assessments equal to or less than \$99,999.99; and, the assessment increments for properties within the Central Business District assessments greater than \$99,999.99 but less than or equal to \$199,999.98. For these properties than assessment in this file is equal to \$99,999.99 (Account No. 37.03).
3. A duplicate file containing the records for State Board of Equalization assessed parcels within the Central Business District (A1) with the 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).
4. A duplicate file containing a copy of the records for S.B.E. 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 list of properties which require manual handling (forced billing) for which the direct assessment is greater than \$199,999.98 was submitted in hard copy report form. 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). 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 S.B.E. 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 (A2) with assessments greater than \$199,999.98.
- o Assessments for the S.B.E. assessed parcels within the Wilshire/Alvarado District (A2) with assessments greater than \$199,999.98.

### 3.4 FORMAT FILES FOR TRANSFER TO TAPE

Modify the structure of the sorted files to conform with the Auditor-Controller's Office specifications. This involves the removal of all unnecessary working fields.

#### 3.4.1 FINALIZE FILE STRUCTURE - PARCELS IN PRIVATE OWNERSHIP

For each of the tape-ready files (files to be transferred to computer tape), modify the structure accordingly:

- A. Remove decimals from Field 12 - BAD\_ASSESS and Field 10 - AGENCYACC.
- B. Change the length of AGENCYACC to 5 and BAD\_ASSESS to 7, and
- C. Delete extraneous fields using the dBASE command:

#### .MODIFY STRUCTURE

When the structure appears on the screen, position the cursor in the field to delete and press "CTRL-U" keys to delete the field. Press "CTRL-END" to save the modifications.

The extraneous fields are the following:

- o PARCELNO
- o PRCLNO\_BK
- o PRCLNO\_PG
- o PRCLNO\_PCL
- o BAD\_DIST
- o BAD\_ZONE
- o TAXAREA
- o AGENCYNO

Sum BAD\_ACCESS and compare the results with the control sum from BAD\_ASSESS above (should be 100 \* results from working files above) using the dBASE command:

**.SUM BAD\_ASSESS**

The sum is for comparison purposes. If the result is different from the control sum, examination of the previous procedures should be conducted to correct the result.

- D. Change all spaces in BAD\_ASSESS to zeros. Sum BAD\_ASSESS and compare to previous totals, in Item C above (BAD\_ASSESS and control sum) and
- E. Replace the field DOCSEQ with '00' using the dBASE command:

**.REPLACE ALL DOCSEQ WITH '00'**

In its final form before conversion to text file, the file structure looks like:

**FILE STRUCTURE**

<u>FIELD</u>	<u>FIELD NAME</u>	<u>TYPE</u>	<u>WIDTH</u>
1	BATCHNO	Character	5
2	DOCSEQ	Character	2
3	DUMMY1	Character	1
4	PARCELNO	Character	10
5	DUMMY2	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

**3.4.2 FINALIZE FILE STRUCTURE - STATE BOARD OF EQUALIZATION ASSESSED PARCELS**

The State Board of Equalization (S.B.E.) assessed parcels are identified by the mapbook parcel numbers in the '800' range and are basically

utility and railroad owned parcels. The following steps are taken to properly assign assessments to these properties.

- A. Enter identification number into PARCELNO using the following dBASE command sequence:

**.REPLACE ALL PARCELNO WITH '9' +AGENCYNO+ '0'  
+TAXAREA**

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 a 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. Change the name of field PARCELNO to ASSESSCODE.
- C. Repeat steps A-E contained in Section 3.4.1 above with the State Board of Equalization assessed parcel files.
- D. Delete extraneous fields, creating the following final structure:

FIELD	FIELD NAME	TYPE	WIDTH
1	BATCHNO	Character	5
2	DOCSEQ	Character	2
3	DUMMY1	Character	1
4	ASSESS CODE	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

Extraneous fields are the fields that are no longer used and are not transferred to the computer tape. These extraneous fields are: PARCELNO, PRCLNO\_BK, PRCLNO\_PG, PRCLNO\_PCL, BAD\_DIST, BAD\_ZONE, TAXAREA, AGENCYNO

### 3.5 BATCH FILES

#### 3.5.1 CONVERT FILE TO INDIVIDUAL BATCHES

- A. Divide each sorted Agency Account file into smaller batches of 500 records each. Each batch of 500 records is identified by a batch number supplied by the Auditor-Controller's Office. The following dBASE command sequence accomplishes this task:

```
.COPY NEXT 500 TO BATCH1
.GO 501
.COPY NEXT 500 TO BATCH 2
```

Repeat COPY until entire file has been converted to individual batches.

- B. Sum BAD\_ASSESS for all the batch files under each Agency Account Batch file and compare with control totals.

#### 3.5.2 BATCH FILE HEADINGS

- A. Copy each of the batch files to text files. A word processor, was used to create the Batch Header Record for each file (see Appendix A, BATCH SUMMARY RECORD). The word processor used was WordPerfect, although any word processor can be used. With WordPerfect, files can be imported with the "text-in" function, then batch header record can be created.

Example Batch Header:

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)

These are examples of headers that are created with the word processor and the data items included under each header. The dBASE routine to simultaneously convert and copy a DBF file to a TEXT or ASCII file format is as follows:

**.USE BATCH1  
.COPY TO NEWFILE.TXT TYPE SDF**

Repeat this step for batch files.

"SDF" stands for "System Data Format" ASCII file. This is the file type of an ASCII and text file.

After the Batch Files have been converted to a text file they can be deleted as follows:

**.CLOSE ALL  
.DELETE FILE BATCH1.DBF**

The batch files are cutoff points assigned by the Auditor-Controller's Office (Section 3.2). The first batch file begins at record #1 and goes to record #500, the second batch file begins at record #501 and goes to record #1000. This process is carried out until all records have been converted to batch files.

- B. Test files may now be transferred to the SCRTD Decision Support Center for uploading to the mainframe computer and creation of the direct assessment tape.



#### 4.0 TEST TAPE

In compliance with the Los Angeles County Auditor-Controller's Office requirements, a magnetic tape for preliminary testing compatibility with their system and formats was submitted to the Auditor-Controller's Office on July 11, 1985 (see Appendix E). This tape (Volume Serial Number 03977), contained a 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 18122) direct assessments, for regular parcels. The lien total (340255.00) and regular parcel item count (98) were used as control numbers to verify accurate transferral 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. However, only a sample set of records was required and only their format, not data, was tested at this time.

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, the SCRTD was informed by letter dated July 18, 1985, that the tape was acceptable (see Appendix D).

## 5.0 SUBMISSION OF DIRECT ASSESSMENTS

The direct assessment data was submitted to the Los Angeles Auditor-Controller's Office on August 15, 1985 (see Appendix E). The delivery consisted of five files on two tapes. A separate listing of properties for which the direct assessment was greater than \$199,999.98 was submitted in hard copy report form for manual processing (see Appendix B).

Secured parcels 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 Auditor Controller's Office. At the time that the final tape was run, a match with current property identification numbers was made. Manually prepared "forced" billings went out approximately a week after 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:

**Tape 1, File No. 1** - 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

**Tape 1, File No. 2** - Assessments for properties within the Central Business District (A1) with assessments equal to or less the \$99,999.99; the 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 (1-500), I8101 (501-1000), and I8102 (1001-1260)  
Parcel Lien Total: \$12,943,595.81  
Parcel Item Count: 1260

**Tape 1, File No. 3** - 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:

**Tape 2, File No. 1** - Assessments for the '800' properties within the Central Business District (A1) with assessments equal to or less the \$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

**Tape 2, File No. 2** - 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 report, listing 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

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 and 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).



- E. Only current County parcel numbers will be accepted. Questions concerning parcel numbers should be directed to the County Assessor's Office, Systems Division, 974-3361.
- F. Per parcel, only one assessment per agency (account number) may be billed. If, in any one year, you want to submit two year's assessments on the same parcel, you must add the assessments together and submit them as one assessment. The current direct assessment dollar limitation is \$99,999.99 per parcel.
- G. Refer to Attachment A for a schedule of the assessment cycle.
- H. Agencies wishing to establish a new account number should contact the Auditor-Controller's Tax Division at 974-8368 for instructions.

### 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 labeled 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) submitted.
- 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 Assessments 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 specifications).
- 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.

- 9 Lien Amount Page Total - Enter here the sum of all Lien Amounts 6 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:

<u>Byte No.</u>	<u>Descriptions</u>
9	Enter "9"
10 - 13	The 4 digit Public Utility Company number (leading zero).
14	Enter "0" ( <u>zero</u> ).
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 be 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 corrected (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<br>6 present on a given report page.  |
| 9  | N/A                |  |
| 10 | N/A                |  |
| 11 | 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

A-16

RECORD LAYOUT SHEET	RECORD NAME Detail Record	RECORD SIZE 80 Bytes	COUNTY OF LOS ANGELES DATA PROCESSING DEPARTMENT	ISSUED PAGE 1 OF 2
	FILE NAME Direct Assessments	FILE SIZE	SYSTEM NAME ACLS/ACST	DATE DOCUMENTED Jan 24, 1984
	RETENTION Foreign Tape	FILE MEDIA Tape	PROGRAM NAME	CHANGE NUMBER

- 1. Doc Seq No. = 99 unless document sequence is entered with batch number
- 2. Position 0 = Alpha '0'
- 3. Current Year = Last 2 Digits of Current Year
- 4. Filler-spaces

DATA ELEMENT NAME	BATCH NO.	DOC	0	PARCEL NUMBER	"102"	Filler	AGENCY ACCT. NUMBER	Filler	AMOUNT OF TAX
SIZE & DATA TYPE	X(5)	9(2)	X	9(10)	9(3)	X(3)	999V99	X(3)	9(5)V99
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 39
DATA ELEMENT NAME	Filler (cont'd)	"000000" (zero-fill)				Filler			"01" CURR YEAR "9701"
SIZE & DATA TYPE	X(3)	9(6)				X(24)			9(2) 9(2) 9(4)
CONFIGURATION									
BYTE NUMBER	01 02 03	04 05 06 07 08 09	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 39 40 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 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100						

Attachment B.1

RECORD LAYOUT SHEET

RECORD NAME: Summary Record  
 FILE NAME: Direct Assessments  
 ATTENTION: Foreign Tape  
 FILE MEDIA: Tape

RECORD SIZE: 80 Bytes  
 FILE SIZE:  
 BLOCK SIZE: 240 Bytes

COUNTY OF LOS ANGELES  
 DATA PROCESSING DEPARTMENT  
 SYSTEM NAME: ACLS/ACGT  
 PROGRAM NAME:  
 DATE OF INPUT: Jan 24, 1984

DATE DOCUMENTED: Jan 24, 1984  
 PAGE 2 of 2  
 CHANGE NUMBER:

1. 2. 3. A-17

COMMENTS
1- alphanumeric
9- numeric
Filler-spaces
Position 8 - Alpha
"A"
Parcel Count-Total
Transactions
Total Txns- Total
number of detail
records
Parcel Hash Total -
accumulation of 10
digit parcel number

DATA ELEMENT NAME	BATCH NO.	Filler 1	Filler	PADOSL	Filler	TOTAL	Filler	PARCEL HASH TOTAL				
				COUNT		TRANSACTIONS						
SIZE & DATA TYPE	X(5)	1(2)	X	X(3)	9(3)	X(3)	9(4)	X(2)	9(13)			
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			
DATA ELEMENT NAME	"XXXXXXXXXX"			Filler	VALUE TOTAL	Filler	"XXXXXXXXXX"			Filler	CURR	*#
	(zero-fill)			11		12	(zero-fill)				YEAR	
SIZE & DATA TYPE	9(13)			X	9(10)	X	9(10)			X(2)	9(2)	9(
CONFIGURATION												
BYTE NUMBER	01 02 03 04 05 06 07 08 09 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 39 40 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 79 80 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	111 112 113 114 115 116 117 118 119 120

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	"0" (No Security)
5	12-80	Reserved	69	69 Spaces

## IEM 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 (0001-9999). Used with multivolume files.
6	32-35	File Sequence Number	4	Indicates the sequence of a file in a multifile set (0001-9999).
7	36-41	Generation Number	6	"000000" (Zero Fill).

## ATTACHMENT B.2

## 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:  <table border="1"> <thead> <tr> <th>Position</th> <th>Content</th> <th>Meaning</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Space</td> <td>None</td> </tr> <tr> <td>2-3</td> <td>00-99</td> <td>Year</td> </tr> <tr> <td>4-6</td> <td>001-366</td> <td>Day of the year.</td> </tr> </tbody> </table>	Position	Content	Meaning	1	Space	None	2-3	00-99	Year	4-6	001-366	Day of the year.
Position	Content	Meaning														
1	Space	None														
2-3	00-99	Year														
4-6	001-366	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	"0" (No Security).												
11	55-60	Reserved	6	"000000" (Zero fill).												
12	61-73	System Code	13	"IBM OS/VS 370".												
13	74-80	Reserved	7	Spaces.												



## IBM STANDARD LABELS

## 3. Second Header Label

FIELD	CHARACTER POSITION	NAME	LENGTH	DESCRIPTION
1	1-3	Label ID	3	"HDR"
2	4	Label Number	1	"2"
3	5	Record Format	1	"F" - Fixed Format.
4	6-10	Block Length	5	"00240" (# of bytes per block).
5	11-15	Record Length	5	"00080" (# of bytes per record).
6	16	Tape Density	1	"3" - 1600 BPI.
7	17	Data Set Position	1	"0".
8	18-80	Reserved	63	Skip.

## 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 data blocks written. Excludes label blocks, tape marks and checkpoint records.
13	61-73	System Code	20	"IBM OS/VS 370".
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	"00240" (# of bytes per block).
5	11-15	Record Length	5	"00080" (# of bytes per record).
6	16	Tape Density	1	"3" = 1600 BPI
7	17	Data Set Position	1	"0".
8	18-80	Reserved	63	Skip.

LAYOUT SHEET

IBM STANDARD LABELS

DATA PROCESSING DEPARTMENT

ACTS/ACLD Direct Assmt's

1001 Input

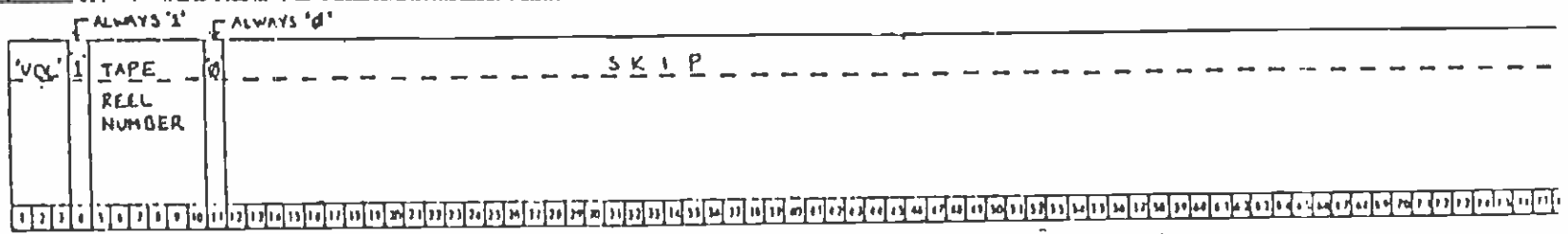
JUN 26, 1964

PUC 09-1

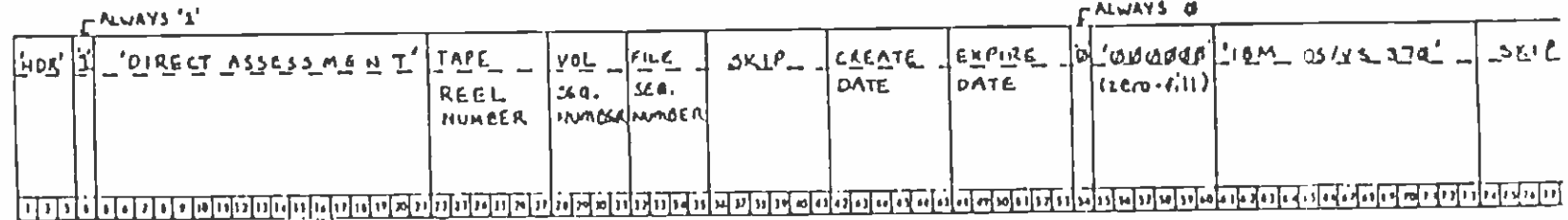
Attachment B.2.

A-24

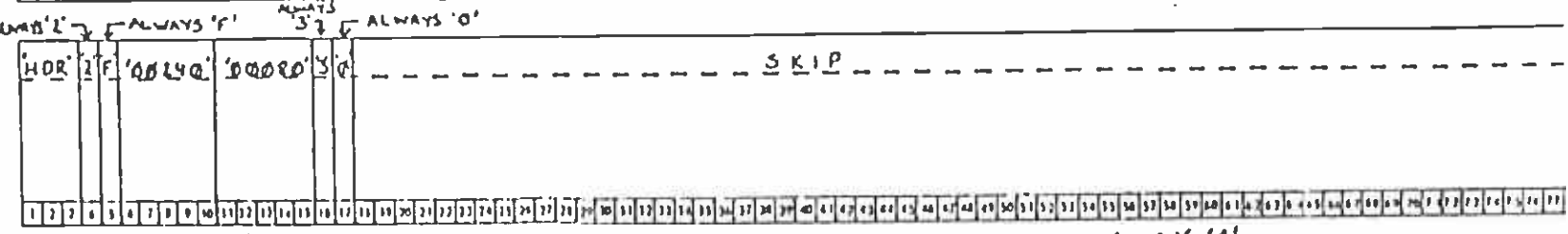
VOLUME LABEL



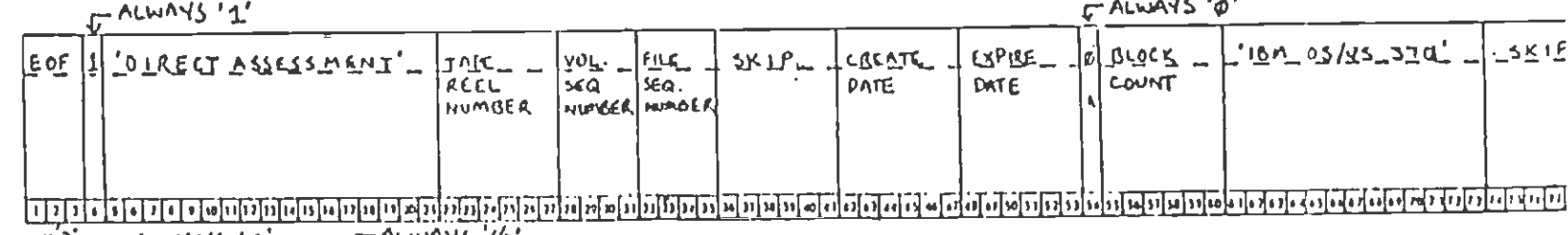
HEADER 1 LABEL



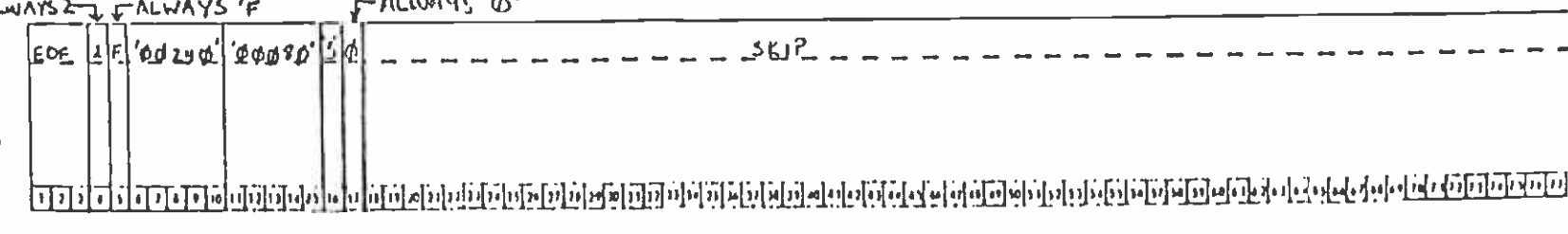
HEADER 2 LABEL



TRAILER 1 LABEL

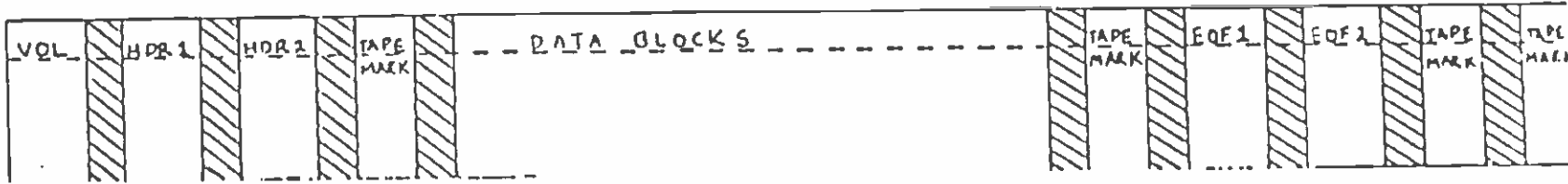


TRAILER 2 LABEL

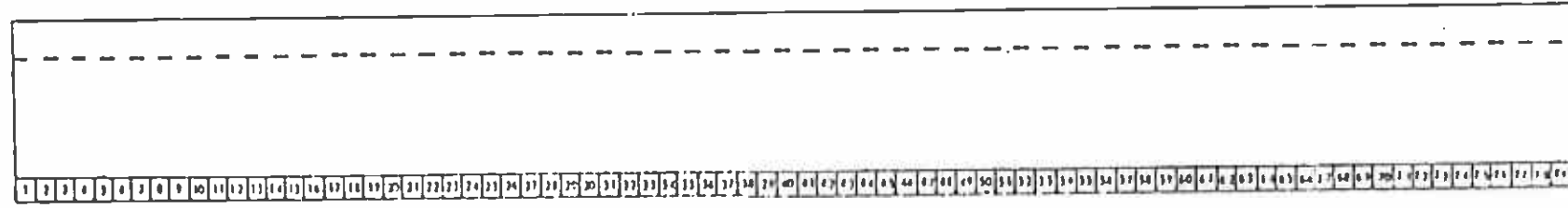


<b>LAYOUT SHEET</b>	FILE NAME	105 000115 FORM 10 <b>DATA PROCESSING DEPARTMENT</b>		<input type="checkbox"/> 000	<input type="checkbox"/> 99-540
	SOURCE	SYSTEM NAME	SYSTEM NUMBER	DATE	DATE DOCUMENTED
	JOB NUMBER	FORM	PROGRAM NAME	PROGRAM SYMBOL	CONTROL SYMBOL

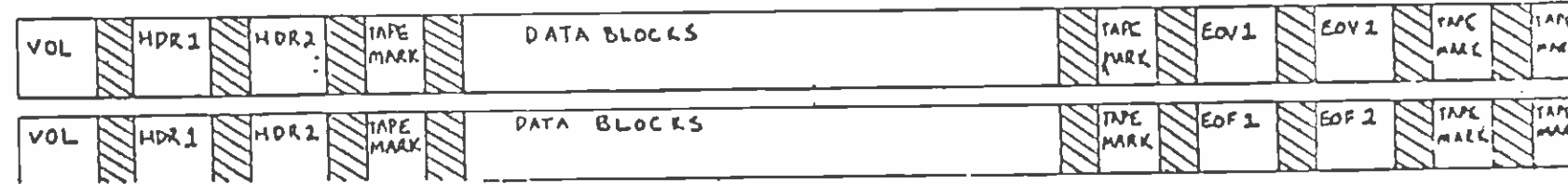
SINGLE REEL  
FILE



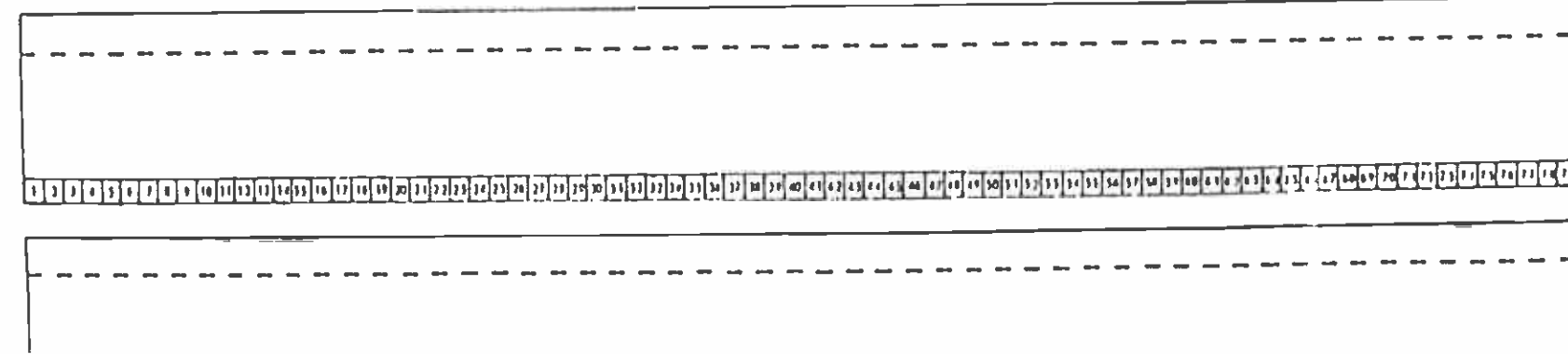
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-----  
-----  
-----  
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MULTI-REEL  
FILE



-----  
-----  
-----  
-----  
-----



AGENCY NAME: \_\_\_\_\_  
 ACCOUNT NUMBER: \_\_\_\_\_

<u>Company Number</u> (1)	<u>19XX-XX Tax Rate Area</u> (2)	<u>19XX-XX Assessment Pol. Number</u> (3)	<u>19XX-XX Lien Amt.</u> (4)	<u>Tax Rate Area . Total</u> (5)	<u>Site Address (if A.)</u> (6)
100	8902	4902-300-801	20.50		210 Tweedy, So. Cal.
100	8902	4905-650-807	18.40		N/A
100	8902	5902-007-817	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.I.
100	8942	3617-214-892	14.92	42.42	N/A

(7) Total Lien Amount Page Total = ...181.32.....

(10) 19XX Lien Item Count Page Total .....

(11) Detch No. ....

PARCEL NUMBER	1984 LIEN AMOUNT	1983 LIEN AMOUNT	SITUS ADDRESS (IF ANY)
4380 018 015		50.00	
4474 024 020		50.00	
5138 005 032		50.00	930 GEORGIA ST
5547 026 006		50.00	
6710 800 009		50.00	
6710 800 011		50.00	
6710 800 047		50.00	
6720 850 059		50.00	
6720 850 060		50.00	
6720 850 170		50.00	
6720 850 185		50.00	
6740 142 037		50.00	
6740 350 026		50.00	
6740 414 800		50.00	
6750 001 001		50.00	37643 BAILEY STREET
6750 001 802		50.00	15455 BLENOANS BLVD
6750 032 185		50.00	15445 COBALT ST SP 185
6750 032 173		50.00	15445 COBALT ST SP 173
6750 032 175		50.00	15445 COBALT ST SP 175

A-27

Attachment D.1.

FOR L309  
DATE AND RETURN THIS REPORT TO THE COUNTY AUDITOR TAX DIVISION BETWEEN JULY 1 AND AUGUST 1  
CONSOLIDATED SEWER-MALSDU

FY 1983-1984

AGENCY LIEN LIST  
ACCOUNT NUMBER 040.04

PREPARED 07 22 83

PAGE

AGENCY PAGE 3

2

3

5

4

IS FOR ROLL YEAR 1984

LIEN GRAND TOTAL FOR ROLL YEAR 1983

REGULAR PARCELS LIEN TOTAL = .....

LIEN TOTAL = 2250.00

PUBLIC UTILITY LIEN TOTAL = .....

ITEM COUNT = 45

GRAND TOTAL = .....

REGULAR PARCELS ITEM COUNT =

PUBLIC UTILITY ITEM COUNT =

GRAND TOTAL =

6

A-28

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 #	TAX	AMOUNT	EXCEPTION LEGEND
9084 309 416		12033	102	23.42	NONMATCH PCL NO
9084 309 427		12033	102	176.60	NONMATCH PCL NO
9087 207 738		12033	102	123.00	NONMATCH PCL NO
9087 207 778		12033	102	58.20	NONMATCH PCL NO
9087 207 781		12033	102	347.54	NONMATCH PCL NO
9087 207 783		12033	102	21.80	NONMATCH PCL NO
9087 207 798		12033	102	44.40	NONMATCH PCL NO
9087 207 809		12033	102	36.80	NONMATCH PCL NO
A-29 9087 208 258		12033	102	102.00	NONMATCH PCL NO
9087 208 264		12033	102	27.00	NONMATCH PCL NO
9087 208 275		12033	102	100.40	NONMATCH PCL NO
9087 209 431		12033	102	244.60	NONMATCH PCL NO
9087 209 433		12033	102	110.00	NONMATCH PCL NO
TAXING AGENCY TOTALS: ITEMS		36	AMOUNT	3,109.86	

LIEN CORRECTION LIST  
(DETAIL)

ISSUING AGENCY NAME \_\_\_\_\_

ACCOUNT NUMBER \_\_\_\_\_

	PARCEL NUMBER	CHANGES TO ORIGINAL LIEN CHARGES		DEBITS OF ORIGINAL LIEN CHARGES	
		FROM (A)	TO (B)	FROM (C)	TO (D)
1					C
2					C
3					C
4					C
5					C
6					C
7					C
8					C
9					C
10					C
11					C
12					C
13					C
14					C
15					C
16					C
17					C
18					C
19					C
20					C
21					C
22					C
23					C
24					C
25					C
PAGE TOTALS		FROM			
		TO			C

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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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	MITSUMI FUDOSAN USE INC AND	611 W. 6 ST.

Assessment Tape Groupings

(A)	(B)	(C)		(D)		(E)		
Dis trict	Direct Assessment Type	Private		SBE Assessed "BOO"		Governmental		
1	Direct Assessment less than or equal to \$99,999.99 (<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	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: # 1 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		— — —		

I-3



**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-emption 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.

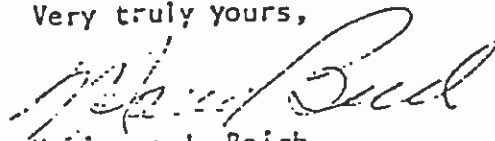
Mr. John A. Dyer  
-Page 2-

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 Hansen



John A. Oyer  
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.



- o On the final tape, sets of parcels may be included on one tape for more than one account number.
- o 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.
- o 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 .
- o 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.
- o 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.
- o Your office will not be able to supply advance payment of funds for those properties with manually-prepared bills.
- o 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

APPENDIX F

<u>FIELD</u>	<u>FIELD NAME</u>	<u>DESCRIPTION</u>
1	BATCHNO	Batch number assigned to each record supplied by the Auditor-Controller.
2	DOCSEQ	Document sequence number, indicates the sequence of a document in a file.
3	DUMMY1	"Dummy field" for entry of additional required data per the Auditor-Controllers specifications.
4	PARCELNO	Primary identification number assigned to each parcel of land, consisting of the complete mapbook, page, and parcel character fields without intervening spaces.
5	PRCLNO_BK	The mapbook number assigned by the Assessor's Office.
6	PRCLNO_PG	The mapbook page number assigned by the Assessor's Office.
7	PRCLNO_PCL	The map parcel number assigned by the Assessor's Office.
8	DUMMY2	"Dummy field" for entry of additional required data per the Auditor-Controllers specifications.
9	FILLER1	A filler field for spacing, no useful information is contained in this field.
10	AGENCYACC	Agency account number assigned by the Auditor-Controller. The account number for the CDB (A1) is 37.02; for the Wilshire-Alvarado District (A2), 37.03. An additional account number, 37.04, is assigned for parcels with direct assessments requiring special handling.
11	FILLER2	A filler field for spacing.
12	BAD_ASSESS	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.
13	FILLER3	A filler field for spacing.
14	DUMMY3	"Dummy field" for additional required data per the Auditor-Controller specifications.
15	FILLER4	A filler field for spacing.
16	DUMMY4	"Dummy field" for additional required data per the Auditor-Controller specifications.
17	CURRYEAR	The last two digits of the current year, e.g. 88.
18	DUMMY5	"Dummy field" for additional required data per the Auditor-Controller specifications.

<u>FIELD</u>	<u>FIELD NAME</u>	<u>DESCRIPTION</u>
19	BAD_DIST	A two digit code indicating the benefit assessment district within which the parcel is located.
20	BAD_ZONE	Not used.
21	TAXAREA	A four digit code indicating the geographical area for which a tax rate pertaining to the parcel is applicable.
22	AGENCYNO	A six digit code identifying the assessee agency of a public-owned parcel.



John A. Dyer  
General Manager

Southern Pacific Trans. Co  
610 Main Street, No. 645  
Los Angeles, California 90014

Dear Property Owner:

You will soon be receiving a Joint Consolidated Tax Bill which contains a direct assessment for the first segment of the San Fernando Valley to Downtown Los Angeles Metro Rail Project. As a result of the Benefit Assessment Program adopted by the SCRTD Board in July, 1985, and authorized under Section 33000 et. seq. of the Public Utilities Code, two Benefit Assessment Districts were established to help fund the first phase of Metro Rail. These are the Central Business District (A1) and the Wilshire-Alvarado District (A2). Your property, identified by Assessor's Mapbook No. 5148-021-803, is located within the boundaries of Benefit Assessment District A1 (Central Business District). This letter provides additional information concerning the two assessment lines identified on your Joint Consolidated Tax Bill by "SCRTD - CBD".

Because of limitations in the County Auditor-Controller's computer system, direct assessments are limited to a maximum size of \$99,999.99. The direct assessment for your property is greater than \$99,999.99, and therefore, is divided into two portions to accommodate these limitations. The Metro Rail direct assessment for your property appears as two lines on your Joint Consolidated Tax Bill, with each line identified as "SCRTD - CBD". One line contains the assessment amount equal to \$99,999.99. The other line contains an assessment amount equal to the total direct assessment for your property less \$99,999.99. The sum of both lines equals the total Metro Rail direct assessment for your property.

A brochure describing policies and formulas used to determine annual direct assessments is being mailed to you under separate cover. If you have any further questions regarding the program you may contact Leo Bevon of the SCRTD Planning Department at 213-972-6120.

Sincerely,

John A. Dyer