

OFFICE OF THE AUDITOR-CONTROLLER

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COUNTY

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Special Assessments

It is that time of year as we prepare for the FY2022-23 tax year. This is a reminder for the placement of special assessments and bonds on the **FY 2022-23** tax roll. If you have contracted this task to your consulting firm/s, please provide this notice to them.

The **cut-off date** for submitting the special assessment information for the FY2022-23 tax roll is **August 10, 2022** (GC 26911). Special assessments and bonds received after this date **will not** be placed on the tax roll. **Please advise your consultant to submit your assessments by the due date.**

Upon receipt of your special assessments, we will validate the data and allow you to make any necessary corrections before transferring them to the roll. Once the special assessment is placed on the roll, cancellations/changes will be accepted from **October 15th until March 31st** of the following year.

New for FY2022-23:

The County is in the process of transitioning to a new property tax system, County Assessment and Taxation System (CATS-Aumentum) to replace our current in-house system, Solano Integrated Property Tax System (SCIPS). The tentative go-live date is scheduled for July/August 2022; therefore, we are requesting **two** files to be included in your submission. One file with the original format and another file with the new CATS-Aumentum format. The new format will accommodate bond and non-bond items in one file.

The first format for **the special assessments should be in the attached format provided by SCIPS.** The second format should be in the attached format for CATS-Aumentum. **Please provide both file formats.**

*****PLEASE ENSURE ALL ITEMS BELOW ARE ADDRESSED*****

When preparing your files, please note the following:

- **You may combine all of your project numbers for your agency in one file for Bonds and one file for Non-Bonds for the SCIPS format or you may combine all of your agency code-project numbers for your agency in one file for the CATS-Aumentum format. If a consulting firm is submitting your charges, please ensure they submit your files for your agency in separate files from other agencies.**
- **Valid parcel numbers** must be used for the special assessments. Please ensure all data are correct before submitting to our office.

- **Do not include** any assessment less than \$10 on the tax roll.
- **Do not include** any property owned by Federal agencies. Federal agencies are exempt from property taxes and special assessments.
- **Do not include** any common area parcels. The Assessor's Office has coded these with a use code of 9100.
- Obtain a **project number** for **new** special assessments (first time on the tax roll). To obtain a project number, contact us at Prop@solanocounty.com (new email address).

When submitting your files please provide the following:

- The name and telephone number of the individual who will respond to taxpayer queries regarding this levy. **This information is required and is placed on the tax bill.** Without it, the levy will not be placed on the tax bill. If you contracted a consulting firm to administer this levy, obtain the name and telephone number designated by your contractor to answer questions from the taxpayers.
- **A copy of the Board Resolution.**
- **A brief narrative** (in MS Word format) for all new special assessments (first time on the tax roll) describing the nature of the special assessment which should include what, how, where, and why.
- Let us know if any of the project numbers listed above will **not have charges for FY 2022-23, or in the future.**

Please send your data as an attachment to your email to:

Prop@solanocounty.com (new email address)

Please contact David Gustafson at (707) 784-6259 for any questions relating to the SCIPS format, or Rosemary Bettencourt at (707) 784-6413 for any other questions regarding special assessments.

Very truly yours,

Phyllis S. Taynton, CPA
Auditor-Controller