

JURISDICTIONAL CHANGES  
AND THE  
ASSESSOR'S REPORT

JANUARY 2005



MAPPING AND PROPERTY IDENTIFICATION  
OFFICE OF THE ASSESSOR  
COUNTY OF SANTA CLARA

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## FOREWORD

The manual, *Jurisdictional Changes and the Assessor's Report*, describes both specific and general principles and procedures used in the processing of a boundary change. It is specifically written for the Mapping and Property Identification staff of the Santa Clara County Assessor's Office.

Important topics covered include an overview of the boundary change process, the Assessor's Report, and the Tax-Rate Area system. Appendixes address several other aspects of a *Jurisdictional Change*. The manual also contains a glossary and exhibits.

This manual is provided by the Assessment Services department of the Assessor's Office as an informational and training resource for members of the Property Identification and Mapping staff, and is intended to advance efficiency and accuracy. While regulations adopted by the State Board of Equalization are binding, this manual is advisory only.

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January 2005

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# CHAPTER 1: TAX-RATE AREA SYSTEM<sup>1</sup>

## GENERAL

A tax-rate area is a specific area of land within which there is a unique combination of tax levies yielding a given composite tax rate. Each tax-rate area is assigned a number. The numerical designation is based on a six-digit numbering system. The first three digits refer to primary areas, and the last three digits identify secondary areas. The cities and school districts are the primary areas. The cities within a county were originally listed alphabetically and numbered from 1 to 50. A city which was subsequently incorporated was assigned the next higher number. Elementary school districts outside of cities were listed alphabetically and similarly numbered from 51 on. When the number of cities in Los Angeles exceeded 49, an additional digit was allowed for the primary districts and the new cities were given numbers beginning with 200.

The secondary areas are comprised of all other special districts, i.e., high school, community college, fire protection, water, drainage, etc. Since the boundaries of special districts do not necessarily conform to those of primary districts, they create subdivisions within a primary area which are numbered 001, 002, 003, etc.<sup>2</sup>

## TAX-RATE AREA MAPS

The specific areas of land, together with their numerical designation, are depicted upon a set of maps. The maps are both comprehensive in nature to portray the large tax-rate areas and detailed in scale to depict the tax-rate areas in regions of dense development.

The boundaries of the primary areas are symbolized by heavy solid lines having open circles for city limits and solid dots for school districts. The boundaries of the special districts are denoted by dot-and-dash lines (See Figure 1, pp. 2). (See also Third Phase, Chapter 3)

## TAX-RATE AREA LIST

The unique combination of tax levies is determined by the use of a list<sup>3</sup> of the taxing districts having jurisdiction to tax in each distinct area of a county. The tax-rate area numbers are listed in a column along the left side of the chart with the first 3 digits the primary numbers, and the next 3 digits the secondary numbers all in the first column and the district code in the second column. In the first row, to the right of the district code number is the name of the city or school district to which that number has been assigned. Following in the 3<sup>rd</sup> column, are listed the various districts that are included in that tax-rate area.

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<sup>1</sup> Assessor's Handbook Section 215

<sup>2</sup> Los Angeles County is an exception; it maintains its own numbering system, which does not wholly differentiate cities from other districts.

<sup>3</sup> See exhibit E



## CHAPTER 2: JURISDICTIONAL CHANGES<sup>4</sup>

### INTRODUCTION

A *jurisdictional change* occurs when a taxing entity's boundaries change. A taxing entity usually initiates the process through the *Local Agency Formation Commission (LAFCO)*, as discussed below, and the change is also submitted to the *State Board of Equalization (SBE)*. The *SBE* maintains an official list of tax entities within a geographical area known as a *Tax Rate Area (TRA)*.

A *Tax Rate Area*<sup>5</sup> (*TRA*) is a geographical area comprised of a unique combination of taxing agencies and debt service funds. Each *TRA* has a set of factors equaling one hundred percent (100%) which are used to allocate *TRA* incremental increase or decrease from growth in the levy. These factors generally do not change without a negotiated agreement initiated by *LAFCO* and the affected *jurisdictions* by mandated legislative *tax shifts* or *TRA consolidations*. For those counties that re-compute their *TRA* allocation factors annually, any changes from one year to the next are usually insignificant.

### MAIN TOPIC

The *Cortese-Knox Act* of 1985 established a *LAFCO* in each county, with a basic purpose and authority to control city *annexations* and *incorporations*, the proliferation of special districts and also to define and control the *spheres of influence* of local districts. Among the purposes of *LAFCO* is the discouragement of urban sprawl and the encouragement of the orderly formation and development of local agencies. With some exceptions, all *annexations*, *detachments*, *city incorporations*, and *formations* and *dissolution* of special districts are considered by *LAFCO*. If approved by *LAFCO*, the resulting resolutions and approved actions are filed with the *SBE* in accordance with Government Code §54000 et seq. on or before December 1st in order to be effective on July 1st of the ensuing tax year.

Jurisdictional changes fall into two classifications:

1. Jurisdictional changes which **are** processed through *LAFCO* and submitted to the *SBE*. These changes will normally involve a transfer of tax dollars and/or *TRA allocation factors*. A copy of the governing board's action must be submitted to the Auditor<sup>6</sup>, Assessor, *LAFCO* and *SBE*.

- Annexation
- Detachment
- City incorporation
- Dissolution of district, consolidation, merger
- Formation of new district
- Reorganization

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<sup>4</sup> R&T Code §99

<sup>5</sup> See Chapter 1

<sup>6</sup> In our county, the Auditor is the Controller.

2. Jurisdictional changes that **are not** processed through **LAFCO** but are submitted to the **SBE**. These changes generally do not involve a transfer of tax dollars or **TRA** allocation factors. A copy of the governing board's action must be submitted to the Auditor, Assessor and **SBE**.

School boundary change/**Unification**

Creation of **redevelopment project**

City subsidiary district formations and jurisdictional changes

County service area zone formations for area already within a CSA's boundaries.

**NOTE:** There are certain districts whose boundaries are not mapped or controlled by **LAFCO**, the Assessor or the **SBE** and do not affect the **tax structure**. These districts are as follows:

1915 & 1911 Act Improvement Districts (Streets & Highway Code §85 et. seq.)

1972 Landscape and Lighting Act Districts (Streets & Highway Code §22500 et. seq.)

**Mello-Roos Districts** (Government Code §55311 et. seq.)

Miscellaneous Districts that levy per parcel charges in order to provide services such as sanitation, weed abatement, street maintenance, water availability, etc.

## METHODOLOGY

A jurisdictional change can initiate a negotiated exchange of property taxes between affected agencies. **LAFCO** requests information from the Assessor and/or Auditor pursuant to Revenue & Taxation Code §99. This request includes a list of parcels with corresponding assessed values (both secured and unsecured) and other relevant documentation. It is then the Auditor's responsibility to calculate estimated tax revenues available for negotiation between affected agencies. The Auditor should provide a "Statement of TRA Assignment" to **LAFCO** for submission to the **SBE** once negotiations are completed and a resolution or ordinance containing the negotiated terms is adopted. Upon acceptance by the **SBE**, the Auditor will receive a **Tax Rate Area Change Notice**<sup>7</sup> specifying the effective year and required **TRA**/district changes.

For most counties, the **SBE** has a list (known as the "**Yellow Sheet**"<sup>8</sup>) of specific actions that must be included in **LAFCO**'s resolution. The **SBE** will provide a copy of the Yellow Sheet upon request. Examples of items that might be on the Yellow Sheet are:

1. An area being annexed to a city, which has its own fire department, should be detached from the district which previously provided fire protection.
2. A special district may have boundaries that are contiguous with the city limits; therefore, any annexation to the city would automatically be annexed to the district.
3. The county road fund may be specifically excluded from all cities in the county.

The steps in the jurisdictional change process are as follows:

1. District, property owner, or registered voter files application for change.
2. **LAFCO** provides notice of filing to the Assessor and Auditor.

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<sup>7</sup> Exhibit A

<sup>8</sup> Appendix A

3. Within 30 days of notice of filing, the Assessor provides the Auditor with a report<sup>9</sup> identifying *TRAs* and their corresponding values of territory subject to jurisdictional change.
4. Within 45 days of notice of filing, the Auditor shall:
  - a. Estimate the amount of property tax revenue generated within the area involving the jurisdictional change by multiplying the assessed value by one percent.
  - b. Estimate what portion of the property tax revenue is attributable to each affected local agency from subject territory (multiply amount from “4a” times the *TRA* allocation factor of each jurisdiction). For those counties with *ERAF* at a jurisdictional level, the amount and allocation factor available for negotiation must be adjusted for *ERAF*.
  - c. Assign, if appropriate, the tax rate area for the affected area.
  - d. Provide above data to *LAFCO* and affected agencies.
5. For newly incorporated city or the formation of a new district the calculation for base tax is governed by Govt. Code §56842.
6. Agencies have 60 days from date of receipt of notice from the Auditor to negotiate a *tax exchange*. The *negotiated agreements* must be adopted by resolution by each affected agency. If the affected agencies fail to adopt a negotiated agreement, *LAFCO* will refer to the appropriate guidelines provided in R&T Code §99. Counties have various procedures for negotiations. Counties, cities and special districts may negotiate standing master agreements in order to avoid negotiations with each annexation. Some counties base their negotiations on the exchange of base revenue; others may negotiate only on future increment by restricting the negotiations to the *TRA* allocation factors used to distribute the future growth.
7. *LAFCO* notifies Auditor of completion of jurisdictional change.
8. The Auditor’s job is finished until the *Tax Rate Area Change Notice* is received from the *SBE*.

Listed below are the documents that the Auditor should have for all completed actions.

- Notice of filing
- Report of County Assessor
- Notification by Auditor (Controller) of estimated revenue and allocated share of 1%
- Assignment of *TRA* to *SBE* through *LAFCO*
- Resolution providing negotiated exchange agreement
- Statement regarding treatment of existing debt
- Maps and legal description of affected area
- Certificate of Completion
- Tax Rate Area Change Notice* from *SBE*.

9. Auditor makes appropriate adjustments per negotiated agreement as explained below in the tax structure section.

## TAX STRUCTURE

Each County maintains a tax structure master file that identifies, for each tax rate area, the following: the funds, the agencies, the *TRA* allocation factors and the tax amounts to be used in the calculation of the *AB8 allocation*.

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<sup>9</sup> Exhibit B

Counties update their master file at different times of the year. Some update as soon as the *Tax Rate Area Change Notice's* are received. Others wait until the *Tax Rate Area Code Chart* (formerly known as the Blue Line) is received from the *SBE*. Some adjust the tax structure and make adjustments to revenue and *TRA allocation factors* later. Regardless of the sequence, the following procedures take place:

For each change that creates a new *TRA*, the old *TRA* is used as a model to create the new *TRA*. Jurisdictions will be added or deleted if they are affected by boundary changes. The base dollars and/or *TRA* allocation factors will be adjusted for affected jurisdictions according to negotiated agreements.

## STATE BOARD OF EQUALIZATION

The State Board of Equalization is an independently elected five-member board which is part of the Executive Branch of the California State Government. The Board is also responsible for review, equalization, and adjustment of assessments of properties owned by local governments that are located outside their boundaries and assessed pursuant to article XIII, section 11.

The Legislature has charged the State Board of Equalization with regulatory authority over county assessors in the assessment of property, and over county boards of equalization when equalizing the value of property.<sup>10</sup>

The Board performs its duties to local governments through (1) the adoption of Property Tax Rules; (2) issuance of *Assessors' Handbooks* on appraisal; (3) issuance of legal opinions to county assessors, county appeals boards, and property taxpayers; (4) issuance of county assessment compliance and topic audits; and (5) providing training and educational materials to assessors, county appeals boards, and interested members of the public.

Section 15606 of the Government Code requires, in part, that the State Board of Equalization shall:

- ... (c) Prescribe rules and regulations to govern local boards of equalization when equalizing, and assessors when assessing, including uniform procedures for the consideration and adoption of written findings of fact by local boards of equalization as required by Section 1611.5 of the Revenue and Taxation Code.
- (d) Prescribe and enforce the use of all forms for the assessment of property for taxation, including forms to be used for the application for reduction in assessment...
- (g) Prescribe rules and regulations to govern local boards of equalization when equalizing and assessors when assessing with respect to the assessment and equalization of possessory interests.
- (h) Bring an action in a court of competent jurisdiction to compel an assessor or any city or county tax official to comply with any provision of law, or any rule or regulation of the board adopted in accordance with subdivision (c), governing the assessment or taxation of property....

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<sup>10</sup> Government Code section 15606.

When problems common to all assessors or appeals boards are of such a nature that equity or law requires uniformity, the State Board of Equalization adopts regulations, known as Property Tax Rules, which are set forth in the California Code of Regulations.<sup>11</sup> Property Tax Rules are legally enforceable by the express provisions of section 15606 of the Government Code. The State Board of Equalization may also bring a legal action on its own behalf to compel a county assessor or any city or county tax official to comply with any provisions of law or any validly adopted Property Tax Rule or regulation.

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<sup>11</sup> Title 18, Public Revenues, Property Tax Rules 301 through 326.

# CHAPTER 3: PROCESSING THE ASSESSOR'S REPORT

## FUNCTION AND PURPOSE OF ASSESSOR'S REPORT

The Assessor's Report is the document which contains a list of parcels with corresponding assessed values (both secured and unsecured) and other relevant information. It is the document that the Controller needs to calculate the estimated tax revenues available for negotiation between the affected agencies. It also contains *TRA* information necessary to *LAFCO* and *SBE*. Property Identification and Mapping staffs are best skilled to determine from the map and legal description of the applicant, the exact area which is changing jurisdiction.

## FIRST PHASE – THE FORM AND SETUP

As discussed in the previous chapter, the first phase in the jurisdictional change process usually begins with LAFCO sending our office a copy of a legal description, a map, and a cover letter requesting the *REPORT OF THE ASSESSOR*. Sometimes the request comes from the District or City. In any case, within 30 days of notice of filing, the Assessor (our department) must provide the *REPORT OF THE ASSESSOR* to the Auditor (Controller), LAFCO, the County Surveyor's office, the Conducting Authority (City or District) and the property owner, or registered voter who filed the application for change.

The first step is to make note of the time you begin because you will create an invoice once you have finished. Now, *Locate* the parcel or parcels described in the legal description and verify it matches the map submitted as well as our own maps and that the description does not cross lines of assessment. Discrepancies in the legal description or the map submitted should be referred back to the conducting authority for correction. Notify the Surveyor's Office of discrepancies. If the property is under W.B. (Williamson Bill Contract):

1. Notify Clerk of the Board (Attn: Helen Salvers).
2. Notify the Real Property Department (Frank Giordano, Ext. 5350).
3. Notify the conducting Authority.

Depending on your findings, (and if you are not waiting for a correction) you may begin filling out the report.

The *REPORT OF THE ASSESSOR* is in blank form as a Word document located in the share files under Log Books/TRA reports. Determine first if you have two, or more than two TRA's. For two use the one which says two and the other (six additional) to list a greater number. Open the form and immediately save it as the title of the project (review previous titles in the share files to maintain continuity). Fill in the first six windows (date, title, type of application., conducting authority, **1-a**, and **1-b**) from information provided in the cover letter and/or legal and/or map<sup>12</sup>. If key information is missing, the application should be corrected by the conducting authority.

Pursuant to filling out the rest of the form, several actions must be performed:

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<sup>12</sup> See Exhibit B

1. Open the 62 screen<sup>13</sup> from AIMS. This screen is used only for finding an Annexation by Name or APN. Here you are checking to see if the title has been used, to avoid a duplicate. If it is a duplicate, consult with the conducting agency for a different title.
2. Open the 61 screen from AIMS and choose “A” (Add) in the function area of the screen and enter your choice. A number will be assigned for this new project.
3. From the cover letter accompanying the map and legal, enter the type of action, title, and agency conducting the action<sup>14</sup>. Do not change the COMPLETED area. It must remain “N” until the project is closed permanently, usually toward the end of the fiscal year.
4. In the “Comments” area, show the area and location, then place a reminder on the second line that the Assessor’s Report is not paid. You’ll change that tickler once fees are paid. Press Enter to update the screen.
5. Now choose “C” (Change) in the function area of the screen and enter the APN numbers if they are single parcels in the “APN” area, left to right, top to bottom, no dashes. If any parcels are consecutively numbered, use the “Range” area to indicate the last in a sequence. For example, APNs 510-28-021 through 510-28-055 would be entered as 51028021 and the Range would be 055. Press Enter to update the page.
  - a. To add more APN’s after a page area is filled, set the function to “A” and set your cursor to the first number of the first APN in that area and press Alt, J.
  - b. A new page will appear. Type in one new APN and press Enter. (First page of APN’S will appear)
  - c. Continue to press F2 until the new page reappears.
  - d. Change Function to “C” Type in more APN’S until APN area is filled then press Enter. Repeat the previous a. – d. for more pages.
6. Now choose “I” (Inquire) in the function area of the screen and press Enter to close and save this project record. Print the screen as this will be the cover sheet for your hard copy files.
7. Open screen 5 (Inquire APN), enter the APN of the parcel, and print the screen. Repeat for each APN.
8. Open screen 49 (Inquire Values), enter the APN of the parcel, and print the screen. Repeat for each APN.
9. Through the Senior Mapper or Mapper Supervisor, have a print made of the relative page from the Assessor’s map book. Also have a blow-up of the project area from the respective SBE detail map on 11 x 17 paper. Be sure to select an area which shows enough information for location purposes.
10. Using a high-lighter, mark or outline the annexation area on both prints. The TRA number on the SBE print should be identical to the one from the screen 5 print you made above. If not, inform your supervisor. It must be corrected before going on.
11. Open the Excel file, *Jurisdictional Changes* located in the share files under Log Books/TRA reports. Enter data for the start date, project number, conducting authority, title of proposal, count, and total parcels.

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<sup>13</sup> Exhibit F

<sup>14</sup> See Abbreviations, Appendix B

The next area of the *REPORT OF THE ASSESSOR* is the value of the assessed parcel or parcels which must be individually compiled from the “Net Tax” row in the **CTR** column of the 49 screen<sup>15</sup>. A sum of all parcels must be presented at **1-c** of the *REPORT OF THE ASSESSOR*.

Next, from your locating of the area to be annexed, you now know if the boundaries of the project area conform to lines of assessment. Mark section **2** accordingly.

Lastly, the TRA number from the screen 5 printing is to be entered in the boxed space under “3. Special Districts”. The group of districts for that number may be obtained from the “TRA list”<sup>16</sup> Excel file located in the share files under Log Books/TRA reports. Copy the three columns which includes the SBE number (District Code) for the district, the district name, and the district category. Paste the grouping under the TRA number you have placed in the fill-in area.

Now that the *REPORT OF THE ASSESSOR* is complete, it must be saved and then converted to PDF to reduce the chance of inadvertent changes.

*Never electronically send this form or copy of, to any other department, agency, or person without first converting it to PDF.*

Fill out the invoice<sup>17</sup> from information you have already gathered. The hourly time is a minimum of one hour, and half-hour increments thereafter. This must be sent immediately to the client or the client must be called (if they have provided you with a phone number) so the fee can be paid. The *REPORT OF THE ASSESSOR* concerning this project may not be released until the fee is paid. The exception is when the conducting agency is LAFCO. For those reports requested by LAFCO, forward the amount to your supervisor so they may submit for reimbursement by LAFCO.

Hold all reports, maps and associated paperwork until the fee is paid (Unless it is a LAFCO conducted Jurisdictional Change in which case distribute all reports to all agencies immediately.). Once the fee is paid, a copy of the report, the map and legal description is bundled and given or sent to the client. A PDF copy (of the *REPORT OF THE ASSESSOR*) may now be sent (Via e-mail) to LAFCO, and the County Surveyor. The County Controller, County Finance, and the conducting authority receive the same with the values sheet attached, if any.

You may now file under “TRA Projects - Open” your hard copies stapled together in this order:

1. Copy of screen 61.
2. Cover letter from conducting Authority.
3. Legal description provided by client.
4. Map provided by client.
5. Copy of screen 5.
6. Copy of screen 49.
7. Copy of *REPORT OF THE ASSESSOR*.
8. Copy of invoice.

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<sup>15</sup> See Exhibit C

<sup>16</sup> See Exhibit E

<sup>17</sup> See Exhibit D

## SECOND PHASE – CHANGES AND PROJECT MAINTENANCE

Once the project is setup, there is little else that occurs other than posting a few bits of additional information as it arrives, such as payment of the invoice, the resolution of a city, or a LAFCO certificate of completion. Update those kinds of information through screen 61. Just bring up the screen, enter the information you wish to add or change, change the function to “C” and press Enter. The complete list of screens you may use are as follows:

### AIMS SCREEN 05 – APN INQUIRY

Use this screen as part of the locating task, which verifies the owner, address, and the TRA. Keep a hard copy of the screen with the project file.

### AIMS SCREEN 26 – PARCEL COMMENTS SCREEN

Post the date, your comment (Example - *This parcel is part of a Jurisdictional Change, project #*) and your initials.

### AIMS SCREEN 37 – APN MAINTENANCE

Screen 37 is used by us to change the TRA by parcel. This must not be used without supervisory permission and since this is outside the Jurisdictional Change project, the Controller-Treasurer’s department, the conducting Authority, and our contact in Information Systems must be informed. Keep a hard copy of the change with the project file. Only special circumstances warrant the use of this screen.

### AIMS SCREEN 49 – INQUIRE VALUES

The value of the assessed parcel or parcels must be individually compiled from the “Net Tax” row in the **CTR** column of this screen. Keep a hard copy of the screen with the project file.

### AIMS SCREEN 61 – TRA PROJECT SUMMARY

To setup, view, maintain, or close a Jurisdictional Change project. The title of the project and the conducting agency should be noted in order to locate the corresponding project number in this data base. Two methods to use are:

1. Open screen 62<sup>18</sup> and insert the Title Name, press Enter, pick out the Project that you need by inserting an X (upper case) left of the project and press Enter, this will open up screen 61 with the Project displayed.
2. Open the Excel file, *Jurisdictional Changes* located in the share files under Log Books/TRA reports. Use the “Pending” tab and you may have to sort the data by Title and city. Enter the number directly into a blank 61 screen.

Once the title is entered, never change it and always use the exact title in any correspondence, e-mails or other communications.

Detachments will be stated in the certificate of completion and/or the SBE change notice. Detachments are to be shown in short form like this with the district code first:

**219 - CFP Z1**, (Central fire Protection Zone No. 1)

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<sup>18</sup> Exhibit F

- 223 – SSCFP**, (South Santa Clara Fire Protection)
- 295 – BURBANK SAN**, (Burbank Sanitary)
- 306 – WEST VALLEY SAN**, (West Valley Sanitation)
- 313 – LIGHTING**, (Santa Clara County Lighting)
- 371 – CFP**, (Central fire Protection)
- 377 – LIBRARY BA**, (Area No. 1 Library Benefit Assessment)
- 378 - LIBRARY S**, (Area No. 1 Library Services)

The “*Res/Ordinance*” area is for the conducting agency only. Each City or District approves of the Jurisdictional Change by resolution or ordinance. Sometimes you will receive it directly from the conducting agency and sometimes from LAFCO. LAFCO resolution numbers have their own area, unless LAFCO is the conducting agency. Be sure to update the Excel share file “Jurisdictional Changes” too.

In the comments space always list the area of the project and the location and any other pertinent information.

BOE acknowledgements are entered for example, **05-003** where it titled “SBE Chg No”. Be sure to update the Excel share file “Jurisdictional Changes” too.

Do not enter roll year, completion date, or TRA numbers until you are ready to close the project.

When a Certificate of Completion is recorded by LAFCO, a copy will be forwarded to us. Once you’ve determined the project number and opened screen 61, enter the recorded document number in the space titled “Document”.

#### **AIMS SCREEN 62 – PROJECT INQUIRY**

To be used for finding an Annexation by Name or APN and confirm if it is pending or complete.

#### **AIMS SCREEN 63 – TRA HISTORY**

Adding and deleting TRAs is the primary aim here. There is room to note the project number in the comment area.

## THIRD PHASE - PROCESSING SBE CHANGE NOTICES AND CLOSING THE PROJECT

**Tax Area Services Section (TASS)** transmits changes of jurisdictional boundaries in a CD-ROM which began with the 2005/2006 assessment roll year. The **Tax Rate Area Change Notice (TRACN)** will be sent to the Assessor's Office as an Adobe Acrobat .pdf file. The changed detail maps will be sent as a raster image in the .tif file format. The files must be copied to the respective folder in the share files. The .tif file can be viewed by simply double clicking on the file from Windows Explorer, or by using your favorite graphics / imaging software. If prints are needed, Mappers can open a blank drawing in Autodesk Land Desktop and set the drawing to 500 (H) x 10 (V) scale, 11x17 sheets. The .tif file must be "Inserted" into the area just as if it were a raster image. Set scale at 500 (Almost all details are 1=500 scale). Then use "Window", from the Plot Menu to select the area desired for a print.

A CD-ROM containing the changes for our county will be sent to us on the following dates (or next business day): November 15, January 5 and February 28. If there are any outstanding filings to be processed after February 28, a fourth and final disk will be mailed as soon as they are completed. Each CD will be cumulative in its' content so that the last CD we receive will contain all changes and maps for our county in that respective roll year. Then we will receive another CD of "clean" maps the following August that are effective for that respective roll year. "Clean" means the maps do not contain any BOE change arrows or line-work.

This share file (TRA Detail maps/Current maps) will continue to grow year after year, so that all the changes, in chronological order, can be viewed in one place. We must "FYI" all Mapping and Property Identification staff when we receive new revisions.

### Important Information

1. The change notice is named in the following manner: county number-roll year-file number. Example: a change for Santa Clara County (43) effective for the 2005/06 roll year and the fourth change logged in by TASS will be named **43-05-004.pdf**.
2. You will need to note two items on the change notice. In the box at the upper right corner of the notice, look for the BOE Change Date. At the bottom of the page is the list of map details that were affected by this filing.
3. The maps are named in the following manner: county number map number BOE change date. Example: map #006 that was changed in Fresno county with a BOE change date of August 31, 2004 will be named **10 Map 006 08-31-04.tif** The same map was changed again by a subsequent filing and the map is named **10 Map 006 10-13-04.tif**.
4. In order to identify changes that have been processed since the last CD, load the go to the Windows Explorer. Sort the files by Modified Date and look for those files created after the date of the last CD. Only the latest files need to be copied.
5. The August CD, which is the "clean" CD is to be copied in its entirety, to a separate folder that should be labeled for that roll year. See other roll years in the share file.

Once the relevant CD-ROM's files have been copied to the "current" share file, the following steps are to be taken in this order:

1. Print each *TRACN* for this roll year.
2. In the share file, is an Excel file titled "Jurisdictional Changes", and the pending section must be sorted by BOE file number. This roll year's group is to be moved to the respective year on the tabs along the bottom of the window.
3. Using the list of projects from this year's group, pull the matching document packet from the "TRA Projects - Open" drawer.
4. Match up the packets with their respective *TRACN*.
5. Since the *TRACN* will now become the cover page for the packet, mark the project number just above the BOE File No.
6. Re-locate APN'S (in the event there are changes). If no changes, go to step 7.  
If changes:
  - a. mark new APN'S on the "TRA Project Summary" packet sheet (screen 61), showing progression from old APN to new.
  - b. A memo must be sent (Via e-mail in PDF form) to the conducting authority, the County Controller, and County Finance advising them of the change in APN and the new resultant net value.
7. Through the Senior Mapper or Mapper Supervisor, have a print made of a blow-up of a project from a detail map (if not done so already). Locate the detail map number/s in the lower left hand corner and along the bottom of each *TRACN* page<sup>19</sup>. Zoom in to select an area which will print on 11 x 17 paper that shows enough information for location purposes.
8. Through the Senior Mapper or Mapper Supervisor, have a print made of the relative page from the Assessor's map book (if not done so already). Be sure to select an area which shows enough information for location purposes.
9. Using a high-lighter, mark or outline the annexation area on both prints. The TRA number on the SBE print should be identical to the one from the screen 5 print you made above. If not, inform your supervisor. It must be corrected before going on.
10. The Mapping Supervisor will assign a Mapper to complete the next step which is the changing of the TRA lines on our maps.
11. Insure that the "Action" of screen 61 matches the "Intent of Filing" as indicated on the *TRACN*. Check with LAFCO if it does not.
12. Insure that the list of detachments of screen 61 matches the list on the *TRACN*.
13. Check that you have a resolution or ordinance number entered and a date adopted. You cannot close this project until you do.
14. In the lower left quadrant of the *TRACN* will appear 4 columns which the Existing TRA, the Action, the Resulting TRA and the District Code are listed. The Action explains the change from existing to resulting.

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<sup>19</sup> Exhibit A

**Understanding the Codes for the Action Area of the *Tax Rate Area Change Notice*.**

Ours is a consolidated county, so the following applies to us:

When a TRA number is split (S) it means that only a portion of the entire TRA is affected by the change. The TRA is still used in other locations within the county.

A new (N) or existing (E) TRA number will result from a split TRA.

If a TRA is split into an existing number (S/E), an existing TRA number with an identical district composition will be assigned to the new area.

If a TRA is split into a new number (S/N) it is because the affected area will result in a unique district composition that does not match any existing TRA numbers.

A TRA number will be cancelled (C) when an ENTIRE TRA number is affected by a change AND requires a new primary number. (A primary number is the first three numbers of a TRA number.) This occurs in unincorporated areas when there is a change to Unified or Elementary school district boundaries OR when there is a change to a city boundary.

An Add (A) or Remove (R) occurs when an ENTIRE TRA number is affected by a change, the area results in a unique district composition that does not match any other TRAs, AND the area does not change its primary number.

Adds (A) and Removes (R) are listed on a change notice next to the respective TRA number along with the district code that is being added or removed from that TRA.

Changes to tax rate area numbers [Adds (A) and Removes (R)] in a consolidated county are usually assigned by the County Auditor and they receive the information for changes to district composition independently so that there is no action required from this staff. However, all the other preceding actions must be carefully followed to insure proper transition.

15. Each time a "CD" is received, this step must be repeated. All *TRACN* must be reviewed to collect and list the TRA's which are being Added. Open screen 63<sup>20</sup> and use the "I" function, enter in new TRA. "APN USE" field will default to "Y". Change function to "A" or insert "N" if not being used by APN (for street annexation). Enter any necessary comments such as old TRA and/or the APN associated with this new TRA. If it is a consolidation put (consolidation to "city or agency"). Under "Started" enter the Roll Year and the BOE File NO. (where it says S.B.E. Change No.). Press enter to save.
16. After adding all TRA's on your list, switch to the Menu Screen and pick "R" to request a printed report. Place an "X" next to "DDS624B1" and press enter. The print out will be ready the next day (pick up by water fountain or fax machine). Be sure to note the job number in the lower right corner of the screen. In the event you have any problems or don't receive the report, IS department can find your job by this number. This step must be repeated each time a "CD" is received.

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<sup>20</sup> Exhibit G

17. Back at the 61 Screen, it's best to test the TRA numbers before trying to close a project. Do this by entering the new TRA number that the *TRACN* has indicated, into the area labeled "New TRA". If more than one APN, insert them all and then insert the roll year this will be associated with. Press enter. In the "Old TRA" column should appear the TRA described on the *TRACN* and the 05 screen. If not, some investigating and correction is necessary before this project can be closed.
18. Closing a project must be preceded by a thorough check of all the information on screen with all the information submitted by the various agencies. Because once you close, you cannot reopen a project. When you are satisfied everything is as it should be, enter "Y" in the space between the Started and Completed dates and press enter. All the APNs for this project will now have the new TRA proposed by SBE.
19. After the February 28 CD has been received and you are sure there are no outstanding filings, this next step may be completed. All *TRACN* for this roll year must be reviewed to collect and list the old TRA's which are being deleted. To insure the TRA number you are deleting is not associated with any other APNs, open the latest copy of the *Parcel Control Index* to the TRA in question. All the numbers listed there should be only those APNs which you are about to change. If there are any others, you cannot delete that number without first determining what they should be.
20. Open screen 63<sup>21</sup> and use the "I" function, enter in old TRA. "APN USE" field will default to "Y". Change function to "C". Enter any necessary comments such as new TRA and/or the APN associated with this old TRA. Under "Ended" enter the Roll Year and the BOE File NO. (where it says S.B.E. Change No.). Press enter to save.
21. After deleting all TRA's on your list, switch to the Menu Screen and pick "R" to request a printed report. Place an "X" next to "DDS624B1" and press enter. The print out will be ready the next day (pick up by water fountain or fax machine). Be sure to note the job number in the lower right corner of the screen. In the event you have any problems or don't receive the report, IS department can find your job by this number.
22. Once you have all reports for adding and deleting TRAs, make copies and at the bottom write "RETURN TO (your name) AT ASSESSOR'S OFFICE" make a copy and send original to: DPC now I.S.D. on Berger Drive, (Attn: Mike Nicholson or Juanita Torres) at the Data Processing Center. When the original comes back with a date and initials or Signature on it, then staple all together and file in "TRA Projects – Closed" drawer for that roll year.
23. At the end of the ROLL YEAR (about June 1) request reports updating TRA files for the roll year. Switch to the Menu Screen and pick "R" to request printed reports. Place an "X" next to DDS625A1 (for TRAs added) and press enter. Then select DDS626A1 (for TRAs cancelled) and press enter. Then select DDS627A1 (for TRAs summary) and press enter. The print outs will be ready the next day (pick up by water fountain or fax machine). As always in this part of the menu, be sure to note the job number in the lower right corner of the screen. In the event you have any problems or don't receive the report, IS department can find your job by this number.
24. Make a 2 copies of the new lists, one for the Mapping Supervisor, one for the Controller's Office (Attn: Mu-Hua on second floor #299-2541) and keep original for our files.

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<sup>21</sup> Exhibit G

## CHAPTER 4: SPECIAL CIRCUMSTANCES

### SUFFICIENCY VERIFICATION

When LAFCO is petitioned by one or more landowners for a jurisdictional change, then LAFCO is considered the conducting agency and will request not only an Assessor's Report, but a *SUFFICIENCY VERIFICATION*. The *SUFFICIENCY VERIFICATION* is to verify the owners, the value of their holdings, and if there are a sufficient number to qualify for this petition and therefore this action. LAFCO will send our office a copy of a legal description, and a map. The *SUFFICIENCY VERIFICATION* is in blank form as a Microsoft Word document located in the share files under Log Books/TRA reports. Open the form and immediately save it as the title of the project (review previous titles in the share files to maintain continuity). Fill in the first three windows (date, title, hearing date) from information provided in the cover letter and/or legal and/or map. If key information is missing, call or e-mail LAFCO. In the form:

1. Verify the names on the petition from AIMS screen 49.
2. Enter the sum of all land values from the AIMS screen 49.
3. Enter the sum of all landowners (husband and wife are considered as 2 people).
4. a. 5% of total landowners (if two people petition, then 5% is .1)  
b. 5% of total assessed land value (if total value is \$100,000.00, then 5% is \$5,000)
5. Enter total of landowners and the value their parcels and calculate what percentage the value is of the total area to be annexed.
6. If values of item 5 are less than those item 4, then indicate in the negative.

Send copy to LAFCO and keep one for the file.

Note the time spent on the above report, and forward the amount to your supervisor so they may submit for reimbursement by LAFCO.

### URBAN SERVICE AREA (USA)

An Assessor's Report is not required for an URBAN SERVICE AREA (USA) petition or application. Most USA's have been established. So it's likely you'll only see petitions for amendment to increase or change the boundary. The information should not be entered into the screen 61 data base (It does not change the TRA nor does it affect the values). Maintain a copy in the pending file by city for information only. Occasionally, LAFCO will ask for a copy of the Assessor's Report pertaining to the change. Check with a supervisor for permission and to establish parameters as they can be quite large.

### SCHOOL DISTRICTS

As discussed in chapter 2, Jurisdictional Changes for school districts are not submitted through LAFCO. But since they submitted to SBE, we need to setup a project just like other Jurisdictional Changes so that we can change the TRA for the affected parcels. The process is the same except LAFCO is out of the loop of agencies to inform.

## **REDEVELOPMENT PROJECTS**

Here too, as discussed in chapter 2, Jurisdictional Changes for redevelopment are not submitted through LAFCO. But since they are submitted to SBE, we need to setup a project just like other Jurisdictional Changes so that we can change the TRA for the affected parcels. The process is the same except LAFCO is out of the loop of agencies to inform. Here, you must seek the help of a supervisor and maybe an appraiser to get the values needed









## Exhibit E

TRA	D_CODE	DISTRICT NAME	DISTRICT CATEGORY	DIST. TYPE
017060	021	SAN JOSE	CITY	01
017060	105	OAK GROVE	ELEM. SCHOOL	02
017060	134	EAST SIDE UNION	HIGH SCHOOL	03
017060	201	SAN JOSE	COMM. COLLEGE	05
017060	215	BAY AREA JT(1,7,21,28,38,41,43,48,49,57)	AIR QUALITY MGMT.	14
017060	278	SAN JOSE-EDENVALE	REDEVELOPMENT	57
017060	322	SANTA CLARA VALLEY	COUNTY WATER	72
017060	326	SANTA CLARA VALLEY ZONE C-1	COUNTY WATER	72
017060	335	SANTA CLARA COUNTY IMPORTATION	WATER-MISC.	77
017060	376	SANTA CLARA VALLEY-ZONE W-4	COUNTY WATER	72
017061	021	SAN JOSE	CITY	01
017061	105	OAK GROVE	ELEM. SCHOOL	02
017061	134	EAST SIDE UNION	HIGH SCHOOL	03
017061	201	SAN JOSE	COMM. COLLEGE	05
017061	215	BAY AREA JT(1,7,21,28,38,41,43,48,49,57)	AIR QUALITY MGMT.	14
017061	278	SAN JOSE-EDENVALE	REDEVELOPMENT	57
017061	322	SANTA CLARA VALLEY	COUNTY WATER	72
017061	327	SANTA CLARA VALLEY ZONE E-1	COUNTY WATER	72
017061	335	SANTA CLARA COUNTY IMPORTATION	WATER-MISC.	77
017061	376	SANTA CLARA VALLEY-ZONE W-4	COUNTY WATER	72
017062	021	SAN JOSE	CITY	01
017062	105	OAK GROVE	ELEM. SCHOOL	02
017062	134	EAST SIDE UNION	HIGH SCHOOL	03
017062	201	SAN JOSE	COMM. COLLEGE	05
017062	215	BAY AREA JT(1,7,21,28,38,41,43,48,49,57)	AIR QUALITY MGMT.	14
017062	279	SAN JOSE-EDENVALE-'84 ANX.	REDEVELOPMENT	57
017062	322	SANTA CLARA VALLEY	COUNTY WATER	72
017062	327	SANTA CLARA VALLEY ZONE E-1	COUNTY WATER	72
017062	335	SANTA CLARA COUNTY IMPORTATION	WATER-MISC.	77
017062	376	SANTA CLARA VALLEY-ZONE W-4	COUNTY WATER	72
017063	021	SAN JOSE	CITY	01
017063	105	OAK GROVE	ELEM. SCHOOL	02
017063	134	EAST SIDE UNION	HIGH SCHOOL	03
017063	201	SAN JOSE	COMM. COLLEGE	05
017063	215	BAY AREA JT(1,7,21,28,38,41,43,48,49,57)	AIR QUALITY MGMT.	14
017063	322	SANTA CLARA VALLEY	COUNTY WATER	72
017063	326	SANTA CLARA VALLEY ZONE C-1	COUNTY WATER	72
017063	335	SANTA CLARA COUNTY IMPORTATION	WATER-MISC.	77
017063	376	SANTA CLARA VALLEY-ZONE W-4	COUNTY WATER	72





**APPENDIX A: SBE “YELLOW SHEET”**

**SANTA CLARA COUNTY  
SPECIAL INSTRUCTIONS**

County Service Area:

County Service Areas are automatically excluded from annexations to cities.

Exception - CSA No. 377 and 378 are carried over with **ALL** annexations to:

Gilroy	Campbell	Los Altos	Milpitas
Morgan Hill	Cupertino	Los Altos Hills	Saratoga
Monte Sereno			

FIRE:

Territory annexed to these cities should always be detached from Santa Clara County Fire Protection District:

Campbell	Gilroy	Los Altos	Los Altos Hills
Milpitas	Morgan Hill	Mountain View	Palo Alto
San Jose	Santa Clara	Sunnyvale	

In addition, one-half of the City of Saratoga lies within the boundary of Santa Clara County Fire Protection District, while the other one-half is within the Saratoga Fire Protection District. This leaves the following three cities, which should be considered to lie wholly within the Santa Clara Co. Fire Protection District until further notice.

Cupertino	Los Gatos	Monte Sereno	(See Ch.98-032)
* * * * *			

SPECIAL NOTE:

Do not create any school or city segregations without auditor' approval.  
(See Ch. 98-033)

**Unofficial Rules:**

Library is detached from annexations to:

Los Gatos	Mountain View	Palo Alto	Santa Clara
Sunnyvale	San Jose		

West Valley San is detached from annexations to:

Cupertino	Los Altos Hills	Los Altos	Mountain View
Palo Alto	San Jose	Santa Clara	Sunnyvale

Should not even be in parent TRAs in East and South County.

## **APPENDIX B: ABBREVIATIONS**

### **SCREEN 61 – PROJECT ACTION**

ANN = ANNEXATION TO DISTRICT  
AND = ANX/DETACH TO CITY  
TAS = TASS ACTION  
INC = CITY INCORPORATION  
COD = CONSOLIDATION OF DISTRICT  
COT = CONSOLIDATION OF TRA  
DET = DETACHMENT FROM DISTRICT  
DIS = DISSOLUTION OF DISTRICT  
FOR = FORMATION OF DISTRICT  
RED = REDEVELOPMENT  
REO = REORGANIZATION  
SCH = SCHOOL DISTRICT CHANGE  
OTH = OTHER, SEE COMMENTS

### **SCREEN 61 – CONDUCTING AGENCY**

CA – CAMPBELL CITY  
CU – CUPERTINO CITY  
GI – GILROY CITY  
LA – LOS ALTOS CITY  
LAH – LOS ALTOS HILLS CITY  
LG – LOS GATOS CITY  
MI – MILPITAS CITY  
MS – MONTE SERENO CITY  
MH – MORGAN HILL CITY  
MV – MOUNTAIN VIEW CITY  
PA – PALO ALTO CITY  
SJ – SAN JOSE CITY  
SC – SANTA CLARA CITY  
SA – SARATOGA CITY  
SU - SUNNYVALE CITY





## GLOSSARY

<b>ERAF</b>	Education Revenue Augmentation Fund; the fund set up per code to deposit the permanently shifted of AB8 property taxes which are subsequently allocated to the non basic aid schools for the state.
<b>LAFCO</b>	Local Agency Formation Commission
<b>PARCEL</b>	Real property assessment unit. Land that is segregated into units by boundary lines for assessment purposes.
<b>SBE</b>	See “State Board of Equalization”, page 6
<b>TASS</b>	Tax Area Services Section, part of State Board of Equalization
<b>TRA</b>	See “Chapter 1, Tax Rate Area System”