



**COUNTY OF RIVERSIDE
OFFICE OF THE
AUDITOR-CONTROLLER**

County Administrative Center
4080 Lemon Street, 11th Floor
P.O. Box 1326
Riverside, CA 92502-1326
(951) 955-3800
Fax (951) 955-3802



Ben J. Benoit
County Auditor-Controller

Tanya S. Harris, DPA, CPA
Assistant Auditor-Controller

TO: All Cities and Special Districts

FROM: Jennifer Baechel, Chief Accountant

DATE: June 1, 2023

SUBJECT: Fixed Charge Processing for the 2023-2024 Fiscal Year

DEADLINE FOR FIXED CHARGE SUBMITTAL IS AUGUST 10, 2023

The following is a guide for placing special assessments and/or fixed charge benefit assessments on the 2023-2024 Secured Property Tax Roll. Assessment information provided by Riverside County may require further research by your office prior to the final placement on the roll. The State does not send the official (TRA) Tax Rate Area/District designation to the County until mid-May. Therefore, any requests handled prior to June 30, 2023, may be subject to change.

Roll information requests need to be made with the Assessor's Property Data Center (Form enclosed on Pages 14). Roll information is useful when placing a large volume of charges (i.e., standby charges) on the roll. This provides your agency with a computer listing of parcels in the TRA's within your agency's jurisdiction. The assessee, situs, value, TRA, tax code and conveyance information will be found on this listing. Property Data Center prices are on the fixed charge request forms.

These services are provided on request and the cost of these services is **in addition** to the cost of applying special assessments to the tax roll.

Please read the attached procedures carefully **before** submitting this year's fixed charges and please contact the Auditor-Controller's Office if you have additional questions.

The Auditor-Controller's Office requires the following to be submitted prior to August 10, 2023.

For more information on process requirements, forms, published reports, and related material, please visit our website at: <https://auditorcontroller.org/property-tax-fixed-chargespecial-assessments>

(Please read carefully, there are some new requirements)

1. Enrollment of charges data to be submitted via Public Access Now Portal. Authorized users only. Public Access Now at: <https://ca-riverside-aco.publicaccessnow.com/>
2. A certified Resolution (Please make sure the Fund Number affected is written in the resolution itself to be properly assigned to the corresponding fund(s). If more than one, place all funds on right hand side of resolution)
3. A Cover Letter with a summary statement of the total number of assessments and the total charge by Fund (District) to be added to the roll. Summary statement should include:

Fund Number (District Number):	68-XXXX
Total Assessments:	XX,XXX
Total Charges:	\$ X,XXX.XX
4. Original Proposition 218 Compliance Letter (Form enclosed on Page 12) must be mailed to our office with original signature.
5. Funds (Districts) which are 1915 Act assessments: (List all Fund/District numbers).
6. All required documentation (Prop 218, Resolutions, Cover Letter, Authorized Signers) to be uploaded through our new FTP Portal (<https://ftp.co.riverside.ca.us/login>).
Username: [ACO-Agency](#) Password: [PropTax11](#)

Any packet received without the above requirements **will not** be processed. This applies to new enrollments and enrollments added as corrections after deadline.

If your data is to be sent by a consulting firm, please make sure you forward your information to the Auditor-Controller's Office, Property Tax Division so we have it on file when your data arrives.

A sample signature is needed from the person(s) authorized to request corrections and adjustments to these charges during the year (Form enclosed on Page 11.)

Enclosed is a detailed procedure for applying the special assessments and/or fixed charge benefit assessments to the roll. The Auditor-Controller's fees are pending board approval. Should you have any questions, the following staff will be available for your convenience.

Assessor's Office – Property Data Center
Property Bulk Data Sales Team
(951) 486-7452
PDS@asrclkrec.com

Auditor-Controller – Property Tax Division
Frank Partida
(951) 955-3867
Ptax_RCFixedCharges@rivco.org