



ERIC H. WOOLERY, CPA
AUDITOR-CONTROLLER



June 12, 2017

TO: Cities and Special Districts
ATTENTION: Finance Directors/Managers
SUBJECT: 2017-18 Direct Charges/Special Assessments

This is our annual request for information for adding direct charges/special assessments to the Secured Property Tax Roll for 2017-18.

The attached instructions outline the procedures to be followed and the required format of the direct charge/special assessment data. If your city/special district contracts with a private consultant for preparation of this data, please ensure that your contractor receives a copy of this package.

If you are a city/special district placing a direct charge/special assessment on the property tax roll for the first time, an agreement is required and must be signed and submitted along with the required governing body authorization.

This letter, instructions, and attachments will be available on the Auditor-Controller's Property Tax Accounting website. Here is the link:

<http://acdcweb01.ocgov.com/acInternet/WhatWeDo/DirectChargeSpecialAssessmentDocuments.aspx>.

If you have any questions, please contact Todd Arnold at (714)834-2609 todd.arnold@ac.ocgov.com, or Frank Davies at (714)834-3015 frank.davies@ac.ocgov.com.

Your timely cooperation is greatly appreciated.

A handwritten signature in blue ink that reads "Eric H. Woolery".

Eric H. Woolery, CPA
Auditor-Controller