

LOS ALAMOS

Assessor's Office

Property Valuation and Maintenance Plan



Kenneth H Milder
Los Alamos County Assessor
January 2022

LOS ALAMOS

Assessor's Office

TABLE OF CONTENTS

PREFACE.....	3
MISSION / GOALS.....	4
PARCEL AND STATISTICAL DATA.....	5
ASSESSMENT PROCESS	6
NM PROPERTY TAX CALENDAR.....	7
INTRODUCTION.....	8-9
APPRAISALS AND THE THREE APPROACHES TO VALUATION	9 - 11
APPRAISAL MODELS AND MASS APPRAISALS.....	12 - 13
REVALUATION PROCESS	14
PUBLIC RELATIONS.....	15 - 17
PERFORMANCE ANALYSIS – RATIO STUDY	18 - 21
VALUATION MAINTENANCE	22 - 27
PLANNING AND ORGANIZATION	28 - 31
SYSTEMS DEVELOPMENT.....	32 - 38
NOTIFICATION AND VALUE DEFENSE	38 - 41
COMPONENTS OF A MASS APPRAISAL SYSTEM	42

APPENDIX

I. LOS ALAMOS EIGHT YEAR STATISTICAL SUMMARIES.....	B - E
II. RANKING OF COUNTIES BY NET VALUATION	F
III. COUNTIES TAX RATES COMPARISONS	G-H
IV. COUNTIES IMPOSED RATES.....	I
V. MUNICIPALITIES IMPOSED RATES.....	J-L
VI. COUNTY PROPERTY VALUATION FUND	M
VII. DEPARTMENT OF FINANCE AND ADMISTRATION MEMOS	N-O
VIII. TAXPAYER'S PROPERTY PROFILE EXAMPLE.....	P-Q
IX. PUBLIC RELATIONS PROGRAMS	R-S
X. 2021 LOS ALAMOS COUNTY ASSESSOR'S EVALUATION	

LOS ALAMOS

Assessor's Office

PREFACE

This Property Valuation and Maintenance Plan is prepared in accordance with 7-36-16 (E) and 7-38-38.1 (D) NMSA 1978 to aid the County Council in determining whether the Los Alamos County Assessor is operating an efficient program of property valuation maintenance. The County Assessor shall submit a report annually setting forth new improvement values added to the valuation records due to new construction, additions to buildings, remodels, and any deletion of properties. The report shall contain the relationship of sale prices of property sold to values of property for tax assessment purposes.

The New Mexico Department of Finance and Administration, in accordance with 7-36-16 (D) NMSA 1978, *"...shall not approve the operating budget of any county in which there is not an adequate allocation of funds to the county assessor for the purpose of fulfilling his responsibilities for property valuation maintenance under this section. If the department of finance and administration questions the adequacy of any allocation of funds for this purpose, it shall consult with the department, the board of county commissioners and the county assessor in making its determination of adequacy."*

The County Assessor and County Council acknowledges that the implementation of the Property Valuation Plan is a joint responsibility. The success or failure of this plan is dependent on the cooperation of both parties. Each Council member voting to accept this plan acknowledges reading the plan in its entirety and understands their commitment to its successful completion.

All provisions and requirements regarding property valuation are made pursuant to the New Mexico Constitution and the New Mexico Property Tax Code. In the implementation of this plan, the Los Alamos County Assessor will comply with the standards and code of ethics of the International Association of Assessing Officers and the Uniform Standards of Professional Appraisal Practices.

By a majority vote, the Los Alamos County Council will approve this plan as submitted by the Los Alamos County Assessor. A copy of this approved plan will be submitted to the Taxation and Revenue Department as part of our evaluation process.

LOS ALAMOS

The logo for the Los Alamos County Assessor's Office features the words "LOS ALAMOS" in a large, bold, sans-serif font. The letter "O" in "LOS" is replaced by a blue globe icon with white latitude and longitude lines. The letter "O" in "ALAMOS" is replaced by a red circular icon containing a stylized white leaf or branch. Below the main text, the words "Assessor's Office" are written in a smaller, black, sans-serif font.

Assessor's Office

MISSION

The mission of the Los Alamos County Assessor's Office is to provide excellent public service to taxpayers and multiple taxing entities by providing complete, accurate, and timely assessments of all property subject to taxation in accordance with the Property Tax Code's applicable statutes, orders, regulations and laws, and the tenets of the International Association of Assessing Officers and the Uniform Standards of Professional Appraisal Practice, with a well-managed office and professional staff.

GOALS

The goals of the Los Alamos County Assessor's Office are to:

- Provide for a Property Valuation Maintenance Program that implements the processes utilized in the valuation of property taxation and complies with the Property Tax Code.
- Provide fair, uniform, and equitable assessments on all real and personal property subject to property taxation by utilizing a computer assisted mass appraisal (CAMA) system incorporated with a geographic information system (GIS).
- Meet or exceed the requirements of the New Mexico Property Tax Division and the Property Tax Code for level of assessment and uniformity by constant market analysis.
- Provide current, accurate information to the public as well as other departments and governmental entities upon which they base decisions.
- Conduct educational outreach programs to increase public awareness of assessment process and taxpayer benefits available.
- Provide and maintain a professional, certified, and knowledgeable staff.

PARCEL AND STATISTICAL DATA*

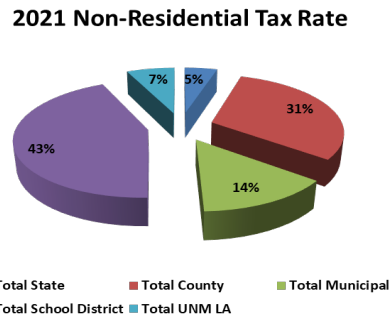
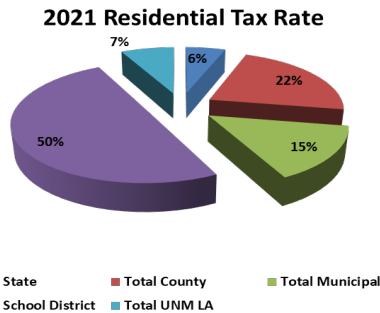
Population (2020 Census est.): 19,369

Land Area (Sq. Mi.): 109

Parcels:	<u>2021</u>	<u>2020</u>	<u>Change</u>
Residential	7,449	7,397	53
Non-Residential	1,041	1012	29
Livestock	150	149	1
<u>Exempt Properties</u>	<u>647</u>	<u>672</u>	<u>-25</u>
Total	9,287	9,230	58

Sales Ratios:	<u>2021</u>	<u>2020</u>	<u>Standard</u>
Mean	97.29%	97.45%	90-110%
Median	97.78%	97.50%	90-110%
Weighted Mean	97.76%	97.73%	90-110%
Standard Deviation	8.01%	8.63%	<20%
Coefficient of Dispersion	6.22%	6.85%	<15%
Coefficient of Variance	8.23%	8.86%	<20%
Price Related Differential	99.50%	99.72%	98-103%

Tax Rates:	Residential			Non-Residential		
	<u>2021</u>	<u>2020</u>	<u>Change</u>	<u>2021</u>	<u>2020</u>	<u>Change</u>
Total State	1.360	1.360	-	1.360	1.360	-
Total County	5.319	5.493	-0.174	8.850	8.792	0.058
Total Municipal	3.577	3.694	-0.117	3.998	3.972	0.026
Total School Dist.	12.002	12.107	-0.105	12.504	12.479	0.025
<u>UNM LA Branch</u>	<u>1.819</u>	<u>1.878</u>	<u>-0.059</u>	<u>2.000</u>	<u>1.987</u>	<u>0.013</u>
Total	24.077	24.532	-0.455	28.712	28.590	0.122

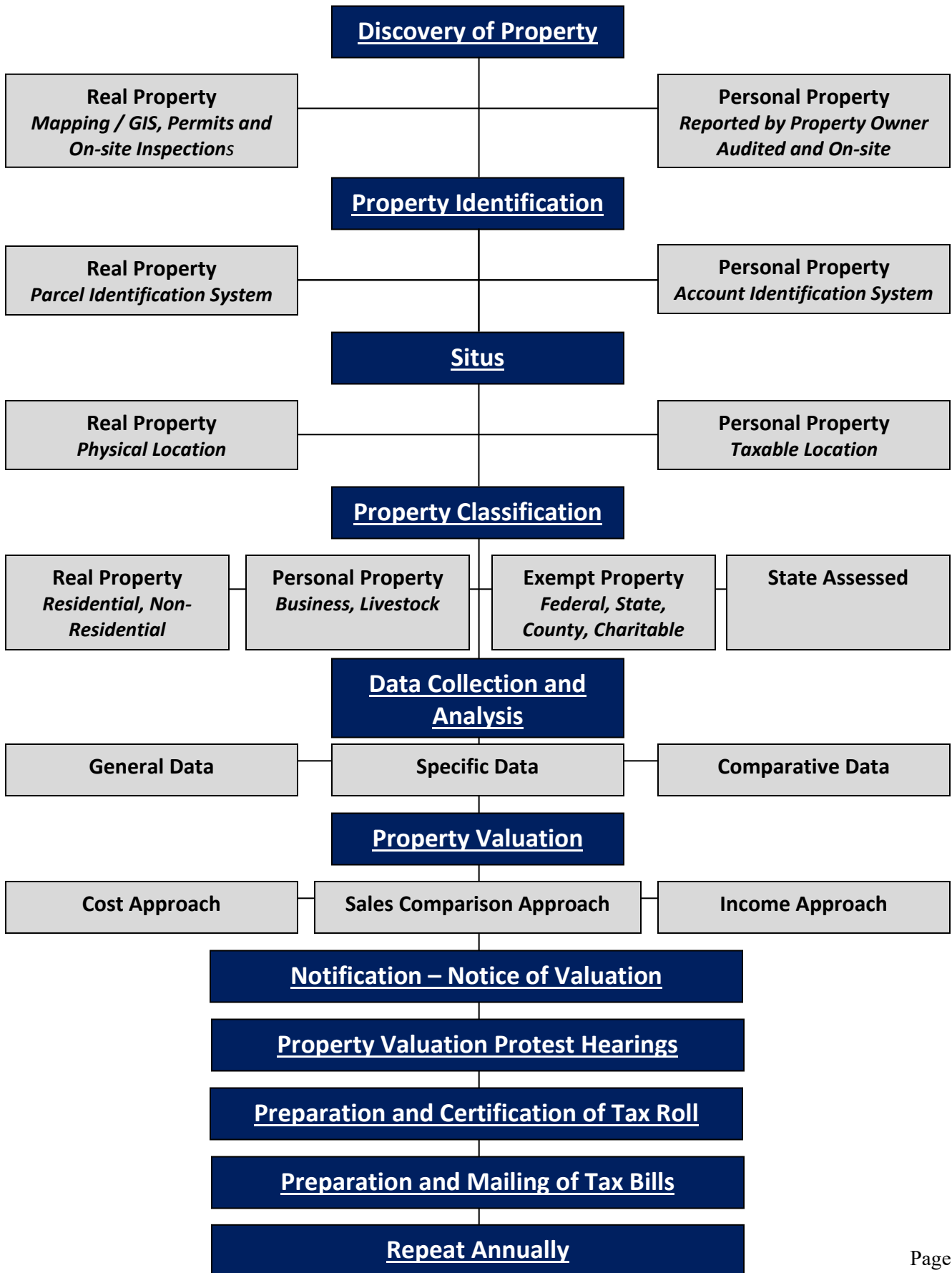


Net Taxable Value:	\$869,720,715	\$830,181,892	\$39,538,823
New Construction:	\$8,045,060	\$5,179,170	\$2,865,890
Property Tax Revenue**:	\$21,707,410	\$20,997,095	\$710,315
FY Assessor Budget Adopted:	\$691,921 <u>FY 22</u>	\$672,974 <u>FY 21</u>	\$18,947
Staff Size: (Excluding Assessor)	6.00 (FTE's)	6.00 (FTE's)	-

*Values and Parcel Counts as of June 2021 Certification

**Actual Tax Revenue as of September 2021 Tax Warrant

PROPERTY ASSESSMENT PROCESS



NM PROPERTY TAX CODE CALENDAR

Date	Subject	Statute
January 1	Valuation Date. January 1st determines the taxable status of all property in the state of New Mexico. If property is destroyed or improved during the year, any resulting increase or decrease will not be reflected until January 1 of the following year.	7-38-7
January 1	Publication of notice of certain provisions relating to reporting property for valuation and claiming exemptions.	7-38-18
February 28	Reporting of property for valuation; penalties for failure to report. Statement of decrease in value of property subject to local valuation. Claiming exemptions; requirements; penalties. By the last day of February, all new improvements, decreases in value, mobile homes, livestock, and claims for any applicable property exempt status must be made. This reporting period begins January 1 and ends thirty days after the mailing of the notices of value.	7-38-8 7-38-13 7-38-17
April 1	County assessor to mail notices of valuation. County assessors shall mail a notice of value to each taxpayer informing them of the net taxable value placed on their property. Failure to receive a notice does not invalidate the value set on the property or property tax based on the value.	7-38-20
30 Days After Mailing of NOV	Claims for Head of Household or Veteran exemptions must be applied for in order for it to be allowed for the current tax year.	7-38-17
30 Days After Mailing of NOV	Option 1: Period for protesting values, denial of exemptions, classification, allocation of taxes to a governmental unit or limitation in value increase as provide by state law. There is no provision under the property tax code to protest taxes (dollar amount).	7-38-21
May 1	Property Tax Division to mail notices of valuation.	7-38-20
June 1	Property Tax Division to allocate and certify valuations to county assessors.	7-38-30
June 15	County assessor to certify net taxable values to the Property Tax Division. After this date, valuation changes become increasing difficult and will generally require a court order	7-38-31
June 30	Property Tax Division to prepare a compilation of net taxable values to be used for budget making and rate setting. The Division compiles all of the values certified by all counties and forwards to the Department and Finance for its use in making budgets and setting tax rates.	7-38-32
September 1	Department of finance and administration to set tax rates. Rates consist of operating rates that finance ongoing operations of government, and debt rates used to finance long-term capital improvements. Governing bodies of imposing entities, for example county council and educational boards, within statutory limits, impose operating rates. Voters approve debt rates.	7-38-33
September	Board of county commissioners to order imposition of the tax. A copy of the written order imposing the tax rates shall be delivered to the county assessor.	7-38-34
October 1	Preparation of property tax schedule by assessor. County assessor prepares the property tax schedule (tax roll) for the county and delivers it to the finance department. This lists for every property its description, owner, address, value for property tax purposes, classification, exemptions allowed, applicable tax rates and tax amount.	7-38-35
October 1	Preparation and mailing of property tax bills. The finance department mails the tax bills based on the values set as of January 1st of this tax year.	7-38-36
November 10	Payment of property taxes; installment due dates; refunds in case of overpayments. First half of taxes are due based on values set January 1 st of this tax year.	7-38-38
60 Days After Taxes are Due	Option 2: Period for protesting values, denial of exemptions, classification, allocation of taxes to a governmental unit or limitation in value increase as provide by state law. There is no provision under the property tax code to protest taxes (dollar amount).	7-38-40
December 10	Unpaid property taxes; imposition of interest. Penalty and interest began to accrue on unpaid portion of first half taxes.	7-38-49
January 9	Claims for refund; civil action. Last day to file a claim for refund on values that were set on Jan. 1 of prior year.	7-38-40
April 10	Payment of property taxes; installment due dates; refunds in case of overpayments. Second half of taxes are due based on values set January 1 st of previous tax year.	7-38-38
May 10	Unpaid property taxes; imposition of interest. Penalty and interest began to accrue on unpaid portion of second half taxes.	7-38-49

INTRODUCTION

This report, as required under section 7-36-16 NMSA 1978, paragraph E and section 7-38-38.1 NMSA 1978, paragraph D, is hereby submitted to aid the Los Alamos County Council in determining whether the County Assessor is operating an efficient program of property valuation and maintenance for budgetary purposes. Also, to comply with the requirements of section 7-36-16 NMSA 1978, subsection D and E, the written report setting forth increases and decreases in value and the sales ratio study is incorporated into this Property Valuation and Maintenance Plan.

Except as limited in section 7-36-21.2 NMSA 1978, the County Assessor shall implement a program of updating assessed property values so that current and correct values of property are maintained. The Los Alamos County Assessor shall have sole responsibility and authority, at the county level, for property valuation and maintenance, in accordance with Chapter 7, articles 35 through 38 NMSA 1978, referred to as the New Mexico Property Tax Code, regulations, orders, rulings and instructions of the New Mexico Taxation and Revenue Department, Property Tax Division.

Limitation on value in section 7-36-21.2 NMSA 1978 refers to residential property that did not have a change of ownership prior to the annual revaluation cycle. These properties shall not be more than one hundred and three percent of its value in the prior tax year. This limitation in value does not apply to:

- A residential property valued for the first time (new construction units);
- Any physical improvements made to the property in the prior tax year or property omitted in a prior tax year;
- A change in ownership (sold / transfers) or change in use or zoning.

Residential property consists of one or more dwellings together with appurtenant structures and the land, which includes single family, multi-family, and manufactured home units. All other property, classified as non-residential, which includes commercial, business personal property, livestock, and vacant land, which includes vacant residential lots, shall be valued at its market value of the prior tax year.

County Assessors are annually evaluated on their operations, functions, and performance to ensure compliance with the Property Tax Code with special emphasis on each County Assessor's valuation activities and the maintenance of current and correct values, (section 7-36-16 NMSA 1978). A copy of the Assessor Evaluation is sent to the county assessor and county council. The current Property Tax Division 2021 Assessor Evaluation is herein attached in the appendix section of this report.

The taxable status of all property is affixed as of January 1st of each tax year. All parcels must be valued as of that date with notification of values mailed out to property owners no later than April 1st of each tax year. Protests of property values, classification, or exempt status must be submitted within thirty days of the mailing of the Notice of Value.

The Property Tax Code requires the valuation of 100% of taxable property each year. All potentially taxable property is valued, including exempt and government owned. In accordance with the International Association of Assessing Officers (IAAO) standards and as required by the New Mexico Property Tax Division, every parcel, regardless of classification, shall be physically inspected at least every six years. Los Alamos is on a five-year inspection cycle. That is 20% of all parcels are physically inspected and appraised on a rotating schedule. The remaining 80% are revalued through our valuation maintenance program using mass appraisal modeling techniques.

The appraisal methods and techniques utilized in valuing properties, for property tax purposes, will be in accordance with the Property Tax Code, IAAO Appraisal Standards and Code of Conduct, and the Uniform Standards of Professional Appraisal Practices, hereafter referred to as USAP.

The County Assessor must annually certify the total county net taxable values to the New Mexico Property Tax Division on or before June 15th for the purpose of setting tax levies by the NM Department of Finance and Administration utilizing the statutory yield control formula.

In addition to valuing properties, the County Assessor is also the custodian of all parcel information for the county. Although the parcel information maintained by the County Assessor is primarily used for property taxation purposes, this information is also utilized and made available to all taxpayers, county departments, and state and federal agencies in a format which is readily available and does not require special customization. Much of the information is conveniently located on our website.

Railroads, communication systems, pipelines, public utilities, airlines, and businesses operating in multiple counties are assessed separately by the New Mexico Taxation and Revenue Department's Property Tax Division.

APPRAISALS

An appraisal is an opinion of value based on a process through which conclusions of property values or property facts are obtained. It is commonly the report setting forth the conclusion of the value estimate.

According to the Property Tax Code, the purpose of appraisals for property tax purposes is to estimate market value. Market value, as defined by the courts, is the highest price estimate in terms of money that a property will bring if exposed for sale in the open market, allowing a reasonable time to find a purchaser who buys with knowledge of all uses to which it is adapted and for which it is capable of being used. It assumes a willing buyer and seller. Market value is not the same as sales price but if the market is reasonably competitive, sales price can be strong evidence of market value. Market values must be time adjusted to the statutory status date of January 1st of the current tax year.

THE THREE APPROACHES TO VALUATION

Appraisal, the act of estimating the value of property, has its roots in economic theory. Modern appraisal theory views market value (probable sale price) as the value determined by the interaction of the forces of supply and demand. Prices determined in actual open market transactions by sellers and buyers can provide sound evidence of the market value of similar property.

The three approaches to estimating market value have been in existence since the early 1900's. All have been refined through the years and variations have been developed for specific appraisal problems. The three approaches to estimating value are sale comparison, cost, and income.

1. Sales Comparison Approach

The sales comparison approach derives a value estimate by comparing the property being appraised (subject property), to similar comparable properties that have recently sold, and then applying appropriate units of comparison to the sales prices of the comparable. Because no two properties are ever exactly alike, systematic methods must be used to adjust the prices of comparable properties for dissimilar features. These adjustments are done by adding or subtracting a dollar amount or percentage. The adjustments are market derived and based on contribution value, not cost. For

example, if the subject property being appraised does not have a garage and a comparable property has a single car garage, a dollar amount must be subtracted from the comparable sale price to make the comparable property similar to the subject property. All property sales are adjusted to January 1st of the current year.

During the last several years, Los Alamos County has experienced a very active real estate market. We have adjusted our valuation models appropriately to reflect accurate market values. Although our calculated market value of real estate has been adjusted, most of the residential *assessments* will not reflect this change on their Notice of Value. This is true with most properties affected by section 7-36-21.2 NMSA 1978, the Valuation Limitation on residential property. We are anticipating that the real estate market will continue to increase, and property assessments will follow, but be limited by the 3% statutory cap. However, a sale that was not on the open market (a private sale for example) may require adjustment.

Terms and conditions of a sale must be analyzed and, if required, adjusted to market-based equivalence. If the adjusted prices of several comparable properties turn out to be similar, the appraiser has good evidence as to the market value of the subject property.

The sales comparison approach is most suitable when there are numerous and frequent sales of similar properties. This approach is widely used in the appraisal of single-family residential properties and vacant land. The reliability of the sales comparison approach rests on the number and quality of available sales. When sufficient and valid sales are available, this approach tends to be the preferred valuation method.

2. Cost Approach

The cost approach estimates the replacement cost new of improvements, less the estimated accrued depreciation plus the market value of land. This approach is sometimes referred to as the summation approach.

Construction cost and depreciation schedules can be developed internally, based on a systematic study of local construction cost, obtained from industry resources such as Marshall & Swift, who specialize in such information. Cost and depreciation schedules are verified for accuracy by applying them to recently constructed improvements of known cost. Construction and depreciation schedules are updated before every revaluation cycle.

One weakness in the cost approach is the estimation of accrued depreciation. This estimate must be based on non-cost data (primarily sales) and can involve considerable subjectivity, which increases as the improvement continues to age.

The cost approach is most reliable for new construction and special purpose properties, where there is little to no sales data, and sometimes in commercial and industrial properties.

3. Income Approach

The income approach requires an appraiser to capitalize net income of a property into an estimate of market value after allowable expenses. Successful application of the income approach requires the collection, maintenance, and careful analysis of income and expense data.

The income approach is the best method to use when dealing with income producing properties. This approach recognizes that potential investors demand property because they anticipate a future income stream.

The most direct method involves the application of gross income multipliers, which express the ratio of market value to gross income. At a more refined level, net income multipliers and the overall capitalization rates, can be developed and applied. These multipliers and rates should always be extracted from actual income and sales price data obtained from properties that have recently been sold. Income multipliers and overall rates provide reliable, consistent, and readily supported valuations when good sales and income data are available.

Table 1 represents the most preferred valuation approach to use for that type of property.

Table 1
Rank of Typical Usefulness of the Three Approaches to Value in the Mass Appraisal of Major Types of Property

<u>Property Type</u>	<u>Cost Approach</u>	<u>Sales Comparison Approach</u>	<u>Income approach</u>
Single-Family Residential	2	1	3
Multi-Family Residential	3	1,2	1,2
Commercial	3	2	1
Industrial	1,2	3	1,2
Non-Agricultural Land	-	1	2
Agricultural*	-	2	1
Special Purpose**	1	2,3	2,3

*Includes Farm, Ranch, and Forest Properties **Includes Institutional, Resort, and Recreational Properties

APPRAISAL MODELS

Appraisal models represent a systematic way of thinking. They are useful because they help state an appraisal problem systematically and identify the data needed to solve it. The development of models by selecting supply and demand factors, for example square feet of living area, is called model specification. Quantifying the coefficients (percentage or price adjustment), for example the dollar amounts the market places on each square foot of living area, is called model calibration. Ongoing careful and extensive market analysis is required for both specification and calibration of a model that estimates values accurately. All three approaches to value (sales comparison, cost, and income) are modeled for mass appraisal.

Mathematical models that once would not have been feasible are now handled easily on computers that process large amounts of data, referred to as Computer Assisted Mass Appraisals (CAMA). This development is important because many properties are appraised, and large quantities of data analyzed as of a given period or date. However, the models must be continually analyzed and calibrated for accuracy to avoid the “garbage in, garbage out” scenario.

All models are rooted in the market. The sales comparison model begins with actual sale prices. That is, prices at which supply and demand have intersected. Open market transactions involving knowledgeable buyers and sellers are good evidence of the value at which similar properties would sell.

Cost models emphasize the supply side of the market. Cost schedules represent the prices at which new buildings with certain specifications would be supplied. If the subject property is new, and similar property is being constructed and sold, as in a new subdivision, it can be safely assumed that there is a demand for the property at a price equal to cost plus profit. The demand side of the market is reflected in land values and in adjustments to the replacement cost of older buildings for physical deterioration and functional and external obsolescence (depreciation).

Income models focus on investor expectations and demand. The appraiser must determine the income to be capitalized and then select an appropriate capitalization rate. This rate reflects a return on and return of the investment. These rates are extracted from sales and market data.

MASS APPRAISAL VS INDEPENDENT APPRAISAL

Mass appraisal is the systematic appraisal of groups of properties as of a given date. The statutory date of value in New Mexico is January 1st. Mass appraisal builds on the same principle as single property appraisal. Mass appraisal techniques, however, emphasize valuation models (expressed as equations, tables, and schedules), standardized practices, and statistical quality control. Single property appraisal is the valuation of a particular property as of a given date. Mass appraisal and single property appraisal differ in their handling of market analysis and quality control, but they have similar valuation steps and are based on the same principles: supply and demand, highest and best use, anticipation, balance, change, competition, contribution, substitution, surplus productivity, and variable proportions.

Mass appraisal involves data collection and maintenance, market analysis, the development of mass appraisal models and tables, quality control, and review of valuation output. Effective mass appraisal requires an adequate budget, staff, and resources.

As mentioned before, quality control is handled differently in single property appraisals and mass appraisals. In a single property appraisal, the reliability of valuations can be judged by the depth of research and analysis or by comparison with sales of comparable properties. In mass appraisal,

statistical methods are used to gauge the accuracy and consistency of valuations. The single property appraiser usually has one client to satisfy, although regulatory agencies do establish standards. Assessors however, must satisfy all taxpayers, supervisory agencies, and taxing bodies that assessments are fair, equitable, and at the statutory assessment level.

The primary function of a mass revaluation system is valuing and maintaining accurate market values for property. As market conditions change, properties must be evaluated and adjusted to reflect current conditions. Four values are maintained in the CAMA system: Market Value, Assessment Value, Taxable Value, and Net Taxable Value. Market Value is the opinion of a property's likely sale price if it was sold on January 1st of the current year. Assessed Value is the market value adjusted by any applicable statutory limitations. Taxable Value is one-third the Assessed Value. Net Taxable Value is the taxable value minus any approved exemptions and is the value used to apply the annual tax levy to compute the property tax bill. All, except the calculated Market Value, appear on the annual Notice of Value. The allowable changes in value for these properties are considered maintenance and not reappraisal.

All properties in New Mexico, regardless of the revaluation or maintenance cycle, are required to be physically inspected every six years pursuant to state law and in accordance with IAAO standards. This is similar to the data collection process in an Independent Appraisal. In Los Alamos County, all properties that may be subject to taxation are valued annually, including government owned and otherwise exempt properties (non-governmental). One-fifth of these properties are physically inspected and reappraised on a five-year cycle. The process and procedure utilized to physically inspect property every six years is explained in the System Development section of this report on page 32.

Performing a reappraisal is a major undertaking for any Assessor and should not be approached or rushed in a casual manner. The fairness and equitability of a property tax system depends on how well it is administered.

Successful implementation of a revaluation and maintenance plan requires all employees to perform their assigned duties in a professional manner, adhering to office policies and following procedural and quality control.

For budgetary purposes, the costs associated with physical inspection and reappraisal are allowable expenses from the Property Valuation Fund. Costs associated with Valuation Maintenance are paid for from the General Fund.

REVALUATION

The following is an overview of the Components required for a revaluation.

Components of Revaluation

1. Public Relations
2. Performance Analysis
3. Reappraisal Decision
4. Analysis of Available Resources
 - Budget
 - Staff
 - Data processing support
 - Maps and GIS
5. Planning and Organization
 - Objectives
 - Work plans
 - Valuation cycles
 - Parcel summary
 - Production
 - Assignment of responsibilities
6. System Development
 - Forms and manuals
 - Data Collection
 - Sources
 - Quality control
 - Data Maintenance
7. Valuation
 - Valuation
 - Testing and refinement
8. Notification and Valuation Defense
 - Notices of value
 - Protest Remedies
 - Informal hearings
 - Formal hearings
9. Rotate to Next Geographical Areas

PUBLIC RELATIONS

In a successful revaluation program, planning and organizational development begins with an effective public relations program. This program is managed through established laws, policies, and procedures. It further recognizes that, in the eyes of the public, perception is reality.

The success of the revaluation program is dependent upon the level of understanding and support given by the general public. It is for this reason the County Assessor's staff will develop a complete and effective public relations program. Informational materials will be prepared for use in conjunction with public notices, handouts, and public appearances. The news media will be kept informed as to program objectives, progress, and accomplishments.

News media are orientated towards immediate coverage of unusual events and are not in the business of providing public service coverage for free. Assessments usually become news only after some unusual event, such as revaluation. To avoid misrepresentation of such events, we will issue press releases to clarify major points of the assessment process. The news media must be kept informed as to program objectives, changes, progress, and accomplishments. Legally required Press releases are the responsibility of the Chief Deputy Assessor. Technical terms will be avoided, and processes will be expressed in layman's terms when issuing press releases.

In a Public Relations Program special consideration is given to:

A. Basic items

- County issued identification card and name tags
- County issued clothing / uniform(s)
- Business cards
- Desk Name Plates
- Unfamiliar / technical terms are carefully explained
- Office policies and guidelines for personal contact with the public is a set procedure utilized by the Assessor's office
- Maintaining a welcoming, professional office

B. Correspondence and forms

- These are usually the public's primary contact with the County Assessor
- Letters and memoranda should be plain and not unduly expensive and use County Assessor templates
- Forms to be filled out should be brief with clear instructions
 1. Explain reason(s) for form
 2. Avoid multi part forms / wrong size envelopes

C. Notice and Informational Brochures

- Notices of Value have statutory information required to be printed
 1. Name and address
 2. Legal description, map code and class
 3. Assessed value and taxable value
 4. Exemptions, protest procedures, and classification applications
- Brochures and forms, need to be kept simple and will be annually reviewed
- Online Presence - website

Recognizing that each taxpayer contact represents a public relations opportunity, employees will be trained in telephone and face-to-face communication etiquette.

In discussing assessment matters, staff will always be courteous and professional. It should be noted that most taxpayers are not familiar with assessment terminology, therefore technical and assessment terminology will be expressed in layman's terms. In discussing assessment matters, the following strategy will be followed:

1. Although we are provided with employee identification items, as previously discussed, it is our policy to identify ourselves by our first name. This policy prevents the "a person in your office, said" pattern.
2. Obtain the name of the person with whom one is conversing and the legal description of the property in question.
3. Allow the person to describe the problem. Actively listen. Summarize the person's question or concern to assure the person that you listened and understand.
4. Obtain and record necessary information. If this information is not immediately available, take steps to obtain it. Do not make excuses, if you do not know, find out or direct inquiry to a supervisor.
5. If the inquiry involves research and the person is on hold on the telephone, provide progress reports. If the research is lengthy, obtain phone number and get back to them.
6. Carefully explain any unfamiliar and or technical terms.
7. Assure the person that the matter will be attended to and corrected if needed. If it appears the matter will not be resolved and the customer becomes extremely argumentative, it is better to end the conversation immediately and report it to your supervisor and/or direct the customer to your supervisor.
8. Always advise the property owners of their rights under the Property Tax Code and assist them in any way possible with the available appeal procedures.
9. Assure taxpayer that our goal is to render a fair, equitable, and correct valuation, not to overvalue the property.

All questions or concerns pertaining to the valuation of property and the functions and responsibilities of the county assessor will be answered and inquires followed through.

Field personnel need to be aware of what they say and do. Their actions and their appearance are representative of the Assessor's office and general County. County issued identification is required on any field inspection. Field personnel will contact the property owner, if available, before beginning any inspection or measuring of any improvements. They will provide property owners with their name, offer a business card, indicate the purpose and duration of the inspection, and provide a representative's name in the assessor's office for verification or to answer any questions or misunderstandings.

The following guideline will be used when doing field inspections:

DO NOT	DO
Inspect a residence when a minor or minors are the only individuals present.	Present identification and business card
Enter a residence when wet and or muddy.	Obtain as much information as possible at the curb site.
Argue with a property owner if they do not grant permission to inspect.	Be neat in dress and appearance. Be professional.
Voluntarily make statements regarding merits or any discrepancies in previous appraisals.	Estimate the value of the improvements with the best information available if the property owner denies inspection.
Be argumentative. Simply thank the property owner for their time and apologize for any inconvenience you may have caused.	Review the property record card in advance of inspection to familiarize yourself with the property you are about reappraise.
Answer question about various matters or programs pertaining to assessments that you do not know the correct answers.	Listen respectfully to comments or valid complaints without prolonged conversation; use tact and patience.
Make references about previous protests or complaints.	Be honest, if you do not know, state it and get back to them. If necessary, refer them to your supervisor.
Discuss or make statements regarding adjoining properties or personalities.	Explain the filing process for appeals or petition of protest.
Attempt to provide a value on the property you are estimating on site.	Listen if conversation is pertinent to appraising; minimize your comments.
Deter anyone from filing an appeal or petition of protest.	Advise the taxpayer of the notification of value process.

If a property owner refuses inspection of the property, the property measurements, characteristics, and attributes will be estimated and valued with the best information available. Section 7-38-2 NMSA 1978 and 7-38-93 NMSA 1978 provides for procedures and penalties for refusal of inspections of property and other reports. Appraisal staff will notify their immediate supervisor and note refusal to inspect on their reports.

This plan is a guide that is constantly undergoing modification to adapt to special circumstances as they arise.

Use of county vehicle(s) are for business use only. Personal business is strictly prohibited. Staff will use their own vehicle for lunch breaks or any other non-business use.

PERFORMANCE ANALYSIS

According to section 7-36-16 D NMSA 1978 of the Property Tax Code, a County must provide adequate funds for the County Assessor to perform their statutory requirements. To assist the County Council in determining the performance of the County Assessor's office, the County Assessor must annually submit this Valuation and Maintenance Plan and report growth factors in the county.

An eight-year Los Alamos County summary appendix fully compares this year's activities with the previous seven years. This summary details the change in each of the major categories of the County Assessor's Office to include valuation and revenue. For the 2021 tax year, the Los Alamos County Assessor's office valuations will have generated just over \$21 million in revenue. This is about a 3.38% increase from 2020. Annual fluctuations in revenue related to valuation is statutorily limited to + 5% [7-37-7.1A & A(4)]. The residential tax rate decreased .445 mills, or -1.85%, to 24.077 mills while the Non-Residential tax rate increased 0.122 mills, or .43%, to 28.712 mills. The overall reduction in the tax rate was due in part to an increase in Net Taxable Value, which is a result of the current active real estate market. Through the Department of Finance and Administration's Yield Control Formula, tax rates are inversely related to value so, when values decrease, tax rates increase, and vice versa.

To ensure compliance with the Property Tax Code and an adequate budget to carry out statutory requirements, the Property Tax Division evaluates the County Assessor annually. A copy of this evaluation can be found in the appendix of this report. According to this evaluation, the Los Alamos County Assessor is in full compliance with the Property Tax Code.

Section 7-36-16 NMSA 1978 requires the County Assessor to determine and maintain current and correct values for 100% of properties. (For residential properties purchased in the prior year, newly constructed property, property which had a zoning or use change, and all non-residential property, current and correct means the property market values of the prior tax year.) In addition to market value, the assessor must also maintain Assessed Value (market value affected by any state law or limitation), taxable value (1/3 of market value), and net taxable value (taxable value less any exemptions). The County Assessor must achieve and maintain the required statutory level of assessment, current and correct values, and uniformity within classes of property. The problem, of course, is that the number of sales are limited, and the Assessor must consequently infer value levels and uniformity measures for all properties on the basis of statistical indicators of sold properties. In other words, how does the Assessor know the degree of performance of his office in regard to statutory compliance and uniformity of assessments? The Assessor must rely on sales ratio studies to gauge performance in determining assessments of all properties.

In measuring an Assessor's performance, the most important gauge is the sales ratio study. This study determines whether values are fair and equitable to the taxpayers and consistent with the Property Tax Code.

For the 2021 tax year, Los Alamos County's level of valuation is 97.29% (mean), which is within IAAO and New Mexico's legal standards. Values are calculated statistically by measurements of central tendency. Three such measures are the median, mean and weighted mean. The median is the middle ratio when arrayed in order of magnitude. The mean of the average ratio is found by summing the ratios and dividing by the number of ratios. The weighted mean is found by dividing the sum of appraised values by the sum of their sales prices. All measures are computed and used in the Los Alamos ratio study.

The second most important objective is the quality of a mass appraisal. This requires measuring the uniformity of the values by classes. There are six measurements of uniformity. The most important ones are the coefficient of dispersion, standard deviation, and the price-related differential. The others are the range, average absolute deviation, and the coefficient of variance.

The coefficient of dispersion (COD) is the most used measure of uniformity in ratio studies. The COD measures the average deviation and appraisal uniformity that is independent of the level of valuation. Low CODs (15% or less) are associated with good appraisal uniformity. Los Alamos County's COD is 6.22%, which is considered exceptional.

The standard deviation indicates whether the uniformity of appraisal is normally distributed. In a normal distribution (bell shaped curve), the sample data would fall as follows:

- Sixty-eight percent (68%) would fall within plus or minus one standard deviation
- Ninety-five percent (95%) would fall within plus or minus two (2) standard deviations
- Ninety-Nine percent (99 %) of the total sample used would fall within plus or minus three standard deviations

Los Alamos County's standard deviation is 8.01, which indicates that the uniformity of appraised value is normally distributed.

Property appraisals sometimes result in unequal tax burdens between high and low value properties in the same property group. Appraisals are considered regressive if high value properties relative to low value properties are under appraised and progressive if high value properties are over appraised. The price related differential (PRD) is a statistic that measures regressivity and progressivity. IAAO standard range for PRDs is between 98% and 103%. Los Alamos has a PRD of 99.50%, which indicates excellent treatment of low and high-end value properties.

Table 2 shows the comparison of the various ratio study results for Los Alamos County versus the IAAO standards.

Table 2
COMPARISON OF STATISTICAL MEASURES
FOR LOS ALAMOS COUNTY

	<u>IAAO STANDARDS</u>	<u>2021 LOS ALAMOS SALES RATIOS</u>
Mean	90%-110%	97.29%
Median	90%-110%	97.78%
Weighted Mean	90%-110%	97.76%
Standard Deviation	2%-20%	8.01%
COD	20% or Less	6.22%
COV	*	8.23%
PRD	98% – 103%	99.50%

**COV<10 is very good, 10-20 is good, 20-30 is acceptable, and COV>30 is not acceptable.*

Analysis of the comparison of statistical measures by categories of Los Alamos County to the IAAO standards indicate fair and uniform treatment of property owners within similar classifications of properties.

Table 3 on the following page is the State of New Mexico ratio studies for the 2021 tax year for all thirty-three counties conducted by the Taxation and Revenue Department, Property Tax Division. Los Alamos is highlighted and the IAAO standards are listed at the bottom of the table.

STATEWIDE SALE RATIO STATISTICAL SUMMARY



State of New Mexico
Taxation & Revenue Department
Property Tax Division

2021 NEW MEXICO SALES RATIO STATISTICAL SUMMARY / AGGREGATE										
County	No. of Sales	Median	Mean	Wtd. Mean	PRD	Std. Dev.	COV	COD		
Bernalillo	11710	95.150%	97.300%	96.740%	1.006%	14.380%	14.780%	11.579%		
Catron	77	100.250%	100.160%	89.530%	1.119%	23.450%	23.410%	19.269%		
Chaves	909	88.810%	82.320%	82.720%	0.995%	23.090%	28.050%	17.476%		
Cibola	598	96.180%	97.170%	69.660%	1.395%	54.380%	55.970%	38.510%		
Colfax	456	95.620%	89.040%	75.860%	1.174%	37.200%	41.780%	28.375%		
Curry	435	102.780%	114.330%	106.880%	1.070%	72.560%	63.460%	46.511%		
De Baca	21	75.880%	71.970%	50.580%	1.423%	54.720%	76.030%	59.423%		
Dona Ana	3150	100.000%	99.620%	99.660%	1.000%	1.280%	1.290%	0.625%		
Eddy	938	98.600%	98.870%	98.770%	1.001%	3.010%	3.040%	1.869%		
Grant	366	100.000%	96.700%	94.900%	1.019%	16.620%	17.190%	10.993%		
Guadalupe*	13	96.530%	91.000%	82.590%	1.102%	23.410%	25.730%	15.809%		
Harding*	11	102.780%	109.550%	102.010%	1.074%	26.790%	24.460%	17.350%		
Hidalgo	33	99.800%	100.210%	103.220%	0.971%	24.750%	24.700%	17.157%		
Lea	779	92.430%	92.590%	92.790%	0.998%	4.410%	4.760%	3.682%		
Lincoln	112	97.700%	99.400%	97.280%	1.022%	15.310%	15.400%	9.693%		
Los Alamos	418	97.780%	97.290%	97.760%	0.995%	8.010%	8.230%	6.216%		
Luna	451	102.480%	110.150%	103.010%	1.069%	27.430%	24.910%	17.503%		
McKinley	244	100.000%	100.000%	100.000%	1.000%	0.000%	0.000%	0.000%		
Mora	59	116.620%	134.590%	95.670%	1.407%	95.250%	70.770%	61.780%		
Otero	1679	96.910%	95.990%	95.430%	1.006%	7.100%	7.400%	5.139%		
Quay	36	98.820%	98.610%	98.560%	1.001%	1.970%	1.990%	1.449%		
Rio Arriba	229	94.930%	93.470%	92.670%	1.009%	7.730%	8.270%	6.303%		
Roosevelt	198	95.700%	95.850%	94.160%	1.018%	14.160%	14.770%	11.493%		
San Juan	1175	97.230%	95.960%	96.080%	0.999%	8.860%	9.230%	6.574%		
San Miguel	214	81.310%	81.100%	77.950%	1.040%	35.240%	43.450%	32.837%		
Sandoval	2612	95.480%	92.870%	92.710%	1.002%	13.220%	14.240%	10.037%		
Santa Fe	3109	94.720%	93.680%	93.120%	1.006%	9.880%	10.550%	7.447%		
Sierra	263	91.570%	90.560%	84.780%	1.068%	24.190%	26.710%	18.912%		
Socorro	47	100.750%	101.160%	100.510%	1.007%	7.720%	7.630%	5.512%		
Taos	321	97.380%	95.030%	94.870%	1.002%	13.080%	13.770%	9.382%		
Torrance	124	100.000%	99.140%	99.410%	0.997%	5.270%	5.310%	2.289%		
Union	27	102.230%	104.040%	102.530%	1.015%	12.460%	11.970%	7.985%		
Valencia	1046	100.000%	100.000%	100.000%	1.000%	0.000%	0.000%	0.000%		
Median	This is a measure of Central Tendency, or an average. In this case, it is the ratio that falls in the middle of a group with an equal number of ratios falling above and below the Median Ratio. IAAO Standards suggest that this figure should be within 10% of the statutory mandated assessment level. Since New Mexico Statutes require values to be at "Current and Correct" or Market Value, the Median Ratio should be									
Mean	Also a measure of central tendency. In this case it is the arithmetic average of all the ratios									
Wtd. Mean	Another measure of central tendency. In this instance, the individual ratios are weighted by the value of the individual properties.									
Std. Dev.	The Standard Deviation measures the dispersion of ratios around the mean ratio.									
PRD	Price Related Differential: A statistic for measuring tax burdens between high and low value properties. IAAO Standards suggest that this number should be between 98 and 103%									
COD	The Coefficient of Dispersion measures the dispersion of ratios around the Median Ratio. IAAO Standards suggest that this figure be below 15%, but in small rural jurisdictions COD's between 15 and 20% may be acceptable									
COV	The Coefficient of Variation is the Standard Deviation expressed as a percentage of the Mean Ratio									
*	Study had less than 20 sales, statistics may not be valid									

VALUATION MAINTENANCE

Reappraisal is imposed by state statutes and administrative rules, known as the Property Tax Code. The reappraisal of residential property under section 7-36-21.2 NMSA, limits the increase of residential property assessments to no more than 103% of the value of the prior tax year plus any contributory value of improvements to the property, except solar energy systems. Although these properties are subject to the valuation limitation, all properties must be valued every year to properly apply the limitation. Residential property sold in the prior tax year, newly constructed residential units, residential properties with a zoning change or change in use, and non-residential property are valued at full market value and are also required to be revalued annually.

The New Mexico Association of Counties has been working with the NM Assessor's Affiliate, Legislators, Realtors, County officials, and numerous other groups with a knowledge of property taxation to draft and introduce a bill that would fix the current fairness and equitability issue associated with 7-36-21 NMSA, currently referred to as "tax lightning". This has been a legislative priority for some time now, however, there has been no clear consensus on a resolution.

The Property Tax Division annually monitors the ratio studies of every county to gauge the level and uniformity of assessed values as stated on the previous Performance Analysis section of this report.

ANALYSIS OF AVAILABLE RESOURCES

Budget

Before defining goals and objectives for the valuation maintenance, the jurisdiction must take stock of available resources such as budget, staff, existing data, maps and GIS capabilities. An assessor's budget is an expression of the political support for accurate and equitable assessments.

Funding for the assessor's office comes from two funds, the general fund and the property valuation fund. The general fund is used for valuation maintenance and daily office operations. The property valuation fund is restricted for support of reappraisal.

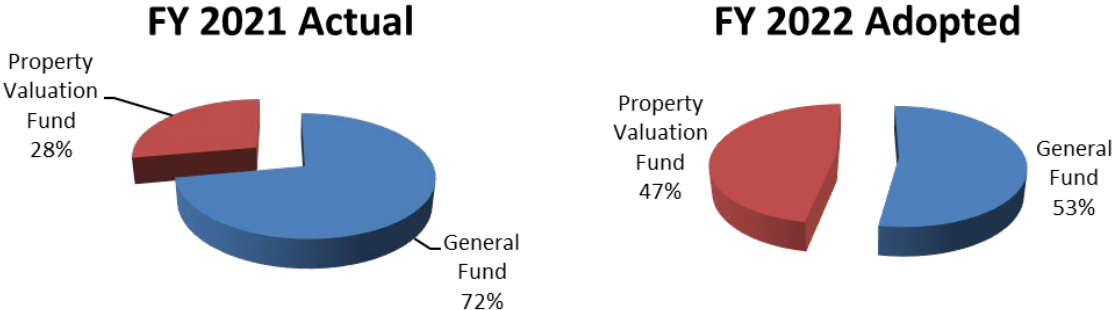
The county property valuation fund, pursuant to section 7-38-38.1 NMSA 1978, requires that the Los Alamos Finance Division collect from all property tax revenue, prior to distribution to recipients, an amount equal to one (1) percent of total property tax entitlements and deposit that amount into the property valuation fund. Recipients in this case means, Incorporated County of Los Alamos, Los Alamos Public Schools, State of New Mexico, UNM Los Alamos, and the New Mexico Livestock board.

Expenditures from this fund shall be made pursuant to the property valuation program presented by the County Assessor and approved by the County Council, and in accordance within the guidelines as set forth by the Department of Finance and Administration (DFA), Local Government Division, for allowable expenditures. The funds remaining at the end of the fiscal year are transferred to the beginning cash balance for the next fiscal year. A copy of 7-38-38.1 NMSA 1978 and guidelines and ruling from the DFA are herein attached as Item VII in the appendix of this report.

The Property Valuation Fund must be prudently managed. Therefore, beginning in FY2021, the fund was included in the County’s general investment pool. In FY2022, the PTVF contributed \$168,587 to assist the Los Alamos County Clerk with training and transitional costs associated with their conversion to Eagle Recorder, a recording software primarily used by the Clerk's Office for recording activities. This integration will partially aide the Assessor's office in its reappraisal activities and allow for a seamless transition of essential records the Assessor utilizes to maintain accurate ownership files and to comply with New Mexico State Statutes.

Breakdown by Funds

Fund	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted	% Variance
General Fund	\$ 474,885	\$ 436,040	\$ 454,534	4.24%
Property Valuation Fund	\$ 193,214	\$ 168,624	\$ 405,974	140.76%
Total	\$ 668,099	\$ 604,664	\$ 860,508	42.31%



County Assessors and their staff must be very familiar with traditional appraisal methods, real estate markets, capital markets, and local conditions. Other technical and professional skills needed are: statistical skills for building and applying statistical models, management skills for recruiting, training and directing staff, data processing skills for designing and maintaining computer programs, and public relation skills for dealing with the public and the media. Employees in smaller offices usually perform more than one function.

The Los Alamos County Assessor’s Office is very fortunate to have five fulltime employees designated as New Mexico Certified Appraisers by the New Mexico Taxation and Revenue Department, Property Tax Division. To receive a NM Certified Appraiser Certification, an individual must have taken and received credit for qualifying educational courses offered by the International Association of Assessing Officers. The certification requires the individual to complete a minimum of 30 hours of continuing education every three years. Our employees are able to appraise/develop values for all property types within Los Alamos County and are able to defend those values at every level of appeal. Ongoing training, education, and certification are major contributions to the success and performance of the office and is highly recommended and enforced. Three of our staff members were accepted for the IAAO professional designation program and are current candidates working towards their IAAO designations.

The number of employees required by an assessor’s office is influenced by many factors. The most important of these, are the size of the jurisdiction, its growth rate, usage of temporary positions, and the non-assessment duties of the County Assessor.

The International Association of Assessing Officers¹ has conducted large-scale surveys of assessment budgets and expenditures and has developed certain assessment standards for various taxing jurisdictions. Based on its survey, the IAAO has determined that for small jurisdictions with 10,000 or fewer parcels one employee for every 1,000 to 1,500 parcels is required.

Adhering to IAAO staffing standards, with its 9,288 parcels, Los Alamos County requires 6-9 full time employees excluding the County Assessor ($9,288 / 1,500 = 6.19$). Currently the Assessor’s office is staffed with six fulltime employees, not including the Assessor, which is an elected, part time administrative position. Furthermore, one FTE position for a mapper has been avoided by the current staff fulfilling those duties along with GIS support from the County’s Information Management Division.

The following is the current breakdown of the County Assessor’s staff by primary function. However, due to the small staff size and the need for cross-training, all functions are shared, and all employees obtain NM Certified Appraiser status.

Table 5

Title	Primary Function	FTE	Plan FTE
County Assessor	Elected Official- limited	.1	0
Chief Deputy Assessor	Administrator	1	1
Chief Appraiser	Appraiser / Technical services	1	1
Senior Assessment Specialist	Administration Services	1	1
Office Specialist	Clerical / Appraisal Assistant	1	1
Appraiser	Appraisals / Value Maintenance	2	2
Totals		6.1	6

In Los Alamos County, the County Assessor’s involvement in daily operations is limited to administration and oversight and is not considered to be a full-time elected official. Therefore, for the purpose of the projections incorporated herein, the County Assessor was not considered as a valuation plan FTE (fulltime employee).

From the IAAO standard, and the offices demonstrated ability to meet its statutory responsibility, it is concluded that the current staff of six is adequate for a county and office of this size.

¹ Assessment Practices 1991 edition by Richard Almy

The Chief Deputy Assessor and Chief Appraiser oversee all valuation maintenance and reappraisal programs. They are responsible for implementing administrative policy, ensuring procedural and quality control standards are met, directing, training/mentoring, and assigning duties to personnel, and performing other ongoing statutory administrative duties.

Property assessment is a field for which there are only minimal opportunities of specialized academic preparation prior to entry. The State of New Mexico and governing bodies have an interest in ensuring that property tax is competently administered. Certification / re-certification programs ensure that assessment personnel, not just appraisers, are able to obtain the qualifications necessary to perform their duties early in their careers, and also keep abreast of new developments in the assessment field.

The Los Alamos County Assessor is committed to the employment and retention of competent personnel to carry out the Valuation and Maintenance Plan. Persons recruited and employed by the Los Alamos County Assessor have demonstrated interpersonal skills, an understanding of the concepts involved in a reappraisal program, communicate effectively, make accurate judgments, and work effectively with minimal supervision.

The Los Alamos County Assessor believes that education must be an ongoing program. In addition, the Property Tax Division of the New Mexico Taxation and Revenue Department's 2014 revision of Regulation 3.6.3.16 NMAC outlines a process for strengthening the certification requirements that includes a recertification program to maintain the New Mexico Certified Appraiser designation.

The level of professional expertise and the appraiser's credentials are critical for the defense of valuations before Protest Boards and the Court of Appeals. Therefore, assessment personnel are expected and encouraged to attend all Property Tax Division's accepted appraisal courses as well as any licensing or certification program. This will benefit Los Alamos County, by successfully defending valuation protests that ultimately impact stakeholder budgets and maintains property tax fairness. Under valued property unfairly shifts the tax burden to all other taxpayers.

The State of NM Taxation and Revenue's Property Tax Division grants certification and 4-39-5 NMSA 1978 allows for additional compensation for successful completion of IAAO (International Association of Assessing Officers) courses appropriate for each level of expertise, Appraiser I through Appraiser IV.

Appraisal certification ensures adequate knowledge of the principles of property appraisals, assessment techniques, and property tax laws. Certification also enhances the individual's and the public's confidence in the work being performed by the assessor office.

The Los Alamos County Council approved the following certification pay for the Los Alamos County Assessor’s staff at its January 31, 2017 council meeting. While the full amount up to \$7,500 allowed under 4-39-5 NMSA 1978 was not approved, up to of \$3,750 for an appraiser IV level was approved. The certification pay is an allowable expenditure from the Property Valuation Fund. No expenditure from the General Fund is required.

		Granted	Allowed
Appraiser I	compensation for “appraiser I certification”	\$ 250	\$ 500
Appraiser II	compensation for “appraiser II certification”	\$1,000	\$2,000
Appraiser III	compensation for “appraiser III certification”	\$2,250	\$4,500
Appraiser IV	compensation for “appraiser IV certification”	\$3,750	\$7,500

Data processing support

The Information Management Department of the county provides computing support for the Assessor’s office. The hardware is powerful enough to calculate appropriate applications of the cost, sales comparison, and income approaches, as well as providing word processing, data inquiry, activity summaries, and cyber-security.

The County Assessor utilizes Tyler’s Computer Assisted Mass Appraisal (CAMA) system, *Eagle-Assessor* together with *Eagle-Treasurer*, which is utilized by the Finance Department for the tax billing and collection of property taxes, and *Eagle-Recorder* which is used by the County Clerk to record property transactions, among other things. The target date for *Eagle-Recorder* to go live is November 22nd. The software is the latest version of Tyler Technologies’ Eagle Division’s assessment, appraisal, and tax billing and collection system. The newly developed software will continue to utilize the most up to-date appraisal methodology and GIS interface that includes levels of security and built-in quality control features. This integrated computer system consists of administrative, computer assisted mass appraisal, property tax collection modules, and property transaction records that not only improve assessment uniformity and efficiency, but with the built-in audit features, provides for a system of accountability of all users. Tyler Technologies provides this software to numerous counties in New Mexico, and is the most widely used CAMA system in the State of New Mexico. The New Mexico Tyler Users Group meets annually to discuss issues and/or requests to improve the functionality of the CAMA system. This includes legislative mandates that impact the software’s functionality.

Maps and GIS

The Los Alamos County Assessor uses existing planimetric base maps for appraisal cycle efforts. They meet minimum specifications for cadastral mapping. Cadastral mapping is the creation and maintenance of maps having multiple layers of information. For example, property ownership, utility lines, street names, and so forth. These maps are developed to include subdivision, according to section, township, and range. Maintenance of the maps is performed by several county departments, including the County Assessor and is supported by the County IT Department.

Los Alamos County has installed digital mapping by utilizing Geographic Information Systems (GIS). The County Assessor’s Office continues progress in fully integrating CAMA and GIS. By integrating these two systems we have made tremendous progress on modernizing the methodology for valuing property and have made the valuation process as effective and efficient as possible. We now have the ability to value property by using spatial information and incorporate it into our valuation models that will produce current and correct values in accordance with the Property Tax Code. Maintaining an

effective CAMA/GIS system is one of the primary goals of the County Assessor's office. The Assessor office is very fortunate to have an excellent system in place and will continue to work on other avenues to assist us in providing the best, most accurate valuations to the taxpayers of Los Alamos County.

The Los Alamos County Eagle Web, conveniently located on our website, provides current tax year assessment information for public use. The information is readily available to the public and accessible from the comfort of their own home or business.

Los Alamos County is mapped at 1"=100' on official zoning maps or at 1"=400' on official state required maps. These map sheets are maintained to correspond with new deeds or other information received on record. Parcelization used by the Base Mapping Program in developing the base maps is consistent with parcel definitions as required by NMSA 7-38-9 of the Property Tax Code. The parcel-numbering scheme consists of a 13-digit unique parcel ID for each mapped parcel and a unique map number for each map sheet.

The use of maps and the GIS system, along with the existing property record identification numbers, greatly ease the task of pinpointing a property's location.

Dimensioned maps along with original plats have been used for lot size verification. Map dimensions have been compared to deed or plat dimensions during lot sizing and land value determination. Either or both methods can be referenced as appropriate for determination of land value by the appraiser.

Mapping and GIS maintenance are ongoing processes. A Geographic Information System stores parcel information in a computer database that is utilized by other state, federal, local agencies, and county departments.

The County Information Technology Department (IT) and outside governmental agencies provide digital line work, thematic maps, aerial photography, and global positioning data to assist with building the parcel land base map/layer.

The recorded plat maps obtained from the Los Alamos County Clerk's office are entered into the land base map/layer. Maintenance of the parcel base map is conducted at the Assessors' office. Parcel maps are electronically stored and linked to parcel data via the uniform parcel code used by other departments in the county. Each department adds layers to the maps and maintains those layers.

PLANNING AND ORGANIZATION

Objective

Planning and organization is the most important aspect of a revaluation project. Los Alamos must develop a specific plan and complete its revaluation activities within a one-year time period. The revaluation plan defines critical activities, assigns responsibilities, and sets up production standards for data collection and fieldwork. Sufficient time is allocated for quality control, such as ratio studies. Lastly, adequate resources, including budget, must be obtained.

Work plan

A valuation cycle must statutorily begin on January 1st of every tax year. This determines the taxable status of all properties. Some of the revaluation activities are continuously ongoing, while others do have a specific ending date.

A work plan consists of developing an annual valuation cycle that complies with the Property Tax Code and creates units of production and a production table. The valuation cycle on the following page indicates the required tasks that must be completed annually.

RECENT ACCOMPLISHMENTS

E-Notices Online and Notice of Valuation Updates

The Los Alamos County Assessor's Office now offers Electronic Notices of Value (E-Notices). Offering this totally optional service has provided an ecofriendly, convenient, and easy to use way to receive notices of valuation and have easy access to those notices at any time, day or night. As an added benefit, E-Notices maintains a repository of all notices sent, which allows for future access by all property owners. Notices of Valuation, which are mailed by April 1st of each year are continually updated to provide transparency and a more comprehensive breakdown of all valuations.

NM Property Tax Division Annual Evaluation

The Los Alamos County Assessor's Office is evaluated annually by the New Mexico State Property Tax Division. The purpose of the evaluation is to assess the operation of the Assessor's Office and to identify inefficiencies, if any. The Los Alamos County Assessor's office has been recognized for its excellence in overall operation and carrying out of statutory requirements. A copy of the 2021 Evaluation can be found in the appendix.

Veteran's Outreach

In cooperation with the New Mexico Department of Veteran Services, the Los Alamos County Assessor's Office hosted a special event that provided NM Veterans an opportunity to receive their qualifying Certificate of Eligibility, while allowing them to apply exemptions to their respective property in the same day among other benefits available to veterans.

Community Outreach

The Los Alamos County Assessor's Office participated in several community events including the Fair and Rodeo, Farmer's Market, and Los Alamos County's Customer Appreciation Day. Through these efforts the Assessor's Office was able to provide a considerable amount of helpful information and apply over 58 property owners' valuation exemptions. The recent pandemic has limited outreach activities, but as the pandemic recedes, other outreach efforts, such as speaking engagements with local service clubs, will resume.

VALUATION CYCLE

PHASE	BEGIN	STATUS/END
Public Relations	Ongoing	Ongoing
Mapping and GIS Maintenance	Ongoing	Ongoing
Data Collection and Analysis		
Building permits reports	January 1	December 31
Real property sales	January 1	December 31
Compile and verify data base	Ongoing	Ongoing
Market/Economic factors	Ongoing	Ongoing
Property characteristics	Ongoing	Ongoing
Sales Ratio Studies	Quarterly	December 31
Field Inspection* and Review		
Permits	May 1	December 1
Inquiries/requests	April 1	December 31
Maintenance	Quarterly	December 31
Sales	Monthly	December 31
Subdivisions	January 1	December 31
Calculation and Data Entry*		
Calculations and data entry of field data	Ongoing	March 1
Quality control	Ongoing	Ongoing
Valuation*	January	March 1
Notices of Value	March 1	April 1
Data Verification Requests	April 1	April 30
Certification of Values for Rate setting	May 15	June 15
Protest Hearings	April 1	October 1
Tax Schedule	September 15	October 1

**Includes 20% rotating field inspection reappraisal. All values are determined as of January 1st.*

An inventory of all parcels in Los Alamos County is verified annually to ensure that all parcels are accounted for and are correctly classified.

The table on the following page summarizes all the parcels in the county and will serve as the basis for calculating production rates to ensure that all valuation activities will be completed within the required revaluation cycle.

PARCEL SUMMARY TABLE (September 22, 2021)

Residential						
Abstract	Parcel Count			Assessed Valuation		
Description	Land	Bldg.	Total	Land	Bldg	Total
Res. MH Park (257 Spaces)	2	2	2	\$ 871,600	\$ 1,275,300	\$ 2,146,900
Res Single Family	5,329	5,329	5,329	\$165,375,870	\$449,868,340	\$615,244,210
Res Town Home End	1,340	1,340	1,340	\$ 27,182,520	\$ 72,763,870	\$ 99,946,390
Res Town Home Inside	255	255	255	\$ 3,585,670	\$ 12,685,310	\$ 16,270,980
Res Condo	208	208	208	\$ 2,436,260	\$ 10,771,840	\$ 13,208,100
Res Mobile Home	20	253	273	\$ 401,160	\$ 2,266,640	\$ 2,667,800
Res Bed & Breakfast	3	3	3	\$ 187,170	\$ 589,290	\$ 776,460
Res Multi Family	34	34	34	\$ 3,520,270	\$ 19,436,800	\$ 22,957,070
Res Other Improvements	-	6	6	\$ -	\$ 49,570	\$ 49,570
Subtotal Residential	7,191	7,430	7,450	\$203,560,520	\$569,706,960	\$773,267,480
Non-Residential						
Abstract	Parcel Count			Assessed Valuation		
Description	Land	Bldg	Total	Land	Bldg	Total
Land Res Vacant	338	-	338	\$ 10,592,470	\$ -	\$ 10,592,470
Land Commercial Vacant	21	-	21	\$ 1,333,880	\$ -	\$ 1,333,880
Commercial	160	176	176	\$ 16,556,890	\$ 70,484,900	\$ 87,041,790
Bed & Breakfast	1	1	1	\$ 52,860	\$ 180,130	\$ 232,990
Hangers	-	43	43	\$ -	\$ 429,040	\$ 429,040
Stables	-	104	104	\$ -	\$ 240,300	\$ 240,300
Personal Property	-	328	328	\$ -	\$ 9,112,460	\$ 9,112,460
Commercial Manufactured Homes	-	9	9	\$ -	\$ 31,990	\$ 31,990
Other Improvements	-	1	1	\$ -	\$ -	\$ -
State Assessed	-	20	20	\$ -	\$ 4,084,360	\$ 4,084,360
Subtotal Non- Residential	520	682	1,041	\$ 28,536,100	\$ 84,563,180	\$113,099,280
Livestock						
Abstract	Parcel Count			Assessed Valuation		
Description	Units				Livestock	Total
Cattle	3				\$ 910	\$ 910
Goats	24				\$ 1,890	\$ 1,890
Horse	115				\$ 64,000	\$ 64,000
Sheep	5				\$ 380	\$ 380
Hog	1				\$ 30	\$ 30
Alpaca	2				\$ 60	\$ 60
Subtotal Livestock	150	-	-	\$ -	\$ 67,270	\$ 67,270
Other Exempt Properties						
Abstract	Parcel Count			Assessed Valuation		
Description	Land	Bldg	Total	Land	Bldg	Total
Church	30	30	30	\$ 5,460,190	\$ 12,342,170	\$ 17,802,360
School	20	15	20	\$ 7,625,580	\$ 30,876,020	\$ 38,501,600
County	359	37	359	\$ 117,423,170	\$ 21,583,180	\$139,006,350
State	3	0	3	\$ 159,950	\$ -	\$ 159,950
Federal	16	2	16	\$ 81,889,490	\$ 1,371,380	\$ 83,260,870
Miscellaneous	6	11	11	\$ 564,970	\$ 4,123,950	\$ 4,688,920
Open Area	44	0	44	\$ 1,638,070	\$ -	\$ 1,638,070
Common Area	164	3	164	\$ 1,910,660	\$ 1,237,210	\$ 3,147,870
Subtotal Exempt Properties	642	98	647	\$216,672,080	\$ 71,533,910	\$288,205,990

PARCEL SUMMARY TABLE (Continued)

Exemptions						
Abstract	Parcel Count			Assessed Valuation		
Description	Land	Bldg	Total	Land	Bldg	Total
Head of Family	-	-	2,404	\$ -	\$ 4,807,480	\$ 4,807,480
Veterans	-	-	636	\$ -	\$ 2,538,890	\$ 2,538,890
Disabled Veterans	-	-	33	\$ -	\$ 4,119,560	\$ 4,119,560
Limitation of Value	-	-	-	\$ -	\$ -	\$ -
Subtotal Exemptions	-	-	3,073	\$ -	\$ 11,465,930	\$ 11,465,930

2021 Total Parcels by Classification Summary		
Class	Parcels	Valuation
Residential	7,449	\$773,267,480
Non-Residential	1,041	\$113,099,280
Livestock	150	\$ 67,270
Other Exempt Properties	647	\$288,205,990
Exemptions	3,073	\$ 11,465,930
Total Parcels and Net Taxable Value	9,287	\$874,968,100

**As of 09/22/2021-Reflects value after resolved Protests*

SYSTEM DEVELOPMENT

System development consists of developing forms, manuals, and procedures for collecting and processing property characteristics, sales, income, and cost data.

Forms and Manuals

The Assessor's office maintains and electronically stores forms referred to as Property Record Cards for the purpose of valuing or reviewing properties. These forms contain property characteristics that can be used to verify that the current assessment information is reflective of the actual property. Once the property data has been modified, the corrected data and sketches are uploaded to the CAMA system and the property information is automatically updated. This system can handle large volumes of parcels at any given time while eliminating double data entry and errors. Our CAMA system currently has the capability of integrating electronic portable hand held computers where parcel data is downloaded for field inspection. Implementing this functionality is something we will consider if we feel the need arises.

Valuation manuals have been created and serve as valuation and depreciation schedules for all taxable properties. Marshall Swift Valuation Services is used to support our valuation models and to value special purpose properties to include some commercial property.

Data collection | Sources

Appraisal staff first classifies all parcels in Los Alamos County as residential or non-residential property. These two categories will then be further classified into type, class, and grade as required by law and professional appraisal standards. Field review is performed to ensure correct classification and proper grade.

The data collection process is ongoing and includes field inspection for the required five-year physical inspection cycle². All data collected through both the gathering of market and economic data and of property characteristics will be used as the basis for a detailed study of current market values in Los Alamos County. This will include construction indexes, cost schedules, depreciation tables, regression analysis, income and expense information and valuation models.

This data will be obtained from sources such as:

1. Assessor's Property Records
2. Buyers and Sellers Questionnaires
3. Real Estate Brokers
4. Mortgage Companies
5. Builders
6. Property Managers
7. Building Permits
8. New Businesses

Field data will be collected on each parcel in Los Alamos County in accordance with the specifications set out by the data control and records staff.

Sales affidavits are statutorily required to be filed with the County Assessor's office for all residential property sales or transfers. We also attempt to gather essential information to assist us in providing the most accurate valuations by requesting non-residential sales information as well as income and expense data. The assessor's office maintains a close working relationship with local title companies

² State statute requires physical inspection every six years. Los Alamos, however, uses a five-year inspection cycle.

who, as an added service to their clients and the county, file the questionnaires with the Assessor's Office.

All field personnel will be required to wear identification badges, uniforms, and use clearly marked county vehicles. The quality of the data gathered from the field inspection will be carefully monitored. The records control personnel will check all property record cards for missing data, etc., returning all incomplete or incorrect record cards to the field inspection personnel for correction.

Quality control

Quality control is critical. Data is thoroughly reviewed and tested to ensure consistency and accuracy before it is used for valuation. Supervisory personnel will check the accuracy of the data collected and will also conduct random re-inspections of sample properties. In addition, the current computer software used by the assessor's office has a quality control feature referred to as "versioning". This software provides an audit trail of changes made to a particular parcel. The system automatically records the person making a change, the work-station, and type of change, including the time, date, and the change made.

Data maintenance

Data maintenance is the process of capturing any changes in our parcel data such as property transfers, new construction and demolitions. Recording of data, Building Permitting, Personal Property Tracking and Re-Inspections are four components in the data maintenance process.

Recording is the documentation of property transfers and subdivisions in the County Clerk's office. As required by state law, copies of transfers and official recorded subdivisions are provided to the County Assessor for our parcel database.

Building Permits filed with the Community Development Department are provided to the Assessor's Office by the tenth day of each month. All property owners are required to obtain a building permit for new construction, additions, re-models or replacement of worn components such as roof coverings, siding, or windows.

There are essentially three types of building permits that are used to determine contributory value. They are referred to as New Dwelling Units, Additions and Re-models.

Los Alamos residential building types consist of the following:

- **Single Family** – single family unit.
- **Duplex** – two family units.
- **Tri – Plex** – Three family units.
- **Four – Plex** – Four family units.
- **Multi – Family** – More than four family units.
- **Townhouse End** – The first or last in a row of houses with common walls with ownership of land.
- **Townhouse Inside** – The middle unit in a row of house with common walls with ownership of land.

- **Patio – House** – These are similar to a town house but without a common wall. One or both of the sidewalls are on the zero lot line.
- **Condominium** – A set of properties that are one parcel where each unit has an interest in the common area (s). These units are generally valued separately plus a percentage of the common interest of the value for the common area.

It should be noted that the assessor will only apply the contributory value of the improvements to the property rather than the cost to build. For example, the cost to replace a roof covering might not add to the market value of a house on a dollar for dollar basis.

A new addition will require field verifications of dimensions, condition, quality and any other building attribute changes. These changes will ultimately affect the overall effective age of the structure.

Remodels on structures are usually internal which creates an access problem; therefore, we must rely on the building permit data. On remodels, the area of remodel can be used to derive a percentage of the total area for calculating the new effective age. The condition and any attribute changes must also be corrected with the new value being entered in the value tracking software of the CAMA system.

All valuations derived from the building permits are considered new value and must be entered and tracked on the CAMA system. The NM Department of Finance and Administration, as part of the allowable growth (yield control) for operations by governmental entities, uses the new values in the tax rate setting process.

In addition to the permit tracking system, the assessor utilizes aerial imagery and software and digital photographs to update information. The aerial photography software is capable of tagging changes from one fly-over period to the next.

Personal Property Tracking is the third component of the system. The Assessor’s Office receives a listing from the Community Development Department of new businesses. For verification purposes, the county assessor’s office also has access to the utility department database. Those business properties that are not on the tax roll are entered and a business personal property reporting questionnaire is mailed to the business.

Re-Inspection is the fourth component of a good data maintenance system. No matter how good a permit reporting and monitoring system is, undetected changes will always occur. The Property Tax Division under the standard of the International Association of Assessing Officer (IAAO) has directed assessors to implement a six-year re-inspection cycle for this purpose. The Los Alamos County Assessor’s office uses a more frequent, five-year inspection cycle which ensures more accurate assessments. There are approximately 9,415 parcels in Los Alamos County and approximately 1,800 parcels are inspected each year. Our 2020 field inspection efforts included parts of the Eastern Area and White Rock subdivisions.

VALUATION

In valuing property for property tax purposes, the Los Alamos County Assessor’s office employs individuals who have appraisal background and who are trained and certified in the appraisal standards of IAAO and USAP.

Los Alamos County uses a Computer Assisted Mass Appraisal (CAMA) system to value and maintain valuation data for all taxable properties in the county. The market value of each taxable property must be maintained regardless of ownership (government or schools), statutory value limitation, or exemption (non-governmental).

Mass appraisal requires the development of valuation models capable of replicating the forces of supply and demand over a large area. Appraisal judgments relate to groups of properties rather than to single properties.

The assessor must develop, support, and explain standardized adjustments, such as size, location, quality, view, etc. in valuation models among use classes, construction types, neighborhoods and other property groups.

In mass appraisal, quality controls are handled through the use of statistical methods to gauge the accuracy and consistency of the valuations generated by the valuation models.

The valuation system used in Los Alamos County consists of mass appraisal applications using the three approaches to value; the sales comparison approach, the cost approach, and the income approach. The sales comparison approach application includes multiple regression and automated sales analysis. The cost approach requires maintenance of computerized cost schedules and equations, derivation of depreciation schedules from market data, and reconciliation of cost generated values with the market. Mass appraisal application of the income approach include the development and use of income multipliers and overall rates.

The valuation system uses property characteristics maintained in the data management system, along with sales data and ratio studies. Sales ratio studies refine valuation models and determine which valuation method produces the most accurate results. The analysis of the relationship of property characteristics to values within the valuation system indicates which data items are required to support effective valuation methods.

Valuation models are calibrated annually to adjust to current market trends and value as of January 1 of every tax year. Model calibration is the process of adjusting mass appraisal formulas, tables and schedules to the current market.

Valuation model development and creation for the different classes of taxable properties, as used in Los Alamos County, are:

- Land Models
 - Commercial Land
 - Residential Land
- Improvement Models
 - Apartment
 - Commercial
 - Condo/Townhome
 - Residential
 - Mobile
 - XFOB

The most common models and schedules are:

- Land valuation tables: these tables contain land values per unit, along with standard adjustments for topography, depth, site view and other locational features.
- Cost approach tables: these tables include base rates, per square-foot adjustments, and lump sum used to estimate replacement cost new. Associated tables include depreciation, time, location and market adjustment factors.
- Sales comparison tables: includes market-adjusted tables that reflect current and local sales analysis.
- The income approach software model is currently under development. Sufficient income data essential for the development of this model is scarce. Therefore development has been slow, but progressing. It is, however, annually utilized on an individual basis for accurately valuing commercial property.

The development of numerous Microsoft Excel templates to assist in the valuation on commercial, income-producing properties have been incorporated to properly apply the income approach. These templates are essential in providing evidence before the Valuation Protest Board, in a professional and uniform manner.

The statutory special methods of valuation for the applicable classes of properties will be utilized. They consist of:

- Business Personal Property (NMSA 1978 7-36-33) reported to the assessor are those fixtures and equipment used in businesses, which were depreciated and reported to the IRS for the previous year.³
- When valuing agricultural land and livestock, the land value is based on its capacity to produce agricultural products and the livestock values are derived from the livestock industry via the Property tax Division. Since the Property Tax Division establishes the livestock values, they are responsible for defending those valuations in case of a value protest. Application for agricultural lands must be submitted not later than the last day in February of each tax year. Los Alamos currently does not have agricultural land on its tax roll.
- Manufactured homes are classified as residential and subject to a special method of valuation as stated in NMSA 1978 7-36-26. The cost approach to value is used to determine cost new less depreciation. A manufactured home is taxed as real property if it is permanently affixed to the land and certain other criteria are met as outline in NMAC part 14.12.2 and NMSA 7-36-26, regulation 3.6.5.33. Manufactured homes not permanently affixed to the land must annually register with the NM Motor Vehicle Division.

Land will be valued separately from its improved parcels. Adjustments for size, shape, view, and any other pertinent, required adjustment will be made in accordance with accepted appraisal standards.

The limitation of value applied to residential property as applicable to NMSA 1978 7-36-21.2 and 21.3 will be enforced by the assessor and is monitored by the Property Tax Division annually to ensure compliance with applicable laws.

³ Unlike IRS, New Mexico limits depreciation to 12.5% of initial cost.

Valuation initially involves market analysis, model development, model calibration, and calculations of preliminary values. A ratio study then evaluates the accuracy and consistency of values. When model results are statistically acceptable, field reviews are conducted.

Improvements made to residential properties made in the prior tax year and any omitted improvements from prior tax years will be valued according to their contributory values as indicated by market data.

Granting of exemptions to taxable value will be according to the Property Tax Code on forms developed and provided by the Property Tax Division and/or the Los Alamos County Assessor. The type and amount of available exemptions are:

- **Head of Family** (NMSA 1978 7-37-4), \$2,000 off the net taxable value.
- **Veteran** (NMSA 1978 7-37-5), \$4,000 maximum off the net taxable value per veteran in tax year 2006 and subsequent years.
- **Disabled Veteran** (NMSA 1978 7-37-5.1), totally exempted from paying property taxes.
- **Veterans' Organization** (NMSA 1978 7-37-5.3), totally exempted from paying property taxes.
- **Charitable/Education and Churches** (NMSA 1978 7-36-7), totally exempted from paying property taxes.
- Federal, State, Schools, County, and Municipal owned property are exempted from property taxation

In addition to exemptions, there are also limitations on residential property owned by low-income taxpayers over sixty-five (65) years of age, or disabled. Currently, any taxpayer whose modified gross income does not exceed \$35,400 for the prior year may qualify for this limitation in value increase on their primary single-family residence.

Regulation 3.6.5.41, Market Value of Affordable Housing, was enacted in 2009, allowing individual taxpayers to apply for special method of valuation on affordable housing. The regulation allows for the affordable housing subsidies and/or accrued interest to be deducted from a property's market value therefore reducing the property valuation and, in turn, might lower the property tax bill.

The limitation on increase refers to state law (7-36-21.2) that limits the increase on properties that did not sell in the immediate prior tax year to 3% per year. Properties that had a change of ownership (sold) in the immediate prior tax year are not subject to this limitation and are valued at market value.

TESTING AND REFINEMENT

Before notices of value are mailed notifying taxpayers of their property(s) assessment value(s), values must be tested and, if necessary, refined to ensure fairness and accuracy. As mentioned earlier, sales ratio studies are utilized to gauge level and uniformity of the reappraised property. The process of testing is to compare the assigned values to known sales then determine if they are within accepted statutory and appraisal standards described on pages 17 - 20.

If refinement is required, then calibration is done on the specific model to obtain the acceptable standards. This is discussed in length in the valuation model section above.

NOTIFICATION AND VALUATION DEFENSE

Notice of value (NOV)

A preliminary change of value report will be generated and reviewed the first week of February. Notices of valuation will then be mailed to all property owners on or before April 1st. Information contained in the NOV is governed by NMSA 7-38-20. These notices will show the value for property taxation purposes, taxable value, the classification(s) of the parcel, assessed value of the current and prior year, prior year tax amount and prior year tax rate. The notices will also contain information regarding claiming of exemptions, reporting requirements, procedures to file a valuation protest and a brief explanation on how to calculate your estimated taxes.

As the Los Alamos County residential market has been extremely active in recent years, the gap between the assessed value and the market value has increased significantly due to the residential valuation limitation. For this reason, the assessor's office has made an effort to make the office as transparent as possible and has included an additional step to identify those residential properties affected by the limitation.

Protest Remedies

It is the policy and goal of the Los Alamos County Assessor's Office that all assessments be fair, equitable, correct and current. Property owners are encouraged to contact the assessor's office if they have questions concerning an assessment or feel the assessment is incorrect. No property owner should pay more tax than what is legally required.

There are two times per tax year when taxpayers may elect to file a protest:

- 1) Filing a **petition of protest** with the county assessor no later than thirty days after the mailing of the notice of value, or
- 2) Filing a **claim for refund**, in the district court, after paying the first installment of taxes due.

A petition of protest and claim for refund cannot be filed in the same year for the same property.

Electing to file a protest through option one, is less costly. Property owners may protest assessed values, classification, allocation of value to a governmental taxing unit, denial of exemptions or limitation on increase in value determined by the county assessor. If a property owner believes their assessment is in excess of market value, the first thing to do is to talk to a representative in the assessor's office. The best time to do this is within thirty days of the mailing of the NOV's. After this time it becomes increasingly difficult and costly to change an assessment.

INFORMAL HEARINGS

The process of a property valuation protest and a property valuation review has two separate functions. The first is to provide a procedural method of reviewing assessments whereby any inaccuracies may be corrected, without having to protest. The other is to have the protest heard before an independent Valuation Protest Board.

A review allows for the re-examination of assessments by the assessor to correct and clarify any discrepancies in the individual assessments within statutory limits, before certifying values.

When an inquiry cannot be resolved quickly, taxpayers are offered the option to file a protest which extends the time for resolution from 30 days to 180 days. Once an appeal is filed, appraisal staff will conduct an informal hearing. If the taxpayer is not satisfied with the results of the informal hearing, a formal hearing will be scheduled before the independent Los Alamos Valuation Protest Board.

A protest petition must be filed and will be tracked until the dispute is completely resolved. Protest petitions must contain the property owner's name, address and a description of the property. The petitioner must also state why the owner believes the value, classification; allocation of value, claim for exemption, or the limitation of value determined by the county assessor is incorrect. The petition must also state what item(s) are not subject to protest. Petition forms are available at the county assessor's office and through the Los Alamos County Assessor's website.

After receiving a petition, the assessor will set up an informal hearing with the property owner. The informal hearing is off the record where data is exchanged and verified. During or before this meeting, the property owner should review their property data to be sure that the information listed is correct. The assessor will provide the property owner with copies of this information.

The assessor will explain the method(s) used in determining assessment. Any pertinent data assembled by the property owner should be presented at this hearing. The goal of a protestant at this informal process should be:

- 1) To verify all information on their property is correct
- 2) to make sure they understand how their assessed value or other taxing attributes were determined,
- 3) to be sure that they understand the protest procedure and how the assessor's office can help them if they want to proceed with a formal protest.

If a change of value is warranted, the protestant will be notified of the change. Pursuant to state statute the assessor's values are presumed to be correct and the protestant has the burden of overcoming that presumption.

FORMAL HEARINGS

If a protestant chooses to continue with their protest, the assessor must schedule a formal hearing before the Los Alamos County Valuation Protest Board. Property owners will be notified by certified mail of the date, time and location of the formal protest hearing. An Order of No Show will be filed if the taxpayer or a representative of the taxpayer fails to appear at the hearing without reasonable justification.

Board hearings are typically scheduled in September, as they have been in recent years. The Los Alamos Chief Deputy Assessor, Chief Appraiser, and Appraiser will defend the County Assessor's valuations.

The Valuation Protest Board is an unbiased, independent board which hears protests of assessments used for determining property taxes. The board consists of volunteers appointed by the county council for a two year term. To ensure independence, the Assessor's Office must not participate in the selection of members. The board has three voting members, one of which is a property appraisal officer employed by the NM Taxation and Revenue Department and serves as the chairperson of the board. The other two members and alternates must be electors of Los Alamos County. One member and one alternate must demonstrate experience in the field of valuation of property while the second member and alternate do not need such experience. The two locally appointed members cannot be employed by the state, a political subdivision or school district, cannot hold an elective public office and must be registered to vote in Los Alamos County. The board must make its decision and notify the property owner in writing within thirty days of the hearing however, the deadline may be extended if both the taxpayer and board agree.

All protests must be decided within 180 days of the date on which the protest was filed unless the parties agree otherwise. A copy of the decision must be sent to the property owner by certified mail. A copy of the decision must also be sent to the county assessor so that valuation records, if required, are changed in accordance with the decision.

The property owner or the county assessor has the option to appeal the board's decision in district court. The appellant will bear all costs associated with this appeal. Appeals by or against the County Assessor are litigated by the County Attorney's Office.

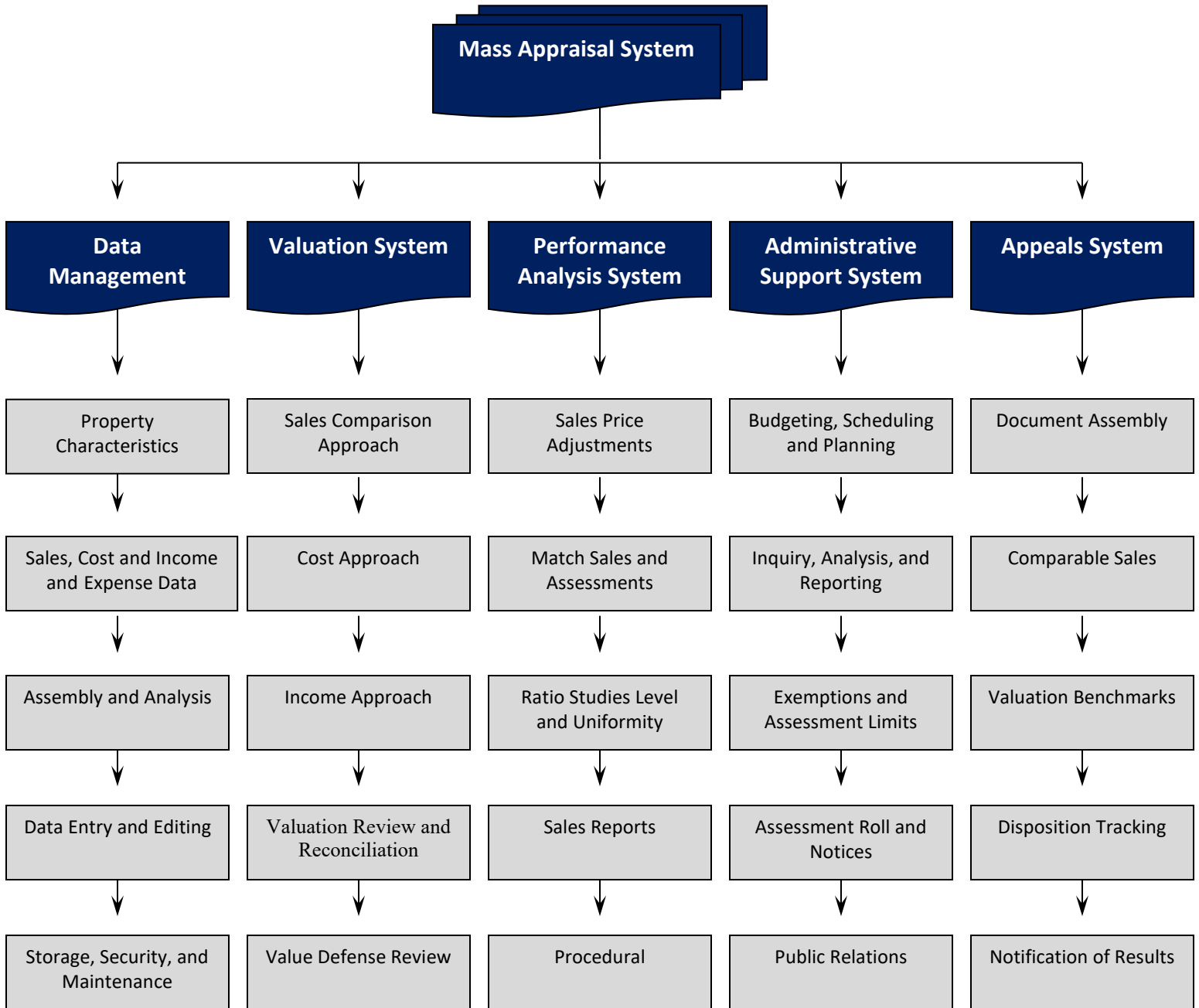
For the 2021 tax year there were 44 property valuation protests filed in Los Alamos County. Of those protests, 24 were residential and 20 were non-residential. 43 protests were resolved through informal hearings with the remaining one heard and resolved before the Valuation Protest Board. The total revenue savings in tax dollars for all entities who receive revenue from the property tax is estimated at approximately \$144,000.

REFUND CLAIMS

Refund claims are filed in District Court. Claims must be filed against the county assessor no later than the sixtieth day after the due date for the first installment of the tax that is subject to a claim of refund. Payment of all taxes due in accordance with the tax bill must be made prior to the delinquency date before filing for a claim for refund. The payment is held in a suspense fund until the claim is resolved. Claims must contain the property owner's name and address, as well as other persons receiving a tax bill for the property. The action must state the basis for the refund claim, the amount of the refund to which the owners believe they are entitled, and amounts paid. Property owners or the county may appeal final decisions or orders from a district court. The County Assessor is represented by the County Attorney.

Once the courts have determined the amount of refund, if any, the county treasurer will make the appropriate change to the tax records and issue the refund amount ordered by the court plus interest.

COMPONENTS OF A MASS APPRAISAL SYSTEM



APPENDIX

<u>ITEM</u>		<u>PAGE</u>
I.	Los Alamos Eight Year Statistical Summaries	B - D
II.	Ranking of Counties by Net Valuation	E
III.	Counties Tax Rates Comparison	F-G
IV.	Counties Imposed Rates	H
V.	Municipalities Imposed Rates.....	I-K
VI.	County Property Valuation Fund	L
VII.	Department of Finance and Administration Memos	M-N
VIII.	Taxpayer's Property Profile Example	O-P
IX.	Public Relations Programs	Q-R
X.	2021 Los Alamos County Assessor's Evaluation	

I. Los Alamos Eight Year Summaries

Single Family Units Sales

Tax Years	2014	2015	2016	2017	2018	2019	2020	2021
Median Sales Price	\$247,350	\$240,000	\$261,932	\$287,000	\$309,000	\$350,000	\$412,000	\$416,250
Sales Price / Sq. Ft.	\$122.09	\$126.76	\$139.01	\$157.44	\$165.72	\$185.44	\$211.00	\$231.48
# of Sales	233	306	416	421	479	393	402	373

Single Family Units Assessed Values

Tax Year	2014	2015	2016	2017	2018	2019	2020	2021
Median Assessment	\$218,460	\$221,675	\$225,800	\$234,120	\$246,085	\$265,585	\$270,840	\$318,445
Assessment / Sq. Ft.	\$115.12	\$116.84	\$118.44	\$122.71	\$127.77	\$138.80	\$140.00	\$152.00
# of Permits	668	544	631	702	814	830	835	805
New Construction Value	\$3,580,620	\$5,013,200	\$1,672,150	\$2,506,590	\$4,433,380	\$3,687,180	\$5,179,170	\$8,045,060

Total Parcel Summary*

Tax Year	2014	2015	2016	2017	2018	2019	2020	2021
Total Residential Parcels	7,248	7,252	7,264	7,280	7,332	7,352	7,397	7,450
Total Non-Residential	1,946	1,941	1,901	1,889	1,873	1,842	2,019	2,019
Total Residential & Non Res.	9,194	9,193	9,165	9,169	9,205	9,194	9,416	9,469

*Reflects Parcel Summary Table Pg. 29

Personal Property Valuation

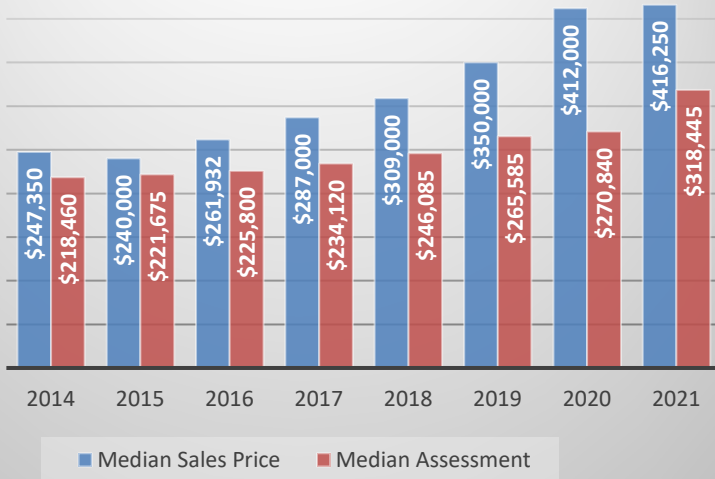
Tax Year	2014	2015	2016	2017	2018	2019	2020	2021
Personal Property Valuation	\$8,075,980	\$8,390,600	\$8,194,380	\$8,109,120	\$7,920,170	\$7,678,030	\$8,864,770	\$9,112,460
Livestock Valuation	\$49,390	\$64,420	\$59,930	\$64,690	\$61,010	\$63,420	\$64,250	\$67,270
Total Valuation	\$8,125,370	\$8,455,020	\$8,254,310	\$8,173,810	\$7,981,180	\$7,741,450	\$8,929,020	\$9,179,730

I. Los Alamos Eight Year Summaries (continued)

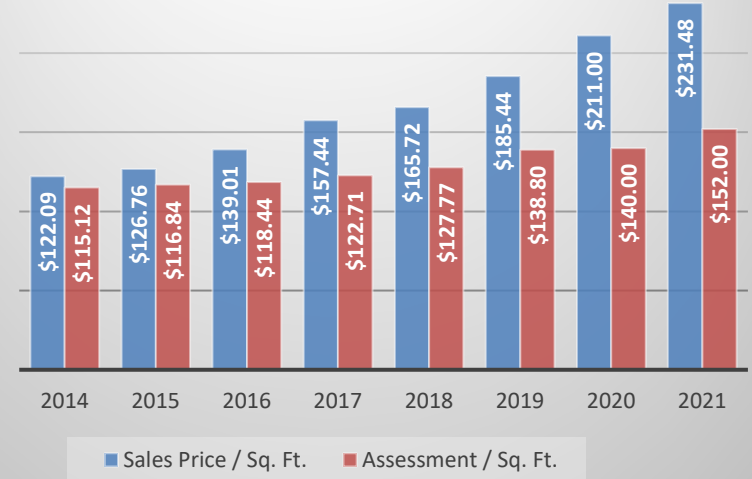
Manufactured Homes								
Tax Year	2014	2015	2016	2017	2018	2019	2020	2021
Mobile Home Residential Value	\$1,066,240	\$1,075,510	\$1,170,210	\$1,274,690	\$1,699,950	\$2,349,700	\$2,502,120	\$2,266,640
Mobile Home Non-Res. Value	\$212,070	\$212,070	\$187,660	\$187,660	\$210,890	\$35,510	\$31,990	\$31,990
Total M.H. Valuation	\$1,278,310	\$1,287,580	\$1,357,870	\$1,462,350	\$1,910,840	\$2,385,210	\$2,534,110	\$2,298,630
Los Alamos								
Residential Value	\$384,889,260	\$390,993,810	\$398,313,760	\$414,373,920	\$435,444,000	\$459,245,010	\$482,616,230	\$510,608,180
Non-Residential Value	\$80,966,980	\$85,442,900	\$84,797,220	\$89,294,040	\$91,489,070	\$103,722,700	\$104,822,910	\$101,070,520
State Assessed Value	\$5,601,990	\$5,762,060	\$6,165,250	\$6,048,100	\$4,787,970	\$4,187,260	\$4,032,280	\$4,084,360
Total Los Alamos	\$471,458,230	\$482,198,770	\$489,276,230	\$509,716,060	\$531,721,040	\$567,154,970	\$587,439,140	\$611,678,700
White Rock								
Residential Value	\$187,360,420	\$191,508,810	\$194,759,520	\$202,112,570	\$211,921,620	\$221,070,140	\$234,532,540	\$251,365,410
Non-Residential Value	\$8,479,380	\$8,379,320	\$8,089,480	\$8,640,510	\$9,982,660	\$11,055,080	\$12,308,180	\$11,923,990
Total White Rock	\$195,839,800	\$199,888,130	\$202,849,000	\$210,753,080	\$221,904,280	\$232,125,220	\$246,840,720	\$263,289,400
Total County**	\$667,298,030	\$682,086,900	\$692,125,230	\$720,469,140	\$753,625,320	\$799,280,190	\$834,279,860	\$874,968,100
Percentage growth in valuation	-3.68%	2.22%	1.47%	4.10%	4.60%	6.06%	4.38%	4.88%
**Values reflective as of September								
Exemptions								
Tax Year	2014	2015	2016	2017	2018	2019	2020	2021
Head of Household	2,224	2,214	2,250	2,262	2,279	2,300	2,368	2,404
Veterans	718	714	688	660	647	623	628	636
Disabled Veterans	19	20	20	22	22	25	32	33
Age 65 & Low Income	7	6	7	7	8	8	8	-
Total Exemption Value	\$8,884,910	\$8,944,770	\$8,743,650	\$8,960,460	\$9,018,040	\$9,552,630	\$10,977,760	\$11,465,930
Tax Rates								
Tax Year	2014	2015	2016	2017	2018	2019	2020	2021
Residential	22.584	24.430	24.374	25.233	25.087	24.916	24.532	24.077
Non-Residential	25.652	27.496	27.575	28.708	28.710	28.119	28.590	28.712
Property Tax Revenue								
Tax Year	2014	2015	2016	2017	2018	2019	2020	2021
Total County (all entities)	\$15,369,558	\$16,970,153	\$17,188,234	\$18,542,902	\$19,290,947	\$20,179,500	\$20,997,095	\$21,707,411
State Assessed Portion	\$143,702	\$158,434	\$170,007	\$173,629	\$137,463	\$117,742	\$115,283	\$117,270
County / City Portion	\$5,410,445	\$7,070,700	\$7,098,378	\$7,276,452	\$7,541,844	\$7,845,250	\$8,083,507	\$8,233,544
Percentage growth in tax \$'s	-1.29%	10.41%	1.29%	7.88%	4.03%	4.61%	4.05%	3.38%
As of September								

I. Los Alamos Eight Year Summaries (continued)

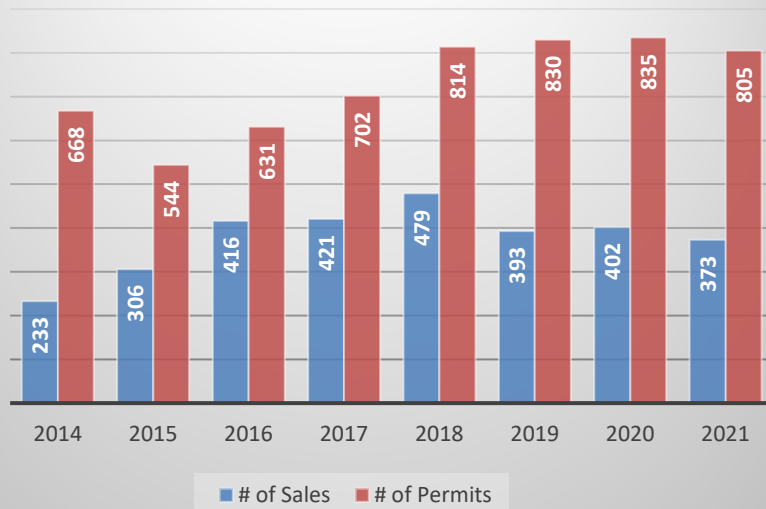
Median Sales vs. Median Assessment



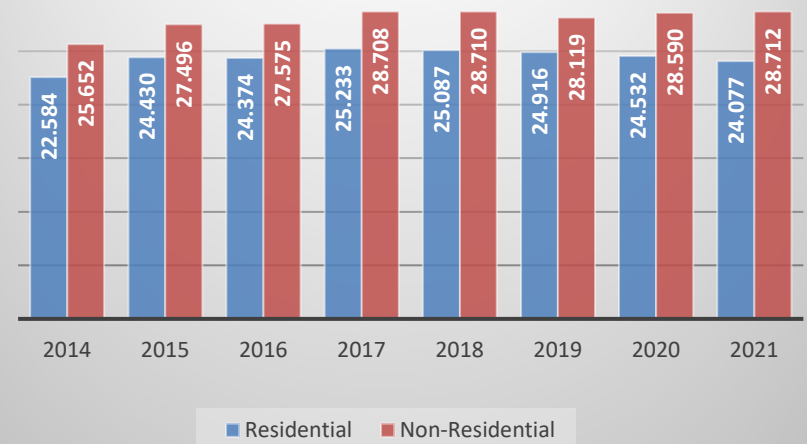
Sales \$/SqFt. vs. Assessment \$/Sqft.



Number of Sales and Permits



Residential and Non-Residential Rates



II. Ranking of Counties by Net Valuation

County	Class	Population			2018	2019	2020	2021	WaVe					
		2010	2020	% Chg.	Valuation	Valuation	Valuation	Valuation	% Chg.	2017	2018	2019	2020	2021
Bernalillo	A	662,564	679,121	2.50%	\$16,457,671,240	\$16,952,351,679	\$17,424,109,032	\$18,083,658,618	3.01%	1	1	1	1	1
Santa Fe	A	144,170	150,358	4.29%	\$7,122,647,940	\$7,466,107,560	\$7,785,631,537	\$8,010,591,912	4.82%	2	2	2	3	2
Lea *	B+	64,727	71,070	9.80%	\$4,865,047,771	\$7,067,438,527	\$8,387,276,176	\$7,334,490,186	45.27%	5	3	3	2	3
Eddy*	B+	53,829	58,460	8.60%	\$4,552,534,501	\$6,496,325,704	\$7,763,196,980	\$6,910,821,635	42.70%	4	4	4	4	4
Dona Ana	A	209,233	218,195	4.28%	\$4,470,235,921	\$4,589,998,699	\$4,745,019,064	\$4,918,206,671	2.68%	3	5	5	5	5
Sandoval*	A	131,561	146,748	11.54%	\$3,555,320,582	\$3,710,601,626	\$3,971,451,961	\$4,055,325,049	4.37%	7	7	7	6	6
San Juan*	A	130,044	123,958	-4.68%	\$3,634,808,236	\$3,814,098,088	\$3,621,318,780	\$3,535,248,018	4.93%	6	6	6	7	7
Valencia	B+	76,569	76,688	0.16%	\$1,473,318,489	\$1,519,144,756	\$1,570,396,451	\$1,641,348,078	3.11%	9	8	9	9	8
Taos	B+	32,937	32,723	-0.65%	\$1,467,912,079	\$1,525,534,477	\$1,598,547,590	\$1,600,926,590	3.93%	8	9	8	8	9
Lincoln	B+	20,497	19,572	-4.51%	\$1,298,854,557	\$1,331,436,563	\$1,368,753,323	\$1,433,785,137	2.51%	10	10	10	10	10
Chaves*	B+	65,645	64,615	-1.57%	\$1,268,334,256	\$1,288,173,029	\$1,296,382,723	\$1,349,936,476	1.56%	11	11	11	11	11
Otero	B+	63,797	67,490	5.79%	\$1,194,024,848	\$1,229,359,648	\$1,261,048,104	\$1,286,262,873	2.96%	12	13	13	12	12
Rio Arriba*	B+	40,246	38,921	-3.29%	\$1,199,522,486	\$1,268,456,259	\$1,194,459,394	\$1,024,722,376	5.75%	13	12	12	13	13
Curry	B+	48,376	48,954	1.19%	\$936,752,110	\$953,685,323	\$976,477,817	\$988,698,971	1.81%	14	14	14	14	14
Los Alamos	H	17,950	19,369	7.91%	\$745,267,498	\$793,533,630	\$830,181,892	\$869,720,715	6.48%	17	17	17	15	15
Grant**	B+	29,514	26,998	-8.52%	\$837,948,000	\$834,793,726	\$818,453,839	\$801,803,791	-0.38%	15	16	15	17	16
McKinley*	B+	71,492	71,367	-0.17%	\$838,874,566	\$811,456,844	\$821,657,547	\$724,343,853	-3.27%	16	15	16	16	17
Luna	B+	25,095	23,709	-5.52%	\$595,370,798	\$611,725,058	\$617,341,001	\$663,050,728	2.75%	20	20	20	20	18
San Miguel	B+	29,393	27,777	-5.50%	\$610,906,020	\$636,513,990	\$648,999,184	\$662,470,192	4.19%	19	19	19	19	19
Colfax*	B+	13,750	11,941	-13.16%	\$646,673,520	\$657,720,407	\$652,203,751	\$649,835,749	1.71%	18	18	18	18	20
Roosevelt*	B-	19,846	18,500	-6.78%	\$388,041,366	\$410,637,830	\$458,713,963	\$626,210,347	5.82%	22	22	22	21	21
Torrance	B-	16,383	15,461	-5.63%	\$419,935,731	\$419,275,786	\$440,730,077	\$412,614,845	-0.16%	21	21	21	22	22
Cibola	B-	27,213	26,675	-1.98%	\$349,254,759	\$360,429,892	\$351,204,529	\$355,216,932	3.20%	24	23	23	23	23
Sierra	B-	11,988	10,791	-9.98%	\$319,657,445	\$316,778,014	\$320,888,780	\$333,793,084	-0.90%	23	24	24	24	24
Socorro	B-	17,866	16,637	-6.88%	\$281,430,862	\$284,170,213	\$287,935,768	\$296,120,558	0.97%	25	25	25	25	25
Quay*	B-	9,041	8,253	-8.72%	\$212,949,144	\$231,752,436	\$232,899,353	\$234,165,630	8.83%	26	26	26	26	26
Hidalgo	B-	4,894	4,198	-14.22%	\$171,469,263	\$179,086,439	\$186,288,666	\$189,843,460	4.44%	28	28	27	28	27
Guadalupe	B-	4,687	4,300	-8.26%	\$160,512,923	\$173,380,145	\$179,990,505	\$184,750,839	8.02%	29	29	29	29	28
Union*	B-	4,549	4,059	-10.77%	\$173,501,978	\$175,328,432	\$199,290,243	\$170,214,673	1.05%	27	27	28	27	29
Mora	B-	4,881	4,521	-7.38%	\$140,051,126	\$143,617,342	\$151,556,197	\$152,897,602	2.55%	30	30	30	30	30
Catron	B-	3,725	3,527	-5.32%	\$128,850,227	\$128,086,710	\$132,607,685	\$135,880,418	-0.59%	31	31	31	31	30
De Baca	C1+	2,022	1,748	-13.55%	\$91,348,468	\$93,632,516	\$94,127,082	\$95,949,994	2.50%	33	32	32	32	31
Harding*	C1+	695	625	-10.07%	\$89,919,961	\$86,110,889	\$81,901,245	\$65,910,842	-4.24%	32	33	33	33	32
* Includes oil and gas					** includes copper production									
Source: NM Department of Finance and Administration.														

III. Comparison of Counties by the Residential Rates in Descending Order

Rank	County	Class	2020 Population	2021 Valuation	Principle Municipality	2021 Residential Rates				
						County Only	City Only	County & City Only	Percentage of Total	Total Rate
1	Bernalillo	A	679,121	\$18,083,658,618	Albuquerque	8.436	11.156	19.592	47.22%	41.492
2	Mc Kinley	B+	71,367	\$724,343,853	Gallup	6.870	8.043	14.913	40.90%	36.461
4	Cibola	B-	26,675	\$355,216,932	Grants	8.834	5.569	14.403	41.64%	34.589
3	Valencia	B+	76,688	\$1,641,348,078	Los Lunas	7.677	8.35	16.027	48.01%	33.386
5	Socorro	B-	16,637	\$296,120,558	Socorro	11.144	5.423	16.567	51.46%	32.193
6	Dona Ana	A	218,195	\$4,918,206,671	Las Cruces	9.210	8.776	17.986	57.54%	31.258
7	Lea	B+	71,070	\$7,334,490,186	Lovington	7.011	3.719	10.730	34.58%	31.033
8	Lincoln	B+	19,572	\$1,433,785,137	Ruidoso	8.035	6.744	6.744	22.42%	30.085
9	San Juan	A	123,958	\$3,535,248,018	Aztec	7.033	4.701	11.734	39.60%	29.633
11	San Miguel	B+	27,777	\$662,470,192	Las Vegas	5.435	6.861	12.296	42.81%	28.721
10	Guadalupe	B-	4,300	\$184,750,839	Santa Rosa	9.302	4.563	13.865	50.30%	27.562
14	Otero	B+	67,490	\$1,286,262,873	Alamogordo	6.893	7.013	13.906	52.28%	26.597
12	Quay	B-	8,253	\$234,165,630	Tucumcari	11.85	3.651	15.501	59.50%	26.053
13	Colfax	B+	11,941	\$649,835,749	Cimarron	9.35	5.419	14.769	58.47%	25.261
15	Sandoval	A	146,748	\$4,055,325,049	Bernalillo	7.136	3.185	10.321	41.18%	25.064
17	De Baca	C1+	1,748	\$95,949,994	Ft. Sumner	9.903	1.888	11.791	47.56%	24.791
20	Union	B-	4,059	\$170,214,673	Clayton	6.894	4.703	11.597	47.07%	24.637
16	Luna	B+	23,709	\$663,050,728	Deming	10.111	4.650	14.761	60.57%	24.369
19	Roosevelt	B-	18,500	\$626,210,347	Portales	10.557	2.790	13.347	54.83%	24.341
18	Los Alamos	H	19,369	\$869,720,715	Los Alamos	5.319	3.577	8.896	36.95%	24.077
23	Santa Fe	A	150,358	\$8,010,591,912	Santa Fe	7.684	2.112	9.796	40.73%	24.051
21	Rio Arriba	B+	38,921	\$1,024,722,376	Espanola	5.741	3.602	9.343	38.92%	24.008
22	Eddy	B+	58,460	\$6,910,821,635	Carlsbad	5.372	4.658	10.030	42.01%	23.877
24	Torrance	B-	15,461	\$412,614,845	Estancia	12.074	2.359	14.433	60.46%	23.871
26	Sierra	B-	10,791	\$333,793,084	11	10.63	1.521	12.151	51.31%	23.682
25	Curry	B+	48,954	\$988,698,971	Clovis	9.378	3.386	12.764	54.22%	23.541
27	Chaves	B+	64,615	\$1,349,936,476	Roswell	5.354	7.200	12.554	55.39%	22.666
28	Hidalgo	B-	4,198	\$189,843,460	Lordsburg	9.375	2.543	11.918	53.22%	22.394
29	Catron	B-	3,527	\$135,880,418	Reserve	10.647	2.135	12.782	65.02%	19.658
30	Harding	C1+	625	\$65,910,842	Roy	8.362	1.411	9.773	53.67%	18.208
31	Taos	B+	32,723	\$1,600,926,590	Taos	6.010	2.657	8.667	48.24%	17.965
32	Grant	B+	26,998	\$801,803,791	Silver City	7.482	2.684	10.166	60.24%	16.876
33	Mora	B-	4,521	\$152,897,602	Mora	8.97	0	8.970	57.12%	15.705

III. Comparison of Counties by the Non-Residential Rates in Descending Order

Rank	County	Class	2020 Population	2021 Valuation	Principle Municipality	2021 Non-Residential Rates				
						County Only	City Only	County & City Only	Percentage of Total	Total Rate
1	Bernalillo	A	679,121	\$18,083,658,618	Albuquerque	12.222	11.520	23.742	50.70%	46.826
2	Mc Kinley	B+	71,367	\$724,343,853	Gallup	11.850	9.137	20.987	48.92%	42.897
3	Valencia	B+	76,688	\$1,641,348,078	Los Lunas	12.557	8.602	21.159	54.22%	39.023
4	Lea	B+	71,070	\$7,334,490,186	Lovington	10.600	5.650	16.250	42.39%	38.330
5	Cibola	B-	26,675	\$355,216,932	Grants	11.850	5.853	17.703	46.25%	38.277
6	San Miguel	B+	27,777	\$662,470,192	Las Vegas	11.850	7.650	19.500	53.17%	36.677
8	Socorro	B-	16,637	\$296,120,558	Socorro	13.290	5.813	19.103	54.66%	34.950
9	Dona Ana	A	218,195	\$4,918,206,671	Las Cruces	11.946	9.150	21.096	61.02%	34.573
10	San Juan	A	123,958	\$3,535,248,018	Aztec	8.500	6.873	15.373	44.64%	34.437
11	Otero	B+	67,490	\$1,286,262,873	Alamogordo	11.850	8.940	20.790	61.45%	33.830
15	Rio Arriba	B+	38,921	\$1,024,722,376	Espanola	11.538	7.257	18.795	56.22%	33.433
12	Lincoln	B+	19,572	\$1,433,785,137	Ruidoso	11.600	6.080	17.680	53.32%	33.157
13	Santa Fe	A	150,358	\$8,010,591,912	Santa Fe	13.974	3.750	17.724	53.91%	32.877
16	Sandoval	A	146,748	\$4,055,325,049	Bernalillo	11.162	5.725	16.887	52.70%	32.045
7	Quay	B-	8,253	\$234,165,630	Tucumcari	11.850	7.650	19.500	61.98%	31.460
14	Guadalupe	B-	4,300	\$184,750,839	Santa Rosa	11.850	4.938	16.788	53.77%	31.219
17	Colfax	B+	11,941	\$649,835,749	Cimarron	11.850	7.650	19.500	64.73%	30.126
18	Chaves	B+	64,615	\$1,349,936,476	Roswell	10.350	8.152	18.502	63.78%	29.009
19	Eddy	B+	58,460	\$6,910,821,635	Carlsbad	7.500	6.225	13.725	47.67%	28.792
20	Los Alamos	H	19,369	\$869,720,715	Los Alamos	8.85	3.998	12.848	44.75%	28.712
21	Union	B-	4,059	\$170,214,673	Clayton	9.150	4.938	14.088	51.71%	27.244
23	Roosevelt	B-	18,500	\$626,210,347	Portales	11.850	3.225	15.075	57.63%	26.158
24	Hidalgo	B-	4,198	\$189,843,460	Lordsburg	11.850	3.225	15.075	58.76%	25.655
25	Sierra	B-	10,791	\$333,793,084	T or C	11.850	2.225	14.075	55.01%	25.585
27	Taos	B+	32,723	\$1,600,926,590	Taos	11.665	4.074	15.739	62.77%	25.075
22	Luna	B+	23,709	\$663,050,728	Deming	11.414	3.987	15.401	61.77%	24.933
26	Curry	B+	48,954	\$988,698,971	Clovis	9.850	3.725	13.575	55.61%	24.409
30	Torrance	B-	15,461	\$412,614,845	Estancia	12.074	2.750	14.824	61.04%	24.284
28	De Baca	C1+	1,748	\$95,949,994	Ft. Sumner	9.134	2.052	11.186	46.17%	24.226
29	Grant	B+	26,998	\$801,803,791	Silver City	12.921	3.825	16.746	70.64%	23.706
32	Harding	C1+	625	\$65,910,842	Roy	10.850	2.225	13.075	60.87%	21.481
31	Catron	B-	3,527	\$135,880,418	Reserve	11.850	2.225	14.075	67.09%	20.980
33	Mora	B-	4,521	\$152,897,602	Mora	13.448	0.000	13.448	64.72%	20.780

**IV. New Mexico County Operating Imposed and Remaining Authority
Local Property Tax Rates Report
Counties**

Rank	County	Residential	Nonresidential	Ad Valorem Production & Equipment	Imposed Operating Rate	Remaining Authority ¹
1	Catron	10.318	11.850	N/A	11.850	0.000
2	Cibola	8.643	11.850	N/A	11.850	0.000
3	Colfax	11.070	11.850	11.850	11.850	0.000
4	De Baca	9.956	9.033	N/A	11.850	0.000
5	Dona Ana	9.222	11.850	N/A	11.850	0.000
6	Grant	6.407	11.850	11.850	11.850	0.000
7	Guadalupe	9.381	11.850	0.000	11.850	0.000
8	Hidalgo	9.378	11.850	N/A	11.850	0.000
9	Luna	10.179	11.850	N/A	11.850	0.000
10	McKinley	6.974	11.850	11.850	11.850	0.000
11	Mora	7.382	11.850	N/A	11.850	0.000
12	Otero	6.887	11.850	N/A	11.850	0.000
13	Quay	8.446	10.186	10.350	11.850	0.000
14	Rio Arriba	4.938	10.060	11.850	11.850	0.000
15	Roosevelt	10.602	11.850	11.850	11.850	0.000
16	San Miguel	5.390	11.850	N/A	11.850	0.000
17	Santa Fe	5.698	11.850	N/A	11.850	0.000
18	Sierra	10.582	11.850	N/A	11.850	0.000
19	Socorro	9.888	11.850	N/A	11.850	0.000
20	Taos	6.150	11.429	N/A	11.850	0.000
21	Torrance	11.850	11.850	N/A	11.850	0.000
22	Valencia	7.139	11.850	N/A	11.850	0.000
23	Lincoln	5.374	8.850	N/A	11.600	0.250
24	Harding	9.378	10.850	10.850	10.850	1.000
25	Bernalillo	7.114	10.750	N/A	10.750	1.100
26	Lea	7.099	10.600	10.600	10.600	1.250
27	Chaves	5.433	10.350	10.350	10.350	1.500
28	Sandoval	6.444	9.532	10.350	10.350	1.500
29	Curry	9.461	9.850	N/A	9.850	2.000
30	Union	6.845	9.150	9.150	9.150	2.700
31	Los Alamos	5.493	8.792	N/A	8.850	3.000
32	San Juan	6.490	8.000	8.500	8.500	3.350
33	Eddy	5.471	7.500	7.500	7.500	4.350
Average		7.912	10.856	9.779	11.183	0.667

¹11.85 mill maximum allowed by law less the imposed rate.

Information source: compiled from DFA rate certificate files.

Data obtained from NM Department of Finance and Administration. (2020 Property Tax Facts)

**V. New Mexico County Operating Imposed and Remaining Authority
Local Property Tax Rates Report
Municipalities**

				Imposed	
				Operating	Remaining
Rank	Municipality	Residential	Nonresidential	Rate	Authority¹
1	Angel Fire	5.472	7.650	7.650	0.000
2	Belen	5.752	6.428	7.650	0.000
3	Cimarron	5.378	7.578	7.650	0.000
4	Columbus	3.241	5.986	7.650	0.000
5	Cuba	3.772	7.650	7.650	0.000
6	Espanola	3.608	6.710	7.650	0.000
7	Eunice	5.419	7.650	7.650	0.000
8	Grady	5.815	7.650	7.650	0.000
9	Grenville	7.126	7.650	7.650	0.000
10	Hope	4.238	7.650	7.650	0.000
11	House	5.459	7.281	7.650	0.000
12	Jal	5.722	7.650	7.650	0.000
13	Las Vegas	6.745	7.650	7.650	0.000
14	Logan	7.650	6.949	7.650	0.000
15	Los Lunas	7.575	7.267	7.650	0.000
16	Maxwell	6.208	7.650	7.650	0.000
17	Milan	2.440	7.650	7.650	0.000
18	Mountainair	6.346	7.213	7.650	0.000
19	Raton	6.268	7.650	7.650	0.000
20	Red River	6.324	7.442	7.650	0.000
21	Rio Rancho	7.482	6.358	7.650	0.000
22	Roswell	6.806	8.176	7.650	0.000
23	Ruidoso Downs	5.031	7.650	7.650	0.000
24	San Jon	4.896	7.325	7.650	0.000
25	San Ysidro	6.946	7.629	7.650	0.000
26	Springer	5.718	7.559	7.650	0.000
27	Sunland Park	6.594	7.650	7.650	0.000
28	Taos Ski Valley	7.650	7.650	7.650	0.000
29	Tucumcari	3.650	7.650	7.650	0.000
30	Tularosa	5.335	7.650	7.650	0.000
31	Vaughn	7.650	7.650	7.650	0.000
32	Wagon Mound	5.705	7.650	7.650	0.000
33	Gallup	6.669	7.650	7.550	0.100
34	Carrizozo	6.375	6.359	7.225	0.425
35	Alamogordo	5.098	7.064	7.064	0.586
36	Bloomfield	5.001	7.000	7.000	0.650
37	Aztec	4.696	6.828	6.873	0.777
38	Corrales	3.931	6.870	6.870	0.780

**V. New Mexico County Operating Imposed and Remaining Authority
Local Property Tax Rates Report
Municipalities (continued)**

Rank	Municipality	Residential	Nonresidential	Imposed Operating Rate	Remaining Authority ¹
39	Albuquerque	6.317	6.554	6.544	1.106
40	Ruidoso	5.934	4.366	6.368	1.282
41	Carlsbad	4.740	6.073	6.225	1.425
42	Jemez Springs	3.882	5.950	5.950	1.700
43	Socorro	5.505	5.813	5.813	1.837
44	Bernalillo	3.295	5.725	5.725	1.925
45	Lovington	3.759	5.650	5.650	2.000
46	Hobbs	4.022	5.555	5.555	2.095
47	Hatch	5.460	5.500	5.500	2.150
48	Folsom	2.935	5.425	5.425	2.225
49	Bayard	4.361	5.225	5.225	2.425
50	Chama	4.128	4.560	5.225	2.425
51	Hurley	4.334	4.971	5.225	2.425
52	Questa	4.331	4.173	5.225	2.425
53	Willard	5.225	5.025	5.225	2.425
54	Las Cruces	4.805	5.120	5.120	2.530
55	Clayton	4.714	4.938	4.938	2.712
56	Des Moines	3.674	4.938	4.938	2.712
57	Santa Rosa	4.580	4.938	4.938	2.712
58	Grants	4.158	4.555	4.555	3.095
59	Deming	4.475	4.475	4.475	3.175
60	Corona	3.837	4.425	4.425	3.225
61	Bosque Farms	2.797	2.892	4.225	3.425
62	Capitan	3.162	4.063	4.225	3.425
63	Elephant Butte	4.225	4.225	4.225	3.425
64	Santa Clara	2.707	4.225	4.225	3.425
65	Taos	2.739	3.948	4.225	3.425
66	Tatum	3.113	4.225	4.225	3.425
67	Los Alamos	3.694	3.972	3.998	3.652
68	Silver City	2.692	3.825	3.825	3.825
69	Clovis	3.416	3.725	3.725	3.925
70	Artesia	3.417	3.500	3.500	4.150
71	Eagle Nest	1.775	3.225	3.225	4.425
72	Lordsburg	2.528	3.225	3.225	4.425
73	Portales	2.803	3.225	3.225	4.425
74	Santa Fe	1.582	3.183	3.183	4.467
75	Edgewood	2.884	3.000	3.000	4.650

**V. New Mexico County Operating Imposed and Remaining Authority
Local Property Tax Rates Report
Municipalities (continued)**

Rank	Municipality	Residential	Nonresidential	Imposed Operating Rate	Remaining Authority ¹
76	Peralta	3.000	3.000	3.000	4.650
77	Estancia	2.344	0.841	2.750	4.900
78	Rio Communities	2.750	2.750	2.750	4.900
79	Mesilla	1.016	2.340	2.340	5.310
80	Causey	1.585	2.225	2.225	5.425
81	Cloudcroft	0.858	2.225	2.225	5.425
82	Dexter	1.162	2.225	2.225	5.425
83	Dora	1.514	2.225	2.225	5.425
84	Elida	1.517	1.715	2.225	5.425
85	Encino	1.827	1.583	2.225	5.425
86	Farmington	1.484	2.225	2.225	5.425
87	Floyd	1.569	2.225	2.225	5.425
88	Fort Sumner	1.916	1.993	2.225	5.425
89	Hagerman	1.717	2.225	2.225	5.425
90	Lake Arthur	2.161	1.955	2.225	5.425
91	Loving	1.501	2.225	2.225	5.425
92	Magdalena	0.818	2.225	2.225	5.425
93	Melrose	1.927	2.225	2.225	5.425
94	Moriarty	2.199	1.672	2.225	5.425
95	Mosquero	1.285	2.169	2.225	5.425
96	Pecos	0.431	1.561	2.225	5.425
97	Reserve	2.101	2.225	2.225	5.425
98	Roy	1.403	2.136	2.225	5.425
99	T or C	1.542	2.225	2.225	5.425
100	Texico	1.880	2.225	2.225	5.425
101	Tijeras	0.881	2.225	2.225	5.425
102	Virden	1.115	1.960	2.225	5.425
103	Williamsburg	1.705	2.225	2.225	5.425
104	Anthony*	0.000	0.000	0.000	7.650
105	Kirtland*	0.000	0.000	0.000	7.650
106	Los Ranchos*	0.000	0.000	0.000	7.650
Average		3.802	4.781	4.964	2.686

¹7.65 mill maximum allowed by law less the imposed rate.

*Imposes no operating rate.

Information source: compiled from DFA rate certificate files.

VI. County Property Valuation Fund Statute

7-38-38.1. Recipients of revenue produced through ad valorem levies required to pay counties administrative charge to offset collection costs.

A. As used in this section:

(1) "Revenue" means money for which a county treasurer has the legal responsibility for collection and which is owed to a revenue recipient as a result of an imposition authorized by law of a rate expressed in mills per dollar or dollars per thousands of dollars of net taxable value of property, assessed value of property or a similar term, including but not limited to money resulting from the authorization of rates and impositions under Subsection B and Paragraphs (1) and (2) of Subsection C of Section 7-37-7 NMSA 1978, special levies for special purposes and benefit assessments, but the term does not include any money resulting from the imposition of taxes imposed under the provisions of the Oil and Gas Ad Valorem Production Tax Act [Chapter 7, Article 32 NMSA 1978], the Oil and Gas Production Equipment Ad Valorem Tax Act [Chapter 7, Article 34 NMSA 1978] or the Copper Production Ad Valorem Tax Act [Chapter 7, Article 39 NMSA 1978] or money resulting from impositions under Paragraph (3) of Subsection C of Section 7-37-7 NMSA 1978; and

(2) "Revenue recipient" means the state and any of its political subdivisions, excluding institutions of higher education located in class A counties and class B counties having more than three hundred million dollars (\$300,000,000) valuation, that are authorized by law to receive revenue.

B. Prior to the distribution to a revenue recipient of revenue received by a county treasurer, the treasurer shall deduct as an administrative charge an amount equal to one percent of the revenue received.

C. The "county property valuation fund" is created. All administrative charges deducted by the county treasurer shall be distributed to the county property valuation fund.

D. Expenditures from the county property valuation fund shall be made pursuant to a property valuation program presented by the county assessor and approved by the majority of the county commissioners.

History: 1978 Comp., § 7-38-38.1, enacted by Laws 1986, ch. 20, § 116; 1988, ch. 68, § 1; 1990, ch. 125, § 7; 2001, ch. 173, § 1.

VII. Department of Finance and Administration Directives and Memos



**STATE OF NEW MEXICO
DEPARTMENT OF FINANCE AND ADMINISTRATION
LOCAL GOVERNMENT DIVISION**

Bataan Memorial Building, Suite 201 • Santa Fe, New Mexico 87503
(505) 827-9950 • FAX No. (505) 827-4940 -Toll Free (800) 432-7708

David W. Harris
Secretary

Jeff Condrey
Director

Gary E. Johnson
Governor

MEMORANDUM - 05

DATE: May 4, 2000

TO: County Managers and County Assessors

FROM: Darlene Mares Bureau Chief Financial Management *DM*

RE: County Property Valuation Fund

The purpose of this Memorandum is to follow-up on the January 26, 2000, Local Government Division (LGD), Memorandum-012, which pertains to the County Property Valuation Fund.

Since the distribution of Memorandum-012, the LGD has received numerous inquiries pertaining to the allowable uses of the 1% administrative revenue. Expenditures from the County Property Valuation Fund are restricted and are for the sole purpose of conducting a reappraisal program. With this in mind, the LGD has prepared and attached a list of allowable uses pertaining to the 1% administrative revenue that is deposited in the County Property Valuation Fund.

I hope this information is of use to you when preparing your 2000-2001 County Property Valuation Fund Budget. If you have any questions or require additional information, please contact me at 827-8071.

DM

Attachment

VII. County Property Valuation Fund 1% Administrative Revenue

Permitted Uses

Section 7-38-38.1 NMSA 1978 provides for the following:

“Expenditures from the county property valuation fund shall be made pursuant to a property valuation program presented by the county assessor and approved by the majority of the county commission.”

1. Full time employee salaries are **not permitted** out of the County Property Valuation Fund; however, full time employees that work in the Assessor’s Office and do work pertaining to a property valuation program may have their salaries prorated between the General Fund and the Property Valuation Fund. The county Assessor should determine what percentage of salaries to prorate.
2. Part-time employees hired for the purpose of assisting with the property valuation program **are permitted** salaries out of the County Valuation Fund.
3. Overtime expenses associated with conducting a property valuation program **is permitted**.
4. Capital outlay purchases related to the sole purpose of conducting a reappraisal program **are permitted** expenditures, i.e. vehicles, computer hardware, software, printers, copiers.
5. Travel expenditures associated with reappraisal, i.e. training, workshop, conferences, **is permitted**.
6. Any debt service incurred from conducting a property valuation program **is permitted**, i.e. the issuance of revenue bonds, loans with the NM Finance Authority, loans with the NM Taxation and Revenue Department

Example: If revenue bonds are issued for the sole purpose of reappraisal then the principal and interest payments for these revenue bonds should be expended from the County Property Valuation Fund. However, if revenue bonds are issued for various county projects, then the principal and interest payment should be prorated between the appropriate funds. The County Property Valuation Fund should not absorb cost not associated with reappraisal.

7. The County Property Valuation fund is a restricted fund; therefore, transfers out of the fund are **not permitted**. However, if expenditures were made from another fund on behalf of the County Valuation Fund then a transfer may be made in order to reimburse the other fund.
8. Cash balances remaining at the end of the fiscal year, in the County Valuation Fund, transform into the beginning cash balance in that fund. Cash balances **may not** be transferred from the County Valuation Fund to another fund.
9. Maintenance and repair expenses associated with equipment belonging to the County Property Valuation Fund and / or equipment used for the reappraisal program **is permitted**

VIII. Taxpayer Property Profile Example



Assessor's Office Property Profile

Account: R010581	Tax Year: 2021	Account Type: EXEMPT COUNTY
Mill Levy: 28.712000	Version: 02/03/2021	Area ID: 1N
Estimated Tax: \$0.00	Parcel: 1-034-112-177-349	Legal: LACMBS001
*This Mill Levy is from the most recent tax roll		Status: Active

<u>Name and Mailing Address</u>	<u>Property Location</u>
INCORPORATED COUNTY OF LOS ALAMOS 1000 CENTRAL AVE LOS ALAMOS, NM 87544	1000 CENTRAL AVE LOS ALAMOS, NM 87544

<u>Legal Description</u>
Subd: LOS ALAMOS COUNTY MUNICIPAL BUILDING SITE Lot: 1 BEING A CONSOLIDATION OF EA2 LOT142D1 & 143A S: 8 T: 19N R: 6E

<u>Assessment Information</u>						
<u>Tax Year:</u>	<u>2021</u>	<u>Full Value</u>	<u>Taxable Value</u>	<u>Square Feet</u>	<u>Acres</u>	<u>Taxable</u>
Land		\$770,800	\$256,930	135,716	3.116	
Building		\$14,489,940	\$4,829,980	66,888		
Exempt		\$15,260,740	\$5,086,910			
Total		\$15,260,740	\$5,086,910			\$10,173,82
<u>Tax Year:</u>	<u>2020</u>	<u>Full Value</u>	<u>Taxable Value</u>	<u>Square Feet</u>	<u>Acres</u>	<u>Taxable</u>
Land		\$772,730	\$257,580	136,970	3.144	
Building		\$15,730,870	\$5,243,620	66,888		
Exempt		\$16,503,600	\$5,501,200			
Total		\$16,503,600	\$5,501,200		3.116	\$11,002,400

Remarks:
LOTS EA2 1 EA2 2 COMBINED FOR 2012



Pictometry Oblique Image

ArcGIS Web Map



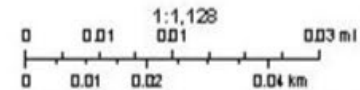
2/5/2020, 11:27:43 AM

Orthoimagery_pictometry_3in_2018

Red: Red

Green: Green

Blue: Blue



Source: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GEBCO, IGN, Kartena NL, Ordnance Survey, Esri

Web AppBuilder for ArcGIS
Bureau of Land Management, Texas Parks & Wildlife, Esri, HERE, Garmin, INCREMENT P, USGS, EPN, USDA, |

IX. Public Relation Programs

1 YOUR NOTICE OF VALUE IS THE KEY TO UNDERSTANDING YOUR PROPERTY TAX PROCESS.

Each year the Assessor mails each property owner a "Notice of Value." This form serves to inform the owner of the total assessed value, the property description and exemptions applied to the property. Los Alamos County typically mails notices on or around April 1st of each year. This form is an important step in the property tax process. Please read it carefully and follow the instructions on the back. The assessed value on the "notice" will be a factor in determining your property taxes. See example on back.

DISAGREE WITH YOUR VALUATION?

Property owners may appeal the value or classification determined for their property by filing a petition of protest with the county assessor within 30 days of the official mail date of the notice of value. Los Alamos County typically mails notices on or around April 1st of each year. Protest forms are available on our website or in our office.

Helpful Tips for Property Owners



A GUIDE TO UNDERSTANDING YOUR PROPERTY ASSESSMENT.

QUESTION? PLEASE CONTACT OUR OFFICE.

Kenneth H Milder
Los Alamos County Assessor
1000 Central Ave., Ste. 210
Los Alamos, NM 87544
Phone: (505) 662-8030
Fax: (505) 663-1764



2 LIMITATION ON VALUATION INCREASE FOR RESIDENTIAL REAL PROPERTY DID YOU KNOW THAT THERE ARE LIMITS ON VALUATION INCREASES?

Los Alamos County re-appraises property each year. The total value determined by the assessor for real property each tax year is based on the market value of the property in the prior year. For example your 2018 notice of value will reflect a 2017 market value. However, there are restrictions against increasing residential property valuations, i.e. houses, apartments, manufactured homes. Under state law, valuation increases on residential property must not exceed 3 percent per year of the prior year's assessed value. Example:

2018 Assessor's Full Value was	\$100,000
2019 Assessor's Full Value can not exceed	\$103,000
2020 Assessor's Full Value can not exceed	\$106,090

There are some exceptions to the limitations.

The limitation does not apply to:

- Property that has changed in ownership due to a sale. In this case the valuation cap is removed in the tax year after the sale date and the Assessor's valuation must be changed to reflect the market value of the year of the sale date. This is especially important to potential home buyers. **Please be aware of the potential increase in property valuation that could lead to increased taxes.**
- Property that is placed on the tax rolls for the first time such as a new home.
- Any new improvements made to property in the year prior to the current tax year such as additions or outbuildings.
- Property whose use or zoning has changed.

www.losalamosnm.us/assessor

Helpful Tips for Property Owners

Website Informational Presentations

Brochure Publications



LOS ALAMOS
Assessor's Office



LOS ALAMOS
Assessor's Office



LOS ALAMOS
Assessor's Office



LOS ALAMOS
Assessor's Office



LOS ALAMOS
Assessor's Office

X. Assessor's Annual Evaluation

**STATE OF NEW MEXICO
TAXATION AND REVENUE DEPARTMENT
PROPERTY TAX DIVISION**

Documents Requested

Budget for 2020 (Operational and 1% Budget)

PTD Review: No Deficiencies Noted

Personal Property Form mailed to taxpayers annually (7-38-8 NMSA 1978)

PTD Review: No Deficiencies Noted

Sales Verification Policy

PTD Review: No Deficiencies Noted

Analysis Documentation for Valuation Stratification

PTD Review: No Deficiencies Noted

Protest Management Policy

PTD Review: No Deficiencies Noted

Commercial Property Income Documentation

PTD Review: No Deficiencies Noted

Personnel Training Certificates

PTD Review: No Deficiencies Noted

Livestock Owner Report Form. (3.6.5.28 NMAC)

PTD Review: No Deficiencies Noted

Current (or most current) Property Re-inspection Plan with start and end dates and current status.

PTD Review: No Deficiencies Noted

Vacant Land Ratio Study Analysis Documentation

PTD Review: No Deficiencies Noted

Annual Report to County Commissioners, If not finalized, the 2020 report and the draft 2021 report

PTD Review: No Deficiencies Noted

Budget for 2021 (Operational and 1% Budget)

PTD Review: No Deficiencies Noted

Corrective action taken (or planned) for corrective action in response to the 2020 evaluation.

PTD Review: No Deficiencies Noted

Questionnaire

Assessment Administration

What is your assessment cycle for residential and non-residential properties? Please explain any property types still on a 2-year assessment cycle.

All residential and non-residential properties are on a 1-year assessment cycle.

PTD Review: No Deficiencies Noted

What date are your 2021 NOV's scheduled to be mailed?

The 2021 NOV's are scheduled to be mailed on 3/31/21

PTD Review: No Deficiencies Noted

When were your NOV's mailed last year? If an extension was requested, explain why it was necessary.

The prior year NOV's for 2020 were mailed on 3/31/2020

PTD Review: No Deficiencies Noted

What online information, services, and documents do you provide on your website?

The Los Alamos County Assessor's Office provides a significant amount of information including videos, presentations, and informational brochures, all developed by staff. We offer a variety of fillable forms including but not limited to protest, exemption, disability, and reporting, as well as various links to other entities including the NMPTD. We also offer an online property record search termed Eagle-Web which provides a vast amount of assessment data to a variety of users. Using this service, property owners can easily access current ownership, tax and assessment history, property characteristics and other helpful information. Our most recently acquired online service now offers eNotices, which allows property owners to receive their NOV's electronically.

PTD Review: No Deficiencies Noted

Who on staff is allowed to make Treasurer's change orders, and do they require a signature? What back-up documentation, if any, is required.

Chief Deputy Assessor, Chief Appraiser and Sr Assessment Specialist are allowed to make Tax Roll Corrections with all supporting documentation which includes revised property record card and accompanying correction form. Assessor's official and Treasurer's signature is required on all corrections

PTD Review: No Deficiencies Noted

Describe the assessor's and assessor's employees possession of and/or access to the Property Tax Code, IAAO Standards, valuation manuals, and cost and valuation schedules (such as Marshall & Swift).

Every employee in the Assessor's office is provided with the most up to date version of the New Mexico Property Tax Code (Statute Book) in addition to an electronic version. All employees are active members of the IAAO allowing them access to a variety of resources including the IAAO Research Library, IAAO Connect, and Seminars and Annual Conferences which are all attended by Assessor's staff regularly. Our office maintains subscriptions to CoStar, NADA and Marshall and Swift which provides regular valuation schedule updates to cost manuals as well as the cost application integrated into our CAMA System. While two of our employees currently maintain certifications in Marshall and Swift valuations, we anticipate that three employees will all be Marshall and Swift Residential and Commercial Certified Appraisers by year's end.

PTD Review: No Deficiencies Noted

Indicate all office positions that receive incentive pay for IAAO Courses. Please explain any exceptions to the policy.

All Assessor's office employees are currently receiving incentive pay except for our most recent hire (Office Specialist) and the County Assessor. Positions receiving incentive pay are as follows: Chief Deputy Assessor, Chief Appraiser, Appraiser (X2), Sr Assessment Specialist.

PTD Review: No Deficiencies Noted

Please explain any valuation loss from the General Statistics page and/or any large numeric changes.

Los Alamos County did not experience valuation loss in 2020

PTD Review: No Deficiencies Noted

Data Management

Describe your physical reinspection policy and procedures in detail.

It is the policy of the Assessor's office to physically inspect each property every five years. Los Alamos is divided into five geographical areas for the purpose of these re-inspections. For each property identified in the re-appraisal cycle, the following will occur: A property record card for each parcel is printed, the property is reviewed and researched on-line, reviewed through aerial imagery, and mapped out for physical inspection. During physical inspection, the appraiser will verify that all property measurements and characteristics are accurate, obtain a photograph of the property and leave a door hangar if a more thorough review is required. Property record cards are then updated, date stamped, signed, and filed.

PTD Review: No Deficiencies Noted

Describe your virtual reinspection policy and procedures in detail and if this is your primary or secondary reinspection method.

In addition to our primary method of physically inspecting property through the building permit process and five-year inspection cycle, we currently utilize the Internet, ESRI and Eagle Aerial View products for conducting desk audits prior to physical inspection.

PTD Review: No Deficiencies Noted

If you use flyover/aerial photography and/or change software for property inspections what is the date the imagery was last updated?

Eagle View imagery was last updated on June of 2018 and is scheduled to be updated in conjunction with Los Alamos National Laboratory in next year's budget cycle.

PTD Review: No Deficiencies Noted

What software programs are used in your office for assessment data management?

The Los Alamos Assessors office currently utilizes Eagle Assessor, Marshall & Swift, NADA, Microsoft Office, Apex, and CoStar for assessment data management.

PTD Review: No Deficiencies Noted

How often is your valuation system backed-up, where is it backed up to, and when was it last tested?

Our valuation system and servers are managed by the Los Alamos County Information Management Division and are backed up daily.

PTD Review: No Deficiencies Noted

Describe any continuous training provided to staff on your valuation software. Does your CAMA vendor offer continuing support and training to staff?

Staff currently attends, leads and contributes to the training program offered by the NM Tyler User Group. Our CAMA vendor also offers support and training through Tyler's Annual Connect Conference where 2/3 of Assessor's staff are scheduled to attend this year's virtual conference and educational trainings. All staff are actively involved in the sales verification and model calibration process as part of our dynamic in-house cross-training program.

PTD Review: No Deficiencies Noted

Upon transfer is the change of ownership reflected in the current year in your valuation software, or as of January 1st of the following tax year?

Ownership changes occur in the following tax year with the old owners name being removed, and the new owner's name being added, as of January 1st of the following year. Property is placed "In Care Of" the new owners name in the current year for the purpose of ensuring that the new owner receives the NOV.

PTD Review: No Deficiencies Noted

Describe the benefits and drawbacks of the Remote Hearing Procedures and the Zoom online platform utilized for the 2020 Valuation Protest Hearings.

Aside from being more accessible to property owners, there didn't appear to be any benefit to Los Alamos County in the remote hearing process. Audio delay and echo, the submission process of exhibits and the timeliness of receiving protestants information and having to coordinate the remote hearing process were some of the drawbacks among other things.

PTD Review: No Deficiencies Noted

Valuation - General

Describe how your office tracks Industrial Revenue Bonds in your county from inception to expiration.

Los Alamos County had its first Industrial Revenue Bond in 2020. All conveyance documents, indentures, leases and settlements are filed and tracked for each property within the CAMA System and flagged for removal at the scheduled time of termination.

PTD Review: No Deficiencies Noted

Is there a written office policy in place regarding the verification of sales? If there is no written office policy describe in detail your processes.

We currently identify the process for sales verifications as part of our Valuation Process Procedures. Each sale affidavit is date stamped and its corresponding listing reviewed. Desk audits are conducted utilizing aerial imagery and web research. A property record card is printed and a physical field inspection is conducted on every sale and updates and corrections to each account are made accordingly. The Los Alamos County Sales Procedure Manual is included within the attached documents of this evaluation. While our office does not have a written policy in place regarding the verification of sales we do maintain a workflow for Sales verification on our CAMA system. Transfer documents recorded in the county clerks office are searched, reviewed and entered in our CAMA system as an ownership change. From there it is forwarded to the appropriate appraisers workflow where he/she verifies and validates the sale(s). The Chief Deputy Assessor also conducts year end quality control measures to assure all sales have been verified.

PTD Review: No Deficiencies Noted

Describe your sales verification process and if transferred properties are field inspected as part of your sales verification process.

Each sale affidavit is date stamped and its corresponding listing reviewed. Desk audits are conducted utilizing aerial imagery and web research. A property record card is printed and a physical field inspection is conducted on every sale and corrections are made accordingly.

PTD Review: No Deficiencies Noted

Describe how you have stratified your county for residential as well as non-residential valuation. Describe additional market area(s) including neighborhoods that have been identified within your stratification analysis.

Residential Properties are stratified by subdivisions that contain comparable properties with similar characteristics. All subdivisions are aligned into super neighborhoods that mirror MLS. All Non Residential and Commercial properties are grouped according to Occupancy in addition to neighborhood.

PTD Review: No Deficiencies Noted

Do you have a written office policy on your protest processes from filing to resolution? If there is no written office policy describe in detail your processes.

We currently identify the process for the filing of protests in our Protest Procedure Manual. The final phase of this process, which is the actual formal hearing is not identified in this manual. Assessor's Staff is working on developing an in-house staff presentation/training outlining the formalities of this process. The Los Alamos Protest Procedure Manual is included within the attached documents of this evaluation.

PTD Review: No Deficiencies Noted

What quality control measures are in place to ensure accurate property values?

Los Alamos County utilizes Tyler's Eagle CAMA system which has internal controls to ensure property values are uniformly and equitably assessed. Sales Ratio studies are also utilized as quality control pre rollover and post rollover. Valuation models are stratified in many ways to ensure the values are fair and equitable, not only for sales but all property values. More specifically, the system allows us through a workspace testing site to stratify and make changes to a defined group of properties. Through model calibration we are able to immediately analyze sales ratios reflecting the level of assessment and assessment uniformity. All ratios are required to be within the national standards of the IAAO.

PTD Review: No Deficiencies Noted

How many conversion overrides exist in your system, if any? Provide the total number of residential and non-residential overrides? What is your estimated time frame for all conversion overrides to be remodeled?

Los Alamos County currently has no conversion overrides.

PTD Review: No Deficiencies Noted

What is your estimated time frame for all conversion overrides to be remodeled?

Los Alamos County currently has no conversion overrides.

PTD Review: No Deficiencies Noted

If you are in the process of removing and cleaning up conversion overrides, how many were removed in 2020? How many remain to be worked?

Los Alamos County currently has no conversion overrides and had none were removed in 2020

PTD Review: No Deficiencies Noted

Land Valuation

Describe your land valuation process including how and when your land tables were last developed.

Our land tables were developed when our office implemented Eagle Assessor and are maintained annually. We annually analyze all land sales and conduct extractions to apply market factors to our land tables.

PTD Review: No Deficiencies Noted

How would your land valuation assessment practices benefit from "Disclosure" of non-residential property values?

The additional sales information would be helpful in expanding our data pools for establishing land values across all property types

PTD Review: No Deficiencies Noted

Are land sales reviewed, confirmed, and maintained in a sales file? Please provide an example.

Yes, all land sales are reviewed, confirmed and maintained in our CAMA system. Vacant land ratio study document provided. Demonstration can be provided

PTD Review: No Deficiencies Noted

Please explain the method of valuation used when recent land sales are not available. These alternate methods and analysis should be available for review.

With land sales being limited in Los Alamos, the extraction method is often relied upon to establish accurate assessments. Analysis can be provided for review.

PTD Review: No Deficiencies Noted

Are land values maintained within your CAMA system? How are they updated?

Yes, land values are maintained in our CAMA system. They are updated annually through our model calibration process.

PTD Review: No Deficiencies Noted

How often do you complete sales ratio studies on vacant land? Are they further stratified by market area?

Sales ratio studies on vacant land are performed annually and are all stratified by market area. Sales ratio analysis provided in documentation.

PTD Review: No Deficiencies Noted

Personal Property Valuation

Are new manufactured home accounts field reviewed prior to valuation and placement on the tax rolls?

Yes, annual field inspections are conducted on all manufactured homes including new accounts.

PTD Review: No Deficiencies Noted

Describe how you cost manufactured homes and your depreciation methodology?

Our office maintains subscriptions to NADA and Marshall and Swift Valuation Services which we utilize for determining cost and establishing depreciation.

PTD Review: No Deficiencies Noted

What is your depreciation method for manufactured homes, straight line or effective age?

Los Alamos County currently utilizes a hybrid depreciation method in their modeling which is based on effective age and straight line depreciation.

PTD Review: No Deficiencies Noted

What is your policy to ensure manufactured homes do not unintentionally fall off the tax rolls?

100% of mobile homes are inspected annually and verified against prior year's records. All incoming or outgoing mobile homes are verified through the state tapestry report and immediately added or removed from the tax roll in the following year.

PTD Review: No Deficiencies Noted

Is there a policy in place to field review manufactured homes prior to removing them from the tax rolls?

Although there is no written in place, 100% of mobile homes are inspected annually and verified against prior year's records. All incoming or outgoing mobile homes are verified through the state tapestry report and immediately added or removed from the tax roll in the following year.

PTD Review: No Deficiencies Noted

Are personal property forms mailed to all businesses annually? (7-38-8 NMSA 1978)

BPP forms are mailed to all active business accounts identified through the Los Alamos County Community Development Department in addition to any accounts identified in prior years valuation. A BPP Form is included as part of the New Business application process through the Community Development Dept. Forms are also mailed to all businesses identified by CEDD. Late reporting is tracked in our valuation models which triggers a late reporting penalty and a force assessment flag. Calls are made to various non-reporting businesses to ensure compliance.

PTD Review: No Deficiencies Noted

Do you have a valuation floor programmed into your valuation system for Business Personal Property?

Yes, our depreciation schedules incorporate a 12.5% floor on all BPP. We learned this year that PTD's manual on BPP now reflects a 13% floor. We may consider aligning our schedules to that of PTD in the future.

PTD Review: No Deficiencies Noted

Describe how you work with the State Assessed Property Bureau (SAPB) to identify and value all SAPB Properties?

Los Alamos County values Centrally Assessed Properties, less the protested amount for each property, based on valuations received annually from the SAPB. Those values are then certified to the State in June.

PTD Review: No Deficiencies Noted

Residential Valuation

What is your office policy on the revaluation of transferred residential properties? Are they moved to 100% of "current and correct" market value or a percentage of "current and correct"?

Current and Correct "Market" values are maintained on all residential properties in addition to values affected by any limitation on increase in value. It is the policy of our office to move all transferred "sold" properties to 100% of current and correct. The internal controls of our CAMA system determine if the 3% Cap is removed based on the type of sale transfer identified by staff.

PTD Review: No Deficiencies Noted

If properties are moved to a percentage of "current and correct" how was that number determined?

The internal controls of our CAMA system determines if the 3% cap is removed based on the type of sale transfer identified by staff.

PTD Review: No Deficiencies Noted

Do you perform independent sales ratio studies on each neighborhood or market area to verify that non-transferred property values are current and correct?

Yes, Market analysis is conducted through the use of regression analysis. Stratification of data is performed in various ways to identify areas of concern. Increases or decreases of non-transferred properties in valuation models can be accurately supported through this analysis.

PTD Review: No Deficiencies Noted

How do you determine the need to raise or lower values in each area of stratification?

Market analysis is conducted through the use of regression analysis. Stratification of data is performed in various ways to identify areas of concern. Increases or decreases in valuation models can be accurately supported through this analysis.

PTD Review: No Deficiencies Noted

Were any areas/neighborhoods value not increased the maximum 3% last year? What areas/neighborhoods were lowered in value? Please provide the documentation in support of that decision.

Los Alamos experienced about a 13% increase in market in 2020. Because this increase is much greater than 3%, and no neighborhoods requiring a decrease of more than 13% were identified, all residential property was adjusted at least 3%. Demonstration can be provided

PTD Review: No Deficiencies Noted

Does your statistical testing indicate that values will be moved this year? Why or why not? (Provide an example)

Yes, values are adjusted annually according to market conditions. Statistical and paired sales analysis indicated about a 13% increase in market for 2020 in Los Alamos County.

PTD Review: No Deficiencies Noted

How are short-term rental homes and other short-term rentals (such as AIRBNB's, etc.) being classified and valued in your county?

Los Alamos Assessor's Office currently has 4 properties classified as Bed and Bkfst. Income questionnaires have been sent, sufficient data has not been collected and are valued and adjusted annually to reflect residential market conditions.

PTD Review: No Deficiencies Noted

How are large acreage parcels being valued regarding homesites versus excess acreage?

Larger parcels are valued on a \$/sqft versus smaller parcels that are valued by lot.

PTD Review: No Deficiencies Noted

What is the maximum acreage that your county considers and values as a residential homesite?

Los Alamos County currently has no maximum acreage for residential homesites. Our largest residential homesite is approximately 9 acres

PTD Review: No Deficiencies Noted

Is there a difference in valuation of large rural parcels versus large residential subdivision lots?

Yes, smaller lots are valued on a per lot basis, while larger parcels are valued on a price per square foot basis.

PTD Review: No Deficiencies Noted

How do you determine whether subdivision parcels should be valued at a per acre value or per lot value?

Through analysis and extractions we can determine if an adjustment for lot size is warranted. Los Alamos has two subdivisions with larger parcels where a price per sq ft is warranted. Subdivisions are stratified accordingly.

PTD Review: No Deficiencies Noted

How are residential and non-residential condominiums being valued in your county? Please explain how the land value, as well as common areas are valued?

Declarations filed with the County Clerk are used to identify condominiums with each unit valued separately. Separate accounts are created for land models, and pro rated to each unit accordingly.

PTD Review: No Deficiencies Noted

Commercial Valuation

How are commercial properties stratified into separate market areas?

Commercial properties are stratified by Super Neighborhood market areas and by building occupancy.

PTD Review: No Deficiencies Noted

Were commercial property values changed (reassessed) in 2021?

Yes, all commercial properties in Los Alamos County are reappraised annually.

PTD Review: No Deficiencies Noted

Which specific commercial areas (or tax districts) were reappraised last year?

All Commercial properties were re-appraised last year.

PTD Review: No Deficiencies Noted

Describe how commercial properties values were affected by the Pandemic and if value changes were made due to the Pandemic for the 2021 Tax Year.

Comparing local cost, income and sales data indicated that a decrease for certain commercial properties was warranted. We utilized the income data that was available to us and compared that to prior years to determine that adjustment.

PTD Review: No Deficiencies Noted

What is your procedure for collecting income and expense data?

Income Questionnaires are mailed and personal interviews are conducted with realtors and property owners. Leases, mortgages and other agreements attainable through filings are also reviewed and analyzed.

PTD Review: No Deficiencies Noted

If your office is not collecting income and expense data what is your timeline for implementation of this data collection?

Income Questionnaires are mailed and personal interviews are conducted with realtors and property owners. Leases, mortgages and other agreements attainable through filings are also reviewed and analyzed.

PTD Review: No Deficiencies Noted

What approaches to value are utilized for commercial properties? Provide accounts to verify your valuation procedure of each method (sales, cost, income).

Los Alamos County's values are based on hybrid (cost, sales, income) models. The models require the use of all three approaches. Accounts provided

PTD Review: No Deficiencies Noted

Do you perform sales ratio studies on commercial properties?

Ratio studies are performed on all sales which are stratified into groups so that we can effectively calibrate models

PTD Review: No Deficiencies Noted

Does your office use commercial publications or online databases to help in the development of rental rates, expense ratios, and capitalization rates? Which publications or online sites are used?

Yes, Co-Star, Marshall & Swift, and various websites for support data.

PTD Review: No Deficiencies Noted

How would your commercial property valuation assessment practices benefit from "Disclosure" of non-residential property values?

The additional information would be useful in expanding our sales pool and would allow for more accurate assessments of non-residential properties.

PTD Review: No Deficiencies Noted

Mapping

Is the mapping department managed and maintained within the Assessor's Office? If not, where is this work performed and describe how the Assessor's Office maintains data authority?

Mapping is managed and maintained by our County Information Management Dept. The GIS Coordinator works closely with the Assessor and Clerk to ensure plats and surveys are continuously updated in GIS as they correspond to Parcel Identification Numbers.

PTD Review: No Deficiencies Noted

PTD Comment: The organizational model and relationship between the Assessor's Office and GIS IT works well and is a benefit to the County.

Has your office acquired and become familiar with the recently revised New Mexico Mapping Manual Version 2020?

The Los Alamos County Assessor's office has acquired and become familiar with the 2020 NM Mapping Manual.

PTD Review: No Deficiencies Noted

Referring to section "2.1 Phases of Parcel Mapping" of the Technical Manual, please indicate which Phase best represents your county's parcel mapping practices.

Los Alamos County appears to be best represented by Phase 4 of the Technical Manual. Our office utilizes ESRI-ARC Map, and Eagle View (Pictometry) which details parcels, road rights, easements, electrical, gas and water distribution and provides ortho and oblique imagery.

PTD Review: No Deficiencies Noted

Is there a link between the parcels in your digital maps and the ownership data in your CAMA system? If a link exists, briefly describe how it operates.

GIS spatial data is integrated within our CAMA system. GIS and CAMA are linked and utilized for valuation modeling

PTD Review: No Deficiencies Noted

Referring to section "7.2 Attribute Quality Checks" of the Technical Manual, does every real property parcel polygon in your county's mapping database contain a field that carries a unique identifier?

Yes, each parcel polygon contains a unique PIN

PTD Review: No Deficiencies Noted

Are deed splits and combinations mapped within 1 month?

Yes, Los Alamos County completes all splits and consolidations in a timely manner with all splits and consolidations being maintained in our CAMA system.

PTD Review: No Deficiencies Noted

What is your back log of deed splits and/or combinations?

Splits and Consolidations are done routinely with no current backlog. Our CAMA system maintains property genealogy upon change.

PTD Review: No Deficiencies Noted

How is it noted in your CAMA system that a change has occurred upon split or combination?

All splits and consolidations are maintained in our CAMA system through a searchable documents manager which also provides genealogy on the property being split or combined.

PTD Review: No Deficiencies Noted

Please describe how annexations are conveyed to your office from incorporated places within the county.

Any annexations are conveyed to or acquired by our office through the recording of documents in the recording information database. In cooperation with the GIS Coordinator, the county assessor also runs periodic checks to verify consistency between Assessor and GIS data.

PTD Review: No Deficiencies Noted

Briefly describe your process for confirming parcels are coded correctly for property tax districts (IN's and OUT's)

Los Alamos County maintains only 1 tax district that is consistent with our 1 school district. In cooperation with the GIS Coordinator, the county assessor runs a check to verify consistency between Assessor and GIS data.

PTD Review: No Deficiencies Noted

Referring to section "2.3 Tax District Identifier" of the Technical Manual, please indicate which practice is most consistent with how your county manages parcels that cross property tax districts?

Los Alamos County has no property that crosses property tax districts.

PTD Review: No Deficiencies Noted

Referring to 2.1 "Phases of Parcel Mapping" (3.) "Tax Parcel plus Publicly Owned Polygons" of the Technical Manual, does your county include federal, State, and local exempt polygons in your county real property parcel coverage? If so, does your county assign these parcels a UPC or account?

Yes, UPC's are assigned to all parcels. Some properties that fall under these listed types include Bandelier National Monument, Los Alamos National Laboratory and Santa Fe National Forest

PTD Review: No Deficiencies Noted

Are there UPC's in your system that are not location based (not coded using the method defined in the Mapping Manual?) If so, is there a plan to correct these UPC's using the preferred method?

Los Alamos County uses a four digit extension to the method defined in the Mapping Manual. They are used for Condominium units and building only accounts.

PTD Review: No Deficiencies Noted

Describe any accommodations/adjustments you make in parcel or CAMA data to support the Treasurer's office to print NOV's that address one owner with multiple properties on multiple deeds or legals?

The Los Alamos County Assessor and Treasurer look at the same Owner Information. Every owner has a unique Owner ID which can be used to identify multiple accounts with the same Owner ID. Our data structure allows for multiple documents and multiple legal descriptions.

PTD Review: No Deficiencies Noted

Are your parcel maps available online?

Los Alamos County provides a parcel map online together with account information in addition to EagleWeb, an internet portal which provides current owner information and a snap shot of the GIS map and photo.

PTD Review: No Deficiencies Noted

Are there staff members in your office who have login credentials for the PTD Property Information Exchange Portal?

Yes, we have one staff member who has obtained login credentials for this portal and who has become familiar with the functionality of the system

PTD Review: No Deficiencies Noted

If so, have they become familiar with the "Tax Roll Analysis Dashboard" and the "PTD Property Information Exchange Viewer-Internal" as tools to analyze your county's CAMA and parcel data?

Yes, we have one staff member who is familiar with the functionality of the system and possesses the ability to utilize the system for CAMA and parcel data analysis.

PTD Review: No Deficiencies Noted

Please describe your policies for providing parcel and ownership data to public and private entities. Please cite any local ordinances that govern your data sharing policies.

Any request for parcel or ownership data are to be submitted to and managed by the Los Alamos County Custodian of Public Records. The IPRA policy will be provided to any entity requesting this data.

PTD Review: No Deficiencies Noted

Do you believe the data and information products produced by your office effectively meet the needs of the county and its residents, why or why not? What opportunities for data improvement, enhancement, and expansion do you see?

Los Alamos County provides data and information as statutorily required by the NM Property Tax Code and effectively meets the needs of the county and its residence as well as the needs of all governmental entities who receive revenues from the taxes generated from the property tax assessments. By providing fair and equitable assessments, the county assessor provides a tax base in which the governmental entities can project their budgeting on. Providing the Calculated Market Value on the NOV would be an enhancement to improve transparency.

PTD Review: No Deficiencies Noted

What opportunities do you see for growth and improvement in the mapping practices and workflows currently used in your office? Are they effectively meeting the business needs of your office?

Los Alamos County currently owns and maintains an Unmanned Aerial Vehicle (UAV-Drone) to provide aerial photography in areas of high development between the county wide flyovers. This provides an additional resource for the appraisers to use when appraising these areas. Our office is fortunate to have the resources that allows for a robust parcel mapping system.

PTD Review: No Deficiencies Noted

PTD Comment: This is an innovative use of technology to capture near real-time data and imagery. It would be beneficial for other County Assessors to learn more about this practice.

Would your office want additional support from PTD?

The Los Alamos County Assessor's Office does not require additional support at this time.

PTD Review: No Deficiencies Noted

Agriculture

What are your verification procedures when receiving an application for a Special Method of Valuation for Agricultural properties? (7-36-20 NMSA 1978)

Los Alamos County Currently has no properties receiving the agricultural special method of valuation

PTD Review: No Deficiencies Noted

How do you periodically verify that properties receiving the special method of value are being used for agricultural purposes?

Los Alamos County Currently has no properties receiving the agricultural special method of valuation

PTD Review: No Deficiencies Noted

Are you inspecting and reappraising the residential portion of agricultural properties upon sale and bringing the improvements to current & correct market value?

Los Alamos County Currently has no properties receiving the agricultural special method of valuation

PTD Review: No Deficiencies Noted

Do you require livestock to be rendered in order to qualify for the grazing special method of value?

Los Alamos County Currently has no properties receiving the agricultural special method of valuation

PTD Review: No Deficiencies Noted

Do you revalue the portions of agricultural properties that are leased for commercial use? (i.e. solar and wind farms)

Los Alamos County Currently has no properties receiving the agricultural special method of valuation

PTD Review: No Deficiencies Noted

Do you extend the special method agriculture automatically to those with water rights? And, how are you valuing water rights?

Los Alamos County Currently has no properties with surface water rights

PTD Review: No Deficiencies Noted

What resources does your office utilize to identify and value transient livestock?

Los Alamos County periodically receives inspection reports from the NM Livestock Board indicating transport of livestock in and out of the county.

PTD Review: No Deficiencies Noted

Self Assessment

Is your office adequately funded? Describe any budget constraints and if your 1% fund is used solely for reappraisal purposes.

Yes, adequate funding is provided with no budget constraints. The property valuation fund is retained solely for the purposes of re-appraisal.

PTD Review: No Deficiencies Noted

What successes did your office have this past year?

We believe our office has met its statutory obligations and maintains sales ratios within given standards. Staff has been provided the opportunity for extensive training through IAAO, the Columbia Institute, URISA, Tyler Technologies and a significant amount of internal cross training. Staff is actively involved in the statewide effort together with the NM Chapter of the IAAO and the NM Tyler User Group in providing educational opportunities to assessment professionals throughout the state. We have also expanded our public relation efforts to include community sponsored events such as the Fair and Rodeo and Chamberfest which provide opportunities and information's to taxpayers regarding exemptions and valuation processes in addition to the outreach already provided through various media outlets, radio and community groups.

PTD Review: No Deficiencies Noted

What obstacles did your office face this past year?

Four positions within our office were vacated and filled in 2019 with our fifth and final vacancy being filled in 2020. This presented a unique training challenge in which each predecessor was charged with training their incoming replacement. While this did present its challenges, it also provided a seamless transition to ensure the functions of each position were thoroughly covered. COVID-19 presented its obstacles in forcing us to operate with limited staff.

PTD Review: No Deficiencies Noted

What are your 3 top goals for the coming year?

- 1. Develop internal trainings on the formal hearing process and the NM Property Tax Code.*
- 2. Continue expansion of Public Relations and Website Improvements.*
- 3. Ensure that each employee in our office is provided adequate training across all areas of property assessment.*
- 4. Complete Phase 5 of our 5yr inspection cycle.*

PTD Review: No Deficiencies Noted

What is the specific action or assistance that PTD could provide that would have significant impact to your office?

The Los Alamos County Assessor does not require additional assistance from PTD at this time.

PTD Review: No Deficiencies Noted

Protests

Please provide the total number of protests filed.

49 Protests were filed in 2020

PTD Review: No Deficiencies Noted

Please provide the total number of protests resolved prior to hearing.

17 Protests were resolved prior to formal hearing

PTD Review: No Deficiencies Noted

Please provide the total number of protests scheduled for hearing.

32 Protests were scheduled for formal hearing

PTD Review: No Deficiencies Noted

Please provide the total number of protests resolved prior to hearing.

17 Protests were resolved prior to formal hearing

PTD Review: No Deficiencies Noted

Please provide the total number of protests that were heard.

32 protests were heard before the valuation protest board

PTD Review: No Deficiencies Noted

Do you require staff ensure protest petitions include phone numbers and email addresses of the property owner?

Yes, all staff are required to obtain phone numbers, emails if applicable, address, and name of property owners as outlined in our protest forms

PTD Review: No Deficiencies Noted

How do you track County Protest Board Member appointments, terms, and contact information?

VPB Members are tracked on an excel spreadsheet which includes contact information, and terms. Appointment correspondence from the Los Alamos County Council is also used to track VPB members.

PTD Review: No Deficiencies Noted

Property Lists

Appraisal Review (1 Parcel)

PTD Review: No Deficiencies Noted

2021 Los Alamos Organizational Property (16 Parcels)

PTD Review: No Deficiencies Noted

PTD Comment: Only the County Assessor owns property in Los Alamos County. The staff of the Los Alamos County Assessor's office all reside in Rio Arriba County.

10 year Nonresidential (10 Parcels)

PTD Review: No Deficiencies Noted

10 year Residential (10 Parcels)

PTD Review: No Deficiencies Noted

All Parcels that are Non Government Exemptions-(7-38-8.1, NMSA) (10 Parcels)

PTD Review: No Deficiencies Noted

PTD Comment: Los Alamos has 9 entites receiving a non-governmental exemption for charitable or educational purposes. Two properties were audited, no discrepancies were noted.

All Parcels that are Non Government Accounts less than \$1.00 (202 Parcels)

PTD Review: No Deficiencies Noted

PTD Comment: There are just under 200 parcels with an assessed value under \$1.00. All were found to be common areas of condominiums or planned unit developments. These common areas are assessed to the property owners directly.

Special Agricultural Parcels: All Grazing (Greater than 50 acres) (No Parcels)

PTD Review: No Deficiencies Noted

PTD Comment: Los Alamos does not have any properties receiving the Agricultural Special Method of Valuation.

Special Agricultural Parcels: All Grazing (Less than 50 acres) (No Parcels)

PTD Review: No Deficiencies Noted

PTD Comment: Los Alamos does not have any properties receiving the Agricultural Special Method of Valuation.

Special Agricultural Parcels: All Irrigated (Greater than 5 acres) (No Parcels)

PTD Review: No Deficiencies Noted

PTD Comment: Los Alamos does not have any properties receiving the Agricultural Special Method of Valuation.

Special Agricultural Parcels: All Irrigated (Less than 5 acres) (No Parcels)

PTD Review: No Deficiencies Noted

PTD Comment: Los Alamos does not have any properties receiving the Agricultural Special Method of Valuation.

Special Agricultural Parcels: All Dry Land (Greater than 5 acres) (No Parcels)

PTD Review: No Deficiencies Noted

PTD Comment: Los Alamos does not have any properties receiving the Agricultural Special Method of Valuation.

Special Agricultural Parcels: All Dry Land (Less than 5 acres) (No Parcels)

PTD Review: No Deficiencies Noted

PTD Comment: Los Alamos does not have any properties receiving the Agricultural Special Method of Valuation.

All Transferred (Sold) Parcels (461 Parcels)

PTD Review: No Deficiencies Noted

PTD Comment: Transferred property values were moved to current and correct as required by statute. The Assessor's office calibrates their CAMA system with current and historical sales to develop a market value that is stored with the capped assessed value. Upon sale a property is then reassessed based upon the system generated market value.

All Parcels with Filed Protests (regardless of how resolved) (49 Parcels)

PTD Review: No Deficiencies Noted

PTD Comment: Protest files were randomly audited. All files reviewed contained good notation from filing to resolution. Los Alamos County completes an appraisal on protested properties utilizing a detailed adjustment grid in the development of the sales comparison approach. Some files also contained a Marshall and Swift cost approach.

All Parcels Subject to a Treasurers Change Order (7-38-77 NMSA) (6 Parcels)

PTD Review: No Deficiencies Noted

PTD Comment: There were 6 Treasurer Change Orders from October 2020 to present. All were reviewed and found in compliance with statute.

All Parcels that have a 100% disabled veterans exemption that are greater than 5 acres (No Parcels)

PTD Review: No Deficiencies Noted

PTD Comment: The Assessor does not have any Veteran's accounts with over 5 acres.

All Properties with Building Permits (634 Parcels)

PTD Review: No Deficiencies Noted

PTD Comment: Open building permits were randomly audited. All had current inspections and new construction is put on at a percentage of completion as of the situs date of January 1.

All parcels owned by Elected Officials, County Manager, County Attorney, including rental properties and properties owned by spouses. (11 Parcels)

PTD Review: No Deficiencies Noted

PTD Comment: All properties of the newly elected officials were desk reviewed with no discrepancies noted.

No post-evaluation comment has been left.

Reviewers:	Lisa Wilkens, Supervisor
Evaluation Dates:	March 29, 2021 - April 13, 2021

PTD General Comments:

The Los Alamos County Assessor's office is very organized and focused on a well trained staff. The assessment records contain good notation and detailed written office policies and procedures are in place. It is recommended to interview parties to a sale when possible to confirm if it was an arms-length transaction, and if there were any sales concessions or special conditions. Properties were not field reviewed for the 2021 Annual Evaluation due to the Covid-19 pandemic and state ordered travel restrictions.