

LOS ALAMOS

Assessor's Office

Property Valuation and Maintenance Plan



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PREFACE

This Property Valuation and Maintenance Plan is prepared in accordance with 7-36-16 (E) NMSA 1978, "To aid the Board of County Commissioners in determining whether a County Assessor is operating an efficient program of property valuation maintenance, and aid in determining the amount to be allocated to him for this function, ..." (Herein called the valuation /maintenance program) and 7-38-38.1 (D) NMSA 1978, "Expenditures from the county Property Valuation Fund shall be made pursuant to a property valuation program presented by the County Assessor and approved by a majority of the county commissioners." (Herein called the inspection/appraisal program). The report sets forth new improvement values added to the valuation records due to new construction, additions to buildings, remodels, and any deletion of properties, and contains the relationship of sale prices of properties sold to the values of the same properties determined by the assessor 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.*"

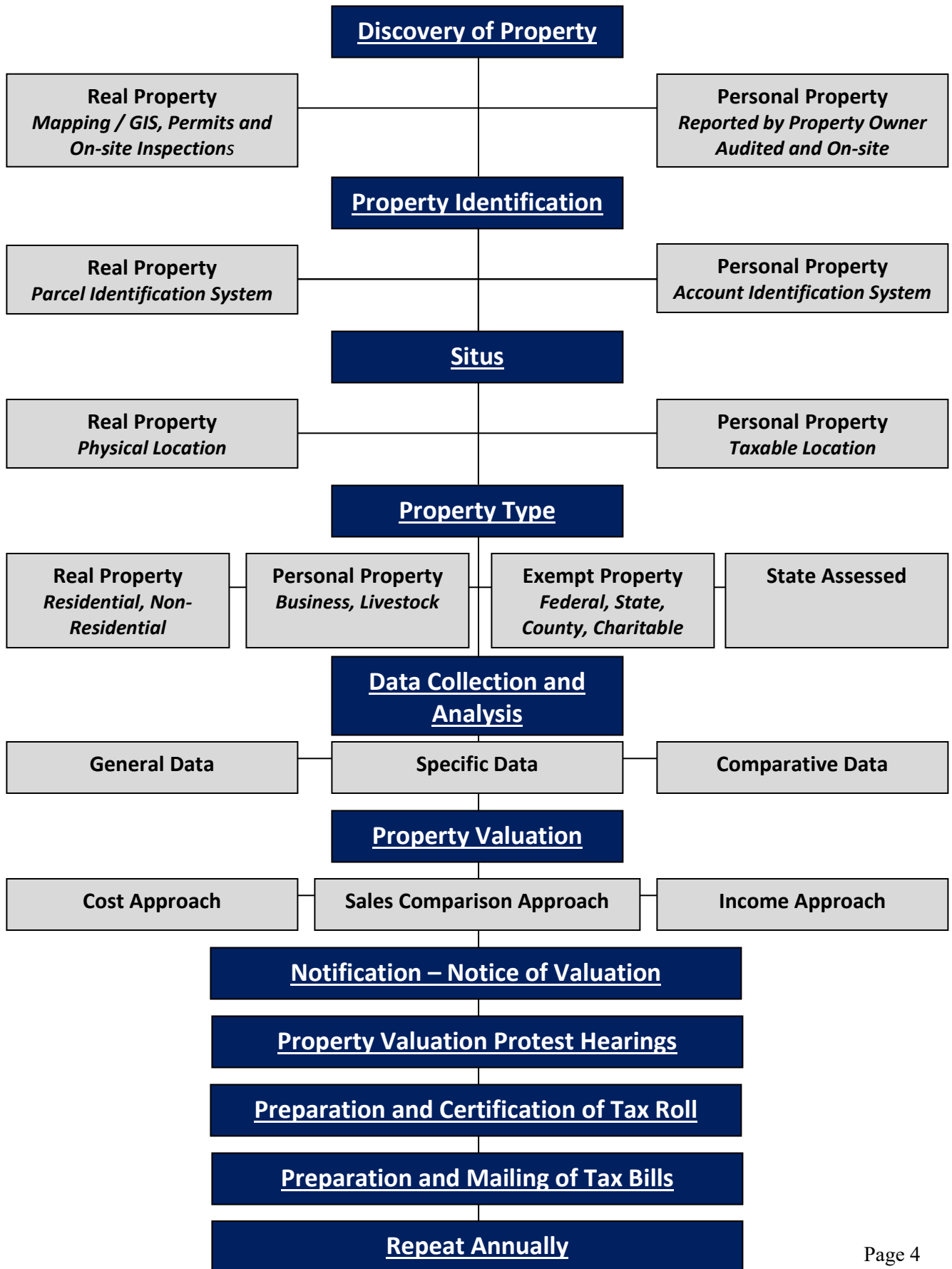
All property valuations are done pursuant to the New Mexico Constitution, the New Mexico Property Tax Code and associated Regulations, and in compliance with the standards and code of ethics of the International Association of Assessing Officers and the Uniform Standards of Professional Appraisal Practices (USPAP).

After the Los Alamos County Council approves this plan copies will be submitted to the Taxation and Revenue Department as part of our evaluation process and to the other governmental units that share in the tax.

Helpful Figures

Most tabular and graphic data is assigned to the Appendix. Referring to the following three figures may help the reader to understand the text.

PROPERTY ASSESSMENT PROCESS (PAV Fig 1-2, p 7.)



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

This calendar lists statutory dates and does not include all Assessor duties.

THE COUNTY ASSESSOR

The County Assessor is required to implement a program of updating assessed property values so that current and correct values of property are maintained. The Los Alamos County Assessor has 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, and the regulations, orders, rulings and instructions of the New Mexico Taxation and Revenue Department, Property Tax Division. Certain commercial and industrial properties are centrally assessed by the Property Tax Division (PTD) of the Taxation and Revenue Department (TRD).

County Assessors are annually evaluated by PTD 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 most recent PTD 2023 Assessor Evaluation is in the appendix section of this report.

ACKNOWLEDGEMENT

In addition to the New Mexico Property Tax Code, most of the theory, procedures, and standards that underly the operations of the Assessor's office are taken straight out of the training manuals and other literature of the International Association of Assessing Officers (IAAO) including Property Assessment Valuation 3rd Ed, 2010. Much of the descriptive material in this report is derived from those publications. When tables or figures were copied directly from Property Assessment Valuation, they are identified with the notation PAV Fig. X and a page number. State-level data and tables are from PTD publications and are simply identified with PTD.

SOME TERMINOLOGY

Because of the effects of limitations, exemptions, and the tax ratio it is necessary to clarify "value" at various phases of the assessment and tax calculation process.

Fair Market Value

The assessor's opinion of the most probable price in a competitive and open market, the buyer and seller acting prudently and knowledgeably and not affected by undue stimulus. As this report is written we are trying to have this value listed on the Notice of Value; it has not previously been so listed.

Full Value (also "assessed value for property taxation purposes")

Fair Market Value adjusted to implement limitations on annual tax increases required for residential properties (3%, and 65 or disabled).

Taxable Value

Full Value times the tax ratio (1/3). The tax ratio is set by law.

Net Taxable Value

Taxable Value minus exemptions (Head of Family - \$2000, Veteran -\$4,000, 100% Disabled Veteran - 100%).

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 is classified as non-residential, including commercial, business personal property, livestock, and vacant land and shall be valued for taxation at one-third of its fair market value.

LIMITATION ON INCREASES IN VALUE OF RESIDENTIAL PROPERTY

Section 7-36-21.2 NMSA 1978 imposes a 3% limitation on increases in the valuation for property taxation purposes (“full value” in the table above) of most residential property. This limitation on value increases does not apply to:

- A residential property valued for the first time (new construction units),
- Any physical improvements, except for solar energy installations, made to the property in the prior tax year.
- property omitted in a prior tax year,
- A change in ownership, with some limited exceptions,
- A change in use or zoning and Non-residential property

Approximately 95% of residential properties in Los Alamos are subject to this limitation, or “capped.” In 2023, the median sales price for residential properties in Los Alamos was \$551,500, but because of the effect of the 3% cap the median full value was \$360,000.

APPRAISALS

An appraisal is an opinion of value based on a process in which property data and market conditions are analyzed.

The goal of appraisals for property tax purposes is to estimate fair market value of a property. Assessors are charged with maintaining the current and correct value of each property. Fair market value can be defined as 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. Fair market value is not necessarily the same as sales price but if the market is reasonably competitive, sales price can be strong evidence of market value. For purposes of our annual valuation, market values must be time-adjusted to January 1st of the current tax year (the year for which tax is being determined).

THE ANNUAL INSPECTION/APPRaisal AND VALUATION/MAINTENANCE PROCESS

OUTLINE

1. Public Relations
2. Performance Analysis
3. Analysis of Available Resources
 - Budget
 - Staff
 - Data processing support
 - Maps and GIS
4. Planning and Organization
 - Valuation cycles
 - Parcel summary Table
5. Systems Development
 - Forms and manuals
 - Data Collection and maintenance
6. Valuation
 - Inspection/Appraisal and Valuation/Maintenance Programs and Schedule
 - Three approaches to valuation
 - Mass Appraisal Models
 - Testing and refinement
7. Notification and Valuation Defense
 - Notices of value
 - Protest Remedies
 - Informal hearings
 - Formal hearings

 - Refund Claims

PUBLIC RELATIONS

The County Assessor's staff develops a complete public relations program. Informational materials are developed for use in public notices, handouts, and public appearances. The news media are kept informed as to program objectives, progress, and accomplishments.

Reappraisal involves our employees physically inspecting each property. To alert property owners to the possibility of these visits, and avoid misrepresentation of the reappraisal program, we issue press releases to clarify major points of the assessment process. We keep the news media informed as to program objectives, changes, progress, and accomplishments.

In our Public Relations Program special consideration is given to:

A. Basic items

- County issued identification card and name badges
- 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

- Forms 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 information required by statute or otherwise helpful to the property owner
 1. Name and address
 2. Legal description, map code and class
 3. Market value (possibly in 2025), full or Assessed value, taxable value, and net taxable value
 4. Exemptions, protest procedures, and classification applications
 5. Instructions for calculating an estimated tax value
- Brochures and forms encouraging applications for exemptions and explaining the property tax processes
- Online Presence - website

In discussing assessment matters, staff are courteous and professional. Most taxpayers are not familiar with assessment terminology, so assessment concepts are expressed in lay language. In discussing assessment matters:

1. We identify ourselves by our first names.
2. Name of the person and the legal description of the property.

3. Allow the person to describe the problem.
4. Obtain and record requested information.
5. If the inquiry involves research and the person is in the office or 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 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 property owners of their rights under the Property Tax Code.
9. Our goal is to render a fair, equitable, and correct valuation.

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.

Guidelines for 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 are estimated and valued with the best information available including public sources and surveillance by satellite and drone. Although Sections 7-38-2 NMSA 1978 and 7-38-93 NMSA 1978 provide procedures and penalties for refusal of inspections of property and other reports, we do not ordinarily resort to these methods for residential property. Appraisal staff notify their immediate supervisor and note refusal to inspect on their reports.

Community Outreach

The Assessor's Office participates in several community events including the Fair and Rodeo, Farmer's Market, Los Alamos County's Customer Appreciation Day, and National Assessor's Day. Through these efforts the Assessor's Office is able to provide helpful information and accept applications for property owners' valuation exemptions. We work with the New Mexico Department of Veterans Services and local veteran organizations to ensure eligible veterans receive their exemptions.

PERFORMANCE ANALYSIS

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. The sales ratio is determined from sales: the market value divided by the sales price of the property, both values time-adjusted to Jan 1st. Los Alamos sales are running a few hundred a year, enough to get reliable statistics.

For the 2023 tax year, Los Alamos County's level of valuation determined from sales ratio studies is 98.81% (mean), which is within IAAO's recommended and New Mexico's legal standards.

Good practice in assessing is to test the data for unequal tax burdens between high and low value properties in the same property group. This requires measuring the uniformity of the sales ratio values among levels of property valuation and 10 designated super neighborhoods.

The coefficient of dispersion (COD) is the most used measure of uniformity in sales ratio studies. The COD measures the average deviation among levels of valuation. Low CODs (15% or less) are associated with good appraisal uniformity. Los Alamos County's COD is 3.41%, which is considered exceptional.

The standard deviation and COD are available to measure uniformity when there are enough sales that the sales ratios of different valuation levels are 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 overall Sales Ratio standard deviation (Std. Dev.) for 2023 is .041%.

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 1.00%, which indicates excellent treatment of low and high value properties.

Table 1 shows the comparison of the various sales ratio study results for Los Alamos County versus the IAAO standards.

Table 1
COMPARISON OF STATISTICAL MEASURES
FOR LOS ALAMOS COUNTY

	<u>IAAO STANDARDS</u>	<u>2023 LOS ALAMOS SALES RATIOS</u>
Mean	90%-110%	98.81%
Median	90%-110%	99.26%
Weighted Mean	90%-110%	98.99%
Standard Deviation	2%-20%	.041%
COD	20% or Less	3.41%
COV	*	4.12%
PRD	98% – 103%	1.00%

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

Table 2 on the following page is the State of New Mexico ratio studies for the 2023 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.

Table 2: STATEWIDE SALE RATIO STATISTICAL SUMMARY



State of New Mexico
Taxation & Revenue Department
Property Tax Division

2023 NEW MEXICO SALES RATIO STATISTICAL SUMMARY / AGGREGATE

County	No. of Sales	Median	Mean	Wtd. Mean	PRD	Std. Dev.	COV	COD
Bernalillo	9,664	88.37%	88.27%	86.96%	1.02	0.11	12.43%	9.04
Catron	100	94.37%	95.02%	87.03%	1.09	0.18	18.48%	14.62
Chaves	149	88.60%	86.79%	88.22%	0.98	0.14	16.66%	11.32
Cibola	154	99.52%	98.70%	92.05%	1.07	0.46	46.80%	31.29
Colfax	158	100.00%	97.87%	97.69%	1.00	0.07	7.08%	4.12
Curry	678	100.93%	101.26%	100.66%	1.01	0.14	13.99%	9.96
De Baca	28	64.76%	68.51%	51.11%	1.34	0.43	63.35%	46.46
Dona Ana	3,303	98.90%	98.59%	97.87%	1.01	0.11	11.17%	7.84
Eddy	652	99.16%	98.81%	98.80%	1.00	0.02	2.46%	1.70
Grant	254	92.34%	91.10%	86.99%	1.05	0.16	18.10%	13.33
Guadalupe*	7	102.12%	103.34%	91.93%	1.12	0.24	22.84%	15.23
Harding*	1							
Hidalgo	20	99.03%	95.57%	91.06%	1.05	0.23	23.62%	14.88
Lea	882	93.02%	93.05%	93.60%	0.99	0.05	5.22%	3.85
Lincoln	762	94.86%	94.51%	93.35%	1.01	0.10	10.25%	6.87
Los Alamos	387	99.26%	98.81%	98.99%	1.00	0.04	4.12%	3.41
Luna	278	100.00%	100.21%	100.23%	1.00	0.01	0.90%	0.29
McKinley	87	72.59%	68.52%	69.87%	0.98	0.18	26.37%	17.78
Mora	29	67.07%	70.91%	63.11%	1.12	0.35	49.18%	39.59
Otero	1,258	99.52%	99.14%	99.22%	1.00	0.01	1.34%	0.95
Quay	34	95.70%	94.54%	93.96%	1.01	0.09	9.66%	5.94
Rio Arriba	168	93.30%	95.01%	93.26%	1.02	0.09	9.37%	7.06
Roosevelt	220	94.50%	95.74%	94.46%	1.01	0.09	8.98%	6.89
San Juan	1,261	97.12%	98.01%	97.59%	1.00	0.13	13.27%	10.05
San Miguel	145	98.78%	99.83%	98.12%	1.02	0.12	12.28%	8.65
Sandoval	2,689	97.35%	97.11%	96.92%	1.00	0.06	6.54%	4.78
Santa Fe	2,416	94.50%	94.48%	93.15%	1.01	0.13	14.25%	10.90
Sierra	212	97.22%	96.84%	97.06%	1.00	0.04	4.06%	3.00
Socorro	88	100.46%	99.73%	99.61%	1.00	0.10	9.99%	7.31
Taos	430	94.48%	92.85%	91.54%	1.01	0.10	10.69%	7.67
Torrance	263	100.00%	99.63%	99.50%	1.00	0.03	3.31%	1.28
Union	37	99.52%	101.96%	99.72%	1.02	0.08	7.73%	4.33
Valencia	1,026	100.00%	100.00%	100.00%	1.00	0.00	0.00%	0.00

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 0.98 and 1.03
COV	The Coefficient of Variation is the Standard Deviation expressed as a percentage of the Mean Ratio
COD	The Coefficient of Dispersion measures the dispersion of ratios around the Median Ratio. IAAO Standards suggest that this figure be below 15.00, but in small rural jurisdictions COD's between 15.00 and 20.00 may be acceptable
*	Study had less than 20 sales, statistics may not be valid

AVAILABILITY OF RESOURCES

Budget

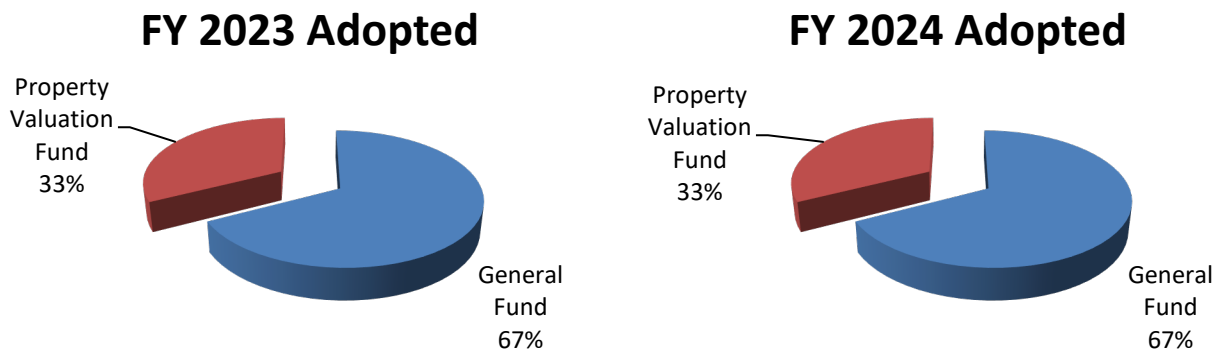
The assessor's office is supported by the county's general fund and the property valuation fund. The general fund is used for annual valuation maintenance and daily office operations. The property valuation fund is restricted to support of the 5 year cycle of inspection and reappraisal.

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, and UNM Los Alamos.

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. Any 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 attached as Item VII in the appendix of this report.

Table 3: Breakdown by Funds

Fund	FY 2022 Actual	FY 2023 Actual	FY 2024 Actual
General Fund	\$ 457,492	\$ 542,227	\$ 677,507
Property Valuation Fund	\$ 205,729	\$ 262,136	\$ 327,512
Total	\$ 663,221	\$ 804,363	\$ 1,005,019



Staff

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 such as ours usually perform more than one function, and cross-training of our employees has been a consistent factor in maintaining the viability of the Assessor's Office.

The Los Alamos County Assessor's Office has seven fulltime employees and the Assessor who are designated as New Mexico Certified Appraisers by PTD. To receive this certification, an individual must have taken and received credit for four specified week-long qualifying educational courses offered by the International Association of Assessing Officers. Maintaining 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 required for continued employment. One of our staff members is accepted for the IAAO professional designation program and is currently working towards their IAAO designation.

The number of employees required by an assessor's office is based on 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 developed certain assessment standards for various taxing jurisdictions. Based on a 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 9,276 parcels, Los Alamos County requires 6-9 full time employees excluding the County Assessor ($9,276 / 1,500 = 6.20$). Currently the Assessor's office is staffed with seven fulltime employees, not including the Assessor, which is an elected, part time administrative position. 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.

Table 4 is the current breakdown of the County Assessor's staff by primary function. All functions are shared, and all employees are cross-trained and obtain NM Certified Appraiser status.

Table 4

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
Assessment Specialist	Administration Services	1	1
Appraiser		2	2
Apprentice Appraiser	Appraisals / Value Maintenance	1	1
Office Specialist	Clerical / Appraisal Assistant	1	
Totals		7.1	7

In Los Alamos County, the part-time elected County Assessor's involvement in daily operations is limited to administration and oversight and is considered to be approximately 0.1 FTE.

¹ Assessment Practices 1991 edition by Richard Almy

Property assessment is a field for which there are minimal opportunities for 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 level of professional expertise and the appraiser’s credentials are critical for the defense of valuations before Protest Boards and the district court. Therefore, assessment personnel are expected and encouraged to attend all Property Tax Division’s accepted appraisal courses as well as any licensing or certification programs. This benefits Los Alamos County and the taxpayer.

PTD 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.

The Los Alamos County Council approved the following certification pay for the Los Alamos County Assessor’s staff in 2023. The legislature allowed an increase in this pay later in 2023 and we will ask the Council to make the change this year. 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”	\$500	\$750
Appraiser II	compensation for “appraiser II certification”	\$1,000	\$1,750
Appraiser III	compensation for “appraiser III certification”	\$2,500	\$3,000
Appraiser IV	compensation for “appraiser IV certification”	\$3,500	\$3,500

The legislature last year raised the compensation levels as shown and we are asking the council to change the levels in Los Alamos to match.

Data Processing Support

The Information Management (IM) Department of the county provides computing support for the Assessor’s office, and also houses the GIS/mapping function

The -Assessor’s, Treasurer’s & Clerk’s Offices use Tyler’s Computer Assisted Mass Appraisal (CAMA) system, Assessor Plus (powered by Eagle)-Assessor, Treasurer Plus (powered by Eagle)-Treasurer, and Enterprise Records Management -Clerk. 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 use the most up-to-date appraisal methodology and GIS interface that includes security and built-in quality control features. The CAMA system has a front-end Automated Valuation System, a hybrid model developed by our office in collaboration with Eagle Software company that gives us an ability to implement data-focused valuation that meets or exceeds the highest standards in the industry. This integrated computer system consists of administrative, computer assisted mass appraisal, and property tax collection modules, and property transaction records that not only improve assessment uniformity and efficiency but has built-in audit features that ensure accountability of all users. The New Mexico Tyler Users Group paused during the pandemic but has begun again to meet

regularly to discuss issues and/or requests to improve the functionality of the CAMA system including implementing legislative mandates. The Assessor's Office is leading the New Mexico Users Group.

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 platted subdivision, and the Public Land Survey System (PLSS, i.e., section, township, and range).

The County Assessor's Office has fully integrated CAMA and GIS. We now have the ability to use spatial data to value property. Maintaining an effective CAMA/GIS system is one of the primary goals of the County Assessor's office.

Los Alamos County Eagle Web, conveniently located on our website, provides current tax year assessment information for public use over the internet.

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. UPC's (uniform parcel codes) are developed and are consistent with the 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.

IM 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. In collaboration with IM, the Assessor's office acquired a drone for aerial mapping.

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

Los Alamos develops a Property Valuation and Maintenance Plan and completes its revaluation activities on a one-year cycle.

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.

Table 5 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.

Table 5: PARCEL SUMMARY September 26, 2023

Residential						
Abstract	Parcel Count			Assessed Valuation		
Description	Land	Bldg.	Total	Land	Bldg	Total
Res. MH Park (257 Spaces)	2	2	2	\$ 892,310	\$ 1,951,060	\$ 2,843,370
Res Single Family	5,395	5,395	5,395	\$180,086,610	\$518,921,810	\$699,008,420
Res Town Home End	1,333	1,333	1,333	\$ 29,485,730	\$ 84,715,800	\$114,201,530
Res Town Home Inside	256	256	256	\$ 4,020,620	\$ 15,161,180	\$ 19,181,800
Res Condo	208	208	208	\$ 2,651,390	\$ 12,372,000	\$ 15,023,390
Res 3 or More Family	1	1	1	\$ 37,860	\$ 180,700	\$ 218,560
Res Mobile Home	20	256	256	\$ 433,840	\$ 2,426,990	\$ 2,860,830
Res Bed & Breakfast	3	3	3	\$ 128,550	\$ 315,870	\$ 444,420
Res Multi Family	36	36	36	\$ 4,439,120	\$ 26,390,050	\$ 30,829,170
Res Other Improvements	-	5	5	\$ -	\$ 53,880	\$ 53,880
Subtotal Residential	7,254	7,495	7,495	\$222,176,030	\$662,489,340	\$884,665,370
Non-Residential						
Abstract	Parcel Count			Assessed Valuation		
Description	Land	Bldg	Total	Land	Bldg	Total
Land Res Vacant	326		326	\$ 11,923,620	\$ -	\$ 11,923,620
Land Commercial Vacant	20	-	20	\$ 1,506,310	\$ -	\$ 1,506,310
Commercial	167	179	179	\$ 17,784,730	\$ 81,128,210	\$ 98,912,940
Bed & Breakfast	1	1	1	\$ 55,510	\$ 191,680	\$ 247,190
Hangers	-	39	39	\$ -	\$ 344,750	\$ 344,750
Stables	-	104	104	\$ -	\$ 322,720	\$ 322,720
Personal Property	-	309	309	\$ -	\$ 7,611,670	\$ 7,611,670
Commercial Manufactured Homes	-	9	9	\$ -	\$ 25,170	\$ 25,170
Other Improvements	-	5	5	\$ -	\$ -	\$ -
State Assessed	-	21	21	\$ -	\$ 4,162,780	\$ 4,162,780
Subtotal Non- Residential	514	667	1,013	\$ 31,270,170	\$ 93,786,980	\$125,057,150
Livestock						
Abstract	Parcel Count			Assessed Valuation		
Description	Units				Livestock	Total
Cattle	1				\$ 840	\$ 840
Goats	21				\$ 3,650	\$ 3,650
Horse	95				\$ 59,110	\$ 59,110
Sheep	6				\$ 540	\$ 540
Hog	1				\$ 40	\$ 40
Alpaca	1				\$ 30	\$ 30
Subtotal Livestock	125	-	-	\$ -	\$ 64,210	\$ 64,210

PARCEL SUMMARY (Continued)

Exemptions						
Abstract	Parcel Count			Assessed Valuation		
Description	Land	Bldg	Total	Land	Bldg	Total
Head of Family	-	-	2,476	\$ -	\$ 4,948,530	\$ 4,948,530
Veterans	-	-	604	\$ -	\$ 2,414,310	\$ 2,414,310
Disabled Veterans	-	-	42	\$ -	\$ 6,159,760	\$ 6,159,760
Limitation of Value	-	-	-	\$ -	\$ -	\$ -
Subtotal Exemptions	-	-	3,122	\$ -	\$ 13,522,600	\$ 13,522,600
2023 Total Parcels by Classification Summary						
Class	Parcels	Valuation				
Residential	7,495	\$884,665,370				
Non-Residential	1,013	\$125,057,150				
Livestock	125	\$ 64,210				
Other Exempt Properties	643	\$312,794,500				
Exemptions	3,122	\$ 13,522,600				
Total Parcels and Net Taxable Value	9,276	\$996,264,130				

**As of 09/26/2023-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 are used to value property. Once the property data has been modified based on ongoing inspections and other data sources, 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.

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 classify all parcels in Los Alamos County as residential or non-residential property. These two categories are then broken down 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. Data collected through the gathering of market and economic data and of property characteristics are used as the basis for a detailed study of current market values. This applies

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

construction indices, cost schedules, depreciation tables, regression analysis, income and expense information, and valuation models to the data.

This data is 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 is collected on each parcel in Los Alamos County in accordance with specifications set out by the data control and records staff, by personal inspections and aerial surveillance techniques.

Sales affidavits are required by statute 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 who, as an added service to their clients and the county, file the questionnaires with the Assessor's Office.

Quality control

Data is reviewed and tested to ensure consistency and accuracy before it is used for valuation. Supervisory personnel check the accuracy of the data collected and 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 workstation, 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 resulting from property transfers, new construction, and demolitions. Recording of data, Building Permitting, Personal Property Tracking and Re-Inspections are four components of the data maintenance process.

Recording is the documentation of property transfers and subdivisions in the County Clerk's office. Copies of transfers and official recorded subdivisions are provided to the County Assessor for our parcel database using software in common with other departments of the County.

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. We receive monthly permits reports from the state Construction Industry Division.

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 houses with common walls with ownership of land.
- **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 only applies the contributory value of the improvements to the property rather than the cost to build. For example, a new roof covering that cost \$20,000 might only add \$15,000 to the market value of a house.

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. If we cannot gain access, we may have to rely on 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 values 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 as well as reported to the NM Department of Finance and Administration (DFA), as part of the allowable growth (yield control) for operations by governmental entities. DFA uses the new values in the tax rate setting process.

In addition to the permit tracking system, the assessor uses satellite and drone imagery and software and digital photographs to update information. The aerial photography software is capable of tracking 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 some purposes, the County Assessor's Office can access the utilities department database. Those new businesses that have not been 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, unreported changes may occur. The Property Tax Division, in compliance with the standards of the International Association of Assessing Officers (IAAO) has directed assessors to implement a five- or six-year re-inspection cycle for this purpose. The Los Alamos County Assessor's office uses a five-year inspection cycle which contributes to more accurate assessments. There are over 9,000 parcels in Los Alamos County and approximately 1,800 parcels are inspected each year.

VALUATION

INSPECTION/APPRaisal AND VALUATION/MAINTENANCE PROGRAMS AND SCHEDULE

This is the core of the appraisal function. The Assessor revalues each property according to a statutory schedule, and mails Notices of Valuation (NOV) to the owners annually no later than April 1. All property is valued annually, including exempt property, in accordance with the International Association of Assessing Officers (IAAO) standards and regulations promulgated by the PTD in the New Mexico Administrative Code Chapter 3. Every parcel, regardless of classification, must be physically inspected at least every six years. Los Alamos is on a five-year “inspection and appraisal” cycle. That is, 20% of all parcels are physically inspected and appraised annually. The remaining 80% are revalued annually without inspection through our valuation/maintenance program. When changes have occurred, or new properties are recorded, those properties are valued in that year’s five-year inspection/appraisal program. Both programs use the same mass appraisal modeling techniques (Computer Assisted Mass Appraisal or CAMA software) and hardware and draw on a common database; whether a property is in the inspection/appraisal or valuation/maintenance mode in a particular valuation year is indicated by a marker on its “property record.”

Protests of property values, classification (residential or non-residential), or exempt status (see below) must be submitted within thirty days of the date of mailing of the Notice of Value.

The County Assessor must on or before June 15th certify the total county net taxable values to PTD so the NM Department of Finance and Administration may apply statutory “yield control” limits and set tax levies and rates. The certified values are adjusted to recognize that they may change after protests or actions for refund are decided.

In addition to valuing properties, the County Assessor is 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 available to the public, county departments, and state and federal agencies and is accessible on our website.

Businesses requiring special technical expertise, including communication systems, pipelines, public utilities, airlines, and businesses operating in multiple counties are assessed separately by the PTD and incorporated into our valuation.

The Three Approaches to Valuation

There are three approaches to estimating fair market value that have been in use by American appraisers since the early 1900’s. The three approaches to estimating value are sales 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 comparable properties that have recently sold. Because properties are rarely exactly alike, we must adjust the prices of comparable properties for dissimilar features. 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. These amounts may be determined by local

market studies or from commercial cost manual tables based on market studies. All property sales are adjusted to January 1st of the current year.

The sales comparison approach works best when there are numerous and frequent sales of similar properties. We use this approach in the appraisal of single-family residential properties and vacant land. When sufficient and valid sales are available, this approach is the preferred valuation method for any type of property.

2. Cost Approach

The cost approach estimates the replacement cost new of improvements, less the estimated accrued depreciation plus the market value of land. Construction cost and depreciation schedules can be developed internally or obtained from industry resources such as Marshall & Swift.

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.

The income approach is the preferred method to use when dealing with income-producing properties, because comparable sales data are rarely available for these properties. New Mexico does not require reporting income from commercial properties, but we can collect enough information from voluntary responses to questionnaires to make it work in most cases. Protests comprise opportunities to collect income data through the mandatory discovery process.

Mass Appraisal Models

Appraisal models can calculate valuations of thousands of properties. The models are calibrated with data extracted from local sales, handbooks, and questionnaires. All three approaches to value (sales comparison, cost, and income) can be modeled for mass appraisal as required. In addition, these models are linked to the GIS mapping system.

The models are implemented using Computer Assisted Mass Appraisal (CAMA) software. As with any modeling software, CAMA systems must be kept up to date and continually analyzed and calibrated for accuracy. A large part of the work of the Assessor's office is the collection, entry, and management of the data that feeds the CAMA system. Data is derived from personal inspection of properties, building permits, deeds, aerial surveillance by drones or satellite, questionnaires and interviews, realtors and real estate websites, and commercial financial and construction surveys, and sometimes from discovery pursuant to protest hearings.

Valuations in both programs, the five-year inspection/appraisal and the annual valuation/maintenance programs, are made with the same CAMA system and database. The difference is that in the database: for properties in the five-year program the data is confirmed or re-affirmed by personal inspection, review of permits and other means described above. Data in both programs can be adjusted by statistically derived parameters reflecting such things as market changes and neighborhood characteristics.

Los Alamos is unique in New Mexico in that we maintain an extensive database based on sales data that is used to calculate by multiple regression analysis the values associated with multiple characteristics of residential properties. This data feeds the CAMA system so that the mass appraisals done on the appraisal/inspection five-year cycle are based on market data and not on the easier but

less accurate cost approach. This leads to more accurate valuation estimates that approach sales prices with a minimum of ex post facto modifications.

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, include:

- 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 model: Income data collected is applied through modifiers. It is used on an individual basis for accurately valuing commercial property.

We have developed numerous Microsoft Excel templates to assist in the valuation of commercial income-producing properties to 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 used. 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

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

- When valuing livestock, 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. 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.

The limitation of value applied to residential property required by 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 the law.

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.

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

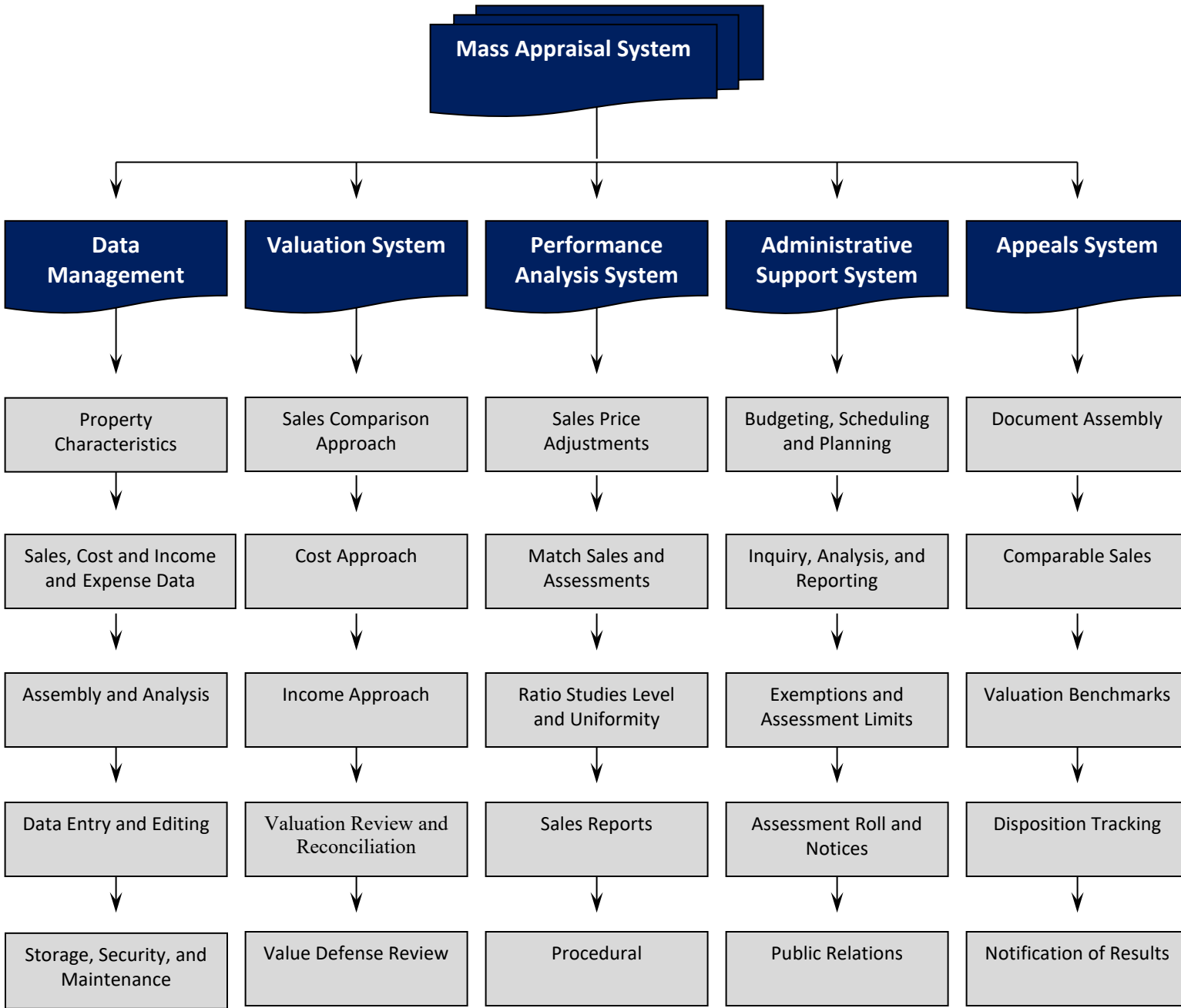
The type and amount of available exemptions are:

- **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 \$41,900 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 allow for 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.

COMPONENTS OF A MASS APPRAISAL SYSTEM



4 Property Assessment Valuation 2nd addition

Testing And Refinement

Before notices of value are mailed values must be tested and, if necessary, refined (modified) to ensure fairness and accuracy. Sales ratio studies are used to gauge the level and uniformity of the reappraised

property. The process of testing is to compare the assigned market values to known sales then determine if they are within accepted statutory and appraisal standards described on pages 13 - 14.

If refinement is required, then calibration is done on the specific model to meet standards.

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. Our office is planning to add market value to the NOV, perhaps this year but certainly in 2025.

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 both 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 review in response to a property valuation protest has two parts. The first is to provide a procedural method of reviewing assessments so any inaccuracies may be corrected, without the property owner having to file a protest. The other is to have the protest heard before an independent Valuation Protest Board. A protest must be filed within 30 days after the mailing of the NOV. A hearing must be held within 180 days after the filing.

A review before the filing deadline allows for the re-examination of assessments by the assessor to correct and clarify any discrepancies in the individual assessments.

If an inquiry cannot be resolved quickly, filing a protest extends the time for resolution from 30 days to 180 days. Once a protest 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 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, with supporting evidence, and what item(s) are not being protested. Petition forms are available at the county assessor's office and on 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 own and the assessor's property data to be sure that the information listed is correct. The assessor will provide the property owner with copies of relevant information from the files of the office.

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. The Los Alamos Chief Deputy Assessor, Chief Appraiser, and Appraiser will defend the County Assessor's valuations.

The Valuation Protest Board is an independent board which hears protests of assessments used for determining property taxes. The board consists of two qualified volunteers appointed by the county council for two-year terms, and a property appraisal officer employed by the NM Taxation and Revenue

Department who serves as the chairperson of the board. To ensure independence, the Assessor's Office must not participate in the selection of members.

All protests must be decided within 180 days of the date on which the protest was filed unless the parties agree otherwise.

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 2023 tax year there were 38 property valuation protests filed in Los Alamos County. Of those protests, 23 were residential and 15 were non-residential. 31 protests were resolved through informal hearings with the remaining 7 heard 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 \$300,000.

Refund Claims

The alternate method of protest is to file a claim for refund 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. 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.

LOS ALAMOS CHARACTERISTICS AND RESULTS

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 current and correct market values. Although our calculated fair market values of real estate have been adjusted, most of the residential *full values* will not show this change on their Notice of Value because of the 3% limit on increases in the full value on residential property. The market has been rising faster than 3% per year and 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. The effect of the cap is striking: the median residential sales price in 2023 was \$551,500, the median full value (after adjusting sales price for the accumulated 3% caps) was \$360,000.

APPENDIX

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I. PARCEL AND STATISTICAL DATA*

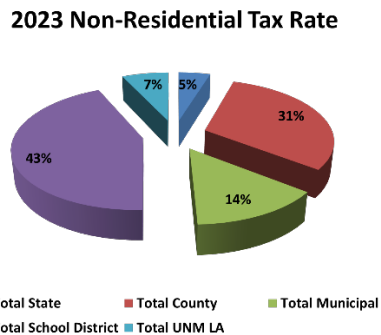
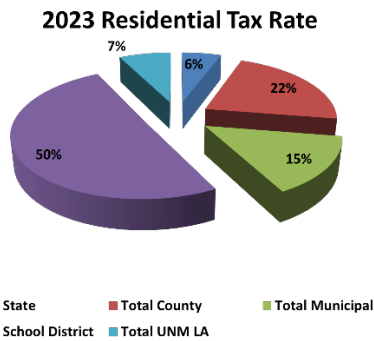
Population (2020 Census est.): 19,369

Land Area (Sq. Mi.): 109

Parcels:	<u>2023</u>	<u>2022</u>	<u>Change</u>
Residential	7,495	7,483	12
Non-Residential	1,013	1035	-22
Livestock	125	144	-19
<u>Exempt Properties</u>	<u>643</u>	<u>652</u>	<u>-9</u>
Total	9,276	9,314	-38

Sales Ratios (assessed value/sale price):	<u>2023</u>	<u>2022</u>	<u>Standard</u>
Mean	98.81	98.28%	90-110%
Median	99.26%	98.42%	90-110%
Weighted Mean	98.99%	97.95%	90-110%
Standard Deviation	.04%	5.93%	<20%
Coefficient of Dispersion	3.41%	4.85%	<15%
Coefficient of Variance	4.12%	6.03%	<20%
Price Related Differential	1.00%	97.95%	98-103%

Tax Rates:	Residential			Non-Residential		
	<u>2023</u>	<u>2022</u>	<u>Change</u>	<u>2023</u>	<u>2022</u>	<u>Change</u>
Total State	1.360	1.360	-	1.360	1.360	-
Total County	5.250	5.308	-0.058	8.850	8.850	-
Total Municipal	3.531	3.570	-0.039	3.998	3.998	-
Total School Dist.	12.067	12.002	0.54	12.506	12.506	<u>-UNM LA Branch</u>
	<u>1.795</u>	<u>1.815</u>	<u>-0.020</u>	<u>2.000</u>	<u>2.000</u>	<u>-</u>
Total	24.003	24.157	0.080	28.714	28.714	-



	<u>2023</u>	<u>2022</u>	<u>Change</u>
Net Taxable Value:	\$990,764,592	\$921,400,832	\$69,363,760
New Construction:	\$7,648,840	\$7,648,840	-\$396,220
Property Tax Revenue**:	\$24,852,738	\$23,332,572	\$1,520,166
FY Assessor Budget Adopted:	\$1,005,019 <u>FY 24</u>	\$804,363 <u>FY 23</u>	\$200,656
Staff Size: (Excluding Assessor)	7.00 (FTE's)	6.00 (FTE's)	-

*Values and Parcel Counts as of June 2023 Certification
 **Actual Tax Revenue as of September 2023 Tax Warrant

II. Los Alamos Five Year Summaries

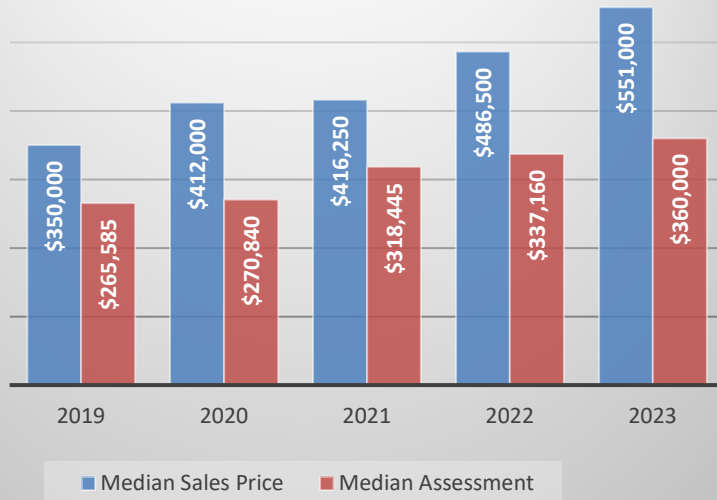
Single Family Units Sales					
Tax Years	2019	2020	2021	2022	2023
Median Sales Price	\$350,000	\$412,000	\$416,250	\$486,500	\$551,000
Sales Price / Sq. Ft.	\$185.44	\$211.00	\$231.48	\$260.00	\$286.00
# of Sales	393	402	373	376	277
Single Family Units Assessed Values					
Tax Year	2019	2020	2021	2022	2023
Median Assessment	\$265,585	\$270,840	\$318,445	\$337,160	\$360,000
Assessment / Sq. Ft.	\$138.80	\$140.00	\$152.00	\$158.00	\$170.00
# of Permits	830	835	805	552	650
New Construction Value	\$3,687,180	\$5,179,170	\$8,045,060	\$7,648,840	\$ 11,260,150
Total Parcel Summary*					
Tax Year	2019	2020	2021	2022	2023
Total Residential Parcels	7,352	7,397	7,450	7,483	7,495
Total Non-Residential	1,842	2,019	2,019	1,831	1,781
Total Residential & Non Res.	9,194	9,416	9,469	9,314	9,276
Personal Property Valuation					
Tax Year	2019	2020	2021	2022	2023
Personal Property Valuation	\$7,678,030	\$8,864,770	\$9,112,460	\$8,438,900	\$7,611,670
Livestock Valuation	\$63,420	\$64,250	\$67,270	\$67,710	\$64,210
Total Valuation	\$7,741,450	\$8,929,020	\$9,179,730	\$8,506,610	\$7,675,880

Los Alamos Five Year Summaries (continued)

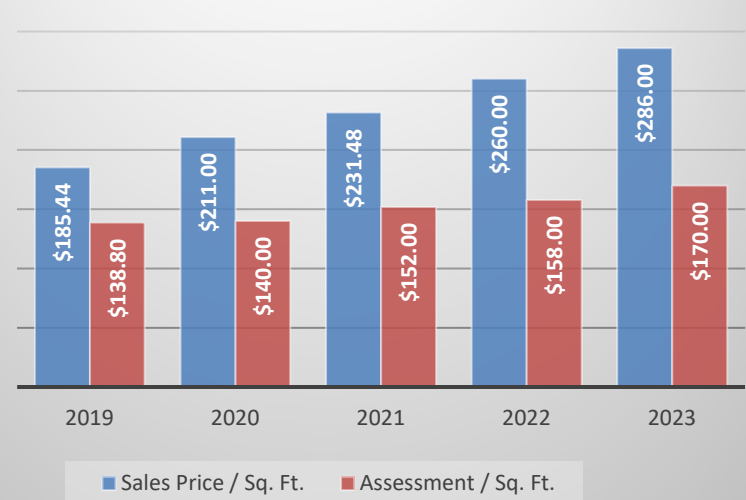
Manufactured Homes					
Tax Year	2019	2020	2021	2022	2023
Mobile Home Residential Value	\$2,349,700	\$2,502,120	\$2,266,640	\$2,305,940	\$2,429,800
Mobile Home Non-Res. Value	\$35,510	\$31,990	\$31,990	\$31,990	\$22,360
Total M.H. Valuation	\$2,385,210	\$2,534,110	\$2,298,630	\$2,337,930	\$2,452,160
Los Alamos					
Residential Value	\$459,245,010	\$482,616,230	\$510,608,180	\$540,597,790	\$580,922,360
Non-Residential Value	\$103,722,700	\$104,822,910	\$101,070,520	\$108,015,950	\$113,376,400
State Assessed Value	\$4,187,260	\$4,032,280	\$4,084,360	\$4,151,620	\$4,162,780
Total Los Alamos	\$567,154,970	\$587,439,140	\$611,678,700	\$648,613,740	\$694,298,760
White Rock					
Residential Value	\$221,070,140	\$234,532,540	\$251,365,410	\$268,732,190	\$290,223,680
Non-Residential Value	\$11,055,080	\$12,308,180	\$11,923,990	\$11,709,090	\$11,741,690
Total White Rock	\$232,125,220	\$246,840,720	\$263,289,400	\$280,441,280	\$301,965,370
Total County**	\$799,280,190	\$834,279,860	\$874,968,100	\$929,055,020	\$996,264,130
Percentage growth in valuation	6.06%	4.38%	4.88%	6.18%	7.23%
<i>**Values reflective as of September</i>					
Exemptions					
Tax Year	2019	2020	2021	2022	2023
Head of Household	2,300	2,368	2,404	2,490	2,476
Veterans	623	628	636	634	604
Disabled Veterans	25	32	33	33	42
Age 65 & Low Income	8	8	8	8	-
Total Exemption Value	\$9,552,630	\$10,977,760	\$11,465,930	\$11,778,890	\$13,522,600
Tax Rates					
Tax Year	2019	2020	2021	2022	2023
Residential	24.916	24.532	24.077	24.157	24.003
Non-Residential	28.119	28.590	28.712	28.714	28.714
Property Tax Revenue					
Tax Year	2019	2020	2021	2022	2023
Total County (all entities)	\$20,179,500	\$20,997,095	\$21,707,411	\$23,335,843	\$24,852,738
State Assessed Portion	\$117,742	\$115,283	\$117,270	\$119,209	\$119,530
County / City Portion	\$7,845,250	\$8,083,507	\$8,233,544	\$8,660,571	\$9,377,290
Percentage growth in tax \$'s	4.61%	4.05%	3.38%	7.50%	6.50%
As of September					

Los Alamos Five Year Summaries (continued)

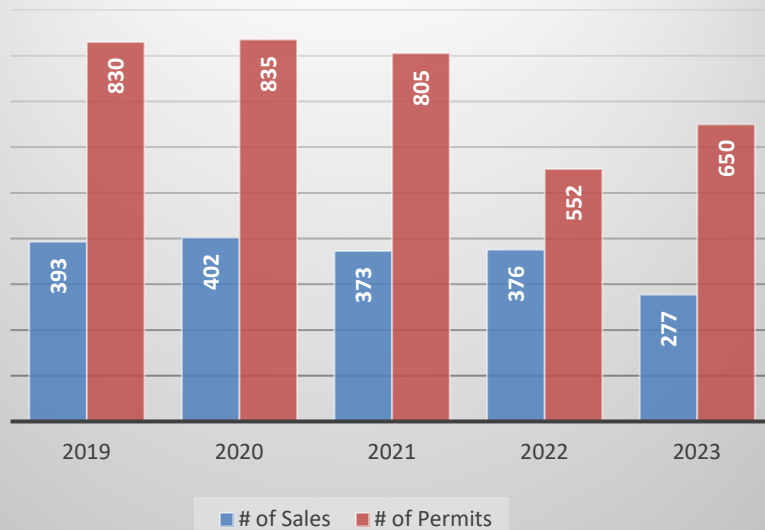
Median Sales vs. Median Assessment



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



Number of Sales and Permits



Residential and Non-Residential Rates



III. Ranking of Counties by Net Valuation

County	Class	Population		2020	2021	2022	2023	WalVe % Chg.							
		2010	2020	Valuation	Valuation	Valuation	Valuation		2018	2019	2020	2021	2022	2023	
Lea *	B+	64,727	71,070	\$8,387,276,176	\$7,334,490,186	\$15,189,711,511	\$24,665,031,711	38.42%	3	3	2	3	2	1	
Eddy*	B+	53,829	58,460	\$7,763,196,980	\$6,910,821,635	\$13,636,209,950	\$21,488,800,299	36.54%	4	4	4	4	3	2	
Bernalillo	A	662,564	679,121	\$17,424,109,032	\$18,083,658,618	\$19,184,705,799	\$20,123,541,299	4.67%	1	1	1	1	1	3	
Santa Fe	A	144,170	150,358	\$7,785,631,537	\$8,010,591,912	\$8,678,909,160	\$9,428,458,790	7.95%	2	2	3	2	4	4	
Dona Ana	A	209,233	218,195	\$4,745,019,064	\$4,918,206,671	\$5,209,506,961	\$5,603,144,325	7.03%	5	5	5	5	5	5	
Sandoval*	A	131,561	146,748	\$3,971,451,961	\$4,055,325,049	\$4,559,960,857	\$5,041,988,393	9.56%	7	7	6	6	6	6	
San Juan*	A	130,044	123,958	\$3,621,318,780	\$3,535,248,018	\$3,888,138,776	\$4,566,516,573	14.86%	6	6	7	7	7	7	
Valencia	B+	76,569	76,688	\$1,570,396,451	\$1,641,348,078	\$1,742,886,866	\$1,896,391,516	8.09%	8	9	9	8	8	8	
Taos	B+	32,937	32,723	\$1,598,547,590	\$1,600,926,590	\$1,665,492,477	\$1,770,934,308	5.95%	9	8	8	9	9	9	
Rio Arriba*	B+	40,246	38,921	\$1,194,459,394	\$1,024,722,376	\$1,383,748,861	\$1,750,621,452	20.96%	12	12	13	13	12	10	
Lincoln	B+	20,497	19,572	\$1,368,753,323	\$1,433,785,137	\$1,515,805,900	\$1,676,714,893	9.60%	10	10	10	10	10	11	
Chaves*	B+	65,645	64,615	\$1,296,382,723	\$1,349,936,476	\$1,472,643,117	\$1,544,749,822	4.67%	11	11	11	11	11	12	
Otero	B+	63,797	67,490	\$1,261,048,104	\$1,286,262,873	\$1,366,466,217	\$1,459,191,677	6.35%	13	13	12	12	13	13	
Curry	B+	48,376	48,954	\$976,477,817	\$988,698,971	\$1,007,854,136	\$1,081,612,345	6.82%	14	14	14	14	14	14	
Los Alamos	H	17,980	19,369	\$830,181,892	\$889,720,715	\$921,400,832	\$990,764,592	7.00%	17	17	15	15	15	15	
Grant**	B+	29,514	26,998	\$818,453,839	\$801,803,791	\$829,059,547	\$852,304,320	2.73%	16	15	17	16	16	16	
McKinley*	B+	71,492	71,367	\$821,657,547	\$724,343,853	\$744,939,419	\$747,356,341	0.32%	15	16	16	17	17	17	
Colfax*	B+	13,750	11,941	\$652,203,751	\$649,835,749	\$696,642,835	\$733,089,903	4.97%	18	18	18	20	18	18	
San Miguel	B+	29,393	27,777	\$648,999,184	\$662,470,192	\$691,093,208	\$709,112,407	2.54%	19	19	19	19	19	19	
Roosevelt*	B-	19,846	18,500	\$458,713,963	\$626,210,347	\$654,334,597	\$687,643,475	4.84%	22	22	21	21	20	20	
Luna	B+	25,095	23,709	\$617,341,001	\$663,050,728	\$643,478,227	\$661,498,087	2.72%	20	20	20	18	21	21	
Torrance	B-	16,383	15,461	\$440,730,077	\$412,614,845	\$496,506,454	\$531,052,373	6.51%	21	21	22	22	22	22	
Cibola	B-	27,213	26,675	\$351,204,529	\$355,216,932	\$381,141,547	\$375,651,494	-1.46%	23	23	23	23	23	23	
Sierra	B-	11,988	10,791	\$320,888,780	\$333,793,084	\$351,936,213	\$352,005,616	0.02%	24	24	24	24	24	24	
Socorro	B-	17,866	16,637	\$287,935,768	\$296,120,558	\$321,242,644	\$346,250,963	7.22%	25	25	25	25	25	25	
Quay*	B-	9,041	8,253	\$232,899,353	\$234,165,630	\$252,914,972	\$258,080,936	2.00%	26	26	26	26	26	26	
Guadalupe	B-	4,687	4,300	\$179,990,505	\$184,750,839	\$188,618,260	\$192,918,619	2.23%	29	29	29	28	27	27	
Hidalgo	B-	4,894	4,198	\$186,288,666	\$189,843,460	\$187,495,008	\$191,799,432	2.24%	28	27	28	27	28	28	
Union*	B-	4,549	4,059	\$199,290,243	\$170,214,673	\$176,102,033	\$189,071,209	6.86%	27	28	27	29	29	29	
Mora	B-	4,881	4,521	\$151,556,197	\$152,897,602	\$159,220,978	\$163,914,489	2.86%	30	30	30	30	30	30	
Catron	B-	3,725	3,527	\$132,607,685	\$135,880,418	\$145,165,440	\$145,161,108	0.00%	31	31	31	31	31	31	
De Baca	C1+	2,022	1,748	\$94,127,082	\$95,949,994	\$97,735,982	\$104,567,785	6.53%	32	32	32	32	32	32	
Harding*	C1+	695	625	\$81,901,245	\$65,910,842	\$76,493,842	\$80,841,032	5.38%	33	33	33	33	33	33	
* Includes oil and gas				** includes copper production											
Source: NM Department of Finance and Administration.															

IV. Comparison of Counties by the Rates in Descending Order

COMPARISON OF COUNTIES BY THE RESIDENTIAL RATES IN DESCENDING ORDER										
Rank	County	Class	2020 Population	2023 Valuation	Principle Municipality	2023 Residential Rates				
						County Only	City Only	County & City Only	Percentage of Total	Total Rate
1	Bernalillo	A	679,121	\$20,123,541,299	Albuquerque	8.543	11.26	19.803	40.58%	48.802
2	Mc Kinley	B+	71,367	\$747,356,341	Gallup	7.297	8.465	15.762	41.74%	37.762
4	Cibola	B-	26,675	\$1,896,391,516	Grants	9.093	4.936	14.029	40.31%	34.801
3	Valencia	B+	76,688	\$346,250,963	Los Lunas	7.703	7.618	15.321	39.32%	38.965
5	Socorro	B-	16,637	\$346,250,963	Socorro	10.674	5.468	16.142	41.42%	38.974
6	Dona Ana	A	218,195	\$5,603,144,325	Las Cruces	9.297	8.821	18.118	58.58%	30.927
7	Lea	B+	71,070	\$24,665,031,711	Lovington	7.052	3.737	10.789	34.58%	31.203
8	Lincoln	B+	19,572	\$1,676,714,893	Ruidoso	7.84	6.568	14.408	48.64%	29.621
9	San Juan	A	123,958	\$4,566,516,573	Aztec	7.176	4.743	11.919	39.99%	29.807
11	San Miguel	B+	27,777	\$709,112,407	Las Vegas	5.739	7.079	12.818	40.84%	31.389
10	Guadalupe	B-	4,300	\$192,918,619	Santa Rosa	9.465	4.610	14.075	48.69%	28.908
14	Otero	B+	67,490	\$1,459,191,677	Alamogordo	6.839	6.926	13.765	51.28%	26.844
12	Quay	B-	8,253	\$258,080,936	Tucumcari	10.72	3.848	14.568	53.51%	27.227
13	Colfax	B+	11,941	\$733,089,903	Cimarron	9.724	5.89	15.614	59.78%	26.121
15	Sandoval	A	146,748	\$5,041,988,393	Bernalillo	6.695	3.117	9.812	28.26%	34.723
17	De Baca	C1+	1,748	\$104,567,785	Ft. Sumner	10.343	1.954	12.297	48.65%	25.277
20	Union	B-	4,059	\$189,071,209	Clayton	9.753	4.938	14.691	53.06%	27.687
16	Luna	B+	23,709	\$661,498,087	Deming	10.779	6.688	17.467	64.50%	27.082
19	Roosevelt	B-	18,500	\$687,643,475	Portales	10.530	4.250	14.780	57.33%	25.779
18	Los Alamos	H	19,369	\$990,764,592	Los Alamos	5.25	3.531	8.781	36.58%	24.003
23	Santa Fe	A	150,358	\$9,428,458,790	Santa Fe	7.557	1.911	9.468	40.21%	23.547
21	Rio Arriba	B+	38,921	\$1,750,621,452	Espanola	7.078	3.646	10.724	37.91%	28.291
22	Eddy	B+	58,460	\$21,488,800,299	Carlsbad	5.495	4.744	10.239	39.66%	25.820
24	Torrance	B-	15,461	\$531,052,373	Estancia	12.043	2.408	14.451	58.07%	24.885
26	Sierra	B-	10,791	\$352,005,616	T or C	10.674	4.207	14.881	51.51%	28.891
25	Curry	B+	48,954	\$1,081,612,345	Clovis	9.85	4.695	14.545	57.31%	25.378
27	Chaves	B+	64,615	\$1,544,749,822	Roswell	5.516	6.888	12.404	44.18%	28.074
28	Hidalgo	B-	4,198	\$191,799,432	Lordsburg	10.309	2.796	13.105	55.50%	23.613
29	Catron	B-	3,527	\$145,161,108	Reserve	11.85	2.225	14.075	68.81%	20.454
30	Harding	C1+	625	\$80,841,032	Roy	8.763	1.476	10.239	54.20%	18.890
31	Taos	B+	32,723	\$1,770,934,308	Taos	6.174	2.727	8.901	27.66%	32.175
32	Grant	B+	26,998	\$852,304,320	Silver City	8.053	2.828	10.881	60.61%	17.952
33	Mora	B-	4,521	\$163,914,489	Mora	9.287	0	9.287	51.69%	17.967

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

COMPARISON OF COUNTIES BY THE NON-RESIDENTIAL RATES IN DESCENDING ORDER										
Rank	County	Class	2020 Population	2023 Valuation	Principle Municipality	2023 Non-Residential Rates				
						County Only	City Only	County & City Only	Percentage of Total	Total Rate
1	Bernalillo	A	679,121	\$20,123,541,299	Albuquerque	12.220	11.520	23.740	42.92%	55.309
2	Mc Kinley	B+	71,367	\$747,356,341	Gallup	11.850	8.971	20.821	48.54%	42.892
3	Valencia	B+	76,688	\$1,896,391,516	Los Lunas	12.557	7.957	20.514	45.98%	44.613
4	Lea	B+	71,070	\$24,665,031,711	Lovington	10.600	5.650	16.250	42.39%	38.333
5	Cibola	B-	26,675	\$375,651,494	Grants	11.850	5.170	17.020	44.45%	38.290
6	San Miguel	B+	27,777	\$709,112,407	Las Vegas	11.850	7.650	19.500	50.18%	38.859
8	Socorro	B-	16,637	\$346,250,963	Socorro	12.777	5.813	18.590	43.30%	42.935
9	Dona Ana	A	218,195	\$5,603,144,325	Las Cruces	11.935	9.194	21.129	61.96%	34.102
10	San Juan	A	123,958	\$4,566,516,573	Aztec	8.500	6.873	15.373	44.76%	34.347
11	Otero	B+	67,490	\$1,459,191,677	Alamogordo	11.850	8.860	20.710	60.63%	34.156
15	Rio Arriba	B+	38,921	\$1,750,621,452	Espanola	13.324	7.650	20.974	55.13%	38.042
12	Lincoln	B+	19,572	\$1,676,714,893	Ruidoso	10.963	5.462	16.425	52.69%	31.172
13	Santa Fe	A	150,358	\$9,428,458,790	Santa Fe	13.693	3.498	17.191	53.46%	32.157
16	Sandoval	A	146,748	\$5,041,988,393	Bernalillo	10.956	5.725	16.681	38.50%	43.328
7	Quay	B-	8,253	\$258,080,936	Tucumcari	10.956	7.650	18.606	57.13%	32.570
14	Guadalupe	B-	4,300	\$192,918,619	Santa Rosa	11.850	4.938	16.788	51.97%	32.306
17	Colfax	B+	11,941	\$733,089,903	Cimarron	11.850	7.650	19.500	64.72%	30.128
18	Chaves	B+	64,615	\$1,544,749,822	Roswell	10.350	7.650	18.000	52.95%	33.996
19	Eddy	B+	58,460	\$21,488,800,299	Carlsbad	7.500	6.225	13.725	45.26%	30.327
20	Los Alamos	H	19,369	\$990,764,592	Los Alamos	8.85	3.998	12.848	44.74%	28.714
21	Union	B-	4,059	\$189,071,209	Clayton	11.850	4.938	16.788	56.19%	29.879
23	Roosevelt	B-	18,500	\$687,643,475	Portales	11.850	4.695	16.545	59.89%	27.625
24	Hidalgo	B-	4,198	\$191,799,432	Lordsburg	11.850	3.225	15.075	58.77%	25.650
25	Sierra	B-	10,791	\$352,005,616	T or C	11.850	4.225	16.075	53.43%	30.086
27	Taos	B+	32,723	\$1,770,934,308	Taos	11.850	4.225	16.075	40.76%	39.440
22	Luna	B+	23,709	\$661,498,087	Deming	11.850	6.688	18.538	65.85%	28.153
26	Curry	B+	48,954	\$1,081,612,345	Clovis	9.850	4.725	14.575	57.36%	25.408
30	Torrance	B-	15,461	\$531,052,373	Estancia	12.043	2.750	14.793	58.74%	25.186
28	De Baca	C1+	1,748	\$104,567,785	Ft. Sumner	9.552	2.172	11.724	47.53%	24.664
29	Grant	B+	26,998	\$852,304,320	Silver City	12.973	3.825	16.798	69.76%	24.081
32	Harding	C1+	625	\$80,841,032	Roy	10.850	2.225	13.075	60.00%	21.791
31	Catron	B-	3,527	\$145,161,108	Reserve	11.850	2.225	14.075	68.79%	20.460
33	Mora	B-	4,521	\$163,914,489	Mora	13.302	0.000	13.302	58.80%	22.622

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

New Mexico County Operating Imposed and Remaining Authority 2021 Tax Year - All Counties**						
Rank	County	Residential	Nonresidential	Ad Valorem Production & Equipment	Imposed Operating Rate	Remaining Authority ¹
1	Catron	10.647	11.850	N/A	11.850	0.000
2	Cibola	8.834	11.850	N/A	11.850	0.000
3	Colfax	9.350	11.850	11.850	11.850	0.000
4	De Baca	9.903	9.134	N/A	11.850	0.000
5	Dona Ana	9.114	11.850	N/A	11.850	0.000
6	Grant	6.411	11.850	11.850	11.850	0.000
7	Guadalupe	9.302	11.850	N/A	11.850	0.000
8	Hidalgo	9.375	11.850	N/A	11.850	0.000
9	Luna	10.111	11.414	N/A	11.850	0.000
10	McKinley	6.870	11.850	11.850	11.850	0.000
11	Mora	7.372	11.850	N/A	11.850	0.000
12	Otero	6.893	11.850	N/A	11.850	0.000
13	Quay	10.350	10.350	10.350	11.850	0.000
14	Rio Arriba	5.047	10.844	11.850	11.850	0.000
15	Roosevelt	10.557	11.850	11.850	11.850	0.000
16	San Miguel	5.435	11.850	N/A	11.850	0.000
17	Santa Fe	5.560	11.850	N/A	11.850	0.000
18	Sierra	10.630	11.850	N/A	11.850	0.000
19	Socorro	9.704	11.850	N/A	11.850	0.000
20	Taos	6.010	11.665	N/A	11.850	0.000
21	Torrance	11.850	11.850	N/A	11.850	0.000
22	Valencia	6.970	11.850	N/A	11.850	0.000
23	Lincoln	5.314	8.850	N/A	11.600	0.250
24	Harding	8.362	10.850	10.850	10.850	1.000
25	Bernalillo	6.972	10.750	N/A	10.750	1.100
26	Lea	7.011	10.600	10.600	10.600	1.250
27	Chaves	5.354	10.350	10.350	10.350	1.500
28	Sandoval	6.284	10.310	10.350	10.350	1.500
29	Curry	9.378	9.850	N/A	9.850	2.000
30	Union	6.894	9.150	9.150	9.150	2.700
31	Los Alamos	5.319	8.850	N/A	8.850	3.000
32	San Juan	6.533	8.000	8.500	8.500	3.350
33	Eddy	5.372	7.500	7.500	7.500	4.350
Average		7.851	10.907	10.531	11.183	0.667
** Data reflects NMDFA 2021 Property Tax Facts. Current 2023 Data Not Available						
¹ 11.85 mill maximum allowed by law less the imposed rate.						
Information source: DFA Rate Certificate Files.						
Data obtained from NM Department of Finance and Administration. (2021 Property Tax Facts)						

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

Rank	Municipality	Residential	Nonresidential	Imposed Operating Rate	Remaining Authority ¹
1	Angel Fire	5.455	7.650	7.650	0.000
2	Belen	5.648	6.623	7.650	0.000
3	Cimarron	5.419	7.650	7.650	0.000
4	Columbus	3.249	5.567	7.650	0.000
5	Cuba	3.642	7.650	7.650	0.000
6	Espanola	3.602	7.257	7.650	0.000
7	Eunice	5.365	7.650	7.650	0.000
8	Grady	5.690	7.650	7.650	0.000
9	Grenville	7.244	7.650	7.650	0.000
10	Hope	4.275	7.650	7.650	0.000
11	House	6.074	6.887	7.650	0.000
12	Jal	5.673	7.650	7.650	0.000
13	Las Vegas	6.861	7.650	7.650	0.000
14	Logan	7.650	6.273	7.650	0.000
15	Los Lunas	7.398	7.650	7.650	0.000
16	Maxwell	6.274	7.650	7.650	0.000
17	Milan	2.496	7.650	7.650	0.000
18	Mountainair	6.295	7.650	7.650	0.000
19	Raton	6.353	7.650	7.650	0.000
20	Red River	6.126	7.420	7.650	0.000
21	Rio Rancho	7.278	7.167	7.650	0.000
22	Roswell	6.698	7.650	7.650	0.000
23	Ruidoso Downs	4.941	7.650	7.650	0.000
24	San Jon	5.141	7.631	7.650	0.000
25	San Ysidro	7.185	7.650	7.650	0.000
26	Springer	5.793	7.559	7.650	0.000
27	Sunland Park	6.524	7.650	7.650	0.000
28	Taos Ski Valley	7.497	7.650	7.650	0.000
29	Tucumcari	3.651	7.650	7.650	0.000
30	Tularosa	5.319	7.650	7.650	0.000
31	Vaughn	7.650	7.650	7.650	0.000
32	Wagon Mound	5.756	7.650	7.650	0.000
33	Gallup	6.556	7.650	7.650	0.000
34	Carrizozo	6.254	7.225	7.225	0.425
35	Alamogordo	5.137	7.064	7.064	0.586
36	Bloomfield	5.038	7.000	7.000	0.650
37	Aztec	4.701	6.873	6.873	0.777
38	Corrales	3.849	6.481	6.870	0.780

**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	6.180	6.554	6.544	1.106
40	Ruidoso	5.244	4.580	6.368	1.282
41	Carlsbad	4.658	6.225	6.225	1.425
42	Jemez Springs	3.903	5.950	5.950	1.700
43	Socorro	5.423	5.813	5.813	1.837
44	Bernalillo	3.185	5.725	5.725	1.925
45	Lovington	3.719	5.650	5.650	2.000
46	Hobbs	3.973	5.555	5.555	2.095
47	Hatch	5.442	5.500	5.500	2.150
48	Folsom	3.054	5.425	5.425	2.225
49	Bayard	4.379	5.225	5.225	2.425
50	Chama	4.121	4.492	5.225	2.425
51	Hurley	4.337	5.225	5.225	2.425
52	Questa	4.270	4.361	5.225	2.425
53	Willard	5.179	5.064	5.225	2.425
54	Las Cruces	4.774	5.120	5.120	2.530
55	Clayton	4.703	4.938	4.938	2.712
56	Des Moines	3.715	4.938	4.938	2.712
57	Santa Rosa	4.563	4.938	4.938	2.712
58	Grants	4.271	4.555	4.555	3.095
59	Deming	4.475	3.812	4.475	3.175
60	Corona	3.827	4.425	4.425	3.225
61	Bosque Farms	2.725	2.889	4.225	3.425
62	Capitan	3.113	3.729	4.225	3.425
63	Elephant Butte	4.225	4.225	4.225	3.425
64	Santa Clara	2.742	4.225	4.225	3.425
65	Taos	2.657	4.074	4.225	3.425
66	Tatum	3.078	4.225	4.225	3.425
67	Los Alamos	3.577	3.998	3.998	3.652
68	Silver City	2.684	3.825	3.825	3.825
69	Clovis	3.386	3.725	3.725	3.925
70	Artesia	3.347	3.500	3.500	4.150
71	Eagle Nest	1.751	2.998	3.225	4.425
72	Lordsburg	2.543	3.225	3.225	4.425
73	Portales	2.790	3.225	3.225	4.425
74	Santa Fe	1.545	3.183	3.183	4.467
75	Edgewood	2.823	3.000	3.000	4.650

**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	2.919	2.880	3.000	4.650
77	Estancia	2.359	2.750	2.750	4.900
78	Rio Communities	2.696	2.696	2.750	4.900
79	Mesilla	1.008	2.340	2.340	5.310
80	Causey	1.405	2.225	2.225	5.425
81	Cloudcroft	0.845	2.225	2.225	5.425
82	Dexter	1.138	2.119	2.225	5.425
83	Dora	1.525	2.225	2.225	5.425
84	Elida	1.515	1.794	2.225	5.425
85	Encino	1.828	1.707	2.225	5.425
86	Farmington	1.487	2.225	2.225	5.425
87	Floyd	1.574	2.225	2.225	5.425
88	Fort Sumner	1.888	0.272	2.225	5.425
89	Hagerman	1.722	2.225	2.225	5.425
90	Lake Arthur	2.013	2.092	2.225	5.425
91	Loving	1.434	2.225	2.225	5.425
92	Magdalena	0.809	2.225	2.225	5.425
93	Melrose	1.892	2.225	2.225	5.425
94	Moriarty	2.112	1.962	2.225	5.425
95	Mosquero	1.298	2.201	2.225	5.425
96	Pecos	0.432	1.641	2.225	5.425
97	Reserve	2.135	2.225	2.225	5.425
98	Roy	1.411	2.225	2.225	5.425
99	T or C	1.542	2.225	2.225	5.425
100	Texico	1.897	2.225	2.225	5.425
101	Tijeras	0.834	2.225	2.225	5.425
102	Virden	1.080	1.905	2.225	5.425
103	Williamsburg	1.718	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		3.780	4.797	4.965	2.685

** Data reflects NMDFA 2021 Property Tax Facts. Current 2023 Data Not Available

¹7.65 mill maximum allowed by law less the imposed rate.

*Imposes no operating rate.

Information source: DFA Rate Certificate Files.

VII. 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.

VIII. 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

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**

IX. Taxpayer Property Profile Example



Assessor's Office Property Profile

Account: R010581	Tax Year: 2023	Account Type: EXEMPT COUNTY
Mill Levy: 28.714000	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

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

Legal Description
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>						
Tax Year:	2023	<u>Full Value</u>	<u>Taxable Value</u>	<u>Square Feet</u>	<u>Acres</u>	<u>Taxable</u>
Land		\$809,340	\$269,780	135,716	3.116	
Building		\$15,099,530	\$5,033,180	66,888		
Exempt		\$15,908,870	\$5,302,960			
Total		\$15,908,870	\$5,302,960			\$10,605,92
Tax Year:	2022	<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		3.116	\$10,173,820

Remarks:
LOTS EA2 1 EA2 2 COMBINED FOR 2012



X. Pictometry Oblique Image

ArcGIS Web Map



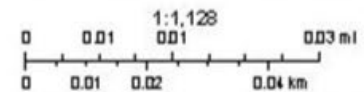
2/5/2020, 11:27:43 AM

Orthoimagery_pictometry_3in_2018

Red: Red

Green: Green

Blue: Blue



Source: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadane NL, Odense Survey, Esri

WebAppBuilder for ArcGIS
Bureau of Land Management, Texas Parks & Wildlife, Esri, HERE, Garmin, INCREMENT P, USGS, EPR, USDA, |

XI. Public Relation Programs

A Guide To Understanding Your Property Assessment

QUESTIONS?
PLEASE CONTACT OUR OFFICE

George Chandler
Los Alamos County Assessor
1000 Central Ave. Ste. 210
Los Alamos, NM 87544
Phone: 505.662.8030
Email: assessor@lacnm.us
Web: losalamosnm.us

LOS ALAMOS
Assessor's Office

YOUR NOTICE OF VALUE IS THE KEY TO UNDERSTANDING YOUR PROPERTY TAX PROCESS.
On or before April 1st of each year, the Assessor mails each property owner a Notice of Value. This form serves to inform the owner of the value on which property taxes will be calculated by the County Treasurer the following November.

DISAGREE WITH YOUR VALUATION?
Property owners may appeal the value, the residential or non-residential classification, the allocation of the taxes to taxing entities, a denial of exemption or of a limitation on tax increase in one of two ways:

- (1) by filing a petition of protest with the county assessor within 30 days of the mail date of the notice of value, (the protest forms are available on our website or in our office); or
- (2) by paying the taxes when due and filing a claim for refund in District Court. This is a legal proceeding governed by the rules of the District Court. This remedy is not available if a petition of protest is filed with the Assessor.

DEFINITIONS, RULES, AND CALCULATION OF NET TAXABLE VALUE

RULES
Determine values of property for property taxation purposes, starting from the current fair market value and applying classifications, exemptions, and limitations required by law. Use mass appraisal techniques for annual or biennial updates, and in addition there must be an inspection and individual update for each property at least once every five or six years. Los Alamos does mass appraisal annually, and inspections on a five year cycle.

Use national standards and appraisal techniques to maintain the current and correct fair market value of each property.

DEFINITIONS

FAIR MARKET VALUE
The most probable price in a competitive and open market, the buyer and seller acting prudently and knowledgeably and not affected by undue stimulus.

Los Alamos maintains extensive databases that contain information on each property and also sales and other market data. Every year we compare sales prices to our

calculated market values of all sales in Los Alamos, and make adjustments when the resulting sales ratios do not meet national standards. We make adjustments when statistical measures indicate lack of uniformity related to market value and neighborhood.

FULL VALUE (or ASSESSED VALUE)
Fair market value adjusted to honor limitations on annual tax increases required for residential properties (3%, and 65 years of age or older or disabled).

TAXABLE VALUE
Full Value times the tax ratio (1/3). The tax ratio is set by law. It has no basis in fact or theory but most states apply one to the taxable value.

NET TAXABLE VALUE
Taxable Value minus exemptions (Head of family - \$2000, Veteran (\$4,000), Disabled Veteran - 100%).

EXEMPTIONS, LIMITATIONS, AND HOW TO APPLY

HEAD OF FAMILY EXEMPTION
The Head of Family Exemption is a \$2,000 reduction of the taxable value of your residential real estate. Only one person in a household may qualify as Head of Family, and it may only be applied in one county in the state. Essentially, any New Mexico resident may qualify.

VETERAN'S EXEMPTION
The Veteran's Exemption is a \$4,000 reduction in the taxable value of your real estate. Any honorably discharged veteran (or the veteran's unmarried surviving spouse) who has applied to the New Mexico Department of Veterans Services and has been issued a "certificate of eligibility" may qualify for this benefit. For first time applicants, the certificate must be presented to the Assessor's Office within the deadline. Once the exemption is claimed and applied, it remains applied to the property until the ownership of that property changes. With this exemption

your savings in taxes will depend on which tax district your property lies.

100% DISABLED VETERAN EXEMPTION
Any veteran who is deemed 100 percent disabled (or the veteran's unmarried surviving spouse) who has applied to the New Mexico Department of Veterans Services and has been issued a "certificate of eligibility" may qualify for a 100 percent exemption from property taxes on his or her place of residence. Once the exemption is claimed and applied, it remains applied to the property until the ownership of that property changes. Other circumstances may apply.

VALUATION LIMIT BASED ON INCOME
If you are 65 years or older or permanently disabled (at any age) AND had a modified gross income of \$41,900 or less in 2023, you may apply for the property valuation limitation for your residence. Application must be submitted along with proof of income, age and/or disability. Once the taxpayer applies and is eligible for the valuation limitation for three consecutive years, it remains applied to the property until there is a change or ineligibility occurs. Income level changes that exceed the amount allowed must be reported to the Assessor's Office by the property owner. Qualifying for this limitation will help minimize your property value increases.

WHEN IS THE DEADLINE TO APPLY?
The deadline for claiming the head of family and veterans, as well as the valuation limitation, is 30 days after the official date of mailing as indicated yearly on the Assessor's official Notice of Value. You can apply in person or by mail. Veteran exemptions must be claimed in person. Fully disabled veterans can apply any time of the year for the current tax year.

HOW TO APPLY?
You must obtain an exemption request form from the Assessor's Office to apply for any exemption. Simply contact the Assessor's office by calling us directly at 505-662-8030 or emailing us at assessor@lacnm.us. Forms are also available on our website at: losalamosnm.us/selected_officials/assessor.

3% Limitation on Valuation Increase for Residential Property.
Under state law, valuation increases on residential property must not exceed 3 percent per year of the prior year's assessed value.

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—this is known as "tax lightning."**
Property that is placed on the tax rolls for the first time such as a new home.
Any new improvements, except for solar energy systems, made to property in the year prior to the current tax year such as additions or outbuildings.
Property whose use or zoning has changed.
You do not have to apply for the 3% limitation.

DISCLOSURE OF SALES PRICE
New Mexico law requires the disclosure of residential sales information to the County Assessor's Office. This must be accomplished by filing a notarized affidavit at the Assessor's office within thirty days of the date of filing a deed, real estate contract or memorandum of real estate contract with the County Clerk. All information collected is required to be kept confidential with the Assessor's office, and will not be made available as public information. Failure to comply with the law could result in a conviction of a misdemeanor and punishable by the imposition of a fine of not more than one thousand dollars (\$1,000).

REPORTING IMPROVEMENTS
All property owners who have made improvements to their real property in the preceding tax year, and costing more than \$10,000 must report this information to the Assessor's Office by the last day of February of each year. This includes all new construction such as: new homes, structures, additions, and any other changes or improvements. Please do not rely on outside parties such as title companies to complete this reporting requirement for you. Property that has not been reported may be subjected to the imposition of back taxes for up to ten years.

NEED TO CHANGE YOUR ADDRESS?
Change of Address forms are available online or in the Assessor's Office. Assessor's staff is also more than happy to email you a copy of any form. Please feel free to contact our office during normal business hours and any one of our friendly staff members will be glad to assist you with any exemption or change of address request.

CALCULATING YOUR TAX BILL
Let's take a home that was placed on the tax rolls as of Jan 1 2021. It is now 2023 and the homeowner has been determined to be entitled to the Head of Household (\$2000) and Veterans' (\$4000) exemptions. A bedroom was added to the home in 2022 at a cost of \$100,000, but the Assessor determined that it only added \$75,000 to the value of the home. The Assessor determined that the fair market value was \$400,000 in 2021, \$450,000 in 2022, and \$555,000 in 2023, exclusive of the new bedroom. For technical reasons Fair Market Value does not yet appear on your INCV. You can get it from the Assessor's Office.

TAX YEAR	FAIR MARKET VALUE	INCREASE LIMITED TO VALUE OF IMPROVEMENTS	FULL VALUE	TAXABLE VALUE (FV)	EXEMPTIONS	NET TAXABLE VALUE (LESS EXEMPTIONS)	TAX RATE	TAX
2021	\$400,000	\$-	\$400,000	\$133,333	\$6,000	\$127,333	0.02408	\$3,066
2022	\$450,000	\$12,000	\$412,000	\$137,333	\$6,000	\$131,333	0.02410	\$3,173
2023	\$555,000	\$87,360	\$499,360	\$166,453	\$6,000	\$160,453	0.02403	\$3,856

LOS ALAMOS
Assessor's Office

1000 Central Ave. Ste. 210, Los Alamos, NM 87544
505.662.8030 | assessor@lacnm.us | losalamosnm.us



Public Relation Programs



LOS ALAMOS
Assessor's Office



LOS ALAMOS
Assessor's Office

XII. Assessor's Annual Evaluation

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

Michelle Lujan Grisham
Governor

Stephanie Schardin Clarke
Cabinet Secretary

DIVISIONS
Office of the Secretary
(505) 827-0341
Administrative Services
(505) 827-0369
Audit and Compliance
(866) 285-2996
Motor Vehicle
(505) 827-2296
Property Tax
(505) 827-0870
Revenue Processing
(505) 827-0800
Tax Fraud Investigation
(505) 841-5578000

July 28, 2023

Los Alamos County Assessor
George Chandler
1000 Central Ave., Ste. 210
Los Alamos, NM 87544

Assessor Chandler,

The 2023 evaluation for Los Alamos County was conducted on April 10 - April 14, 2023 by Brianna Gonzalez, Appraisal Specialist and the following was observed:

Property Lists

2023 Los Alamos Organizational Property

Recommendation: One property was reviewed to determine consistency in valuation and application of exemptions. The property had a change in value for 2023. It is noted that the application for Head of Family was granted when the assessor utilized a different CAMA system. It is recommended to update those applications in the current system for historical reference and best practices.

All parcels owned by Elected Officials, County Manager, County Attorney, including rental properties and properties owned by spouses

Recommendation: All parcels owned by Elected Officials, County Manager and County Attorney were reviewed. Properties were reviewed to determine consistency in valuation and application of exemptions. All properties had a change in value for 2023. It is noted that some exemptions were granted when the assessor utilized a different CAMA system. It is recommended to update those applications in the current system for historical reference and best practices.

I want to thank you and your staff for your cooperation and professionalism throughout the evaluation process. The annual evaluations are a good tool to assist Assessor's in identifying areas that need improvement and to ensure that they are in compliance with all statutory requirements.

Please respond by August 11, 2023 with the corrective action taken or with the plan for corrective action and the date it will be completed by.

Sincerely,

Phillip A. Sena

Phillip Sena

Appraisal Bureau Chief

New Mexico Taxation & Revenue Department

July 31, 2023

Los Alamos County Assessor's Office
1000 Central Avenue, Suite 210
Los Alamos, NM 87544

RE: Evaluation Response

ASSESSOR
George Chandler
CHIEF DEPUTY ASSESSOR
Lucas Fresquez
CHIEF APPRAISER
Nerio Gurule
APPRAISERS
Betty Martinez
Curtis Valencia
ASSESSMENT SPECIALIST
Isabella Martinez
APPRENTICE APPRAISER
Melvin Martinez

Dear Phillip,

I am in receipt of your evaluation for 2023. In it you recommended that we require over 1400 homeowners to re-apply for their home-owner exemptions because "the application for Head of Family was granted when the assessor utilized a different CAMA system." NMSA 7-38-17 Claiming Exemptions; requirements; penalties, states in relevant part "head of family exemptions ... need not be claimed for subsequent tax years if there is no change in eligibility for the exemption nor any change in ownership of the property against which the exemption was claimed."

I appreciate your concern for "historical reference and best practices." Prior to the CAMA system change in 2011 application documents were not recorded. Since then, they have been recorded and we update the system whenever the statute requires. But, with all due respect, I see no benefit to us or them in requiring over 1400 persons to re-apply for an exemption they continue - by statute - to enjoy simply to pretty up our system.

Thank you,

George Chandler

Los Alamos County Assessor

Cc: Santiago Chavez

Brianna Gonzalez

Los Alamos County 2023 Evaluation

Review Complete (Comments Closed)

Assessor's Abstract of Value (2022)

Category	Residential		Non-Residential		Total	
	Number	Value	Number	Value	Number	Value
Improvements	7,211	\$607,213,080	422	\$145,169,410	7,633	\$752,382,490
Land	7,336	\$211,902,110	1,070	\$255,297,800	8,406	\$467,199,910
Mobile Homes	252	\$2,305,940	9	\$31,990	261	\$2,337,930
Personal Property	-	\$0	307	\$8,438,900	307	\$8,438,900
Subtotal (Property)	14,799	\$821,421,130	1,828	\$413,089,720	16,627	\$1,234,510,850
Alpacas & Llamas			2	\$60	2	\$60
Buffalo (Bison)			-	\$0	-	\$0
Cattle & Captive Elk			5	\$960	5	\$960
Dairy Cattle			-	\$0	-	\$0
Goats			85	\$2,930	85	\$2,930
Horses & Mules			223	\$63,280	223	\$63,280
Ratites & Ostriches			-	\$0	-	\$0
Sheep & Captive Deer			15	\$450	15	\$450
Swine			1	\$30	1	\$30
Yaks			-	\$0	-	\$0
Subtotal (Livestock)			331	\$67,710	331	\$67,710
Asr. Total Gross Taxable Value		\$821,421,130		\$413,157,430		\$1,234,578,560
Disabled Veteran	33	\$4,270,970	-	\$0	33	\$4,270,970
Head of Household	2,490	\$4,977,030	-	\$0	2,490	\$4,977,030
Other	115	\$316,260	624	\$293,428,390	739	\$293,744,650
Veteran	633	\$2,526,890	1	\$4,000	634	\$2,530,890
Veteran Org	-	\$0	-	\$0	-	\$0
Subtotal (Exemption)	3,271	\$12,091,150	625	\$293,432,390	3,896	\$305,523,540
Asr. Total Net Taxable Value		\$809,329,980		\$119,725,040		\$929,055,020
CAB Total Net Taxable Value				\$4,151,620		\$4,151,620
Total Net Taxable Value		\$809,329,980		\$123,876,660		\$933,206,640

Ratio Study Statistics

	Sample Size	Median	Mean Ratio	Wtd Mean	Std Dev	COV	PRD	COD
Median		This is a measure of Central Tendency, or an average. 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 between 90 and 110%.						
Mean Ratio		A measure of central tendency, it is the arithmetic average of all the ratios						
Wtd Mean		A measure of central tendency, it is 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.						
COV		The Coefficient of Variation is the Standard Deviation expressed as a percentage of 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.						

Documents Requested

Documentation of the corrective action taken (or planned) in response to deficiencies identified and recommendations suggested during the 2022 evaluation.

PTD Review: No Deficiencies Noted

PTD Comment: Los Alamos County did not have any deficiencies or recommendations regarding the 2022 County Evaluation.

The Annual Report to County Commissioners. If not finalized, the 2022 report and the draft of the 2023 report (7-36-16 E NMSA 1978).

PTD Review: No Deficiencies Noted

PTD Comment: The Assessor provided a copy of the 2023 Annual Report to the County Commissioners along with a copy of the agenda and minutes when the annual report was presented. The Annual Report goes beyond the minimum requirements set by 7-36-16.E NMSA and shows their commitment in the maintenance of current and correct values required under 7-36-16 NMSA.

Budgets for current fiscal year and prior fiscal year (Operational and 1% Budget)

PTD Review: No Deficiencies Noted

PTD Comment: A copy of the 2022 and 2023 Operational and Reappraisal (1%) budgets were provided.

Documentation of the program of maintaining current and correct property values for property taxation purposes per 7-36-16 NMSA.

PTD Review: No Deficiencies Noted

PTD Comment: Documentation of the program of maintaining current and correct property valuations was provided and is contained in the Annual Report to the County Commissioners.

All Transferred (Sold) Parcels in SRS format (Microsoft Excel or CSV).

PTD Review: No Deficiencies Noted

PTD Comment: A review of the transferred (sold) parcels was made and indicated transferred properties are moved to current and correct value.

Sales Verification and coding policy including detailed policy on the application of NAL (non-arms length) codes.

PTD Review: No Deficiencies Noted

PTD Comment: A document titled NOV Process Procedural Manual was submitted. It contains a detailed procedure on the sale verification process. A document showing the NAL codes was also submitted with no discrepancies noted.

Valuation Stratification Analysis Documentation to support county identified residential and non-residential property market areas.

PTD Review: No Deficiencies Noted

PTD Comment: A document breaking down the stratification of the county beyond school districts was provided. The county is stratified by neighborhoods and often goes beyond those neighborhoods by categorizing market areas by certain characteristics relevant to valuing at current and correct.

Policy for Protest Management

PTD Review: No Deficiencies Noted

PTD Comment: The assessor submitted a detailed Protest Policy that explains the process from initial contact with property owner to Formal Hearing. Detailed policies are a best practice and can be an excellent training aid.

Analysis documentation for vacant land ratio studies.

PTD Review: No Deficiencies Noted

PTD Comment: Documentation for vacant land ratio studies performed was submitted and explained during initial interview. The process is thorough and exemplifies the responsibility of maintaining current and correct property values.

Commercial Property Income Documentation

PTD Review: No Deficiencies Noted

PTD Comment: Three documents were submitted to support that the Assessor is collecting available commercial income information and analyzing the data to value commercial property within the county. A vacancy study is also performed to support commercial values.

Commercial Sales Ratio Study

PTD Review: No Deficiencies Noted

PTD Comment: A statistical extract was submitted showing several commercial properties that sold in 2022. The data supports commercial values within the county and the efforts to maintain current and correct values.

Documentation to support residential and commercial valuation changes.

PTD Review: No Deficiencies Noted

PTD Comment: A sample of ten (10) commercial accounts and ten (10) residential accounts were audited. The Assessor is consistently moving values to stay current with the market. The Assessor also provided several documents to support residential and commercial valuation changes. This further supports the efforts to maintain current and correct values as described in 7-38-16 NMSA.

Documentation from each special assessment district authority setting the rates and class of property that rate applies.

PTD Review: No Deficiencies Noted

PTD Comment: Los Alamos does not have any special assessment authorities.

Questionnaire

Assessment Administration

Describe your budget process and time frame for finalizing your FY 2024 budget.

FY2024 Budget process starts in January, meeting with CMO (County Manager's Office) and OMB (Office of Management & Budget). The Assessor's budget will go before the County Council this April for approval.

PTD Review: No Deficiencies Noted

What online information, services, and documents do you provide on your website? In addition to your website, what other public outreach methods does your office engage in?

By accessing our website by URL or QR code, the Los Alamos County Assessor's Office provides various 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 multiple users with assessment data. This service lets property owners access current ownership, tax and assessment history, property characteristics, and other helpful information. Our office continues to offer e-Notices. Offering this optional service provides an eco-friendly, convenient, and easy-to-use way to receive notices of valuation and have access to those notices at any time. As an added benefit, E-Notices maintains a repository of all valuations notices, allowing for future access by all property owners.

PTD Review: No Deficiencies Noted

PTD Comment: The Assessor utilizes the power of the internet to reach the public with general information and online services.

Describe the assessors 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 current New Mexico Property Tax Code (NMSA 1978) and an electronic version. All employees are active members of the IAAO, allowing them access to various resources, including the IAAO Research Library and IAAO Connect Seminars and Annual Conferences, which are all attended by Assessor's staff regularly. Our office maintains subscriptions to CoStar, NADA, Marshall, and Swift, which provide regular valuation schedule updates to the cost application integrated into our CAMA System. Three of our employees currently maintain certifications in Marshall and Swift valuations.

PTD Review: No Deficiencies Noted

PTD Comment: The Assessor provides the necessary training and resources to all staff.

When is your annual report presentation to the Board of County Commissioners scheduled?

The 2023 Los Alamos County Assessor's Property Valuation and Maintenance Plan will go before the County Council on April 4th.

PTD Review: No Deficiencies Noted

Explain any general fund operating costs that are paid from your 1% fund.

The projected FY2024 budget is \$756,936. The general fund for our office is \$503,212 (66%). The 1% fund budget is \$253,724 (34%). The 1% fund is responsible for 26% of our salaries and benefits, 82% of our professional and contractual services, and 97% of materials and supplies.

PTD Review: No Deficiencies Noted

Have you determined if your staff members have the right set of skills and experience to perform the duties and responsibilities of their position? Describe how you have determined.

Our staff members have the right skills and experience for their unique positions and are cross-trained to fill other positions if necessary. They receive a PPA annually that evaluates their job performance and sets goals. The evaluation period is from 03/31 to 04/01. Additionally, staff receives a mid-year coaching evaluation to ensure goals are met. All employees are NM Certified Appraisers.

PTD Review: No Deficiencies Noted

PTD Comment: The Assessor supports a well trained staff.

Did your county utilize the standard NOV as prescribed by PTD? If, the NOV that was utilized for the 2023 tax year deviated from the standard NOV, was approval received from the director? If not, explain why.

Yes, we utilized the standard NOV.

PTD Review: No Deficiencies Noted

How do you confirm that the mill rates entered in your CAMA are correct?

Once our county receives the adopted mill rates, we create a spreadsheet to compare prior years' mill rates to the current year. After that, we input them into our CAMA system, and each authority is entered separately and verified through each tax area. Finally, we compare totals from our spreadsheet, the CAMA system, and the certificate provided by DFA.

PTD Review: No Deficiencies Noted

How is the office workflow managed and monitored?

Our office has valuation functions and administrative functions. The Chief appraiser oversees the valuation (all real property parcels). Our CAMA system has a built-in workflow that allows the supervisor to issue assignments such as sales, lot splits, lot combos, new subdivisions, permits, and protests. This also allows the supervisors to track quality control. The Senior Assessment Specialist oversees the office's administrative functions (along with personal property). The supervisor can assign tasks through the workflow. The Clerk's Office recently migrated to Eagle Clerk, which is fully integrated with our CAMA system and allows for workflows on all property changes. The Chief Deputy Assessor monitors the whole office.

PTD Review: No Deficiencies Noted

PTD Comment: The office workflow appears to be functioning well.

Describe your process of transferring property ownership (deed process). How does your office acquire the recorded deeds? What is the process to determine the validity of the transfer? What is the process to confirm the validity of deeds that are lacking (questionable) chain of title details?

Our Clerk's Office recently migrated to Eagle Clerk, fully integrated with our CAMA system (Eagle Assessor). We also are granted access to the Eagle Clerk to search and verify all transfer documents. Our staff verifies the conveyance history with the associated documents. We will contact the title company, the grantee, or the grantor to resolve any broken conveyance. If supported conveyance documents aren't supplied, Staff won't update the ownership in our CAMA system.

PTD Review: No Deficiencies Noted

Data Management

Describe your physical reinspection policy and procedures in detail.

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

PTD Review: No Deficiencies Noted

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

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

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?

On our DBA (database), we do a full weekly, differential nightly, and transactions once a day.
- Jeannette Aldaz
LAC Information Management Division

PTD Review: No Deficiencies Noted

Describe any continuous training provided to staff on your valuation software. How is your staff able to access training and support from your CAMA vendor?

Staff continues to attend, lead and contribute to the training program offered by the NM Tyler User Group. Our CAMA vendor offers support and training through Tyler's Annual Connect Conference. This conference provides three days of educational activities, workshops, and networking hubs for all levels of users. All staff is involved in the sales verification and model calibration process as part of our progressive in-house cross-training program.

PTD Review: No Deficiencies Noted

How does your office maintain data security and integrity including an audit trail of changes in assessment records?

Our CAMA versions each change on any level. We can run an audit trail on all/specific account/s for a date range and single user to determine quality control. We can evaluate each change and the validity of the change. The supervisors review work for quality control using audit trails and reports.

PTD Review: No Deficiencies Noted

What staff members can query/run reports of assessment data?

All of our staff have the training and CAMA system knowledge to query/run reports within our CAMA system.

PTD Review: No Deficiencies Noted

Describe how you maintain valuation records (property records). Are they maintained in hard-copy or electronically?

Our CAMA system maintains property record cards from 2001 to the present. For records that are older than 2000 are held in hard-copy form through our IM (information management).

PTD Review: No Deficiencies Noted

Valuation-General

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

An independent sales ratio analysis is performed on each Super Neighborhood (market area). Super neighborhoods are then broken down into smaller neighborhoods where a more thorough analysis can be conducted. These studies utilize regression analysis, histograms, and other in-house statistical studies.

PTD Review: No Deficiencies Noted

Describe the type of quality assurance (quality controls) that are in place to ensure accurate data as well as equitable, uniform and supported valuations.

Los Alamos County continues to utilize Tyler's Eagle CAMA system, which has internal controls to ensure property values are uniformly and equitably assessed. Sales Ratio studies are also used as quality control pre-rollover and post-rollover. Valuation models are stratified in many ways to ensure fair and equitable values for sales and 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 can 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

Describe how short-term rental homes and other short-term rentals (such as AIRBNB's, etc.) are being classified and valued in your county. Describe the process used to discover short-term rental properties in your county.

Los Alamos has four properties classified as Bed and Breakfasts. Our office has not successfully obtained sufficient data through income questionnaires. Therefore these properties are adjusted annually to reflect residential and nonresidential market conditions. The Los Alamos CDD (Community Development Department) has recently started to conduct data research on short-term rentals, and our office will continue to monitor the findings. In the current tax year, we're studying new techniques for valuing these properties.

PTD Review: No Deficiencies Noted

How are you valuing solar energy system installations including solar panels, Tesla roofs and charging stations?

There are no commercial solar projects. We only have residential solar systems, and we value them according to 7-36-21.2(A.2). There is no contributory value on the installation. We continue to conduct paired sales analysis on sold properties. We have created a property characteristic for all our models to track solar systems. Currently, the only charging stations are on County Property.

PTD Review: No Deficiencies Noted

How are you valuing cannabis growing facilities and dispensaries?

Currently, Los Alamos does not have any growing facilities or dispensaries.

PTD Review: No Deficiencies Noted

Did your county experience any natural disasters or have any federally declared disaster areas in 2022? If so, describe the event and if/how it affected your property tax values.

The Cerro Pelado Fire was a wildfire that burned in the southwest of Los Alamos. Fortunately, it didn't affect any privately owned parcels.

PTD Review: No Deficiencies Noted

What is your process and time frame for ensuring all conversion overrides have been removed from your CAMA?

All conversion overrides have been removed.

PTD Review: No Deficiencies Noted

Valuation-Land

Are land sales reviewed, confirmed, and maintained in a sales file? Be prepared to provide this information to the reviewer.

Our CAMA system reviews, confirms, and maintains all land sales. Vacant land ratio study document provided. A demonstration can be provided.

PTD Review: No Deficiencies Noted

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

Land sales are very limited in Los Alamos. Therefore the extraction method should be relied upon to establish accurate assessments. The analysis is provided for review.

PTD Review: No Deficiencies Noted

Describe how land tables are developed, supported and maintained within your valuation system. If you have developed land tables, but have not entered them into the system, explain why.

Our land tables are developed for every neighborhood. Each neighborhood has unique land codes along with a special rate. The land codes are stratified by the area of the lots. Land codes are analyzed during our annual sales ratio studies. If changes are required, we change the rate and neighborhood adjustment.

PTD Review: No Deficiencies Noted

What was the date that the last land value study in your county was completed? Be prepared to provide details of this study to the reviewer.

We do a sales ratio study annually on vacant land and extractions for all super neighborhoods.

PTD Review: No Deficiencies Noted

Valuation-Personal Property

Describe your valuation methodology as well as the depreciation method utilized in valuing manufactured homes. Provide valuation sources.

Our office utilizes a hybrid depreciation model based on effective age and straight-line depreciation. Annual subscriptions to NADA and Marshall and Swift Valuation Services are sources for establishing depreciation and cost guidelines.

PTD Review: No Deficiencies Noted

If a manufactured home is in use, is there value? What is the valuation methodology? Is there a valuation floor?

Yes, there is value in a manufactured home in use. Hybrid valuation models, NADA, Marshall/Swift Valuation services, and sales information are utilized in determining effective age and straight-line depreciation. The valuation floor for manufactured homes, as illustrated in section E of the Marshall and Swift Life Expectancy and Depreciation Guidelines, reflects a valuation floor of 20% which is incorporated into our valuation modeling.

PTD Review: No Deficiencies Noted

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

Our office continues to mail Business Personal Property (BPP) forms to all active business accounts identified through the Los Alamos Community Development Department and any reports identified in prior years' valuations. A BPP Form is included in the New Business application process through the Community Development Department (CDD). Forms are also mailed to all businesses identified as such by the CDD. Late reporting is tracked in our valuation models, which triggers a late reporting penalty and a forced assessment flag. Calls are made to various non-reporting businesses to ensure compliance.

PTD Review: No Deficiencies Noted

How does your office determine whether tangible personal property is subject to valuation per §7-36-8 NMSA? 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. Although PTD's manual on BPP now has a 13% floor, our office continues to utilize a 12.5% floor.

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 continues to value Centrally Assessed Properties, less the protested amount for each property, based on annual valuations from the SAPB. Those values are then certified to the State in June.

PTD Review: No Deficiencies Noted

Do you audit returns and inspect businesses to ensure complete and accurate reporting of business personal property?

We audit all BPP forms that are returned to our office. We don't inspect businesses.

PTD Review: No Deficiencies Noted

Does your office follow up on nonreturns (nonrendering businesses) with supplemental mailings, field inspections, and estimated assessments?

Yes, we will contact business owners to follow up on nonreturn's. We don't inspect businesses.

PTD Review: No Deficiencies Noted

Valuation-Residential

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, along with those affected by any limitation on the increase in value. Our office's policy is to move all transferred "sold" properties to 100% 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

Were any areas/neighborhoods value not increased to the maximum allowable (3%) last year (for the 2023 tax year)? What areas/neighborhoods decreased in value? Provide the supporting documents in the document section of the evaluation.

No neighborhoods decreased in value. The 3% cap was applied to all parcels except those that were transferred. A demonstration was provided.

PTD Review: No Deficiencies Noted

What is the maximum acreage that your county considers and values as a residential homesite? Explain why you consider this amount of acreage to be the maximum allowable.

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

PTD Review: No Deficiencies Noted

How is the contributory value of any physical changes not already recognized in the property record accounted for and valued (3.6.5.24 B.(3) NMAC)?

Our office adds contributory value for any improvement value recognized in a fair and open market transaction. Our building permit valuations and annual 5-year physical re-appraisal processes recognize these improvements. This value is accounted for in New Construction Value certified to the State. Our office maintains cost schedules of all issued building permits through the Los Alamos Community Development Department to assist in determining contributory value.

PTD Review: No Deficiencies Noted

Does your CAMA maintain market value as well as capped value?

Yes, our CAMA system maintains both market and capped values.

PTD Review: No Deficiencies Noted

How do you determine "current and correct" values for residential properties after a change of ownership? Be prepared to provide detail to the reviewer.

We determine "current and correct" values through our sales ratio studies. Our CAMA system maintains a "market value" for all residential properties. If ownership changes, our CAMA system will bring that value to market during our rollover.

PTD Review: No Deficiencies Noted

Explain how sales ratios are analyzed by market area, size, age and other key factors during the valuation process.

We can analyze our models using independent and dependent variables within our CAMA system and utilizing histograms.

PTD Review: No Deficiencies Noted

Valuation-Commercial

Which specific commercial areas were reappraised for the 2023 tax year?

All Commercial properties were re-appraised this year.

PTD Review: No Deficiencies Noted

PTD Comment: A sample of commercial properties was reviewed over a five (5) year period. It appears that the properties have consistent changes in value from year to year. The sample data supports the efforts of current and correct value maintenance required by 7-36-16 NMSA.

What is your procedure for collecting and using income and expense data for commercial property valuation?

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. We also use CO-Star.

PTD Review: No Deficiencies Noted

Are all three approaches to value utilized in valuing commercial properties? Provide specific accounts that have been valued by each method.

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

PTD Review: No Deficiencies Noted

What policies and procedures are in place to ensure "current and correct" non-residential values?

Our CAMA system maintains "market value" on all models and all valuations match model values.

PTD Review: No Deficiencies Noted

Mapping

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

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

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 split or combined property.

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 one tax district consistent with our one 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 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, UPCs 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

What opportunities do you see for growth and improvement in the data, mapping practices, and workflows currently used in your office?

Los Alamos purchased a new Unmanned Aerial Vehicle (UAV-Drone) to replace our existing drone, which provides aerial photography in areas of high development between 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 for a robust parcel mapping system.

PTD Review: No Deficiencies Noted

Describe additional support your office may need/want from PTD.

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

PTD Review: No Deficiencies Noted

Agriculture

What are your policies and procedures to ensure proper administration of the Special Method of Valuation for Agricultural land? (§7-36-20 NMSA 1978)

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

PTD Review: No Deficiencies Noted

What does your office require of a property owner to qualify for the Special Method of Valuation for grazing?

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

Do you consider horses as livestock in order to qualify for the special method of valuation - grazing? Do you differentiate between "recreational" and "non-recreational" horses?

No livestock is currently being considered because Los Alamos County has no properties receiving the special method of valuation.

PTD Review: No Deficiencies Noted

What are your policies and procedures regarding honeybees and the production of honey related to the land value and personal property?

Los Alamos County currently has no honeybees that are being reported in the production of honey.

PTD Review: No Deficiencies Noted

What is your value per acre of each class of agricultural land (Irrigated, dryland and grazing)?

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

PTD Review: No Deficiencies Noted

Do you remove the special method of valuation-agricultural land upon the sale or transfer of the land? Describe policies and procedures followed when removing the agricultural special method of valuation from land.

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

PTD Review: No Deficiencies Noted

Self Assessment

What are your 3 top goals for the coming year?

- 1. Complete Phase 2 of 5 in our annual re-inspection program.*
- 2. Continue to roll out our E-notice services and expand online services.*
- 3. Ensure adequate training is provided to maintain certifications and provide training for those individuals wishing for career advancement.*

PTD Review: No Deficiencies Noted

Are you aware of the technical assistance and the funds available from PTD to provide this technical assistance (7-35-3 NMSA)?

Yes

PTD Review: No Deficiencies Noted

Have you prepared a formal estimate or analysis of necessary staffing? Discuss how you have determined staffing requirements.

Our Property Valuation and Maintenance plan annually review our parcel counts with IAAO staffing standards.

PTD Review: No Deficiencies Noted

Have you prepared a formal estimate of necessary physical resources?

Our office has a great design with plenty of space. Each employee has state-of-the-art equipment to perform their job duties. Everyone has been provided with the necessary furniture and equipment to ensure efficiency. We have two vehicles that can be used at any time. We provide staff with adequate training in all appraisal areas. Our office has a library of hard copies and electronic books from IAAO, Appraisal Foundation, Core Logic, Appraisal Institute, etc.

PTD Review: No Deficiencies Noted

Are staff members' salaries and benefits competitive? If not, what are your plans to make them competitive?

Yes, Los Alamos HR department conducts regular market analyses on job positions.

PTD Review: No Deficiencies Noted

Is your office well-organized and managed?

Yes, our office is well-organized and managed. We are judging by all available metrics, sales ratio studies on valuation, and previous PTD evaluations.

PTD Review: No Deficiencies Noted

Property Lists

2023 Los Alamos Organizational Property (1 Parcel)

PTD Review: Recommendation

PTD Comment: One property was reviewed to determine consistency in valuation and application of exemptions. The property had a change in value for 2023. It is noted that the application for Head of Family was granted when the assessor utilized a different CAMA system. It is recommended to update those applications in the current system for historical reference and best practices.

All Non-Government Exempt Parcels (§7-38-8.1 NMSA) (11 Parcels)

PTD Review: No Deficiencies Noted

PTD Comment: All accounts with Non-Government Exempt status were reviewed. Supporting documents and/or applications were submitted and appear to be in compliance with 7-38-8.1 NMSA.

Special Agricultural Parcels: All Grazing (No Parcels)

PTD Review: No Deficiencies Noted

PTD Comment: No Grazing parcels in Los Alamos

Special Agricultural Parcels: All Irrigated (No Parcels)

PTD Review: No Deficiencies Noted

PTD Comment: No Irrigated parcels in Los Alamos.

Special Agricultural Parcels: All Dry Land (No Parcels)

PTD Review: No Deficiencies Noted

PTD Comment: No Dry land parcels in Los Alamos.

All Parcels with Filed Protests (regardless of how resolved) (28 Parcels)

PTD Review: No Deficiencies Noted

PTD Comment: All protests were reviewed. Los Alamos has a good understanding of the protest process from start to finish. The protest form is detailed and appears user friendly. A suggestion for the form would be to add a check box for a "No Change." This would ensure a clear understanding of what the result of the protest was.

All Parcels Subject to a Treasurers Change Order from October 1st of 2022 to present (7-38-77 NMSA) (2 Parcels)

PTD Review: No Deficiencies Noted

All Parcels that have a 100% disabled veterans' exemption (38 Parcels)

PTD Review: No Deficiencies Noted

PTD Comment: Los Alamos does not currently have any properties with a 100% Disabled Veteran's Exemption that is over five (5) acres.

All Properties with Open Building Permits (203 Parcels)

PTD Review: No Deficiencies Noted

PTD Comment: The documents provided indicated that the Assessor is tracking permits with good notation. Improvements are added to the tax roll at 10% completion. They are monitored and adjusted accordingly.

All parcels owned by Elected Officials, County Manager, County Attorney, including rental properties and properties owned by spouses (15 Parcels)

PTD Review: Recommendation

PTD Comment: All parcels owned by Elected Officials, County Manager and County Attorney were reviewed. Properties were reviewed to determine consistency in valuation and application of exemptions. All properties had a change in value for 2023. It is noted that some exemptions were granted when the assessor utilized a different CAMA system. It is recommended to update those applications in the current system for historical reference and best practices

No post-evaluation comment has been left.

Reviewers:	Brianna Gonzalez, Appraiser
Evaluation Dates:	Evaluation Due: April 3, 2023 Initial Interview: April 10, 2023 @ 10:00 AM via Zoom Exit Interview: April 14, 2023 @ 10:00 AM via Zoom

PTD General Comments:

*-Virtual Inspections: All properties were reviewed by aerial photography for the 2023 evaluation year.
-Los Alamos County exemplifies best practices and strives to maintain current and correct values. The staff is competent and experienced in their positions. The Assessor's Office is always open to additional continuing educational opportunities and new ideas to improve the process.*