

# LOS ALAMOS

Assessor's Office

## Property Valuation and Maintenance Plan



**George Chandler**  
**Los Alamos County Assessor**  
**January 2023**

# LOS ALAMOS

## Assessor's Office

### TABLE OF CONTENTS

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

### APPENDIX

I. LOS ALAMOS EIGHT YEAR STATISTICAL SUMMARIES.....	B - D
II. RANKING OF COUNTIES BY NET VALUATION .....	E
III. COUNTIES TAX RATES COMPARISONS .....	F-G
IV. COUNTIES IMPOSED RATES.....	H
V. MUNICIPALITIES IMPOSED RATES.....	I-K
VI. COUNTY PROPERTY VALUATION FUND .....	L
VII. DEPARTMENT OF FINANCE AND ADMISTRATION MEMOS .....	M-N
VIII. TAXPAYER'S PROPERTY PROFILE EXAMPLE.....	O-P
IX. PUBLIC RELATIONS PROGRAMS .....	Q-R
X. 2022 LOS ALAMOS COUNTY ASSESSOR'S EVALUATION	

# LOS ALAMOS

Assessor's Office

## PREFACE

This Property Valuation and Maintenance Plan is prepared in accordance with 7-36-16 (E) and 7-38-38.1 (D) NMSA 1978, "To aid the County Council in determining whether the Los Alamos County Assessor is operating an efficient program of property valuation maintenance." The 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 property sold to values of property for tax assessment purposes.

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

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.

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.

# LOS ALAMOS

Assessor's Office

## MISSION

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

## GOALS

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

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



**PARCEL AND STATISTICAL DATA\***

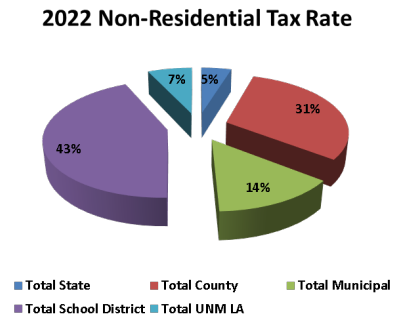
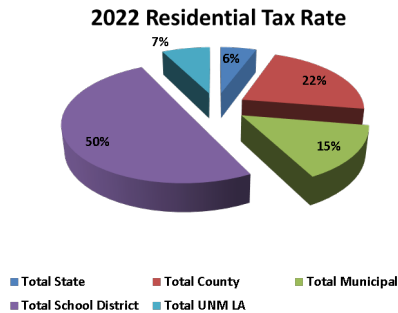
**Population (2020 Census est.):** 19,369

**Land Area (Sq. Mi.):** 109

<b>Parcels:</b>	<u>2022</u>	<u>2021</u>	<u>Change</u>
Residential	7,483	7,449	34
Non-Residential	1,035	1,041	-6
Livestock	144	150	-6
<u>Exempt Properties</u>	<u>652</u>	<u>647</u>	<u>5</u>
<b>Total</b>	<b>9,314</b>	<b>9,287</b>	<b>58</b>

<b>Sales Ratios (assessed value/sale price):</b>	<u>2022</u>	<u>2021</u>	<u>Standard</u>
Mean	98.28%	97.29%	90-110%
Median	98.42%	97.78%	90-110%
Weighted Mean	97.95%	97.76%	90-110%
Standard Deviation	5.93%	8.01%	<20%
Coefficient of Dispersion	4.85%	6.22%	<15%
Coefficient of Variance	6.03%	8.23%	<20%
Price Related Differential	97.95%	99.50%	98-103%

<b>Tax Rates:</b>	<b>Residential</b>			<b>Non-Residential</b>		
	<u>2022</u>	<u>2021</u>	<u>Change</u>	<u>2022</u>	<u>2021</u>	<u>Change</u>
Total State	1.360	1.360	-	1.360	1.360	-
Total County	5.308	5.319	-0.110	8.850	8.850	-
Total Municipal	3.570	3.577	-0.007	3.998	3.998	-
Total School Dist.	12.104	12.002	0.102	12.506	12.504	0.002
<u>UNM LA Branch</u>	<u>1.815</u>	<u>1.819</u>	<u>-0.004</u>	<u>2.000</u>	<u>2.000</u>	<u>-</u>
<b>Total</b>	<b>24.157</b>	<b>24.077</b>	<b>0.080</b>	<b>28.714</b>	<b>28.712</b>	<b>0.002</b>

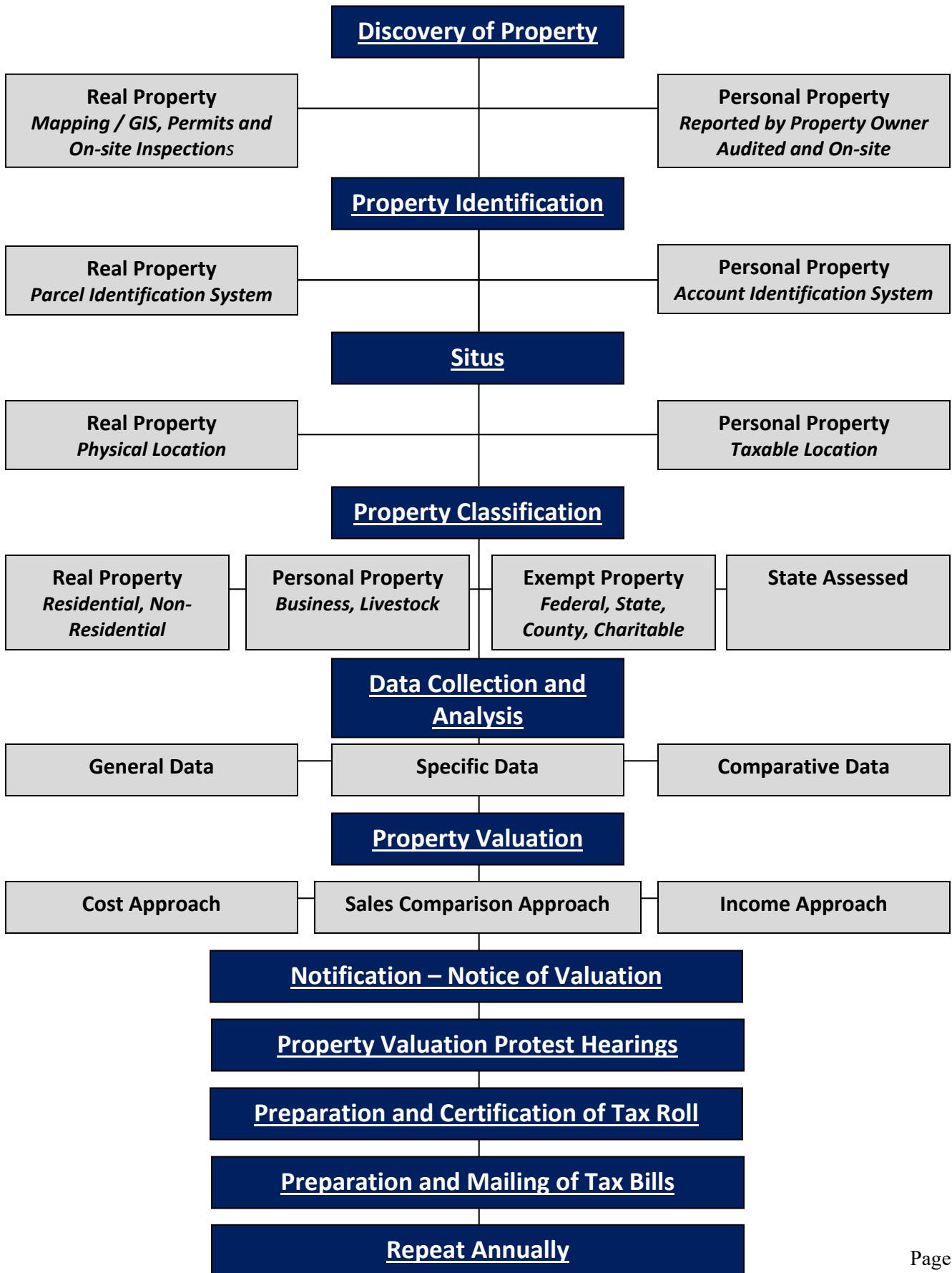


	<u>2022</u>	<u>2021</u>	<u>Change</u>
<b>Net Taxable Value:</b>	\$921,400,832	\$869,720,715	\$51,680,117
<b>New Construction:</b>	\$7,648,840	\$8,045,060	-\$396,220
<b>Property Tax Revenue**:</b>	\$23,332,572	\$21,707,410	\$1,625,162
<b>FY Assessor Budget Adopted:</b>	\$723,063 <u>FY 23</u>	\$691,921 <u>FY 22</u>	\$31,142
<b>Staff Size: (Excluding Assessor)</b>	6.00 (FTE's)	6.00 (FTE's)	-

\*Values and Parcel Counts as of June 2022 Certification

\*\*Actual Tax Revenue as of September 2022 Tax Warrant

**PROPERTY ASSESSMENT PROCESS**



## NM PROPERTY TAX CODE CALENDAR

Date	Subject	Statute
<b>January 1</b>	<b>Valuation Date.</b> 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
<b>January 1</b>	<b>Publication of notice of certain provisions relating to reporting property for valuation and claiming exemptions.</b>	7-38-18
<b>February 28</b>	<b>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.</b> 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
<b>April 1</b>	<b>County assessor to mail notices of valuation.</b> 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
<b>May 1</b>	<b>Property Tax Division to mail notices of valuation.</b>	7-38-20
<b>June 1</b>	<b>Property Tax Division to allocate and certify valuations to county assessors.</b>	7-38-30
<b>June 15</b>	<b>County assessor to certify net taxable values to the Property Tax Division.</b> After this date, valuation changes become increasing difficult and will generally require a court order	7-38-31
<b>June 30</b>	<b>Property Tax Division to prepare a compilation of net taxable values to be used for budget making and rate setting.</b> 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
<b>September 1</b>	<b>Department of finance and administration to set tax rates.</b> 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
<b>September</b>	<b>Board of county commissioners to order imposition of the tax.</b> A copy of the written order imposing the tax rates shall be delivered to the county assessor.	7-38-34
<b>October 1</b>	<b>Preparation of property tax schedule by assessor.</b> 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
<b>October 1</b>	<b>Preparation and mailing of property tax bills.</b> The finance department mails the tax bills based on the values set as of January 1st of this tax year.	7-38-36
<b>November 10</b>	<b>Payment of property taxes; installment due dates; refunds in case of overpayments.</b> First half of taxes are due based on values set January 1 <sup>st</sup> 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
<b>December 10</b>	<b>Unpaid property taxes; imposition of interest.</b> Penalty and interest began to accrue on unpaid portion of first half taxes.	7-38-49
<b>January 9</b>	<b>Claims for refund; civil action.</b> Last day to file a claim for refund on values that were set on Jan. 1 of prior year.	7-38-40
<b>April 10</b>	<b>Payment of property taxes; installment due dates; refunds in case of overpayments.</b> Second half of taxes are due based on values set January 1 <sup>st</sup> of previous tax year.	7-38-38
<b>May 10</b>	<b>Unpaid property taxes; imposition of interest.</b> Penalty and interest began to accrue on unpaid portion of second half taxes.	7-38-49

*This calendar provides general information and does not include all Assessor duties.*

## INTRODUCTION

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

Except as limited in section 7-36-21.2 NMSA 1978, the County Assessor 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, regulations, orders, rulings and instructions of the New Mexico Taxation and Revenue Department, Property Tax Division.

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

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

Approximately 90% of residential properties in Los Alamos are subject to this limitation, or “capped.”

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

County Assessors are annually evaluated on their operations, functions, and performance to ensure compliance with the Property Tax Code with special emphasis on each County Assessor’s valuation activities and the maintenance of current and correct values, (section 7-36-16 NMSA 1978). A copy of the Assessor Evaluation is sent to the county assessor and county council. The current Property Tax Division 2022 Assessor Evaluation is herein attached in the appendix section of this report.

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

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

inspected and appraised on a rotating schedule. The remaining 80% are revalued through our valuation maintenance program using mass appraisal modeling techniques.

The appraisal methods and techniques used in valuing properties are in accordance with the Property Tax Code, IAAO Appraisal Standards and Code of Conduct, and the Uniform Standards of Professional Appraisal Practices, hereafter referred to as USPAP.

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

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

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

## **APPRAISALS**

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

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

## **THE THREE APPROACHES TO VALUATION**

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

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

### **1. Sales Comparison Approach**

The sales comparison approach derives a value estimate by comparing the property being appraised (subject property), to similar comparable properties that have recently sold, and then applying appropriate units of comparison to the sales prices of the comparables. Because no two properties are ever exactly alike, systematic methods must be used to adjust the prices of comparable properties for dissimilar features. These adjustments are done by adding or subtracting a dollar amount or

percentage. The adjustments are market derived and based on contribution to market value, not cost. For example, if the subject property being appraised does not have a garage and a comparable property has a single car garage, a dollar amount must be subtracted from the comparable sale price to make the comparable property similar to the subject property. These amounts may be determined by market studies or from cost manual tables based on market studies. All property sales are adjusted to January 1<sup>st</sup> of the current year.

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

When adjusting a property's valuation to use for comparison, terms and conditions of a sale must be analyzed and, if required, adjusted to market-based equivalence. If the adjusted prices of several comparable properties turn out to be similar, the appraiser has good evidence as to the market value of the subject property.

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

## **2. Cost Approach**

The cost approach estimates the replacement cost new of improvements, less the estimated accrued depreciation plus the market value of land.

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

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

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

## **3. Income Approach**

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

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

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

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

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

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

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



## **APPRAISAL MODELS**

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

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

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

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

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

## **MASS APPRAISAL VS INDEPENDENT APPRAISAL**

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

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

As mentioned before, quality control is handled differently in single property appraisals and mass appraisals. In a single property appraisal, the reliability of valuations can be judged by the depth of

research and analysis or by comparison with sales of comparable properties. In mass appraisal, statistical methods are used to gauge the accuracy and consistency of valuations. The single property appraiser usually has one client to satisfy, although regulatory agencies do establish standards. Assessors, however, must satisfy all taxpayers, supervisory agencies, and taxing bodies that assessments are fair, equitable, and at the statutory assessment level.

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

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

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

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

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

# THE REVALUATION PROCESS

## Outline

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

## **PUBLIC RELATIONS**

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

The success of the revaluation program is dependent upon the level of understanding and support given by the public. 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.

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

In our Public Relations Program special consideration is given to:

### **A. Basic items**

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

### **B. Correspondence and forms**

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

### **C. Notice and Informational Brochures**

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

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

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

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

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

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

Guidelines for doing field inspections:

<b>DO NOT</b>	<b>DO</b>
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.	<b>Estimate</b> 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 satellite and drone surveillance. Although Section 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 do notify their immediate supervisor and note refusal to inspect on their reports.

**PERFORMANCE ANALYSIS**

According to section 7-36-16 D NMSA 1978 of the Property Tax Code, a County must provide adequate funds for the County Assessor to perform their statutory requirements or the Department of Finance and Administration will not approve the County’s budget. To assist the County Council in determining the performance of the County Assessor’s office, the County Assessor must annually submit this Valuation and Maintenance Plan and report growth factors in the county.

An eight-year Los Alamos County summary appendix fully compares this year’s activities with the previous seven years. This summary details the change in each of the major categories of the County

Assessor's Office to include valuation and revenue. For the 2022 tax year, the Los Alamos County Assessor's office valuations will have generated just over \$23 million in revenue. This is about a 7.09% increase from 2021. Annual fluctuations in revenue related to valuation is statutorily limited to + 5% [7-37-7.1A & A(4)]. The residential tax rate increased .080 mills, or .33%, to 24.157 mills while the Non-Residential tax rate increased 0.02 mills, or .01%, to 28.714 mills. The overall change in the tax rate was due in part to an increase in Net Taxable Value, which is a result of the current active real estate market. Through the Department of Finance and Administration's Yield Control Formula, tax rates are inversely related to value so, when values decrease, tax rates increase, and vice versa.

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

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

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

For the 2022 tax year, Los Alamos County's level of valuation is 98.28% (mean), which is within IAAO and New Mexico's legal standards. Values are calculated statistically by measurements of central tendency. Three such measures are the median, mean and weighted mean. The median is the middle ratio when arrayed in order of magnitude. The mean of the average ratio is found by summing the ratios and dividing by the number of ratios. The weighted mean is found by dividing the sum of appraised values by the sum of their sales prices. All measures are computed and used in the Los Alamos ratio study.

The second most important objective is the quality of a mass appraisal. Property appraisals sometimes result in unequal tax burdens between high and low value properties in the same property group. This



requires measuring the uniformity of the values among levels of property valuation. There are six measurements of uniformity. The most important ones are the coefficient of dispersion, standard deviation, and the price-related differential. The others are the range, average absolute deviation, and the coefficient of variance.

The coefficient of dispersion (COD) is the most used measure of uniformity in ratio studies. The COD measures the average deviation among levels of valuation. Low CODs (15% or less) are associated with good appraisal uniformity. Los Alamos County's COD is 4.85%, which is considered exceptional.

The standard deviation indicates whether 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 standard deviation (Std. Dev.) is 5.93%, which indicates that the sales ratios are normally distributed and hence are considered uniform among different economic levels..

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-end value properties.

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

**Table 2**  
**COMPARISON OF STATISTICAL MEASURES**  
**FOR LOS ALAMOS COUNTY**

	<u>IAAO</u> <u>STANDARDS</u>	<u>2022</u> <u>LOS ALAMOS SALES RATIOS</u>
Mean	90%-110%	98.28%
Median	90%-110%	98.42%
Weighted Mean	90%-110%	97.95%
Standard Deviation	2%-20%	5.93%
COD	20% or Less	4.85%
COV	*	6.03%
PRD	98% – 103%	1.00%

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

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

Table 3 on the following page is the State of New Mexico ratio studies for the 2022 tax year for all thirty-three counties conducted by the Taxation and Revenue Department, Property Tax Division. Los Alamos is highlighted and the IAAO standards are listed at the bottom of the table.

## STATEWIDE SALE RATIO STATISTICAL SUMMARY



State of New Mexico  
Taxation & Revenue Department  
Property Tax Division

### 2022 NEW MEXICO SALES RATIO STATISTICAL SUMMARY / AGGREGATE

County	No. of Sales	Median	Mean	Wtd. Mean	PRD	Std. Dev.	COV	COD
Bernalillo	11,766	88.17%	89.33%	88.51%	1.01	12.93%	14.47	10.86
Catron	151	91.72%	91.96%	84.69%	1.09	19.64%	21.36	16.64
Chaves	995	87.84%	84.97%	85.80%	0.99	18.76%	22.08	14.67
Cibola	493	82.73%	92.02%	66.01%	1.39	68.54%	74.48	59.32
Colfax	302	86.21%	83.24%	72.34%	1.15	38.22%	45.91	32.11
Curry	826	90.50%	92.18%	91.20%	1.01	15.21%	16.50	11.93
De Baca*	13	97.75%	88.35%	83.41%	1.06	27.83%	31.51	22.76
Dona Ana	3,965	100.00%	97.72%	97.37%	1.00	7.50%	7.68	4.84
Eddy	858	99.15%	99.20%	99.04%	1.00	2.89%	2.92	1.88
Grant	359	93.51%	91.69%	88.39%	1.04	15.64%	17.05	12.18
Guadalupe*	12	90.76%	85.70%	80.87%	1.06	31.59%	36.86	25.39
Harding*	1							
Hidalgo	45	98.53%	93.67%	91.39%	1.03	24.40%	26.05	17.11
Lea	1,033	91.92%	92.14%	92.23%	1.00	4.95%	5.38	3.92
Lincoln	1,263	96.01%	96.72%	95.55%	1.01	8.45%	8.73	5.74
Los Alamos	423	98.42%	98.28%	97.95%	1.00	5.93%	6.03	4.85
Luna	642	100.00%	103.91%	103.31%	1.01	20.54%	19.77	11.98
McKinley	175	100.00%	100.00%	100.00%	1.00	0.00%	0.00	0.00
Mora	79	101.91%	108.96%	88.89%	1.23	49.53%	45.46	34.47
Otero	2,285	99.70%	99.16%	99.01%	1.00	1.53%	1.54	1.04
Quay	37	97.93%	97.68%	96.97%	1.01	3.07%	3.14	2.39
Rio Arriba	362	90.16%	90.89%	90.26%	1.01	8.30%	9.13	7.05
Roosevelt	279	96.42%	95.37%	93.30%	1.02	15.56%	16.31	11.86
San Juan	1,707	94.26%	93.70%	92.71%	1.01	11.46%	12.23	9.33
San Miguel	243	98.52%	92.95%	90.03%	1.03	20.28%	21.82	13.86
Sandoval	2,676	97.41%	96.97%	96.44%	1.01	8.62%	8.89	6.40
Santa Fe	3,627	94.64%	93.90%	92.09%	1.02	15.72%	16.74	12.88
Sierra	418	91.00%	92.86%	91.13%	1.02	12.29%	13.23	8.68
Socorro	74	98.86%	99.17%	98.97%	1.00	6.30%	6.35	4.69
Taos	445	94.87%	92.23%	90.84%	1.02	12.71%	13.78	9.49
Torrance	157	100.00%	100.00%	100.00%	1.00	0.01%	0.01	0.00
Union	39	100.73%	101.60%	100.77%	1.01	18.35%	18.06	11.38
Valencia	1,112	100.00%	100.00%	100.00%	1.00	0.00%	0.00	0.00
<b>Median</b>	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							
<b>Mean</b>	Also a measure of central tendency. In this case it is the arithmetic average of all the ratios							
<b>Wtd. Mean</b>	Another measure of central tendency. In this instance, the individual ratios are weighted by the value of the individual properties.							
<b>Std. Dev.</b>	The Standard Deviation measures the dispersion of ratios around the mean ratio.							
<b>PRD</b>	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							
<b>COV</b>	The Coefficient of Variation is the Standard Deviation expressed as a percentage of the Mean Ratio							
<b>COD</b>	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							
<b>*</b>	Study had less than 20 sales, statistics may not be valid							

## **VALUATION MAINTENANCE**

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

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

## **ANALYSIS OF AVAILABLE RESOURCES**

### **Budget**

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

The assessor's office is supported by the 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 for support of the 5 year cycle of 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. The funds remaining at the end of the fiscal year are transferred to the beginning cash balance for the next fiscal year. A copy of 7-38-38.1 NMSA 1978 and guidelines and ruling from the DFA are attached as Item VII in the appendix of this report.

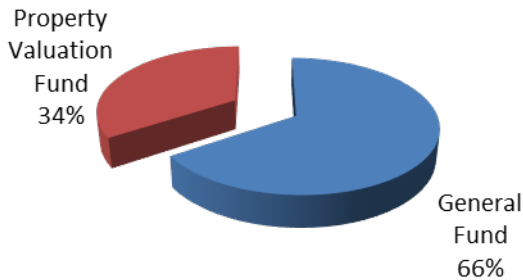
The Property Valuation Fund must be prudently managed. Therefore, beginning in FY2021, the fund was included in the County's general investment pool. In FY2022, the PTVF contributed \$168,587 to assist the Los Alamos County Clerk with training and transitional costs associated with their conversion to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

transition of essential records the Assessor utilizes to maintain accurate ownership files and to comply with New Mexico State Statutes.

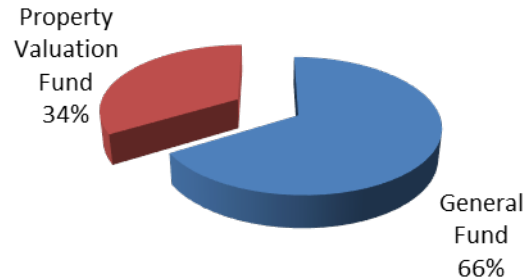
**Breakdown by Funds**

Fund	FY 2021 Actual	FY 2022 Adopted	FY 2023 Adopted	% Variance
General Fund	\$ 436,040	\$ 454,534	\$ 479,644	5.52%
Property Valuation Fund	\$ 168,624	\$ 237,387	\$ 243,419	2.54%
Total	\$ 604,664	\$ 691,921	\$ 723,063	4.50%

**FY 2022 Adopted**



**FY 2023 Adopted**



**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 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 long-time Chief Deputy Assessor, Marty Martinez, retired this year and Chief Appraiser Lucas Fresquez was promoted to the Chief Deputy position.

The Los Alamos County Assessor’s Office is very fortunate to have five fulltime employees designated as New Mexico Certified Appraisers by the New Mexico Taxation and Revenue Department, Property Tax Division. A sixth employee is expected to complete the certification process this year. To receive a NM Certified Appraiser Certification, an individual must have taken and received credit for qualifying educational courses offered by the International Association of Assessing Officers. The certification requires the individual to complete a minimum of 30 hours of continuing education every three years. Our employees are able to appraise/develop values for all property types within Los Alamos County and are able to defend those values at every level of appeal. Ongoing training, education, and certification are major contributions to the success and performance of the office and is highly

recommended and enforced. Three of our staff members were accepted for the IAAO professional designation program and are current candidates working towards their IAAO designations.

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

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

Adhering to IAAO staffing standards, with its 9,314 parcels, Los Alamos County requires 6-9 full time employees excluding the County Assessor ( $9,314 / 1,500 = 6.20$ ). Currently the Assessor’s office is staffed with six fulltime employees, not including the Assessor, which is an elected, part time administrative position. Furthermore, one FTE position for a mapper has been avoided by the current staff fulfilling those duties along with GIS support from the County’s Information Management Division.

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

**Table 5**

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

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

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

---

<sup>1</sup> Assessment Practices 1991 edition by Richard Almy

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

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

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

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

The level of professional expertise and the appraiser's credentials are critical for the defense of valuations before Protest Boards and the 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 program. This will benefit Los Alamos County, by successfully defending valuation protests that ultimately impact stakeholder budgets and property tax fairness. Undervalued property unfairly shifts the tax burden to all other taxpayers.

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

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



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

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

**Data processing support**

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

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

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

with the Property Tax Code. Maintaining an effective CAMA/GIS system is one of the primary goals of the County Assessor's office.

The Los Alamos County Eagle Web, conveniently located on our website, provides current tax year assessment information for public use. The information is available to the public 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.

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

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

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

The County Information Management (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 Information Management, 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**

### **Objective**

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

### **Work plan**

The valuation cycle begins by statute on January 1<sup>st</sup> of every tax year. This determines the taxable status of all properties. Some of the revaluation activities continue through the year, while others have specific ending dates.

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

## **RECENT ACCOMPLISHMENTS**

### ***E-Notices Online and Notice of Valuation Updates***

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

### ***NM Property Tax Division Annual Evaluation***

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

### ***Community Outreach***

The Assessor's Office participates in several community events including the Fair and Rodeo, Farmer's Market, and Los Alamos County's Customer Appreciation Day. Through these efforts the Assessor's Office is able to provide helpful information and accept applications for property owners' valuation exemptions.

## VALUATION CYCLE

PHASE	BEGIN	STATUS/END
<b>Public Relations</b>	Ongoing	Ongoing
<b>Mapping and GIS Maintenance</b>	Ongoing	Ongoing
<b>Data Collection and Analysis</b>		
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
<b>Field Inspection* and Review</b>		
Permits	May 1	December 1
Inquiries/requests	April 1	December 31
Maintenance	Quarterly	December 31
Sales	Monthly	December 31
Subdivisions	January 1	December 31
<b>Calculation and Data Entry*</b>		
Calculations and data entry of field data	Ongoing	March 1
Quality control	Ongoing	Ongoing
<b>Valuation*</b>	January	March 1
<b>Notices of Value</b>	March 1	April 1
Data Verification Requests	April 1	April 30
<b>Certification of Values for Rate setting</b>	May 15	June 15
<b>Protest Hearings</b>	April 1	October 1
<b>Tax Schedule</b>	September 15	October 1

*\*Includes 20% rotating field inspection reappraisal. All values are determined as of January 1<sup>st</sup>.*

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

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

**PARCEL SUMMARY TABLE (September 29, 2022)**

<b>Residential</b>						
<b>Abstract</b>	<b>Parcel Count</b>			<b>Assessed Valuation</b>		
<b>Description</b>	<b>Land</b>	<b>Bldg.</b>	<b>Total</b>	<b>Land</b>	<b>Bldg</b>	<b>Total</b>
Res. MH Park (257 Spaces)	2	2	2	\$ 883,200	\$ 1,877,340	\$ 2,760,540
Res Single Family	5,362	5,362	5,362	\$172,241,880	\$480,126,090	\$652,367,970
Res Town Home End	1,339	1,339	1,339	\$ 28,290,930	\$ 78,226,220	\$106,517,150
Res Town Home Inside	256	256	256	\$ 3,797,190	\$ 13,784,900	\$ 17,582,090
Res Condo	208	208	208	\$ 2,541,040	\$ 11,443,110	\$ 13,984,150
Res Mobile Home	19	252	271	\$ 392,510	\$ 2,305,940	\$ 2,698,450
Res Bed & Breakfast	3	3	3	\$ 124,800	\$ 306,670	\$ 431,470
Res Multi Family	36	34	36	\$ 4,276,500	\$ 21,123,960	\$ 25,400,460
Res Other Improvements	-	6	6	\$ -	\$ 52,500	\$ 52,500
<b>Subtotal Residential</b>	<b>7,225</b>	<b>7,462</b>	<b>7,483</b>	<b>\$212,548,050</b>	<b>\$609,246,730</b>	<b>\$821,794,780</b>
<b>Non-Residential</b>						
<b>Abstract</b>	<b>Parcel Count</b>			<b>Assessed Valuation</b>		
<b>Description</b>	<b>Land</b>	<b>Bldg</b>	<b>Total</b>	<b>Land</b>	<b>Bldg</b>	<b>Total</b>
Land Res Vacant	353		353	\$ 11,934,000	\$ -	\$ 11,934,000
Land Commercial Vacant	19	-	19	\$ 1,154,890	\$ -	\$ 1,154,890
Commercial	168	180	180	\$ 17,233,810	\$ 75,126,410	\$ 92,360,220
Bed & Breakfast	1	1	1	\$ 52,860	\$ 184,160	\$ 237,020
Hangers	-	41	41	\$ -	\$ 368,870	\$ 368,870
Stables	-	104	104	\$ -	\$ 293,910	\$ 293,910
Personal Property	-	307	307	\$ -	\$ 8,438,900	\$ 8,438,900
Commercial Manufactured Homes	-	9	9	\$ -	\$ 31,990	\$ 31,990
Other Improvements	-	1	1	\$ -	\$ -	\$ -
State Assessed	-	20	20	\$ -	\$ 4,151,620	\$ 4,151,620
<b>Subtotal Non- Residential</b>	<b>541</b>	<b>663</b>	<b>1,035</b>	<b>\$ 30,375,560</b>	<b>\$ 88,595,860</b>	<b>\$118,971,420</b>
<b>Livestock</b>						
<b>Abstract</b>	<b>Parcel Count</b>			<b>Assessed Valuation</b>		
<b>Description</b>	<b>Units</b>				<b>Livestock</b>	<b>Total</b>
Cattle	3				\$ 960	\$ 960
Goats	25				\$ 2,930	\$ 2,930
Horse	107				\$ 63,280	\$ 63,280
Sheep	6				\$ 450	\$ 450
Hog	1				\$ 30	\$ 30
Alpaca	2				\$ 60	\$ 60
<b>Subtotal Livestock</b>	<b>144</b>	<b>-</b>	<b>-</b>	<b>\$ -</b>	<b>\$ 67,710</b>	<b>\$ 67,710</b>
<b>Other Exempt Properties</b>						
<b>Abstract</b>	<b>Parcel Count</b>			<b>Assessed Valuation</b>		
<b>Description</b>	<b>Land</b>	<b>Bldg</b>	<b>Total</b>	<b>Land</b>	<b>Bldg</b>	<b>Total</b>
Church	30	30	30	\$ 5,494,830	\$ 12,449,940	\$ 17,944,770
School	20	15	20	\$ 7,625,580	\$ 30,876,020	\$ 38,501,600
County	353	37	359	\$ 116,303,260	\$ 19,345,710	\$135,648,970
State	6	0	6	\$ 521,160	\$ -	\$ 521,160
Federal	16	2	16	\$ 89,965,880	\$ 1,371,380	\$ 91,337,260
Miscellaneous	6	11	11	\$ 581,600	\$ 4,170,030	\$ 4,751,630
Open Area	44	0	44	\$ 1,759,720	\$ -	\$ 1,759,720
Common Area	166	3	166	\$ 2,024,270	\$ 1,255,270	\$ 3,279,540
<b>Subtotal Exempt Properties</b>	<b>641</b>	<b>98</b>	<b>652</b>	<b>\$224,276,300</b>	<b>\$ 69,468,350</b>	<b>\$293,744,650</b>

**PARCEL SUMMARY TABLE (Continued)**

<b>Exemptions</b>						
<b>Abstract</b>	<b>Parcel Count</b>			<b>Assessed Valuation</b>		
<b>Description</b>	<b>Land</b>	<b>Bldg</b>	<b>Total</b>	<b>Land</b>	<b>Bldg</b>	<b>Total</b>
Head of Family	-	-	2,490	\$ -	\$ 4,977,030	\$ 4,977,030
Veterans	-	-	634	\$ -	\$ 2,530,890	\$ 2,530,890
Disabled Veterans	-	-	33	\$ -	\$ 4,270,970	\$ 4,270,970
Limitation of Value	-	-	-	\$ -	\$ -	\$ -
<b>Subtotal Exemptions</b>	-	-	<b>3,157</b>	<b>\$ -</b>	<b>\$ 11,778,890</b>	<b>\$ 11,778,890</b>

<b>2022 Total Parcels by Classification Summary</b>		
<b>Class</b>	<b>Parcels</b>	<b>Valuation</b>
Residential	7,483	\$821,794,780
Non-Residential	1,035	\$118,971,420
Livestock	144	\$ 67,710
Other Exempt Properties	652	\$293,744,650
Exemptions	3,157	\$ 11,778,890
<b>Total Parcels and Net Taxable Value</b>	<b>9,314</b>	<b>\$929,055,020</b>

*\*As of 09/29/2022-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 classifies 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 cycle<sup>2</sup>. All 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 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 the specifications set out by the data control and records staff.

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.

---

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



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

### **Quality control**

Data is thoroughly 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 work-station, and type of change, including the time, date, and the change made.

### **Data maintenance**

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

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

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

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

Los Alamos residential building types consist of the following:

- **Single Family** – single family unit.
- **Duplex** – two family units.
- **Tri – Plex** – Three family units.
- **Four – Plex** – Four family units.
- **Multi – Family** – More than four family units.
- **Townhouse End** – The first or last in a row of houses with common walls with ownership of land.
- **Townhouse Inside** – The middle unit in a row of house with common walls with ownership of land.
- **Patio – House** – These are similar to a town house but without a common wall. One or both of the sidewalls are on the zero lot line.

- **Condominium** – A set of properties that are one parcel where each unit has an interest in the common area (s). These units are generally valued separately plus a percentage of the common interest of the value for the common area.

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

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

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

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

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

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

**Re-Inspection** is the fourth component of a good data maintenance system. No matter how good a permit reporting and monitoring system is, undetected changes will always occur. The Property Tax Division under the standard of the International Association of Assessing Officer (IAAO) has directed assessors to implement a six-year re-inspection cycle for this purpose. The Los Alamos County Assessor's office uses a more frequent, five-year inspection cycle which ensures more accurate assessments. There are over 9,000 parcels in Los Alamos County and approximately 1,800 parcels are inspected each year.

## **VALUATION**

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

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

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

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

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

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

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

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

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

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

The most common models and schedules are:

- Land valuation tables: these tables contain land values per unit, along with standard adjustments for topography, depth, site view and other locational features.

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

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 utilized. They consist of:

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

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

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

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

---

<sup>3</sup> Unlike IRS, New Mexico limits depreciation to 12.5% of initial cost.

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.

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

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

In addition to exemptions, there are also limitations on residential property owned by low-income taxpayers over sixty-five (65) years of age, or disabled. Currently, any taxpayer whose modified gross income does not exceed \$37,300 for the prior year may qualify for this limitation in value increase on their primary single-family residence.

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

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

## **TESTING AND REFINEMENT**

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

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

## **NOTIFICATION AND VALUATION DEFENSE**

### **Notice of value (NOV)**

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

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

### **Protest Remedies**

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

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

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

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

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

### **INFORMAL HEARINGS**

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

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

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

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

After receiving a petition, the assessor will set up an informal hearing with the property owner. The informal hearing is off the record where data is exchanged and verified. During or before this meeting, the property owner should review their 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 volunteers appointed by the county council for a two year term, 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. The two volunteer members and alternates must be electors of Los Alamos County. One member and one alternate must demonstrate experience in the field of valuation of property while the second member and alternate do not need such experience. The two locally appointed members cannot be employed by the state, a political subdivision or school district, cannot hold an elective public office and must be registered to vote in Los Alamos County. The board must make its decision and notify the property owner in writing within thirty days of the hearing however, the deadline may be extended if both the taxpayer and board agree.

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

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

For the 2022 tax year there were 28 property valuation protests filed in Los Alamos County. Of those protests, 20 were residential and 8 were non-residential. 25 protests were resolved through informal hearings with the remaining 3 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 \$200,000.

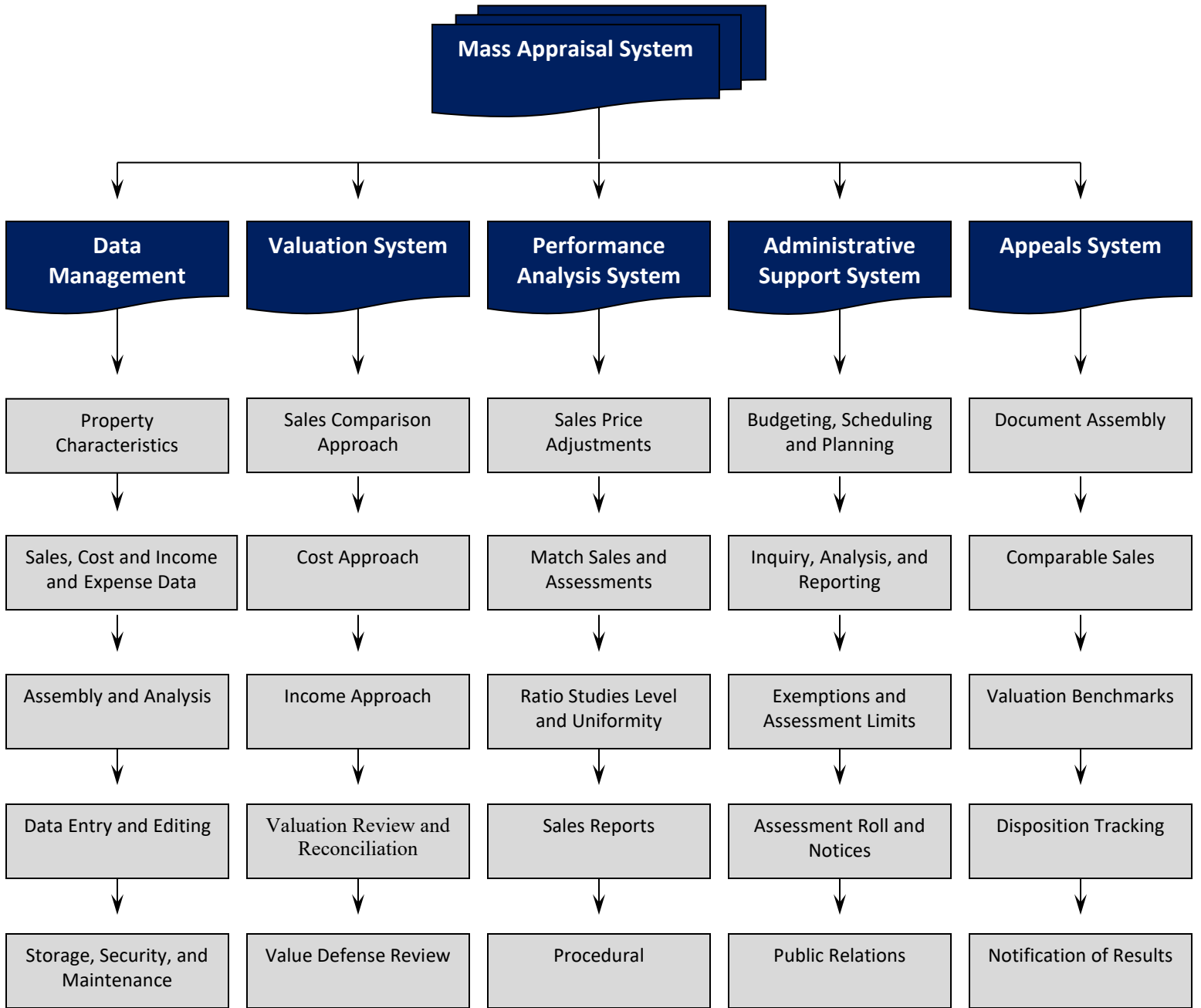
## **REFUND CLAIMS**

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. Claims must contain the property owner's name and address, as well as other persons receiving a tax bill for the property. The action must state the basis for the refund claim, the amount of the refund to which the owners believe they are entitled, and amounts paid. Property owners or the county may appeal final decisions or orders from a district court. The County Assessor is represented by the County Attorney.

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



## COMPONENTS OF A MASS APPRAISAL SYSTEM



## APPENDIX

<u>ITEM</u>	<u>PAGE</u>
I. Los Alamos Eight Year Statistical Summaries .....	B - D
II. Ranking of Counties by Net Valuation .....	E
III. Counties Tax Rates Comparison .....	F-G
IV. Counties Imposed Rates .....	H
V. Municipalities Imposed Rates.....	I-K
VI. County Property Valuation Fund .....	L
VII. Department of Finance and Administration Memos .....	M-N
VIII. Taxpayer's Property Profile Example .....	O-P
IX. Public Relations Programs .....	Q-R
X. 2022 Los Alamos County Assessor's Evaluation	

## I. Los Alamos Eight Year Summaries

### Single Family Units Sales

Tax Years	2015	2016	2017	2018	2019	2020	2021	2022
Median Sales Price	\$240,000	\$261,932	\$287,000	\$309,000	\$350,000	\$412,000	\$416,250	\$486,500
Sales Price / Sq. Ft.	\$126.76	\$139.01	\$157.44	\$165.72	\$185.44	\$211.00	\$231.48	\$260.00
# of Sales	306	416	421	479	393	402	373	376

### Single Family Units Assessed Values

Tax Year	2015	2016	2017	2018	2019	2020	2021	2022
Median Assessment	\$221,675	\$225,800	\$234,120	\$246,085	\$265,585	\$270,840	\$318,445	\$337,160
Assessment / Sq. Ft.	\$116.84	\$118.44	\$122.71	\$127.77	\$138.80	\$140.00	\$152.00	\$158.00
# of Permits	544	631	702	814	830	835	805	552
New Construction Value	\$5,013,200	\$1,672,150	\$2,506,590	\$4,433,380	\$3,687,180	\$5,179,170	\$8,045,060	\$7,648,840

### Total Parcel Summary\*

Tax Year	2015	2016	2017	2018	2019	2020	2021	2022
<b>Total Residential Parcels</b>	7,252	7,264	7,280	7,332	7,352	7,397	7,450	7,483
<b>Total Non-Residential</b>	1,941	1,901	1,889	1,873	1,842	2,019	2,019	1,831
<b>Total Residential &amp; Non Res.</b>	<b>9,193</b>	<b>9,165</b>	<b>9,169</b>	<b>9,205</b>	<b>9,194</b>	<b>9,416</b>	<b>9,469</b>	<b>9,314</b>

\*Reflects Parcel Summary Table Pg. 29

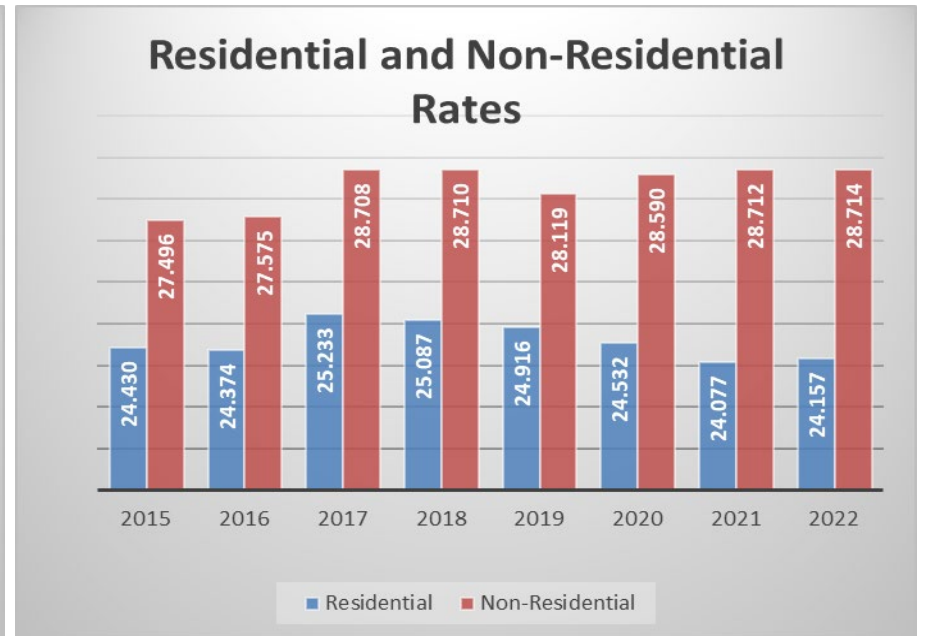
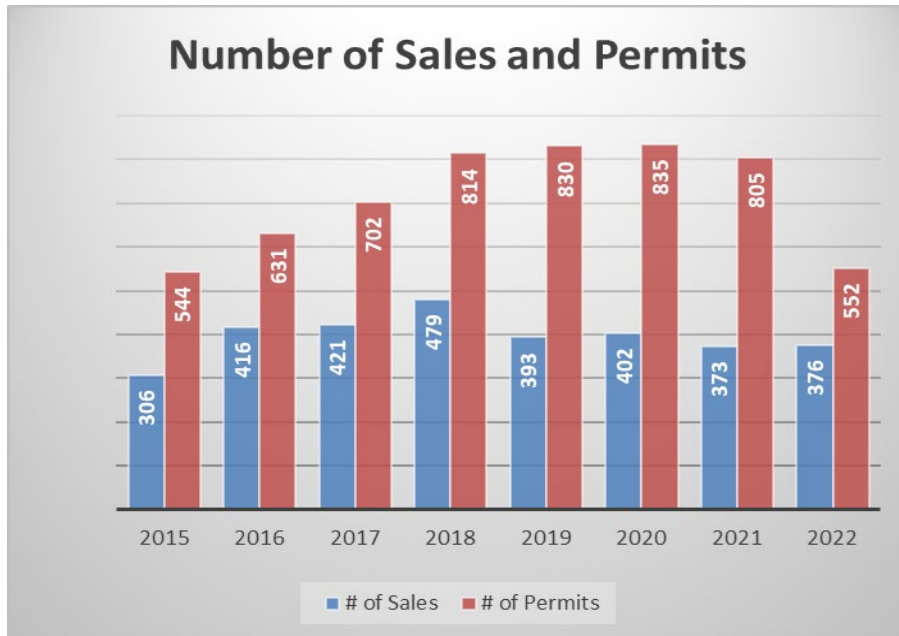
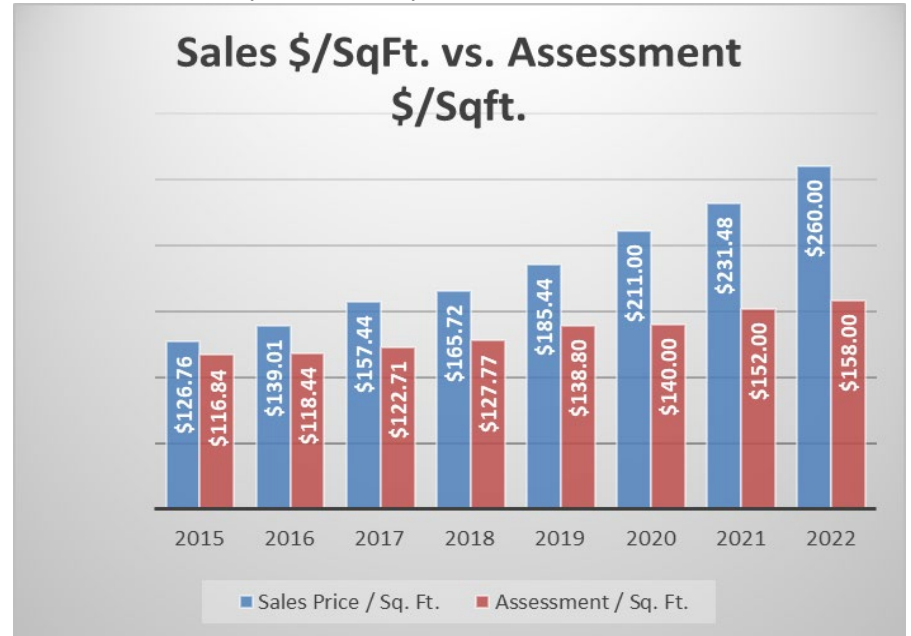
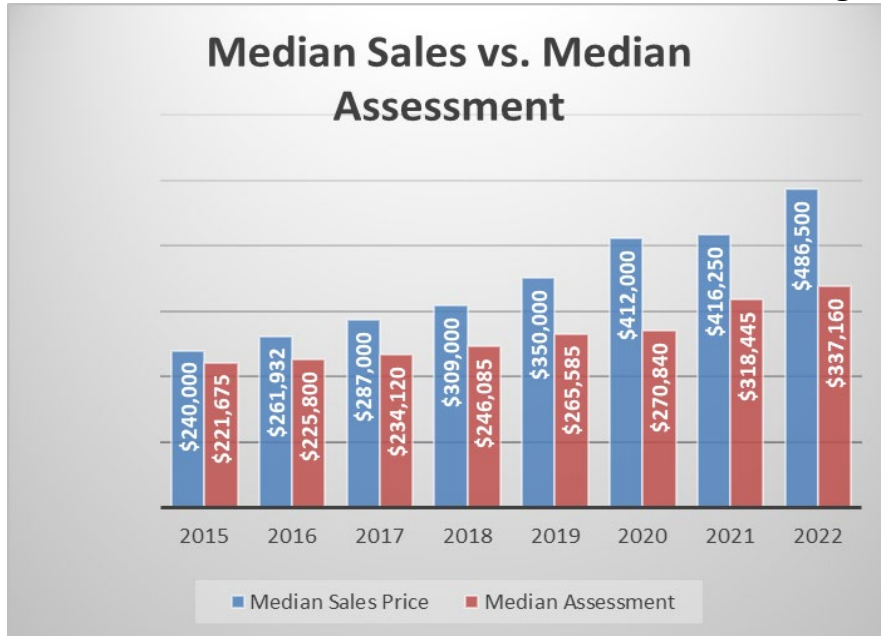
### Personal Property Valuation

Tax Year	2015	2016	2017	2018	2019	2020	2021	2022
Personal Property Valuation	\$8,390,600	\$8,194,380	\$8,109,120	\$7,920,170	\$7,678,030	\$8,864,770	\$9,112,460	\$8,438,900
Livestock Valuation	\$64,420	\$59,930	\$64,690	\$61,010	\$63,420	\$64,250	\$67,270	\$67,710
<b>Total Valuation</b>	<b>\$8,455,020</b>	<b>\$8,254,310</b>	<b>\$8,173,810</b>	<b>\$7,981,180</b>	<b>\$7,741,450</b>	<b>\$8,929,020</b>	<b>\$9,179,730</b>	<b>\$8,506,610</b>

## I. Los Alamos Eight Year Summaries (continued)

Manufactured Homes								
Tax Year	2015	2016	2017	2018	2019	2020	2021	2022
Mobile Home Residential Value	\$1,075,510	\$1,170,210	\$1,274,690	\$1,699,950	\$2,349,700	\$2,502,120	\$2,266,640	\$2,305,940
Mobile Home Non-Res. Value	\$212,070	\$187,660	\$187,660	\$210,890	\$35,510	\$31,990	\$31,990	\$31,990
<b>Total M.H. Valuation</b>	<b>\$1,287,580</b>	<b>\$1,357,870</b>	<b>\$1,462,350</b>	<b>\$1,910,840</b>	<b>\$2,385,210</b>	<b>\$2,534,110</b>	<b>\$2,298,630</b>	<b>\$2,337,930</b>
Los Alamos								
Residential Value	\$390,993,810	\$398,313,760	\$414,373,920	\$435,444,000	\$459,245,010	\$482,616,230	\$510,608,180	\$540,597,790
Non-Residential Value	\$85,442,900	\$84,797,220	\$89,294,040	\$91,489,070	\$103,722,700	\$104,822,910	\$101,070,520	\$108,015,950
State Assessed Value	\$5,762,060	\$6,165,250	\$6,048,100	\$4,787,970	\$4,187,260	\$4,032,280	\$4,084,360	\$4,151,620
<b>Total Los Alamos</b>	<b>\$482,198,770</b>	<b>\$489,276,230</b>	<b>\$509,716,060</b>	<b>\$531,721,040</b>	<b>\$567,154,970</b>	<b>\$587,439,140</b>	<b>\$611,678,700</b>	<b>\$648,613,740</b>
White Rock								
Residential Value	\$191,508,810	\$194,759,520	\$202,112,570	\$211,921,620	\$221,070,140	\$234,532,540	\$251,365,410	\$268,732,190
Non-Residential Value	\$8,379,320	\$8,089,480	\$8,640,510	\$9,982,660	\$11,055,080	\$12,308,180	\$11,923,990	\$11,709,090
<b>Total White Rock</b>	<b>\$199,888,130</b>	<b>\$202,849,000</b>	<b>\$210,753,080</b>	<b>\$221,904,280</b>	<b>\$232,125,220</b>	<b>\$246,840,720</b>	<b>\$263,289,400</b>	<b>\$280,441,280</b>
<b>Total County**</b>	<b>\$682,086,900</b>	<b>\$692,125,230</b>	<b>\$720,469,140</b>	<b>\$753,625,320</b>	<b>\$799,280,190</b>	<b>\$834,279,860</b>	<b>\$874,968,100</b>	<b>\$929,055,020</b>
Percentage growth in valuation	2.22%	1.47%	4.10%	4.60%	6.06%	4.38%	4.88%	6.18%
<b>**Values reflective as of September</b>								
Exemptions								
Tax Year	2015	2016	2017	2018	2019	2020	2021	2022
Head of Household	2,214	2,250	2,262	2,279	2,300	2,368	2,404	2,490
Veterans	714	688	660	647	623	628	636	634
Disabled Veterans	20	20	22	22	25	32	33	33
Age 65 & Low Income	6	7	7	8	8	8	8	8
Total Exemption Value	\$8,944,770	\$8,743,650	\$8,960,460	\$9,018,040	\$9,552,630	\$10,977,760	\$11,465,930	\$11,778,890
Tax Rates								
Tax Year	2015	2016	2017	2018	2019	2020	2021	2022
Residential	24.430	24.374	25.233	25.087	24.916	24.532	24.077	24.157
Non-Residential	27.496	27.575	28.708	28.710	28.119	28.590	28.712	28.714
Property Tax Revenue								
Tax Year	2015	2016	2017	2018	2019	2020	2021	2022
Total County (all entities)	\$16,970,153	\$17,188,234	\$18,542,902	\$19,290,947	\$20,179,500	\$20,997,095	\$21,707,411	\$23,335,843
State Assessed Portion	\$158,434	\$170,007	\$173,629	\$137,463	\$117,742	\$115,283	\$117,270	\$119,209
County / City Portion	\$7,070,700	\$7,098,378	\$7,276,452	\$7,541,844	\$7,845,250	\$8,083,507	\$8,233,544	\$8,660,571
Percentage growth in tax \$'s	10.41%	1.29%	7.88%	4.03%	4.61%	4.05%	3.38%	7.50%
<b>As of September</b>								

I. Los Alamos Eight Year Summaries (continued)



## II. Ranking of Counties by Net Valuation

County	Class	Population			2019	2020	2021	2022	WaVe					
		2010	2020	% Chg.	Valuation	Valuation	Valuation	Valuation	% Chg.	2018	2019	2020	2021	2022
Bernalillo	A	662,564	679,121	2.50%	\$16,952,351,679	\$17,424,109,032	\$18,083,658,618	\$19,184,705,799	2.78%	1	1	1	1	1
Lea *	B+	64,727	71,070	9.80%	\$7,067,438,527	\$8,387,276,176	\$7,334,490,186	\$15,189,711,511	18.67%	3	3	2	3	2
Eddy*	B+	53,829	58,460	8.60%	\$6,496,325,704	\$7,763,196,980	\$6,910,821,635	\$13,636,209,950	19.50%	4	4	4	4	3
Santa Fe	A	144,170	150,358	4.29%	\$7,466,107,560	\$7,785,631,537	\$8,010,591,912	\$8,678,909,160	4.28%	2	2	3	2	4
Dona Ana	A	209,233	218,195	4.28%	\$4,589,998,699	\$4,745,019,064	\$4,918,206,671	\$5,209,506,961	3.38%	5	5	5	5	5
Sandoval*	A	131,561	146,748	11.54%	\$3,710,601,626	\$3,971,451,961	\$4,055,325,049	\$4,559,960,857	7.03%	7	7	6	6	6
San Juan*	A	130,044	123,958	-4.68%	\$3,814,098,088	\$3,621,318,780	\$3,535,248,018	\$3,888,138,776	-5.05%	6	6	7	7	7
Valencia	B+	76,569	76,688	0.16%	\$1,519,144,756	\$1,570,396,451	\$1,641,348,078	\$1,742,886,866	3.37%	8	9	9	8	8
Taos	B+	32,937	32,723	-0.65%	\$1,525,534,477	\$1,598,547,590	\$1,600,926,590	\$1,665,492,477	4.79%	9	8	8	9	9
Lincoln	B+	20,497	19,572	-4.51%	\$1,331,436,563	\$1,368,753,323	\$1,433,785,137	\$1,515,805,900	2.80%	10	10	10	10	10
Chaves*	B+	65,645	64,615	-1.57%	\$1,288,173,029	\$1,296,382,723	\$1,349,936,476	\$1,472,643,117	0.64%	11	11	11	11	11
Rio Arriba*	B+	40,246	38,921	-3.29%	\$1,268,456,259	\$1,194,459,394	\$1,024,722,376	\$1,383,748,861	-5.83%	12	12	13	13	12
Otero	B+	63,797	67,490	5.79%	\$1,229,359,648	\$1,261,048,104	\$1,286,262,873	\$1,366,466,217	2.58%	13	13	12	12	13
Curry	B+	48,376	48,954	1.19%	\$953,685,323	\$976,477,817	\$988,698,971	\$1,007,854,136	2.39%	14	14	14	14	14
Los Alamos	H	17,950	19,369	7.91%	\$793,533,630	\$830,181,892	\$869,720,715	\$921,400,832	4.62%	17	17	15	15	15
Grant**	B+	29,514	26,998	-8.52%	\$834,793,726	\$818,453,839	\$801,803,791	\$829,059,547	-1.96%	16	15	17	16	16
McKinley*	B+	71,492	71,367	-0.17%	\$811,456,844	\$821,657,547	\$724,343,853	\$744,939,419	1.26%	15	16	16	17	17
Colfax*	B+	13,750	11,941	-13.16%	\$657,720,407	\$652,203,751	\$649,835,749	\$696,642,835	-0.84%	18	18	18	20	18
San Miguel	B+	29,393	27,777	-5.50%	\$636,513,990	\$648,999,184	\$662,470,192	\$691,093,208	1.96%	19	19	19	19	19
Roosevelt*	B-	19,846	18,500	-6.78%	\$410,637,830	\$458,713,963	\$626,210,347	\$654,334,597	11.71%	22	22	21	21	20
Luna	B+	25,095	23,709	-5.52%	\$611,725,058	\$617,341,001	\$663,050,728	\$643,478,227	0.92%	20	20	20	18	21
Torrance	B-	16,383	15,461	-5.63%	\$419,275,786	\$440,730,077	\$412,614,845	\$496,506,454	5.12%	21	21	22	22	22
Cibola	B-	27,213	26,675	-1.98%	\$360,429,892	\$351,204,529	\$355,216,932	\$381,141,547	-2.56%	23	23	23	23	23
Sierra	B-	11,988	10,791	-9.98%	\$316,778,014	\$320,888,780	\$333,793,084	\$351,936,213	1.30%	24	24	24	24	24
Socorro	B-	17,866	16,637	-6.88%	\$284,170,213	\$287,935,768	\$296,120,558	\$321,242,644	1.33%	25	25	25	25	25
Quay*	B-	9,041	8,253	-8.72%	\$231,752,436	\$232,899,353	\$234,165,630	\$252,914,972	0.49%	26	26	26	26	26
Guadalupe	B-	4,687	4,300	-8.26%	\$173,380,145	\$179,990,505	\$184,750,839	\$188,618,260	3.81%	29	29	29	28	27
Hidalgo	B-	4,894	4,198	-14.22%	\$179,086,439	\$186,288,666	\$189,843,460	\$187,495,008	4.02%	28	27	28	27	28
Union*	B-	4,549	4,059	-10.77%	\$175,328,432	\$199,290,243	\$170,214,673	\$176,102,033	13.67%	27	28	27	29	29
Mora	B-	4,881	4,521	-7.38%	\$143,617,342	\$151,556,197	\$152,897,602	\$159,220,978	5.53%	30	30	30	30	30
Catron	B-	3,725	3,527	-5.32%	\$128,086,710	\$132,607,685	\$135,880,418	\$145,165,440	3.53%	31	31	31	30	30
De Baca	C1+	2,022	1,748	-13.55%	\$93,632,516	\$94,127,082	\$95,949,994	\$97,735,982	0.53%	32	32	32	31	31
Harding*	C1+	695	625	-10.07%	\$86,110,889	\$81,901,245	\$65,910,842	\$76,493,842	-4.89%	33	33	33	32	32
* Includes oil and gas		** includes copper production												
Source: NM Department of Finance and Administration.														

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

Rank	County	Class	2020 Population	2022 Valuation	Principle Municipality	2022 Residential Rates				
						County Only	City Only	County & City Only	Percentage of Total	Total Rate
1	Bernalillo	A	679,121	\$19,184,705,799	Albuquerque	8.474	11.208	19.682	47.22%	41.685
2	Mc Kinley	B+	71,367	\$744,939,419	Gallup	6.942	8.115	15.057	41.01%	36.715
4	Cibola	B-	26,675	\$381,141,547	Grants	8.943	6.480	15.423	42.66%	36.154
3	Valencia	B+	76,688	\$1,742,886,866	Los Lunas	7.727	8.198	15.925	41.48%	38.392
5	Socorro	B-	16,637	\$321,242,644	Socorro	11.773	5.53	17.303	53.21%	32.521
6	Dona Ana	A	218,195	\$5,209,506,961	Las Cruces	9.263	8.794	18.057	57.57%	31.365
7	Lea	B+	71,070	\$15,189,711,511	Lovington	7.055	3.74	10.795	34.59%	31.207
8	Lincoln	B+	19,572	\$1,515,805,900	Ruidoso	8.064	6.689	6.744	22.35%	30.172
9	San Juan	A	123,958	\$3,888,138,776	Aztec	7.141	4.721	11.862	39.78%	29.819
11	San Miguel	B+	27,777	\$691,093,208	Las Vegas	5.538	6.974	12.512	40.38%	30.983
10	Guadalupe	B-	4,300	\$188,618,260	Santa Rosa	9.282	4.469	13.751	49.24%	27.927
14	Otero	B+	67,490	\$1,366,466,217	Alamogordo	6.887	7.041	13.928	51.53%	27.030
12	Quay	B-	8,253	\$252,914,972	Tucumcari	11.85	3.7	15.550	55.28%	28.128
13	Colfax	B+	11,941	\$696,642,835	Cimarron	9.611	5.667	15.278	59.21%	25.805
15	Sandoval	A	146,748	\$4,559,960,857	Bernalillo	6.910	3.152	10.062	28.57%	35.223
17	De Baca	C1+	1,748	\$97,735,982	Ft. Sumner	10.129	1.919	12.048	48.10%	25.046
20	Union	B-	4,059	\$176,102,033	Clayton	7.053	4.810	11.863	47.81%	24.815
16	Luna	B+	23,709	\$643,478,227	Deming	10.497	5.024	15.521	61.73%	25.142
19	Roosevelt	B-	18,500	\$654,334,597	Portales	10.572	2.796	13.368	54.83%	24.382
18	<b>Los Alamos</b>	<b>H</b>	<b>19,369</b>	<b>\$921,400,832</b>	<b>Los Alamos</b>	<b>5.308</b>	<b>3.57</b>	<b>8.878</b>	<b>36.75%</b>	<b>24.157</b>
23	Santa Fe	A	150,358	\$8,678,909,160	Santa Fe	7.608	1.998	9.606	40.50%	23.717
21	Rio Arriba	B+	38,921	\$1,383,748,861	Espanola	8.433	3.620	12.053	43.89%	27.460
22	Eddy	B+	58,460	\$13,636,209,950	Carlsbad	5.396	4.656	10.052	39.37%	25.531
24	Torrance	B-	15,461	\$496,506,454	Estancia	12.032	2.345	14.377	57.91%	24.825
26	Sierra	B-	10,791	\$351,936,213	TorC	10.677	1.544	12.221	50.43%	24.232
25	Curry	B+	48,954	\$1,007,854,136	Clovis	9.85	4.524	14.374	57.02%	25.207
27	Chaves	B+	64,615	\$1,472,643,117	Roswell	5.400	6.759	12.159	43.72%	27.809
28	Hidalgo	B-	4,198	\$187,495,008	Lordsburg	9.833	2.667	12.500	54.37%	22.992
29	Catron	B-	3,527	\$145,165,440	Reserve	11.303	2.191	13.494	67.96%	19.855
30	Harding	C1+	625	\$76,493,842	Roy	8.613	1.457	10.070	53.81%	18.715
31	Taos	B+	32,723	\$1,665,492,477	Taos	6.200	2.739	8.939	29.30%	30.513
32	Grant	B+	26,998	\$829,059,547	Silver City	7.773	2.757	10.530	59.85%	17.593
33	Mora	B-	4,521	\$159,220,978	Mora	9.232	0	9.232	49.00%	18.841

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

Rank	County	Class	2020 Population	2022 Valuation	Principle Municipality	2022 Non-Residential Rates				
						County Only	City Only	County & City Only	Percentage of Total	Total Rate
1	Bernalillo	A	679,121	\$19,184,705,799	Albuquerque	12.220	11.520	23.740	50.70%	46.824
2	Mc Kinley	B+	71,367	\$744,939,419	Gallup	11.850	9.139	20.989	48.93%	42.900
3	Valencia	B+	76,688	\$1,742,886,866	Los Lunas	12.557	8.462	21.019	46.60%	45.104
4	Lea	B+	71,070	\$15,189,711,511	Lovington	10.600	5.650	16.250	42.39%	38.330
5	Cibola	B-	26,675	\$381,141,547	Grants	11.850	6.734	18.584	46.63%	39.856
6	San Miguel	B+	27,777	\$691,093,208	Las Vegas	11.850	7.650	19.500	50.28%	38.785
8	Socorro	B-	16,637	\$321,242,644	Socorro	13.745	5.746	19.491	45.10%	43.219
9	Dona Ana	A	218,195	\$5,209,506,961	Las Cruces	11.941	9.150	21.091	61.01%	34.569
10	San Juan	A	123,958	\$3,888,138,776	Aztec	8.500	6.873	15.373	44.64%	34.437
11	Otero	B+	67,490	\$1,366,466,217	Alamogordo	11.850	8.949	20.799	60.73%	34.247
15	Rio Arriba	B+	38,921	\$1,383,748,861	Espanola	14.772	7.558	22.330	59.11%	37.780
12	Lincoln	B+	19,572	\$1,515,805,900	Ruidoso	11.433	9.411	20.844	57.98%	35.949
13	Santa Fe	A	150,358	\$8,678,909,160	Santa Fe	13.915	3.658	17.573	53.79%	32.672
16	Sandoval	A	146,748	\$4,559,960,857	Bernalillo	11.090	5.725	16.815	38.51%	43.666
7	Quay	B-	8,253	\$252,914,972	Tucumcari	11.850	7.650	19.500	58.27%	33.467
14	Guadalupe	B-	4,300	\$188,618,260	Santa Rosa	11.850	4.938	16.788	52.87%	31.756
17	Colfax	B+	11,941	\$696,642,835	Cimarron	11.850	7.650	19.500	64.67%	30.152
18	Chaves	B+	64,615	\$1,472,643,117	Roswell	10.350	7.650	18.000	52.94%	34.000
19	Eddy	B+	58,460	\$13,636,209,950	Carlsbad	7.500	6.062	13.562	44.93%	30.183
<b>20</b>	<b>Los Alamos</b>	<b>H</b>	<b>19,369</b>	<b>\$921,400,832</b>	<b>Los Alamos</b>	<b>8.85</b>	<b>3.998</b>	<b>12.848</b>	<b>44.74%</b>	<b>28.714</b>
21	Union	B-	4,059	\$176,102,033	Clayton	9.150	4.938	14.088	51.89%	27.149
23	Roosevelt	B-	18,500	\$654,334,597	Portales	11.850	3.192	15.042	57.58%	26.123
24	Hidalgo	B-	4,198	\$187,495,008	Lordsburg	11.850	3.225	15.075	58.76%	25.654
25	Sierra	B-	10,791	\$351,936,213	T or C	11.850	2.225	14.075	53.96%	26.086
27	Taos	B+	32,723	\$1,665,492,477	Taos	11.850	4.212	16.062	42.65%	37.660
22	Luna	B+	23,709	\$643,478,227	Deming	11.850	5.024	16.874	63.69%	26.495
26	Curry	B+	48,954	\$1,007,854,136	Clovis	9.850	4.725	14.575	57.36%	25.408
30	Torrance	B-	15,461	\$496,506,454	Estancia	12.032	2.750	14.782	58.71%	25.177
28	De Baca	C1+	1,748	\$97,735,982	Ft. Sumner	9.533	2.128	11.661	47.35%	24.627
29	Grant	B+	26,998	\$829,059,547	Silver City	12.973	3.825	16.798	69.74%	24.085
32	Harding	C1+	625	\$76,493,842	Roy	10.615	2.225	12.840	59.55%	21.562
31	Catron	B-	3,527	\$145,165,440	Reserve	11.850	2.225	14.075	68.78%	20.465
33	Mora	B-	4,521	\$159,220,978	Mora	13.637	0.000	13.637	57.07%	23.897



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

Rank	County	Residential	Nonresidential	Ad Valorem Production & Equipment	Imposed Operating Rate	Remaining Authority <sup>1</sup>
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
<b>Average</b>		<b>7.851</b>	<b>10.907</b>	<b>10.531</b>	<b>11.183</b>	<b>0.667</b>

\*\* Data reflects NMDFA 2021 Property Tax Facts. Current 2022 Data Not Available

<sup>1</sup>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)

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

Rank	Municipality	Residential	Nonresidential	Imposed	
				Operating Rate	Remaining Authority <sup>1</sup>
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

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

Rank	Municipality	Residential	Nonresidential	Imposed Operating Rate	Remaining Authority <sup>1</sup>
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

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

Rank	Municipality	Residential	Nonresidential	Imposed Operating Rate	Remaining Authority <sup>1</sup>
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
<b>Average</b>		<b>3.780</b>	<b>4.797</b>	<b>4.965</b>	<b>2.685</b>

\*\* Data reflects NMDFA 2021 Property Tax Facts. Current 2022 Data Not Available

<sup>1</sup>17.65 mill maximum allowed by law less the imposed rate.

\*Imposes no operating rate.

Information source: DFA Rate Certificate Files.

## **VI. County Property Valuation Fund Statute**

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

A. As used in this section:

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

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

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

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

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

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

## VII. Department of Finance and Administration Directives and Memos



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

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

David W. Harris  
Secretary

Jeff Condrey  
Director

Gary E. Johnson  
Governor

**MEMORANDUM - 05**

DATE: May 4, 2000

TO: County Managers and County Assessors

FROM: Darlene Mares Bureau Chief Financial Management *DM*

RE: County Property Valuation Fund

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

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

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

DM

Attachment

## VII. County Property Valuation Fund 1% Administrative Revenue

### Permitted Uses

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

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

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

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

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

## VIII. Taxpayer Property Profile Example



### Assessor's Office Property Profile

<b>Account:</b> R010581	<b>Tax Year:</b> 2022	<b>Account Type:</b> EXEMPT COUNTY
<b>Mill Levy:</b> 28.714000	<b>Version:</b> 02/03/2021	<b>Area ID:</b> 1N
<b>Estimated Tax:</b> \$0.00	<b>Parcel:</b> 1-034-112-177-349	<b>Legal:</b> LACMBS001
<b>*This Mill Levy is from the most recent tax roll</b>		<b>Status:</b> 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

Assessment Information						
Tax Year:	2022	Full Value	Taxable Value	Square Feet	Acres	Taxable
<b>Land</b>		\$770,800	\$256,930	135,716	3.116	
<b>Building</b>		\$14,489,940	\$4,829,980	66,888		
<b>Exempt</b>		\$15,260,740	\$5,086,910			
<b>Total</b>		\$15,260,740	\$5,086,910			\$10,173,82
Tax Year:	2021	Full Value	Taxable Value	Square Feet	Acres	Taxable
<b>Land</b>		\$770,800	\$256,930	135,716	3.116	
<b>Building</b>		\$14,489,940	\$4,829,980	66,888		
<b>Exempt</b>		\$15,260,740	\$5,086,910			
<b>Total</b>		\$15,260,740	\$5,086,910		3.116	\$10,173,820

**Remarks:**  
LOTS EA2 1 EA2 2 COMBINED FOR 2012





# Pictometry Oblique Image

## ArcGIS Web Map



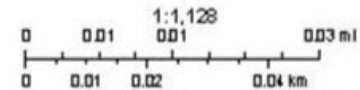
2/5/2020, 11:27:43 AM

Orthoimagery\_pictometry\_3in\_2018

Red: Red

Green: Green

Blue: Blue



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

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

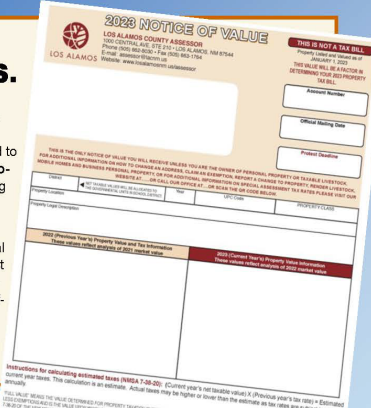
## IX. Public Relation Programs

**1 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 total assessed value, the property description and exemptions applied to the property. **This form is an important step in the property tax process.** The assessed value on the notice will be a factor in determining your property taxes. See example on back.

**DISAGREE WITH YOUR VALUATION?**

Property owners may appeal the value or residential or non-residential classification determined for their property by filing a petition of protest with the county assessor within 30 days of the official mail date of the notice of value. Protest forms are available on our website or in our office.



### Helpful Tips for Property Owners



**A GUIDE TO UNDERSTANDING YOUR PROPERTY ASSESSMENT.**

**QUESTION? PLEASE CONTACT OUR OFFICE.**  
**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

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

Los Alamos County re-appraises property each year. The total value determined by the assessor for real property each tax year is based on the market value of the property in the prior year. For example your 2023 notice of value will reflect a 2022 market value. However, there are restrictions against increasing residential property valuations, i.e. houses, apartments, manufactured homes. Under state law, valuation increases on residential property must not exceed 3 percent per year of the prior year's assessed value. Example:

2021 Assessor's Full Value was	\$100,000
2022 Assessor's Full Value can not exceed	\$103,000
2023 Assessor's Full Value can not exceed	\$106,090

**There are some exceptions to the limitations. The limitation does not apply to:**

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

[www.losalamosnm.us](http://www.losalamosnm.us)

**3 TAXPAYER BENEFITS & EXEMPTIONS**  
**DO YOU QUALIFY FOR A TAX PAYER BENEFIT?**

**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 who provided more than half the cost of support to the household may qualify. Dependents are not a requirement. By claiming this exemption your savings in taxes will depend on which tax district your property lies.

**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 with the New Mexico Veterans Service Commission 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 with the New Mexico Veterans Service Commission 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 \$40,400 or less in 2022, 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, veterans, 100 percent disabled veteran's exemption, 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.

**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 them directly at 505-662-8030 or emailing them at assessor@lacnm.us. Forms are also available on our website at: [losalamosnm.us/elected\\_officials/assessor](http://losalamosnm.us/elected_officials/assessor)

**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.

Los Alamos Assessor's Office | 1000 Central Ave., Suite 210  
 Phone: 505-662-8030 | Email: assessor@lacnm.us  
 Web: losalamosnm.us

**4 CALCULATING YOUR TAX BILL - EXAMPLE**  
 Taxes are billed and collected by the County Treasurer's Office. Tax rates are set by the NM Department of Finance and Administration.

Assessor's Appraised Value	Taxable Value (33.33% of Appraised Value)	Tax Rate (.024157)	Taxes Due (\$1,207.85)
\$150,000	\$50,000	.024157	\$1,207.85

**HOW EXEMPTIONS AFFECT YOUR VALUE**

EXEMPTION	TAXABLE VALUE
TAXABLE VALUE	\$50,000
HEAD OF FAMILY EXEMPTION	-\$2,000
VETERAN EXEMPTION	-\$4,000
TOTAL EXEMPTION	-\$6,000
NET TAXABLE VALUE	\$44,000
(2022 Los Alamos Residential Rate) TAX RATE	.024157
TAXES DUE (NET TAXABLE VALUE X TAX RATE)	\$1,078.75

**Your Total Savings with Exemptions is \$147.10**

**5 VALUE INCREASE?**  
**WHY WOULD MY PROPERTY VALUE INCREASE 3% IN A DECLINING MARKET?**

The most likely reason is the assessor's valuation has been statutorily capped in prior years even though recent market conditions have increased much more than 3%. The assessor's capped value may be very low relative to the real time market value and therefore may not reflect current market value. The Assessor is statutorily required to increase properties 3% each year until market value is achieved.

**6 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).

**7 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.



## Brochure Publications



**LOS ALAMOS**  
Assessor's Office



**LOS ALAMOS**  
Assessor's Office



**LOS ALAMOS**  
Assessor's Office



**LOS ALAMOS**  
Assessor's Office



**LOS ALAMOS**  
Assessor's Office

## **X. Assessor's Annual Evaluation**

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

# Los Alamos County 2022 Evaluation

---

*Review Complete (Comments Closed)*

## Assessor's Abstract of Value (2021)

Category	Residential		Non-Residential		Total	
	Number	Value	Number	Value	Number	Value
Improvements	-	\$567,804,170	-	\$142,504,430	-	\$710,308,600
Land	7,305	\$203,611,850	1,048	\$245,156,850	8,353	\$448,768,700
Mobile Homes	253	\$2,266,640	9	\$31,990	262	\$2,298,630
Personal Property	-	\$0	-	\$9,112,460	-	\$9,112,460
<b>Subtotal (Property)</b>	<b>7,558</b>	<b>\$773,682,660</b>	<b>1,057</b>	<b>\$400,890,090</b>	<b>8,615</b>	<b>\$1,174,572,750</b>
Alpacas & Llamas			2	\$60	2	\$60
Buffalo (Bison)			-	\$0	-	\$0
Cattle & Captive Elk			5	\$910	5	\$910
Dairy Cattle			-	\$0	-	\$0
Goats			75	\$1,890	75	\$1,890
Horses & Mules			231	\$64,000	231	\$64,000
Ratites & Ostriches			-	\$0	-	\$0
Sheep & Captive Deer			12	\$380	12	\$380
Swine			1	\$30	1	\$30
Yaks			-	\$0	-	\$0
<b>Subtotal (Livestock)</b>			<b>326</b>	<b>\$67,270</b>	<b>326</b>	<b>\$67,270</b>
<b>Asr. Total Gross Taxable Value</b>		<b>\$773,682,660</b>		<b>\$400,957,360</b>		<b>\$1,174,640,020</b>
Disabled Veteran	33	\$4,119,560	-	\$0	33	\$4,119,560
Head of Household	2,404	\$4,807,480	-	\$0	2,404	\$4,807,480
Other	115	\$247,140	625	\$287,958,850	740	\$288,205,990
Veteran	635	\$2,534,890	1	\$4,000	636	\$2,538,890
Veteran Org	-	\$0	-	\$0	-	\$0
<b>Subtotal (Exemption)</b>	<b>3,187</b>	<b>\$11,709,070</b>	<b>626</b>	<b>\$287,962,850</b>	<b>3,813</b>	<b>\$299,671,920</b>
<b>Asr. Total Net Taxable Value</b>		<b>\$761,973,590</b>		<b>\$112,994,510</b>		<b>\$874,968,100</b>
<b>CAB Total Net Taxable Value</b>				<b>\$4,084,360</b>		<b>\$4,084,360</b>
<b>Total Net Taxable Value</b>		<b>\$761,973,590</b>		<b>\$117,078,870</b>		<b>\$879,052,460</b>

## Ratio Study Statistics

	Sample Size	Median	Mean Ratio	Wtd Mean	Std Dev	COV	PRD	COD
<b>Current Year</b>	418	97.7800%	97.2900%	97.7600%	8.0100%	8.2300%	99.5200%	6.2164%
<b>Prior Year</b>	418	67.6900%	67.3000%	67.5900%	17.2900%	25.7000%	99.5700%	19.0180%

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

---

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

*PTD Review: No Deficiencies Noted*

*PTD Comment: A sample of 32 sales was reviewed and it appears that the majority of sales are being moved within the assumed market range.*

Budgets for 2021 and 2022 (Operational and 1% Budget)

*PTD Review: No Deficiencies Noted*

*PTD Comment: Budgets were provided and reviewed. It appears the 1% County Property Valuation Fund is being utilized in accordance with Section 7-38-38.1 NMSA.*

The Annual Report to County Commissioners. If not finalized, the 2021 report and the draft of the 2022 report (7-36-16 E NMSA 1978).

*PTD Review: No Deficiencies Noted*

*PTD Comment: The Annual Report was submitted and reviewed. This report discusses development of a public relations program and complies with all elements of Section 7-36-16 E NMSA. It is recommended that a statement be added to summarize the current status of the overall property valuation maintenance program.*

Documentation of the corrective action taken (or planned) in response to deficiencies identified during the 2021 evaluation.

*PTD Review: No Deficiencies Noted*

*PTD Comment: Los Alamos County did not have any recommendations or deficiencies from 2021 to address in the current evaluation.*

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: The program for maintaining current and correct values is reviewed for processes, goals, etc. that are utilized by the county to support and maintain current and correct values required under Section 7-36-16 NMSA. The document that was submitted consisted of graphs that coincide with the annual report.*

Documentation to support residential and commercial valuation changes.

*PTD Review: No Deficiencies Noted*

*PTD Comment: Four graphs were submitted and reviewed. These graphs are compiled and analyzed within the CAMA system to review values within each area of stratification. The stratified areas include neighborhood, area, construction quality and condition.*

Commercial Sales Ratio Study

*PTD Review: No Deficiencies Noted*

*PTD Comment: Three graphs were submitted and reviewed. The graphs are stratified by occupancy, story height, and rank. These graphs are compiled and analyzed within the CAMA system to review commercial values within each area of stratification.*

Commercial Property Income Documentation

*PTD Review: No Deficiencies Noted*

*PTD Comment: A sample of commercial property income information from Los Alamos County's annual mailout was submitted and reviewed. This data includes medians, means, minimum and high values from 2020 and 2021 for retail, office and medical businesses.*

Analysis documentation for vacant land ratio studies.

*PTD Review: No Deficiencies Noted*

*PTD Comment: Three graphs were submitted and reviewed. These graphs are compiled and analyzed within the CAMA system to review values within each area of stratification. The areas of stratification include area, land code and land rate.*

Policy for Protest Management

*PTD Review: No Deficiencies Noted*

*PTD Comment: A Protest Procedure Manual and Protest Presentation was submitted and reviewed. The protest manual consists of a list of procedures that are followed during the protest process. The presentation provides details for each procedure from the initial protest filing to the formal protest hearing.*

#### Analysis Documentation for Valuation Stratification

*PTD Review: No Deficiencies Noted*

*PTD Comment: Four graphs were submitted and reviewed. These graphs are compiled and analyzed within the CAMA system to review values within each area of stratification. The areas of stratification include neighborhood, area, construction quality and condition.*

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 Valuation Process Procedural Manual was submitted and reviewed. The document consists of the steps taken for various types of transfers that occur in Los Alamos County.*

A copy of the Personal Property form mailed to taxpayers annually (7-38-8 NMSA 1978).

*PTD Review: No Deficiencies Noted*

*PTD Comment: The Personal Property form was submitted and reviewed. It was recommended to the Assessor that Section 7-36-8 NMSA be added to the form to remain consistent with references.*



## Questionnaire

---

### Assessment Administration

---

What is your assessment cycle for residential and non-residential properties? Please explain any property types still on a 2-year assessment cycle (3.6.5.23 C. NMAC).

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

*PTD Review: No Deficiencies Noted*

*PTD Comment: Assessor's comment noted.*

What date are your 2022 NOVs scheduled to be mailed?

*The 2022 NOVs are scheduled to be mailed on 3/30/22*

*PTD Review: No Deficiencies Noted*

*PTD Comment: It was confirmed that the protest end date was April 29, 2022.*

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

*The prior year NOV's for 2021 were mailed on 3/31/2021*

*PTD Review: No Deficiencies Noted*

*PTD Comment: Comment noted.*

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

*The Los Alamos County Assessor's Office provides a variety of information including videos, presentations, and informational brochures, all developed by staff. We offer a variety of fillable forms including but not limited to protest, exemption, disability, and reporting, as well as various links to other entities including the NMPTD. We also offer an online property record search termed Eagle-Web which provides a vast amount of assessment data to a variety of users. Using this service, property owners can easily access current ownership, tax and assessment history, property characteristics and other helpful information. Our office continues to offer e-Notices. Offering this totally optional service provides an ecofriendly, convenient, and easy to use way to receive notices of valuation and have easy access to those notices at any time, day or night. As an added benefit, E-Notices maintains a repository of all notices, which allows for future access by all property owners.*

*PTD Review: No Deficiencies Noted*

*PTD Comment: The Assessor provides a variety of 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 up to date version of the New Mexico Property Tax Code (Statute Book) in addition to an electronic version. All employees are active members of the IAAO allowing them access to a variety of resources including the IAAO Research Library, IAAO Connect, and Seminars and Annual Conferences which are all attended by Assessor's staff regularly. Our office maintains subscriptions to CoStar, NADA and Marshall and Swift which provides regular valuation schedule updates to cost manuals as well as the cost application integrated into our CAMA System. Three of our employees currently maintain certifications in Marshall and Swift valuations.*

*PTD Review: No Deficiencies Noted*

*PTD Comment: Assessment administration requires a knowledgeable and trained staff. Efforts should be made to assure that staff members not only have access to these resources but that adequate training is provided to - assure statutory compliance with the Property Tax Code; assure valuation manuals and cost valuation schedules are being properly utilized; and that IAAO Standards are understood and followed.*

Indicate all staff member positions that are eligible to receive the IAAO incentive pay but do not. For each position please explain why they are not receiving the incentive .

*All Assessor's office employees are currently receiving incentive pay with the exception of our Office Specialist and the County Assessor. Our Office Specialist successfully completed IAAO 101 in December of 2021 and is awaiting PTD's Appraiser 1 Certificate to be eligible for a promotion and incentive pay. Positions currently receiving incentive pay are as follows: Chief Deputy Assessor, Chief Appraiser, Appraiser (X2), Sr Assessment Specialist.*

*PTD Review: No Deficiencies Noted*

*PTD Comment: Assessor's comment noted.*

Please explain any large valuation loss and/or large numeric changes in any class of property.

*Los Alamos County did not experience valuation loss in 2021*

*PTD Review: No Deficiencies Noted*

*PTD Comment: Assessor's comment noted.*

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

*Annual records are maintained for all Valuation Protest Board members. This includes member applications, Council's minutes of board approval, and spreadsheets identifying all contact information, positions, and terms.*

*PTD Review: No Deficiencies Noted*

*PTD Comment: Information for current Protest Board Members was submitted and reviewed. Their current terms will end on June 30, 2022.*

If a protestant objects to protest hearing method are alternative methods offered such as in-person, virtual (Zoom, etc.) or phone?

*Yes. Los Alamos County offers Zoom, Teams, and Video or Teleconferencing for both informal and formal hearings. Our most recent formal hearing was held via Teleconference.*

*PTD Review: No Deficiencies Noted*

*PTD Comment: Comment noted.*

## Data Management

---

Describe your physical reinspection policy and procedures in detail.

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

*PTD Review: No Deficiencies Noted*

*PTD Comment: The Assessor has detailed physical reinspection policies and procedures to guide staff.*

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 the building permit process and five-year inspection cycle, we currently utilize the Internet, ESRI and Eagle Aerial View products for conducting desk audits prior to physical inspection.*

*PTD Review: No Deficiencies Noted*

*PTD Comment: Virtual reinspection policies and procedures are essential to a more efficient to an overall reinspection policy.*

What is the date and resolution of the imagery of the fly/over aerial photography software used for property inspections?

*Eagle View imagery was last updated on June of 2018 and is scheduled to be updated in conjunction with Los Alamos National Laboratory. A fly over is currently scheduled for 2022.*

*PTD Review: No Deficiencies Noted*

*PTD Comment: Assessor's comment noted.*

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

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

*PTD Review: No Deficiencies Noted*

*PTD Comment: Comment noted.*

---

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

*The Valuation System is backed up nightly, the back ups are stored locally and the County does not have a regular schedule for testing back ups - the County performs customer requested restores.*

*-Carmella Herrera*

*LAC Information Management Division*

*PTD Review: No Deficiencies Noted*

*PTD Comment: It is critical that back up systems are in place and tested. There are instances over the last couple of years that counties have lost data not only due to server issues but to ransomware attacks, as well.*

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

*Staff continues to attend, lead and contribute to the training program offered by the NM Tyler User Group. Our CAMA vendor also offers support and training through Tyler's Annual Connect Conference. This conference offers 3 days of educational trainings, workshops, and networking hubs for all levels of users. Staff members from our office will be in attendance at this year's Tyler Connect conference in Indianapolis, IN. All staff are actively involved in the sales verification and model calibration process as part of our progressive in-house cross-training program.*

*PTD Review: No Deficiencies Noted*

*PTD Comment: The Los Alamos County Assessor's office provides many opportunities for staff members to attend relevant and important training sessions. Continuous training in the utilization of the CAMA system is essential to staff developing the proper technical skills required of the office.*

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

*Ownership changes occur in the following tax year with the old owners name being removed, and the new owner's name being added, as of January 1st of the following year. Property is placed "In Care Of" the new owners name in the current year for the purpose of ensuring that the new owner receives the NOV. We are giving consideration to changing ownership in the current year to avoid any confusion for our taxpayers.*

*PTD Review: No Deficiencies Noted*

*PTD Comment: Assessor's comment noted.*

---

## Valuation-General

Describe how your office tracks Industrial Revenue Bonds (IRB's) in your county from inception to expiration.

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

*PTD Review: No Deficiencies Noted*

*PTD Comment: Assessor's comment noted.*

If you did not upload a verification of sales written policy in the Document Upload section of this Evaluation, describe the process used to verify sales in detail including if transferred properties are field inspected and how Non-Arm's Length (NAL) codes are assigned.

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

*PTD Review: No Deficiencies Noted*

*PTD Comment: A sales verification policy was submitted and reviewed. See comment in documents area.*

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

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

*PTD Review: No Deficiencies Noted*

*PTD Comment: See comments in documents area.*

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 are performed utilizing regression analysis, histograms and other in-house statistical studies.*

*PTD Review: No Deficiencies Noted*

*PTD Comment: Independent sales ratio studies were submitted and reviewed. See comments in documents area.*

If you did not upload a protest management written policy in the document upload section of this evaluation, describe your protest management process from filing to resolution in detail.

*A copy of our protest management policy and presentation describing our process in its entirety has been provided. The formal hearing process has also been included in the policy and presentation as intended in the 2021 Evaluation.*

*PTD Review: No Deficiencies Noted*

*PTD Comment: Protest policy documents were submitted and reviewed. See comments in documents area.*

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

*Control measures remain unchanged for Los Alamos County as we continue 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 utilized as quality control pre rollover and post rollover. Valuation models are stratified in many ways to ensure the values are fair and equitable, not only for sales but all property values. More specifically, the system allows us through a workspace testing site to stratify and make changes to a defined group of properties. Through model calibration we are able to immediately analyze sales ratios reflecting the level of assessment and assessment uniformity. All ratios are required to be within the national standards of the IAAO.*

*PTD Review: No Deficiencies Noted*

*PTD Comment: Quality control measures are an important factor in supporting and maintaining accurate property values.*

How many conversion overrides exist in your system, if any? Provide the total number of residential and non-residential overrides. How many conversion overrides were removed in 2021? What is your estimated time frame for all conversion overrides to be remodeled and removed?

*Los Alamos County currently has no conversion overrides.*

*PTD Review: No Deficiencies Noted*

*PTD Comment: Assessors comment noted.*

Describe how your non-residential (land and commercial) property valuation assessment practices would benefit from "Disclosure" of non-residential property sales.

*The disclosure of these sales would be beneficial in providing expansion of data pools. This would ensure more accurate and meaningful valuations across these property types by allowing for better statistical analysis.*

*PTD Review: No Deficiencies Noted*

*PTD Comment: Assessor's comment 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.

*Los Alamos has four properties classified as Bed and Breakfasts. Our office has not been successful in obtaining sufficient data through income questionnaires, therefore these properties are adjusted annually to reflect residential market conditions.*

*PTD Review: No Deficiencies Noted*

*PTD Comment: Comment noted.*

---

Describe how condominiums are valued in your county (residential and non-residential).

*Models within our CAMA system have been specifically developed to value condominiums. All recorded declarations with the County Clerk are used to identify these property types. Units are valued individually with separate models being created for common land area which is then pro-rated and applied to each unit accordingly or as identified in the corresponding declaration.*

*PTD Review: No Deficiencies Noted*

*PTD Comment: Assessor's comment noted.*

---

## **Valuation-Land**

---

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

*Land tables were developed when our office implemented Eagle Assessor and are maintained annually. Land sales are analyzed annually, land extractions are conducted, and collected data is applied to market factors within our land tables.*

*PTD Review: No Deficiencies Noted*

*PTD Comment: A sample ten of vacant land was reviewed to determine if changes were made over the last five years. All accounts received a change in value during this time period. Land values from large acre parcels and the Pajarito Acres subdivision were also reviewed, please see comment in residential area.*

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

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

*PTD Review: No Deficiencies Noted*

*PTD Comment: A vacant land ratio study was provided and reviewed. See comment in documents area.*

---

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. Analysis can be provided for review.*

*PTD Review: No Deficiencies Noted*

*PTD Comment: Land values are the foundation of accurate property values. Utilizing available tools and data, such as the extraction method, are vital in maintaining and supporting current and correct property values.*

---

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

*Our office continues to maintain land values in our CAMA system. They are updated annually through our model calibration process.*

*PTD Review: No Deficiencies Noted*

*PTD Comment: Comment noted.*

---

## **Valuation-Personal Property**

---

Are manufactured home accounts field reviewed prior to being added or removed from tax roll?

*Yes, our office continues to conduct annual field inspections on all manufactured homes including new accounts.*

*PTD Review: No Deficiencies Noted*

*PTD Comment: Assessor's comment noted.*

---

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 that is based on effective age and straight line depreciation. Sources for establishing depreciation and cost guidelines are obtained from annual subscriptions to NADA and Marshall and Swift Valuation Services.*

*PTD Review: No Deficiencies Noted*

*PTD Comment: A sample of ten manufactured home accounts was reviewed to determine if changes occurred in the last five years. This sample indicated changes were made on seven accounts during this time period confirming compliance with Section 7-36-26 NMSA and the use of the cost method.*

---



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, and 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*

*PTD Comment: See previous comment.*

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 County Community Development Department in addition to any accounts identified in prior years valuation. A BPP Form is included as part of the New Business application process through the Community and Economic Development Department (CEDD). Forms are also mailed to all businesses identified as such by the CEDD. 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*

*PTD Comment: Comment noted.*

What processes are in place to value business personal property (BPP) of those property owners who do not return business personal property forms? What are your modeling and alternative valuation techniques for omitted forms?

*Late as well as non-reporting property owners are tracked in our CAMA system which triggers a late reporting penalty and a forced assessment flag. These accounts are immediately force assessed. Calls are made to various non-reporting businesses to ensure compliance. Business Personal Property Valuation Guidelines provided by PTD are frequently referenced to determine class life for both reported and non-reported property.*

*PTD Review: No Deficiencies Noted*

*PTD Comment: A sample of ten accounts was reviewed to determine if business personal property was rendered in the past four years. Seven of them had value during this time period. The 2022 Business Personal Property Valuation Guidelines that is provided to all Assessors by PTD is a helpful tool to assure compliance with Section 7-36-8 and 7-36-16 NMSA. As stated on page nine of the guidelines, "After everyone has reported, group the taxpayers by type. Compare the total valuations returned. Compare the taxpayer renditions within a Retail Group and analyze for averages. These averages can then be used for "Forced Assessments" against those within the group that do not report. Using the average valuation is easy. Using the average valuation within a retail grouping is also fair, logical, and easily defended at a legal proceeding." The use of data collected from relevant properties to implement forced assessed values was discussed with the Chief Deputy Assessor. This data will assist in implementing current and correct values to business personal property.*

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 reflects a 13% floor, our office continues to utilize a 12.5% floor.*

*PTD Review: No Deficiencies Noted*

*PTD Comment: The 12.5% floor discussed in the comment should be applied only to BPP subject to valuation and taxation as referenced by Section 7-36-8 B (7) (b) NMSA as well as 3.6.5.16 NMAC.*

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 valuations received annually from the SAPB. Those values are then certified to the State in June.*

*PTD Review: No Deficiencies Noted*

*PTD Comment: Assessor's comment 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 in addition to values affected by any limitation on increase in value. It is the policy of our office to move all transferred "sold" properties to 100% of current and correct. The internal controls of our CAMA system determine if the 3% Cap is removed based on the type of sale transfer identified by staff.*

*PTD Review: No Deficiencies Noted*

*PTD Comment: See sales comment in documents area.*

If properties are moved to a percentage of "current and correct" how was that percentage determined (provide detailed justification)?

*The internal controls of our CAMA system determines if the 3% cap is removed based on the type of sale/transfer identified by staff. Any contributory value identified through inspection would be added in addition to the 3% cap.*

*PTD Review: No Deficiencies Noted*

*PTD Comment: Assessor's comment noted.*

Were any areas/neighborhoods value not increased to the maximum allowable (3%) last year (for the 2022 tax year)? What areas/neighborhoods decreased in value? Provide the supporting documents in the document section of the evaluation.

*Los Alamos experienced about an 11% increase in market in 2021. Because this increase is much greater than 3%, and no neighborhoods requiring a decrease of more than 11% were identified, all residential property was adjusted at least 3%. Demonstration can be provided*

*PTD Review: No Deficiencies Noted*

*PTD Comment: A sample of ten accounts was reviewed to determine if residential values have changed in the past ten years. The data showed that values for all accounts changed during this time period. These results indicate that values are being reviewed in an attempt to maintain current and correct values required by Section 7-36-16 NMSA.*

Describe your method for valuing large acreage parcels with respect to homesites and excess land.

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

*PTD Review: No Deficiencies Noted*

*PTD Comment: Section 7-35-2 K NMSA should be reviewed when determining the proper classification and current and correct property values for residential parcels.*

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

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

*PTD Review: No Deficiencies Noted*

*PTD Comment: A sample of large parcels were reviewed from the Pajarito Acres subdivision. Accounts R003669 and R006342 were used as examples to discuss residential land values. The Los Alamos County Assessor's Office believes these accounts meet the definition for residential property stated in 7-35-2 K NMSA.*

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

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

*PTD Review: No Deficiencies Noted*

*PTD Comment: See previous comment.*

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

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

*PTD Review: No Deficiencies Noted*

*PTD Comment: Assessor's comment noted.*

What are the impacts of the pandemic on your counties residential valuation practices?

*No notable impacts to our residential valuation practices were recognized during the pandemic. Our office continues to perform physical inspections both on a 5-year rotating cycle as well as on properties undergoing any type of new construction. Thorough interior home data collection has been limited to the extent possible in light of the pandemic.*

*PTD Review: No Deficiencies Noted*

*PTD Comment: Comment 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 that might be recognized in a fair and open market transaction. These improvements are recognized through our building permit valuations and annual 5-year physical re-appraisal processes. 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 and Economic Development Department to assist in determining contributory value.*

*PTD Review: No Deficiencies Noted*

*PTD Comment: Assessor's comment noted.*

Does your CAMA maintain market value (residential) as well as capped value (NOV value)?

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

*PTD Review: No Deficiencies Noted*

*PTD Comment: Comment noted.*

---

## **Valuation-Commercial**

---

How are commercial properties stratified into separate market areas?

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

*PTD Review: No Deficiencies Noted*

*PTD Comment: See stratification comment in documents area.*

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

*All Commercial properties were re-appraised last year.*

*PTD Review: No Deficiencies Noted*

*PTD Comment: A ten year value history sample of ten commercial accounts was reviewed. The sample indicated values for all accounts have changed during this time period. This data supports the maintenance of current and correct values required by Section 7-36-16 NMSA.*

Describe how commercial properties values were affected by the Pandemic and if value changes were made due to the Pandemic for the 2022 Tax Year.

*Comparing local cost, income and sales data indicated that no changes for certain commercial properties was warranted. We utilized the income data that was available to us and compared that to prior years to determine that adjustment.*

*PTD Review: No Deficiencies Noted*

*PTD Comment: Assessor's comment noted.*

What is your procedure for collecting income and expense data?

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

*PTD Review: No Deficiencies Noted*

*PTD Comment: Keeping all available data on file assists in verifying values are current and correct. See comment in documents area.*

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

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

*PTD Review: No Deficiencies Noted*

*PTD Comment: See previous comment and comments in documents area.*

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

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

*PTD Review: No Deficiencies Noted*



*PTD Comment: Assessor's comment 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 property being split or combined.*

*PTD Review: No Deficiencies Noted*

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

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

*PTD Review: No Deficiencies Noted*

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

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

*PTD Review: No Deficiencies Noted*

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

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

*PTD Review: No Deficiencies Noted*

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

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

*PTD Review: No Deficiencies Noted*

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

*Los Alamos County is in the process of purchasing 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 that allows 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 at this time.*

*PTD Review: No Deficiencies Noted*

## **Agriculture**

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

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

*PTD Review: No Deficiencies Noted*

*PTD Comment: Assessor's comment noted.*

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

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

*PTD Review: No Deficiencies Noted*

*PTD Comment: Assessor's comment noted.*

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

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

*PTD Review: No Deficiencies Noted*

*PTD Comment: Comment noted.*

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

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

*PTD Review: No Deficiencies Noted*

*PTD Comment: Assessor's comment 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*

*PTD Comment: Comment noted.*

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

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

*PTD Review: No Deficiencies Noted*

*PTD Comment: It was confirmed that Los Alamos County does not value transient livestock. The livestock that is valued are those that are in the county on January 1 every year. Section 7-36-21 B NMSA states, "All livestock not located in the state on January 1 but brought into the state and located there for more than twenty days subsequent to January 1 shall be valued for property taxation purposes as of the first day of the month following the month in which they have remained in the state for more than twenty days." It is recommended that the county's livestock valuation procedures be reviewed.*

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 as Los Alamos County has no properties receiving the special method of valuation.*

*PTD Review: No Deficiencies Noted*

*PTD Comment: Comment 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*

*PTD Comment: Comment 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*

*PTD Comment: Comment noted.*

What are your policies and procedures for valuing cannabis relating to the land value and personal property?

Los Alamos County currently has no properties being used for the production of cannabis or any personal property being reported in the production of cannabis.

*PTD Review: No Deficiencies Noted*

*PTD Comment: Assessor's comment noted.*

## Self Assessment

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

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

*PTD Review: No Deficiencies Noted*

*PTD Comment: This has been confirmed by reviewing budgetary information.*

What successes did your office have this past year?

We believe our office has once again met its statutory obligations with all sales ratios being maintained within industry standards. Public relation efforts continue to expand to a variety of community sponsored events such as Chamber-fest, Fair and Rodeo, Farmer's Markets and most recently with the coordination of the NM Department of Veteran Services, to provide outreach to NM Veterans. Staff continually attends trainings and conferences offered by IAAO, Tyler Technologies, and NM State University's EDGE Program. Staff continues to remain involved in the statewide effort to provide education and uniformity in the local assessment industry by their contributions to the NM Tyler User Group, and the NM Chapter of the IAAO. Our office now offers E-notices as an optional service providing an ecofriendly, convenient, and easy to use way to receive notices of value. As an added benefit, E-notices maintains a repository of all notices, which allows for future access by all property owners. Our office also met the 4 goals identified in our 2021 Evaluation.

*PTD Review: No Deficiencies Noted*

*PTD Comment: Successes have been noted.*

What obstacles did your office face this past year?

The recent pandemic continued to present challenges in coordinating remote work efforts to ensure the functions of our office remained intact. Virtual trainings also presented challenges for those individuals requiring certifications or continuing education. The lack of commercial sale and income data continues to present challenges.

*PTD Review: No Deficiencies Noted*

*PTD Comment: Obstacles noted.*

What are your 3 top goals for the coming year?

1. Complete Phase 1 of 5 in our annual re-inspection program.
2. Complete a flyover of the entire county to maintain up-to-date ortho and oblique aerial imagery.
3. Ensure adequate training is provided to maintain certifications and provide training for those individuals wishing for career advancement.

*PTD Review: No Deficiencies Noted*

*PTD Comment: Achieving these goals will be a benefit to the office and taxpayers.*

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

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

*PTD Review: No Deficiencies Noted*

*PTD Comment: Assessor's comment noted.*

How were your office policies, staffing, procedures, etc. affected due to the pandemic?

*Policies, staffing, and office procedures required modifications to accommodate remote working environments and those individuals required to quarantine. Staff maintained seamless communication and accessibility through the use of Teams, email, phone and other applicable collaboration systems. Supervisors were required to ensure sufficient work assignments and adequate equipment for telework. All staff were required to maintain a professional, and remote working environment, that was maintained under safe conditions. Plans were executed and changes were made accordingly to keep staff and public safe.*

*PTD Review: No Deficiencies Noted*

*PTD Comment: Comment 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*

*PTD Comment: Comment noted.*

## Property Lists

---

### 2022 Los Alamos Organizational Property (2 Parcels)

*PTD Review: No Deficiencies Noted*

*PTD Comment: Two properties were reviewed to determine consistency of valuation, application of exemptions, improvements, etc. Both properties changed in value from the previous year.*

### All Parcels that are Non Government Exemptions-(7-38-8.1, NMSA) (11 Parcels)

*PTD Review: No Deficiencies Noted*

*PTD Comment: A sample of eleven accounts was reviewed to determine compliance with Sections 7-36-7 NMSA, 3.6.5.15 NMAC, 7-38-8.1 NMSA, and 7-38-17 NMSA. All supporting documents and nine applications were provided.*

### All Parcels that are valued less than \$1.00 (165 Parcels)

*PTD Review: No Deficiencies Noted*

*PTD Comment: These parcels are reviewed to ensure that discrepancies with laws, standards or best practices do not exist in the assessor's office. A five year value history for a sample of ten accounts were reviewed. All of them are associated with condominiums. It was confirmed that the values for these properties are accounted for in other areas and notes are kept in order to track each component of valuation.*

### Special Agricultural Parcels: All Grazing (No Parcels)

*PTD Review: No Deficiencies Noted*

*PTD Comment: Los Alamos County does not have any special method parcels.*

### Special Agricultural Parcels: All Irrigated (No Parcels)

*PTD Review: No Deficiencies Noted*

*PTD Comment: Los Alamos County does not have any special method parcels.*

### Special Agricultural Parcels: All Dry Land (No Parcels)

*PTD Review: No Deficiencies Noted*

*PTD Comment: Los Alamos County does not have any special method parcels.*

### All Parcels with Filed Protests (regardless of how resolved) (44 Parcels)

*PTD Review: No Deficiencies Noted*

*PTD Comment: Forty-four accounts were reviewed for notations and the processes implemented during the protest period. All original filed forms, notes and withdrawal signatures were provided.*

### All Parcels Subject to a Treasurers Change Order from October 1st of 2021 to present (7-38-77 NMSA) (2 Parcels)

*PTD Review: No Deficiencies Noted*

*PTD Comment: Two accounts and supporting documents were reviewed for compliance with Section 7-38-77 NMSA. No issues.*

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

*PTD Review: No Deficiencies Noted*

*PTD Comment: These accounts are reviewed for compliance with Section 7-37-5.1, 3.6.6.13.D NMAC. Los Alamos County does not have any parcels with 100% disabled veterans exemptions that are greater than five acres.*

### All Properties with Open Building Permits (153 Parcels)

*PTD Review: No Deficiencies Noted*

*PTD Comment: Twenty permits were reviewed and the process for tracking permits was discussed with the Chief Deputy Assessor. No issues.*

### All parcels owned by Elected Officials, County Manager, County Attorney, including rental properties and properties owned by spouses (13 Parcels)

*PTD Review: No Deficiencies Noted*

*PTD Comment: Thirteen accounts were reviewed to confirm consistency of valuation. All accounts received an increase of three percent.*



*No post-evaluation comment has been left.*

<b>Reviewers:</b>	Evan Dean and Ron Storey
<b>Evaluation Dates:</b>	April 7, 2022 to April 15, 2022

**PTD General Comments:**

*The Los Alamos County Assessor's Office is very organized and was helpful throughout the evaluation process. They completed their goals from the previous year's evaluation and continue to provide training opportunities for their staff. The primary focus in this year's evaluation was to determine whether the Assessor has a program or a plan of maintaining current and correct property values for property taxation as required by Section 7-36-16 NMSA. The evaluator has determined that Los Alamos County does have a plan to maintain current and correct property values.*