

LOS ALAMOS

Assessor's Office

Property Valuation and Maintenance Plan



Submitted By:
Kenneth H Milder
Los Alamos County Assessor
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LOS ALAMOS

Assessor's Office

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PREFACE

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

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

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

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

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

LOS ALAMOS

Assessor's Office

MISSION

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

GOALS

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

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

COUNTY ASSESSOR'S OFFICE AT A GLANCE

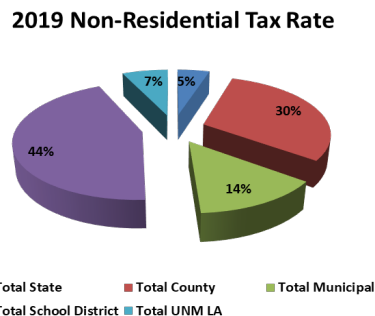
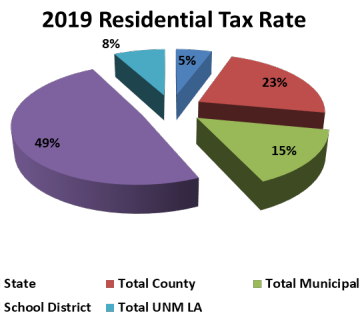
Population (2020 Census est.): 19,100

Land Area (Sq. Mi.): 109

Parcels:	2019	2018	Change
Residential	7,352	7,332	14
Non-Residential	899	945	-46
Livestock	321	310	11
<u>Exempt Properties</u>	<u>622</u>	<u>618</u>	<u>4</u>
Total	9,194	9,205	17

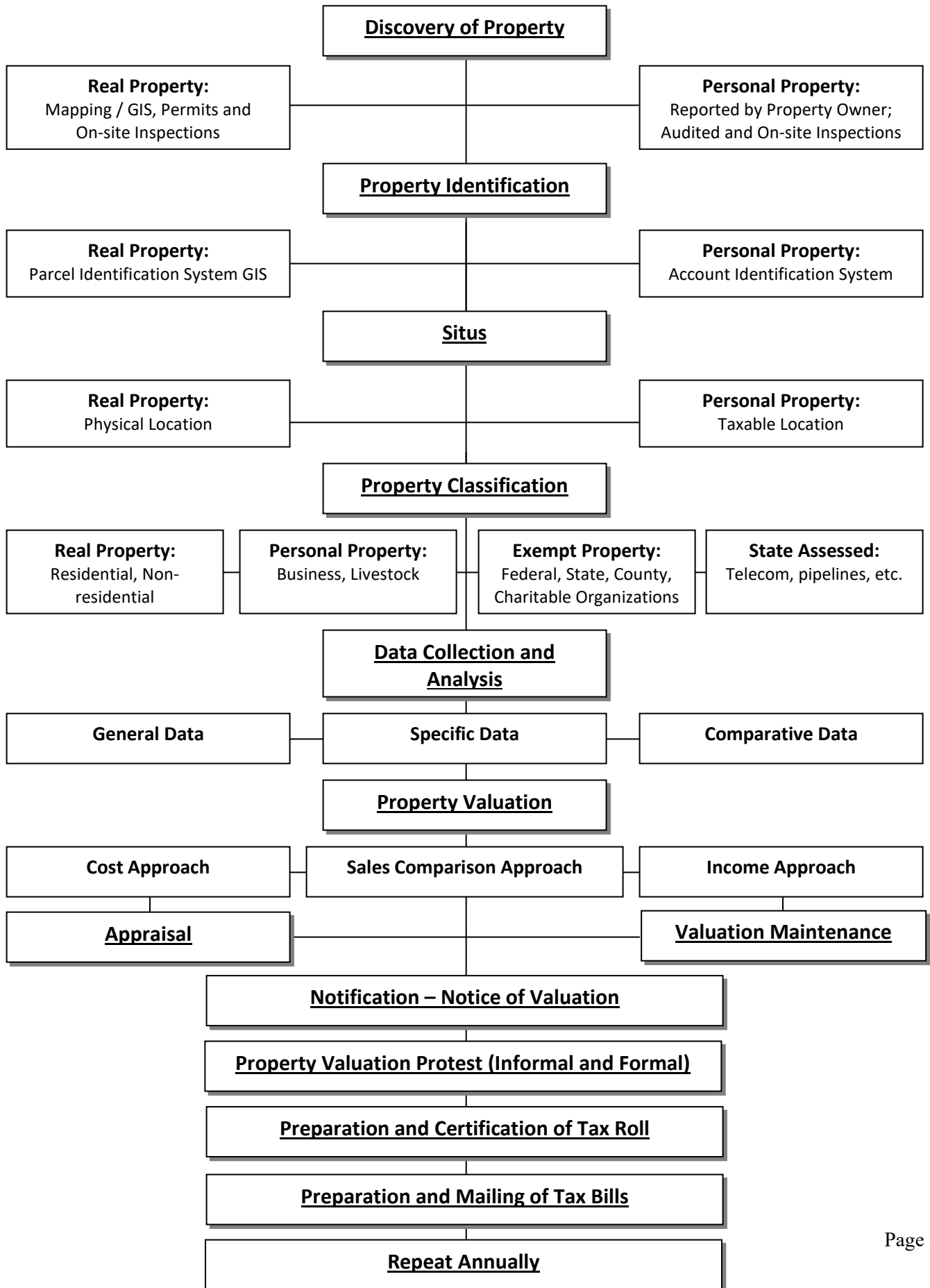
Sales Ratios:	2019	2018	Standard
Mean	97.84%	98.62%	90-110%
Median	97.77%	97.48%	90-110%
Weighted Mean	96.53%	98.00%	90-110%
Standard Deviation	8.78%	9.79%	<20%
Coefficient of Dispersion	7.13%	7.41%	<15%
Coefficient of Variance	8.98%	9.93%	<20%
Price Related Differential	101.36%	100.64%	98-103%

Tax Rates:	Residential			Non-Residential		
	2019	2018	Change	2019	2018	Change
Total State	1.360	1.360	-	1.360	1.360	-
Total County	5.640	5.705	-0.065	8.569	8.850	0.281-
Total Municipal	3.793	3.837	-0.044	3.871	3.998	0.127-
Total School Dist.	12.195	12.235	-0.040	12.382	12.502	0.120-
<u>UNM LA Branch</u>	<u>1.928</u>	<u>1.950</u>	<u>-0.022</u>	<u>1.937</u>	<u>2.000</u>	<u>0.063-</u>
Total	24.916	25.087	-0.171	28.119	28.710	0.591



	2019	2018	Change
Net Taxable Value: (Certification)	\$793,533,630	\$745,267,500	\$50,156,220
New Construction:	\$3,687,180	\$4,433,380	-\$746,200
Property Tax Revenue:	\$20,179,500	\$19,290,947	\$888,553
FY Assessor Budget Adopted:	\$734,602 <u>FY 20</u>	\$647,649 <u>FY 19</u>	\$-5,018
Staff Size: (Excluding Assessor)	6.00 (FTE's)	6.00 (FTE's)	-

THE ASSESSMENT PROCESS



INTRODUCTION

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

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

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

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

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

County Assessors are annually evaluated on their operations, functions, and performance to ensure compliance with the Property Tax Code with special emphasis on each County Assessor's valuation activities and the maintenance of current and correct values, (section 7-36-16 NMSA 1978). A copy of the Assessor Evaluation is sent to the county assessor and county council. The current Property Tax Division 2019 Assessor Evaluation is herein attached in the addendum section of this report.

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

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

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

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

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 utilized and made available to all taxpayers, county departments, and state and federal agencies in a format which is readily available and does not require special customization. Much of the information is conveniently located on our website as well.

The parcel information constitutes the primary layer of data that various users and departments will need to further develop their layer of specific needs, such as emergency management, police, and planning. The County Assessor utilizes the services of the County Information Management Department for maintenance of software used for these purposes.

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

APPRAISALS

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

According to the Property Tax Code, the purpose of appraisals for property tax purposes is to estimate market value. Market value, as defined by the courts, is the highest price estimate in terms of money which 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 and assumes a willing buyer and seller. Market value is not the same as sales price but if the market is reasonably competitive, sales price can be strong evidence of market value. Market values must be time adjusted to the statutory status date of January 1st of the current tax year.

THE THREE APPROACHES TO VALUATION

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

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

1. Sales Comparison Approach

The sales comparison approach derives a value estimate by comparing the property being appraised (value maintained), the subject property, to similar comparable properties that have recently sold, and

then applying appropriate units of comparison to the sales prices of the comparable. Because no two properties are ever exactly alike, systematic methods must be used to adjust the prices of sold properties for dissimilar features. These adjustments are done by adding or subtracting a dollar amount or percentage. The adjustments are market derived and based on contribution value, not cost. For example, if the subject property being appraised does not have a garage and a comparable property has a single car garage, a dollar amount must be subtracted from the comparable sale price to make the comparable property similar to the subject property. All property sales are adjusted to January 1st of the current year.

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

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

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

2. Cost Approach

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

Construction cost and depreciation schedules can be developed internally, based on a systematic study of local construction cost, obtained from firms specializing in such information, or custom generated by a contractor. 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, after allowable expense, of a property into an estimate of market value. 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.

In Table 1, the lower numbers represent 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
Multifamily residential	3	1,2	1,2
Commercial	3	2	1
Industrial	1,2	3	1,2
Non-agricultural land-	-	1	2
Agricultural*	-	2	1
Special-purpose**	1	2,3	2,3
*Includes farm, ranch, and forest properties **Includes institutional, resort, and recreational properties			

APPRAISAL MODELS

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

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

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

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

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

MASS APPRAISAL VS INDEPENDENT APPRAISAL

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

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

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

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

The primary function of a mass revaluation system is valuing and maintaining accurate market values. As market conditions change, properties must be evaluated and adjusted to reflect current conditions. Four values are maintained in the CAMA system: Market Value, Assessment Value, Taxable Value, and Net Taxable Value. Market Value is the opinion of a property's likely sale price if it was sold on January 1st of the current year. Assessed Value is the market value adjusted by any applicable statutory limitations. Taxable Value is one-third the Assessed Value. Net Taxable Value is the taxable value minus any approved exemptions and is the value used to apply the annual tax levy to compute the property tax bill. All except the calculated Market Value appear on the annual Notice of Value. Beginning in 2018 our office has included a flag on the NOV to identify the properties that are affected by the residential limitation. The allowable increases in value for these properties are considered maintenance and not reappraisal.

All properties in New Mexico, regardless of the revaluation or maintenance cycle, are required to be physically inspected every six years pursuant to state law and in accordance with IAAO standards. The is similar to the data collection process in an Independent Appraisal. In Los Alamos County, all properties that may be subject to taxation are valued annually, including government owned and otherwise exempt properties (non-governmental). One-fifth of these properties are physically inspected and reappraised on a five-year cycle. The process and procedure utilized to physically inspect property every six years is explained in the System Development Section of this report, page 36.

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

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

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

REAPPRAISAL

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

Components of Revaluation

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

PUBLIC RELATIONS

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

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

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

In a Public Relations Program special consideration should be given to:

A. Basic items

- County issued identification card and name tags
- County issued clothing / uniform(s)
- Business cards
- Desk Name Plates
- That unfamiliar / technical terms should be 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. Full value and taxable value
 4. Exemptions, protest procedures, and classification applications
- Brochures and forms, need to be kept simple and will be annually reviewed
- Online Presence - website

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

In discussing assessment matters, the staff will be courteous and professional at all times. 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.
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.

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

The following guideline will be used when doing field inspections:

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

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

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

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

PERFORMANCE ANALYSIS

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

An eight-year Los Alamos County summary on addendum 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 tax year 2019, the Los Alamos County Assessor's office valuations will have generated over \$20.1 million of revenue. This is about a 3.86% increase from 2018. The residential tax rate decreased 0.171 mills or 0.68% to 24.916 mills while the Non-Residential tax rate decreased 0.591 mills or 2.06% to 28.119 mills. The reduction in the tax rate was due in part to the \$48,266,132 increase in Net Taxable Value, which is a result of the active real estate market. The Net Taxable Value saw an increase of 4.39% for residential and an increase of 15.09% for non-residential from 2018 to 2019. Through the DFA Yield Control Formula, the tax rates are inversely related to value. When values decrease the tax rates increase, when values increase tax rates decrease.

To ensure compliance with the Property Tax Code and an adequate budget to carry out the statutory requirements, the Property Tax Division evaluates the County Assessor annually. A copy of this evaluation can be found on addendum 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 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.**) The County Assessor therefore must achieve and maintain the required statutory level of assessments, current and correct values, and uniformity within classes of properties. The problem, of course, is that the number of sales are limited, the Assessor must therefor infer assessment 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 analysis determines whether values are fair and equitable to the taxpayers and consistent with the Property Tax Code. CAMA measures the level (current and correct values) and uniformity (deviation from the level of assessments).

Sales ratio studies are done to determine the current status of the level and uniformity of current property assessments and again during the reappraisal program to ensure that the reappraisal is producing fair and equitable values. When the reappraisal has been completed, a final ratio study is conducted to gauge the overall level and uniformity of the reappraisal.

The primary objective in a ratio study is to develop and maintain a level of assessment that is consistent with statutory requirements and standards. Properties that have sold are used to develop a sales ratio. A sales ratio compares appraised values to market values. Actual sales prices are adjusted for time, financing, personal property or other considerations that are required to be considered in determining

market values. Market value is the most probable price in cash that a property would bring in a competitive, open market assuming the buyer and seller are acting knowledgeably, sufficient time is allowed for the sale, and price is not affected by special influences. All sales are confirmed and verified. Sales that are not an arms-length transaction are not used in a sales ratio study. These nonmarket sales with undue stimulus are Short sales, Foreclosure sales, Sheriff's sales, REO Sales (real estate owned or lender sales), FHA sales, VA sales, plus other types of sales that have conditions to the sale.

Level of Assessments (sales ratio) refers to the overall ratio at which properties are statutorily required to be assessed. Measures of appraisal level are calculated statistically by measurements of central tendency, which describes the level of appraisals by a single number. 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 (aggregate mean or ratio of aggregates) is found by dividing the sum of appraised values of sales by the sum of their sales prices. Because each measure has advantages and disadvantages, all of them are computed and used in the Los Alamos ratio study. The State of New Mexico legal sales ratio must be at market value (current and correct). For the tax year 2019, Los Alamos County's level or ratio of assessment is 97.84% (mean), which is within the IAAO standard assessment ratio of 10% of market value.

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

The coefficient of dispersion (COD) is the most used measure of uniformity in ratio studies. The COD measures appraisal uniformity that is independent of the level of assessment and permits comparison between property groups. The COD measures the average deviation from the level of assessment. Low CODs (15% or less) are associated with good appraisal uniformity. Los Alamos County COD is 7.13%, which is considered exceptional. This is due in part to land values being very similar, regardless of location, and the homogeneity of neighborhoods, the exceptional and professional relationship the office has with the real estate community, and the staff's aggressive sales verification program.

The standard deviation indicates whether the uniformity of the appraisals are normally distributed. In ratio studies, the larger the standard deviation, the wider the range of values appraised relative to the level of assessment (market value). Depending on the representativeness of the sample and the distribution of the data, standard deviation can be a powerful tool. The County Assessor must verify that the data approximate a normal distribution before placing credence in the statistic. 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

The standard deviation for Los Alamos is 8.78.

Property appraisals sometimes result in unequal tax burdens between high and low value properties in the same property group. Appraisals are considered regressive if high value properties relative to

low value properties are under appraised and progressive if high value properties are over appraised. The price related differential (PRD) is a statistic that measures regressively and progressivity. IAAO standard range for PRDs is between 98% and 103%. Los Alamos has a PRD of 101.36%, which indicates excellent treatment of low and high-end value properties.

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

Table 2
COMPARISON OF STATISTICAL MEASURES
FOR LOS ALAMOS COUNTY

	<u>IAAO STANDARDS</u>	<u>2019 LOS ALAMOS SALES RATIOS</u>
Mean	90%-110%	97.84%
Median	90%-110%	97.77%
Weighted Mean	90%-110%	96.53%
Standard Deviation	Low #	8.78
COD	20% or Less	7.13%
COV	Varies with the Mean	8.98%
PRD	98% – 103%	101.36%

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 2018 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.



State of New Mexico
Taxation & Revenue Department
Property Tax Division



2019 NEW MEXICO SALES RATIO STATISTICAL SUMMARY / AGGREGATE

Comparing Current Year Values vs. Calendar Year 2018 Sales

County	Sample Size	Median	Mean Ratio	Wtd Mean	Std Dev	COV	PRD	COD
Bernalillo	10,744	90.73%	92.89%	92.36%	16.28%	17.53%	100.57%	13.34%
Catron 1	56	100.82%	101.53%	90.25%	21.49%	21.17%	112.50%	18.28%
Chaves	968	89.96%	88.37%	90.44%	18.86%	21.34%	97.71%	12.93%
Cibola	207	96.80%	85.10%	90.32%	40.36%	47.43%	94.22%	30.81%
Colfax	264	100.00%	101.41%	98.82%	21.62%	21.31%	102.63%	15.06%
Curry	579	100.67%	101.22%	99.81%	25.35%	25.04%	101.42%	18.22%
De Baca 1	15	80.52%	80.37%	76.43%	33.11%	41.20%	105.16%	32.54%
Dona Ana 12	2,473	100.00%	99.65%	99.63%	8.89%	8.92%	100.02%	-1.24%
Eddy	614	98.65%	98.27%	98.33%	5.99%	6.10%	99.94%	2.33%
Grant	240	99.93%	100.16%	98.51%	12.46%	12.44%	101.68%	6.98%
Guadalupe 1	16	95.59%	93.44%	92.04%	8.60%	9.21%	101.52%	6.67%
Harding 1	32	100.20%	97.90%	94.39%	21.83%	22.30%	103.72%	17.27%
Hidalgo 1	19	100.39%	106.24%	99.86%	23.26%	21.90%	106.39%	12.54%
Lea	911	92.30%	92.89%	91.63%	10.47%	11.27%	101.37%	6.39%
Lincoln	715	98.47%	99.06%	98.49%	8.02%	8.09%	100.58%	5.28%
Los Alamos	503	97.77%	97.84%	96.53%	8.79%	8.98%	101.36%	7.13%
Luna	220	100.01%	108.07%	107.00%	15.25%	14.11%	101.00%	8.67%
McKinley 12	201	100.00%	98.29%	99.43%	10.86%	11.05%	98.85%	-3.93%
Mora 1	31	88.43%	84.84%	70.86%	28.24%	33.29%	119.73%	23.30%
Otero	1,093	96.97%	98.12%	97.28%	8.96%	9.13%	100.85%	5.40%
Quay 1	48	99.58%	102.50%	103.93%	14.60%	14.24%	98.63%	10.96%
Rio Arriba	173	98.49%	96.56%	95.84%	6.96%	7.21%	100.74%	5.55%
Roosevelt	156	92.48%	93.39%	91.86%	10.87%	11.64%	101.66%	9.35%
San Juan	1,187	96.93%	97.43%	96.31%	9.68%	9.94%	101.16%	7.02%
San Miguel	178	100.00%	101.28%	100.70%	6.20%	6.12%	100.58%	20.63%
Sandoval	2,597	90.60%	93.23%	92.80%	6.80%	7.29%	100.46%	4.89%
Santa Fe	3,042	94.83%	94.98%	94.24%	12.18%	12.83%	100.79%	9.64%
Sierra	195	97.22%	98.02%	94.83%	21.56%	21.99%	103.36%	15.77%
Socorro	70	100.05%	99.91%	98.41%	5.56%	5.57%	101.53%	2.92%
Taos	398	94.74%	94.35%	88.36%	20.29%	21.50%	106.78%	14.00%
Torrance	159	100.00%	107.80%	104.04%	20.05%	18.60%	103.61%	20.07%
Union 1	22	104.69%	107.51%	108.34%	14.72%	13.70%	99.24%	10.62%
Valencia	1,091	99.42%	98.25%	97.00%	13.03%	13.26%	101.29%	5.85%

1 - Insufficient Sales	7 -	Without Bernalillo and Dona Ana County Statistics	95% 95% 95% 8% 101%	OVERALL STATE STATISTICS		
2 -	8 -			MEDIAN	94%	Overall Statistics are weighted by number of sales in each individual county
3 -	9 -			MEAN	95%	
4 -	10 -			WTD MEAN	95%	
5 -	11 -			COD	9%	
6 -	12 - Invalid Study			PRD	101%	

Median	This is a measure of Central Tendency, or an average. In this case, it is the ratio that falls in the middle of a group with an equal number of ratios falling above and below the Median Ratio. IAAO Standards suggest that this figure should be within 10% of the statutory mandated assessment level. Since New Mexico Statutes require values to be at "Current and Correct" or Market Value, the Median Ratio should be between 90 and 110%.
Mean Ratio	Also a measure of central tendency. In this case it is the arithmetic average of all the ratios
Wtd Mean	Another measure of central tendency. In this instance, the individual ratios are weighted by the value of the individual properties.
Std Dev	The Standard Deviation measures the dispersion of ratios around the mean ratio.
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

REAPPRAISAL

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 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 reappraised 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 reappraised annually.

In recent years, there have been many debates about repealing or changing this law. The unconstitutionality of the statute has been challenged by two District Court Judges in Bernalillo County and Dona Ana County. These court rulings were heard by the NM Court of Appeals on October 17, 2011 and ruled as being constitutional. On March 13, 2013 arguments were heard before the NM Supreme Court and an opinion issued June 30, 2014 with a conclusion stating the section does not violate the NM Constitution. Many legislators, County Assessors, and tax experts continue the debate, however there is no unanimity on how to resolve it. As of January 1, 2020, Section 7-36-21.2 NMSA 1978 is the current law Los Alamos will continue to adhere to until the law is changed or ordered to do otherwise by some legal proceedings such as the Department, Court order/ruling, or Legislation. Noncompliance with the Property Tax Code could lead to a county assessor being suspended of their functions per section 7-35-6 NMSA 1978.

The New Mexico Association of Counties has been working with the NM Assessor's Affiliate, Legislators, Realtors, County officials, and numerous other groups with a knowledge of property taxation to draft and introduce a bill that would fix the current issue, currently referred to as "tax lightning". This has been a legislative priority for some time now, however there has been no clear consensus on how to resolve it. Legislative changes most often require mandates that are unfunded and the burden usually falls upon the county assessor.

The Property Tax Division does annually monitor 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 reappraisal, the jurisdiction must take stock of available resources such as budget, staff, existing data, maps and GIS capabilities. An assessor's budget is an expression of the political support for accurate and equitable assessments.

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

The county property valuation fund, pursuant to section 7-38-38.1 NMSA 1978, requires that the Los Alamos Office of Management and Budget collect from all property tax revenue, prior to distribution to recipients, an amount equal to one (1) percent of total property tax entitlements and deposit that amount into the property valuation fund. Recipients in this case means, Incorporated County of Los

Alamos, Los Alamos Public Schools, State of New Mexico, UNM Los Alamos, and the New Mexico Livestock board.

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

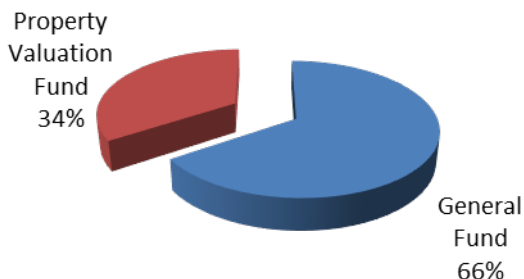
The Property Valuation Fund must be prudently managed. Therefore, beginning in FY2021, the fund will be included in the County's general investment pool.

In FY2019, the Assessor's actual expenditures of \$633,787 were \$13,862 or 2.14% less than the FY2019 adopted amount of \$647,649. The assessor's office will continue to find areas to trim expenditures while continuing to operate the office in an effective and efficient manner that follows the NM Property Tax Code. The increase from FY2018 to FY 2019 was the result of benefit and salary increases.

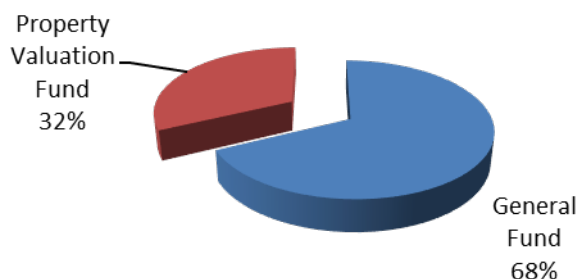
Breakdown by Funds

Fund	FY 2018 Actual	FY 2019 Actual	FY 2020 Adopted	% Variance
General Fund	\$ 405,752	\$ 416,236	\$ 498,742	19.82%
Property Valuation Fund	\$ 182,232	\$ 217,551	\$ 235,860	8.42%
Total	\$ 587,984	\$ 633,787	\$ 734,602	15.91%

FY 2019 Actual



FY 2020 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.

The Los Alamos County Assessor's Office is very fortunate to have five fulltime employees designated as New Mexico Certified Appraisers by the New Mexico Taxation and Revenue Department, Property

Tax Division. To receive a NMCA certificate, 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. In 2013, four of our staff members were accepted for the IAAO professional designation program and continue 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, however, are the size of the jurisdiction, its growth rate, usage of temporary positions, and the non-assessment duties of the County Assessor.

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

Adhering to IAAO staffing standards, with its 9,205 parcels, Los Alamos County requires 6-9 full time employees excluding the County Assessor ($9,205 / 1,500 = 6.14$). Currently the Assessor's office is staffed with six fulltime employees, not including the Assessor. Furthermore, one FTE position for a mapper has been avoided by the current staff fulfilling those duties.

The following is the current breakdown of the County Assessors' staff by primary function however, due to the small staff size and the need for cross-training, all functions are shared.

Table 5

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

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

From the IAAO standard, it is concluded that the current staff of six is adequate for a county and office of this size.

¹ Assessment Practices 1991 edition by Richard Almy

The Chief Deputy Assessor and Chief Appraiser oversee all valuation maintenance and reappraisal programs. They are responsible for implementing administrative policy, enforcing procedural and quality control standards, directing, training, and assigning duties to temporary 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 the property tax is competently administered. Certification / re-certification programs not only ensure that assessment personnel, not just appraisers, are able to obtain the qualifications necessary to perform their duties early in their careers, but also to continue education and 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 the ability to deal with people, understand 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 should be an ongoing program. Although it is not essential nor a requirement, the Property Tax Division of the New Mexico Taxation and Revenue Department recently revised Regulation 3.6.3.16 outlining the process of strengthening the certification requirements that includes a recertification program to maintain the New Mexico Certified Appraiser designation.

The Protest Boards and Court of Appeals gauge the level of professional expertise of an appraiser by the appraiser's credentials. Therefore, assessment personnel are expected and encouraged to attend all Property Tax Division's accepted appraisal courses and any licensing or certification program. This will benefit Los Alamos County by successfully defending valuation protests that ultimately impact stakeholder budgets and maintains property tax fairness.

The State of New Mexico, Taxation and Revenue Department, 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.

Upon completion of the four certifications listed above, the Property Tax Division designates the individual as a "New Mexico Certified Appraiser".

Recognizing the importance of fair and equitable assessments, NM Legislators passed House Bill 348, which was introduced during the 2015 New Mexico Legislative session. This bill signed by Governor Susan Martinez effective July 1, 2015 amended NMSA 4-39-5 to increase the amount of pay for each level of appraisal certification obtained. This new law increased the additional compensation cumulative, as follows:

		<u>Old</u>	<u>New</u>
Appraiser I	compensation for "appraiser I certification"	\$ 500	\$ 500
Appraiser II	compensation for "appraiser II certification"	\$1,500	\$2,000
Appraiser III	compensation for "appraiser III certification"	\$2,500	\$4,500
Appraiser IV	compensation for "appraiser IV certification"	\$3,500	\$7,500

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 meeting. They did not grant the full amount of \$7,500 allowed under 4-39-5 NMSA 1978, but have allowed up to a total of \$3,750 for an appraiser IV level. The certification pay is an allowable expenditure from the Property Valuation Fund. No expenditure from the General Fund is required.

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

Data processing support

The Information Management Department of the county provides computing support for the Assessor's office. The hardware is powerful enough to permit computerization of appropriate applications of the cost, sales comparison, and income approaches, as well as providing word processing, data inquiry, and activity summaries. The Information Technology Division of the county maintains the hardware and software.

The county assessor utilizes Tyler's Computer Assisted Mass Appraisal (CAMA) system *Eagle-Assessor* together with *Eagle-Treasurer*, which is utilized by the Office of Management and Budget for the tax billing and collection of property taxes. 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 that not only improves assessment uniformity and efficiency, but with the built-in audit features, provides for a system of accountability of all users. Tyler Technologies provides this software to numerous counties in New Mexico, and is the most widely used CAMA system in the State of New Mexico. The New Mexico Tyler Users Group meets together annually to discuss issues and/or requests to improve the functionality of the CAMA system. This includes legislative mandates.

Maps and GIS

The Los Alamos County Assessor uses existing planimetric base maps for reappraisal efforts. They meet minimum specifications for property ownership mapping. These maps have to be developed to include subdivision, according to section, township and range. Maintenance of the maps is performed by several county departments, and the County Assessor.

Los Alamos County has installed digital mapping by utilizing Geographic Information Systems (GIS). The County Assessor's Office has been utilizing GIS for roughly 10 years and continues progress in fully integrating CAMA and GIS. By integrating these two systems we have made tremendous progress on modernizing the methodology for valuing property and have made the valuation process as effective and efficient as possible. We now have the ability to value property by using spatial information and incorporate it into our valuation models that will produce current and correct values in accordance

with the Property Tax Code. A CAMA/GIS system is one of the primary goals of the County Assessor's office. We are proud to have such a sophisticated system in place and we will continue to work on other avenues that will assist us in providing the best, most accurate valuation to the taxpayers of Los Alamos County.

The Los Alamos County parcel map viewer, conveniently located on our website, provides current tax year assessment information for public use. The information is readily available to the public and accessible from the comfort of their own home or business. The parcel viewer underwent some upgrades in 2016 to improve its functionality with a modern feel and user friendly features.

Los Alamos County is partially mapped at 1"=100' on official zoning maps or at 1"=400' on official state required maps. These map sheets are maintained to correspond with new deeds or other information received on record. Parcelization used by the Base Mapping Program in developing the base maps is consistent with parcel definitions as required by Chapter 7 Article 38 Sections 9 and 10 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. Technical details of parcel numbering conventions will be established for the GIS as that work progresses.

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

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

Mapping and the current GIS are ongoing processes that are never really completed. A Geographic Information System stores parcel information in a computer database that is utilized by other state, federal and local agencies and county departments. The database is made up of geography (lines), and attributes (information about the lines).

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

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

PLANNING AND ORGANIZATION

Objective

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

Work plan

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

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

NOTEWORTHY ACCOMPLISHMENTS

Office Reorganization and Promotions

To better suit the needs of the Assessor's Office and the community, an office restructure was completed in 2019. This was done in an effort to better balance the workload of the Appraisal and Administrative staff and to correct a long-standing Appraiser Apprentice Position which had evolved into an Appraiser Position. Also, with guidance from the Los Alamos County Human Resource Department, an existing vacancy in the Assessor's office was filled by an Office Specialist to serve as an entry level position which, in turn, will progress to an Assessment Specialist. Three internal promotions were also finalized as part of the restructure project. The fiscal impact to the Assessor's Budget was minimal to non-existent and provided for a much more effective and efficient office operation.

Expansion of Public Relations

The County Assessor has expanded their public relations program to include the Los Alamos County Fair and Rodeo and Chamberfest. During these events, taxpayers are provided the opportunity to sign up for various exemptions and obtain information on the valuation and property appeals process. The Assessor's office also continues their public relations program through presentations to local organizations, radio interviews and advertising.

Staff Connection

The Los Alamos County Assessor's staff has been actively involved in the statewide effort to provide educational opportunities and solutions to Assessors for assessment uniformity as well as to address current issues facing Assessors in the State of New Mexico.

Chief Deputy Assessor Marty Martinez, along with Chavez County Chief Deputy Assessor Ron Lethgo, were recently selected to lead the NM Tyler User Group. The group serves as a resource for those counties currently using Tyler's Eagle-Assessor CAMA system. The group meets regularly, as well as convenes annually to offer educational opportunities to its users and to discuss and provide suggestions for enhancements to their CAMA systems.

Sr. Assessment Specialist Curtis Valencia was recently appointed as Vice President of the NM Chapter of the International Association of Assessing Officers. The NM IAAO Chapter is a non-profit organization dedicated to inspiring Assessing Officers, Property Appraisers and Industry Professionals through education, innovative technologies and state-wide networking for all 33 counties. They provide a portal for communication between members to collaboratively share ideas and enhance our knowledge. They also offer several courses, workshops, and seminars annually, as well as hold regular meetings for our members on a wide variety of industry-related topics.

NM Property Tax Division 2019 Annual Evaluation

The Los Alamos County Assessor's Office is evaluated annually by the New Mexico State Property Tax Division. The purpose of this is to evaluate the operation of the Assessor's Office and ensure compliance with NM State Statutes. The Los Alamos County Assessor's office has been distinctly recognized for their excellence in the overall operation of their office and compliance with the New Mexico statutory requirements of the property tax code.

Eagle Web

The County Assessor has added a citizen portal to their website referred to as Eagle-Web to enhance the current parcel mapper. This will now allow the public to view and obtain the most current property assessment information such as ownership, assessment value, tax history, estimated tax, as well as the most current GIS map. The public will have the ability to search by account, address, parcel number, owner/business name, legal description, or address.

Valuation Cycle

Phase	Begin	Status/End
Public Relations	Ongoing	Ongoing
Mapping and GIS Maintenance	Ongoing	Ongoing
Data Collection and Analysis		
Building permits reports	January 1	December 31
Real property sales	January 1	December 31
Compile and verify data base	Ongoing	Ongoing
Market/Economic factors	Ongoing	Ongoing
Property characteristics	Ongoing	Ongoing
Sales Ratio Studies	Quarterly	December 31
Field Inspection* and Review		
Permits	May 1	December 1
Inquiries/requests	April 1	December 31
Maintenance	Quarterly	December 31
Sales	Monthly	December 31
Subdivisions	January 1	December 31
Calculation and Data Entry*		
Calculations and data entry of field data	Ongoing	March 1
Quality control	Ongoing	Ongoing
Valuation*	January	March 1
Notices of Value	March 1	April 1
Rechecks and verification request	April 1	April 30
Certification of Values for Rate setting	May 15	June 15
Protest Hearing		
Informal		Formals
Prior to Formal Hearings		Within 180 days after Receiving Notices of value
Tax Schedule	September 15	October 1

**Includes 20% rotating field inspection reappraisal.*

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 reappraisal cycle.

PARCEL SUMMARY TABLE (as of September 25, 2019)

Residential						
Abstract	Parcel Count			Assessed Valuation		
Description	Land	Bldg.	Total	Land	Bldg	Total
Res. MH Park (257 Spaces)	2	2	2	\$ 851,190	\$ 1,172,460	\$ 2,023,650
Res Single Family	5,262	5,262	5,262	\$153,484,940	\$397,370,270	\$550,855,210
Res Town Home End	1,340	1,340	1,340	\$ 25,420,650	\$ 63,808,180	\$ 89,228,830
Res Town Home Inside	253	253	253	\$ 3,255,790	\$ 10,728,500	\$ 13,984,290
Res Condo	192	192	192	\$ 1,976,400	\$ 8,069,580	\$ 10,045,980
Res Mobile Home	21	240	261	\$ 393,780	\$ 1,955,920	\$ 2,349,700
Res Bed & Breakfast	3	3	3	\$ 170,150	\$ 491,770	\$ 661,920
Res Multi Family	33	34	34	\$ 3,167,650	\$ 17,657,960	\$ 20,825,610
Res Other Improvements	-	5	5	\$ -	\$ 39,960	\$ 39,960
Subtotal Residential	7,106	7,331	7,352	\$188,720,550	\$501,294,600	\$690,015,150
Non-Residential						
Abstract	Parcel Count			Assessed Valuation		
Description	Land	Bldg	Total	Land	Bldg	Total
Land Res Vacant	191	-	191	\$ 8,028,300	\$ -	\$ 8,028,300
Land Commercial Vacant	12	-	12	\$ 1,385,350	\$ -	\$ 1,385,350
Commercial	175	182	182	\$ 17,774,360	\$ 74,513,150	\$ 92,287,510
Bed & Breakfast	1	1	1	\$ 52,860	\$ 189,820	\$ 242,680
Hangers	-	43	43	\$ -	\$ 475,250	\$ 475,250
Stables	-	105	105	\$ -	\$ 236,350	\$ 236,350
Personal Property	-	334	334	\$ -	\$ 7,678,030	\$ 7,678,030
Commercial Manufactured Homes	-	9	9	\$ -	\$ 35,510	\$ 35,510
Other Improvements	-	1	1	\$ -	\$ 10,750	\$ 10,750
State Assessed	-	21	21	\$ -	\$ 4,187,260	\$ 4,187,260
Subtotal Non- Residential	379	696	899	\$ 27,240,870	\$ 87,326,120	\$114,566,990
Livestock						
Abstract	Parcel Count			Assessed Valuation		
Description	Units				Livestock	Total
Cattle	3				\$ 770	\$ 770
Goats	86				\$ 2,180	\$ 2,180
Horse	222				\$ 60,210	\$ 60,210
Sheep	8				\$ 200	\$ 200
Hog	1				\$ 30	\$ 30
Alpaca	1				\$ 30	\$ 30
Subtotal Livestock	321	-	-	\$ -	\$ 63,420	\$ 63,420
Other Exempt Properties						
Abstract	Parcel Count			Assessed Valuation		
Description	Land	Bldg	Total	Land	Bldg	Total
Church	30	30	30	\$ 5,556,540	\$ 12,857,860	\$ 18,414,400
School	20	15	20	\$ 7,646,220	\$ 32,580,030	\$ 40,226,250
County	340	32	345	\$ 115,429,050	\$ 20,047,060	\$135,476,110
State	3	0	3	\$ 159,950	\$ -	\$ 159,950
Federal	16	2	16	\$ 74,545,310	\$ 1,443,580	\$ 75,988,890
Miscellaneous	5	10	10	\$ 530,860	\$ 4,299,980	\$ 4,830,840
Open Area	44	0	44	\$ 1,600,790	\$ -	\$ 1,600,790
Common Area	154	2	154	\$ 1,611,650	\$ 129,360	\$ 1,741,010
Subtotal Exempt Properties	612	91	622	\$207,080,370	\$ 71,357,870	\$278,438,240

PARCEL SUMMARY TABLE (Continued):

Exemptions						
Abstract	Parcel Count			Assessed Valuation		
Description	Land	Bldg	Total	Land	Bldg	Total
Head of Family	-	-	2,300	\$ -	\$ 4,599,680	\$ 4,599,680
Veterans	-	-	623	\$ -	\$ 2,487,170	\$ 2,487,170
Disabled Veterans	-	-	25	\$ -	\$ 2,465,780	\$ 2,465,780
Limitation of Value	-	-	-	\$ -	\$ -	\$ -
Subtotal Exemptions	-	-	2,948	\$ -	\$ 9,552,630	\$ 9,552,630

2019 Total Parcels by Classification Summary		
Class	Parcels	Valuation
Residential	7,352	\$690,015,150
Non-Residential	899	\$114,566,990
Livestock	321	\$ 63,420
Other Exempt Properties	622	\$278,438,240
Exemptions	2,948	\$ 9,552,630
Total Parcels and Net Taxable Value	9,194	\$795,092,930

PRODUCTION MONTHS:

In developing a production table consideration has to be made to the non-production days, such as vacation, sick, holidays and bad weather. The following table illustrates the number of days we anticipate in a year.

Item	Vacation	Holidays	Sick	Weather	Total
Days	10	11	10	6	37

The estimated non-production days are thirty-seven (37). The monthly production days would then be computed by dividing 2,080 work hours per year by an 8-hour workday, less the 37 non-production days, divided by 12 months. This would give us 18.6 production days per month.

Next, we estimated standards of production based on studies from the IAAO and adjusted to actual Los Alamos production standards as observed. This information is used to determine schedules and staffing requirements.

ASSIGNMENT OF RESPONSIBILITIES

Chief Deputy Assessor								
Training / Meetings	IAAO	Assessors	PTD School	Local / State	Others	Weeks	Months	% per Yr
Weeks	1	1	1	3		6	1.5	12.5%
Mapping / GIS	Coding	Maps						
Weeks	0.5	0.5				1	0.25	2.1%
Comp./Prg./Dev.	CAMA	Sales Ratio	CAMA / GIS					
Weeks	2	2	1			5	1.25	10.4%
Appraisal	Valuation	Data Mgt	Protests					
Weeks	3	2	2			7	1.75	14.6%
Administrative	Administrative	Legislative	Customer Srvc.	Reports				
Weeks	13	2	4	3		22	5.5	45.8%
Down Time	Vacation	Holidays	Sick	Weather				
Weeks	2	2.2	2	1		7.2	1.8	15.0%
					Totals		12	100%
Chief Appraiser								
Training / Meetings	IAAO	Assessors	PTD School	Local / State	Others	Weeks	Months	% per Yr
Weeks	1	1	1	1	1	5	1.25	10.4%
Mapping / GIS	Coding	Maps	Development					
Weeks	0.5	0.5	1			2	0.5	4.2%
Comp./Prg./Dev.	CAMA	Sales Ratios	CAMA / GIS					
Weeks	3	2	1			6	1.5	12.5%
Appraisal	Valuation	Data Mtg.	Protests	Inspections				
Weeks	5	3	5	3		16	4	33.3%
Adminstrative	Administrative	Reports	Customer Srvc.	Data Entry				
Weeks	4	2	4	2		12	3	25.0%
Down Time	Vacation	Holidays	Sick	Weather				
Weeks	2	2.2	2	1		7.2	1.8	15.0%
					Totals		12	100%
Appraiser								
Training / Meeting	IAAO	Assessors	PTD School	Local/state	Others	Weeks	Months	% per Yr
Weeks	1	1	1	1	1	5	1.25	10.4%
Mapping / GIS	Coding	Maps						
Weeks	0.5	0.5				1	0.25	2.1%
Comp./Prg./Dev.	CAMA	Sales Ratios	CAMA / GIS					
Weeks	3	1	1			5	1.25	10.4%
Appraisal	Valuation	Data Mtg.	Protests	Inspections				
Weeks	8	3	6	3		20	5	41.7%
Adminstrative	Administrative	Customer Srvc.	Data Entry					
Weeks	3	3	4			10	2.5	20.8%
Down Time	Vacation	Holidays	Sick	Weather				
Weeks	2	2.2	2	1		7.2	1.8	15.0%
					Totals		12	100%

ASSIGNMENT OF STAFF RESPONSIBILITIES (Continued):

Appraiser								
Training / Meetings	Assessors	PTD School	Local / State	Others	Others	Weeks	Months	% per Yr
Weeks	1	1	1	1		4	1	8.3%
Mapping / GIS	Asst. Deed	Coding						
Weeks	1	0.5				1.5	0.375	3.1%
Comp./Prg./Dev.	CAMA							
Weeks	1					1	0.25	2.1%
Appraisal	Permits	Inspections						
Weeks	2	20				22	5.5	45.8%
Administrative	Administrative	Customer Srvc.	Data Entry					
Weeks	1	7.5	4			12.5	3.125	26.0%
Down Time	Vacation	Holidays	Sick	Weather				
Weeks	2	2.2	2	1		7.2	1.8	15.0%
					Totals		12	100%
Senior Assessment Specialist								
Training / Meetings	Assessors	PTD School	Local / State	Others	Others	Weeks	Months	% per Yr
Weeks	1	1	1	1		4	1	8.3%
Mapping / GIS	Deeds	Coding	Mapping					
Weeks	3.5	0.5	1			5	1.25	10.4%
Comp./Prg./Dev.	CAMA							
Weeks	3					3	0.75	6.3%
Appraisal	Valuation	Data Mtg.	Personal Prprty					
Weeks	1	2	4			7	1.75	14.6%
Administrative	Administrative	Reports	Customer Srvc.	Data Entry				
Weeks	4	1	12	5		22	5.5	45.8%
Down Time	Vacation	Holidays	Sick	Weather				
Weeks	2	2.2	2	1		7.2	1.8	15.0%
					Totals		12	100%
Office Specialist								
Training / Meetings	Assessors	PTD School	Local / State	Others	Others	Weeks	Months	% per Yr
Weeks	1	1	1	1		4	1	8.3%
Mapping / GIS	Asst. Deed	Coding						
Weeks	1	0.5				1.5	0.375	3.1%
Comp./Prg./Dev.	CAMA							
Weeks	2					2	0.5	4.2%
Appraisal	Valuation	Personal Prprty	Permits	Permits Insp.				
Weeks	1	3	2	2		8	2	16.7%
Administrative	Administrative	Customer Srvc.	Data Entry					
Weeks	4	12.5	9			25.5	6.375	53.1%
Down Time	Vacation	Holidays	Sick	Weather				
Weeks	2	2.2	2	1		7.2	1.8	15.0%
					Totals		12	100%

SYSTEM DEVELOPMENT

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

Forms and Manuals

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

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

Data collection

Sources

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

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

This data will be obtained from sources such as:

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

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

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

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

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

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

Quality control

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

Data maintenance

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

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

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

There are essentially three types of building permits referred to as New Dwelling Units, Additions and Re-models.

Los Alamos residential building types consist of the following:

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

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

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

A new addition will require field verifications of dimensions, condition, quality and any other building attribute changes. The structures effective age will change as well.

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

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

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

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

Re-Inspection is the fourth component of a good data maintenance system. No matter how good a permit reporting and monitoring system is, undetected changes will always occur. The Property Tax Division under the standard of the International Association of Assessing Officer (IAAO) has directed assessors to implement a six-year re-inspection cycle for this purpose. The Los Alamos County Assessor's office uses a more frequent, five-year inspection cycle which ensures more accurate assessments. There are approximately 9,205 parcels in Los Alamos County and approximately 1,800 parcels are inspected each year. Our 2019 field inspection effort included the Eastern and Western Area subdivisions. Through these inspections, we collected an additional \$266,106 of omitted value, which amounts to approximately \$6,630 in property taxes. Our target areas for the current tax year are portions of Eastern Area and White Rock.

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 taxable properties in the county. The market value of each taxable property must be maintained regardless of ownership (government or schools), statutory value limitation, or exemption (non-governmental).

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

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

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

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

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

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

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

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

- Residential
- Mobile
- XFOB

The most common models and schedules are:

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

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

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

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

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

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

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.

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

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

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

In addition to exemptions, there are also limitations on residential property owned by low-income taxpayers over sixty-five (65) years of age, or disabled. Currently, any taxpayer whose modified gross income does not exceed \$35,000 for the prior year may qualify for this limitation in value increase on their primary single-family residence.

Regulation 3.6.5.41, Market Value of Affordable Housing, was enacted in 2009, allowing individual taxpayers to apply for special method of valuation on affordable housing. The regulation allows for the affordable housing subsidies and/or accrued interest to be deducted from a property's market value therefore reducing the property valuation and, in turn, might lower the property tax bill. As of 2019, there have been 52 property owners who have applied for this exemption.

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

Testing and refinement

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

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

NOTIFICATION AND VALUATION DEFENSE

Notice of value (NOV)

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

As the Los Alamos County residential market has been extremely active in recent years, most active since 2007, 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, and allocation of value to a particular governmental taxing unit, denial of exemptions or limitation on increase in value determined by the county assessor. The most common type of protest is for over assessed value. 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 hearing

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

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

Approximately 150 property owners per year inquire about their property value and, of that, approximately 30-35 % will proceed to file an official protest. 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 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 owner must also state what (s)he believes is the correct value, classification, allocation of value, claim for exemption, or the limitation of value by the county assessor to be. 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 our Los Alamos County website.

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

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

- 1) To verify all information on their property,
- 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 hearing

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.

As the current market conditions begin to stabilize, it is projected that approximately 30% of informal appeals will go to the Valuation Protest Board. Board hearings are planned for September, as they have been in recent years. The Los Alamos Chief Deputy Assessor, Chief Appraiser, and Appraiser will defend the county assessor's valuations.

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

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

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

For the 2019 tax year there were seventy-three (73) property valuation protests filed in Los Alamos County. Of those protests twenty-one (21) were residential and fifty-two (52) were non-residential. All but seven (7) protests were resolved through the informal hearings. All seven (7) were scheduled and resolved before the Valuation Protest Board Hearing. The total revenue savings in tax dollars for all entities who receive revenue from the property tax is estimated at approximately \$47,100.

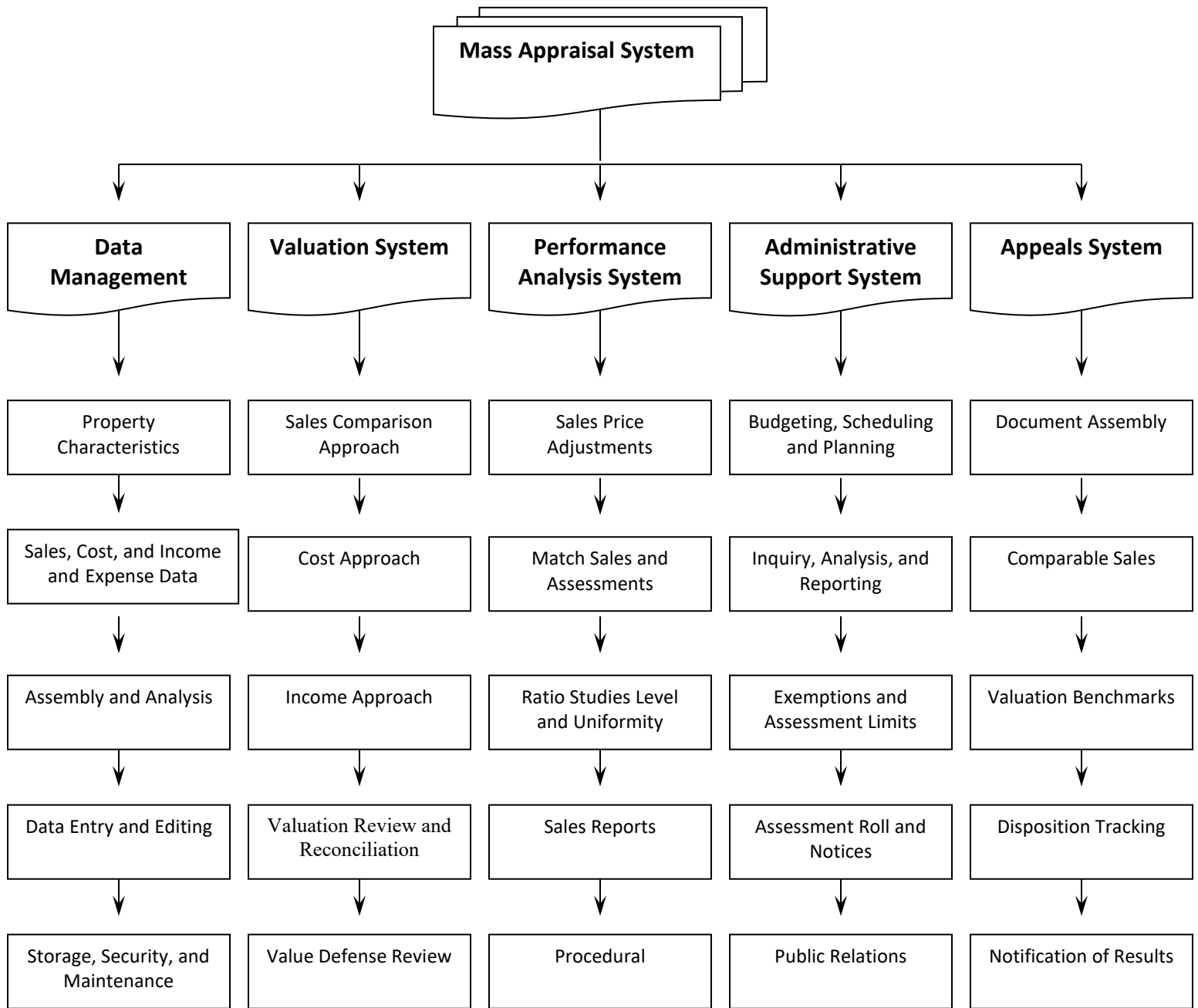
Claim for Refund in District Court

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

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

The Los Alamos County Assessor currently has one pending Claim for Refund. The plaintiff is claiming the property was overvalued by approximately three times its assessed value. The Los Alamos County Attorney's office is currently working on the case.

COMPONENTS OF A MASS APPRAISAL SYSTEM



ADDENDUM

<u>ITEM</u>		<u>PAGES</u>
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I. Annual Assessor Evaluation

**State of New Mexico
Taxation & Revenue Department
Property Tax Division
ANNUAL ASSESSOR EVALUATION**

COUNTY:	Los Alamos	Tax Year:	2019	Reviewer:	Lisa Wilkens
Assessor:	Ken Milder			Review Date:	April 1-2, 2019

STAFFING					
ADMINISTRATION		APPRAISAL		CLERICAL	
Elected Assessor	0.10	Chief Appraiser	0.80	Administrative Clerks	0.40
Administrative Assistant	0.00	Residential Appraisers	0.90	Title Examiner	0.10
Chief Deputy Assessor	1.00	Commercial Appraisers	0.30	Deeds / Mapping	0.50
Deputy Assessor(s)	0.00	Manufactured Homes	0.30	Exemptions	0.20
GIS Director	0.00	Business Personal Property	0.50	Data Entry	0.30
		Agriculture / Grazing Land	0.00	Quality Control	0.30
		Livestock	0.40		

PARCEL COUNTS and VALUATION (Taxable Value)						
	TY 2018		TY 2019			
	Parcels	Taxable Value	Parcels	Taxable Value	Change - \$\$	Change %
REAL ESTATE						
Residential Land	7,096	181,773,000	7,106	188,725,880	6,952,880	3.83%
Residential Improvements	7,085	472,832,680	7,091	499,890,630	27,057,950	5.72%
Non-Residential Land (ALL INCL. AG)	384	24,768,060	379	27,178,400	2,410,340	9.73%
Non-Residential Improvements	332	68,589,630	332	75,587,570	6,997,940	10.20%
PERSONAL PROPERTY						
Business Personal Property	341	7,920,170	337	7,682,970	(237,200)	-2.99%
Manufactured Homes	261	1,910,840	273	2,173,430	262,590	13.74%
Livestock (# of Accounts, not # of Head)	310	61,010	323	64,090	3,080	5.05%
STATE ASSESSED						
State Assessed	21	4,787,970	21	5,500,360	712,390	14.88%
AGRICULTURAL/GRAZING LAND						
Grazing						
Irrigated Farmland						
Dryland Farming						
EXEMPT PROPERTY	613	253,996,760	613	278,438,240	24,441,480	9.62%
GRAND TOTAL	15,830	762,643,360	15,862	806,803,330	44,159,970	5.79%

PERSONAL EXEMPTIONS					PROTESTS	
	TY 2018		TY 2019		Tax Year:	2018
	Count	Taxable Value Exempted	Count	Taxable Value Exempted	Total Number Filed	
Veterans	647	2,580,210	606	2,419,170	Resolved Prior to Scheduling	25
100% Disabled Veterans	22	1,880,150	22	2,101,340	Scheduled for Hearing	17
Head of Household	2,194	4,557,680	2,192	4,383,680	Resolved Prior to Hearing	14
Over 65 Value Freeze	8		4		Protests Heard	3

SALES RATIO STUDY - 2018 Values vs. 2017 Sales						2017 Values vs. 2017 Sales		
Sample Size	Median	Mean Ratio	Std Dev	COD	PRD	Median	COD	PRD
454	97.48%	98.62%	9.79%	7.41%	100.64%	78.91%	12.43%	101.35%
Sales Ratio Study Guidelines								
MEDIAN	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%.							
PRD	The Price Related Differential is a measure of equitability between properties within a jurisdiction. PRD should be between 98% and 103%, indicating fair and equitable assessment in all value ranges.							
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.							

I. Annual Assessor Evaluation

State of New Mexico
Taxation & Revenue Department
Property Tax Division
ANNUAL ASSESSOR EVALUATION

LOS ALAMOS COUNTY CONTACTS			
	Name	Phone	E-Mail
Assessor	Kenneth H Milder	(505) 662-8030	kenneth.milder@lacnm.us
Chief Deputy	Joaquin Valdez	(505) 662-8359	joaquin.valdez@lacnm.us
Chief Appraiser	Lucas Fresquez	(505) 662-8029	lucas.fresquez@lacnm.us
MH Appraiser	Betty Martinez	(505) 662-8030	betty.martinez@lacnm.us
GIS Director / Mapper	Michael Smith	(505) 662-8097	michael.smith@lacnm.us
Online Access Web Address: www.losalamosnm.us/assessor/Pages/default.aspx			
DOCUMENTS REQUESTED			
1	Copy of Annual Report to County Commissioners. (Or current draft and last year's Annual Report) (7-36-16.E; NMSA)		
2	Copy of the current Preliminary budget and prior years budget.		
3	Please provide your employee education/certification tracking report listing all educational courses successfully completed, i.e., IAAO, Appraisal Institute, USPAP, etc. for the Assessor and Assessor's Staff, including each staff member's current certification level.		
4	Organization Chart. (Please include name, title, phone, email)		
5	Make available all Treasurer's change orders from October 1st to present. (7-38-77, NMSA)		
6	Property Record Cards for all Elected Officials, County Manager, County Attorney, and Assessor's Staff.		
7	Last Year's NOV and Current values for Elected Officials, County Manager, County Attorney, and for Assessor's Staff.		
8	Listing of non-governmental Exempt Property showing Owner, Location, and Valuation. (Not personal exemptions) (7-38-8.1, NMSA)		
9	Provide a listing of all open building permits with notations on status, percent complete and show how permits are tracked to completion.		
10	Provide lists of properties receiving Special Method of Valuation for Agricultural Properties including: Location, Owner, Lessee, Acreage, Values for Grazing properties (only those containing 50 or less acres); and for Agricultural properties (only those containing 10 or less acres).		
11	Review of transfer affidavits will be made at time of evaluation. Please make available at time of evaluation.		
12	Property Re-Inspection Plan with the start / end dates and current status.		
13	A listing of all properties that filed protest petitions in 2018 showing Parcel ID, Owner Name, Property Address, Original NOV value, Final Value after resolution, and reason for change. Please make protest files available for review.		
14	Provide a list of all 100% disabled veterans with over 5 Acres.		
REVIEWER'S COMMENTS ON ABOVE DOCUMENTS		ASSESSOR'S COMMENTS ON ABOVE DOCUMENTS	
1	A hard-copy draft of the Annual Report to the County Commissioners was provided at the time of the Evaluation. The report met all of the requirements under 7-36-16.E. No discrepancies were noted.	Scheduled for April 2, 2019 Council Meeting. Copy provided.	
2	A copy of the current and preliminary budget was provided in hard-copy at the time of the evaluation. No discrepancies were noted.	Copy of budget provided.	
3	Copies of the employee education tracking sheets were provided electronically. No discrepancies were noted.	Copy of the employee education tracking report provided.	
4	A copy of the organizational chart was provided electronically. No discrepancies were noted.	Copy of organizational chart provided.	
5	The Treasurer's Change Orders were made available at the time of the evaluation. There were a total of 21 Change Orders between October 1 and the date of evaluation, all were reviewed with no discrepancies noted.	Change orders will be made available during evaluation scheduled for April 1, 2019.	
6	A copy of the Property Records Cards for the Assessor's staff and elected officials were provided electronically. A field review was made and there were a few sketches with minor discrepancies in the description of the exterior porches. The Assessor stated the descriptions would be reviewed and corrected. No other discrepancies were noted.	Property Record Cards provided.	
7	The prior years and current NOV's for the Assessor's staff and elected officials were provided in hard-copy at the time of the review. No discrepancies were noted.	Prior years NOV's and Current Values provided.	

I. Annual Assessor Evaluation

State of New Mexico
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8	A list of all non-governmental exempt properties was provided electronically. Account R006953 should be reviewed to ensure that the substantial and primary use of the building is for charitable or educational purposes and is in compliance with the exemption requirements under statute. All other properties that have not been reviewed in recent years should be reviewed for continued charitable and educational use.	A list of non-governmental Exempt Properties provided.
9	A listing of building permits was provided electronically. A review of three open permits was made with no discrepancies noted. Properties under construction are being placed on the tax rolls at the percentage of completion as of the situs date of January 1.	Building permits will be provided during the evaluation scheduled for April 1, 2019.
10	There are no properties receiving the special method of valuation for agricultural use as of the date of evaluation.	N/A
11	The Transfer Affidavits were made available for review during the evaluation. There were a total of 596 sales in 2018, a sampling of 32 properties demonstrated all properties are being moved to current and correct market value. No discrepancies were noted.	Real Property Transfer Declaration Affidavit's will be provided during the evaluation scheduled for April 1, 2019.
12	A copy of the valuation maintenance and reinspection plan was provided electronically. The plan had start and end dates and contained the status of the current re-inspection cycle. No discrepancies were noted.	Copy of Re-inspection plan provided.
13	A Valuation Protest log was provided electronically. A random sample of protest files was reviewed and contained supporting documents for any changes made or not made. A summary statement on the resolution may be additionally helpful to those not involved in the protest.	Protest Master Log provided showing requested information.
14	Los Alamos did not have any 100% disabled veterans with over 5 acres of land as of the date of evaluation.	Los Alamos County does not have any 100% Disabled Veteran Exemptions over 5 acres.

I. Annual Assessor Evaluation

State of New Mexico
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Property Tax Division
ANNUAL ASSESSOR EVALUATION

Los Alamos County
<u>Assessment Administration</u>
1. What is your assessment cycle for residential and non-residential properties? Please explain any property types still on a 2-year assessment cycle.
Los Alamos County is on a 1 year assessment cycle for residential and non-residential properties. We do not have any property types on a 2 year cycle.
2. When will the 2019 NOV's be mailed?
Los Alamos County 2019 NOV's were mailed on March 29, 2019.
3. When were NOV's mailed last year?
a. If an extension was requested, why was it necessary?
Los Alamos County 2018 NOV's were mailed on March 30, 2018.
4. Describe documents accepted for income analysis and deadline requirements for the 65 and older/disabled valuation freeze?
Los Alamos accepts applications for the Limitation on Increase in value for Single Family dwellings occupied by Low Income 65 years of age or older or disabled from January 1st to December 31st. If an individual applies and qualifies after the Certification date of June 15th or creation of the Tax Schedule, a Tax Roll change is created. We accept the information on the application provided by the tax payer together with all pertinent data such as, but not limited to 1099, SSA statement of benefits, W-2, etc.
5. Who on staff is allowed to make Treasurer's change orders, and do they require the signatures of both the Assessor and Treasurer? What back-up documentation, if any, is required.
Los Alamos County Senior Assessment Specialist, Appraiser, Chief Appraiser, and Chief Deputy Assessor have the authority to make change orders. Treasure's signature is required on all change orders.
6. What software programs are used in your office for assessment data management?
Los Alamos County utilizes the Tyler Technologies, Eagle Assessor for assessment data management.
7. What continuing training is provided on valuation software for your staff?
Los Alamos County makes available training opportunities, to all staff, on the valuation maintenance software. Tyler also provides technical support if we encounter any issues.
8. Is incentive pay provided to your appraisers?
Los Alamos County Council approved a \$3,750 annual incentive for all assessor's staff on January 31, 2017.
9. Please explain any valuation loss from the statistics page and/or any large numeric changes.
Los Alamos County experienced an active real estate market in 2018 and is reflected in the valuation increases. The only negative valuation change was in business personal property which is self rendering. The number of accounts remained nearly unchanged, however, the valuation decreased due to depreciation. We also begin the process of not valuing business personal property that were not depreciated for federal income tax purposes as directed by the PTD State Assessed Bureau.
Reviewer Comments:
The Los Alamos County Assessor's Office staff is well trained on their mass appraisal valuation software and take full advantage of it's tools and features. In addition, the Assessor's staff is cross-trained on all office functions to ensure taxpayers are not inconvenienced when staff is working out of the office.
Assessor Comments:

I. Annual Assessor Evaluation

State of New Mexico
Taxation & Revenue Department
Property Tax Division
ANNUAL ASSESSOR EVALUATION

Los Alamos County <u>Data Management</u>	
1.	When was the last time your office physically inspected all properties in your county? (IAAO standard is every 4-6 years)
	Los Alamos County has a 5 year reappraisal plan where one-fifth of the parcels are physically inspected each year by sub-areas. Changes and photos are tracked in our CAMA system.
2.	Do all improved properties have a current improvement sketch in the valuation system?
	Los Alamos County Maintains a sketch of all real property improvements on their property record cards using the Apex software which is integrated with our CAMA system with the exception of some condominium and commercial mobile offices located within the restricted areas of LANL. Condominiums are assessed as per the Condominium declaration. We do not have access to the interior measurement of the units and they most often do not follow the layout of the unit.
3.	Are you currently using system overrides on a significant number of properties? Explain the type and purpose of the overrides. If there are conversion overrides when was the date of your last conversion?
	Los Alamos County makes an effort to enter all property amenities and attributes into their valuation models and provide a valuation that is generated by the valuation models without the use of overrides. Overrides are only used in cases where the property is affected by atypical circumstances.
4.	What training and/or experience is required for appraisers who collect data in the field?
	Los Alamos County appraisers must have at least 2 years experience with data collection work in real estate, construction or a related field and a HS Diploma or GED. All Los Alamos County field appraisers are NM PTD State Certified. LAC also has a great mentoring program and in-house training, and made part of our Property Valuation and Maintenance Plan.
5.	How do you maintain field inspection data within your valuation system?
a.	Describe the accuracy of your current property inspection data and what steps are being taken to assure accurate records and assessments.
	Los Alamos County maintains field inspection data by entering the date of the latest field inspection on the valuation system. Property inspections are also verified through internal audit trails.
6.	Do you use any alternate methods to an on-site inspection, i.e., flyover/aerial photography or change software? If applicable, is this your primary method of reinspection? Please explain your procedures and how it is tested for accuracy.
	Los Alamos County utilizes Pictometry and ESRI software for periodic on-site reviews. We start off with a desk audit using Pictometry and research the internet, clerks records, and any information available. We then identify those that need further inspection or have discrepancies. We then conduct our physical field inspections notifying the property owner to contact us if further inspection is required, by leaving a door hanger notice. A drive by is done on all properties.
7.	If you use flyover/aerial photography or change software for property inspections what is the date the imagery was last updated?
	Los Alamos County utilizes Pictometry and ESRI software for periodic on-site reviews. Our last update was August 2018. We have also purchased an Unmanned Aerial Vehicle which will provide a process to fly areas of high development during time between flyovers.
8.	At what percentage of completion is new construction added to the tax roll?
	Los Alamos County begins to add new construction at a minimum of 10% completion to the tax roll. Percentages from the Marshall and Swift /Local Cost Manuals are used to determine the percent complete of the improvement.
9.	Was all new construction, renovation, addition, or demolition field reviewed by an appraiser prior to valuation?
	Los Alamos County field reviews all new construction, renovations, additions and demolitions prior to valuation. Properties are valued at its percent complete as of January 1st. Please see prior question.
Reviewer Comments:	
The Assessor's office is in its 3rd year of a 5 year reappraisal plan with documentation of 2 prior completed full county reappraisals. A sampling of residential and commercial properties indicated values are at or moving to current and correct market value.	
Assessor Comments:	

I. Annual Assessor Evaluation

**State of New Mexico
Taxation & Revenue Department
Property Tax Division
ANNUAL ASSESSOR EVALUATION**

Los Alamos County
<u>Valuation - General</u>
1. Is there a written office policy in place regarding the verification of sales? If so, provide a copy. Describe your sales verification process and if transferred properties are field inspected as part of your sales verification process.
Los Alamos County does not have a written office policy in place regarding the verification of sales. However, we have 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 a year end QC to assure all sales have been verified.
2. Is your valuation system only stratified by school district or is it further stratified by market areas/neighborhoods? Please explain and be prepared to demonstrate.
Los Alamos County utilizes Super Neighborhoods (Market Areas) which are further separated into Neighborhoods.
3. How often are cost schedules checked against local buildings of known cost and adjusted as necessary? Please provide a copy of the last study.
Los Alamos County analyzes all building cost information on an annual bases and checks against cost schedules. (Copy provided)
4. Describe your informal hearing policy and procedures?
Los Alamos County makes every effort to have an informal hearing with the protestant as many protests are resolved during that period. A protest requires an in depth review of the property. The process starts with a field inspection where our measurements and overall characteristics of the property are reviewed. The next step is to gather comparable sales information, similar to the property and make proper adjustment to the sales prices to come up with an estimated market value of the property, an appraisal. We then schedule an informal hearing with the protestant or an authorized agent to exchange information and discuss our findings. If the opinion of value on our appraisal merits a change in value and there is a mutual agreement between parties, we will make a valuation correction on the property for that tax year. If there is no agreement, the protest is scheduled before the Valuation Protest Board.
5. What quality control measures are in place to ensure accurate property values?
Los Alamos County utilize the Tylereagle 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 fairly and equitable, not only for sales but all property values.
6. Are protested properties field inspected prior to determining whether a value change is necessary?
Los Alamos County has a process in place to field inspect all protested properties and comparables used to determine an estimated market value of the property.
7. Describe your office's protest process from beginning to end.
Los Alamos County protest process starts with a field inspection where our measurements and overall characteristics of the property are reviewed. The next step is to gather comparable sales information similar to the property and make proper adjustment to the sales prices to come up with an estimated market value of the property, an appraisal. We then schedule an informal hearing with the protestant or an authorized agent to exchange information and discuss our findings. Los Alamos County makes every effort to have an informal hearing with the protestant as many protests are resolved during that period. If the opinion of value on our appraisal merits a change in value, and there is a mutual agreement between parties, we will make a valuation correction on the property for that tax year. If there is no agreement, the protest is scheduled before the Valuation Protest Board.
8. Describe your office policy and procedures on informal valuation protest meetings and negotiations?
Los Alamos county conducts or attempts to conduct informal hearings on all protests. Our analysis is presented to the property owner of authorized agent, relevant data is requested from the property owner or authorized agent and considered in the analysis if relevant to the valuation. There are no negotiations when it comes to the value. If the estimate of value merits a change in value, then a change is made. If the analysis supports the value placed on the property, there is no change.
9. If you have tribal lands in your county describe how you assess their land under the different ownership interests.

I. Annual Assessor Evaluation

State of New Mexico
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ANNUAL ASSESSOR EVALUATION

Los Alamos County
Los Alamos County does not have any tribal lands within it boundaries.
Reviewer Comments:
The Assessor's office has stratified the county by market areas and utilizes data analytics and modifiers to ensure assessed values reflect local market conditions.
Assessor Comments:
The mission of the Los Alamos County Assessor's Office is to provide excellent public service by providing accurate and timely assessments of all property subject to property taxation in accordance with the Property Tax Code, regulations, orders, rulings and instructions from the department.

I. Annual Assessor Evaluation

State of New Mexico
Taxation & Revenue Department
Property Tax Division
ANNUAL ASSESSOR EVALUATION

Los Alamos County
<u>Land Valuation</u>
1. Describe your land valuation process and explain the challenges, if any, that are preventing you from maintaining current and correct land values.
Los Alamos County develops and utilizes land valuation tables for the assessment of land. Land sales are reviewed annually.
2. Are land sales reviewed, confirmed, and maintained in a sales file? Please provide an example.
Los Alamos County land sales are limited but looked at annually. All sales are maintained in our CAMA system (Tylereagle).
3. How long are land sales maintained in your office records?
Los Alamos County enters all sales in the Tylereagle system and are maintained for multiple years. Land sales are limited and therefore kept in a data bank.
4. Please explain the method of valuation used when recent land sales are not available.
Los Alamos County conducts annual extractions on improved properties to gather land values and land to building ratios. This information is used to further verify land values are uniformly applied to the neighborhoods.
5. Describe how and when your land tables were last developed? Are they maintained within your CAMA system? How are they updated?
The Los Alamos County Land tables were developed back in 2000 when the land models were originally implemented. They are analyzed and maintained annually within our CAMA system by comparing them to land sales and land values from market extractions. This provides for uniformity and equitable assessments.
6. Do you perform a separate sales ratio study on vacant land? Provide a copy.
Los Alamos County performs sales ratio studies on vacant land to determine proper adjustments to our land valuation models. (Copy provided)
Reviewer Comments:
The Assessor's land tables were developed in 2000. They use current market data to extract market modifiers as necessary to keep land values current. Once the market is stable the Assessor may want to update the master list of land values.
Assessor Comments:
Because there are very few land sales in Los Alamos County, the Extraction Method is used to verify that our land values are conforming to the market.

I. Annual Assessor Evaluation

State of New Mexico
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Los Alamos County	
<u>Personal Property Valuation</u>	
1.	Are new manufactured home accounts field reviewed prior to valuation and placement on the tax rolls?
Los Alamos County conducts annual field inspections on all manufactured homes including new accounts.	
2.	What valuation manual or method is used in valuation of manufactured homes?
Los Alamos County looks at the market (recent sales), cost approach (M&S), and the NADA Guide to establish and maintain manufactured home valuation models. The Manufactured Home Valuation Model incorporates a maximum depreciation of 80%.	
3.	How was your depreciation schedule derived for manufactured homes? What is your depreciation floor for manufactured homes?
Los Alamos County looks at the market (recent sales), cost approach (M&S), and the NADA Guide to establish and maintain manufactured home valuation models. The Manufactured Home Valuation Model incorporates a maximum depreciation of 80%.	
4.	Are personal property forms mailed to all businesses annually? (7-38-8 NMSA 1978) (Please provide a copy of your form)
Los Alamos County mails out business personal property (BPP) rendition forms to all active BPP accounts and all active licensed businesses by the Los Alamos County Economic Development Department (CEDD).	
5.	How do you discover and assess new personal property accounts?
Los Alamos County develops a list of new businesses from the Los Alamos County Economic Development Department EnerGov permitting system and mails out a BPP Rendition Form. Furthermore, the BPP form is made part of the new Business License application from the CEDD as a courtesy of informing new business owners of the BPP obligation.	
6.	Do you develop personal property models within your CAMA system?
Los Alamos County utilizes business personal property models within our CAMA system. The model estimated the value by entering the original cost, the acquisition year, the effective year, economic life, quantity, and description.	
7.	How do you value (force assess) those who do not render? Are there models developed for forced assessments?
Los Alamos County utilizes a mechanism within the business personal property valuation model triggered by the received date. For active BPP accounts, received after the last day of February or accounts which have a received date of the prior tax year are forced assessed and incur a 5% late reporting penalty. For new business license owners, a rendition form is made part of the new business license packet from our County Economic Development Department (CEDD). A rendition form is also mailed out to all new business license owners compiled from a list of those new business license owners from CEDD.	
8.	How does your office follow up on non-returned personal property rendition forms? Provide a copy of your tracking method.
Los Alamos County follows up on non-returned personal property rendition forms by force assessments if an active account and business license exists. Personal phone calls are conducted as needed.	
Reviewer Comments:	
To assist new business owners with their statutory obligation to render business personal property the Assessor's office includes a copy of their Business Personal Property Form with the packet provided for people applying for business licenses.	
Assessor Comments:	
Los Alamos County adheres to the Property Tax Code and the regulations, orders, rulings and instructions of the department for the valuation of business personal property.	

I. Annual Assessor Evaluation

State of New Mexico
Taxation & Revenue Department
Property Tax Division
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Los Alamos County <u>Residential Valuation</u>	
1.	How do you revalue transferred residential properties at "current and correct" market value?
	<p>Los Alamos County values transferred residential properties at current market value in adherence with 7-36-16 NMSA 1978. Residential properties are valued by having two sets of values, market value, and assessed value. The internal control of our CAMA system looks at each residential assessed value and determines if there has been a transfer (sale) in the year prior and transfers the calculated market value as the assessed value for those properties. For residential properties that do not have a sale, the CAMA system applies the 3% increase, then adds the amount of new value, if there is value applied for new construction, and transfers that value as the assessed value. The assessed value shall never be higher than the calculate market value.</p>
2.	Do you perform independent sales ratio studies on each neighborhood or market area to verify that non-transferred property values are current and correct?
	<p>Los Alamos County performs statistical testing on each neighborhood to verify values reflect market value. A pre-sales ratio is performed prior to adjusting valuation models to specify target areas.</p>
3.	What is your office policy on the assessment of:
	<p>a. Tiny homes? b. Park models?</p>
	<p>Los Alamos County currently does not have any Tiny Homes or Park Model homes, however, if and when we get any we will value them at its Current and Correct Value as per 7-36-16 NMSA 1978. If they are permanently affixed to the property they will be assessed as real property, if they are tangible, they will be valued as a manufactured home or modular home, unless there are changes to the law.</p>
4.	How do you determine the need to raise or lower values in each area of stratification?
	<p>Los Alamos County analyzes the market to determine the affect on the valuations. Stratification is done by various methods to determine and identify areas and characterizes of concern. Once those needs are identified, our valuation models are adjusted to address those concerns and then the valuations are tested against the market.</p>
5.	Were any areas/neighborhoods not moved 3% last year? Please provide the documentation in support of that decision.
	<p>Los Alamos County was has experienced an active real estate market so all neighborhoods have seen at a minimum a 3% increase from the 2018 property assessments. All areas/neighborhood market values were adjusted at an average of 10% ~. The internal controls of our CAMA system looks at all of the non-sale residential properties prior year value, applies the 3% valuation limitation and adds the new construction value, if any. The property assessment will never be greater than the calculated market value.</p>
6.	Does your statistical testing indicate that values will be moved this year? Why or why not? (Provide an example)
	<p>Values are moved annually according to the market. We analyze the market sales and make the appropriate adjustments to the valuation models. Once the valuation models are adjusted, all the accounts with those specific accounts, are adjusted uniformly. The internal controls of our CAMA system apply the residential limitation accordingly. Please refer to question 5.</p>
Reviewer Comments:	
	<p>The Assessor's office provided a copy of their in-house market analysis that indicated the market was appreciating. Residential values were moved accordingly by stratified market area.</p>
Assessor Comments:	
	<p>Los Alamos County adheres to the Property Tax Code and the regulations, orders, rulings and instructions of the department for the valuation of residential property.</p>

I. Annual Assessor Evaluation

State of New Mexico
Taxation & Revenue Department
Property Tax Division
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Los Alamos County <u>Commercial Valuation</u>
1. How are commercial properties stratified into separate market areas?
Los Alamos County mainly stratifies commercial properties by Super Neighborhood (Market Area) and further separated into Neighborhoods and property use (Occupancy).
2. When was the last time a complete field review and reappraisal of commercial property was completed?
Los Alamos County conducts an annual field inspection on commercial property. Upon inspection we review the properties characteristics, property use, and the occupancy/vacancy.
3. Were commercial property values changed in 2018? Please provide the documentation used to determine if commercial values required a change in the 2018 tax year.
Los Alamos County values commercial property at it current and correct value. Data collected from inspections, sales and questionnaires are used to establish vacancy rates, cap rates, expense ratios, rental rates and compared to other third party resources. Occupancies and property characteristics are analyzed to calibrate our models based on the above mentioned data.
4. What is your procedure for collecting income and expense data? If your office is not collecting income and expense data what is your timeline for implementation of this data collection?
Los Alamos County utilizes questionnaires and personal interviews with real estate professionals to collect income and expense data. We have developed relationships with appraisers, real estate agents, business owners, and local, state and federal government agencies that share income and expense data with our office.
5. Briefly describe how your office maintains and utilizes collected income data. If a database is maintained please provide a copy.
Los Alamos County maintains and utilizes collected income data in an in-house data bank, stored electronically (on network server and CAMA system) and hard copy.
6. What approaches to value are utilized for commercial properties?
Los Alamos County utilizes the three approaches to value Income, Cost and Sales Comparison approach when information is available. The valuation models are developed by the market and cost approach, Market Influenced Cost Approach (MICA).
7. Do you perform sales ratio studies on commercial properties?
Los Alamos County performs sales ratio studies on all valid sales and stratifies by various groups to determine proper adjustments to the valuation models.
8. 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?
Los Alamos County utilizes the Marshall & Swift black box integrated with our CAMA system, residential and commercial estimator, and manual update services. Other online databases utilized are CoStar data bank for listings and sales data, Realty Rate and other websites/publications to obtain income data such as cap rates, expense ratios, operating expense ratio, occupancy rates, and other information useful for valuing commercial properties.
9. If you have not re-valued commercial properties, please explain the challenges that are preventing you from developing and maintaining current and correct commercial values.
Los Alamos County re-values commercial property annually, however, we do have the challenges, as every other county, of being a non disclosure state and the lack of commercial sales information.
Reviewer Comments:
The Assessor's office mails Income and Expense Questionnaires to commercial properties in an effort to maintain current and correct market values as required under statute. The valuation of commercial properties is a challenge to all Assessor's offices due to the non-disclosure laws. The Assessor's proactive efforts to collect this data is commendable.
Assessor Comments:

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Los Alamos County
Los Alamos County adheres to the Property Tax Code and the regulations, orders, rulings and instructions of the department for the valuation of commercial property.

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**State of New Mexico
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Los Alamos County
Mapping
1. Is the mapping department managed and maintained within the Assessor's Office? If not, where is this work performed and describe how the Assessor's Office maintains data authority?
Los Alamos County mapping is managed and maintained by the Los Alamos County Information Management (IM) Department. The GIS Coordinator routinely checks with the assessors office and the clerks office for newly recorded plats, surveys, lot line adjustment, etc. The GIS Coordinator creates and maintains all UPC's and spatial parcel data.
2. Is there a link between the parcels in your digital maps and the ownership data in your CAMA system? If a link exists, briefly describe how it operates.
Los Alamos County's GIS and CAMA system are linked and utilized for valuation modeling. The GIS spatial data is integrated with the CAMA system.
3. Are deed splits and combinations mapped within 1 month?
a. What is your back log of deed splits and/or combinations?
b. How is it noted in your CAMA system that a change has occurred upon split or combination?
Los Alamos County completes all splits and consolidations in a timely manner, there is no back log. All splits and consolidations are maintained in our CAMA system.
4. Are your property tax boundaries consistent with your school district boundaries?
a. Please describe how annexations are conveyed to your office from incorporated places within the county.
b. Please explain how you manage parcels that cross/straddle property tax district boundaries?
Los Alamos County tax boundaries are consistent with our school district. In cooperation with the GIS Coordinator, the county assessor runs a check to verify consistency between Assessor and GIS data, annually.
5. Are there UPC's in your system that are not location based and were not coded using the method defined in the Mapping Manual? If so, is there a plan to address these UPC's and redefine the 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.
6. Please describe any accommodations/adjustments you make in your 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. The Treasurer's office does not send out NOV's.
7. Are your parcel maps available online?
Los Alamos County provides a parcel map online together with account information. We are in the process of providing EagleWeb, an internet portal which provides current owner information and a snap shot of the GIS map and photo.
8. Please describe your policies for providing parcel and ownership data to public and private entities. Please cite any local ordinances that govern your data sharing policies.
Los Alamos County has a Custodian of Public Records which all IPRA requests go through. The IPRA policy will be provided.
9. Do you believe the data and information products produced by your office effectively meet the needs of the county and its residents, why or why not? What opportunities for data improvement, enhancement, and expansion do you see?
Los Alamos County provides data and information as statutorily required by the Property Tax Code and I believe it effectively meets the needs of the county and its residence as well as the needs of all governmental entities who receive revenues from the taxes generated from the property tax assessments. By providing fair and equitable assessments, the county assessor provides a tax base in which the governmental entities can project their budgeting on. Providing the land area (acres, square feet), improvement area (living, heated square feet) and Calculated Market Value in the NOV's would be an enhancement which could be done to improve transparency.

I. Annual Assessor Evaluation

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Los Alamos County
10. What opportunities do you see for growth and improvement in the mapping practices and workflows currently used in your office? Are they effectively meeting the business needs of your office? Would your office want additional support from PTD?
Los Alamos County has acquired an Unmanned Aerial Vehicle to provide aerial photography in areas of high development between the county wide flyovers. This will provide an additional resource for the appraisers to use when appraising these areas.
Reviewer Comments:
Assessor Comments:
Los Alamos County adheres to the Property Tax Code and the regulations, orders, rulings and instructions of the department and are in compliance with the mapping requirements. Mapping functions are shared between the Assessor's office and IM.

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Los Alamos County
<u>Agriculture</u>
1. How do you periodically verify that properties receiving the special method of value are being used for agricultural purposes?
Los Alamos County does not have any agricultural properties.
2. 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 does not have any agricultural properties.
3. Are you inspecting and reappraising the residential portion of agricultural properties upon sale and bringing the improvements to current & correct market value?
Los Alamos County does not have any agricultural properties.
4. Do you maintain agricultural applications on file for all properties currently receiving special method of valuation?
Los Alamos County does not have any agricultural properties.
5. Do you require livestock to be rendered in order to apply the grazing special method of value on non-exempt tribal lands?
Los Alamos County does not have any agricultural properties.
6. Do you revalue the portions of agricultural properties that are leased for commercial use? (i.e. solar and wind farms)
Los Alamos County does not have any agricultural properties.
7. What are your policies and procedures on valuing and mailing notices of value for transient livestock? (7-38-45 NMSA)
Los Alamos County does not have a large amount of livestock or agricultural land zoned for livestock. A livestock rendition form is mailed out annually to all livestock property owners, stable owners, and property owners in the Pajarito and La Senda area. A physical inspection is also conducted at the beginning of the year on this areas.
Reviewer Comments:
The Assessor has very few livestock accounts and no properties receiving the special method of valuation for agricultural. No discrepancies were noted.
Assessor Comments:

I. Annual Assessor Evaluation

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Los Alamos County <u>Self Assessment</u>
1. Is your office adequately funded? Describe any budget constraints and if your 1% fund is used solely for reappraisal purposes. Los Alamos County is adequately funded with no budget constraints and solely uses the Property Valuation Fund for approved reappraisal purposes only. The Assessor's FY2020 budget has not gotten the final approval from County Council as of the date of this evaluation.
2. Are there any additional resources needed that would assist your office in the administration of the laws and regulations under the property tax code? Los Alamos County does not need any assistance to administer the laws and regulations required by the Property Tax Code, however, there are issues that we could work together to provide uniformity when it comes to assessing BPP, administering certain exemptions and other valuation processes that have come up in recent years. Educational workshop, orders, and regulation changes are just some suggestions that could assist county assessors.
3. What successes did your office have this past year? Los Alamos County has had numerous success this year. Successfully complete Phase 1 of our 5 year inspection plan, which comprises of approximately 20% of or total parcels. Successfully defended all Property Appeals. Successfully produced the annual sales ratio studies with statistical measures that met or exceed national standards. Included an informational video on our website on the NM Residential Valuation Limitation. Provided a flag on the Notice of Value on all residential properties limited to the 3% cap. Evaluation by the Property Tax Division with no finding. Staff completed continuing education required to maintain the NM Certified Appraiser Certificate.
4. What obstacles did your office face this past year? Obstacles that we face every year in the lack of commercial sales and income and expense data.
5. What are your 3 top goals for the coming year? Los Alamos top 3 goals for the coming year are; Implementation of EagleWeb in addition to our parcel mapper, Completion of our field Inspections of phase 3 of our 5 year inspection plan, implementation of our newly acquired UAV.
Reviewer Comments: The Assessor's office is well organized and well trained. No deficiencies in workflow or IAAO standards were noted.
Assessor Comments:

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**State of New Mexico
Taxation & Revenue Department
Property Tax Division
ANNUAL ASSESSOR EVALUATION
General Comments and Recommendations**

Ken Milder, Los Alamos County Assessor
<p>The Assessor's office was well prepared for the Annual Evaluation providing most documentation requested prior to the office visit. All required documentation was also available in hard-copy upon arrival for the evaluation. The Assessor's office is adequately staffed and well trained with little to no turnover. No discrepancies were noted. The Assessor may want to develop written office policies and procedures to ensure consistent office workflows going forward.</p>
Lisa Wilkens, Property Tax Division

I. Annual Assessor Evaluation



Michelle Lujan Grisham
Governor

Stephanie Schardin Clarke
Cabinet Secretary

DIVISIONS

Office of the Secretary
(505) 827-0341
Administrative Services
(505) 827-0369
Audit and Compliance
(505) 827-0900
Motor Vehicle
(505) 827-2296
Property Tax
(505) 827-0870
Revenue Processing
(505) 827-0800
Tax Fraud Investigation
(505) 827-0354

June 28, 2019

Ken Milder
Los Alamos County Assessor
1000 Central Ave. Ste. 210
Los Alamos, NM 87544

Dear Mr. Milder:

Your 2019 Evaluation was conducted on April 1-2, 2019 by Lisa Wilkens and the following was observed:

Assessment Administration (9 Questions & 14 Responsive Documents): In compliance, one recommendation.

Recommendation: There was 1 non-governmental exempt property identified for review to assure eligibility.

Data Management (9 Questions): In compliance, no discrepancies noted.

General Valuation (9 Questions): In compliance, no discrepancies noted.

Land Valuation (6 Questions): In compliance, no discrepancies noted.

Personal Property Valuation (8 Questions): In compliance, no discrepancies noted.

Residential Valuation (6 Questions): In compliance, no discrepancies noted.

Commercial Valuation (9 Questions): In compliance, no discrepancies noted.

Mapping (10 Questions): In compliance, no discrepancies noted.

Agricultural Properties (7 Questions): In compliance, no discrepancies noted.

I. Annual Assessor Evaluation



Michelle Lujan Grisham
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Stephanie Schardin Clarke
Cabinet Secretary

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Self-Assessment (5 Questions): In compliance, no discrepancies noted.

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

Sincerely yours,



Phillip Sena, Bureau Chief
Property Tax Division

II. Los Alamos Eight Year Summaries

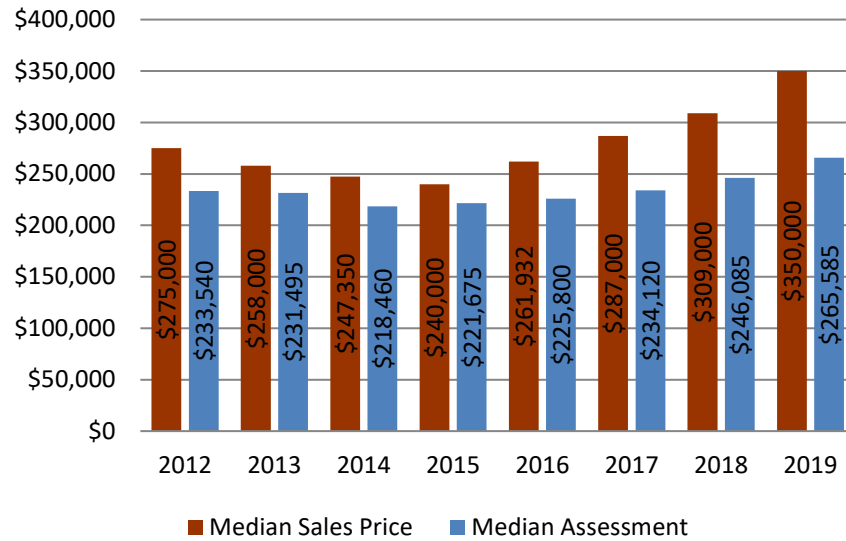
Single Family Units Sales								
Tax Years	2012	2013	2014	2015	2016	2017	2018	2019
Median Sales Price	\$275,000	\$258,000	\$247,350	\$240,000	\$261,932	\$287,000	\$309,000	\$350,000
Sales Price / Sq. Ft.	\$135.92	\$124.09	\$122.09	\$126.76	\$139.01	\$157.44	\$165.72	\$185.44
# of Sales	175	221	233	306	416	421	479	393
Single Family Units Assessed Values								
Tax Year	2012	2013	2014	2015	2016	2017	2018	2019
Median Assessment	\$233,540	\$231,495	\$218,460	\$221,675	\$225,800	\$234,120	\$246,085	\$265,585
Assessment / Sq. Ft.	\$123.66	\$121.93	\$115.12	\$116.84	\$118.44	\$122.71	\$127.77	\$138.80
# of Permits	597	681	668	544	631	702	814	830
New Construction Value	\$1,763,040	\$1,596,610	\$3,580,620	\$5,013,200	\$1,672,150	\$2,506,590	\$4,433,380	\$3,687,180
Total Parcel Summary								
Tax Year	2012	2013	2014	2015	2016	2017	2018	2019
Residential**	7,003	7,004	7,019	7,034	7,040	7,048	7,066	7,052
M.H. Park	2	2	2	2	2	2	2	2
Residential Mobile Homes	203	194	189	178	185	192	226	261
Bed & Breakfast	6	7	6	6	5	5	5	3
Apartments	32	32	32	32	32	33	33	34
Total Residential Parcels	7,246	7,239	7,248	7,252	7,264	7,280	7,332	7,352
Commercial	180	179	183	182	186	188	188	182
Bed & Breakfast	1	1	1	1	1	1	1	1
Non-Residential Mobile Homes	39	41	40	40	33	33	35	9
Hangers	46	45	45	45	45	45	43	43
Stables	109	109	110	106	106	106	105	105
Other Improvements	1	1	1	1	1	1	1	1
Land Res. Vacant	243	240	234	231	222	215	199	191
Land Commercial Vacant	8	7	7	7	9	8	9	12
Personal Property	328	387	377	352	340	341	343	334
Livestock	331	354	320	348	324	313	310	321
State Assessed	20	18	21	18	23	25	21	21
Exempt Properties	539	611	607	610	611	613	618	622
Total Non-Residential	1,845	1,993	1,946	1,941	1,901	1,889	1,873	1,842
Total Residential & Non Res.	9,091	9,232	9,194	9,193	9,165	9,169	9,205	9,194
Personal Property Valuation								
Tax Year	2012	2013	2014	2015	2016	2017	2018	2019
Personal Property Valuation	\$7,894,730	\$7,441,000	\$8,075,980	\$8,390,600	\$8,194,380	\$8,109,120	\$7,920,170	\$7,678,030
Livestock Valuation	\$55,290	\$66,080	\$49,390	\$64,420	\$59,930	\$64,690	\$61,010	\$63,420
Total Valuation	\$7,950,020	\$7,507,080	\$8,125,370	\$8,455,020	\$8,254,310	\$8,173,810	\$7,981,180	\$7,741,450

II. Los Alamos Eight Year Summaries (continued)

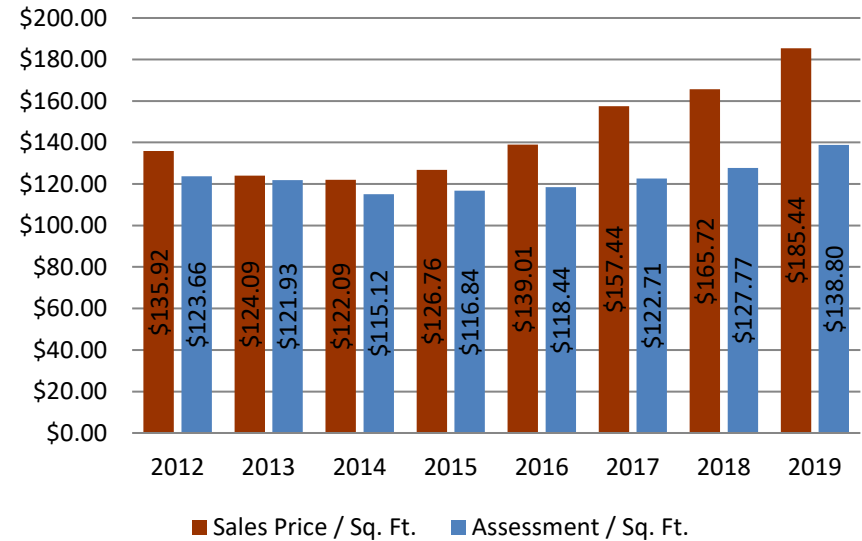
Manufactured Homes								
Tax Year	2012	2013	2014	2015	2016	2017	2018	2019
Mobile Home Residential Value	\$1,171,640	\$1,141,920	\$1,066,240	\$1,075,510	\$1,170,210	\$1,274,690	\$1,699,950	\$2,349,700
Mobile Home Non-Res. Value	\$199,840	\$201,630	\$212,070	\$212,070	\$187,660	\$187,660	\$210,890	\$35,510
Total M.H. Valuation	\$1,371,480	\$1,343,550	\$1,278,310	\$1,287,580	\$1,357,870	\$1,462,350	\$1,910,840	\$2,385,210
Los Alamos								
Residential	\$407,748,160	\$404,215,120	\$384,889,260	\$390,993,810	\$398,313,760	\$414,373,920	\$435,444,000	\$459,245,010
Non-Residential	\$79,020,910	\$78,577,960	\$80,966,980	\$85,442,900	\$84,797,220	\$89,294,040	\$91,489,070	\$103,722,700
State Assessed	\$6,051,950	\$5,478,780	\$5,601,990	\$5,762,060	\$6,165,250	\$6,048,100	\$4,787,970	\$4,187,260
Total Los Alamos	\$492,821,020	\$488,271,860	\$471,458,230	\$482,198,770	\$489,276,230	\$509,716,060	\$531,721,040	\$567,154,970
White Rock								
Residential	\$198,626,170	\$195,905,470	\$187,360,420	\$191,508,810	\$194,759,520	\$202,112,570	\$211,921,620	\$221,070,140
Non-Residential	\$8,259,760	\$8,605,590	\$8,479,380	\$8,379,320	\$8,089,480	\$8,640,510	\$9,982,660	\$11,055,080
Total White Rock	\$206,885,930	\$204,511,060	\$195,839,800	\$199,888,130	\$202,849,000	\$210,753,080	\$221,904,280	\$232,125,220
Total County	\$699,706,950	\$692,782,920	\$667,298,030	\$682,086,900	\$692,125,230	\$720,469,140	\$753,625,320	\$799,280,190
Percentage growth in valuation	-0.38%	-0.99%	-3.68%	2.22%	1.47%	4.10%	4.60%	6.06%
Exemptions								
Tax Year	2012	2013	2014	2015	2016	2017	2018	2019
Head of Household	2,259	2,255	2,224	2,214	2,250	2,262	2,279	2,300
Veterans	748	735	718	714	688	660	647	623
Disabled Veterans	18	18	19	20	20	22	22	25
Age 65 & Low Income	5	6	7	6	7	7	8	8
Total Exemption Value	\$9,111,190	\$9,042,360	\$8,884,910	\$8,944,770	\$8,743,650	\$8,960,460	\$9,018,040	\$9,552,630
Tax Rates								
Tax Year	2012	2013	2014	2015	2016	2017	2018	2019
Residential	21.811	22.014	22.584	24.430	24.374	25.233	25.087	24.916
Non-Residential	25.464	25.445	25.652	27.496	27.575	28.708	28.710	28.119
Property Tax Revenue								
Tax Year	2012	2013	2014	2015	2016	2017	2018	2019
Total County (all entities)	\$15,603,300	\$15,570,178	\$15,369,558	\$16,970,153	\$17,188,234	\$18,542,902	\$19,290,947	\$20,179,500
State Assessed Portion	\$154,107	\$139,408	\$143,702	\$158,434	\$170,007	\$173,629	\$137,463	\$117,742
County / City Portion	\$5,334,430	\$5,391,121	\$5,410,445	\$7,070,700	\$7,098,378	\$7,276,452	\$7,541,844	\$7,845,250
Percentage growth in tax \$'s	0.61%	-0.21%	-1.29%	10.41%	1.29%	7.88%	4.03%	4.61%
** Includes Townhomes, Condos & Quads								

II. Los Alamos Eight Year Summaries (continued)

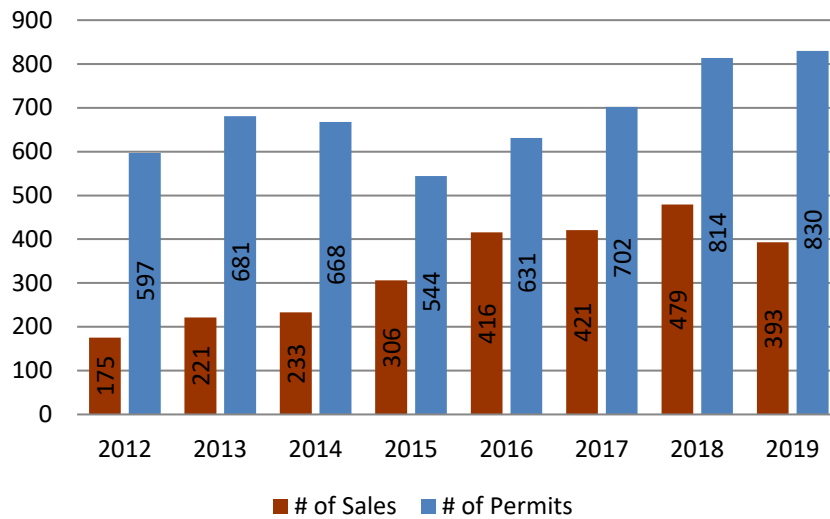
Median Sales vs. Median Assessment



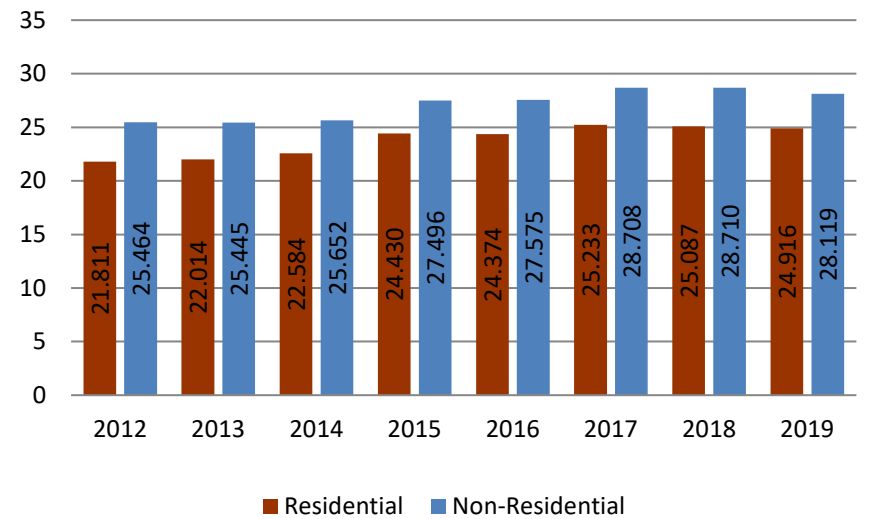
Sales \$/SqFt. vs. Assessment \$/Sqft.



Number of Sales and Permits



Residential and Non-Residential Rates



III. Ranking of Counties by Net Valuation

County	Class	Population			2017	2018	2019	WaIve						
		2000	2010	% Chg.	Valuation	Valuation	Valuation	% Chg.	2015	2016	2017	2018	2019	
Bernalillo	A	556,678	662,564	19.02%	\$15,983,875,289	\$16,457,671,240	\$16,952,351,679	3.01%	1	1	1	1	1	
Santa Fe	A	129,292	144,170	11.51%	\$6,994,646,682	\$7,122,647,940	\$7,466,107,560	4.82%	2	2	2	2	2	
Lea *	B+	55,511	64,727	16.60%	\$3,595,509,017	\$4,865,047,771	\$7,067,438,527	45.27%	4	5	5	3	3	
Eddy*	B+	51,658	53,829	4.20%	\$3,721,516,133	\$4,552,534,501	\$6,496,325,704	42.70%	3	4	4	4	4	
Dona Ana	A	174,682	209,233	19.78%	\$4,305,618,665	\$4,470,235,921	\$4,589,998,699	2.68%	5	3	3	5	5	
San Juan*	A	113,801	130,044	14.27%	\$3,540,376,687	\$3,634,808,236	\$3,814,098,088	4.93%	6	6	6	6	6	
Sandoval*	A	89,908	131,561	46.33%	\$3,436,312,273	\$3,555,320,582	\$3,710,601,626	4.37%	7	7	7	7	7	
Valencia	B+	66,152	76,569	15.75%	\$1,430,123,924	\$1,473,318,489	\$1,519,144,756	3.11%	10	9	9	8	8	
Taos	B+	29,979	32,937	9.87%	\$1,461,229,454	\$1,467,912,079	\$1,525,534,477	3.93%	9	8	8	9	9	
Lincoln	B+	19,411	20,497	5.59%	\$1,235,065,578	\$1,298,854,557	\$1,331,436,563	2.51%	12	10	10	10	10	
Chaves*	B+	61,382	65,645	6.95%	\$1,215,256,719	\$1,268,334,256	\$1,288,173,029	1.56%	11	11	11	11	11	
Rio Arriba*	B+	41,190	40,246	-2.29%	\$1,108,199,147	\$1,199,522,486	\$1,268,456,259	5.75%	8	12	13	12	12	
Otero	B+	62,298	63,797	2.41%	\$1,166,317,694	\$1,194,024,848	\$1,229,359,648	2.96%	13	13	12	13	13	
Curry	B+	45,044	48,376	7.40%	\$896,533,979	\$936,752,110	\$953,685,323	1.81%	14	14	14	14	14	
McKinley*	B+	74,798	71,492	-4.42%	\$846,971,210	\$838,874,566	\$811,456,844	-3.27%	15	15	16	15	15	
Grant**	B+	31,002	29,514	-4.80%	\$847,085,480	\$837,948,000	\$834,793,726	-0.38%	16	16	15	16	16	
Los Alamos	H	18,343	17,950	-2.14%	\$714,067,416	\$745,267,498	\$793,533,630	6.48%	17	17	17	17	17	
Colfax*	B+	14,189	13,750	-3.09%	\$643,851,492	\$646,673,520	\$657,720,407	1.71%	18	18	18	18	18	
San Miguel	B+	30,126	29,393	-2.43%	\$594,296,203	\$610,906,020	\$636,513,990	4.19%	19	19	19	19	19	
Luna	B+	25,016	25,095	0.32%	\$593,636,779	\$595,370,798	\$611,725,058	2.75%	20	20	20	20	20	
Torrance	B-	16,911	16,383	-3.12%	\$409,463,685	\$419,935,731	\$419,275,786	-0.16%	21	21	21	21	21	
Roosevelt*	B-	18,018	19,846	10.15%	\$377,323,941	\$388,041,366	\$410,637,830	5.82%	22	22	22	22	22	
Cibola	B-	25,595	27,213	6.32%	\$310,540,763	\$349,254,759	\$360,429,892	3.20%	23	23	24	23	23	
Sierra	B-	13,270	11,988	-9.66%	\$314,726,091	\$319,657,445	\$316,778,014	-0.90%	24	24	23	24	24	
Socorro	B-	18,078	17,866	-1.17%	\$273,673,986	\$281,430,862	\$284,170,213	0.97%	25	25	25	25	25	
Quay*	B-	10,155	9,041	-10.97%	\$210,678,271	\$212,949,144	\$231,752,436	8.83%	27	26	26	26	26	
Union*	B-	4,174	4,549	8.98%	\$176,689,560	\$173,501,978	\$175,328,432	1.05%	26	27	27	27	27	
Hidalgo	B-	5,932	4,894	-17.50%	\$169,769,442	\$171,469,263	\$179,086,439	4.44%	28	28	28	28	28	
Guadalupe	B-	4,680	4,687	0.15%	\$153,389,770	\$160,512,923	\$173,380,145	8.02%	29	29	29	29	29	
Mora	B-	5,180	4,881	-5.77%	\$140,089,615	\$140,051,126	\$143,617,342	2.55%	30	30	30	30	30	
Catron	B-	3,543	3,725	5.14%	\$129,029,162	\$128,850,227	\$128,086,710	-0.59%	31	31	31	31	31	
De Baca	C1+	2,240	2,022	-9.73%	\$84,980,498	\$91,348,468	\$93,632,516	2.50%	33	33	33	32	32	
Harding*	C1+	810	695	-14.20%	\$92,670,792	\$89,919,961	\$86,110,889	-4.24%	32	32	32	33	33	
* Includes oil and gas					** includes copper production									
Data as of 9/13/2019 from the Department of Finance and Administration.														

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

Rank	County	Class	2010 Population	2019 Valuation	Principle Municipality	2019 Residential Rates				
						County Only	City Only	County & City Only	Percentage of Total	Total Rate
1	Bernalillo	A	662,564	\$16,952,351,679	Albuquerque	8.574	11.289	19.863	47.25%	42.034
2	Mc Kinley	B+	71,492	\$811,456,844	Gallup	7.122	8.276	15.398	44.44%	34.652
3	Valencia	B+	76,569	\$1,519,144,756	Los Lunas	7.791	8.928	16.719	48.86%	34.221
4	Cibola	B-	27,213	\$360,429,892	Grants	8.486	4.134	12.620	38.72%	32.594
5	Socorro	B-	17,866	\$284,170,213	Socorro	11.333	5.486	16.819	51.89%	32.412
6	Dona Ana	A	209,233	\$4,589,998,699	Las Cruces	9.351	8.848	18.199	57.76%	31.508
7	Lea	B+	64,727	\$7,067,438,527	Lovington	7.11	3.8	10.910	34.81%	31.341
8	San Juan	A	130,044	\$3,710,601,626	Aztec	6.936	4.673	11.609	39.40%	29.465
9	Lincoln	B+	20,497	\$1,331,436,563	Ruidoso	8.035	6.838	14.873	51.33%	28.975
10	Guadalupe	B-	4,687	\$173,380,145	Santa Rosa	9.417	4.575	13.992	49.04%	28.533
11	San Miguel	B+	29,393	\$636,513,990	Las Vegas	5.379	6.697	12.076	42.42%	28.465
12	Colfax	B+	13,750	\$657,720,407	Cimarron	10.951	5.372	16.323	60.94%	26.785
13	Otero	B+	63,797	\$1,229,359,648	Alamogordo	6.921	6.930	13.851	52.25%	26.507
14	Sandoval	A	131,561	\$3,710,601,626	Bernalillo	7.328	3.294	10.622	41.60%	25.535
15	Quay	B-	9,041	\$231,752,436	Tucumcari	9.164	3.683	12.847	50.70%	25.338
16	Los Alamos	H	17,950	\$793,533,630	Los Alamos	5.64	3.793	9.433	37.86%	24.916
17	Luna	B+	25,095	\$611,725,058	Deming	10.004	5.242	15.246	61.33%	24.860
18	Eddy	B+	53,829	\$6,496,325,704	Carlsbad	5.613	4.906	10.519	42.59%	24.701
19	Torrance	B-	16,383	\$419,275,786	Estancia	12.762	2.35	15.112	61.28%	24.661
20	De Baca	C1+	2,022	\$93,632,516	Ft. Sumner	10.018	1.911	11.929	48.38%	24.655
21	Roosevelt	B-	19,846	\$410,637,830	Portales	10.611	2.799	13.410	54.91%	24.424
22	Santa Fe	A	144,170	\$7,466,107,560	Santa Fe	7.923	2.093	10.016	41.04%	24.405
23	Union	B-	4,549	\$175,328,432	Clayton	6.845	4.737	11.582	47.53%	24.369
24	Curry	B+	48,376	\$953,685,323	Clovis	9.468	3.413	12.881	54.50%	23.633
25	Sierra	B-	11,988	\$316,778,014	T or C	10.308	1.521	11.829	50.66%	23.349
26	Chaves	B+	65,645	\$1,288,173,029	Roswell	5.417	7.323	12.740	55.68%	22.881
27	Hidalgo	B-	4,894	\$179,086,439	Lordsburg	9.369	2.51	11.879	53.13%	22.357
28	Rio Arriba	B+	40,246	\$1,268,456,259	Espanola	4.914	3.597	8.511	38.71%	21.985
29	Catron	B-	3,725	\$128,086,710	Reserve	10.264	2.091	12.355	63.44%	19.475
30	Harding	C1+	695	\$86,110,889	Roy	8.115	1.426	9.541	51.67%	18.465
31	Taos	B+	32,937	\$1,525,534,477	Taos	6.102	2.724	8.826	48.26%	18.290
32	Grant	B+	29,514	\$834,793,726	Silver City	7.542	2.725	10.267	58.65%	17.506
33	Mora	B-	4,881	\$143,617,342	Mora	9.06	0	9.060	69.76%	12.987
Rates are expressed as dollars per thousand. Data obtained from NM Department of Finance and Administration.										
Fell to 16th lowest, comparing 2018 to 2019.										
4th lowest of Total County/City Residential Tax Rates Only										

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

Rank						2019 Non-Residential Rates				
	County	Class	2010 Population	2019 Valuation	Principle Municipality	County Only	City Only	County & City Only	Percentage of Total	Total Rate
1	Bernalillo	A	662,564	\$16,952,351,679	Albuquerque	12.223	11.520	23.743	50.70%	46.831
2	Mc Kinley	B+	71,492	\$811,456,844	Gallup	11.850	9.135	20.985	51.93%	40.413
3	Valencia	B+	76,569	\$1,519,144,756	Los Lunas	12.550	9.074	21.624	54.79%	39.464
4	Lea	B+	64,727	\$7,067,438,527	Lovington	10.600	5.650	16.250	42.40%	38.322
5	Cibola	B-	27,213	\$360,429,892	Grants	11.850	4.555	16.405	44.37%	36.977
6	San Miguel	B+	29,393	\$636,513,990	Las Vegas	11.718	7.650	19.368	52.74%	36.725
7	Socorro	B-	17,866	\$284,170,213	Socorro	13.385	5.813	19.198	54.89%	34.974
8	Dona Ana	A	209,233	\$4,589,998,699	Las Cruces	11.948	9.127	21.075	61.02%	34.540
9	San Juan	A	130,044	\$3,814,098,088	Aztec	8.500	6.600	15.100	44.19%	34.173
10	Otero	B+	63,797	\$1,229,359,648	Alamogordo	11.850	8.897	20.747	61.40%	33.788
11	Quay	B-	9,041	\$231,752,436	Tucumcari	11.850	7.650	19.500	58.29%	33.453
12	Santa Fe	A	144,170	\$7,466,107,560	Santa Fe	13.974	3.670	17.644	53.80%	32.796
13	Guadalupe	B-	4,687	\$173,380,145	Santa Rosa	11.850	4.938	16.788	52.13%	32.202
14	Sandoval	A	131,561	\$3,710,601,626	Bernalillo	11.185	5.725	16.910	52.64%	32.126
15	Lincoln	B+	20,497	\$1,331,436,563	Ruidoso	11.600	5.796	17.396	55.25%	31.486
16	Colfax	B+	13,750	\$657,720,407	Cimarron	11.850	7.601	19.451	64.75%	30.038
17	Rio Arriba	B+	40,246	\$1,268,456,259	Espanola	11.850	6.271	18.121	61.50%	29.463
18	Chaves	B+	65,645	\$1,288,173,029	Roswell	10.350	8.176	18.526	63.84%	29.018
19	Eddy	B+	53,829	\$6,496,325,704	Carlsbad	7.500	6.225	13.725	47.64%	28.810
20	Los Alamos	H	17,950	\$793,533,630	Los Alamos	8.569	3.871	12.440	44.24%	28.119
21	Union	B-	4,549	\$175,328,432	Clayton	9.150	4.880	14.030	51.65%	27.164
22	Luna	B+	25,095	\$611,725,058	Deming	11.850	5.242	17.092	64.00%	26.706
23	Roosevelt	B-	19,846	\$410,637,830	Portales	11.850	3.225	15.075	57.61%	26.166
24	Hidalgo	B-	4,894	\$179,086,439	Lordsburg	11.850	3.225	15.075	58.75%	25.661
25	Sierra	B-	11,988	\$316,778,014	T or C	11.850	2.225	14.075	54.99%	25.595
26	Taos	B+	32,937	\$1,525,534,477	Taos	11.850	4.225	16.075	63.09%	25.480
27	Curry	B+	48,376	\$953,685,323	Clovis	9.850	3.725	13.575	55.67%	24.383
28	Grant	B+	29,514	\$834,793,726	Silver City	12.959	3.640	16.599	69.08%	24.029
29	De Baca	C1+	2,022	\$93,632,516	Ft. Sumner	8.823	2.038	10.861	46.27%	23.475
30	Torrance	B-	16,383	\$419,275,786	Estancia	12.762	0.937	13.699	59.09%	23.184
31	Harding	C1+	695	\$86,110,889	Roy	10.850	2.139	12.989	59.90%	21.684
32	Catron	B-	3,725	\$128,086,710	Reserve	11.850	2.225	14.075	66.25%	21.246
33	Mora	B-	4,881	\$143,617,342	Mora	13.556	0.000	13.556	74.21%	18.268
Remained at 20th lowest, comparing 2018 to 2019.										
2nd lowest comparing the Total County/City Non-Residential Tax Rate Only										

IV. Trend of County Tax Rates for Past Ten Years

Residential Rates													Non-Residential Rates												
County	Principle Municipality	2001 Base	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	County	Principle Municipality	2001 Base	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Bernalillo	Albuquerque	1	1	1	1	1	1	1	1	1	1	1	Bernalillo	Albuquerque	1	1	1	1	1	1	1	1	1	1	1
Cibola	Grants	31	4	5	5	4	4	4	4	3	2	4	Mc Kinley	Gallup	3	2	3	2	2	2	2	2	2	2	2
Valencia	Los Lunas	6	2	2	2	2	2	3	3	4	3	3	Valencia	Los Lunas	7	3	2	3	3	3	3	3	3	3	3
Mc Kinley	Gallup	13	3	3	3	3	3	2	2	2	4	2	Lea	Lovington	20	7	6	8	8	6	4	4	4	4	4
Socorro	Socorro	2	6	4	4	5	5	6	5	5	5	5	San Miguel	Las Vegas	2	4	4	4	4	4	5	5	6	5	6
Dona Ana	Las Cruces	12	8	6	6	6	6	7	7	7	6	6	Cibola	Grants	31	9	7	11	6	5	6	6	5	6	5
Lea	Lovington	17	7	7	7	8	10	5	6	6	7	7	Socorro	Socorro	4	6	5	5	5	7	8	9	7	7	7
San Juan	Aztec	22	18	20	20	13	17	13	8	9	8	8	Dona Ana	Las Cruces	10	10	11	9	11	12	11	12	13	8	8
Lincoln	Ruidoso	10	13	13	13	12	8	8	10	8	9	9	San Juan	Aztec	21	17	17	15	10	14	10	7	8	9	9
Guadalupe	Santa Rosa	7	5	10	10	9	9	10	11	10	10	10	Otero	Alamogordo	5	11	12	10	12	11	13	15	12	10	10
San Miguel	Las Vegas	4	10	9	9	7	7	9	9	11	11	11	Quay	Tucumcari	9	8	8	7	9	9	9	10	9	11	11
Otero	Alamogordo	9	15	16	16	17	15	19	18	16	12	13	Santa Fe	Santa Fe	23	16	15	16	16	13	14	14	10	12	12
Quay	Tucumcari	3	16	15	15	15	11	12	13	12	13	15	Guadalupe	Santa Rosa	6	5	9	12	13	10	12	13	11	13	13
Luna	Deming	30	24	23	23	18	18	17	20	21	14	17	Lincoln	Ruidoso	8	14	14	13	17	15	15	16	14	14	15
Los Alamos	Los Alamos	26	25	22	22	22	25	18	17	13	15	16	Rio Arriba	Espanola	16	19	18	18	15	17	16	11	15	15	17
Union	Clayton	18	29	25	25	28	29	29	29	19	16	23	Sandoval	Bernalillo	15	13	10	6	7	8	7	8	16	16	14
Colfax	Cimarron	11	23	28	28	25	23	23	23	24	17	12	Colfax	Cimarron	14	15	19	19	19	18	19	18	21	17	16
Eddy	Carlsbad	21	20	19	19	23	19	14	14	17	18	18	Chaves	Roswell	11	12	13	14	14	16	18	19	19	18	18
Santa Fe	Santa Fe	28	26	24	24	26	20	20	19	14	19	22	Eddy	Carlsbad	29	25	26	26	26	19	17	17	17	19	19
Roosevelt	Portales	25	11	11	11	16	14	15	15	15	20	21	Los Alamos	Los Alamos	30	21	22	22	23	20	20	20	18	20	20
Torrance	Estancia	5	22	27	27	21	21	25	22	23	21	19	Union	Clayton	25	30	29	29	31	32	31	32	20	21	21
De Baca	Ft. Sumner	16	9	8	8	11	13	16	16	18	22	20	Luna	Deming	27	26	27	25	21	24	21	21	22	22	22
Curry	Clovis	15	17	17	17	19	22	22	21	22	23	24	Roosevelt	Portales	22	20	20	23	20	25	23	23	23	23	23
Sandoval	Bernalillo	19	14	12	12	10	12	11	12	20	24	14	Hidalgo	Lordsburg	13	22	21	20	22	22	22	22	24	24	24
Sierra	T or C	20	21	21	21	27	26	24	27	25	25	25	Sierra	T or C	18	24	24	21	28	23	24	27	25	25	25
Chaves	Roswell	14	12	14	14	14	16	21	25	26	26	26	Taos	Taos	28	31	30	30	29	29	27	24	26	26	26
Hidalgo	Lordsburg	8	19	18	18	20	24	26	26	27	27	27	Curry	Clovis	17	23	25	24	25	26	25	25	27	27	27
Rio Arriba	Espanola	23	30	31	31	24	28	27	24	28	28	28	Grant	Silver City	32	27	23	27	24	27	26	26	28	28	28
Catron	Reserve	33	33	33	33	33	27	28	28	29	29	29	Torrance	Estancia	12	32	32	32	32	31	32	31	31	29	30
Taos	Taos	29	32	32	32	32	33	33	33	31	30	31	Catron	Reserve	33	33	33	33	33	28	30	30	30	30	32
Grant	Silver City	32	31	30	30	31	32	32	32	32	31	32	De Baca	Ft. Sumner	19	18	16	17	18	21	28	28	29	31	29
Harding	Roy	27	27	29	29	29	30	31	30	30	32	30	Harding	Roy	26	29	31	31	30	33	33	33	32	32	31
Mora	Mora	24	28	26	26	30	31	30	31	33	33	33	Mora	Mora	24	28	28	28	27	30	29	29	33	33	33

Ranking from number 1 to 33, the lower the number the higher the tax rate. Using tax year 2001 as a base year this chart reflects the trend of each county due to the tax rates requirement changes since 2001. For example, Los Alamos County tax rates trends can be traced from the tax year 2001 as being 26th and 30th to the current 2019 tax year as having fell to 16th and 20th for the residential and non-residential rates respectively.

**V. New Mexico County Operating Imposed and Remaining Authority
Property Tax Rates Report
2019 Tax Year - All Counties**

Rank	County	Residential	Nonresidential	Ad Valorem Production & Equipment	Imposed Operating Rate	Remaining Authority ¹
1	Catron	10.264	11.850	N/A	11.850	0.000
2	Cibola	8.486	11.850	N/A	11.850	0.000
3	Colfax	10.951	11.850	11.850	11.850	0.000
4	De Baca	10.018	8.823	N/A	11.850	0.000
5	Dona Ana	9.351	11.948	N/A	11.850	0.000
6	Grant	7.542	12.959	12.959	11.850	0.000
7	Guadalupe	9.417	11.850	0.000	11.850	0.000
8	Hidalgo	9.369	11.850	N/A	11.850	0.000
9	Luna	10.004	11.850	N/A	11.850	0.000
10	McKinley	7.122	11.850	11.850	11.850	0.000
11	Mora	9.060	13.556	N/A	11.850	0.000
12	Otero	6.921	11.850	N/A	11.850	0.000
13	Quay	9.164	11.850	11.850	11.850	0.000
14	Rio Arriba	4.914	11.850	11.850	11.850	0.000
15	Roosevelt	10.611	11.850	11.850	11.850	0.000
16	San Miguel	5.379	11.718	N/A	11.850	0.000
17	Santa Fe	7.923	13.974	N/A	11.850	0.000
18	Sierra	10.308	11.850	N/A	11.850	0.000
19	Socorro	11.333	13.385	N/A	11.850	0.000
20	Taos	6.102	11.850	N/A	11.850	0.000
21	Torrance	12.762	12.762	N/A	11.850	0.000
22	Valencia	7.791	12.550	N/A	11.850	0.000
23	Lincoln	8.035	11.600	N/A	11.600	0.250
24	Harding	8.115	10.850	10.850	10.850	1.000
25	Bernalillo	8.574	12.223	N/A	10.750	1.100
26	Lea	7.110	10.600	10.600	10.600	1.250
27	Chaves	5.417	10.350	10.350	10.350	1.500
28	Sandoval	7.328	11.185	11.185	10.350	1.500
29	Curry	9.468	9.850	N/A	9.850	2.000
30	Union	6.845	9.150	9.150	9.150	2.700
31	Los Alamos	5.640	8.569	N/A	8.850	3.000
32	San Juan	6.936	8.500	6.873	8.500	3.350
33	Eddy	5.613	7.500	6.225	7.500	4.350
Average		8.299	11.397	9.817	11.183	0.667
11.85 mill maximum allowed by law less the imposed rate.						
Information source: compiled from DFA rate certificate files.						
Data obtained from NM Department of Finance and Administration. (2019 Property Tax Facts)						

**VI. New Mexico County Operating Imposed and Remaining Authority
Local Property Tax Rates Report
2019 Tax Year - All Municipalities**

				Imposed	
				Operating	Remaining
Rank	Municipality	Residential	Nonresidential	Rate	Authority¹
1	Angel Fire	8.970	11.207	7.650	0.000
2	Belen	8.749	9.187	7.650	0.000
3	Cimarron	5.372	7.601	7.650	0.000
4	Columbus	3.174	5.886	7.650	0.000
5	Cuba	3.715	7.650	7.650	0.000
6	Espanola	3.597	6.271	7.650	0.000
7	Eunice	5.467	7.650	7.650	0.000
8	Grady	5.911	7.650	7.650	0.000
9	Grenville	7.002	7.650	7.650	0.000
10	Hope	4.366	7.650	7.650	0.000
11	House	4.109	7.650	7.650	0.000
12	Jal	5.820	7.650	7.650	0.000
13	Las Vegas	6.697	7.650	7.650	0.000
14	Logan	7.498	7.279	7.650	0.000
15	Los Lunas	8.928	9.074	7.650	0.000
16	Maxwell	6.075	7.650	7.650	0.000
17	Milan	2.345	7.575	7.650	0.000
18	Mountainair	6.373	7.011	7.650	0.000
19	Raton	6.202	7.650	7.650	0.000
20	Red River	9.084	10.508	7.650	0.000
21	Rio Rancho	10.323	10.420	7.650	0.000
22	Roswell	7.323	8.176	7.650	0.000
23	Ruidoso Downs	7.386	9.902	7.650	0.000
24	San Jon	4.618	7.622	7.650	0.000
25	San Ysidro	6.707	7.359	7.650	0.000
26	Springer	5.624	7.650	7.650	0.000
27	Sunland Park	6.471	7.650	7.650	0.000
28	Taos Ski Valley	7.650	7.650	7.650	0.000
29	Tucumcari	3.683	7.650	7.650	0.000
30	Tularosa	5.363	7.650	7.650	0.000
31	Vaughn	7.650	7.650	7.650	0.000
32	Wagon Mound	5.593	6.554	7.650	0.000
33	Gallup	8.276	9.135	7.550	0.100
34	Carrizozo	6.394	6.192	7.225	0.425
35	Alamogordo	6.930	8.897	7.064	0.586
36	Bloomfield	5.976	7.996	7.000	0.650
37	Aztec	4.673	6.600	6.873	0.777
38	Corrales	4.302	7.197	6.870	0.780

VI. New Mexico County Operating Imposed and Remaining Authority
Local Property Tax Rates Report
2019 Tax Year - All Municipalities (continue)

				Imposed	
				Operating	Remaining
Rank	Municipality	Residential	Nonresidential	Rate	Authority¹
39	Albuquerque	11.289	11.520	6.544	1.106
40	Ruidoso	6.838	9.074	6.368	1.282
41	Carlsbad	4.906	6.225	6.225	1.425
42	Jemez Springs	3.958	5.851	5.950	1.700
43	Socorro	5.486	5.813	5.813	1.837
44	Bernalillo	3.294	5.725	5.725	1.925
45	Lovington	3.800	5.650	5.650	2.000
46	Hobbs	4.014	5.555	5.555	2.095
47	Hatch	5.450	5.500	5.500	2.150
48	Folsom	2.705	5.425	5.425	2.225
49	Bayard	4.367	5.225	5.225	2.425
50	Chama	4.163	4.597	5.225	2.425
51	Hurley	4.335	4.536	5.225	2.425
52	Questa	4.285	4.233	5.225	2.425
53	Willard	5.225	4.869	5.225	2.425
54	Las Cruces	8.848	9.127	5.120	2.530
55	Clayton	4.737	4.880	4.938	2.712
56	Des Moines	3.938	4.938	4.938	2.712
57	Santa Rosa	4.575	4.938	4.938	2.712
58	Grants	4.134	4.555	4.555	3.095
59	Deming	5.242	5.242	4.475	3.175
60	Corona	3.853	4.425	4.425	3.225
61	Bosque Farms	2.767	2.752	4.225	3.425
62	Capitan	3.191	4.008	4.225	3.425
63	Elephant Butte	4.225	4.225	4.225	3.425
64	Santa Clara	2.725	3.961	4.225	3.425
65	Taos	2.724	4.225	4.225	3.425
66	Tatum	3.100	4.225	4.225	3.425
67	Los Alamos	3.793	3.871	3.998	3.652
68	Silver City	2.725	3.640	3.825	3.825
69	Clovis	3.413	3.640	3.725	3.925
70	Artesia	3.474	3.500	3.500	4.150
71	Eagle Nest	1.755	3.225	3.225	4.425
72	Lordsburg	2.510	3.225	3.225	4.425
73	Portales	2.799	3.225	3.225	4.425
74	Santa Fe	2.093	3.670	3.183	4.467
75	Edgewood	2.978	3.000	3.000	4.650

VI. New Mexico County Operating Imposed and Remaining Authority
Local Property Tax Rates Report
2019 Tax Year - All Municipalities (continue)

				Imposed	
				Operating	Remaining
Rank	Municipality	Residential	Nonresidential	Rate	Authority¹
76	Peralta	2.914	2.944	3.000	4.650
77	Estancia	2.350	0.937	2.750	4.900
78	Rio Communities	2.750	2.750	2.750	4.900
79	Mesilla	1.028	2.340	2.340	5.310
80	Causey	1.593	2.225	2.225	5.425
81	Cloudcroft	0.872	2.225	2.225	5.425
82	Dexter	1.144	2.225	2.225	5.425
83	Dora	1.508	2.225	2.225	5.425
84	Elida	1.558	1.664	2.225	5.425
85	Encino	1.863	1.769	2.225	5.425
86	Farmington	1.473	2.225	2.225	5.425
87	Floyd	1.585	2.225	2.225	5.425
88	Fort Sumner	1.911	2.038	2.225	5.425
89	Hagerman	1.721	2.225	2.225	5.425
90	Lake Arthur	2.073	1.894	2.225	5.425
91	Loving	1.573	2.067	2.225	5.425
92	Magdalena	0.796	2.225	2.225	5.425
93	Melrose	1.934	2.225	2.225	5.425
94	Moriarty	2.225	1.619	2.225	5.425
95	Mosquero	1.150	2.057	2.225	5.425
96	Pecos	0.436	1.477	2.225	5.425
97	Reserve	2.091	2.225	2.225	5.425
98	Roy	1.426	2.139	2.225	5.425
99	T or C	1.521	2.225	2.225	5.425
100	Texico	1.926	2.225	2.225	5.425
101	Tijeras	0.893	2.225	2.225	5.425
102	Virden	1.101	2.029	2.225	5.425
103	Williamsburg	1.694	2.225	2.225	5.425
104	Anthony*	2.550	2.550	0.000	7.650
105	Kirtland*	0.000	0.000	0.000	7.650
106	Los Ranchos*	1.000	1.000	0.000	7.650
Average		4.120	5.139	4.964	2.686
17.65 mill maximum allowed by law less the imposed rate.					
*Imposes no operating rate.					
Information source: compiled from DFA rate certificate files.					

VII. County Property Valuation Fund Statute

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

A. As used in this section:

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

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

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

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

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

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

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 **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. New Mexico Property Tax Code Calendar

Date	Subject	Statute
January 1	Valuation Date. January 1st determines the taxable status of all property in the state of New Mexico. If property is destroyed or improved during the year, any resulting increase or decrease will not be reflected until January 1 of the following year.	7-38-7
January (1st 3 full weeks)	Publication of notice of certain provisions relating to reporting property for valuation and claiming exemptions.	7-38-18
February 28	Reporting of property for valuation; penalties for failure to report.	7-38-8
	Statement of decrease in value of property subject to local valuation.	7-38-13
	Claiming exemptions; requirements; penalties. By the last day of February, all new improvements, decreases in value, mobile homes, livestock, and claims for any applicable property exempt status must be made. This reporting period begins January 1 and ends thirty days after the mailing of the notices of value.	7-38-17
April 1	County assessor to mail notices of valuation. County assessors shall mail a notice of value to each taxpayer informing them of the net taxable value placed on their property. Failure to receive a notice does not invalidate the value set on the property or property tax based on the value.	7-38-20
30 days after mailing of NOV	Claims for Head of Household or Veteran exemptions must be applied for in order for it to be allowed for the current tax year.	7-38-17
30 days after mailing of NOV	Option 1: Period for protesting values, denial of exemptions, classification, allocation of taxes to a governmental unit or limitation in value increase as provide by state law. There is no provision under the property tax code to protest taxes (dollar amount).	7-38-21
May 1	Property Tax Division to mail notices of valuation.	7-38-20
June 1	Property Tax Division to allocate and certify valuations to county assessors.	7-38-30
June 15	County assessor to certify net taxable values to the Property Tax Division. After this date, valuation changes become increasing difficult and will generally require a court order	7-38-31
June 30	Property Tax Division to prepare a compilation of net taxable values to be used for budget making and rate setting. The Division complies all of the values certified by all counties and forwards to the Department and Finance for its use in making budgets and setting tax rates.	7-38-32
September 1	Department of finance and administration to set tax rates. Rates consist of operating rates that finance ongoing operations of government, and debt rates used to finance long-term capital improvements. Governing bodies of imposing entities, for example county council and educational boards, within statutory limits, impose operating rates. Voters approve debt rates.	7-38-33
September	Board of county commissioners to order imposition of the tax. A copy of the written order imposing the tax rates shall be delivered to the county assessor.	7-38-34
October 1	Preparation of property tax schedule by assessor. County assessor prepares the property tax schedule (tax roll) for the county and delivers it to the finance department. This lists for every property its description, owner, address, value for property tax purposes, classification, exemptions allowed, applicable tax rates and tax amount.	7-38-35
October 1	Preparation and mailing of property tax bills. The finance department mails the tax bills based on the values set as of January 1st of this tax year.	7-38-36
November 10	Payment of property taxes; installment due dates; refunds in case of overpayments. First half of taxes are due based on values set January 1 st of this tax year.	7-38-38
60 days after taxes are due	Option 2: Period for protesting values, denial of exemptions, classification, allocation of taxes to a governmental unit or limitation in value increase as provide by state law. There is no provision under the property tax code to protest taxes (dollar amount).	7-38-40
December 10	Unpaid property taxes; imposition of interest. Penalty and interest began to accrue on unpaid portion of first half taxes.	7-38-49
January 9	Claims for refund; civil action. Last day to file a claim for refund on values that were set on Jan. 1 of prior year.	7-38-40
April 10	Payment of property taxes; installment due dates; refunds in case of overpayments. Second half of taxes are due based on values set January 1 st of previous tax year.	7-38-38
May 10	Unpaid property taxes; imposition of interest. Penalty and interest began to accrue on unpaid portion of second half taxes.	7-38-49

This calendar provides general information and does not cover all of the county assessor's duties.

IX. Taxpayer Property Profile Example



Assessor's Office Property Profile

Account: R010581	Tax Year: 2019	Account Type: EXEMPT COUNTY
Mill Levy: 28.119000	Version: 12/31/2019	Area ID: 1N
Estimated Tax: \$0.00	Parcel: 1-034-112-177-349	Legal: LACMBS001
*This Mill Levy is from the most recent tax roll		Status: Active

Name and Mailing Address

INCORPORATED COUNTY OF LOS
ALAMOS
1000 CENTRAL AVE
LOS ALAMOS, NM 87544

Property Location

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

<u>Tax Year:</u>	<u>2019</u>	<u>Full Value</u>	<u>Taxable Value</u>	<u>Square Feet</u>	<u>Acres</u>	<u>Taxable</u>
<u>Land</u>		\$768,940	\$256,310	134,844	3.096	
<u>Building</u>		\$15,272,690	\$5,090,900	66,888		
<u>Exempt</u>		\$16,041,630	\$5,347,210			
<u>Total</u>		\$16,041,630	\$5,347,210			\$10,694,42
<u>Tax Year:</u>	<u>2018</u>	<u>Full Value</u>	<u>Taxable Value</u>	<u>Square Feet</u>	<u>Acres</u>	<u>Taxable</u>
<u>Land</u>		\$696,400	\$232,130	134,844	3.096	
<u>Building</u>		\$14,524,030	\$4,841,340	66,888		
<u>Exempt</u>		\$15,220,430	\$5,073,470			
<u>Total</u>		\$15,220,430	\$5,073,470		3.096	\$10,146,940

Remarks:

LOTS EA2 1 EA2 2 COMBINED FOR 2012



IX. Pictometry Oblique Image

ArcGIS Web Map



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

Orthoimagery_pictometry_3in_2018



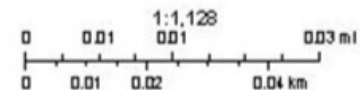
Red: Red



Green: Green



Blue: Blue



Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri

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

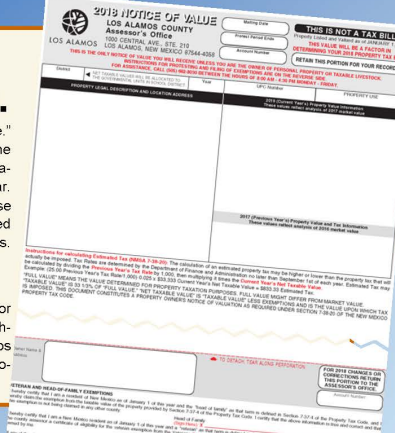
X. Public Relation Programs

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

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


DISAGREE WITH YOUR VALUATION?

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



Helpful Tips for Property Owners


A GUIDE TO UNDERSTANDING YOUR PROPERTY ASSESSMENT.

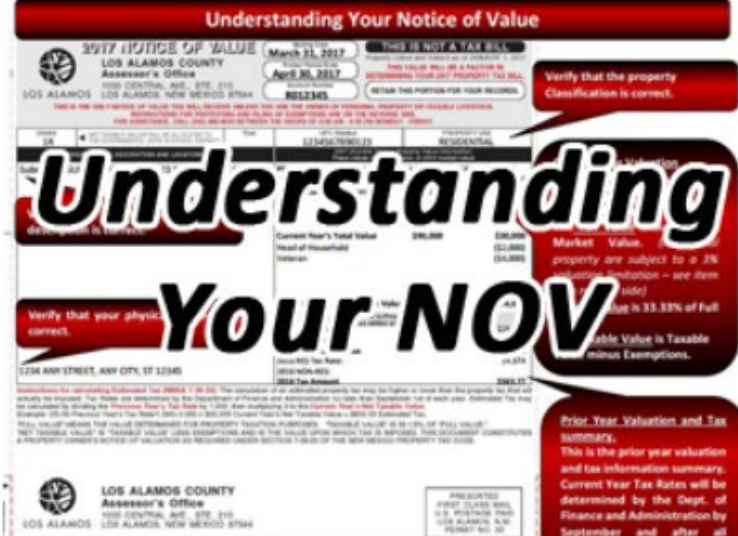


LOS ALAMOS

QUESTION? PLEASE CONTACT OUR OFFICE.

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





Understanding Your Notice of Value

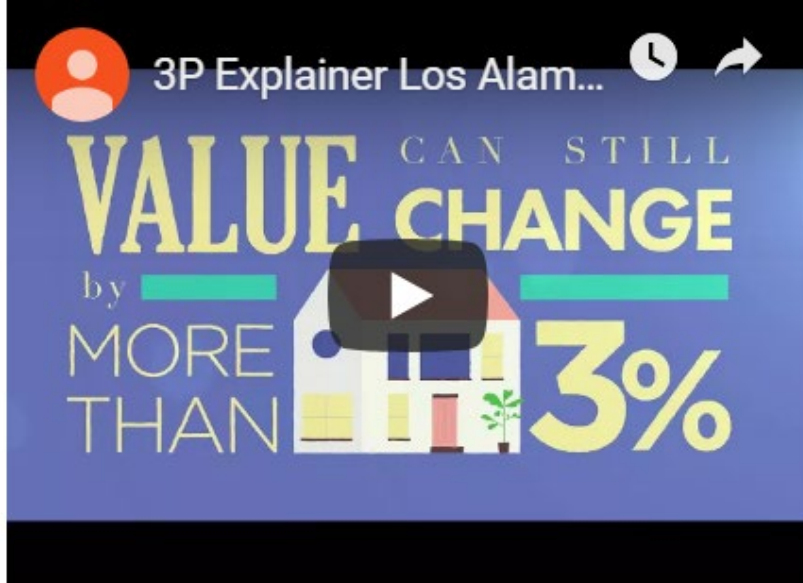
Verify that the property Classification is correct.

Verify that your physical description is correct.

Market Value is subject to a 3% valuation limitation - see item 10.

Assessable Value is Taxable minus Exemptions.

Prior Year Valuation and Tax Summary.



3P Explainer Los Alamos...

VALUE CHANGE

by MORE THAN 3%

2 LIMITATION ON VALUATION INCREASE FOR RESIDENTIAL REAL PROPERTY

DID YOU KNOW THAT THERE ARE LIMITS ON VALUATION INCREASES?

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

2017 Assessor's Full Value was	\$100,000
2018 Assessor's Full Value can not exceed	\$103,000
2019 Assessor's Full Value can not exceed	\$106,090

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

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

www.losalamosnm.us/assessor

Helpful Tips for Property Owners

Website Informational Presentations