

Division: Division Of Assessment, Recording And Taxation

Program Characteristics:

Program Description

Program Description (approximate space for Questica: text cannot go below the T in the left column)

The Property Tax and Ownership and Parcel Management Teams collaborate with other work groups to perform their daily operations.

The Property Tax and Ownership team:

- Processes and maintains accurate property ownership information to ensure tax statements and various notices are sent to the correct address.
- Explains to the public how property values are created and how those values inform property taxes.
- Is responsible for accepting all in person tax payments and answering questions over the phone and through email.
- Works with other partners to improve online payments, educates the public about available programs and services and manage property ownership changes.

The Parcel Management team:

- Processes the official paperwork for dividing land (partition plats), creating new developments (subdivisions and condominiums), and changing property lines (lot line adjustments).
- Uses this information to update the county assessment records and to create county maps for various local government entities.

Equity Statement

Staff maintain compliance and apply the County's core values of equity and inclusion. This program also addresses language barriers by offering a Spanish KSA position, translation services, and materials in the three most common languages (Russian, Spanish, and Vietnamese).

Revenue/Expense Detail

	2026 General Fund	2026 Other Funds	2027 General Fund	2027 Other Funds
Personnel	\$1,733,102	\$0	\$1,765,494	\$0
Contractual Services	\$3,300	\$0	\$3,000	\$0
Materials & Supplies	\$23,857	\$0	\$21,512	\$0
Internal Services	\$589,916	\$0	\$282,726	\$0
Total GF/non-GF	\$2,350,175	\$0	\$2,072,732	\$0
Total Expenses:	\$2,350,175		\$2,072,732	
Program FTE	13.44	0.00	13.44	0.00
Program Revenues				
Intergovernmental	\$297,362	\$0	\$330,244	\$0
Total Revenue	\$297,362	\$0	\$330,244	\$0

Performance Measures

Performance Measure	FY25 Actual	FY26 Estimate	FY27 Target
Number of counter transactions	5,912	6,400	6,400
Number of Parcel Management work tickets processed	659	650	650