

**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	\$1,773,929	\$0
Contractual Services	\$3,300	\$0	\$3,000	\$0
Materials & Supplies	\$23,857	\$0	\$21,512	\$0
Internal Services	\$589,916	\$0	\$284,279	\$0
<b>Total GF/non-GF</b>	<b>\$2,350,175</b>	<b>\$0</b>	<b>\$2,082,720</b>	<b>\$0</b>
<b>Total Expenses:</b>	<b>\$2,350,175</b>		<b>\$2,082,720</b>	
<b>Program FTE</b>	13.44	0.00	13.44	0.00
<b>Program Revenues</b>				
Intergovernmental	\$297,362	\$0	\$330,244	\$0
<b>Total Revenue</b>	<b>\$297,362</b>	<b>\$0</b>	<b>\$330,244</b>	<b>\$0</b>

**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