

DESCRIPTION OF SERVICES

To fairly and equitably assess all property, both taxable and exempt, as mandated by State Code and Local Ordinance while providing accurate information to customers, other agencies, and the general public in a timely and efficient manner.

OBJECTIVES

1. Conduct annual assessment of all parcels in the County that is equitable, meets requirements for appraising all property at 100 percent of Fair Market Value and mandated by the State.
2. Update and maintain accurate information on all parcels of County property to assist the appraisal process and provide other County offices and the public with timely information.
3. Provide the County and the public with up to date maps and associated Geographical Information System (GIS) data and maintain the on-line property information site.

BUDGET SUMMARY

	FY 10 <u>Adopted</u>	FY 11 <u>Adopted</u>	FY 12 <u>Plan</u>
Personnel	\$ 725,124	\$ 669,790	\$ 675,266
Operating	<u>72,660</u>	<u>79,633</u>	<u>86,833</u>
Total	\$ <u>797,784</u>	\$ <u>749,423</u>	\$ <u>762,099</u>

PERSONNEL

Full-time Personnel	11	10	10
---------------------	----	----	----

PERFORMANCE MEASURES

	FY 09 <u>Actual</u>	FY 10 <u>Projected</u>	FY 11 <u>Adopted</u>	FY 12 <u>Plan</u>
Parcels Assessed	31,172	31,370	32,000	32,600
Property Transfers Updated	2,336	2,700	3,000	3,200
% Appeals versus Notices Sent	5%	5%	5%	5%

BUDGET COMMENTS

The major focus of this Division is the fair and equitable assessment of all property and the integration of the CAMA (Computer-Assisted Mass Appraisal) system with the tax billing software. This budget reflects the elimination of one GIS Analyst position. The budget includes funds in professional services for reimbursing the James City Service Authority for services performed by its GIS Analyst. The increase in expenses from FY11 to FY12 corresponds to reassessment notices that will go out that year.