

**Priority:** Accountability **Lead Agency:** County Management  
**Program Offer Type:** Existing Operating **Program Contact:** Kathy Tuneberg  
**Related Programs:** 72026, 72028, 72032, 72033, 72034, 72035, 72037

**Program Characteristics:**

**Executive Summary**

The Records Management program maintains property ownership information and property tax roll descriptions; creates and maintains official county maps for property taxation purposes; maintains the base map for the County's Geographic Information System (GIS) and other users, and provides direct customer service to property owners, taxpayers, and the community.

**Program Description**

This program maintains all property tax roll descriptions and ownership information, special assessments, and the official County assessor maps that include maintaining property, taxing district, and urban renewal boundaries. It records and processes subdivisions, condominiums, and partition plats; annexations and County road filings; and processes changes to government exemptions. This program provides direct customer service for approximately 16,000 telephone inquiries and 10,000 walk-in customers and updates ownership on over 40,000 accounts annually.

**Program Justification**

This program primarily contributes to the Accountability Priority-fairness in assessing and collecting taxes-by maintaining up-to-date accessible property ownership and property descriptions that are used in the production of tax statements and county property tax maps. Current ownership and timely created accounts ensure that the correct owner is assessed the correct amount thus the tax is distributed as equitably as possible. The program also contributes to the Thriving Economy priority by accurately maintaining tax maps that are used to describe urban renewal boundaries, process subdivisions, describe condominiums, partition plats, describe annexations and County road filings. A recently developed database enables related work units to access shared data reducing transfer time and the need for paper records.

**Performance Measures**

Measure Type	Primary Measure	Previous Year Actual (FY05-06)	Current Year Purchased (FY06-07)	Current Year Estimate (FY06-07)	Next Year Offer (FY07-08)
Output	Number of Ownership Changes Processed	43,704	42,000	43,000	43,000
Outcome	Average Number of Days to Complete Ownership Change	3	3	3	3
Output	Number of New Accounts Created Due to Plats and Condominiums	5,244	5,000	4,000	4,000

**Performance Measure - Description**

The number of ownership changes is determined by the volume of real estate related property transactions-the housing market has been active for several years. Through process improvements made 2 years ago the average number of days to complete an ownership change decreased from a month or more to 3 days. Although the number of plats, particularly the establishment of condominiums, had increased significantly in the last 2-3 years it now appears it will taper off.

## Legal/Contractual Obligation

Functions in this program are required under Oregon Revised Statutes (ORS) Chapters 92,199,222,457,477, and 478. Additionally, ORS 306.115 assigns statewide general supervision of the property tax system to the Oregon Dept. of Revenue (DOR). Through the "County Assessment Function Funding Account" (CAFFA Grant) process described in ORS 294.175 the DOR determines the acceptable level of assessment and taxation staffing. The DOR has determined that A&T is already at the minimally acceptable staffing level to perform their function. Any reduction to this program may jeopardize this grant revenue.

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2007	2007	2008	2008
Personnel	\$1,208,552	\$43,746	\$1,199,738	\$89,314
Contracts	\$5,000	\$25,000	\$5,000	\$28,000
Materials & Supplies	\$48,863	\$11,254	\$54,091	\$0
Internal Services	\$349,459	\$0	\$358,155	\$2,686
Subtotal: Direct Exps:	<b>\$1,611,874</b>	<b>\$80,000</b>	<b>\$1,616,984</b>	<b>\$120,000</b>
Administration	\$128,124	\$1,217	\$119,930	\$397
Program Support	\$504,989	\$0	\$449,945	\$0
Subtotal: Other Exps:	<b>\$633,113</b>	<b>\$1,217</b>	<b>\$569,875</b>	<b>\$397</b>
Total GF/non-GF:	<b>\$2,244,987</b>	<b>\$81,217</b>	<b>\$2,186,859</b>	<b>\$120,397</b>
Program Total:	<b>\$2,326,204</b>		<b>\$2,307,256</b>	
Program FTE	17.50	0.00	16.50	0.00
<b>Program Revenues</b>				
Fees, Permits & Charges	\$20,000	\$0	\$20,000	\$0
Intergovernmental	\$500,000	\$80,000	\$500,000	\$120,000
Program Revenue for Admin	\$168,660	\$0	\$152,734	\$0
<b>Total Revenue:</b>	<b>\$688,660</b>	<b>\$80,000</b>	<b>\$672,734</b>	<b>\$120,000</b>

## Explanation of Revenues

Through participation in the State funded CAFFA Grant approximately 35% of actual expenditures are reimbursed. Program revenue of \$20,000 is from fees for copies of A&T records. \$120,000 revenue from State Dept of Revenue Grants for participation in the development of the statewide GIS mapping system. Remaining support is from General Fund revenues.

## Significant Program Changes

**Last year this program was:** #72021, A&T- Records Management

One FTE position was transferred from this program to the Document Recording & Records Storage/Retrieval program in an effort to decrease the backlog of documents needing to be indexed and returned to the customer.