

**Priority:** Accountability **Lead Agency:** County Management  
**Program Offer Type:** Support **Program Contact:** Sally Brown  
**Related Programs:** 72037, 72038, 72039, 72040, 72041, 72042, 72043, 72044, 72045, 72046, 72047

**Program Characteristics:**

**Executive Summary**

Division of Assessment, Recording and Taxation (DART) Data Operations contributes to the support of the applications used by the linked programs for DART. Responsibilities include assistance with tax roll calculations, including quality control inspection and tax statement production, computer entry of data for property, taxes, and recorded documents, information and data for public requests, and supporting application users. Additionally, Data Operations performs necessary interdepartmental communication and other support as requested.

**Program Description**

Data Operations calculates and applies taxes to property tax accounts and contributes to production of tax statements and related reports and public information. The program enters a high volume of data in support of the other linked programs and reviews and performs quality control of data request changes. The program supplies data to satisfy public requests for information. The program answers user questions and resolves problems, and provides advice on the effective use of the computer assisted mass appraisal system.

**Program Justification**

Data Operations links to all of the DART programs and their contributions to Accountability. The program is responsible for calculating the special assessment tax roll and contributing to the creation of tax statements, which are mandated functions of the supported programs. As a result, the program assists in answering public and media questions about property tax bills thus contributing to the accountability factor of the public's perception of fairness in assessing and collecting property taxes. The program's other duties provide support for linked programs in order to perform their program functions.

**Performance Measures**

Measure Type	Primary Measure	Previous Year Actual (FY07-08)	Current Year Purchased (FY08-09)	Current Year Estimate (FY08-09)	Next Year Offer (FY09-10)
Output	Number of Records Keyed for Appraisal, Personal Property, Recording, etc.	520,595	925,000	525,000	525,000
Outcome	%of Residential Appraisal Transactions Re-keyed	3.0%	3.0%	3.0%	3.0%

**Performance Measure - Description**

✔ **Measure Changed**

The number of transactions keyed (output) continues to trend downward with the adoption of efficiencies such as electronic filings. With this downward trend comes opportunity for Data Operations to transition from a "heads down" production based team to a quality control team. This change results in a timely and accurate tax roll.

## Legal/Contractual Obligation

This program supports the rest of the Division of Assessment, Recording & Taxation in its compliance with Oregon Revised Statutes (ORS) Chapters 92, 205, 294, 305-312, and 321. 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 & taxation staffing. The DOR has determined that DART staffing is already at the minimally acceptable level to perform their A&T functions. 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	2009	2009	2010	2010
Personnel	\$409,438	\$0	\$485,941	\$0
Contracts	\$82,225	\$0	\$83,690	\$0
Materials & Supplies	\$5,000	\$0	\$6,687	\$0
Internal Services	\$89,769	\$0	\$77,855	\$0
Subtotal: Direct Exps:	<b>\$586,432</b>	<b>\$0</b>	<b>\$654,173</b>	<b>\$0</b>
Administration	\$0	\$0	\$0	\$0
Program Support	\$0	\$0	\$0	\$0
Subtotal: Other Exps:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Total GF/non-GF:	<b>\$586,432</b>	<b>\$0</b>	<b>\$654,173</b>	<b>\$0</b>
Program Total:	<b>\$586,432</b>		<b>\$654,173</b>	
Program FTE	6.00	0.00	6.20	0.00
<b>Program Revenues</b>				
Intergovernmental	\$189,000	\$0	\$141,900	\$0
Program Revenue for Admin	\$0	\$0	\$0	\$0
<b>Total Revenue:</b>	<b>\$189,000</b>	<b>\$0</b>	<b>\$141,900</b>	<b>\$0</b>

## Explanation of Revenues

Through participation in the State funded County Assessment Function Funding Account(CAFFA) Grant, approximately 25% of actual expenditures are reimbursed with remaining support coming from General Fund revenues.

## Significant Program Changes

✔ Significantly Changed

**Last year this program was:** #72043, DCM - A&T-Applications Support

Last year this program was included in the A&T Applications Support program. For FY10 a separate program offer for Data Operations reflects a recent reorganization within the division. FTE increased from 6.00 to 6.20, reflecting allocation of 20% of a Program Manager.