

Lead Agency: County Management

Program Contact: Sally Brown

Program Offer Type: Support

Related Programs: 72036, 72037, 72038, 72039, 72040, 72041, 72042, 72043, 72044, 72045, 72046, 72047, 72050

Program Characteristics: In Target

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, related reports and public information. The program enters a high volume of data, reviews data request changes and performs subsequent quality control in support of linked DART programs. The program supplies data to satisfy public requests for information. The program utilizes staff expertise in answering user questions and resolving application problems, contributing to an efficient work environment. Staff also provides advice on the effective use of the computer assisted mass appraisal system. The program's responsibilities for calculating the special assessment tax roll and contributing to the creation of tax statements are mandated functions of the supported programs. This work positions the program to assist in efficiently and accurately answering public and media questions about property tax bills and related topics. This contributes to the accountability factor of the public's perception of fairness in assessing and collecting property taxes. The program's other duties as described above provide support for linked programs in order to perform their program functions. Data Operations links to all of the DART programs and supports their contributions to accountability in governance.

Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY09-10)	Current Year Purchased (FY10-11)	Current Year Estimate (FY10-11)	Next Year Offer (FY11-12)
Output	Number of Records Keyed for Appraisal, Personal Property, Recording, Etc.	178,560	320,000	150,000	150,000
Outcome	% of Residential Appraisal Transactions Re-keyed	3.0%	3.0%	3.0%	3.0%

Performance Measure - Description

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	2011	2011	2012	2012
Personnel	\$480,713	\$0	\$472,129	\$0
Contracts	\$85,114	\$0	\$21,360	\$0
Materials & Supplies	\$6,587	\$0	\$5,597	\$0
Internal Services	\$87,563	\$0	\$84,165	\$0
Total GF/non-GF:	\$659,977	\$0	\$583,251	\$0
Program Total:	\$659,977		\$583,251	
Program FTE	6.20	0.00	5.70	0.00
Program Revenues				
Intergovernmental	\$159,600	\$0	\$142,920	\$0
Total Revenue:	\$159,600	\$0	\$142,920	\$0

Explanation of Revenues

Participation in the Oregon Department of Revenue County Assessment Function Funding Account (CAFFA) Grant, which supports Assessment & Taxation Programs, provides reimbursement of approximately 25% of program expenditures. Total annual Multnomah County share of CAFFA is estimated at \$3.6 Million, with \$142,920 allocated to DART Data Operations Program. Remaining program support is from General Fund revenues.

Significant Program Changes

✔ Significantly Changed

Last year this program was: #72049, DCM - DART Data Operations

Due to a division reorganization, reallocated management positions to another program as follows: .40 FTE Operations Supervisor and .10 FTE Program Manager 1 reallocated to Program #72039 DCM-DART Ownership. Net overall decrease of .50 FTE for this program.