

**Lead Agency:** County Management

**Program Contact:** Sally Brown

**Program Offer Type:** Existing Operating

**Related Programs:** 72023, 72024, 72026, 72027, 72028, 72029, 72031, 72032, 72033, 72034, 72035, 72037, 72038

**Program Characteristics:**

**Executive Summary**

Special Programs, within the Division of Assessment Recording & Taxation (DART), is responsible for processing applications relating to property tax exemptions or special assessments. Exempt properties are monitored by the program for continued qualification. Additional tax roll responsibilities include creating new tax accounts, processing corrections and verifying correct assessed values. Parcel management responsibilities of Special Programs maintains property information and property tax roll descriptions while providing direct customer service to interested parties.

**Program Description**

Special Programs manages parcels by updating existing accounts and creating new accounts in various databases and ensures that exempt and specially assessed property is valued in accordance with the law, which maximizes property tax revenues to fund County programs. Property taxes account for approximately 65% of the County's General Fund revenues. Failure to monitor this process will result in loss of taxable assessed value. Focus is on timely processing property descriptions, maintaining ownership and creating new accounts and compliance monitoring of existing exemptions, careful review of new applications, and resolving appeals. Accurate values maximize the level of tax assessment allowed under Measure 5 and Measure 50 tax limitation.

The Special Programs Group (SPG) maintains over 5,200 property tax exemptions for the War Veteran & Surviving Spouse program and the Active Duty Military program. In addition, there are over 9,500 accounts with exemption status for various types of organizations, including charitable, fraternal, and religious. SPG is responsible for specially assessed properties, which include farm, forest, historic, and other specially assessed programs mandated by law. Leasehold records are monitored to maintain accurate, taxable values on over 700 accounts where non-exempt tenants lease from exempt government agencies. Approximately five hundred field inspections are performed as part of the program's compliance activities. Staff calculates and redistributes Maximum Assessed Values in accordance with Measure 50 tax limitation requirements for thousands of new properties created each year. SPG contributes to the process to arrive at the total taxable assessed value upon which taxes are calculated and levied for the benefit of all Multnomah County taxing districts. This program ensures that exempt and specially assessed property is accurately assessed as required by the Oregon Revised Statutes (ORS). Maintaining accurate market values on all property relates to the bonding capacity and general obligation bond tax rates for taxing districts in the County.

**Performance Measures**

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Accounts Reviewed and Processed for Current Tax Roll	8,405	8,600	8,400	8,400
Outcome	Taxable Market Value Re-established to the Roll	665,352,107	450,000,000	350,000,000	325,000,000
Input	Total Exempt Accounts Monitored	34,469	34,000	34,000	34,450
Output	Total Number of Accounts Processed for Prior Tax Roll	3,312	4,500	3,000	3,000

**Performance Measure - Description**

## Legal/Contractual Obligation

Oregon Revised Statutes (ORS) Chapters 92, 205, 294, 305, 306, 307, 308, 308A, 309, 310 and 321 and related Oregon Administrative Rules regulate virtually all aspects of the assessment and property tax calculation process. 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 DART is already at the minimally acceptable staffing level to perform their 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
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$979,829	\$0	\$1,031,906	\$0
Contracts	\$2,020	\$0	\$0	\$0
Materials & Supplies	\$10,434	\$0	\$13,413	\$0
Internal Services	\$137,864	\$0	\$156,746	\$0
Total GF/non-GF:	<b>\$1,130,147</b>	<b>\$0</b>	<b>\$1,202,065</b>	<b>\$0</b>
Program Total:	<b>\$1,130,147</b>		<b>\$1,202,065</b>	
Program FTE	7.05	0.00	11.30	0.00
<b>Program Revenues</b>				
Intergovernmental	\$278,702	\$0	\$284,276	\$0
<b>Total Revenue:</b>	<b>\$278,702</b>	<b>\$0</b>	<b>\$284,276</b>	<b>\$0</b>

## 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 \$3,518,268, with \$284,276 allocated to DART Special Programs. Remaining program support is from General Fund revenues.

## Significant Program Changes

✔ Significantly Changed

**Last year this program was:** #72043, DART Property Assessment - Special Programs

A Division reorganization during FY 2012 resulted in the addition of 4.00 FTE to this Program #72030. Three positions transferred from Program #72028 GIS/Parcel Management, and 1.00 FTE transferred from Program #72025 County Clerk Functions.