

**Department:** County Management

**Program Contact:** Tim Mercer

**Program Offer Type:** Existing Operating Program

**Program Offer Stage:** As Adopted

**Related Programs:**
**Program Characteristics:**
**Executive Summary**

The DART Ownership & Parcel Management Program is responsible for processing real property ownership changes; adding sale information to the tax roll; and maintaining property information and property tax roll descriptions. Through an examination of recorded and unrecorded documents, this program verifies the documentation and ensures that the documentation is acceptable for ownership transfer and processing. Program staff provides direct customer service for both the public and internal staff.

**Program Summary**

The Ownership & Parcel Management Program, within the Division of Assessment, Recording, and Taxation (DART), updates and maintains the ownership records and property information for real property tax accounts. Recorded documents, such as deeds, contracts and assignments and unrecorded documentation, such as marriage records, court orders, and death certificates, are used to update the tax roll. Accurate ownership information is essential for DART programs to ensure that tax statements and various notices are sent to the correct party. Additionally, the group processes voucher actions of partition plats, subdivisions, condominiums, and property line adjustments. This information is also used for the production of county maps. Property sales are utilized by the Valuation Section in the process of updating property values. The Program monitors certain types of accounts for notification to other areas throughout the organization. Developed databases enable related work units to access shared data, thereby reducing transfer time and the need for paper records. The group also maintains a transaction file for complex transfers, which is maintained for permanent retention on microfilm.

**Performance Measures**

Measure Type	Primary Measure	FY19 Actual	FY20 Budgeted	FY20 Estimate	FY21 Offer
Output	Number of Ownership Changes Processed	25,166	30,000	30,000	30,000
Outcome	Average Number of Days to Complete Ownership Changes	8	3	5	5
Output	Number of Tax Roll Changes	2313	N/A	2558	2500

**Performance Measures Descriptions**

The "Number of Ownership Changes Processed" is a combination of ownership changes processed from actual recorded deeds and ownership changes transferred with unrecorded documents (approximately 5% of transfers are from unrecorded documentation). The "Average Number of Days to Complete Ownership Changes" is tracked manually by staff by logging both the date the work is begun and the date of completion. Those numbers are then combined and divided by the actual number of working days in the fiscal year.

## Legal / Contractual Obligation

Functions in this program are required under Oregon Revised Statutes (ORS) Chapters 92, 93, 199, 205,222,308,457, 477, and 478. Additionally, ORS 306.115 assigns statewide general supervision of the property tax system to the Oregon Department of Revenue (DOR). Through the "County Assessment Function Funding Assistance" (CAFFA) Grant process described in ORS 294.175, the DOR determines the acceptable level of assessment and taxation (A&T) 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

	Adopted General Fund	Adopted Other Funds	Adopted General Fund	Adopted Other Funds
Program Expenses	2020	2020	2021	2021
Personnel	\$399,537	\$0	\$729,481	\$0
Contractual Services	\$300	\$0	\$300	\$0
Materials & Supplies	\$750	\$0	\$1,500	\$0
Internal Services	\$85,956	\$0	\$118,917	\$0
<b>Total GF/non-GF</b>	<b>\$486,543</b>	<b>\$0</b>	<b>\$850,198</b>	<b>\$0</b>
<b>Program Total:</b>	<b>\$486,543</b>		<b>\$850,198</b>	
<b>Program FTE</b>	4.20	0.00	7.20	0.00

Program Revenues				
Intergovernmental	\$123,322	\$0	\$169,992	\$0
<b>Total Revenue</b>	<b>\$123,322</b>	<b>\$0</b>	<b>\$169,992</b>	<b>\$0</b>

## Explanation of Revenues

Participation in the Oregon Department of Revenue County Assessment Function Funding Assistance (CAFFA) Grant provides reimbursement of approximately 15% of Assessment & Taxation program expenditures. Grant amounts vary depending upon the overall state-wide CAFFA pool and the allocated percentage to each participating county. Multnomah County's total annual share of CAFFA is estimated at \$2,930,889. Allocated \$169,992 to DART Ownership & Parcel Management program. Remaining Program support is provided by General Fund revenues.

## Significant Program Changes

**Last Year this program was:** FY 2020: 72026-20 DART Ownership

Added 3 FTE moved from Program 72028 GIS Cartography to Program 72026 Ownership & Parcel Management.