

Program #72026 - DART Ownership & Parcel Management

7/14/2022

Department:County ManagementProgram Contact:Tim MercerProgram Offer Type:Existing Operating ProgramProgram Offer Stage:As Adopted

Related Programs:

Program Characteristics:

Executive Summary

The Ownership & Parcel Management Program, within the Division of Assessment, Recording, and Taxation (DART) is responsible for making real property ownership changes, adding sale information to the tax roll, and maintaining property information and property tax roll descriptions. Through 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 provide 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. 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. The Program teams interface with the public through the organization's soft phone system, at the public counter, through mail, and by email. The Ownership team also maintains a Digital Research Room for the public to access records through a database.

During FY21, the program made appointments available for customers to bring in plats and other documents to be recorded in order to make certain that services were still provided. The team met the customer outside of the building to ensure safety and adhere to the building closure. Also, since the Digital Research Room was closed during FY21 the team provided alternative online resources for customers to access records. The Digital Research Room opened to the public in July of 2020 to appointment and limited walk-in service.

Performar	Performance Measures								
Measure Type	Primary Measure	FY21 Actual	FY22 Budgeted	FY22 Estimate	FY23 Offer				
Output	Number of ownership changes processed	25,371	30,000	28,500	25,000				
Outcome	Average number of days to complete ownership changes	24	5	20	18				

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 92-93,100,198-199,205,222,306-308,457,477-478. Additionally, ORS 306.115 assigns statewide general supervision of the property tax system to the Oregon Department of Revenue (DOR). Through the 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	2022	2022	2023	2023
Personnel	\$768,804	\$0	\$795,480	\$0
Contractual Services	\$300	\$0	\$300	\$0
Materials & Supplies	\$1,150	\$0	\$1,150	\$0
Internal Services	\$126,366	\$0	\$136,122	\$0
Total GF/non-GF	\$896,620	\$0	\$933,052	\$0
Program Total: \$896,620		\$933,052		
Program FTE	7.20	0.00	7.60	0.00

Program Revenues						
Intergovernmental	\$172,739	\$0	\$177,058	\$0		
Total Revenue	\$172,739	\$0	\$177,058	\$0		

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 \$3,079,265. Allocated \$177,058 to DART Ownership & Parcel Management program. Remaining Program support is provided by General Fund revenues.

Significant Program Changes

Last Year this program was: FY 2022: 72026 DART Ownership & Parcel Management

During FY 2022 an Office Assistant 2 position was reclassified to an Assessment & Taxation Technician 2. The Assessment & Taxation Technician 2 will be hired and join the Customer Service, Recording, and Parcel Management teams, and fill a gap that was identified. This new A&T Tech 2 will be an essential link between the three teams by overseeing the scheduling software, compiling statistical data, and overseeing financial reconciliation for all three groups. For FY23, an A&T Technician 1 permanent position was funded within existing general fund allocation by shifting available DART resources, with .40 FTE allocated to Program Offer 72026 Ownership & Parcel Management, and .60 FTE to Program Offer 72025 County Clerk Functions.