

Priority:	Accountability	Lead Agency:	Finance Budget & Tax
Program Offer Type:	Existing Operating	Program Contact:	Dave Boyer
Related Programs:	70008, 70009, 70023A		
Frameworks:			

Executive Summary

The Document Recording & Records Storage/Retrieval Systems program is responsible for recording documents, maintaining and indexing a permanent document record. The program also provides direct customer service by recording documents, providing certified copies, and providing information over the phone and in person.

Program Description

This program performs the statutorily required County Clerk functions that include recording documents and maintaining the custody, safekeeping, and preservation of all files and records of deeds, mortgages, maps, plats, contracts, powers of attorney, lien records, and other interests affecting the title to real property required or permitted by law to record. It records approximately 250,000 documents, responds to 50,000+ telephone inquiries, and assist 30,000 walk-in customers annually.

Program Justification

This program primarily contributes to the Accountability Priority by providing accurate and quality services in recording legal documents requested by citizens and businesses. Also contributes to Accountability by maintaining accurate and accessible public records.

Program also contributes Thriving Economy priority by timely recording and accurately maintaining legal documents required by private sector citizens as they conduct their business.

Performance Measures

This program's performance will be measured by:

- The average number of days to return original document to customer

This data has not yet been collected but is anticipated to be 60+ days

In FY04 this program recorded, indexed, and processed for permanent archival 271,884 documents. In FY05 the volume is estimated at 250,000 documents.

Summary of last year's program results and this year's expected results

The volume of documents fluctuates relative to housing sales and the refinancing market which have been very strong in recent years but are slowing. Even with the slight reduction in volume, this program is not adequately staffed to meet the statutory requirement to return the customers original document within 10 business days after recording. The average number of days to return an original document will be beyond the 10 day requirement.

Program Mandate: 2 Mandated Program with Funding/Service Level Choice

ORS Chapter 205 requires each County to record documents, collect fees, and maintain a permanent document record. This program was reduced by 1.0 FTE in FY 02 and since then the work volume has doubled (100% increase). No staff has been added to accommodate the increased volume. While there is not a mandated level of staffing ORS 205.180 requires documents to be entered in the record "immediately". ORS 205.242 requires the Recording office be open six hours between 9AM-4PM. Reductions to this program would put the County further out of compliance, create a backlog that would impact customers (especially those related to real estate), and impact County revenue.

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
	2005	2005	2006	2006
Program Expenses				
Personnel	\$408,483	\$0	\$595,185	\$0
Contracts	\$34,650	\$0	\$104,425	\$0
Materials & Supplies	\$113,650	\$0	\$56,402	\$0
Internal Services	\$289,458	\$0	\$257,620	\$0
Capital Outlay	\$0	\$0	\$18,050	\$0
Subtotal: Direct Exps:	\$846,241	\$0	\$1,031,682	\$0
Administration	\$0	\$0	\$101,492	\$0
Program Support	\$0	\$0	\$281,814	\$0
Subtotal: Other Exps:	\$0	\$0	\$383,306	\$0
Total GF/non-GF:	\$846,241	\$0	\$1,414,988	\$0
Program Total:	\$846,241		\$1,414,988	
Program FTE	0.00	0.00	9.50	0.00
Program Revenues				
Fees, Permits & Charges	\$4,860,000	\$0	\$4,860,000	\$0
Program Revenue for Admin	\$0	\$0	\$15,733	\$0
Total Revenue:	\$4,860,000	\$0	\$4,875,733	\$0

Explanation of Revenues

This program is supported by General Fund revenues. This program collects fees for the recording of documents as well as fees for the Corner Preservation Fund, Records Storage and Retrieval Fund, and the Oregon Land Information System Fund (OLIS). The FY 06 estimated revenue is \$7.2 million.

Significant Program Changes

Current service level budget. This program is initiating the use of scanning equipment to capture images of the documents which we expect will increase workflow efficiency, reduce costs and the potential work-related injuries. The other major changes in this program are the transfer of building management and IT related fees that were previously budgeted in division's administration budget or in IT Support as well as Finance and Human Resources Operations now spread to the programs it supports. These changes amount to a net increase of approximately \$120,000.