

**Priority:** Accountability **Lead Agency:** County Management  
**Program Offer Type:** Existing Operating **Program Contact:** Randy Walruff  
**Related Programs:** 72036, 72037, 72039, 72041, 72044, 72045, 72046, 72047, 72049, 72050

**Program Characteristics:**

**Executive Summary**

The County Clerk Functions program consists of recording land related and other legal documents, issuance of Marriage Licenses and Domestic Partnership Registrations, creation of and maintenance of permanent records and issuance of certified copies, and the Board of Property Tax Appeals (BoPTA). The BoPTA is responsible for hearing petitions from taxpayers who disagree with their property value. The Board makes decisions to reduce property values or waive personal property late filing fees based on evidence provided by the taxpayer.

**Program Description**

Recording is the process of registering legal documents, making them a matter of public record. These documents are primarily related to real property transactions. The recording process requires staff to review every document for statutory compliance. The process for both Recording and Marriage Licenses includes the collection of statutory fees, creation and maintenance of general indexes, and production of microfilm, preserved for permanent retention. Approximately 200,000 documents were recorded in FY 2008, 6,310 Marriage Licenses were processed and 119 County Domestic Partnership Registrations were issued. In February 2008, the County began processing State Domestic Partnership Registrations (DP) for same sex couples and issued 1246 during the calendar year. All areas within the County Clerk Functions program provide direct customer service by responding to telephone inquiries and walk-in customers. The Recording office assists approximately 25,000 customers at the counter annually and responds to an estimated 30,000 phone inquiries. Marriages/Domestic Partnership section assists approximately 19,000 customers at the counter annually and responds to a high volume of calls that is reported within the Customer Service total of approximately 100,000. The Board of Property Tax Appeals is a program which allows taxpayers to appeal the value their real property tax is based on. Last year 1,086 appeals were processed. This program also allows personal property taxpayers to seek a waiver of their personal property late filing fees. All decisions are based on evidence provided by the taxpayer.

**Program Justification**

This program provides accurate, quality services in recording legal documents, issuing marriage licenses and domestic partnership registrations, and processing appeal petitions from taxpayers through the Board of Property Tax Appeals. The BoPTA provides opportunities for taxpayers to appeal their property tax values, which results in fairness in assessing and collecting taxes, serves as a direct link with government, and helps educate taxpayers about property taxes. BoPTA also contributes to citizen involvement by having citizens serve on the Board which increases trust, confidence and satisfaction with county government.

**Performance Measures**

Measure Type	Primary Measure	Previous Year Actual (FY07-08)	Current Year Purchased (FY08-09)	Current Year Estimate (FY08-09)	Next Year Offer (FY09-10)
Output	Number of Marriage Licenses Issued	6,310	6,400	6,400	6,400
Outcome	Number of Accurately Processed Licenses	6,288	6,394	6,394	6,394
Output	Number of Documents Recorded	200,000	225,000	150,000	180,000
Outcome	Average Number of Business Days to Return Original Documents	16	10	10	10

**Performance Measure - Description**

 **Measure Changed**

Due to the combination of program offers, some performance measures were omitted. "Number of Accurately Processed Licenses" was changed from "Percentage of Accurately Processed Licenses".

## Legal/Contractual Obligation

The County Clerk functions are governed by Oregon Revised Statutes (ORS) Chapter 205. Multnomah County Ordinance 948 authorizes couples to voluntarily register as domestic partners. Additional statutes pertaining to this program are found in ORS 106, 107, 409, 432 (marriage/state domestic partnerships); ORS 86, 87, 93, 100 (requirements for recording); and ORS 306 and 309 (Board of Property Tax Appeals). The County is required to appoint a Board of Property Tax Appeals to conduct hearings and determine if the real market value, specially assessed value, or assessed value are appropriately established by the Assessor.

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2009	2009	2010	2010
Personnel	\$876,868	\$0	\$916,455	\$0
Contracts	\$215,787	\$0	\$162,540	\$0
Materials & Supplies	\$101,004	\$0	\$116,324	\$0
Internal Services	\$347,981	\$0	\$283,578	\$0
Capital Outlay	\$50,000	\$0	\$7,500	\$0
Subtotal: Direct Exps:	<b>\$1,591,640</b>	<b>\$0</b>	<b>\$1,486,397</b>	<b>\$0</b>
Administration	\$115,613	\$166	\$142,964	\$0
Program Support	\$275,051	\$0	\$154,692	\$0
Subtotal: Other Exps:	<b>\$390,664</b>	<b>\$166</b>	<b>\$297,656</b>	<b>\$0</b>
Total GF/non-GF:	<b>\$1,982,304</b>	<b>\$166</b>	<b>\$1,784,053</b>	<b>\$0</b>
Program Total:	<b>\$1,982,470</b>		<b>\$1,784,053</b>	
Program FTE	12.50	0.00	13.35	0.00
<b>Program Revenues</b>				
Fees, Permits & Charges	\$5,225,000	\$0	\$4,113,000	\$0
Intergovernmental	\$37,800	\$0	\$28,500	\$0
Program Revenue for Admin	\$94,660	\$0	\$68,475	\$0
<b>Total Revenue:</b>	<b>\$5,357,460</b>	<b>\$0</b>	<b>\$4,209,975</b>	<b>\$0</b>

## Explanation of Revenues

A \$60 fee is collected for each marriage license, State and County DP registration: \$25 to the County General Fund; \$25 to State Domestic Violence; and \$10 to Court Conciliation Services. Fees are charged for certified copies of licenses. The General Fund portion of marriage license/DP & copy fees is estimated at \$265,500. Fees are collected for the recording of documents, for the Corner Preservation Fund, Records Storage and Retrieval Fund, and Oregon Land Information System Fund (OLIS). A portion of recording fees is transferred to the County Assessment Function Funding Account at the Ore. Dept. of Revenue, for the benefit of Assessment and Taxation functions. Recording Page Fees of \$3.72 Mil and Document Copy Fees of \$15K are retained by the County General Fund. Fees dedicated for records storage & retrieval systems are estimated at \$112,500. BoPTA is supported approx. 25% by participation in the State funded CAFFA Grant; remaining support is from the General Fund.

## Significant Program Changes

✔ Significantly Changed

**Last year this program was:** #72032, DCM - A&T-Document Recording & Records Storage/Retrieval

For 08/09 this program was presented as 3 separate program offers: Marriage Licenses/Domestic Partnerships, Document Recording/Records Storage and Board of Property Tax Appeals. For 09/10 all County Clerk Functions performed by the Division have been combined into one program offer. Allocated FTE increased from 12.50 FTE in FY09 to 13.35 FTE in FY10, primarily due to permanent staffing allocation to BOPTA function.