

Lead Agency: County Management

Program Contact: Cindy Swick

Program Offer Type: Existing Operating

Related Programs: 72036, 72037, 72039, 72041, 72044, 72045, 72046, 72047, 72048, 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 168,000 documents were recorded in FY 2009, 6,282 Marriage Licenses were processed and 381 State Domestic Partnership Registrations were issued in FY 2009.

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 17,000 customers at the counter annually and responds to an estimated 30,000 phone inquiries. Marriages/Domestic Partnership section assists approximately 14,000 customers at the counter annually and responds to a high volume of calls that are reported within the Customer Service total of approximately 100,000 annually. 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 2,791 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.

Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY08-09)	Current Year Purchased (FY09-10)	Current Year Estimate (FY09-10)	Next Year Offer (FY10-11)
Output	Number of Marriage Licenses Issued	6,282	6,400	6,300	6,300
Outcome	Number of Accurately Processed Licenses	6,222	6,394	6,240	6,240
Output	Number of Documents Recorded	167,290	179,500	180,000	180,000
Outcome	Average Number of Business Days to Return Original Recorded Documents	8	10	8	8

Performance Measure - Description

Number of Marriage Licenses Issued is a primary measure and includes all marriage licenses issued over the past fiscal year. Of the number of licenses issued, the "Number of Accurately Processed Licenses" is the number of licenses which the State of Oregon (Office of Vital Statistics) reviewed and found to be 100% accurate." The remaining 60 licenses were returned to the county by the state for minor corrections, for an overall accuracy rate of 99%."

Number of Documents Recorded is the number of documents recorded in the Recorder's Office over the past fiscal year. The Average Number of Business Days to Return Original Recorded Documents is set at 10 days by statute. The County has averaged 8 days this past fiscal year.

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	2010	2010	2011	2011
Personnel	\$863,763	\$0	\$978,757	\$0
Contracts	\$162,540	\$0	\$145,100	\$0
Materials & Supplies	\$115,324	\$0	\$117,483	\$0
Internal Services	\$283,242	\$0	\$344,820	\$0
Capital Outlay	\$7,500	\$0	\$7,500	\$0
Total GF/non-GF:	\$1,432,369	\$0	\$1,593,660	\$0
Program Total:	\$1,432,369		\$1,593,660	
Program FTE	12.35	0.00	12.35	0.00
Program Revenues				
Fees, Permits & Charges	\$4,113,000	\$0	\$4,697,000	\$0
Intergovernmental	\$28,500	\$0	\$33,250	\$0
Total Revenue:	\$4,141,500	\$0	\$4,730,250	\$0

Explanation of Revenues

A \$60 fee is collected for each marriage license, State and County Domestic Partnership (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 \$245,000. 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 Oregon Department of Revenue for the benefit of Assessment and Taxation functions. Recording Page Fees of \$4,250,000 and Document Copy Fees of \$12,000 are retained by the County General Fund. Fees dedicated for records storage and retrieval systems are estimated at \$115,000. BoPTA is supported approximately 25% by participation in the State funded CAFFA Grant. The remaining support is from the General Fund.

Significant Program Changes

✔ Significantly Changed

Last year this program was: #72038, DCM-DART County Clerk Functions

1 vacant position was transferred to the new DCM Business Services Program, including FTE and budget history.