

**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:** In Target

### Executive Summary

The County Clerk Functions program consists of recording land related and other legal documents, issuance of Marriage Licenses and Domestic Partnership Registrations, acceptance of Passport Applications, creation of and maintenance of permanent records, 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 Recording, Marriage Licenses, Domestic Partnership Registrations, and Passport Applications includes the collection of statutory fees. With the exception of Passport Applications, the creation and maintenance of general indexes, and production of microfilm, preserved for permanent retention is a statutory requirement. Approximately 167,000 documents were recorded in FY 2010, 6,276 Marriage Licenses were processed and 340 State Domestic Partnership Registrations were issued in FY 2010. The acceptance of Passport Applications was moved to Customer Service in July, 2010. Since that time approximately 1,400 passports have been issued. 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 15,000 customers at the counter annually and responds to an estimated 15,000 phone inquiries. The Marriage Licenses and Domestic Partnership section assists approximately 16,000 customers at the counter annually and responds to a high volume of calls that are reported within the Customer Service total of approximately 92,000 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 2,414 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 (FY09-10)	Current Year Purchased (FY10-11)	Current Year Estimate (FY10-11)	Next Year Offer (FY11-12)
Output	Number of Marriage Licenses Issued	6,276	6,300	6,300	6,300
Outcome	Number of Accurately Processed Licenses	6,204	6,240	6,240	6,240
Output	Number of Documents Recorded	167,000	180,000	168,000	168,000
Outcome	Average Number of Business Days to Return Original Recorded Documents	11	8	5	5

### 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 72 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 11 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. Guidelines for the acceptance of Passports are set by the US State Department and state law does not govern the process.

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
	2011	2011	2012	2012
<b>Program Expenses</b>				
Personnel	\$978,757	\$0	\$1,110,749	\$0
Contracts	\$145,100	\$0	\$162,600	\$0
Materials & Supplies	\$117,483	\$0	\$111,910	\$0
Internal Services	\$344,820	\$0	\$353,323	\$0
Capital Outlay	\$7,500	\$0	\$8,000	\$0
<b>Total GF/non-GF:</b>	<b>\$1,593,660</b>	<b>\$0</b>	<b>\$1,746,582</b>	<b>\$0</b>
<b>Program Total:</b>	<b>\$1,593,660</b>		<b>\$1,746,582</b>	
Program FTE	13.35	0.00	14.50	0.00
<b>Program Revenues</b>				
Fees, Permits & Charges	\$4,697,000	\$0	\$5,316,425	\$0
Intergovernmental	\$33,250	\$0	\$36,720	\$0
<b>Total Revenue:</b>	<b>\$4,730,250</b>	<b>\$0</b>	<b>\$5,353,145</b>	<b>\$0</b>

## 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. The County collects a \$25.00 fee for accepting every Passport, with an estimated number of 3,657 passports for FY12 or \$91,425 GF revenue. 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. Remaining Recording Fees of \$4,800,000 and Document Copy Fees of \$50,000 are retained by the County General Fund as Recording Program revenues. Fees dedicated for records storage and retrieval systems are estimated at \$130,000. BoPTA is supported by participation in the Oregon Dept of Revenue County Assessment Function Funding Account (CAFFA) Grant, providing reimbursement of approx. 25% of BoPTA program expenditures. Total annual Multnomah County share of CAFFA is estimated at \$3.6 Million, with \$36,720 allocated to BoPTA, with remaining support for BoPTA from the General Fund.

## Significant Program Changes

✔ Significantly Changed

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

Due to a division reorganization, .40 FTE Program Mgr 1 and .15 FTE Operations Supervisor, and .60 FTE A&T Technician were reallocated to this program, for an increase of 1.15 FTE. In July 2010, the acceptance of Passport Applications was moved from the Department of Community Services, Elections Division to the Department of County Management, Assessment, Recording and Taxation Division.