

Lead Agency: County Management **Program Contact:** Gary Bartholomew
Program Offer Type: Existing Operating
Related Programs: 72023, 72024, 72026, 72028, 72031, 72032, 72033, 72034, 72035, 72037
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, acceptance of Passport Applications, creation and maintenance of permanent records, issuance of certified copies, and administration of the Board of Property Tax Appeals (BoPTA).

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, thus 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 processes for Recording, Marriage Licenses, Domestic Partnership Registrations and Passport Applications include 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.

For FY 2011, 158,537 documents were recorded, 6,201 Marriage Licenses were processed, 325 Domestic Partnership Registrations were issued and 3,187 Passport Applications were accepted. Last year 1,917 BoPTA appeals were processed. 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 18,000 customers at the counter annually and responds to a high volume of calls that are reported within the Customer Service total of approximately 90,000 annually.

This program also maintains a Public Research Room for customer use. Electronic recording functionality is being installed in 2012 which will improve efficiency and customer service. The Recording Office, Customer Service Office and Public Research Room are being integrated in 2012 in order to improve efficiency and quality of service delivery. Additional improvements are expected from technology updates including an electronic customer queuing system and an online chat tool.

Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of Marriage Licenses Issued	6,201	6,300	6,300	6,300
Outcome	Number of Accurately Processed Licenses	6,115	6,240	6,250	6,250
Output	Number of Documents Recorded	158,537	168,000	155,000	170,000
Outcome	Average Number of Business Days to Return Original Recorded Documents	4	5	5	5

Performance Measure - Description

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 licenses were returned to the county by the state for minor corrections. The "Average Number of Business Days to Return Original Recorded Documents" is a measure of compliance with the statutory requirement that documents be returned within 10 business days.

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). Guidelines for the acceptance of Passports are set by the US Department of State.

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2012	2012	2013	2013
Personnel	\$897,315	\$0	\$925,408	\$0
Contracts	\$162,600	\$0	\$81,262	\$0
Materials & Supplies	\$111,910	\$0	\$92,515	\$0
Internal Services	\$323,960	\$0	\$310,977	\$0
Capital Outlay	\$8,000	\$0	\$8,000	\$0
Total GF/non-GF:	\$1,503,785	\$0	\$1,418,162	\$0
Program Total:	\$1,503,785		\$1,418,162	
Program FTE	14.10	0.00	12.00	0.00
Program Revenues				
Fees, Permits & Charges	\$5,316,425	\$0	\$4,817,000	\$0
Intergovernmental	\$32,768	\$0	\$33,424	\$0
Other / Miscellaneous	\$0	\$0	\$0	\$0
Total Revenue:	\$5,349,193	\$0	\$4,850,424	\$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 \$247,000.

The County collects a \$25.00 fee for accepting every Passport, with an estimated number of 3,200 passports for FY 2013 or \$80,000 GF revenue. Fees are collected for the recording of documents, for the Corner Preservation Fund, County Clerk Fund for records storage/retrieval systems, 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 \$4,320,000 and Document Copy Fees of \$50,000 are retained by the County General Fund as Recording Program revenues. Fees dedicated for storage and retrieval systems (County Clerk Fund - restricted under GASB #54) are estimated at \$120,000 new revenue for FY 2013. 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 \$3,518,268, with \$33,424 allocated to BoPTA, with remaining support for BoPTA from the General Fund.

Significant Program Changes

✔ Significantly Changed

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

Continued division reorganization, and a consolidation of direct services into one service location, resulted in transfer of 2.00 FTE from this Program #72025; 1.00 FTE transferred to Administration Program #72023 and 1.00 FTE transferred to Special Programs #72030. Additionally, reduced management allocation by 0.10 FTE. Net 2.10 FTE reduction.