

**Lead Agency:** Community Services

**Program Contact:** Jim Clayton

**Program Offer Type:** Existing Operating

**Related Programs:** 91013, 91016, 91017, 91018

**Program Characteristics:**

**Executive Summary**

The County Surveyor's Office provides services which include: maintenance and restoration of public land survey corners, the review and filing of surveys and land division plats, providing survey records to the public and providing surveying support to other county programs and local agencies.

**Program Description**

The County Surveyor's Office provides several services, some of which are mandated by state law.

Mandated Functions (required by state statute)

- Maintenance and restoration of public land survey corner monuments under the Public Land Survey System: All property descriptions within the state are either directly or indirectly tied to public land survey corners. The maintenance and restoration of these corners is critical to ensuring the integrity of property boundaries within the county.
- Review, filing and indexing of records of survey: All surveys which set permanent monuments (property corners, etc.) within Multnomah County are required to be filed with our office. State statutes require that we review these surveys, file and index them in the County Survey Records.
- Review and approval of land division plats (subdivisions, partitions, and condominiums): Comprehensive reviews of all land division plats within the entire county are performed by our office to ensure correctness and compliance with state statutes and local ordinances.
- Providing access to the public survey records: We maintain a robust online records retrieval system that is widely used by the public and is essential for providing information required by land surveyors, developers, the title industry, planning jurisdictions, and others.

Other Functions

- Provide surveying support for capital projects on county roads and bridges.
- Provide surveying support for county departments and local agencies.
- Provide surveying expertise to the public and to county and local agencies.

**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 New Public Land Corner Reports filed	177	150	150	150
Outcome	Percentage of plats reviewed within 21 days	100.0%	97.0%	100.0%	100.0%
Input	Number of plats received for approval	87	100	85	85
Quality	Number of affidavits of correction filed for errors on plats	3	2	3	3

**Performance Measure - Description**

The County Surveyor's Office maintains approximately 2000 public land survey corners. We file a detailed report after corner visits that require changes to monumentation.

The County Surveyor approves all land division plats (subdivisions, partitions, and condominiums) within the county, including within all cities. Our goal is to complete the initial review of all plats within 21 calendar days of submittal of all required documentation. We also strive to be very accurate with our reviews. We measure this by the number of affidavits of correction that are filed to correct errors on plats that were missed during our review.

## Legal/Contractual Obligation

The County Surveyor is a position mandated by state statute. The duties of the County Surveyor are mandated by ORS Chapter 209. Plat review and approval is mandated by ORS 92.100 and ORS 100.115. Certain work regarding county roads is mandated by ORS 368.

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2012	2012	2013	2013
Personnel	\$0	\$1,017,337	\$0	\$1,035,264
Contracts	\$0	\$1,500	\$0	\$1,500
Materials & Supplies	\$0	\$34,200	\$0	\$33,150
Internal Services	\$0	\$235,553	\$0	\$237,237
Capital Outlay	\$0	\$12,500	\$0	\$12,500
Unappropriated & Contingency	\$0	\$417,910	\$0	\$568,849
<b>Total GF/non-GF:</b>	<b>\$0</b>	<b>\$1,719,000</b>	<b>\$0</b>	<b>\$1,888,500</b>
<b>Program Total:</b>	<b>\$1,719,000</b>		<b>\$1,888,500</b>	
Program FTE	0.00	10.00	0.00	10.00
<b>Program Revenues</b>				
Indirect for dep't Admin	\$27,192	\$0	\$25,364	\$0
Fees, Permits & Charges	\$0	\$966,500	\$0	\$1,405,000
Other / Miscellaneous	\$0	\$752,500	\$0	\$483,500
<b>Total Revenue:</b>	<b>\$27,192</b>	<b>\$1,719,000</b>	<b>\$25,364</b>	<b>\$1,888,500</b>

## Explanation of Revenues

All revenues are from user fees or charges for services. Over the past several years the numbers of real estate developments and transactions have been on a steady decline. This has had a significant impact on the revenue generated by this program. Downsizing and other cost saving measures have been implemented. To help keep this program self sufficient we are proposing to increase the recording fee from \$5 to \$10 and the filing fee from \$300 to \$400.

Revenue estimates are as follows (these reflect proposed fee increases described above):

- Public Land Corner Preservation Fund – estimated 105,000 documents recorded at \$10 each = \$1,050,000
- Plats and Surveys submitted for filing/recording - estimated 400 at \$400 each = \$160,000.
- Plat review and approval - actual cost incurred - estimated \$105,000.
- Survey support for county road and bridge projects, and other county departments and local agencies – estimated \$90,000.

## Significant Program Changes

✔ Significantly Changed

**Last year this program was:** #91012, County Surveyor's Office

Due to the continued weak development and housing climate has resulted in a steady decline of revenue from survey and plat submittals, as well as from document recording fees, this program offer reflects the proposed fee increases as described under Explanation of Revenues.