

Lead Agency: County Management **Program Contact:** Gary Bartholomew
Program Offer Type: Existing Operating
Related Programs: 72023, 72024, 72026, 72028, 72030, 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 2012, 154,514 documents were recorded, 6,410 Marriage Licenses were processed, 395 Domestic Partnership Registrations were issued and 2,503 Passport Applications were accepted. Last year 1,919 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 makes available records for customer use. Electronic recording functionality was installed in 2012 thereby improving efficiency and customer service. The Recording Office, Customer Service Office and Public Research Room were integrated in 2012 which improved efficiency and quality of service delivery. Additional improvements from technology updates included an electronic customer queuing system, an online chat tool and an upgraded customer PC menu and services. Additional improvements for 2013 include further digitization of records and a new search engine for PC's used by customers.

Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY11-12)	Current Year Purchased (FY12-13)	Current Year Estimate (FY12-13)	Next Year Offer (FY13-14)
Output	Number of Marriage Licenses Issued	6,410	6,300	6,300	6,300
Outcome	Number of Accurately Processed Licenses	6,290	6,250	6,250	6,200
Output	Number of Documents Recorded	154,514	170,000	175,000	175,000
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. Through the "County Assessment Function Funding Assistance" (CAFFA) Grant process described in ORS 294.175, the Dept of Revenue determines the acceptable level of assessment and taxation staffing. The DOR has determined that DART is already at the minimally acceptable level to perform their functions. Any reduction to the BoPTA portion of this Program may jeopardize the grant revenue.

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2013	2013	2014	2014
Personnel	\$930,593	\$0	\$967,138	\$0
Contracts	\$537,898	\$0	\$87,175	\$0
Materials & Supplies	\$92,515	\$0	\$90,850	\$0
Internal Services	\$310,976	\$0	\$272,319	\$0
Capital Outlay	\$8,000	\$0	\$0	\$0
Total GF/non-GF:	\$1,879,982	\$0	\$1,417,482	\$0
Program Total:	\$1,879,982		\$1,417,482	
Program FTE	12.00	0.00	12.00	0.00
Program Revenues				
Fees, Permits & Charges	\$4,817,000	\$0	\$5,085,750	\$0
Intergovernmental	\$35,183	\$0	\$39,500	\$0
Other / Miscellaneous	\$456,636	\$0	\$0	\$0
Total Revenue:	\$5,308,819	\$0	\$5,125,250	\$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 fund, and \$10 to Court Conciliation Services. Fees are charged for certified copies of licenses. The General Fund portion of marriage licenses/DP registrations and copy fees is estimated at \$257,500. The County collects a \$25 fee for accepting each Passport application, estimated at 2,500 passport applications for FY14, or \$62,500 GF revenue. Fees are collected for the recording of documents for: the Corner Preservation Fund; the State DOR for the Housing & Community Services Dept for housing related programs, the Oregon Land Information Systems Fund (OLIS), and the County Assessment Function Funding Assistance (CAFFA) Account in support of Assessment & Taxation functions; and the Oregon State Treasurer for the Foreclosure Avoidance Mediation Fund. A portion of some recording fees is credited to the County Clerk Fund for purposes described in ORS 205.320(18) and is estimated at \$155,750 for FY14. Remaining recording page fees of \$4,560,000 and Document Copy Fees of \$50,000 are retained by the County Gen Fund as Recording Program revenues.

BoPTA is supported by participation in the Oregon Dept of Revenue County Assessment Function Funding Assistance (CAFFA) Grant, providing reimbursement of approximately 25% of BoPTA program expenditures. Multnomah County estimated share of CAFFA is \$3,950,000 for FY14, with \$39,500 allocated to BoPTA, with remaining support from the General Fund.

Significant Program Changes

✔ Significantly Changed

Last year this program was: #72025A, DART County Clerk Functions

Position reclassified from A&T Technician 1 to Property Appraiser 2 and .50 FTE portion that was allocated to County Clerk in FY13, was transferred to Residential Appraisal(#72034)for FY14. Another position was partially allocated from Customer Service (72024) to County Clerk Functions for FY14. No net change from FY13 to FY14.