

**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 and 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. Current/recent projects include Sellwood Bridge Replacement Project, Morrison Bridgehead, NE Arata Road, NE 238th Drive, Penumbra Kelly Building.
- Provide surveying support for county departments and local agencies. Currently working on projects for Road Engineering and County Facilities.
- Provide surveying expertise to the public and to county and local agencies.

**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 new public land corner reports filed	154	150	175	150
Outcome	Percentage of plats reviewed within 21 days	100.0%	100.0%	100.0%	100.0%
Input	Number of plats received for approval	84	85	70	85
Quality	Number of affidavits of correction filed for errors on plats	3	3	2	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, including those related to Public Land Corners. 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	2013	2013	2014	2014
Personnel	\$0	\$1,035,264	\$0	\$1,088,624
Contracts	\$0	\$1,500	\$0	\$1,500
Materials & Supplies	\$0	\$33,150	\$0	\$37,900
Internal Services	\$0	\$237,237	\$0	\$256,352
Capital Outlay	\$0	\$12,500	\$0	\$45,000
Unappropriated & Contingency	\$0	\$568,849	\$0	\$1,255,124
<b>Total GF/non-GF:</b>	<b>\$0</b>	<b>\$1,888,500</b>	<b>\$0</b>	<b>\$2,684,500</b>
<b>Program Total:</b>	<b>\$1,888,500</b>		<b>\$2,684,500</b>	
Program FTE	0.00	10.00	0.00	10.00
<b>Program Revenues</b>				
Indirect for dep't Admin	\$25,364	\$0	\$25,930	\$0
Fees, Permits & Charges	\$0	\$1,405,000	\$0	\$1,655,000
Other / Miscellaneous	\$0	\$483,500	\$0	\$1,029,500
<b>Total Revenue:</b>	<b>\$25,364</b>	<b>\$1,888,500</b>	<b>\$25,930</b>	<b>\$2,684,500</b>

## Explanation of Revenues

The County Surveyor's Office is self supporting. All revenues are from user fees or charges for services. Maintenance and restoration of Public Land Corners makes up the largest part of our program. This is funded by a fee (currently \$10) charged whenever certain types of documents are recorded in the County Records.

Another large portion of our revenue is derived from a filing fee (currently \$400) which is charged for all records of survey and plats that are submitted to our office for review and filing. This revenue is used to fund our entire survey records operation, which includes a robust online records retrieval system that is widely used by the public.

Revenue estimates are as follows:

- Public Land Corner Preservation Fund – estimated 129,000 documents recorded at \$10 each - \$1,290,000
- 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 \$100,000.
- Beginning Working Capital in Land Corner Fund - estimated \$1,025,000.
- Interest on Land Corner Fund - estimated \$4,500.

## Significant Program Changes

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