

**Department:** County Management      **Program Contact:** Gary Bartholomew  
**Program Offer Type:** Existing Operating Program      **Program Offer Stage:** As Proposed  
**Related Programs:**  
**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 Summary**

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 2015, 148,851 documents were recorded, 7,766 Marriage Licenses were processed, 150 Domestic Partnership Registrations were issued and 8,716 Passport Applications were accepted. Last year 843 BoPTA appeals were processed. All areas within the County Clerk Functions program provide direct customer service by responding to telephone, chat and email inquiries and walk-in customers. The Recording staff assist approximately 15,000 customers at the counter annually and respond to an estimated 15,000 inquiries. The Marriage License and Domestic Partnership staff assist approximately 28,000 customers at the counter annually and respond to a high volume of inquiries 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 and additional service providers were added in subsequent years, thereby improving efficiency and customer service. Currently approximately 70% of recording transactions are completed electronically. Over the past three years records were digitized and a new search engine for PC's used by customers was installed. Future plans, pending County Executive approval, include providing digitized records over the internet for public use.

Passport photos were added in 2014 as an additional customer service. Acceptance of debit and credit cards for point of sale transactions was initiated also. Performing marriage solemnizations is scheduled to begin in 2016. In 2015 the Passport photo and County photo ID processes were transferred under supervision of DART Customer Service and relocated to the DART office.

**Performance Measures**

Measure Type	Primary Measure	FY15 Actual	FY16 Purchased	FY16 Estimate	FY17 Offer
Output	Number of Marriage Licenses Issued	7,766	7,000	7,600	7,600
Outcome	Number of Accurately Processed Licenses	7,752	6,980	7,585	7,585
Output	Number of Documents Recorded	148,851	170,000	170,000	170,000
Outcome	Average Number of Business Days to Return Original Recorded Documents	2	4	3	3

**Performance Measures Descriptions**

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; 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	2016	2016	2017	2017
Personnel	\$1,070,957	\$0	\$1,156,493	\$0
Contractual Services	\$79,430	\$0	\$97,214	\$0
Materials & Supplies	\$95,872	\$0	\$104,219	\$0
Internal Services	\$293,310	\$0	\$317,602	\$0
<b>Total GF/non-GF</b>	<b>\$1,539,569</b>	<b>\$0</b>	<b>\$1,675,528</b>	<b>\$0</b>
<b>Program Total:</b>	<b>\$1,539,569</b>		<b>\$1,675,528</b>	
<b>Program FTE</b>	12.50	0.00	13.70	0.00

Program Revenues				
Fees, Permits & Charges	\$4,335,000	\$0	\$5,144,000	\$0
Intergovernmental	\$35,009	\$0	\$34,435	\$0
Other / Miscellaneous	\$35,000	\$0	\$35,000	\$0
<b>Total Revenue</b>	<b>\$4,405,009</b>	<b>\$0</b>	<b>\$5,213,435</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 fund (for licenses and State DP), \$25 to County Community and Family Services for domestic violence victims (for County DP), and \$10 to Court Conciliation Services. Estimated fees for marriage licenses, domestic partnerships, marriage record copies, amendments to marriage and DP records, and waivers of 3-day waiting period for a marriage license are \$280,000. Passport application acceptance fees are \$250,000 and Passport photo fees are \$58,000. Document Recording page fees retained by the County General Fund are \$4,386,000. Recording record copy fees are \$35,000. A portion of recording fees collected for the Corner Preservation Fund and the County Assessment Function Funding Account are credited to the County Clerk Fund pursuant to ORS 205.320(18) are projected at \$140,000. Fees for filing a Board of Property Tax (BoPTA) Appeal are estimated at \$30,000. County Assessment Function Funding Assistance (CAFFA) Grant allocated to BoPTA is \$34,435.

## Significant Program Changes

**Last Year this program was:** FY 2016: 72025A-16 DART County Clerk Functions

This program offer includes a new 1.00 FTE permanent position (Office Assistant 2) for FY 2017 to support Passport Photo and Employee photo ID services. The cost is covered by an increase in revenues for passport photos and conversion of temporary to permanent. Allocated .20 FTE Deputy County Assessor to the program for FY 2017.