

Department: County Management

Program Contact: Tim Mercer

Program Offer Type: Existing

Program Offer Stage: Adopted

Related Programs:
Program Characteristics:
Executive Summary

The Division of Assessment, Recording and Taxation (DART) County Clerk Functions Program consists of recording land related and other legal documents, issuance of Marriage Licenses and Domestic Partnership Registrations, 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

The County Clerk Functions team is responsible for issuing marriage licenses & domestic partnerships; administering the BoPTA program; and recording legal documents. All of these functions are governed by state statutes. Recorded documents include deeds, contracts and assignments and unrecorded documentation, such as marriage records, court orders, and death certificates.

Issuing marriage licenses, and recording and indexing documents make up both vital and essential records under Oregon state law. The documents are maintained for statutory purposes that follow rigorous guidelines to maintain an orderly identification of ownership of property and record of marriages. As a requirement under Oregon law, both must be maintained and archived indefinitely. These teams serve the community in person, through phone, email, and mail.

Performance Measures

Measure Type	Primary Measure	FY22 Actual	FY23 Budgeted	FY23 Estimate	FY24 Offer
Output	Number of marriage licenses issued	7,400	4,900	6,600	6,500
Outcome	% of accurately processed licenses	95%	95%	95%	95%
Output	Number of documents recorded	104,704	160,000	145,000	140,000
Outcome	Average number of business days to return original recorded documents	5	2	5	5

Performance Measures Descriptions

The "% of Accurately Processed Licenses" is a measure to track errors on licenses internally. 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. Document recording numbers fluctuate as a byproduct of the overall economy and interest rates.

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). ORS 205.320(2) requires dedication of a portion of recording fees to the restricted County Clerk Fund for records storage and retrieval systems.

Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Adopted General Fund	Adopted Other Funds
Program Expenses	2023	2023	2024	2024
Personnel	\$1,336,238	\$0	\$1,247,372	\$0
Contractual Services	\$284,658	\$0	\$161,780	\$0
Materials & Supplies	\$105,804	\$0	\$101,028	\$0
Internal Services	\$206,589	\$0	\$245,164	\$0
Total GF/non-GF	\$1,933,289	\$0	\$1,755,344	\$0
Program Total:	\$1,933,289		\$1,755,344	
Program FTE	12.05	0.00	11.16	0.00

Program Revenues				
Fees, Permits & Charges	\$5,254,500	\$0	\$3,998,750	\$0
Intergovernmental	\$20,939	\$0	\$17,384	\$0
Other / Miscellaneous	\$250,000	\$0	\$250,000	\$0
Beginning Working Capital	\$200,400	\$0	\$141,245	\$0
Total Revenue	\$5,725,839	\$0	\$4,407,379	\$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 (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 of \$220,550 for marriage licenses, domestic partnerships, marriage record copies, amendments to marriage and DP records, and waivers of a 3-day waiting period for a marriage license. Document Recording fees \$3,672,000. Recording copy fees \$250,000. County Clerk Restricted Fund Carryover Revenue \$141,245 and Fees \$90,000 pursuant to ORS 205.320(2). Fees for filing a BoPTA Appeal \$16,200. BoPTA also allocated \$17,384 of the \$2,716,250 County Assessment Function Funding Assistance (CAFFA) Grant.

Significant Program Changes

Last Year this program was: FY 2023: 72025 DART County Clerk Functions

During FY 2023 a structural change was conceptualized and put into place as it was apparent that a significant change was necessary in order to see positive change. The structural change increases the number of supervisors from two to three, while breaking two existing teams into three new individual teams. The three corresponding program offers, with each having their own supervisor, are DART Property Tax & Ownership (72024), DART County Clerk Functions (72025), and new DART Passport and Photo ID Program (72058). Ownership and Parcel Management (72026) will no longer be used, and the budget was transferred to the new programs. This will lessen the number of direct reports per supervisor and align program services to budget. This change also focuses on workplace safety, employee morale, and improving services to the community by owning and focusing on specific team tasks.