



Program #72025 - DART County Clerk Functions FY 2025 Department Requested

Department: County Management **Program Contact:** Tim Mercer
Program Offer Type: Operating **Program Offer Stage:** Department Requested
Related Programs:
Program Characteristics: In Target

Executive Summary

The County Clerk Functions Program, housed within the Division of Assessment, Recording and Taxation (DART), has three primary functions:

- issuing marriage licenses and domestic partnerships
- recording legal documents
- administering the Board of Property Tax Appeals (BoPTA) process

All these functions are governed by Oregon law, and County staff comply with legal guidelines when administering these functions.

Program Description

The County Clerk Functions Program ensures recorded documents generated from its services are indefinitely maintained and archived. Staff administer the below services in-person, via phone, email, or mail:

- Issuing Marriage Licenses & Domestic Partnerships, and registering county Domestic Partnerships;
- Recording documents (e.g. deeds, contracts, liens);
- Issuing certified copies of marriage licenses, deeds, contracts, and liens;
- Maintains a Digital Research Room for the public to access records through a database.

The Clerk Program oversees the administration of the Board of Property Tax Appeals, the process of hearing from taxpayers who disagree with their property value. During this annual process, the Board reviews evidence, provided by taxpayers, before deciding whether or not to reduce property values or waive late filing fees.

Performance Measures

Measure Type	Performance Measure	FY23 Actual	FY24 Budgeted	FY24 Estimate	FY25 Target
Output	Number of marriage licenses issued	6,261	4,900	6,100	6,200
Output	Total number of domestic partnerships issued	182	N/A	190	200
Output	Number of documents recorded	89,415	160,000	83,000	84,000
Output	Number of BoPTA appeals processed	638	N/A	650	650

Performance Measures Descriptions

Document recording numbers fluctuate as a byproduct of the overall economy and interest rates.

The value of "N/A" is due to a new metric being tracked.

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	Department Requested General Fund	Department Requested Other Funds
Program Expenses	2024	2024	2025	2025
Personnel	\$1,247,372	\$0	\$1,350,347	\$0
Contractual Services	\$161,780	\$0	\$62,948	\$0
Materials & Supplies	\$101,028	\$0	\$108,025	\$0
Internal Services	\$245,164	\$0	\$199,144	\$0
Total GF/non-GF	\$1,755,344	\$0	\$1,720,464	\$0
Program Total:	\$1,755,344		\$1,720,464	
Program FTE	11.16	0.00	11.16	0.00

Program Revenues				
Fees, Permits & Charges	\$3,998,750	\$0	\$3,070,700	\$0
Intergovernmental	\$17,384	\$0	\$17,819	\$0
Other / Miscellaneous	\$250,000	\$0	\$97,000	\$0
Beginning Working Capital	\$141,245	\$0	\$102,400	\$0
Total Revenue	\$4,407,379	\$0	\$3,287,919	\$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 \$226,200 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 \$2,750,000. Recording copy fees \$97,000. County Clerk Restricted Fund Carryover Revenue \$102,400 and Fees of \$75,000 pursuant to ORS 205.320(2). Fees for filing Board of Property Tax Appeals \$19,500. Allocated \$17,819 of the \$2,784,156 County Assessment Function Funding Assistance (CAFFA) Grant to the Board of Property Tax Appeals.

Significant Program Changes

Last Year this program was: FY 2024: 72025 DART County Clerk Functions