

Program #72025 - DART County Clerk Functions
FY 2026 Proposed
Department: County Management

Program Contact: Jeffrey Brown

Program Offer Type: Operating

Program Offer Stage: Proposed

Related Programs:
Program Characteristics:
Program Description

The County Clerk Functions Program ensures recorded documents generated from its services are indefinitely maintained and archived. Staff administer the following services:

- 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;
- Processing voucher actions of partition plats, subdivisions, condominiums, and property line adjustments; this information is used for the production of county maps that are utilized by various local government entities in addition to updating the assessment records;
- Maintaining a Digital Research Room for the public to access records through a database;
- Collaborating: the team also continually collaborates with other teams, educates the public on services, and collaborates with government agencies to record plats.

All functions are guided by Oregon statute.

Performance Measures

Measure Type	Performance Measure	FY24 Actual	FY25 Budgeted	FY25 Estimate	FY26 Target
Output	Number of marriage licenses issued	5,743	6,200	7,000	6,500
Output	Total number of domestic partnerships issued	161	200	475	450
Output	Number of documents recorded	78,929	84,000	80,000	80,000
Output	Number of Parcel Management work tickets processed	595	650	525	525

Performance Measures Descriptions

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

The number of Parcel Management work tickets is trending down with higher interest rates.

The number of domestic partnerships has steadily increased since January 2024 when the law changed allowing any gender to apply. Previously, the law only allowed same gender couples to apply for a domestic partnership.

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	Proposed General Fund	Proposed Other Funds
Program Expenses	2025	2025	2026	2026
Personnel	\$1,351,161	\$0	\$1,219,351	\$0
Contractual Services	\$62,948	\$0	\$62,948	\$0
Materials & Supplies	\$108,025	\$0	\$111,830	\$0
Internal Services	\$199,144	\$0	\$212,415	\$0
Total GF/non-GF	\$1,721,278	\$0	\$1,606,544	\$0
Program Total:	\$1,721,278		\$1,606,544	
Program FTE	11.16	0.00	9.61	0.00

Program Revenues				
Fees, Permits & Charges	\$3,070,700	\$0	\$3,820,700	\$0
Intergovernmental	\$17,819	\$0	\$18,264	\$0
Other / Miscellaneous	\$97,000	\$0	\$97,000	\$0
Beginning Working Capital	\$102,400	\$0	\$110,000	\$0
Total Revenue	\$3,287,919	\$0	\$4,045,964	\$0

Explanation of Revenues

\$3,500,000 Document Recording fees
\$226,200 Estimated fees for marriage licenses (\$160,000), domestic partner registrations (\$5,000), marriage record copies and waivers of a 3-day waiting period for a marriage license (\$60,000), amendments to marriage and DP records (\$1,200)
\$97,000 Certified/Uncertified copy fees of recorded documents
\$18,264 Oregon Department of Revenue County Assessment Function Funding Assistance (CAFFA) Grant
\$110,000 County Clerk Restricted Fund Carryover Revenue
\$75,000 Recording Clerk Fee
\$19,500 Fees for filing Board of Property Tax Appeals

Significant Program Changes

Last Year this program was: FY 2025: 72025 DART County Clerk Functions

1.55 FTE reduction due to reassignment of DART positions