

**Department:** County Management

**Program Contact:** Tim Mercer

**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**

For FY 2019, 131,085 documents were recorded, 6,825 Marriage Licenses were processed, 188 Domestic Partnership Registrations were issued and 9,711 Passport Applications were accepted. Last year 534 BoPTA appeals were processed. 6,478 passport photos were taken. 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 assists approximately 14,000 customers at the counter annually and responds 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 140,000 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, improving efficiency and customer service. Currently, more than 60% of recording transactions are completed electronically.

**Performance Measures**

Measure Type	Primary Measure	FY19 Actual	FY20 Budgeted	FY20 Estimate	FY21 Offer
Output	Number of Marriage Licenses Issued	6,825	7,500	7,504	7,500
Outcome	% of Accurately Processed Licenses	N/A	N/A	95%	95%
Output	Number of Documents Recorded	131,085	160,000	160,000	160,000
Outcome	Average Number of Business Days to Return Original Recorded Documents	2	4	2	2

**Performance Measures Descriptions**

The "% of Accurately Processed Licenses" is a new measure for FY21. The state no longer verifies or returns licenses, so we have begun tracking 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.

## 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.

## Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2020	2020	2021	2021
Personnel	\$1,261,319	\$0	\$1,319,002	\$0
Contractual Services	\$45,574	\$0	\$61,179	\$0
Materials & Supplies	\$95,300	\$0	\$99,287	\$0
Internal Services	\$308,348	\$0	\$249,429	\$0
<b>Total GF/non-GF</b>	<b>\$1,710,541</b>	<b>\$0</b>	<b>\$1,728,897</b>	<b>\$0</b>
<b>Program Total:</b>	<b>\$1,710,541</b>		<b>\$1,728,897</b>	
<b>Program FTE</b>	13.40	0.00	12.90	0.00

Program Revenues				
Fees, Permits & Charges	\$4,261,014	\$0	\$4,981,985	\$0
Intergovernmental	\$35,183	\$0	\$28,429	\$0
Other / Miscellaneous	\$195,000	\$0	\$195,000	\$0
<b>Total Revenue</b>	<b>\$4,491,197</b>	<b>\$0</b>	<b>\$5,205,414</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 a 3-day waiting period for a marriage license are \$291,825. Passport application acceptance fees are \$339,500 and Passport photo fees are \$65,000; Document Recording page fees retained by the County General Fund are \$4,149,460. Recording record copy fees are \$195,000. A portion of recording fees collected for the Corner Preservation Fund and the County Assessment Function Funding Account is credited to the County Clerk Fund pursuant to ORS 205.320(2) are projected at \$120,000. Fees for filing a Board of Property Tax (BoPTA) Appeal are estimated at \$16,200. BoPTA is allocated \$28,430 of the \$2,930,889 County Assessment Function Funding Assistance (CAFFA) Grant.

## Significant Program Changes

**Last Year this program was:** FY 2020: 72025A-20 DART County Clerk Functions

FTE decreased from 13.40 FTE in FY20 to 12.90 FTE in FY21. Chief Appraiser position formerly in Residential Appraisal Program 72034 and Special Programs 72030 in FY20, was reclassified to Manager 1 during FY20. For FY21, allocated .50 FTE to County Clerk Functions 72025A and .50 FTE to Customer Service 72024. A&T Technician 1 reclassified to A&T Technician 2 and moved from County Clerk Functions 72025A to Tax Revenue Management 72027.