

**Department:** Community Services **Program Contact:** Jim Clayton  
**Program Offer Type:** Existing Operating Program **Program Offer Stage:** As Requested  
**Related Programs:** 91013-18, 91015-18, 91018-18  
**Program Characteristics:** In Target

### Executive Summary

The County Surveyor's Office provides maintenance and restoration of public land survey corners, the review and filing of surveys and land division plats, providing survey records to the public and surveying support to other county programs and local agencies.

### Program Summary

The County Surveyor's Office provides several services, some of which are mandated by state law.

Mandated functions (required by state statute) include:

- Maintenance and restoration of public land survey corner monuments under the Public Land Survey System. The maintenance and restoration of these corners are critical in ensuring the integrity of property boundaries within the county because all property descriptions within the state are either directly or indirectly tied to public land survey corners.
- Review, filing, and indexing of survey records. All surveys that set permanent monuments (property corners, etc.) within Multnomah County are required to be filed with our office. State statutes require that we review these surveys, file and index them in the County Survey Records.
- Review and approval of land division plats (subdivisions, partitions, and condominiums). Comprehensive reviews of all land division plats within the entire county are performed by our office to ensure accuracy and compliance with state statutes and local ordinances.
- Provide access to the public survey records. We maintain a robust online records retrieval system that is widely used by the public, and essential for providing information required by land surveyors, developers, the title industry, planning jurisdictions, and others.

Other functions include:

- Provide surveying support for capital improvement projects (TCIP) on County Roads and Bridges. Current projects include the Sellwood Bridge Replacement Project, NE Arata Road, Sandy Boulevard, and NE 238th/242nd Drive Improvement Projects.
- Provide surveying support for County departments and local agencies. The program provides ongoing support to Road and Bridge Engineering for various projects (other than CIP). Currently working with DCHS on the A Place For You ADU Homeowner Pilot Project.
- Provide surveying expertise to the public, County, and local agencies.

### Performance Measures

Measure Type	Primary Measure	FY17 Actual	FY18 Purchased	FY18 Estimate	FY19 Offer
Output	Number of public land corner visits performed	67	100	100	100
Outcome	Percentage of plats reviewed within 21 days	99.3%	95%	97%	95%
Output	Number of plats reviewed for approval	144	140	140	140
Output	Number of images added to SAIL website	N/A	N/A	980	920

### Performance Measures Descriptions

The Surveyor's Office maintains approximately 2,000 public land survey corners on a 7- to 10-year cycle. In recent years, we have been maintaining rural corners, which require more time to complete than those in urban areas. The County Surveyor approves all land division plats in the county and all cities within it. Our goal is to complete the initial review of all plats within 21 calendar days of submittal, an ambitious timeline that allows projects to move quickly forward. The Surveyor's Office makes survey-related records available to the public on our SAIL website. adding new images weekly.

## Legal / Contractual Obligation

The County Surveyor position is mandated by state statute. The duties of the County Surveyor are mandated by ORS Chapter 209, including those related to Public Land Corners. Plat review and approval are mandated by ORS 92.100 and ORS 100.115. Certain work regarding county roads is mandated by ORS 368.

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2018	2018	2019	2019
Personnel	\$38,666	\$1,224,595	\$0	\$1,306,970
Contractual Services	\$0	\$2,000	\$0	\$2,000
Materials & Supplies	\$0	\$53,860	\$0	\$45,050
Internal Services	\$0	\$374,704	\$0	\$420,145
Capital Outlay	\$0	\$60,000	\$0	\$60,000
Unappropriated & Contingency	\$0	\$2,451,841	\$0	\$2,140,835
<b>Total GF/non-GF</b>	<b>\$38,666</b>	<b>\$4,167,000</b>	<b>\$0</b>	<b>\$3,975,000</b>
<b>Program Total:</b>	<b>\$4,205,666</b>		<b>\$3,975,000</b>	
<b>Program FTE</b>	0.00	10.00	0.00	10.00

Program Revenues				
Indirect for Dept. Admin	\$76,939	\$0	\$113,445	\$0
Other / Miscellaneous	\$0	\$1,130,000	\$0	\$1,100,000
Interest	\$0	\$22,000	\$0	\$35,000
Beginning Working Capital	\$0	\$2,850,000	\$0	\$2,675,000
Service Charges	\$0	\$165,000	\$0	\$165,000
<b>Total Revenue</b>	<b>\$76,939</b>	<b>\$4,167,000</b>	<b>\$113,445</b>	<b>\$3,975,000</b>

## Explanation of Revenues

The County Surveyor's Office is self supporting. All revenues are from user fees or charges for services. Maintenance and restoration of Public Land Corners make up the largest part of our program. This is funded by a fee (currently \$6) charged when documents are recorded in the County Records. Another large portion of our revenue is derived from a filing fee (currently \$400) which is charged for all records of survey and plats that are submitted to our office for review and filing. Revenue estimates are as follows: Public Land Corner Preservation Fund – estimated 116,667 documents recorded at \$6 each - \$700,000, Plats and Surveys submitted for filing/recording - estimated 625 at \$400 each = \$250,000, and Survey support for county roads, estimated \$150,000. (all under "Other/Miscellaneous" above); Plat review and approval - actual cost incurred - estimated \$165,000 ("Service Charges" above).

## Significant Program Changes

**Last Year this program was:** FY 2018: 91012 County Surveyor's Office

No significant changes in County Surveyor's Office