

#### Program #91012 - County Surveyor's Office

6/30/2016

Department:Community ServicesProgram Contact:Jim ClaytonProgram Offer Type:Existing Operating ProgramProgram Offer Stage:As Adopted

Related Programs: 91013-17 Road Services, 91015-17 Bridge Services, 91018-17 Transportation Capital

**Program Characteristics:** 

### **Executive Summary**

The County Surveyor's Office provides services which include: 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)

- Maintenance and restoration of public land survey corner monuments under the Public Land Survey System: All property descriptions within the state are either directly or indirectly tied to public land survey corners. The maintenance and restoration of these corners are critical in ensuring the integrity of property boundaries within the county.
- Review, filing and indexing of records of survey: All surveys which 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.
- Providing 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

- Provide surveying support for capital improvement projects (CIP) on county roads and bridges. Current projects include the Sellwood Bridge Replacement Project, NE Arata Road, Sandy Boulevard, and Beaver Creek Fish Passage project.
- Provide surveying support for County departments and local agencies. Currently working on projects for Facilities & Property Management Division including the Edgefield North Partition Project, Building 304 Assessment, and Animal Shelter Assessment. Also provide support to Road and Bridge Engineering on an ongoing basis for various projects (other than CIP).
- Provide surveying expertise to the public, County and local agencies.

Performance Measures								
Measure Type	Primary Measure	FY15 Actual	FY16 Purchased	FY16 Estimate	FY17 Offer			
Output	Number of public land corner visits performed	83	175	100	100			
Outcome	Percentage of plats reviewed within 21 days	100%	90%	95%	95%			
Input	Number of plats reviewed for approval	156	140	150	140			
Quality	Number of affidavits of correction filed for errors on plats	1	3	2	3			

#### **Performance Measures Descriptions**

The County Surveyor's Office maintains approximately 2000 public land survey corners, which are maintained on a 7-10 year cycle (each maintenance is a "visit"). The County Surveyor approves all land division plats (subdivisions, partitions, and condominiums) in the County and all cities within it. Our goal is to conduct scheduled corner site visits and complete the initial review of all plats within 21 calendar days of submittal. We strive to be very accurate with our reviews. Accuracy is measured by the number of affidavits of correction filed to rectify errors on plats which were missed during our review.

## **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	2016	2016	2017	2017
Personnel	\$0	\$1,152,966	\$0	\$1,170,223
Contractual Services	\$0	\$96,000	\$0	\$2,000
Materials & Supplies	\$20,000	\$49,600	\$0	\$50,600
Internal Services	\$0	\$297,909	\$0	\$342,718
Capital Outlay	\$0	\$40,000	\$0	\$60,000
Unappropriated & Contingency	\$0	\$2,026,335	\$0	\$2,747,459
Total GF/non-GF	\$20,000	\$3,662,810	\$0	\$4,373,000
Program Total:	\$3,68	2,810	\$4,373,000	
Program FTE	0.00	10.00	0.00	10.00

Program Revenues									
Indirect for Dept. Admin	\$37,880	\$0	\$64,750	\$0					
Other / Miscellaneous	\$0	\$1,465,000	\$0	\$1,255,000					
Interest	\$0	\$7,500	\$0	\$15,000					
Beginning Working Capital	\$0	\$1,889,650	\$0	\$2,853,000					
Service Charges	\$0	\$165,000	\$0	\$250,000					
Total Revenue	\$37,880	\$3,527,150	\$64,750	\$4,373,000					

#### **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 makes up the largest part of our program. This is funded by a fee (currently \$10) charged when documents are recorded in the County Records. We are proposing to reduce this fee to \$6 in order to better align revenues with program expenditures. 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 133,333 documents recorded at \$6 each - \$800,000, Plats and Surveys submitted for filing/recording - estimated 625 at \$400 each = \$250,000, and Survey support for county roads and bridges, estimated \$205,000. (part of "Other/Miscellaneous" above); Plat review and approval - actual cost incurred - estimated \$223,000, and survey work performed for agencies outside of Transportation Division - estimated \$27,000 (shown as "Service Charges" above).

# **Significant Program Changes**

Last Year this program was: FY 2016: 91012-16 County Surveyor's Office