

#### Program #90012 - County Surveyor's Office

**Program Contact:** Jim Clayton

**Department:** Community Services **Program Offer Type:** Program Offer Stage: As Proposed Existing Operating Program

**Related Programs:** 90013, 90015, 90018

**Program Characteristics:** 

### **Executive Summary**

The County Surveyor's Office provides maintenance and restoration of public land survey corners, reviews and files surveys and land division plats, provides survey records to the public, and provides survey 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 and 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 is 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 on county roads and bridges. Current projects include NE Arata Road 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 and Road Maintenance for various projects (other than CIP).
- Provide surveying expertise to the public, County, and local agencies.

Performance Measures								
Measure Type	Primary Measure	FY19 Actual	FY20 Budgeted	FY20 Estimate	FY21 Offer			
Output	Number of public land corner visits performed	106	100	110	100			
Outcome	Percent of plats reviewed within 21 days	93.0%	95%	98%	95%			
Output	Number of plats reviewed for approval	172	150	185	170			
Output	Number of images added to SAIL website	1152	1100	1350	1200			

#### **Performance Measures Descriptions**

The Surveyor's Office performs regular maintenance on over 1,000 public land survey corners on a 7 to 10 year cycle as well as addressing other work on these corners as needed. The County Surveyor approves all land division plats in the County and all cities within it. Our goal to review plans within 21 calendar days of submittal represents an ambitious timeline that allows projects to move forward quickly. The Surveyor's Office makes survey-related records available to the public on our SAIL website. adding new images weekly.

5/6/2020

# **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

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2020	2020	2021	2021
Personnel	\$0	\$1,479,496	\$0	\$1,551,676
Contractual Services	\$0	\$9,500	\$0	\$82,347
Materials & Supplies	\$0	\$49,450	\$0	\$74,500
Internal Services	\$0	\$459,838	\$0	\$477,010
Unappropriated & Contingency	\$0	\$1,457,922	\$0	\$2,398,746
Total GF/non-GF	\$0	\$3,456,206	\$0	\$4,584,279
Program Total:	\$3,456,206		\$4,584,279	
Program FTE	0.00	11.00	0.00	11.00

Program Revenues									
Other / Miscellaneous	\$0	\$852,000	\$0	\$1,640,234					
Interest	\$0	\$60,000	\$0	\$60,000					
Beginning Working Capital	\$0	\$2,319,206	\$0	\$2,454,045					
Service Charges	\$0	\$225,000	\$0	\$430,000					
Total Revenue	\$0	\$3,456,206	\$0	\$4,584,279					

#### **Explanation of Revenues**

This program generates \$184,649 in indirect 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 (proposing increase from \$6 to \$10) charged when documents are recorded in the County records. Another large portion of our revenue is derived from a filing fee (proposing increase from \$400 to \$475) which is charged for all records of survey and plats that are submitted to our office for review and filing. Land division plats are reviewed on a full cost recovery basis.

## **Significant Program Changes**

Last Year this program was: FY 2020: 91012A-20 County Surveyor's Office

No significant changes.