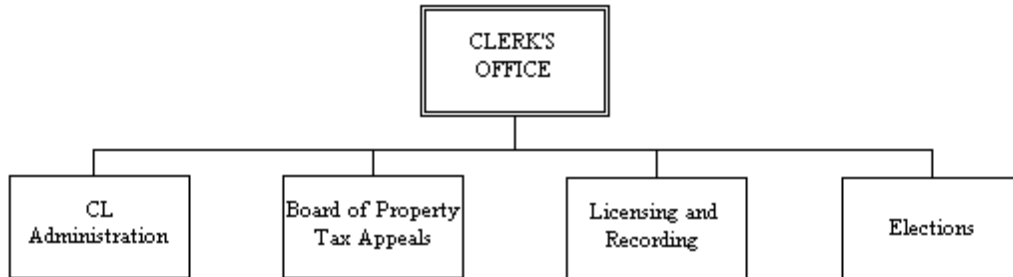


MARION COUNTY FY 2012-13 BUDGET
BY DEPARTMENT
CLERK'S OFFICE

CLERK'S OFFICE



MISSION STATEMENT

The Marion County Clerk's office promotes democracy, public trust and confidence in citizen government by conducting fair and open elections and by providing professional service to all customers with dignity and respect.

The County Clerk protects property rights through recording ownership and claims on property in real time.

The clerks record, license, provide access to and preserve for posterity those records entrusted to their care. The clerks share and support the Marion County Mission Statement, Vision Statement and Statement of Values adopted by the Board of Commissioners, department heads and elected officials.

GOALS AND OBJECTIVES

- Goal 1 INCREASE EFFICIENCY - Evaluate business processes to make better use of management skills, technology and resources.
- Objective 1 Implement process changes as identified in the Clerk's Office Function and Strategic Plan.
- Goal 2 STREAMLINE BUSINESS PRACTICES - Analyze current processes for needed modifications regarding fiscal responsibilities.
- Objective 1 Identify and analyze current business processes in the areas of administration, licensing and recording, elections and Board of Property Tax Appeals.
 - Objective 2 Outline needs to achieve the modifications to business practices and develop a plan to address the modifications.
- Goal 3 CUSTOMER SERVICE - Maintain quality customer service both over the telephone and to walk-in residents.
- Objective 1 Ensure telephones are answered by a staff member during working hours.

MARION COUNTY FY 2012-13 BUDGET
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CLERK'S OFFICE

- Objective 2 Continue office practice of returning phone messages within 24 hours.
- Objective 3 Catalog verbal and written compliments and comments on customer service for annual review.

DEPARTMENT OVERVIEW

The Marion County Clerk is an elected position.

The County Clerk consists of four programs: (1) Licensing and Recording, (2) Elections, (3) Administration, and (4) Board of Property Tax Appeals (BOPTA). Each has a specific set of responsibilities assigned by Oregon law or county policy. All functions are mandated by Oregon law except the operation of the archives facility and passport agency functions.

Resource and Requirement Summary

Clerk's Office	FY 09-10 ACTUAL	FY 10-11 ACTUAL	FY 11-12 BUDGET	FY 12-13 ADOPTED	+/- %
RESOURCES					
Charges for Services	61,451	118,979	132,416	109,474	-17.33%
Interest	659	311	257	200	-22.18%
General Fund Transfers	2,320,923	2,356,988	2,658,484	2,712,621	2.04%
Net Working Capital	63,146	38,628	39,625	5,083	-87.17%
TOTAL RESOURCES	2,446,179	2,514,905	2,830,782	2,827,378	-0.12%
REQUIREMENTS					
Personnel Services					
Salaries and Wages	785,435	806,231	843,556	836,846	-0.80%
Fringe Benefits	385,351	387,892	422,107	447,400	5.99%
Total Personnel Service	1,170,786	1,194,122	1,265,663	1,284,246	1.47%
Materials and Services					
Supplies	42,684	80,998	70,090	59,706	-14.82%
Materials	16,544	16,632	5,000	5,500	10.00%
Communications	65,697	77,711	85,050	93,696	10.17%
Utilities	0	0	15,746	15,284	-2.93%
Contracted Services	453,105	469,385	589,265	535,820	-9.07%
Repairs and Maintenance	71,286	39,974	85,260	82,210	-3.58%
Rentals	261,734	268,845	354,424	365,630	3.16%
Miscellaneous	16,600	20,810	25,460	24,440	-4.01%
Total Materials and Services	927,650	974,356	1,230,295	1,182,286	-3.90%
Administrative Charges	309,114	310,977	333,138	360,410	8.19%
Contingency	0	0	1,686	0	-100.00%
Ending Fund Balance	0	0	0	436	n.a.
TOTAL REQUIREMENTS	2,407,551	2,479,455	2,830,782	2,827,378	-0.12%
FTE	15.50	14.50	14.50	14.50	0.0%

MARION COUNTY FY 2012-13 BUDGET
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PROGRAMS

The County Clerk budget is allocated to four programs as shown on the following table.

Summary of Programs

	FY 09-10 ACTUAL	FY 10-11 ACTUAL	FY 11-12 BUDGET	FY 2012-13 ADOPTED	+/- %
RESOURCES					
CL Administration	179,632	183,761	201,894	212,900	5.45%
Board of Property Tax Appeals	72,162	89,115	90,734	81,765	-9.88%
Licensing and Recording	912,139	944,686	1,085,790	1,028,893	-5.24%
Elections	1,282,246	1,297,344	1,452,364	1,503,820	3.54%
TOTAL RESOURCES	2,446,179	2,514,905	2,830,782	2,827,378	-0.12%
REQUIREMENTS					
CL Administration	179,632	183,761	201,894	212,900	5.45%
Board of Property Tax Appeals	72,162	89,115	90,734	81,765	-9.88%
Licensing and Recording	873,511	909,236	1,085,790	1,028,893	-5.24%
Elections	1,282,246	1,297,344	1,452,364	1,503,820	3.54%
TOTAL REQUIREMENTS	2,407,551	2,479,455	2,830,782	2,827,378	-0.12%

MARION COUNTY FY 2012-13 BUDGET
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CLERK'S OFFICE

CL Administration Program

- Provides and facilitates department leadership and vision.
- The clerk speaks with various groups and organizations and through these engagements the clerk is able to educate the public on what the County Clerk does and what is new within the department.
- Coordinates long term planning.
- Provides overall departmental supervision.
- Responsible for economic forecasting, budget preparation, payroll, contract administration, accounts payable, and financial analysis.
- Tracks state and federal legislation and rules in coordination with the Oregon Association of County Clerks and national professional organizations.
- Serves as support staff to the Board of Property Tax Appeals, including public notice, processing appeals, scheduling, organizing and assisting the board in managing hearings, and compiling and reporting results. Staff also schedules, provides training, and assures that board members are certified to Department of Revenue standards.
- Serves as the independent custodian of the Board of Commissioners Journal.
- Is the statutory County Records Administrator.
- Creates and maintains a healthy environment in which employees, customers, and other stakeholders thrive.

MARION COUNTY FY 2012-13 BUDGET
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CLERK'S OFFICE

Program Summary

Clerk's Office

Program: CL Administration

	FY 09-10 ACTUAL	FY 10-11 ACTUAL	FY 11-12 BUDGET	FY 12-13 ADOPTED	+/- %
RESOURCES					
General Fund Transfers	179,632	183,761	201,894	212,900	5.45%
TOTAL RESOURCES	179,632	183,761	201,894	212,900	5.45%
REQUIREMENTS					
Personnel Services					
Salaries and Wages	99,707	103,411	98,991	99,424	0.44%
Fringe Benefits	49,951	52,011	54,555	58,546	7.32%
Total Personnel Services	149,658	155,423	153,546	157,970	2.88%
Materials and Services					
Supplies	1,197	1,297	1,550	900	-41.94%
Materials	0	1,293	0	0	n.a.
Communications	0	338	0	150	n.a.
Utilities	0	0	2,276	2,211	-2.86%
Contracted Services	142	223	150	100	-33.33%
Rentals	3	412	9,000	9,630	7.00%
Miscellaneous	8,843	8,069	8,960	8,890	-0.78%
Total Materials and Services	10,185	11,633	21,936	21,881	-0.25%
Administrative Charges	19,789	16,705	26,412	33,049	25.13%
TOTAL REQUIREMENTS	179,632	183,761	201,894	212,900	5.45%
FTE	1.50	1.50	1.50	1.50	0.0%

FTE By Position Title By Program

Program: CL Administration	
Position Title	FTE
County Clerk	1.00
Department Specialist 4 (Job Share)	0.50
Program CL Administration FTE Total:	1.50

MARION COUNTY FY 2012-13 BUDGET
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CLERK'S OFFICE

CL Administration Program Budget Justification

RESOURCES

No change in resources.

REQUIREMENTS

FTE

FTE remains the same.

Personnel Services

The Personnel Services budget increased by 2.88% driven primarily by a 7.32% increase in Fringe Benefits.

Materials and Services

Due to budget constraints, office and departmental supplies were reduced. The Oregon Revised Statutes are purchased alternate years and will not be purchased in FY 2012-13, decreasing the publications budget. This resulted in a 41% decrease in Supplies.

The printing budget was reduced by a slight amount causing Contracted Services to decrease.

Administrative Charges

Administrative Charges increased 25% primarily due to the addition of facilities management and custodial allocation being allocated to Administration, BOPTA and Licensing and Recording. In prior years it was allocated to Licensing and Recording only.

Transfers Out

No significant change.

Contingency

No significant change.

Other

No significant change.

MARION COUNTY FY 2012-13 BUDGET
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CLERK'S OFFICE

Board of Property Tax Appeals Program

- The Board of Property Tax Appeals provides a venue for property taxpayers to appeal the assessed value of their property. The citizen board provides both a level of accountability to government and an independent review and explanation of property value methods used to the taxpayer.
- The Clerk seeks and selects board appointments and schedules their training, organizes and records the petitions, schedules the petition hearings, and sets up the hearing room and equipment. A public notice is completed by the clerks. The clerks also field questions from the public throughout the year.
- The Clerk assists the Board of Property Tax Appeals in processing and hearing real and personal property petitions appealing the assessed and real market values of the petitioning taxpayers property and in processing waivers of late filing penalties.

Program Summary

Clerk's Office

Program: Board of Property Tax Appeals

	FY 09-10 ACTUAL	FY 10-11 ACTUAL	FY 11-12 BUDGET	FY 12-13 ADOPTED	+/- %
RESOURCES					
General Fund Transfers	72,162	89,115	90,734	81,765	-9.88%
TOTAL RESOURCES	72,162	89,115	90,734	81,765	-9.88%
REQUIREMENTS					
Personnel Services					
Salaries and Wages	40,915	45,653	41,977	32,938	-21.53%
Fringe Benefits	23,259	25,324	26,248	21,511	-18.05%
Total Personnel Services	64,174	70,977	68,225	54,449	-20.19%
Materials and Services					
Supplies	376	2,275	500	400	-20.00%
Communications	0	0	0	44	n.a.
Utilities	0	0	670	649	-3.13%
Contracted Services	7,216	7,997	10,450	7,500	-28.23%
Rentals	0	0	2,500	2,538	1.52%
Miscellaneous	397	336	550	700	27.27%
Total Materials and Services	7,988	10,607	14,670	11,831	-19.35%
Administrative Charges	0	7,531	7,839	15,485	97.54%
TOTAL REQUIREMENTS	72,162	89,115	90,734	81,765	-9.88%
FTE	1.00	1.00	1.00	0.75	-25.0%

MARION COUNTY FY 2012-13 BUDGET
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FTE By Position Title By Program

Program: Board of Property Tax Appeals	
Position Title	FTE
Department Specialist 4 (Job Share)	0.50
Deputy County Clerk 2	0.25
Program Board of Property Tax Appeals FTE Total:	0.75

Board of Property Tax Appeals Program Budget Justification

RESOURCES

No significant changes in Resources. The Board of Property Tax Appeals (BOPTA) Program is funded entirely by the General Fund. Note that a portion of the General Fund Transfers revenue is indirectly derived by the Oregon Department of Revenue County Assessment Function Funding Assistance grant, of which BOPTA is part of the grant formula along with Assessor's Office functions.

REQUIREMENTS

FTE

To better represent actual staff time involved in property tax appeals process, total FTE has been lowered by 0.25 to 0.75.

Personnel Services

Due to a decreased of 0.25 in FTE, Personnel Services declined by 20%.

Materials and Services

Due to budget constraints, office and departmental supplies were decreased by 20%. Contracted Services budget was reduced by 28% since the state no longer requires advertising the Notice of Session in a newspaper. Miscellaneous increased 27% due to anticipated additional training needed.

Administrative Charges

Administrative Charges increased 97% mainly due to facilities management and custodial allocation being allocated to Administration, BOPTA and Licensing and Recording. In prior years facilities management and custodial were allocated to Licensing and Recording only.

Transfers Out

No significant change.

Contingency

No significant change.

Other

No significant change.

MARION COUNTY FY 2012-13 BUDGET
BY DEPARTMENT
CLERK'S OFFICE

Licensing and Recording Program

- Deed and mortgage recording entails recording and maintaining a permanent record of all property transactions occurring in Marion County. This amounts to approximately 64,000 new property documents each year and maintenance of records on approximately three million transactions.
- Records management responsibilities include operating the county archives facility which houses approximately eight million documents representing over 22 million pieces of paper.
- Records management also includes microfilming, indexing and management of marriage licenses, domestic partnerships and the maintenance of all records of the Board of Commissioners proceedings.
- Licensing includes the issuance of more than 2,200 marriage licenses per year, the processing of over 1,000 passport applications for the U.S. State Department per year, and the processing of liquor license applications and annual renewals.

MARION COUNTY FY 2012-13 BUDGET
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CLERK'S OFFICE

Program Summary

Clerk's Office

Program: Licensing and Recording

	FY 09-10 ACTUAL	FY 10-11 ACTUAL	FY 11-12 BUDGET	FY 12-13 ADOPTED	+/- %
RESOURCES					
Charges for Services	61,451	118,979	132,416	109,474	-17.33%
Interest	659	311	257	200	-22.18%
General Fund Transfers	786,883	786,769	913,492	914,136	0.07%
Net Working Capital	63,146	38,628	39,625	5,083	-87.17%
TOTAL RESOURCES	912,139	944,686	1,085,790	1,028,893	-5.24%
REQUIREMENTS					
Personnel Services					
Salaries and Wages	275,736	280,552	278,724	288,196	3.40%
Fringe Benefits	158,830	163,995	174,398	193,717	11.08%
Total Personnel Services	434,566	444,547	453,122	481,913	6.35%
Materials and Services					
Supplies	29,884	22,446	36,250	27,508	-24.12%
Materials	16,042	11,899	4,000	4,500	12.50%
Communications	1,786	1,875	6,760	12,272	81.54%
Utilities	0	0	12,800	12,424	-2.94%
Contracted Services	139,277	176,274	258,740	177,820	-31.27%
Repairs and Maintenance	2,070	3,635	2,400	2,600	8.33%
Rentals	84,993	87,550	141,415	145,862	3.14%
Miscellaneous	3,443	6,327	7,450	7,250	-2.68%
Total Materials and Services	277,496	310,006	469,815	390,236	-16.94%
Administrative Charges	161,448	154,682	161,167	156,308	-3.01%
Contingency	0	0	1,686	0	-100.00%
Ending Fund Balance	0	0	0	436	n.a.
TOTAL REQUIREMENTS	873,511	909,236	1,085,790	1,028,893	-5.24%
FTE	7.50	6.50	6.50	6.75	3.8%

FTE By Position Title By Program

Program: Licensing and Recording	
Position Title	FTE
Deputy County Clerk 2	4.75
Records and Licensing Supervisor	1.00
Records Coordinator	1.00
Program Licensing and Recording FTE Total:	6.75

MARION COUNTY FY 2012-13 BUDGET
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Licensing and Recording Program Budget Justification

RESOURCES

There were no significant changes in Resources.

REQUIREMENTS

FTE

The 0.25 FTE deleted from BOPTA was moved to Licensing and Recording increasing FTE by 0.25.

Personnel Services

Personnel Services increased by 6% mainly due to a 11% increase in Fringe Benefits.

Materials and Services

Due to budget constraints, office and departmental supplies were decreased. Communications increased 81% due to more accurate accounting of Garten Services postage charges by separating postage from mail service, a contracted service. Contracted services decreased 31.27% primarily due to the backscan budget being reduced from \$66,000 to \$12,500 because of the decrease in projected income; and secondly, due to eliminating a \$22,500 line item for unanticipated expenses.

Administrative Charges

No significant change.

Transfers Out

No significant change.

Contingency

No significant change.

Other

A small amount is budgeted for Ending Fund Balance in the Clerk Records Fund.

MARION COUNTY FY 2012-13 BUDGET
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Elections Program

- Maintains a voter registration file for approximately 152,000 registered voters and processes over 60,000 file changes annually. The changes include new voters, updates, inactivations and cancellations. On-line voter registration began March 2010.
- Administers and conducts all elections held in Marion County for federal, state, county and local governments. Local government districts include: 20 cities, a community college, 2 education service districts, 12 school districts, 20 fire districts, 4 water control districts, 2 domestic water districts, a Soil and Water Conservation District, 3 sewer districts, a mass transit district, a library district, a parks and recreation district and 2 Marion County Justice Courts.
- Administers and conducts the election of precinct committee persons for the Democratic and Republican political parties in May every even numbered year.
- Accepts candidate, measure and petition filings, produces the ballots and voter pamphlet, issues ballots, verifies signatures, processes and counts the ballots, and provides official results and reports on all candidate and measure races.
- Provides 21 ballot drop site locations for major elections. For each election, they deliver the drop boxes to the site, collect and pick up ballots, and provide security for the drop box.
- Processes petitions for state, county, and applicable special districts.
- Maintains all precinct boundaries and jurisdictional boundaries for 73 individual voting jurisdictions. Staff work with the county Geographic Information System and the Census Bureau to carry out re-apportionment or re-districting for equal representation to applicable jurisdictions.

MARION COUNTY FY 2012-13 BUDGET
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CLERK'S OFFICE

Program Summary

Clerk's Office

Program: Elections

	FY 09-10 ACTUAL	FY 10-11 ACTUAL	FY 11-12 BUDGET	FY 12-13 ADOPTED	+/- %
RESOURCES					
General Fund Transfers	1,282,246	1,297,344	1,452,364	1,503,820	3.54%
TOTAL RESOURCES	1,282,246	1,297,344	1,452,364	1,503,820	3.54%
REQUIREMENTS					
Personnel Services					
Salaries and Wages	369,077	376,615	423,864	416,288	-1.79%
Fringe Benefits	153,311	146,561	166,906	173,626	4.03%
Total Personnel Services	522,388	523,176	590,770	589,914	-0.14%
Materials and Services					
Supplies	11,227	54,981	31,790	30,898	-2.81%
Materials	502	3,440	1,000	1,000	0.00%
Communications	63,911	75,498	78,290	81,230	3.76%
Contracted Services	306,470	284,891	319,925	350,400	9.53%
Repairs and Maintenance	69,216	36,339	82,860	79,610	-3.92%
Rentals	176,738	180,883	201,509	207,600	3.02%
Miscellaneous	3,917	6,079	8,500	7,600	-10.59%
Total Materials and Services	631,981	642,110	723,874	758,338	4.76%
Administrative Charges	127,877	132,059	137,720	155,568	12.96%
TOTAL REQUIREMENTS	1,282,246	1,297,344	1,452,364	1,503,820	3.54%
FTE	5.50	5.50	5.50	5.50	0.0%

FTE By Position Title By Program

Program: Elections	
Position Title	FTE
Elections Clerk	3.00
Elections Supervisor	1.00
Elections Technician	0.50
Support Specialist (Non-IT)	1.00
Program Elections FTE Total:	5.50

MARION COUNTY FY 2012-13 BUDGET
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Elections Program Budget Justification

RESOURCES

There are no significant changes in Resources. In 2010-11, \$213,229 of election costs were billed to cities and the state; and \$6,025 was received from candidates. These funds went into the General Fund. Figures for 2011-12 are not available at this time.

REQUIREMENTS

FTE

FTE remains at 5.5.

Personnel Services

No significant change.

Materials and Services

Supplies decreased 2.81% because the Oregon Revised Statutes will not be ordered in FY 2012-13. Communications increased by 3.76% due to additional postage needed for two major elections. Contracted Services increased 9.53% (\$319,925 to \$350,400) due to printing services needed for the two major elections in FY 2012-13. Advertising (public notices) was reduced from \$11,000 to \$7,000 and mail services was reduced from \$20,000 to \$10,000 help balance the budget. Rentals increased 3.02% due to rent increase on the election's facility. Mileage, meals, lodging, meetings and training were all reduced. The awards and recognition budget was deleted. This caused a 10.59% decrease in Miscellaneous.

Administrative Charges

Administrative Charges increased 12.96% due to a new allocation system within the Clerk's office. The charges are now distributed among the Clerk's programs based on the percentage of the overall budget used by each program.

Transfers Out

Not Applicable

Contingency

Not Applicable

Other

Not Applicable

MARION COUNTY FY 2012-13 BUDGET
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FUNDS

The County Clerk department budget is comprised of two funds. This is shown in the table below.

Department Budget by Fund

Fund Name	FY 09-10 ACTUAL	FY 10-11 ACTUAL	FY 11-12 BUDGET	FY 2012-13 ADOPTED	% of Total
RESOURCES					
FND 100 General Fund	2,320,923	2,356,988	2,658,484	2,712,621	95.94%
FND 120 County Clerk Records	125,255	157,917	172,298	114,757	4.06%
TOTAL RESOURCES	2,446,179	2,514,905	2,830,782	2,827,378	100.0%
REQUIREMENTS					
FND 100 General Fund	2,320,923	2,356,988	2,658,484	2,712,621	95.94%
FND 120 County Clerk Records	86,627	122,467	172,298	114,757	4.06%
TOTAL REQUIREMENTS	2,407,551	2,479,455	2,830,782	2,827,378	100.0%

MARION COUNTY FY 2012-13 BUDGET
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KEY DEPARTMENT ACCOMPLISHMENTS

- Administered and conducted six elections: A September recall election for the City of Detroit; an October recall election for the City of Detroit; a November election for the cities of St. Paul, Idanha, and Detroit; a November recall election for the City of Detroit; a March election for the City of Keizer and the Keizer Rural Fire Protection District; and the May Presidential primary. The Clerk's office developed 122 different unique ballot styles for the May Presidential primary election.
- Elections purchased a new tally system in July 2011. The new system increases security, readability and efficiencies while reducing costs; in line with the clerk and county's strategic goals.
- The back scan project started in 2010-11. An additional 550,00 pages were back scanned in 2011-12 making the total approximately 800,000 pages.
- Personnel continues to receive compliments from customers on our high level of quality customer service. We are committed to delivering exceptional customer service.
- During the first eight months of FY 2011-12, Licensing and Recording recorded 31,240 property documents, 1512 marriage licenses, and 378 passport applications.
- In 2011-12, Board of Property Tax Appeals handled 481 petitions and conducted 455 hearings as required.
- In 2011-12, Archives burned 1150 boxes of records and received 2063 boxes of records.
- Archives received and delivered 2187 internal requests for records.

MARION COUNTY FY 2012-13 BUDGET
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CLERK'S OFFICE

KEY INDICATORS

1: Recording Revenue From Licensing and Recording

Definition and Purpose

The monthly revenue from land records recorded is tracked on a monthly basis. We are able to see fluctuations from June 2003 to present in chart form.

Significance

This is necessary to project revenue and resource demands. This ties into the county strategic plan Goal #1: Provide efficient, effective, and responsive government through stewardship and accountability.

Data Units Fiscal Year

FY 07-08 Actual	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Estimate
\$1,521,549	\$1,151,920	\$1,195,269	\$1,207,042	\$1,160,000

Explanation of Trends and Changes

We are predicting a decrease of 03.8% in recording revenue for FY 11-12.

2: Election Costs

Definition and Purpose

Election costs, using the Secretary of State formula, have been tracked since May 2000. These figures help us determine future budget projections and manage resources. The below figures are cost per ballot issued.

Significance

This key indicator tracks the cost per voter in administering major elections in a given fiscal year. Cost of regular staff is not included in the Secretary of State formula except for hours worked beyond the normal workweek. All election board workers and temporary staff are included, as well as printing, postage, mail handling services, security, cargo van rental, supplies, other contractual services, and amortization of equipment. This key indicator facilitates the county strategic plan Goal #1: Provide efficient, effective, and responsive government through stewardship and accountability.

MARION COUNTY FY 2012-13 BUDGET
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Data Units Fiscal Year

FY 07-08 Actual	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Estimate
\$2.00	\$2.50	\$2.51	\$2.01	\$2.10

Explanation of Trends and Changes

Election costs vary significantly depending on the type of election, size of the ballot, number of ballot styles and number of ballots cast by voters. One election can have as many as 480 different ballot styles. Personnel, postage, printing and maintenance costs continue to rise. Reimbursement varies greatly in that the State of Oregon will pay for most of an initiative election, but will not pay for a primary or general election. Cities are exempt from paying during primary and general elections. Districts pay a portion of the cost for district elections. Reimbursements are not factored in the above figures.

3: Board of Property Tax Appeals

Definition and Purpose

The Clerk's Office tracks the number of property tax appeal petitions filed each year. Also tracked are the assessed value reduction and assessed value considered. This data is necessary for resource management and planning, budget projections, and the Assessor's County Assessment Function Funding Assistance grant application with the Oregon Department of Revenue.

Significance

With home and other property values falling, the margin between assessed and real market values is narrowing to the point that, in more instances than in the past, a successful appeal could result in a reduction in taxes levied. This ties to the county strategic plan Goal #1: Provide efficient, effective, and responsive government through stewardship and accountability.

Data Units Fiscal Year

FY 07-08 Actual	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Estimate
139 Appeals	471 Appeals	505 Appeals	419 Appeals	481 Appeals

Explanation of Trends and Changes

Because of the downturn in property values that started four years ago, the number of petitions within the last three years has been relatively steady. The trend of 400 to 500 petitions per year will probably continue until home values start increasing.

MARION COUNTY FY 2012-13 BUDGET
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CLERK'S OFFICE

4: Marriage Licenses and Passports Applications

Definition and Purpose

Marriage licenses issued and passport applications received are tracked for a ten-year period. The purpose is to note if there are any changing trends.

Significance

Marriage licenses issued and passport applications received are tracked for informational purposes. This key indicator ties to the county strategic plan Goal #1: Provide efficient, effective, and responsive government through stewardship and accountability.

Data Units Fiscal Year

FY 07-08 Actual	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Estimate
2,387 Marriage Licenses	2,456 Marriage Licenses	2,291 Marriage Licenses	2,334 Marriage Licenses	2,310 Marriage Licenses
1,205 Passport Applications	891 Passport Applications	801 Passport Applications	677 Passport Applications	513 Passport Applications

Explanation of Trends and Changes

Though the number of weddings has averaged 2,270 over the last ten years and reached a new high of 2,456 in 2008-09, the filings more than double summer months over winter months.

MARION COUNTY FY 2012-13 BUDGET
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CLERK'S OFFICE

Resources by Fund Detail

100 - General Fund	Actual FY 09-10	Actual FY 10-11	Budget FY 11-12	Proposed FY 12-13	Approved FY 12-13	Adopted FY 12-13
General Fund Transfers						
381100 Transfer from General Fund	2,320,923	2,356,988	2,658,484	2,712,621	2,712,621	2,712,621
General Fund Transfers Total	2,320,923	2,356,988	2,658,484	2,712,621	2,712,621	2,712,621
General Fund Total	2,320,923	2,356,988	2,658,484	2,712,621	2,712,621	2,712,621
120 - County Clerk Records						
Charges for Services						
341820 County Clerk Records Fees	61,451	118,979	132,416	109,474	109,474	109,474
Charges for Services Total	61,451	118,979	132,416	109,474	109,474	109,474
Interest						
361000 Investment Earnings	659	311	257	200	200	200
Interest Total	659	311	257	200	200	200
Net Working Capital						
392000 Net Working Capital Unrestr	63,146	38,628	39,625	5,083	5,083	5,083
Net Working Capital Total	63,146	38,628	39,625	5,083	5,083	5,083
County Clerk Records Total	125,255	157,917	172,298	114,757	114,757	114,757
Clerk's Office Grand Total	2,446,179	2,514,905	2,830,782	2,827,378	2,827,378	2,827,378

MARION COUNTY FY 2012-13 BUDGET
BY DEPARTMENT
CLERK'S OFFICE

Requirements by Fund Detail

100 - General Fund	Actual FY 09-10	Actual FY 10-11	Budget FY 11-12	Proposed FY 12-13	Approved FY 12-13	Adopted FY 12-13
Personnel Services						
Salaries and Wages						
511110 Regular Wages	534,809	540,377	618,926	611,855	611,855	611,855
511120 Temporary Wages	52,923	65,287	86,277	88,101	88,101	88,101
511130 Vacation Pay	29,162	31,033	0	0	0	0
511140 Sick Pay	25,053	13,380	0	0	0	0
511150 Holiday Pay	24,497	24,698	0	0	0	0
511160 Comp Time Pay	5	0	0	0	0	0
511210 Compensation Credits	27,112	24,630	25,088	23,625	23,625	23,625
511240 Leave Payoff	1,525	732	0	0	0	0
511260 Election Workers	45,899	55,216	74,000	74,000	74,000	74,000
511280 Cell Phone Pay	602	602	0	0	0	0
511410 Straight Pay	2,013	3,522	0	0	0	0
511420 Premium Pay	4,239	5,543	0	0	0	0
511450 Premium Pay Temps	1,091	2,492	0	0	0	0
Salaries and Wages Total	748,930	767,513	804,291	797,581	797,581	797,581
Fringe Benefits						
512010 Fringe Benefits Budget Only	0	0	3,840	0	0	0
512110 PERS	75,126	76,167	99,822	98,499	98,499	98,499
512120 401K	9,320	9,407	9,327	9,327	9,327	9,327
512130 PERS Debt Service	33,000	26,369	28,932	28,596	28,596	28,596
512140 PERS Rate Subsidy	0	0	(17,661)	0	0	0
512200 FICA	53,844	55,846	48,864	54,950	54,950	54,950
512310 Medical Insurance	163,145	167,940	191,352	199,200	199,200	199,200
512320 Dental Insurance	18,273	17,416	22,008	18,720	18,720	18,720
512330 Group Term Life Insurance	2,216	2,178	1,805	1,781	1,781	1,781
512340 Long Term Disability Insurance	2,359	3,037	3,876	4,300	4,300	4,300
512400 Unemployment Insurance	2,996	3,075	3,026	2,987	2,987	2,987
512520 Workers Comp Insurance	452	473	390	616	616	616
512600 Wellness Program	548	515	515	555	555	555
512610 Employee Assistance Program	413	372	355	383	383	383
512700 County HSA Contributions	1,200	1,200	0	0	0	0
Fringe Benefits Total	362,892	363,994	396,451	419,914	419,914	419,914
Personnel Services Total	1,111,822	1,131,506	1,200,742	1,217,495	1,217,495	1,217,495

MARION COUNTY FY 2012-13 BUDGET
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CLERK'S OFFICE

100 - General Fund	Actual FY 09-10	Actual FY 10-11	Budget FY 11-12	Proposed FY 12-13	Approved FY 12-13	Adopted FY 12-13
Materials and Services						
Supplies						
521010 Office Supplies	11,972	9,966	11,900	10,200	10,200	10,200
521070 Departmental Supplies	14,632	47,237	30,650	28,500	28,500	28,500
521080 Food Supplies	25	585	0	0	0	0
521190 Publications	60	992	1,090	406	406	406
521210 Gasoline	476	992	450	600	600	600
521220 Diesel	32	29	0	0	0	0
521310 Safety Equipment	80	0	0	0	0	0
Supplies Total	27,277	59,800	44,090	39,706	39,706	39,706
Materials						
522060 Sign Materials	0	3,297	0	0	0	0
522120 Tires and Accessories	0	(80)	0	0	0	0
522150 Small Office Equipment	0	10,835	3,000	2,000	2,000	2,000
522160 Small Departmental Equipment	16,069	0	1,000	1,000	1,000	1,000
522170 Computers Non Capital	0	2,000	1,000	2,500	2,500	2,500
522180 Software	176	580	0	0	0	0
Materials Total	16,245	16,632	5,000	5,500	5,500	5,500
Communications						
523010 Telephone Equipment	8,029	2,082	0	0	0	0
523020 Phone and Communication Svcs	0	474	1,950	2,996	2,996	2,996
523040 Data Connections	1,900	2,238	1,900	1,440	1,440	1,440
523050 Postage	55,769	72,916	81,200	88,300	88,300	88,300
523060 Cellular Phones	0	0	0	960	960	960
Communications Total	65,697	77,711	85,050	93,696	93,696	93,696
Utilities						
524010 Electricity	0	0	15,746	8,916	8,916	8,916
524040 Natural Gas	0	0	0	3,374	3,374	3,374
524050 Water	0	0	0	405	405	405
524070 Sewer	0	0	0	607	607	607
524090 Garbage Disposal and Recycling	0	0	0	1,982	1,982	1,982
Utilities Total	0	0	15,746	15,284	15,284	15,284
Contracted Services						
525155 Credit Card Fees	25	0	0	0	0	0
525330 Transportation Services	29	90	0	0	0	0
525430 Programming and Data Services	0	0	0	161,000	161,000	161,000
525555 Security Services	15,095	14,141	16,925	17,000	17,000	17,000
525710 Printing Services	246,435	237,737	250,900	304,250	304,250	304,250
525715 Advertising	4,907	5,516	15,950	7,500	7,500	7,500
525735 Mail Services	45,226	36,506	44,450	21,650	21,650	21,650

MARION COUNTY FY 2012-13 BUDGET
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CLERK'S OFFICE

100 - General Fund	Actual FY 09-10	Actual FY 10-11	Budget FY 11-12	Proposed FY 12-13	Approved FY 12-13	Adopted FY 12-13
Materials and Services						
525740 Document Disposal Services	247	831	1,020	3,020	3,020	3,020
525770 Interpreters	0	100	0	0	0	0
525999 Other Contracted Services	140,867	144,464	194,020	8,900	8,900	8,900
Contracted Services Total	452,831	439,385	523,265	523,320	523,320	523,320
Repairs and Maintenance						
526010 Office Equipment Maintenance	28,276	2,280	2,400	2,400	2,400	2,400
526011 Dept Equipment Maintenance	0	1,759	2,860	2,610	2,610	2,610
526021 Computer Software Maintenance	42,991	34,490	80,000	77,000	77,000	77,000
526030 Building Maintenance	20	1,445	0	200	200	200
Repairs and Maintenance Total	71,286	39,974	85,260	82,210	82,210	82,210
Rentals						
527100 Vehicle Rental	5,118	5,772	5,850	6,200	6,200	6,200
527110 Fleet Leases	4,596	4,488	4,488	4,248	4,248	4,248
527120 Motor Pool Mileage	542	27	600	400	400	400
527130 Parking	3	190	300	450	450	450
527140 County Parking	660	1,180	1,140	1,140	1,140	1,140
527210 Building Rental Private	242,924	250,229	334,946	345,892	345,892	345,892
527300 Equipment Rental	7,890	6,959	7,100	7,300	7,300	7,300
Rentals Total	261,734	268,845	354,424	365,630	365,630	365,630
Miscellaneous						
529110 Mileage Reimbursement	2,574	2,163	1,900	2,000	2,000	2,000
529120 Commercial Travel	717	2,775	2,800	2,800	2,800	2,800
529130 Meals	950	725	1,750	1,650	1,650	1,650
529140 Lodging	4,814	5,163	7,650	7,550	7,550	7,550
529210 Meetings	368	120	1,050	950	950	950
529220 Conferences	2,671	5,424	6,300	6,300	6,300	6,300
529230 Training	2,201	2,225	1,550	1,200	1,200	1,200
529300 Dues and Memberships	1,955	1,960	1,760	1,790	1,790	1,790
529910 Awards and Recognition	320	196	700	200	200	200
529999 Miscellaneous Expense	0	60	0	0	0	0
Miscellaneous Total	16,570	20,810	25,460	24,440	24,440	24,440
Materials and Services Total	911,640	923,158	1,138,295	1,149,786	1,149,786	1,149,786
Administrative Charges						
611100 County Admin Allocation	13,711	18,866	20,247	23,907	23,907	23,907
611110 Governing Body Allocation	7,297	0	0	0	0	0
611210 Facilities Mgt Allocation	27,317	27,826	38,350	38,351	38,351	38,351
611220 Custodial Allocation	16,483	18,086	22,065	22,162	22,162	22,162

MARION COUNTY FY 2012-13 BUDGET
BY DEPARTMENT
CLERK'S OFFICE

100 - General Fund	Actual FY 09-10	Actual FY 10-11	Budget FY 11-12	Proposed FY 12-13	Approved FY 12-13	Adopted FY 12-13
Administrative Charges						
611230 Courier Allocation	1,330	683	745	923	923	923
611250 Risk Management Allocation	2,816	2,481	2,671	2,725	2,725	2,725
611255 Benefits Allocation	0	5,026	5,625	6,549	6,549	6,549
611260 Human Resources Allocation	25,349	17,910	20,675	23,393	23,393	23,393
611300 Legal Services Allocation	25,140	30,946	33,823	24,809	24,809	24,809
611400 Information Tech Allocation	70,040	82,093	92,630	118,796	118,796	118,796
611410 FIMS Allocation	20,634	18,336	22,840	23,423	23,423	23,423
611420 Telecommunications Allocation	8,325	7,638	7,798	5,644	5,644	5,644
611430 Info Tech Direct Charges	21,868	14,484	15,039	15,290	15,290	15,290
611600 Finance Allocation	24,102	27,684	24,451	28,136	28,136	28,136
611700 Utilities Allocation	17,378	16,792	0	0	0	0
611800 MCBEE Allocation	4,772	2,973	1,788	2,232	2,232	2,232
614100 Liability Insurance Allocation	5,800	5,600	5,700	3,600	3,600	3,600
614200 WC Insurance Allocation	5,100	4,900	5,000	5,400	5,400	5,400
Administrative Charges Total	297,462	302,324	319,447	345,340	345,340	345,340
General Fund Total	2,320,923	2,356,988	2,658,484	2,712,621	2,712,621	2,712,621
120 - County Clerk Records						
Personnel Services						
Salaries and Wages						
511110 Regular Wages	29,276	33,372	37,811	37,811	37,811	37,811
511130 Vacation Pay	1,267	2,156	0	0	0	0
511140 Sick Pay	3,022	417	0	0	0	0
511150 Holiday Pay	1,550	1,319	0	0	0	0
511210 Compensation Credits	1,391	1,454	1,454	1,454	1,454	1,454
Salaries and Wages Total	36,506	38,718	39,265	39,265	39,265	39,265
Fringe Benefits						
512110 PERS	3,599	3,877	6,086	6,086	6,086	6,086
512130 PERS Debt Service	2,237	1,990	1,767	1,767	1,767	1,767
512140 PERS Rate Subsidy	0	0	(1,080)	0	0	0
512200 FICA	2,741	2,951	3,004	3,004	3,004	3,004
512310 Medical Insurance	11,762	12,891	13,668	14,400	14,400	14,400
512320 Dental Insurance	1,598	1,601	1,572	1,560	1,560	1,560
512330 Group Term Life Insurance	136	141	113	113	113	113
512340 Long Term Disability Insurance	148	198	244	274	274	274

MARION COUNTY FY 2012-13 BUDGET
BY DEPARTMENT
CLERK'S OFFICE

120 - County Clerk Records	Actual FY 09-10	Actual FY 10-11	Budget FY 11-12	Proposed FY 12-13	Approved FY 12-13	Adopted FY 12-13
Personnel Services						
512400 Unemployment Insurance	146	155	185	185	185	185
512520 Workers Comp Insurance	22	24	30	30	30	30
512600 Wellness Program	40	40	40	40	40	40
512610 Employee Assistance Program	30	29	27	27	27	27
Fringe Benefits Total	22,459	23,898	25,656	27,486	27,486	27,486
Personnel Services Total	58,965	62,616	64,921	66,751	66,751	66,751
Materials and Services						
Supplies						
521070 Departmental Supplies	15,408	21,198	26,000	20,000	20,000	20,000
Supplies Total	15,408	21,198	26,000	20,000	20,000	20,000
Materials						
522170 Computers Non Capital	299	0	0	0	0	0
Materials Total	299	0	0	0	0	0
Contracted Services						
525430 Programming and Data Services	0	0	0	12,500	12,500	12,500
525999 Other Contracted Services	274	30,000	66,000	0	0	0
Contracted Services Total	274	30,000	66,000	12,500	12,500	12,500
Miscellaneous						
529220 Conferences	30	0	0	0	0	0
Miscellaneous Total	30	0	0	0	0	0
Materials and Services Total	16,011	51,198	92,000	32,500	32,500	32,500
Administrative Charges						
611100 County Admin Allocation	749	934	1,252	1,349	1,349	1,349
611110 Governing Body Allocation	399	0	0	0	0	0
611230 Courier Allocation	66	38	42	44	44	44
611250 Risk Management Allocation	78	0	0	0	0	0
611255 Benefits Allocation	0	278	316	311	311	311
611260 Human Resources Allocation	1,255	989	1,162	1,111	1,111	1,111
611400 Information Tech Allocation	4,266	3,515	6,327	7,826	7,826	7,826
611410 FIMS Allocation	1,230	801	1,547	1,571	1,571	1,571
611420 Telecommunications Allocation	503	364	542	384	384	384
611430 Info Tech Direct Charges	1,317	749	1,106	927	927	927
611600 Finance Allocation	1,204	855	1,276	1,397	1,397	1,397
611800 MCBEE Allocation	285	130	121	150	150	150
614100 Liability Insurance Allocation	300	0	0	0	0	0

MARION COUNTY FY 2012-13 BUDGET
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CLERK'S OFFICE

120 - County Clerk Records	Actual FY 09-10	Actual FY 10-11	Budget FY 11-12	Proposed FY 12-13	Approved FY 12-13	Adopted FY 12-13
Administrative Charges Total	11,652	8,653	13,691	15,070	15,070	15,070
Contingency						
571010 Contingency	0	0	1,686	0	0	0
Contingency Total	0	0	1,686	0	0	0
Ending Fund Balance						
573010 Unapprop Ending Fund Balance	0	0	0	436	436	436
Ending Fund Balance Total	0	0	0	436	436	436
County Clerk Records Total	86,627	122,467	172,298	114,757	114,757	114,757
Clerk's Office Grand Total	2,407,551	2,479,455	2,830,782	2,827,378	2,827,378	2,827,378