

Department Mission:

To provide the citizens an organized facility to research the surveying records and to provide for the safe keeping of the public records filed in the Klamath County Surveyor’s Office. Perform the surveying services required by state statute in a professional, efficient and timely matter.

Mandated Services:

<u>O.R.S.</u>	<u>DESCRIPTION</u>
209.020	Requires the County Surveyor to perform surveys on the order of any court of record or County Court.
209.030	Requires the County Surveyor to survey property, the title to which is in dispute before any court, on the order of the court.
209.070(1)	Requires the County Surveyor to keep fair and correct records of all surveys made by the county surveyor, his deputies, county road officials and all private surveys that are received for filing.
209.070(3)	Requires the County Surveyor to provide copies of the survey records to any person or court requiring the records.
209.070(5)(6)	Requires the County Surveyor to “establish or re-establish all corners of government surveys”. This includes all section corners and one-quarter corners. Requires that records be kept relative to these establishments and re-establishments.
209.090	Requires the County Surveyor to procure certain federal survey records and file same.
209.140	Requires the County Surveyor, upon proper notice, to witness, reference and re-establish any corner that is in danger of being disturbed.
209.250	Requires the County Surveyor to inspect all surveys performed by private surveyors for compliance to Oregon Statute and file the same in the office of the County Surveyor.
209.250(9)	Requires the County Surveyor to file corner records by private surveyors for government corners that have been changed.
209.255	Requires the County Surveyor to approve, record and mark affidavits of correction to survey maps filed by private surveyors.

- 209.270 Requires the County Surveyor to make survey records available to the public and the records be located in a county facility, designated by the county governing body.
- 92.065 County Surveyor to complete the post monumentation of recorded subdivisions in the event the original surveyor is unable to do so.
- 92.100(2) Requires the County Surveyor to perform a field, mathematical and office check of all new subdivision plats submitted for recording.
- 92.100(3) Requires the County Surveyor to perform mathematical and office check of all new partition plats submitted for recording.
- 92.140 Requires the County Surveyor to index all plats and preserve them as permanent records of the county.
- 92.170 Requires the County Surveyor to approve, record and mark affidavits of corrections to subdivision and partition plats made by private surveyors.
- 97.310 Requires the County Surveyor to perform a field, mathematical and office check of all new cemetery plats submitted for recording.
- 100.115(5) Requires the County Surveyor to check and approve condominium plats submitted for recording in the County.
- 100.116 Requires the County Surveyor to approve condominium Plat Amendments.
- 100.118 Requires the County Surveyor to approve, record and mark affidavits of corrections to condominium plats.
- 227.120 Requires the County Surveyor to mark on recorded plats street name changes.
- 271.230 Requires the County Surveyor to mark on certain official records the vacation of towns, plats, roads and public easements.
- 368.106(4) Requires the County Surveyor to file for record all surveys of County roads.
- 376.160 Requires the County Surveyor to make investigations and reports for statutory ways of necessity on the order of any court of record or County Court.

Department Overview:

The Klamath County Surveyor's Office serves the public by:

Checking private survey maps for compliance with Oregon statutes and file them in the Surveyor's Office as public records.

Assist the public and other county departments with interpreting legal descriptions, road right of ways records and general surveying research.

Review subdivision, partition and condominium plats for compliance with Oregon statutes and the Klamath County Development Code. Index and file exact copies of the plats for public record.

Recover, restore and preserve original Public Land Survey System (PLSS) corners.

Successes and Challenges:

Each year we are scanning more survey related information and making it available online for the public to use in research of their property. We have started our own survey record index that hopefully will be completed sometime in 2012.

With being a part time surveyor and utilizing the local surveyors we are averaging reestablishing 50 corners per year with our PLSS program. PLSS (public land survey system) corners are section corners, ¼ corners, meander corners or any other corner established by the GLO (government land office).

Budget Overview:

The County Surveyor is an elected, part time position (.3FTE). It is funded **100%** by user fees.

The **761-SURVEYOR** (mandated services portion of my budget) is funded by the revenue generated from checking and recording survey maps, partition plats and subdivision plats. I average 120 survey maps, 45 partition plats and 5 subdivision plats a year. The past two years I have been down approximately 20% from revenue from survey maps and partition plats and 100% down on subdivision plats.

The **762-PUBLIC LAND CORNER PRESERVATION FUND** is funded by a \$5.00 fee collected for each deed or recorded document that is related to land transactions which are recorded in the Clerk's Office. **ORS 203.148** allows counties to establish this **dedicated fund** for the corner work and Klamath County established our fund in 1988. By **STATUTE** the fee collected can only be used in the establishment, re-establishment and maintenance of PLSS (public land survey system) corners.

Klamath County is +/-6130 square miles and consists of 181 Townships with approximately 135 corners per Township for a grand total of 24,000 corners. I do the work in house and also

contract out some of the work to the local surveyors. The work is perpetual because of the maintenance required to preserve the corners.

Significant Changes:

No major changes – anticipated less revenue from user fees until the economy picks back up.

Key issues:

PER STATUTES:

ORS 209.080 Compensation of county surveyor. The compensation for the county surveyor shall be determined by the county court or board of county commissioners, and paid for out of the **county treasury** upon order of the county court.

ORS 209.230 Materials and equipment for certain purposes. The county surveyor shall procure at the **expense of the county** the materials and requisites for carrying into effect ORS 209.100 to 209.230. The county court shall pay for the same and all expenses incurred therein out of the **general fund of the county**.

ORS 209.270 Records of county surveyor; location, accessibility. (1) The records of the county surveyor shall be **located in county facilities** designated by the county governing body. (2) The county surveyor **shall be provided reasonable facilities for the proper filing, indexing, copying, public inspection and examination and protection of public records** as required under ORS 192.430 and 192.440.

Per the above statutes the surveyor's office can be funded entirely through the general fund of the county.

THREE years ago, to prepare for the future, the Surveyor's budget was removed from the general fund and setup to operate using **100% user fees**. The long range plan is to have enough net working capital within the next 2-3 years to manage the surveyor's office **consistently** and **efficiency** even with any future economic downturns. This would be a huge benefit to the public using the Surveyor's Office.

Klamath County, Oregon
2011-2012 Budget Financial Presentation
760 Surveyor

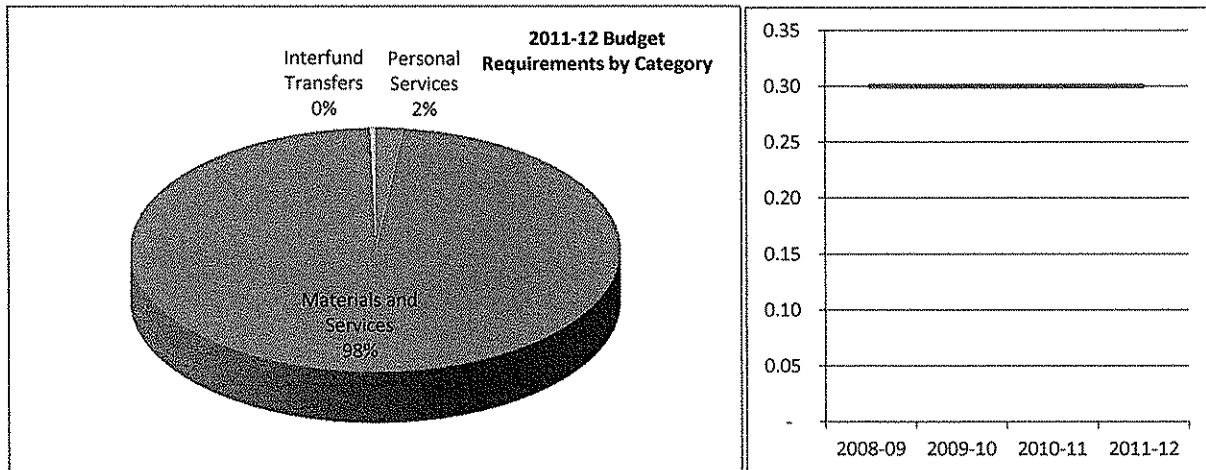
	2008-09 Actual	2009-10 Actual	2010-11 Budget	2011-12 Budget
Requirements by Budgetary Category				
Personal Services	-	21,907	21,136	21,278
Materials and Services	-	39,394	1,141,879	1,142,020
Interfund Transfers	-	6,485	4,485	4,027
Subtotal Current Expenditures	-	67,786	1,167,500	1,167,325
Unappropriated Fund Balance	-	1,075,664	-	-
Subtotal Noncurrent Expenditures	-	1,075,664	-	-
Total Requirements by Budgetary Category	-	1,143,450	1,167,500	1,167,325

Requirements by Fund				
Surveyor (437)	-	1,143,450	1,167,500	1,167,325
Total Requirements by Fund	-	1,143,450	1,167,500	1,167,325

Resources by Budgetary Category				
Licenses, Fees and Permits	-	65,802	67,500	66,875
Investment Earnings	-	17,249	21,400	21,400
Contributions and Donations	-	261	100	50
Interfund Transfers	-	6,000	6,000	6,000
Beginning Fund Balance	-	1,054,137	1,072,500	1,073,000
Total Resources by Budgetary Category	-	1,143,449	1,167,500	1,167,325

Full-Time Employee Equivalents	0.30	0.30	0.30	0.30
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Mandate	Total Cost	Personal Services	FTE
Surveyor	15,925	10,639	0.15
Corner Restoration	1,151,400	10,639	0.15
Total Mandates	1,167,325	21,278	0.30



Budget Worksheet Report

Account Number Description 2009 Actual Amount 2010 Actual Amount 2011 Amended Budget 2012 Proposed Budget

Fund: 437 - Surveyor

Revenue

Department: 760 - Surveyor

Sub Department: 761 - Surveyor

Account Classification: LP - Licenses, Fees and Permits

32165	Fees - Condominium Plat	\$0.00	\$0.00	\$0.00	\$0.00
32166	Fees - Survey Filing	\$0.00	\$3,540.00	\$3,750.00	\$3,750.00
32167	Fees - Partition	\$0.00	\$4,225.00	\$3,750.00	\$3,125.00
34060	Fees - Subdivision Plat	\$0.00	\$595.00	\$0.00	\$0.00
35050	Public Land Corn Pres	\$0.00	\$0.00	\$0.00	\$0.00

Account Classification Total: Licenses, Fees and Permits

\$0.00 \$8,360.00 \$7,500.00 \$6,875.00

Account Classification: OT - Other

36100	Miscellaneous	\$0.00	\$261.00	\$100.00	\$50.00
Account Classification Total: Other		\$0.00	\$261.00	\$100.00	\$50.00

Account Classification: TI - Interfund Transfers

36440	Trans - Property WCF	\$0.00	\$6,000.00	\$6,000.00	\$6,000.00
Account Classification Total: Interfund Transfers		\$0.00	\$6,000.00	\$6,000.00	\$6,000.00

Account Classification: FB - Fund Balances

31001	Beginning Fund Balance	\$0.00	\$3,037.15	\$2,500.00	\$3,000.00
Account Classification Total: Fund Balances		\$0.00	\$3,037.15	\$2,500.00	\$3,000.00
Sub Department Total: Surveyor		\$0.00	\$17,658.15	\$16,100.00	\$15,925.00

Budget Worksheet Report

Account Number	Description	2009 Actual Amount	2010 Actual Amount	2011 Amended Budget	2012 Proposed
Sub Department: 762 . Corner Restoration					
Account Classification: LP . Licenses, Fees and Permits					
35050	Public Land Corn Pres	\$0.00	\$57,442.14	\$60,000.00	\$60,000.00
Account Classification Total: Licenses, Fees and Permits					
		\$0.00	\$57,442.14	\$60,000.00	\$60,000.00
Account Classification: IN . Interest					
39150	Investments - Interest On	\$0.00	\$17,249.21	\$21,400.00	\$21,400.00
Account Classification Total: Interest					
		\$0.00	\$17,249.21	\$21,400.00	\$21,400.00
Account Classification: FB . Fund Balances					
31001	Beginning Fund Balance	\$0.00	\$1,051,099.81	\$1,070,000.00	\$1,070,000.00
Account Classification Total: Fund Balances					
		\$0.00	\$1,051,099.81	\$1,070,000.00	\$1,070,000.00
Sub Department Total: Corner Restoration					
		\$0.00	\$1,125,791.16	\$1,151,400.00	\$1,151,400.00
Department Total: Surveyor					
		\$0.00	\$1,143,449.31	\$1,167,500.00	\$1,167,325.00
Revenue Totals					
		\$0.00	\$1,143,449.31	\$1,167,500.00	\$1,167,325.00
Expenses					
Department: 760 . Surveyor					
Sub Department: 761 . Surveyor					
Account Classification: PS . Personal Services					
60100	Surveyor	\$0.00	\$8,948.05	\$8,950.00	\$8,992.00
63930	FICA	\$0.00	\$667.26	\$685.00	\$688.00
63940	Workmans Compensation Tax	\$0.00	\$0.00	\$0.00	\$0.00
63941	Workmans Compensation	\$0.00	\$0.00	\$0.00	\$0.00
63949	Oregon Premium Tax	\$0.00	\$0.00	\$0.00	\$0.00
63950	Medical Insurance	\$0.00	\$397.29	\$0.00	\$0.00

Budget Worksheet Report

Account Number	Description	2009 Actual Amount	2010 Actual Amount	2011 Amended Budget	2012 Proposed
63951	Life Insurance	\$0.00	\$77.49	\$38.00	\$50.00
63952	Short Term Disability	\$0.00	\$1.97	\$0.00	\$10.00
63960	Retirement - General	\$0.00	\$894.84	\$895.00	\$899.00
63990	Cell Phone Allowance	\$0.00	\$0.00	\$0.00	\$0.00
Account Classification Total: Personal Services		\$0.00	\$10,986.90	\$10,568.00	\$10,639.00
Account Classification: MS - Material and Services					
44010	Mgmt Travel & Training	\$0.00	\$265.73	\$500.00	\$500.00
44100	Supplies - Office	\$0.00	\$54.63	\$300.00	\$300.00
44200	Dues / Fees	\$0.00	\$83.00	\$250.00	\$300.00
44640	Telephone	\$0.00	\$237.18	\$300.00	\$200.00
44700	Postage	\$0.00	\$17.62	\$50.00	\$50.00
45020	Contract Services	\$0.00	\$0.00	\$3,236.00	\$2,963.00
99780	Space Rent	\$0.00	\$446.00	\$446.00	\$446.00
Account Classification Total: Material and Services		\$0.00	\$1,104.16	\$5,082.00	\$4,759.00
Account Classification: IF - Interfund Transfers					
99460	Trans - Equip Rent & Revolving	\$0.00	\$450.00	\$450.00	\$0.00
99781	Trans - Steering Committee	\$0.00	\$0.00	\$0.00	\$450.00
99782	Trans - EMail Accounts	\$0.00	\$0.00	\$0.00	\$0.00
99783	Trans - Phones	\$0.00	\$0.00	\$0.00	\$77.00
99830	Trans - Vehicle Reserve	\$0.00	\$500.00	\$0.00	\$0.00
Account Classification Total: Interfund Transfers		\$0.00	\$950.00	\$450.00	\$527.00
Sub Department Total: Surveyor		\$0.00	\$13,041.06	\$16,100.00	\$15,925.00

Budget Worksheet Report

Account Number	Description	2009 Actual Amount	2010 Actual Amount	2011 Amended Budget	2012 Proposed Budget
Sub Department: 762 - Corner Restoration					
Account Classification: PS - Personal Services					
60100	Surveyor	\$0.00	\$8,947.92	\$8,950.00	\$8,992.00
63930	FICA	\$0.00	\$667.89	\$685.00	\$688.00
63940	Workmans Compensation Tax	\$0.00	\$0.00	\$0.00	\$0.00
63941	Workmans Compensation	\$0.00	\$0.00	\$0.00	\$0.00
63949	Oregon Premium Tax	\$0.00	\$0.00	\$0.00	\$0.00
63950	Medical Insurance	\$0.00	\$397.23	\$0.00	\$0.00
63951	Life Insurance	\$0.00	\$9.66	\$38.00	\$50.00
63952	Short Term Disability	\$0.00	\$1.96	\$0.00	\$10.00
63960	Retirement - General	\$0.00	\$894.71	\$895.00	\$899.00
63990	Cell Phone Allowance	\$0.00	\$0.00	\$0.00	\$0.00
	Account Classification Total: Personal Services	\$0.00	\$10,919.37	\$10,568.00	\$10,639.00
Account Classification: MS - Material and Services					
44010	Mgmt Travel & Training	\$0.00	\$500.00	\$500.00	\$1,000.00
44080	Office Machine Repairs	\$0.00	\$0.00	\$300.00	\$300.00
44100	Supplies - Office	\$0.00	\$357.85	\$1,000.00	\$1,000.00
44109	Supplies - Field	\$0.00	\$0.00	\$2,000.00	\$2,000.00
44200	Dues / Fees	\$0.00	\$133.00	\$250.00	\$300.00
44210	Publ Land Cor Restore	\$0.00	\$33,142.50	\$1,128,590.00	\$1,127,634.00
99760	Insurance/Liability	\$0.00	\$81.00	\$81.00	\$81.00
99765	Insurance/Workmans Compensation	\$0.00	\$22.00	\$22.00	\$22.00
99770	Administrative Services	\$0.00	\$3,609.00	\$3,609.00	\$3,609.00

Budget Worksheet Report

Account Number	Description	2009 Actual Amount	2010 Actual Amount	2011 Amended Budget	2012 Proposed
99780	Space Rent	\$0.00	\$445.00	\$445.00	\$1,315.00
Account Classification Total: Material and Services					
		\$0.00	\$38,290.35	\$1,136,797.00	\$1,137,261.00
Account Classification: IF - Interfund Transfers					
99040	Trans - General Fund	\$0.00	\$3,500.00	\$3,000.00	\$3,000.00
99460	Trans - Equip Rent & Revolving	\$0.00	\$535.00	\$535.00	\$0.00
99782	Trans - EMail Accounts	\$0.00	\$0.00	\$0.00	\$0.00
99830	Trans - Vehicle Reserve	\$0.00	\$1,500.00	\$500.00	\$500.00
Account Classification Total: Interfund Transfers					
		\$0.00	\$5,535.00	\$4,035.00	\$3,500.00
Sub Department Total: Corner Restoration					
		\$0.00	\$54,744.72	\$1,151,400.00	\$1,151,400.00
Department Total: Surveyor					
		\$0.00	\$67,785.78	\$1,167,500.00	\$1,167,325.00
Revenue Totals:					
		\$0.00	\$1,143,449.31	\$1,167,500.00	\$1,167,325.00
Expense Totals					
		\$0.00	\$67,785.78	\$1,167,500.00	\$1,167,325.00
Fund Total: Surveyor					
		\$0.00	\$1,075,663.53	\$0.00	\$0.00

Budget Worksheet Report

Revenue Grand Totals:	\$0.00	\$1,143,449.31	\$1,167,500.00	\$1,167,325.00
Expense Grand Totals:	\$0.00	\$67,785.78	\$1,167,500.00	\$1,167,325.00
Net Grand Totals:	\$0.00	\$1,075,663.53	\$0.00	\$0.00