



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST

(Revised: 6/9/2014)

Board Clerk Use Only

Meeting Date: 3/16/17
Agenda Item #: C.5
Est. Start Time: 9:30 am
Date Submitted: 3/9/17

Agenda Title: Authorizing the County Chair to Execute an Intergovernmental Agreement with the State of Oregon Department of Consumer and Business Services, Building Codes Division (DCBS) to Administer portions of the Manufactured Structure Ownership Records Program in Multnomah County

Note: Title should not be more than 2 lines but sufficient to describe the action requested. Title on APR must match title on Ordinance, Resolution, Order or Proclamation.

Requested

Meeting Date: March 16, 2017 Time Needed: Consent
Department: County Management Division: Assessment, Recording and Taxation
Contact(s): Richard Teague
Phone: 503-988-7643 Ext. 87643 I/O Address: 503/1

Presenter

Name(s) &

Title(s): n/a

General Information

1. What action are you requesting from the Board?

Authorizing the County Chair to Execute an Intergovernmental Agreement with the State of Oregon Department of Consumer and Business Services, Building Codes Division (DCBS) for the County to participate in and administer portions of the Manufactured Structure Ownership Records program ("program").

2. Please provide sufficient background information for the Board and the public to understand this issue. Please note which Program Offer this action affects and how it impacts the results.

DCBS has authority under ORS 446.646 to carry out the "duties, functions and powers" of the Manufactured Structure Ownership Records program ("Program") regulated by ORS 446.561 to 446.646. DCBS can authorize counties to administer portions of the Program on behalf of DCBS, including, but not limited to, processing ownership documents, recording security interests and issuing trip permits for manufactured structures. Under this IGA, Multnomah County shall function as a vendor processing applications for DCBS and through the DCBS owned and operated system, for a flat fee per processing transaction.

DCBS shall provide a software system, "Manufactured Home Ownership Document System" (MHODS), with a front end Web site and a backend database that interfaces to a document management system. The front end Web site will be for

customers, including but not limited to manufactured structure dealers, lenders, and title companies, to search for information, submit applications, upload documents and pay fees. The back end database will be for participating counties to use for issuing ownership documents and trip permits and for recording interests in manufactured structures. The document management system shall retain information, according to the established document retention schedule, about ownership and security interests in manufactured structures. DCBS shall provide, maintain and upgrade the MHODS software system and document archiving interface. DCBS shall provide a Help Desk to assist manufactured structure dealers, title companies, and escrow companies to navigate the MHODS Web site, and to assist County with MHODS software issues.

Multnomah County, on behalf of DCBS, shall accept and process all complete MHOD applications from all applicants in Multnomah County. The County will use the MHODS to enter all ownership document transactions and trip permit fields necessary to complete these transactions, and will scan all associated documents into the MHODS system for the purposes of creating a record of the transaction.

3. Explain the fiscal impact (current year and ongoing).

Fees collected by County for each MHODS transaction shall be deposited with the state on a weekly basis. The State of Oregon shall then remit \$35 of each \$55 ownership document application fee, and all of each trip permit application fee, collected by County back to County, on a monthly basis. The fiscal impact would depend on volume and represents a potential revenue source for the County.

4. Explain any legal and/or policy issues involved.

This Agreement is authorized by ORS 190.110 and 446.646(3).

5. Explain any citizen and/or other government participation that has or will take place.

N/A

Required Signature

**Elected
Official or
Department**

Director: Marissa Madrigal /s/ **Date:** March 8, 2017

Note: Please submit electronically. Insert names of your approvers followed by /s/ - we no longer use actual signatures. Please insert date approved.