County Recorder

Mission Statement

"The mission of the Office of County Recorder of Davis County is to provide the citizens of Davis County, Utah, protection, preservation, and presentation of the official records of Davis County administered by this office in compliance with statutory requirements, in the most efficient, professional, and cost effective manner.

Prior Year Inputs/Outputs

FTE (2022):
FTE's for the year 2022 were 15, including the elected department head and other exempt employee.

RECORDING SUMMARY FOR 2022:
Total Docs recorded: 66,227
Total Electronic Docs recorded: **43,755**
E-Recordings equal **66%** of all recordings.
Total Pages recorded: 353,095

TOTAL REORDING FEES in 2022: **$2,614,840.00**
TOTAL COLLECTIONS in 2022: **$2,667,905.80**

By comparison,
Recording summary for 2021:
Total Docs recorded: 113,495
Total Electronic Docs recorded: **83375**
E-Recordings equal **73%** of all recordings.
Total Pages recorded: 655,648

TOTAL RECORDING FEES in 2021: **$4,537,049.00**
TOTAL COLLECTIONS in 2021: **$4,595,866.70**

Core Functions & Services

CORE DEPARTMENT FUNCTIONS:

1. Provide County Taxation process with accurate property ownership and acreage/square footage for equitable taxation of all real property parcels within Davis County boundaries.

2. Provide office patrons with access to information, data, copies of recorded documents and other office services upon demand, during regular office business hours. Does not include searching the records on behalf of patrons, nor dispensing any recommendations for patrons' property boundary disputes or title discrepancies.

3. Record documents in support of the local real property industry, as well as other instruments individual patrons or agencies submit to be of record, provided they meet state statutory requirements and restrictions.

4. Provide meaningful employment for office employees and support teams.

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Current Year Projected Outcomes

Enter a brief narrative of the budget initiatives the department undertook this year and a status update of those programs.

1. Replacement of part of the department computer inventory I/A/W Information Services Department rotation schedule. All scheduled replacements were accomplished.

2. Initial intent to meet revenue projections provided by County Auditor of annual revenue goal of $2,500.000. As of 1 Sep 2023, with the calendar year 67% expended, department has collected 47% of projected revenue. Revised anticipated total revenue for 2023 approximately $1.9 million. Department not expected to meet the original revenue goal for 2023.

COMMENTARY: Local real estate market in Davis County is suffering from inflated home prices together with increased new mortgage interest rates. Current local (Utah) mortgage interest rates reported 9/7/23 to be at 7.6% per annum, averaged. Goldman Sachs predicts national mortgage interest rates to average 6.0% in 2024. Federal Reserve predicts mortgage rates to finish the year 2024 at between 6.5% and 6.8% Bottom Line: Davis County home sales and mortgage refinance efforts expected to continue to lag behind recent previous years. Recordings in Davis County expected to generate revenue below $2 million for 2023.

Next Year Budget Initiatives

Enter a brief narrative tying budgetary requests to planned projects and programs for the 2023 budget:

1. Continue to approach budget committee for funds to restore historic plat books of hand drawn ownership plats of Davis County. Last bid from Kofile Preservation (2022) was $28,000. Updated estimate needed for current bid.
Expected outcome: Long term preservation of historic records.

2. Replacement of high speed high capacity document scanner for records to replace outdated, non-supported by contract scanner currently in use.
Expected outcome: Continuation of scanning efficiencies for conversion of paper records to electronic records and integration of images into REDI Indexing program. Upgrading service production for equipment.

3. Additional computer screen for Debbie Kirk's desk for cadastral production.
Expected outcome: Increased efficiency in cadastral mapping functions.

4. Continued career ladder advancements for employees qualified to advance.
Expected outcome: Extended longevity of employee satisfaction.

5. Online production of certain files for online users, as discussed with I.S. department. Includes upgrade of OnBase capacity for use quotas. Internet access of plats of record for road dedications, annexations, subdivision dedications, ownership plats, abstract books, township reference plats, historic plat maps, railroad surveys, cemetery records, water rights indexes, etc., independent of REDI-Web resources.
Expected outcome: Improved access to records by more users over internet resources. Reduction of in-office patron traffic resulting in wear and tear on records and facilities.

6. Expansion of Property Search functions for public use.
Expected outcome: Improved search capability and more user access by greater user base.

7. Continuation of development of REDI assets and programs for county efficiencies.
Expected outcome: Increased longevity of REDI programs and better interaction between REDI functions.

8. Hiring understudy candidates for replacement of retiring critical position employees, i.e. Shauna Martin, Denise Wangsgard, Laile Lomax.
Expected outcome: Smoother transition of responsibilities upon the retirement of senior department officials and employees, resulting in office functions operational continuity.

9. Response to Legislative directives regarding possible imposition of office operations. i.e. Property Fraud Protection initiatives, or others as yet unfiled.
Expected outcome: Possible computer programming demands and accommodation for newly imposed legislative mandates.

	Account Description	2023 Budget	Proposed Budget	Variance	%	Notes
Revenue	DEPARTMENT FEES	($2,540,000.00)	($1,949,000.00)	$591,000.00	-23.27%	
	SALE OF FIXED ASSETS	$0.00	$0.00	$0.00	0.00%	
	Sub Total	**($2,540,000.00)**	**($1,949,000.00)**	**$591,000.00**	**-23.27%**	
Personnel	PAYROLL	$1,010,333.10	$1,173,003.59	$162,670.49	16.10%	
	TRAVEL PAY	$7,294.04	$7,294.04	$0.00	0.00%	
	UNIFORM ALLOWANCE	$0.00	$0.00	$0.00	0.00%	
	TAXABLE INCENTIVES	$0.00	$0.00	$0.00	0.00%	
	OVERTIME	$0.00	$0.00	$0.00	0.00%	
	BENEFITS	$1,133.00	$0.00	($1,133.00)	-100.00%	
	PAYROLL TAXES	$77,011.03	$90,292.57	$13,281.54	17.25%	
	WORKERS COMP	$3,663.17	$4,696.71	$1,033.54	28.21%	
	INSURANCE	$218,459.29	$239,706.06	$21,246.77	9.73%	
	RETIREMENT	$215,829.32	$221,708.17	$5,878.85	2.72%	
	Sub Total	**$1,533,722.95**	**$1,736,701.14**	**$202,978.19**	**13.23%**	
Operations	SUBS & MEMBERSHIPS	$1,000.00	$1,000.00	$0.00	0.00%	
	PUBLIC NOTICES	$1,000.00	$1,000.00	$0.00	0.00%	
	MICROFILM	$0.00	$0.00	$0.00	0.00%	
	EMPLOYEE AWARDS	$500.00	$500.00	$0.00	0.00%	
	COMPUTER EQUIP	$5,900.00	$21,360.00	$15,460.00	262.03%	
	EQUIPMENT	$0.00	$0.00	$0.00	0.00%	
	EXPENSE REDUCTIONS	$0.00	$0.00	$0.00	0.00%	
	OFFICE SUPPLIES	$18,930.00	$20,000.00	$1,070.00	5.65%	
	TRAVEL/EDUC& TRNG	$10,000.00	$10,000.00	$0.00	0.00%	
	MILEAGE/LOCAL TRAVEL	$0.00	$0.00	$0.00	0.00%	
	EDUCATION & TRAINING	$4,000.00	$4,000.00	$0.00	0.00%	
	SOFTWARE SUBSCRIPTION	$0.00	$0.00	$0.00	0.00%	
	EQUIP REP/CONTRACTS	$500.00	$500.00	$0.00	0.00%	
	TELEPHONE	$0.00	$0.00	$0.00	0.00%	
	Sub Total	**$41,830.00**	**$58,360.00**	**$16,530.00**	**39.52%**	
Allocations	TELEPHONE ALLOCATION	$9,081.72	$8,075.28	($1,006.44)	-11.08%	
	EMAIL ALLOCATION	$1,954.35	$1,805.40	($148.95)	-7.62%	
	INSURANCE ALLOCATION	$10,358.00	$12,803.00	$2,445.00	23.60%	
	MAINTENANCE ALLOCATION	$58,012.50	$66,498.23	$8,485.73	14.63%	
	BUDGET ADJUSTMENTS	$0.00	$0.00	$0.00	0.00%	
	Sub Total	**$79,406.57**	**$89,181.91**	**$9,775.34**	**12.31%**	
Capital	EQUIPMENT	$0.00	$0.00	$0.00	0.00%	
	COMPUTER EQUIPMENT	$0.00	$14,600.00	$14,600.00	#DIV/0!	
	VEHICLES	$0.00	$0.00	$0.00	0.00%	
	Sub Total	**$0.00**	**$14,600.00**	**$14,600.00**	**#DIV/0!**	