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 (2023):
- **14 Merit FTE's**
- **2 Exempt FTE's**

Recording summary for 2023:
Total Docs recorded: 42,875
Total Electronic Docs Recorded: 30,307
Equals 70% paperless recording
Total Pages recorded: 235,916

Total collections, 2023
Total Recording Fees collected: $1,680,370.00
Total Fees collected: $1,733,546.90

By Comparison, Recording summary for 2022:
Total Docs recorded: 66,227
Total Electronic Docs recorded: 43,755
Equals 66% paperless recording
Total Pages recorded: 353,095

Total collections, 2022
Total Recording Fees collected: $2,615,152.00
Total Fees collected: $2,667,905.80

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 sufficient identity protection for qualifying property owners subject to "protected records" status.

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

Recorder

Current Year Projected Outcomes

1. In response to SB 165, 2024 Utah State Legislature, this department in conjunction with Informatioon Services has developed a Property Alert program to comply with directives contained in said SB 165, now coded in UCA 17-21-6(1)(m). Will be active prior to deadline of January 1, 2025. Currently available through web pages and Property Search page.
2. Undertook a pre-empitve hiring and training of 2 understudy and replacement personnel for projected retirees who are projected to leave by or before June 30, 2025. Currently on-board and in training mode. Projected outcome is increased continuity of essential office functions.
3. End of August 2024, department revenue YTD is 1% above projected revenue goal, prorated. Barring any "Saturday Night surprises", we expect to meet revenue goal by end of year.
4. Would like to see Property Search expansion to return to original format, with concurrence of County Records Manager directive.
5. High speed document scanner obtained and in service. Increases document batching operation efficiency.
6. Historic Plat books restoration and preservation project not funded in 2024.
7. Funding secured for installation of second office emergency exit. Installation currently in progress. Safety issue.
8. Deployment of more "protected" records status on additional properties via "Safe At Home" directives.

Next Year Budget Initiatives

1. Requesting funding for programming and development of public no-fee internet access to all recorded subdivision plats on the Recorder web page under alphabetical subdivision name search. Included in I.S. Budget worksheet.
2. Requesting funding for preservation of historic hand-drawn plats in several binders, as a one time expenditure - Approximately $39,000. Includes certain records of the County Surveyor's office as well. Bid from Kofile Preservation (vendor) has been obtained. Repeat request.
3. Office is in need of one additional Cadastral Mapper for the property splits and allocations process in the mapping department. Former cadastral mapper handling this end of the mapping has left and has not been replaced. Hiring process awaiting funding approval.
4. Sufficient funding for incoming department head to attend various training events both locally and nationally.
5. Sufficient funding for career ladder advancements for qualifying candidates.
6. Sufficient funding for I.S. scheduled equipment rotation and replacement. Submitted through I.S. budget projection.

	Account Description	2024 Budget	Proposed Budget	Variance	%	Notes
Revenue	DEPARTMENT FEES	($1,751,000.00)	($1,700,000.00)	$51,000.00	-2.91%	
	SALE OF FIXED ASSETS	$0.00	$0.00	$0.00	0.00%	
	Sub Total	**($1,751,000.00)**	**($1,700,000.00)**	**$51,000.00**	**-2.91%**	
Personnel	PAYROLL	$1,198,471.66	$1,154,848.85	($43,622.81)	-3.64%	
	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	$0.00	$0.00	$0.00	0.00%	
	PAYROLL TAXES	$92,251.42	$88,903.94	($3,347.48)	-3.63%	
	WORKERS COMP	$5,061.65	$2,988.00	($2,073.65)	-40.97%	
	INSURANCE	$235,421.65	$291,339.20	$55,917.55	23.75%	
	RETIREMENT	$233,722.34	$223,754.23	($9,968.11)	-4.26%	
	Sub Total	**$1,772,222.76**	**$1,769,128.26**	**($3,094.50)**	**-0.17%**	
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	$16,110.00	$30,900.00	$14,790.00	91.81%	Input by I.S. department. Reflects equipment rotation schedule. No new additional equipment requested or scheduled.
	EQUIPMENT	$0.00	$0.00	$0.00	0.00%	
	EXPENSE REDUCTIONS	$0.00	$0.00	$0.00	0.00%	
	OFFICE SUPPLIES	$15,000.00	$15,000.00	$0.00	0.00%	
	TRAVEL/EDUC& TRNG	$7,000.00	$10,000.00	$3,000.00	42.86%	Projecting national conferences attendance for recorder/deputy. Adding inflation factor for travel expenses. PRIA, IAGO, other possibles.
	MILEAGE/LOCAL TRAVEL	$0.00	$0.00	$0.00	0.00%	
	EDUCATION & TRAINING	$2,000.00	$2,000.00	$0.00	0.00%	
	SOFTWARE SUBSCRIPTION	$0.00	$0.00	$0.00	0.00%	
	PROF & TECH	$0.00	$37,236.25	$37,236.25	100.00%	One time expense for the preservation of historic hand-drawn plats in large format books. Includes certain surveyor records in project bid. Core function - Preservation of historic records. Repeat request.
	EQUIP REP/CONTRACTS	$500.00	$500.00	$0.00	0.00%	
	TELEPHONE	$0.00	$0.00	$0.00	0.00%	
	Sub Total	**$43,110.00**	**$98,136.25**	**$55,026.25**	**127.64%**	
Allocations	TELEPHONE ALLOCATION	$8,075.28	$8,441.86	$366.58	4.54%	
	EMAIL ALLOCATION	$1,805.40	$2,160.00	$354.60	19.64%	
	INSURANCE ALLOCATION	$12,803.00	$13,270.00	$467.00	3.65%	
	MAINTENANCE ALLOCATION	$66,498.23	$66,498.23	$0.00	0.00%	
	BUDGET ADJUSTMENTS	$0.00	$0.00	$0.00	0.00%	
	Sub Total	**$89,181.91**	**$90,370.09**	**$1,188.18**	**1.33%**	
Capital	EQUIPMENT	$0.00	$0.00	$0.00	0.00%	
	COMPUTER EQUIPMENT	$7,300.00	$0.00	($7,300.00)	-100.00%	
	VEHICLES	$0.00	$0.00	$0.00	0.00%	
	Sub Total	**$7,300.00**	**$0.00**	**($7,300.00)**	**-100.00%**	