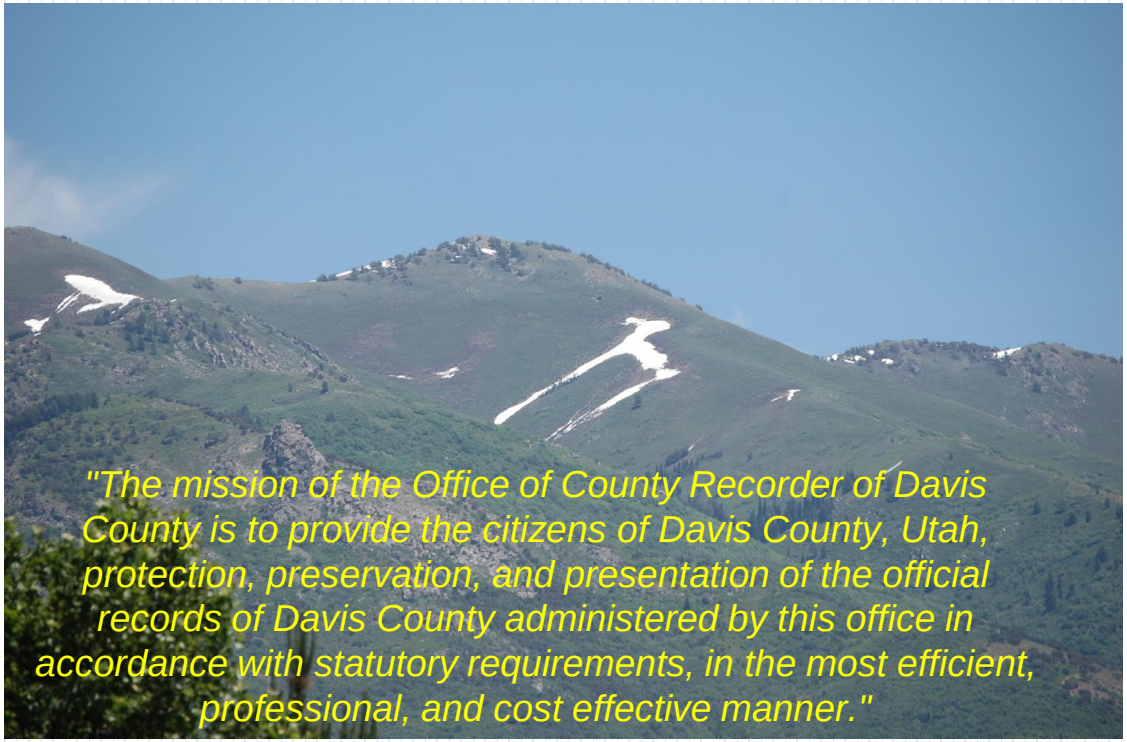
2020 Budget Presentation

Office of Davis County Recorder

Presented by Richard Maughan, Recorder

October 4, 2019



Office of County Recorder
Core Functions

Core Function 1: RECORD

Record and perpetually preserve all qualifying documents submitted for recording. Meet statutory mandates for public records preservation into perpetuity. Serve the public need. UCA 17-21-1 thru 25

Core Function 2: ARCHIVE

a. Create and maintain into perpetuity statutorily required indexes to all documents and other records, including parcel histories (abstracts), party name indexes, recording histories, judgments, Department of Defense documents, plats, cemeteries, water claims, mining claims, etc.

b. Provide public access to all indexes, documents, all records, and make copies available upon request, except for those protected or otherwise designated as "Private". (available in-house, and via internet)

c. Serve the public need by providing assistance to office patrons in researching the public records. UCA 17-21-1

Office of County Recorder
Core Functions

Core Function 3: MAINTAIN TAXATION INFORMATION

a. Maintain current ownership and mailing address information on all parcels of real property in Davis County for taxation purposes.

b. Verify to the county assessor annually property descriptions, ownership, and acreage measurements as of January 1 annually, for taxation purposes, with required updates IAW state statutes.

c. Provide a complete set of ownership plats annually to the county assessor. UCA 17-21-22

Core Function 4: SEEK, DEVELOP, AND DEPLOY BEST PRACTICES

Develop and deploy best practices for maximum office efficiency and expertise, providing the citizens of Davis County the best value for their tax dollars.

Performance Measurement of Goals and Budget Objectives

Core Functions 1 and 2: **RECORD and ARCHIVE**
Performance Goal is to maintain image resources for all documents and indices thereto:
a. In hard copy: From 1870 through 1979 (Collection static, no volume increase)
b. Microfilm: All resources available thru Utah State Archives. (Collection now static)
c. Microfiche: All resources available thru Utah State Archives, in office thru 2014, and from 1 January 2017 thru 31 December 2018. (Discontinued in-office because of cost increases in supplies and processing. Collection now static, no volume increase)
d. Electronic images of documents from 1980 to present.

Quality of images and ease of access have diminished with OnBase conversion. In REDI document retrieval takes between 15 and 40 seconds for image to appear. Indexing time has nearly doubled daily.

Performance Measurement of Goals and Budget Objectives (Cont')

Core Function 2: Performance Goal is to provide sufficient resources for office patrons (in office and online) to meet their copy and information needs.

a. Office operation and supplies = $20,000.00 (see notes)

b./c. Online data portal for all citizens, under three options:

1. REDI-WEB, under contract, as currently offered.
2. PROPERTY SEARCH, 24/7 access, Free of charge access.
3. DOCUMENT SEARCH, 24/7 access to documents, accessible by Entry Number, Party Name, Parcel Tax ID number, Free of charge.

NOTE: Recent inter-department discussions of Property Search Web screen has developed potential alternatives for on-line records access.

Budget Objective Note:

a. Does not include statutorily required film for Utah State Archives. Archival functions have been historically budgeted at $20,000.00 per year. 2019 Budget year, funds were approved at $15,000 for this function.

b. Programming costs unknown – Film processing costs more than doubled in January 2019. Cost of film doubled. Storage availability diminished. Process discontinued.

c. ***Request for 2020 for Microfilm operation and assets - $0 -***

Performance Measurement of Goals and Budget Objectives (Cont')

Core Function 3: Performance Goal is to meet or exceed statutory requirements:

Statutory deadlines for submission of data to the County Assessor are January 30 and August 15, annually, and monthly thereafter until tax notices are sent.

This objective is budget neutral. UCA 17-21-22

Core Function 4: Performance Goal is to seek, develop, and deploy best practices:

a. Maintain membership and active participation in national standards setting organizations such as PRIA and IaGO, Local professional trade associations such as PRIA Local, ULTA, UAC, UAC Affiliate membership.
b. Attend conferences, webinars, educational courses online, as available.
c. Participate in Best Practices development, legislation, and deployment.

2020 Revenues

Trends:

1. Revenues are dependent upon local real estate market, banking industry changes, and possible legislative machinations.
2. There is no consistent or predictable pattern in growth or recession.
3. Legislated standardization of recording fees in 2019 session increased revenues, effective May 14, 2019, as follows:
    a. Documents: $40 to record, up to 10 property descriptions. $2 additional per additional description beyond the first 10.
    b. Plats: $50 per page, $2 per unit, lot.

Copy fees unchanged. Special services fees (reports, etc.) unchanged.

New Funding Sources: None

Projected Revenue 2020: $2,500,000.00 in recording fees, service fees, special projects.

2020 Expenditure Requests

1. Personnel:

a. We anticipate that our personnel roster will change from 2019 in the following ways:
We want to maintain an available vacancy for Recording Tech I position. (Pat Martinez retired)
b. 2019 – Current FTE/PTE Net: 13 FTE's, 0 PTE, 1 elected official. (10/02/2019)
c. Need to add 1 FTE – Cadastral Mapper I or II, if available. (See Mapping comments below)
d. We anticipate no retirements in 2019.
e. **Changes of Status**: 2 grade increases – Both from Grade 12 to Grade 14

2. Operating:

a. Film and office supplies as previously identified.

b. In addition to film resources previously identified, office supply fund needs to be maintained at current levels to accommodate ongoing special certification project, Select Portfolio Servicing, Inc. Revenue amounts do not include recording fees.

c. In 2015, this project brought in new, unanticipated revenue in the amount of $140,949.00.

In 2016, it was $106,056.00.

In 2017, it brought in $135,716.00.

In 2018, it turned $104,332.00.

In 2019, so far, $97,121.00 to date (9-17-2019)

This project draws heavily on our paper and toner supplies. Our request is for a match of our requested operating expense at 2019 level.

2019 Expenditure Requests cont'.

3. Capital: We request capital expenditures beyond our usual office operations, for the following:

OUR NEEDS:

a. Upgrades to computers IAW I.S. Department schedule for upgrades.

b. Upgrades to 2 public area printers. (Under the front counter)

c. Replacement of Sharp copier at front counter.

d. Replacement of most desk pads at active work stations.

e. Continuing need for an alternate emergency evacuation exit. Possible exit through break room on 1st floor. (Safety issue)

Continuing Records Preservation Effort

HISTORIC PLATS PRE–1900

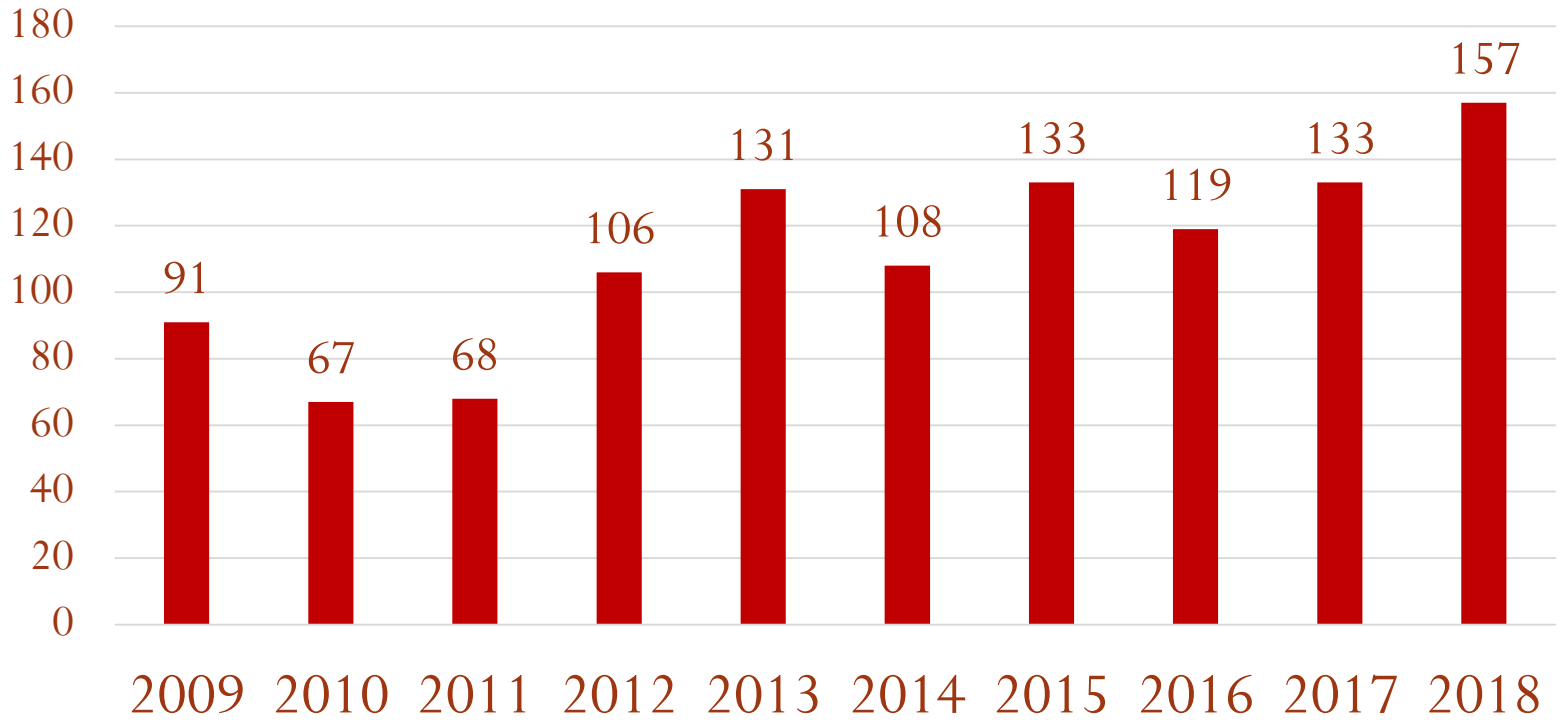
Hand-drawn historic Davis County Plats need preservation with page encapsulation in archival medium, volumes re-bound. Preservation/restoration costs estimated at $8,000.



General Information

Growth in Davis County

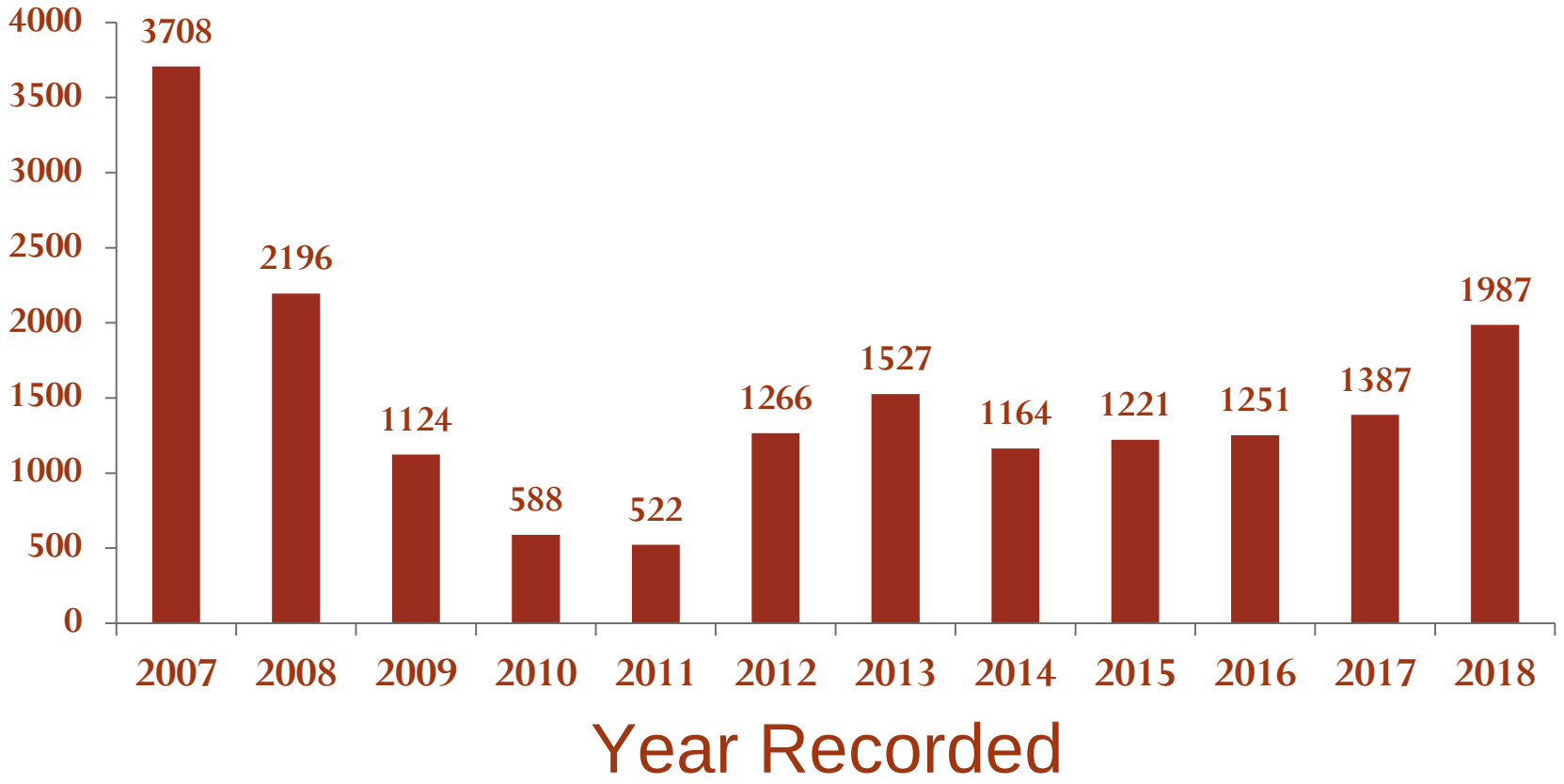
Subdivisions dedicated 2009 – 2018



General Information

Growth in Davis County

Subdivision Lots Dedicated 2007 – 2018



Future Challenges

Overview: As technology changes, so does the challenge to keep good people motivated to continue employment in the county.

1. County 401(K) match was 5% until about 2013. Then dropped to 4%. Would encourage county leadership to restored to 5%.
2. Health care increases continue to plague employees.
3. **Critical Needs:**

    a. **OnBase** program improvements: Speed of image retrieval is currently unacceptable. Up to 40 seconds for images to appear in indexing program, 20 seconds in the reading Q.C. Also, ability to retrieve pdf files for updates is not currently possible. Image quality often does not meet standard for certification purposes.

    b. Continued progress towards a useful interactive website providing citizens with online information about their individual land records. Will reduce phone traffic and in-office visits.

    c. Continued development of ESRI drawings for our ownership plats, converting to digital maps for significant labor cost reductions in plat maintenance.

    d. Plat conversions from TIFF images to PDF's has significantly increased image storage demands.

Innovation & Technology (Cont')

Challenge: Automation of Plat creation and maintenance

a. ESRI

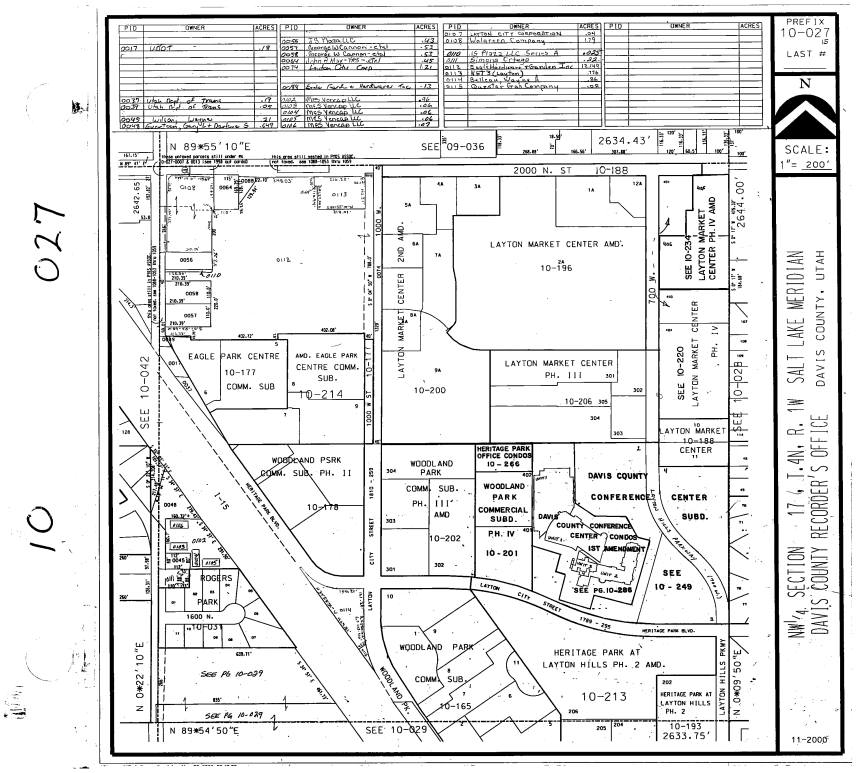
b. Other Products

The office manually prepares and maintains all ownership plats in the county, as required in **UCA 17-21-21**.

Weekly maintenance includes parcel creation through splits and/or combinations, and ownership name changes.

All work heretofore has been done manually, on the mylar plat, by pen and ink.

All plats are also maintained in TIFF images for electronic display, retrieval, etc., requiring scanning of altered plats, done weekly. **More than 40 man-hours weekly required to accomplish updates and other maintenance with manual process.**



Continuing new initiative!

Replace the labor intensive plat maintenance operation with an electronic technology equivalent, to produce quick and efficient plat creation and maintenance.

Expected results:

a. Updated information available immediately.

b. Time savings of over 80% of current time spent in plat creation, maintenance.

- Changes annotated on mylar copy (new ownership, splits, boundary changes, derived from

  weekly recorded documents)
- Scanning new image of updated mylar, weekly, for import into REDI, SIRE, etc.
- Exchanging images of plats in SIRE, manually, one by one, weekly.

c. Reduced supplies (Mylar purchases in 2017 = $610, for 133 new ownership plats)

d. Improved quality of plats, with computer aided lettering, lines, distances, owners' names, etc.

e. Ultimate replacement of mylar plats altogether. Old plats archived and stored for historic reference.

f. Gaining office floor space by removing plat cabinets to secure off-site storage

Can we discuss Plats?

- Office intended to initiate automated plat creation and maintenance to reduce labor costs
- GIS entered the process.
- ESRI **does not produce** a product compliant with standards, nor our or customers' needs with plat creation, annotation, production.
  - Product requires manual annotation of all data onto the image.
  - ESRI produced image contains only line art.
  - REDI-Web customers are charged twice to get to an image with sufficient data for their needs, if then.

PREFIX 14-139[15]

Last No. 0021

SECTION TP R

Salt Lake Meridian

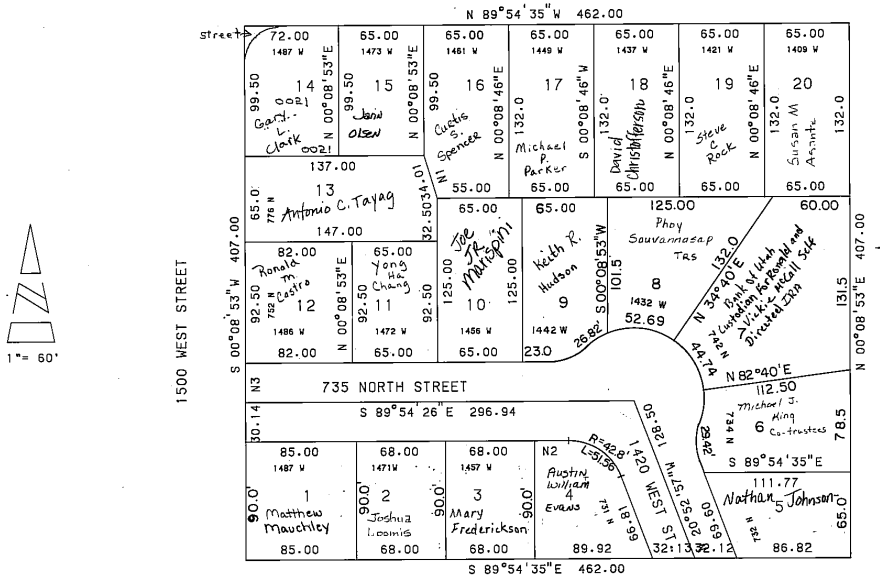
SCALE FEET — ONE INCH

GLADE NIELSEN SUBDIVISON

SOUTHEAST QUARTER OF SECTION 34, T5N.,R2W.,SLB&M.

CLINTON CITY DAVIS COUNTY UTAH

GLADE B. + ALPHA NIELSON OWN ALL UNMARKED LOTS



NOTE	BEARING	DISTANCE
N1	S 18°57'33.00"E	34.01
N2	"	28.06
N3	"	29.98
N4	N 0°25'19.38"E	57.30

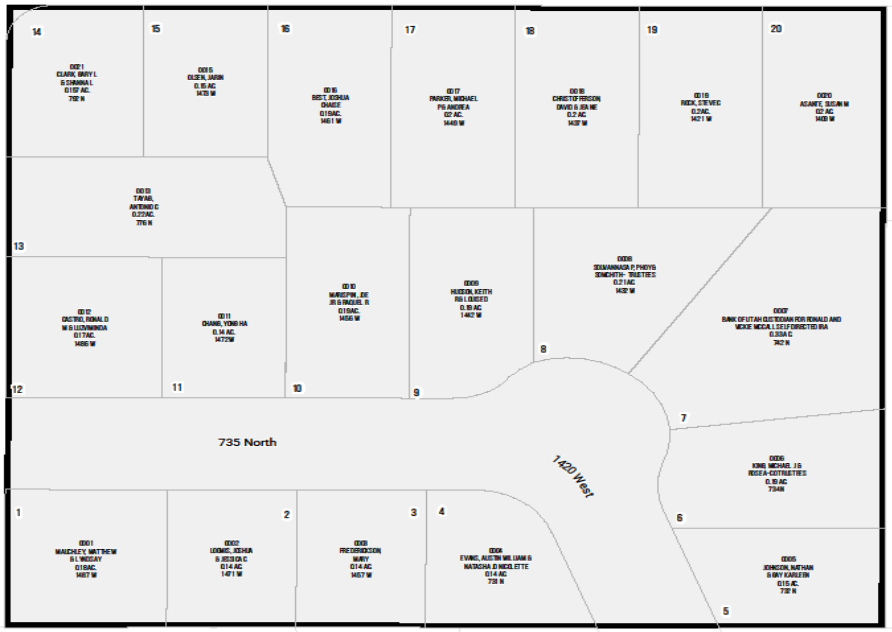
R 12-5-85

G17

GLADE NIELSEN
CLINTON

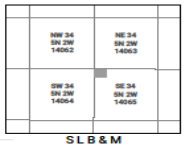
Tax ID Prefix
14-139

Plat ID: 1670
Sheet 1 of 1
Year Recorded: 1985



N

1 inch = 50 feet



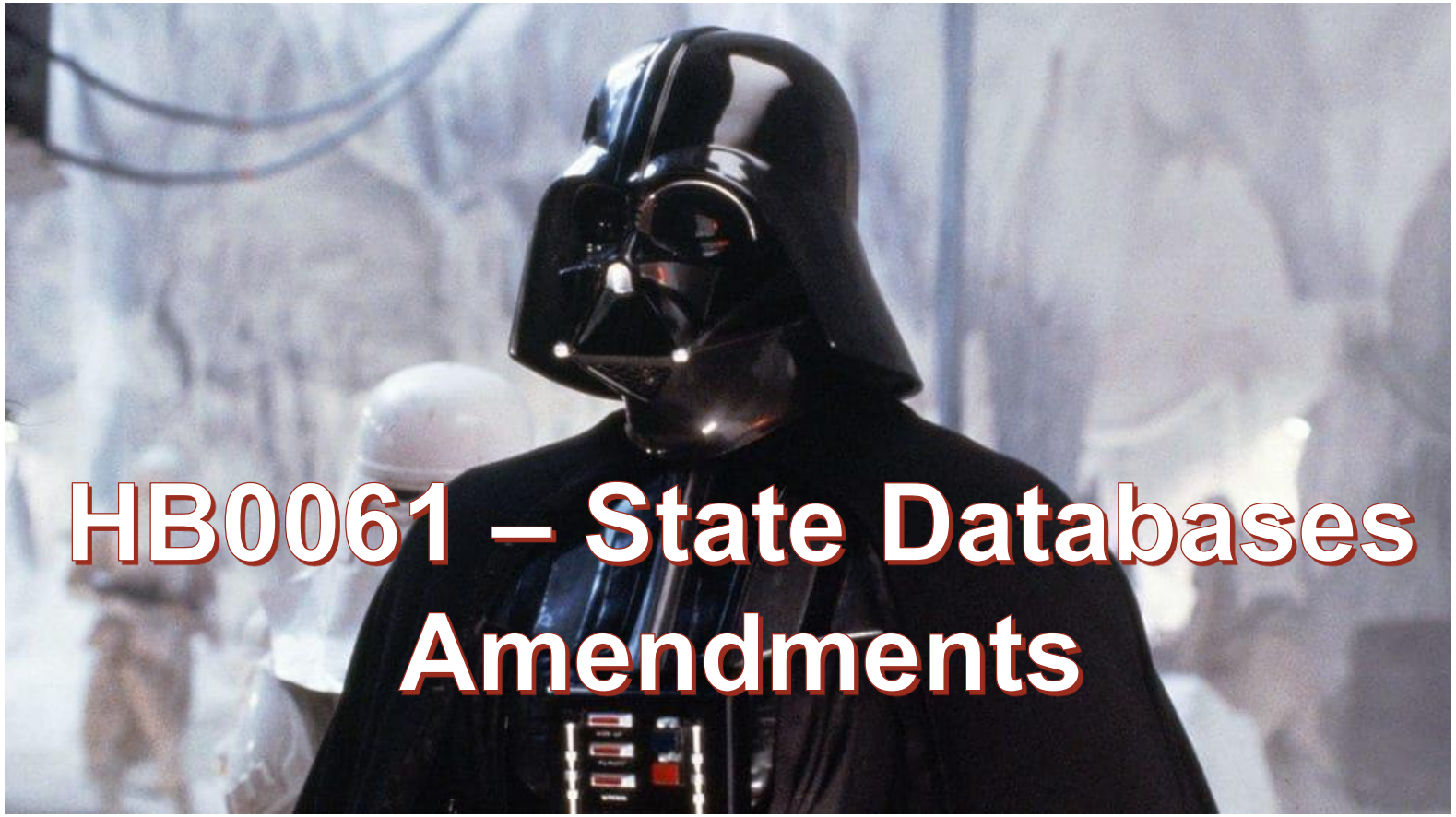
SLB&M

NOTE: Reference should be made to the Dedication Plat or other legal documents for cadastral or technical information.

G18

Davis COUNTY

Last update: 7/11/2019



HB0061 – State Databases Amendments

Effective 5/14/2019

57-10-11. Requirement to conform to the Utah Coordinate System.

A person, corporation, municipality, county, or state agency that is utilizing an existing county coordinate system or establishing a new countywide coordinate network for surveying or mapping, or both, shall, by January 1, 2021, conform to the

2020 Department Revenue Goal:

$2,500,000.00



Questions?



Richard T. Maughan
Recorder
Davis County, UT
801-451-3188
rmaughan@co.davis.ut.us