Recorder

"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 accordance with statutory requirements, in the most efficient, professional, and cost effective manner.

Prior Year Inputs/Outputs

FTE (2019):

a. FTE's 2019 = 14
FTE's 2020 = 14

b. Recordings
Docs recorded, 2019 = 70943
YTD, 2020 = 83361 +17.5%
Pages recorded, 2019 = 397201.
YTD, 2020 = 508327 +27.9%

c. Revenue 2019 =
$ 2,811,397.50

YTD Revenue 2020 =
$ 3,398,297.20 +20.9%

Core Functions & Services

- **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**
- 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.
- 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)
- Serve the public need by providing assistance to office patrons in researching the public records. UCA 17-21-1
- **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.
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- **Core Function 4: SEEK, DEVELOP, AND DEPLOY BEST PRACTICES**
- Develop and deploy best practices and technologies for maximum office efficiency and expertise, providing the citizens of Davis County the best value for their tax dollars.

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Current Year Projected Outcomes

1. Compliance with UCA 57-10-11 – Conversion of parcel data base to NAD 83, as requested in budget outline October 2019. Funding denied. Conversion to NAD 83 under abbreviated procedures undertaken with current available resources. No completion date available.

2. Anticipated 2020 revenue at $2.5M was realized 31 July 2020, 5 months ahead of schedule. Expect 2020 Revenue to exceed $4M.

3. CONTINUING GOALS:

A. Conversion of all images from SIRE to OnBase – Intended to sustain customer needs for images. RESULT so far: Slower image retrieval, lower quality image.

B. Intended to have completed the conversion of Ownership Plat construction and maintenance to computer-aided drawing. Resulting product has not yet attained acceptable level. Working on it.

2020 Budget Initiatives

Intention is to continue to refine OnBase document retrieval and storage – At present won't accept PDF files in updates from TIFF images. Retrieval is extremely slow. Image quality is sub-standard. UPDATE: No Changes to deficiencies.

Intention is to continue to support national professional organizations, i.e. PRIA, IaGO, UAC, ULTA through conferences and other educational efforts. Work to help write useful legislation for the industry. UPDATE: Covid 19 caused cancellation of all workshops.

Intention is to continue to enhance Real Property Search function on Davis County website with additional pertinent features. UPDATE: I.S. continues to refine product. This office continues to consult when asked.

Intention is to continue to refine and enhance REDI-Web product to offer greater value to subscribers. UPDATE: Plat product is less than expected and source of customer complaints.

Will have to address 2019 HB61, the requirement to make our land data compatible to the Utah State standard (which is currently undefined in statute). There will be significant cost spread across several departments in order to realize this objective. UPDATE: See 2021 Projected Outcomes

Intention is to continue to attend educational and service functions of PRIA (Property Records Industry Association), IAGO (International Association of Government Officials), UAC, and ULTA (Utah Land Title Association). These functions are where we see Best Practices developed, and involve ourselves in development and deployment, as well as legislative efforts to contain and limit government interference with local government offices.

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SPECIFIC NEEDS: Equipment replacements as outlined. Special Archive Project: Restoration and preservation of historic hand drawn plats – Estimate $8,000. No bids taken yet. UPDATE: No change in status. Plat books another year older.

2021 Budget Initiatives

1. Adoption of ESRI DeskPro Mapping program, and training for 8 cadastral mappers. Co-opting with other counties may reduce cost of initial training to $1500 per student.

2. Personnel: Addition of one FTE Recorder Tech for increased volume indexing, etc. Requirements of fully equipped work station. See recording summary above.

Addition of one FTE Cadastral Mapper for increased volume in mapping requirements due to HB61, Conversion of Data Base to NAD 83 coordinates. See UCA 57-10-11. Also, for increased mapping requirements for ESRI DeskPro initiative. Requirements of fully equipped work station with Cadastral Mapping Program enhancements.

3. Completion of conversion from SIRE/Hyland/OnBase recording module to whatever is coming next.

4. Five Laptop computers as outlined in I.S. Budget summary for offsite telecommuting.

5. Return to activity post-Covid-19, with professional organizations, i.e. Property Records Industry Association (PRIA), International Association of Government Officials (IaGO, formerly NACRC, IACREOT), Utah Association of Counties (UAC), Utah Land Title Association (ULTA). Annual Membership dues and meeting expenses.