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

Prior Year Inputs/Outputs

FTE (2020): 14 personnel including the elected department head and chief deputy (Both Exempt)

Documents recorded 2020: 116728
Documents recorded 2019: 78992
Increase of 48% over previous year.

Pages recorded 2020: 708904
Pages recorded 2019: 440935
Increase of 37% over previous year.

E-Recordings 2020: 89452 for 76% YTD Increase of 8% over previous year.

Paper Documents: 27,499
Previous Year Paper Docs: 25174

Revenue Projected for 2020: $2,500,000,
Achieved on 31 July 2020.

Total Revenue Collected 2020: $4,744,349.60

Subdivisions Recorded 2020: 153
New Lots created 2020: 2111

Core Functions & Services

Enter the top three core department functions and how they impact the citizens of Davis County:

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 by documenting properties as to area and ownership. Creating and maintaining property ownership genealogy. 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 access to records for office patrons 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

Current Year Projected Outcomes

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1. Compliance with legislative dictates for operational conformity to State Standards: i.e. Database conformity to Utah State Coordinate System (assumed to refer to NAD 83 Datum) Despite the hue and cry of former county leaders, those whose names they invoked in their criticism of our department's adherence to Davis County Coordinate System, in place for 70 years, seem to have not only evaporated from the argument, but have actively taken sides in resistance to our office practices of insisting on NAD 83 rotations in their work in compliance with UCA 57-3-11. Our efforts to conform our database to NAD 83 continue as new parcels are created. We are accomplishing the task with current numbers of employees.

2. Creating and adopting a successful recording/cashiering program as successor to SIRE CashPro has taken far longer than anticipated due to higher I.S. priorities. We continue to anticipate a successful rollout in the next year sometime. The critical mass will be met if SIRE/Hyland discontinues altogether its support of its product CASHPRO.

3. Despite the COVID restrictions and restrictive events, we have had a solid year in volume of recordings. We reached our 2021 revenue projection on July 31, 2021, five months ahead of anticipated completion. You're welcome! The increased volume of parcel creation and recordings attendant thereto, has created an increase in the recording/indexing gap which concerns us as it negatively impacts on the title/banking industry.

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

A. We continued our use and application of Property Search online, and have had good comments regarding its use. Salt Lake County is now emulating it, and from reports recently sent, they are very pleased with our sharing the product.

B. We undertook efforts to comply with UCA 57-3-11, conforming our database to the Utah Plane Coordinate System. We continue in that effort, with requirements on every document to comply with NAD 83 Rotations for every new description delivered to this office. Our continued intent is to adopt and adapt as documents are submitted to substantiate the changes. We do not intend to wholesale convert without supporting documents of record.

C. We continue to work towards ArcPro adoption and use in the office. Delays and other I.T. priorities have denied our department's adoption and deployment. Hopefully in the coming year.

D. We quarantined funds for training at national events, but COVID and other issues prohibited use of those resources. We continue to support national organizations which provide Davis County with training value and best practices adoption ideas.

E. We had programmed a replacement monitor for the Touch Screen RIMS screen, but vendors haven't helped with new hardware comparable in size with existing monitor. We will continue to pursue all avenues for hardware that is sustainable and compatible with our program.

Next Year Budget Initiatives

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We anticipate a shrinking volume of recordings in 2022. Interest rates are anticipated to increase which will negatively impact on real estate markets and financing operations.

Enter a brief narrative tying budgetary requests to planned projects and programs for the 2022 budget.

1. Training: We plan to continue our use of national organizations for training and best practice introduction and incorporation. PRIA, UAC, others as we become aware of them. Hence, our memberships and subscriptions budget request is maintained, along with our travel fund. We anticipate a 10% increase in travel expenses, (travel, accommodations, meals, etc.)

2. ARCPRO licensing for our cadastral mapping department, with at least 4 full licenses. Ongoing training is also needed.

3. REDI-Cash – the successor to SIRE CASH-Pro is still in development stage. We want to be live and in business before CASH-Pro quits its support of our program. Our needs seem at odds with I.T. development schema, and the square peg is not fitting the round hole. We anticipate getting there sometime in the next budget year.

4. With an additional FTE for cadastral mapping, we hope to fulfill our NAD 83 conversion and ARC PRO implementation.

5. With an additional FTE for Indexing and general office work, we anticipate getting on top of the indexing gap.

ADDITIONAL INFORMATION: We anticipate the retirement of Mary Jane Wright in December 2021, Shauna Martin in early 2022, Jalyn Van Bree in early 2022, Annie Carthel sometime in the first half of 2022. Replacements who can overlap those whom they are replacing sufficiently to gain a sound foundation in office practices needs to be anticipated.

NO STRUCTURAL CHANGES are anticipated in 2022. NOTE: No remedy has materialized for our safety issue created by a single entry/exit to the offices.