


DUBUQUE COUNTY RECORDER BUDGET PRESENTATION



QUICK FACT.

THE VAST MAJORITY OF COUNTY RECORDERS
OFFICES ARE NOT SELF SUSTAINING. SINCE
TAKING OFFICE, THE RECORDER'S OFFICE HAS
SAVED PROPERTY TAX PAYERS:

\$507,773 *

*Including Supplemental

RECORDER'S OFFICE

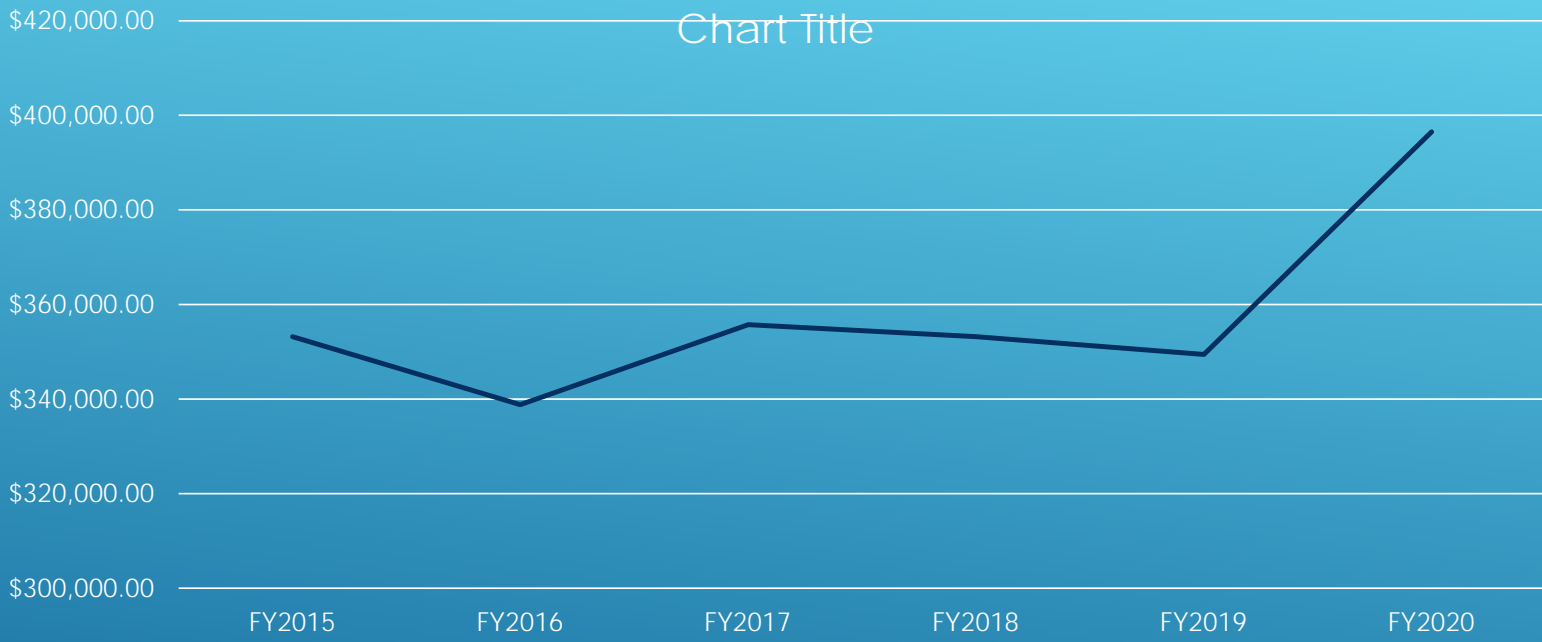
Duties of the office along with fees charged are legislated under chapter 331.601

We work with three state departments

- Department of Health

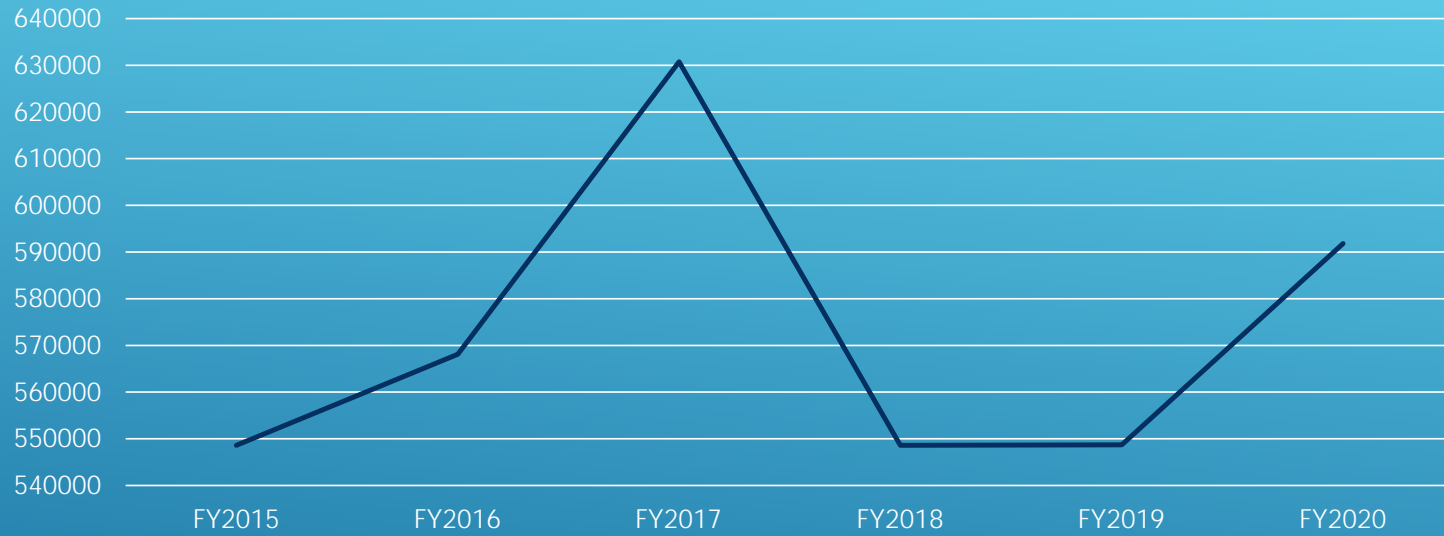
- Department of Natural Resources

- Department of Revenue

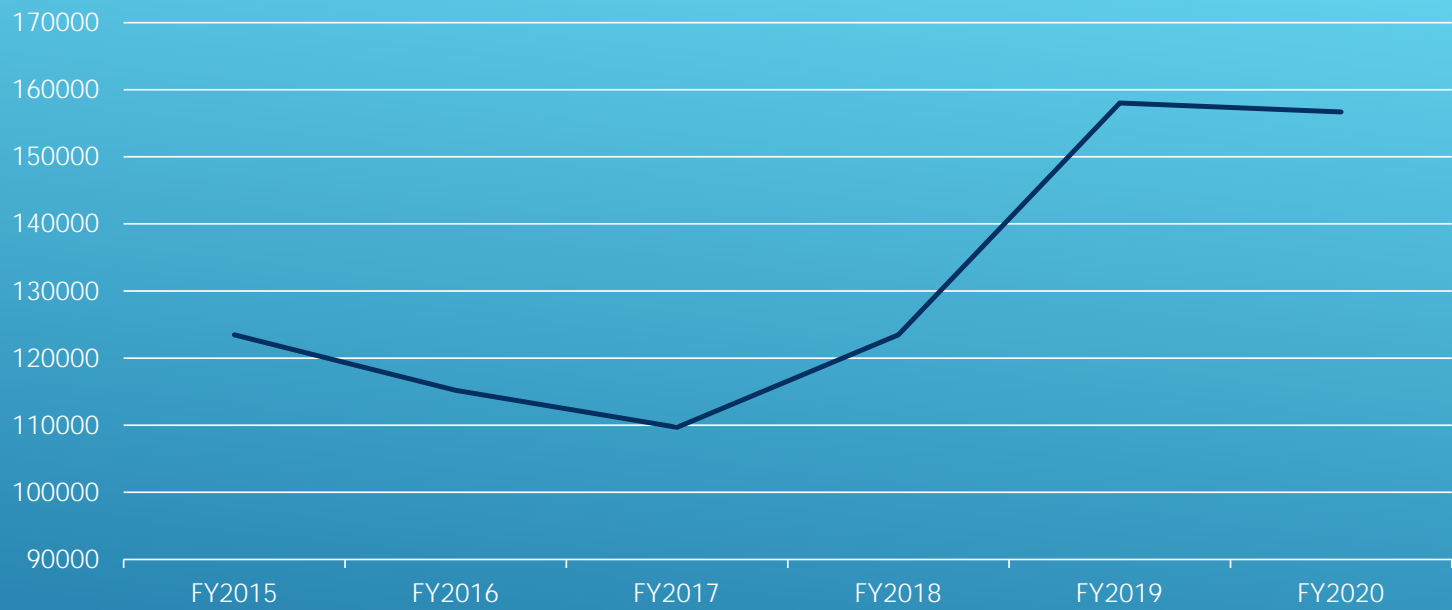


RECORDER EXPENSES

Chart Title



RECORDER REVENUE



RECORDER GENERAL SUPPLEMENTAL



		2018-2019 Total Budget	2018-2019 Total Activity	2019-2020 Total Budget	2019-2020 Total Activity	2020-2021 Total Budget	2020-2021 YTD Activity	2020-2021 Amendment 3	2021-2022 Dept Request
Dept: 07 - RECORDER									
Fund: 0001 - GENERAL BASIC									
Revenue									
0001-1-07-8110-400000-0000	RECORDING OF INSTRUMENTS	400,000.00	338,942.00	375,000.00	377,255.00	375,000.00	419,715.00	500,000.00	400,000.00
0001-1-07-8110-401000-0000	SNOWMOBILE FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0001-1-07-8110-402000-0000	BOAT FEES	10,000.00	14,122.50	10,000.00	14,653.75	10,000.00	11,230.00	14,000.00	14,000.00
0001-1-07-8110-402000-00605	Boat Fees - Security Interest	500.00	500.00	500.00	395.00	500.00	595.00	500.00	500.00
0001-1-07-8110-404000-0000	REVENUE STAMPS	100,000.00	129,498.16	120,000.00	131,281.73	120,000.00	105,689.75	140,000.00	125,000.00
0001-1-07-8110-410000-0000	AUDITOR'S TRANSFER FEES	20,000.00	21,555.00	20,000.00	19,705.00	20,000.00	15,890.00	20,000.00	20,000.00
0001-1-07-8110-412000-0000	BOAT CERTIFICATE OF TITLE FEES	3,500.00	2,375.00	2,000.00	2,125.00	2,000.00	2,005.00	2,000.00	2,000.00
0001-1-07-8110-413000-0000	VITAL STATISTICS FEES	30,000.00	32,864.00	37,500.00	41,281.00	37,500.00	22,916.00	37,500.00	35,000.00
0001-1-07-8110-415000-0000	PASSPORT FEES	0.00	0.00	0.00	0.00	0.00	0.00		
0001-1-07-8110-550000-0000	PHOTOCOPY/FAX FEES	15,000.00	7,752.70	6,000.00	3,749.74	6,000.00	2,299.80	3,000.00	4,500.00
0001-1-07-8110-559000-00021	Other Miscellaneous Fees - Postage	700.00	491.20	400.00	504.52	400.00	1,346.14	400.00	500.00
0001-4-07-8110-843000-0000	COMPENSATION LOSS OF CAPITA	0.00	0.00	0.00	0.00	0.00	0.00		
0001-4-07-8110-844000-0000	EMPLOYEE JURY DUTY	0.00	0.00	0.00	0.00	0.00	0.00		
0001-4-07-8110-847000-0000	MISC REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00		
0001-4-07-8110-849000-0000	MISCELLANEOUS	500.00	586.41	500.00	889.38	500.00	29.92	500.00	500.00
	Revenue Total:	580,200.00	548,686.97	571,900.00	591,840.12	571,900.00	581,716.61	717,900.00	601,500.00

RECORDER REVENUE

0001-07-8110-000-10000-00000	SALARIES OF REGULAR EMPLOYEE	296,469.00	305,318.26	322,815.00	317,918.60	332,600.00	179,836.50	332,600.00	332,600.00
0001-07-8110-000-10100-00000	WAGES OF TEMP & PART-TIME EMP	28,588.00	3,051.38	0.00	0.00	0.00	0.00		
0001-07-8110-000-26000-00000	STATIONARY/FORMS/GEN OFFICE	5,000.00	4,468.28	5,000.00	4,677.77	5,000.00	1,427.58	5,000.00	5,000.00
0001-07-8110-000-26100-00000	MAGAZINES, PERIODICALS & BOOKS	275.00	293.85	300.00	296.81	300.00	0.00	300.00	300.00
0001-07-8110-000-29000-00000	MINOR EQUIPMENT & HAND TOOLS	0.00	0.00	0.00	0.00	0.00	0.00		
0001-07-8110-000-40200-00000	TYPING, PRINTING & BINDING SERVICES	5,300.00	5,531.53	5,800.00	5,800.00	5,800.00	0.00	5,800.00	6,000.00
0001-07-8110-000-40300-00000	PHOTOCOPYING & DUPLICATING	650.00	783.28	750.00	864.73	800.00	510.05	800.00	900.00
0001-07-8110-000-40400-00000	DOCUMENT & IMAGING SERVICES	26,000.00	13,143.21	27,000.00	27,924.95	27,000.00	13,287.45	27,000.00	27,000.00
0001-07-8110-000-40400-00095	DOCUMENT/IMAGING SVCS - STC	300.00	351.50	27,000.00	29,061.95	13,500.00	1,937.25	13,500.00	13,500.00
0001-07-8110-000-41200-00000	POSTAGE & MAILING	4,000.00	5,939.17	3,500.00	4,667.22	7,500.00	5,043.26	7,500.00	7,500.00
0001-07-8110-000-41300-00000	MILEAGE AND OTHER TRAVEL EXPENSE	3,500.00	2,914.50	3,500.00	2,927.64	3,500.00	0.00	2,000.00	3,500.00
0001-07-8110-000-42100-00000	IT Services - Service Bureau	2,000.00	1,848.46	2,000.00	1,899.76	2,500.00	313.00	2,500.00	2,500.00
0001-07-8110-000-42100-01503	Information Technology Services	0.00	0.00	0.00	0.00	0.00	0.00		
0001-07-8110-000-42200-00000	EDUCATIONAL & TRAINING SERVICES	1,000.00	810.00	1,000.00	190.00	1,000.00	0.00	1,000.00	1,000.00
0001-07-8110-000-48000-00000	DUES & MEMBERSHIP	800.00	295.00	500.00	275.00	500.00	345.00	500.00	500.00
0001-07-8110-000-63800-00000	OTHER MACHINERY & EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00		
	Expense Total:	373,882.00	344,748.42	399,165.00	396,504.43	400,000.00	202,700.09	398,500.00	400,300.00
	Fund: 0001 - GENERAL BASIC Surplus (Deficit):	206,318.00	203,938.55	172,735.00	195,335.69	171,900.00	379,016.52	315,400.00	201,200.00

Recorder Expense



2020: 20,886 REAL ESTATE DOCUMENTS FILED (1071)*

2019: 16,524 REAL ESTATE DOCUMENTS FILED (772)*

2018: 15,260 REAL ESTATE DOCUMENTS FILED (766)*

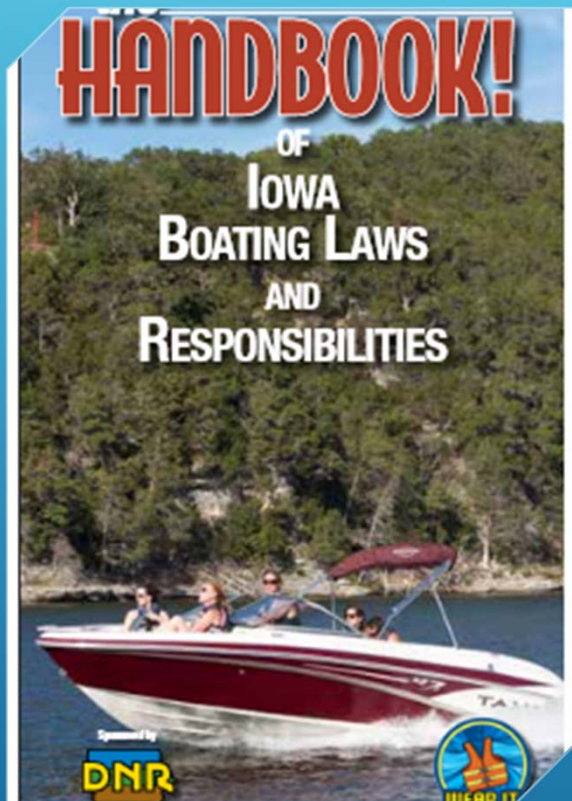
2017: 16,059 REAL ESTATE DOCUMENTS FILED (789)*

2016: 17,583 REAL ESTATE DOCUMENTS FILED (970)*

2015: 16,482 REAL ESTATE DOCUMENTS FILED (780)*

2014: 14,625 REAL ESTATE DOCUMENTS FILED (774)*

*NUMBERS AS OF 1/20 OF THE FOLLOWING YEAR



DEPARTMENT OF NATURAL RESOURCES

Snowmobiles/ATV's:

2017: 2363 Renewals Sent Out

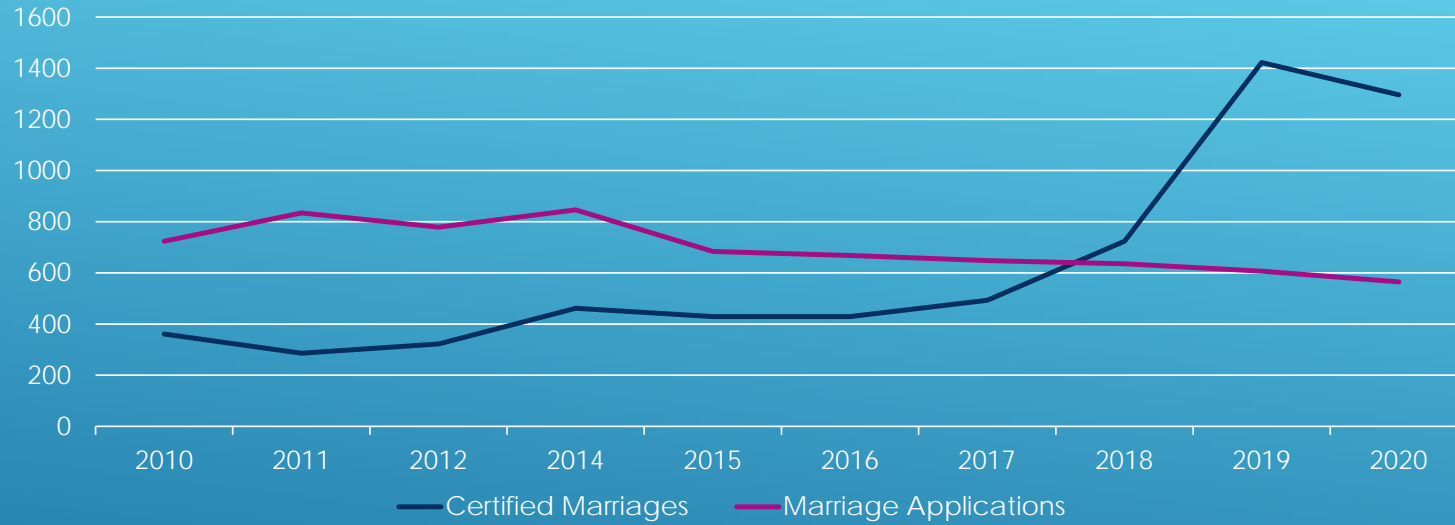
2018: 2465 Renewals Sent Out

2019: 2667 Renewals Sent Out

2020: 3048 Renewals Sent Out

(2350 Renewed as of 1/20)

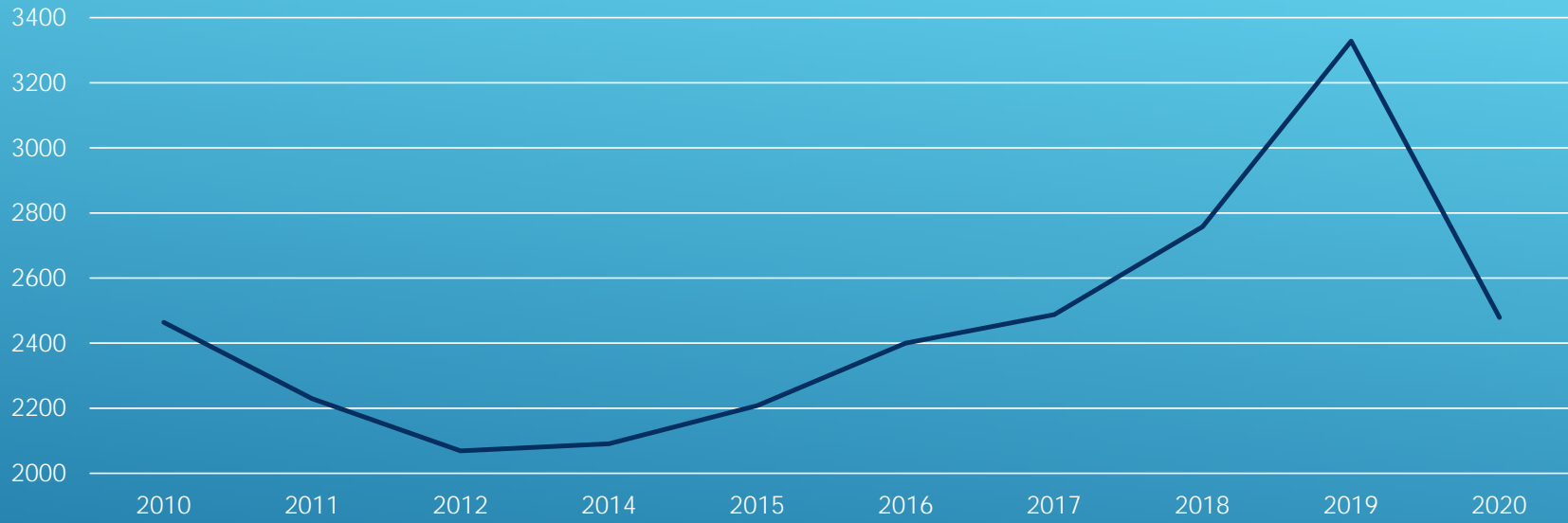
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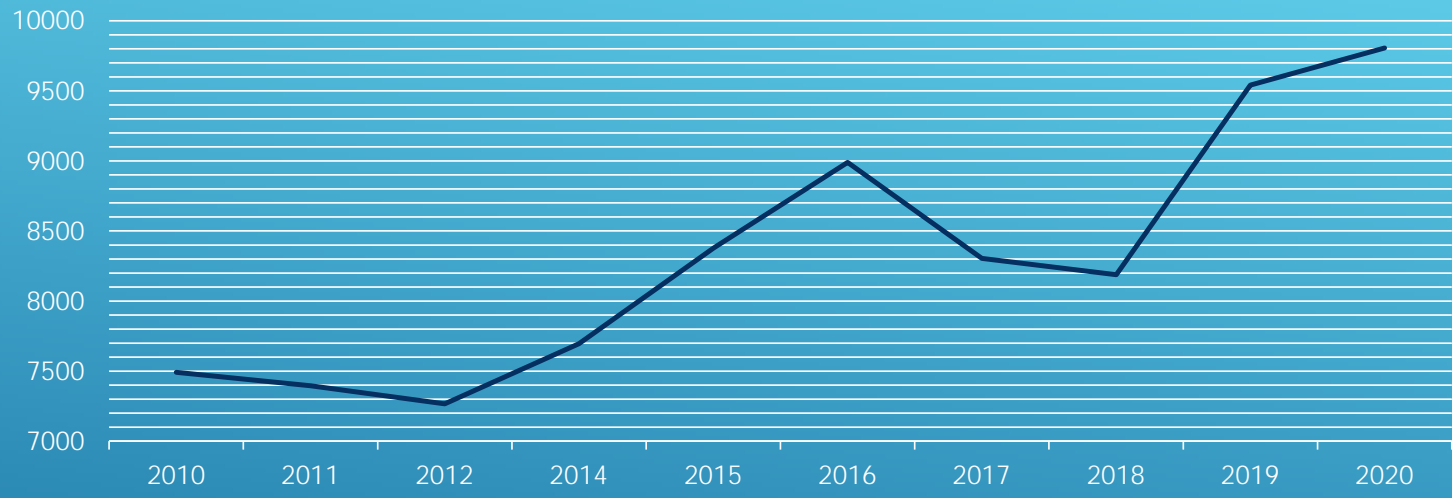
VITALS: MARRIAGE APPLICATIONS/CERTIFIED



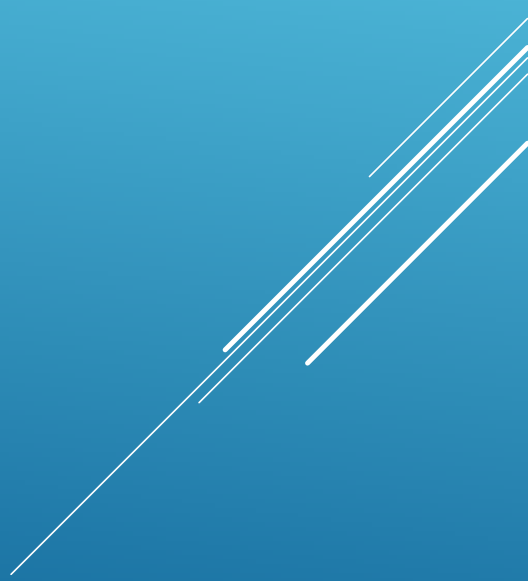
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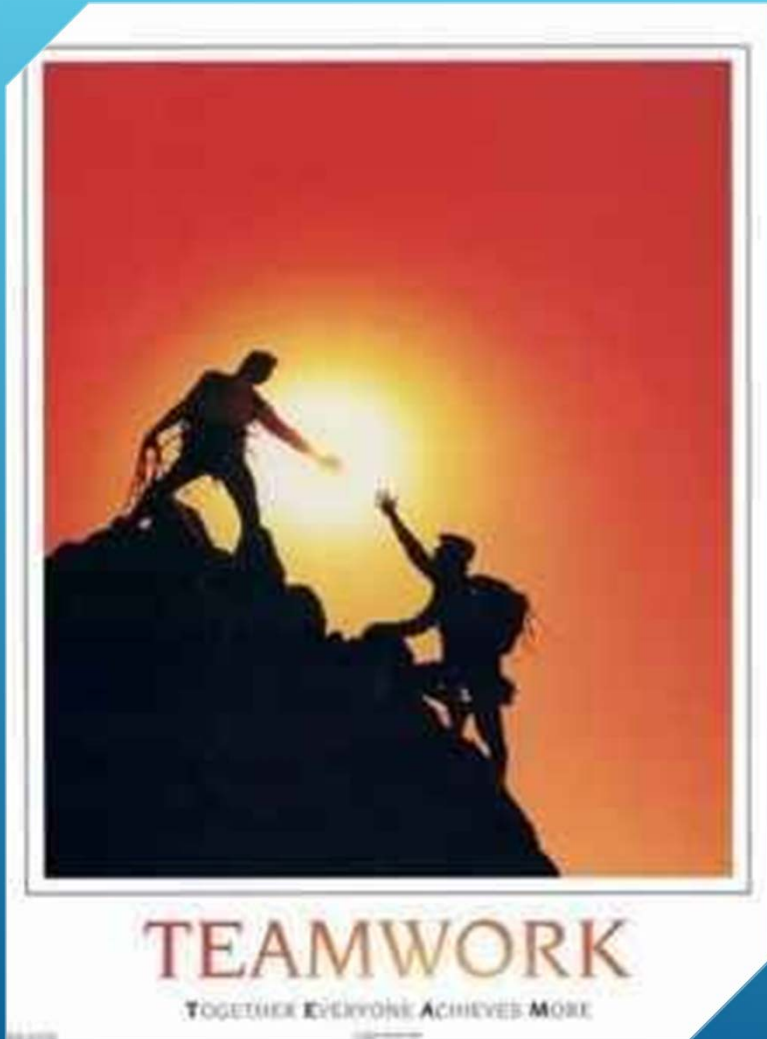


CERTIFIED BIRTHS



VITALS: TOTAL CERTIFIED COPIES





SERVICES TO OTHER DEPARTMENTS

Dubuque County Recorder's Office typically sells the most Heritage Trail passes for the Conservation Department and generates thousands of dollars each year in sales.

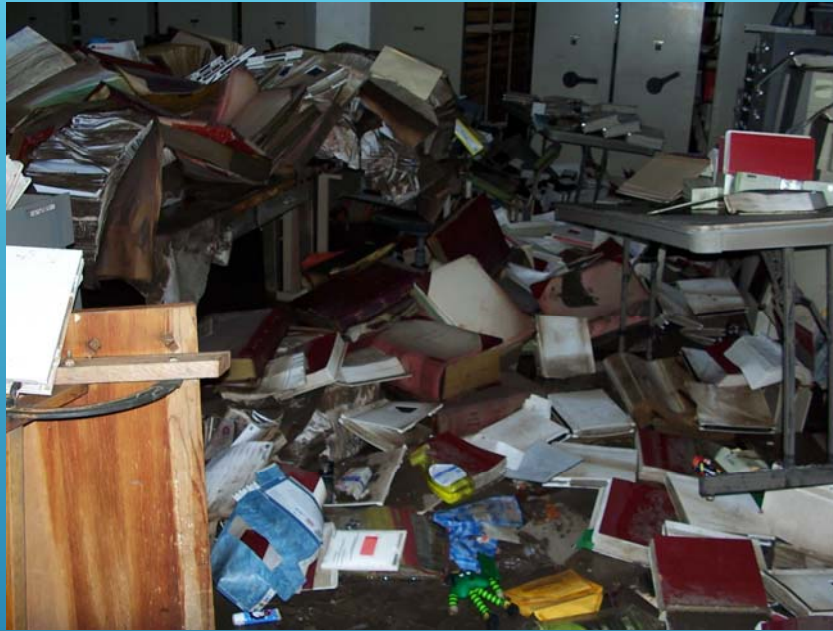
Collect fees for: Department of Health, Department of Natural Resources and Department of Revenue

ACCOMPLISHMENTS IN 2020

- Completed the final Phase of Land Record Digitization. One of a few Counties In Iowa
- Property Check: Fraud Prevention Feature
- COVID Staffing- Split staff in July.
- August of 2020 our Software Vendor Highlighted Dubuque County in a Webinar



DIGITIZATION PROJECT:
COMPLETION OF ALL LAND RECORDS
PHASE #1:1988-1996 (ROUGHLY 450,000 IMAGES)
PHASE #2:1972-1987 (ROUGHLY 600,000 IMAGES)



AFTER 2008 FLOOD IN LINN COUNTY



All mortgage books over 40 years old: lost.


Each book restored: \$4,000-\$5,000 (Dubuque County Estimated Cost: to restore records: \$4 million +)

-Comes back in 2-3 volumes and not one book. Consumes significantly more space


Cleaned but unrestored: \$800 per book (Dubuque County Estimated cost: cleaned near \$1 Million)

LINN COUNTY FLOOD OF 2008

2021 DIGITIZATION PROJECTS

- ▶ Tax Deed Records (3 Volumes) (Public)
 - ▶ Sheriff Deed Records (2 Volumes) (Public)
 - ▶ Birth Indexes and Records (Non-public)
 - ▶ Death & Marriage Indexes (Non-public)
 - ▶ Digitization of all Military Records (non-public)
 - ▶ All Funded by the Records Management Fund
- 

IMPROVEMENT REQUEST FOR OFFICE RENOVATION: (ESTIMATED \$35-\$40K)

- ▶ Privacy: Difficult conversations in front of the public
 - ▶ Security: Public should not have access to work space
 - ▶ Productivity: Staff gets their steps in!
 - ▶ ADA Compliant: Public Terminals are not accessible
 - ▶ Carpet (install), Paint, Desks, Office Furniture, Additional rack in the vault
- 
- A decorative graphic consisting of several parallel white lines of varying lengths and orientations, located in the bottom right corner of the slide.

STAFFING OF THE RECORDER'S OFFICE

Recorder

2 Deputy Recorders

3 Full Time Clerks

*Smallest staff of any Recorder Office with more than 40,000 in Iowa.

Must recognize the Recorders Office Staff!

Last two years:

Real Estate: Increase 36.87%

Vitals: Increase 19.76%

DNR Renewals: Increase 23.65%