


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:

\$469,114

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

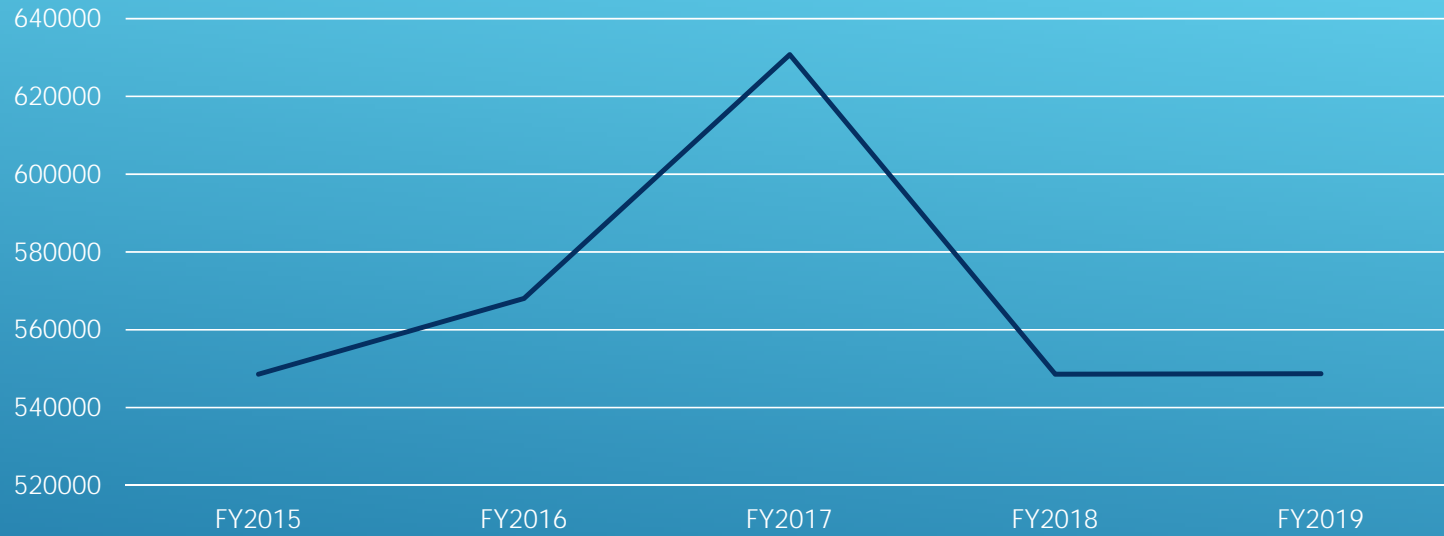
Chart Title



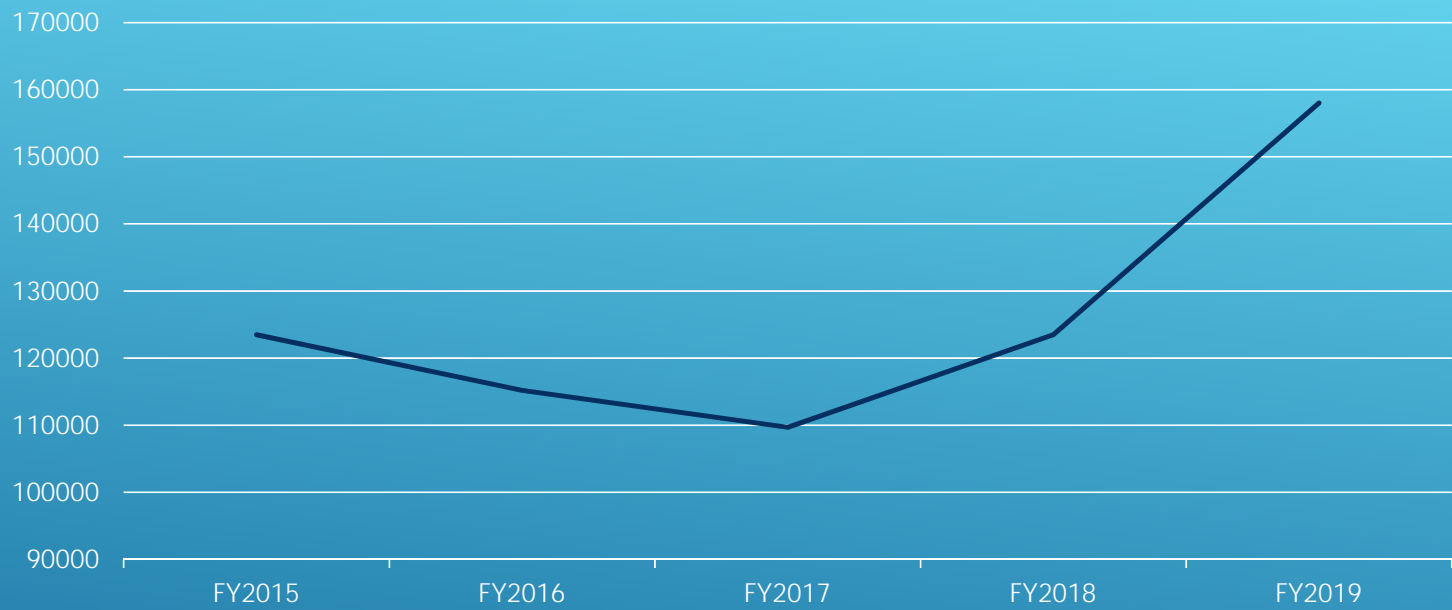
RECORDER EXPENSES



Chart Title



RECORDER REVENUE



RECORDER GENERAL SUPPLEMENTAL



		2017-2018 Total Budget	2017-2018 Total Activity	2018-2019 Total Budget	2018-2019 Total Activity	2019-2020 Total Budget	2019-2020 YTD Activity	2019-2020 Amendment 3	2020-2121 Dept Request	Notes
Revenue										
0001-1-07-8110-400000-00000	RECORDING OF INSTRUMENTS	375,000.00	348,470.00	400,000.00	338,942.00	375,000.00	187,220.00	375,000.00	375,000.00	
0001-1-07-8110-401000-00000	SNOWMOBILE FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0001-1-07-8110-402000-00000	BOAT FEES	10,000.00	9,382.25	10,000.00	14,122.50	10,000.00	7,876.25	10,000.00	10,000.00	
0001-1-07-8110-402000-00605	Boat Fees - Security Interest	1,000.00	450.00	500.00	500.00	600.00	285.00	500.00	500.00	
0001-1-07-8110-404000-00000	REVENUE STAMPS	105,000.00	123,346.49	100,000.00	129,498.16	120,000.00	57,351.70	120,000.00	120,000.00	
0001-1-07-8110-410000-00000	AUDITOR'S TRANSFER FEES	20,000.00	20,165.00	20,000.00	21,555.00	20,000.00	10,540.00	20,000.00	20,000.00	
0001-1-07-8110-412000-00000	BOAT CERTIFICATE OF TITLE FEES	2,600.00	2,330.00	3,500.00	2,375.00	2,000.00	1,755.00	2,000.00	2,000.00	
0001-1-07-8110-413000-00000	VITAL STATISTICS FEES	30,000.00	30,704.00	30,000.00	32,864.00	30,000.00	18,737.00	37,500.00	37,500.00	
0001-1-07-8110-415000-00000	PASSPORT FEES	0.00	25.00	0.00	0.00	0.00	0.00	0.00	0.00	
0001-1-07-8110-550000-00000	PHOTOCOPY/FAX FEES	15,500.00	12,949.70	15,000.00	7,752.70	6,000.00	1,830.14	6,000.00	6,000.00	
0001-1-07-8110-559000-00021	Other Miscellaneous Fees - Postage	700.00	487.50	700.00	491.20	700.00	12.00			
0001-4-07-8110-843000-00000	COMPENSATION LOSS OF CAPITAL ASSET	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0001-4-07-8110-844000-00000	EMPLOYEE JURY DUTY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0001-4-07-8110-847000-00000	MISC REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0001-4-07-8110-849000-00000	MISCELLANEOUS	500.00	279.60	500.00	586.41	500.00	298.20	500.00	500.00	
Revenue Total:		560,300.00	548,589.54	580,200.00	548,686.97	564,800.00	285,905.29	571,500.00	571,500.00	

RECORDER REVENUE

Expense									
<u>0001-07-8110-000-10000-00000</u>	SALARIES OF REGULAR EMPLOYEES	324,191.00	305,255.16	296,469.00	305,318.26	322,815.00	121,391.36		
<u>0001-07-8110-000-10100-00000</u>	WAGES OF TEMP & PART-TIME EMPLOYEES	15,288.00	15,288.38	28,588.00	3,051.38	0.00	0.00	0.00	0.00
<u>0001-07-8110-000-26000-00000</u>	STATIONARY/FORMS/GEN OFFICE SUPL	5,000.00	4,763.40	5,000.00	4,468.28	5,000.00	1,387.78	5,000.00	5,000.00
<u>0001-07-8110-000-26100-00000</u>	MAGAZINES, PERIODICALS & BOOKS	275.00	288.86	275.00	293.85	300.00	0.00	300.00	300.00
<u>0001-07-8110-000-29000-00000</u>	MINOR EQUIPMENT & HAND TOOLS	0.00	0.00	0.00	0.00	2,500.00	0.00	0.00	0.00
<u>0001-07-8110-000-40200-00000</u>	TYPING, PRINTING & BINDING SERV	11,176.00	11,176.82	5,300.00	5,531.53	5,800.00	0.00	5,800.00	5,800.00
<u>0001-07-8110-000-40300-00000</u>	PHOTOCOPYING & DUPLICATING SERV	650.00	807.72	650.00	783.28	750.00	253.89	750.00	800.00
<u>0001-07-8110-000-40400-00000</u>	DOCUMENT & IMAGING SERVICES	12,712.00	8,442.50	26,000.00	13,143.21	27,000.00	8,600.00	27,000.00	27,000.00
<u>0001-07-8110-000-40400-00095</u>	DOCUMENT/IMAGING SVCS - STORAGE	0.00	1,781.10	300.00	351.50	27,000.00	2,049.80	27,000.00	13,500.00
<u>0001-07-8110-000-41200-00000</u>	POSTAGE & MAILING	3,500.00	3,111.35	4,000.00	5,939.17	4,000.00	1,733.48	3,500.00	3,500.00
<u>0001-07-8110-000-41300-00000</u>	MILEAGE AND OTHER TRAVEL EXPENSES	3,500.00	3,890.68	3,500.00	2,914.50	3,500.00	2,891.84	3,500.00	3,500.00
<u>0001-07-8110-000-42100-00000</u>	IT Services - Service Bureau	2,000.00	1,839.25	2,000.00	1,848.46	2,000.00	0.00	2,000.00	2,500.00
<u>0001-07-8110-000-42200-00000</u>	EDUCATIONAL & TRAINING SERVICE	1,000.00	925.00	1,000.00	810.00	1,000.00	0.00	1,000.00	1,000.00
<u>0001-07-8110-000-48000-00000</u>	DUES & MEMBERSHIP	800.00	315.00	800.00	295.00	800.00	250.00	500.00	500.00
<u>0001-07-8110-000-63800-00000</u>	OTHER MACHINERY & EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00		
Expense Total:		380,092.00	357,885.22	373,882.00	344,748.42	402,465.00	138,558.15	76,350.00	63,400.00
Fund: 0001 - GENERAL BASIC Surplus (Deficit):		180,208.00	190,704.32	206,318.00	203,938.55	162,335.00	147,347.14	0.00	0.00

Recorder Expense



2020: XX,XXX REAL ESTATE DOCUMENTS FILED (1327)*

2019: 16,524 REAL ESTATE DOCUMENTS FILED (1073)*

2018: 15,260 REAL ESTATE DOCUMENTS FILED (1142)*

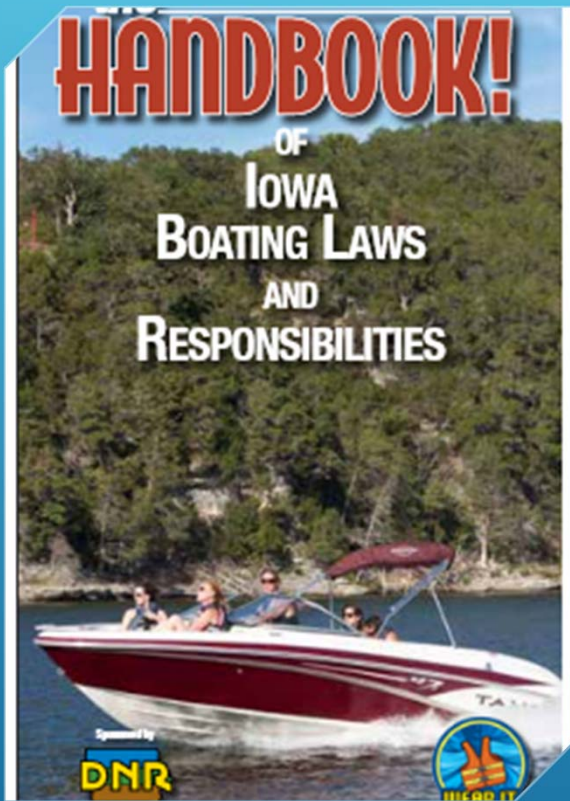
2017: 16,059 REAL ESTATE DOCUMENTS FILED (1262)*

2016: 17,583 REAL ESTATE DOCUMENTS FILED (1148)*

2015: 16,482 REAL ESTATE DOCUMENTS FILED (1134)*

2014: 14,625 REAL ESTATE DOCUMENTS FILED (1029)*

*NUMBERS AS OF 1/30 OF THAT YEAR



DEPARTMENT OF NATURAL RESOURCES

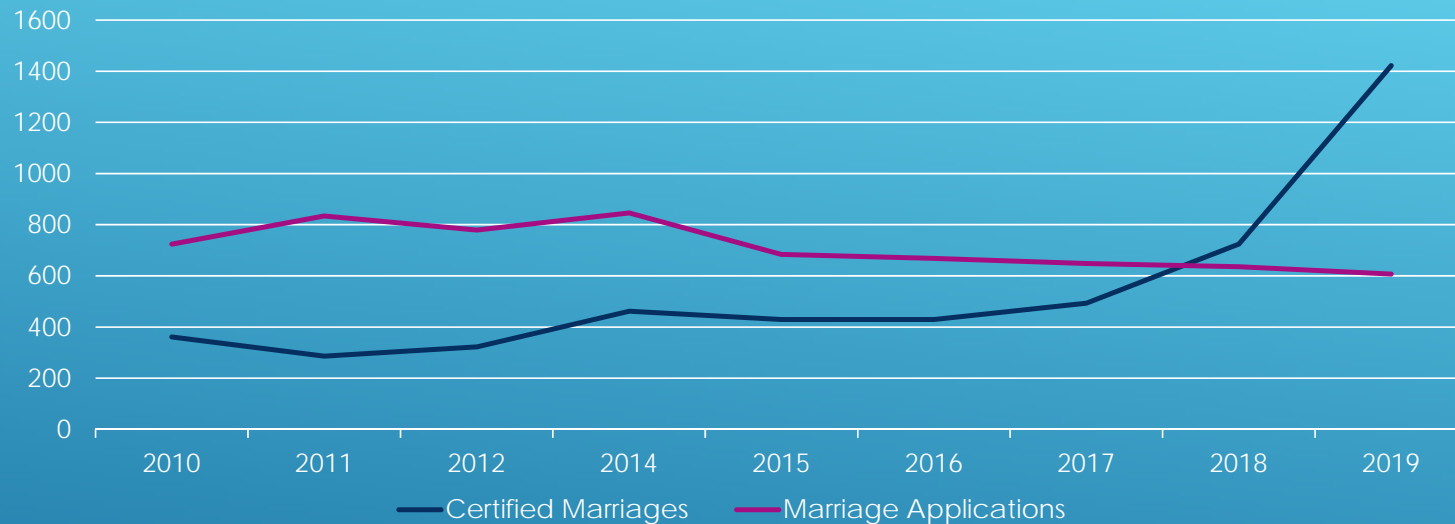
Snowmobiles/ATV's:

2017: 2363 Renewals Sent Out

2018: 2465 Renewals Sent Out

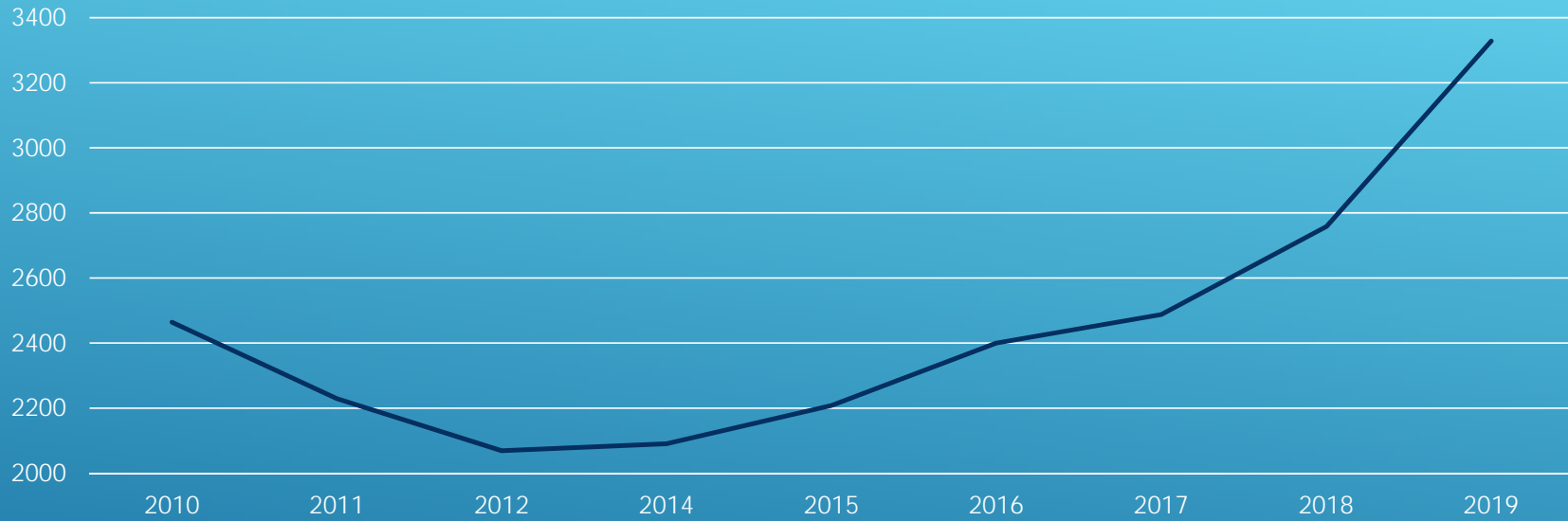
2019: 2667 Renewals Sent Out

(1880 Renewed as of 1/29)

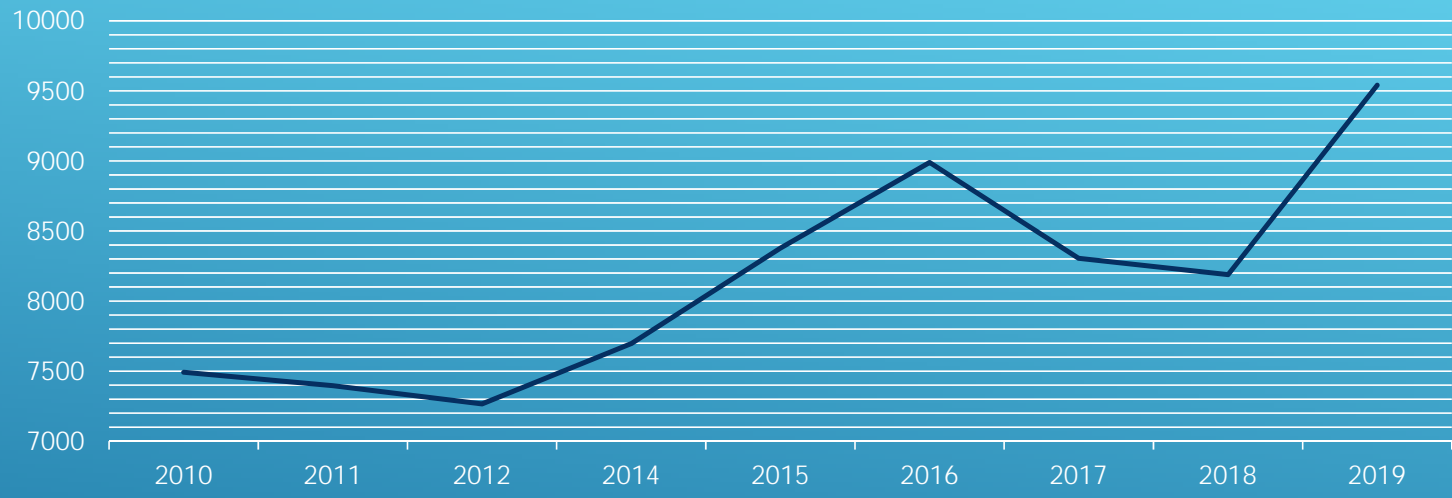


VITALS: MARRIAGE APPLICATIONS/CERTIFIED

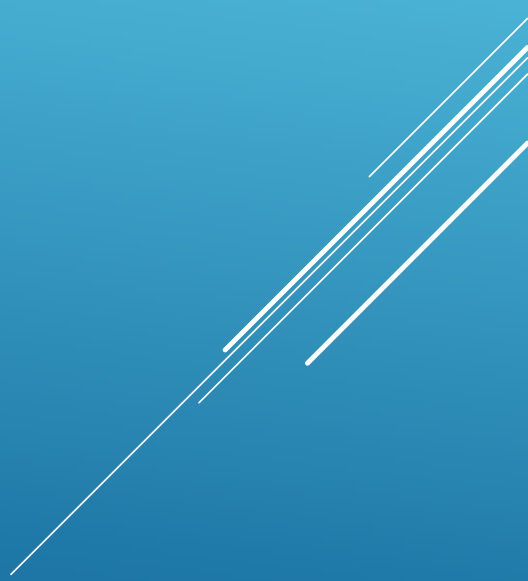
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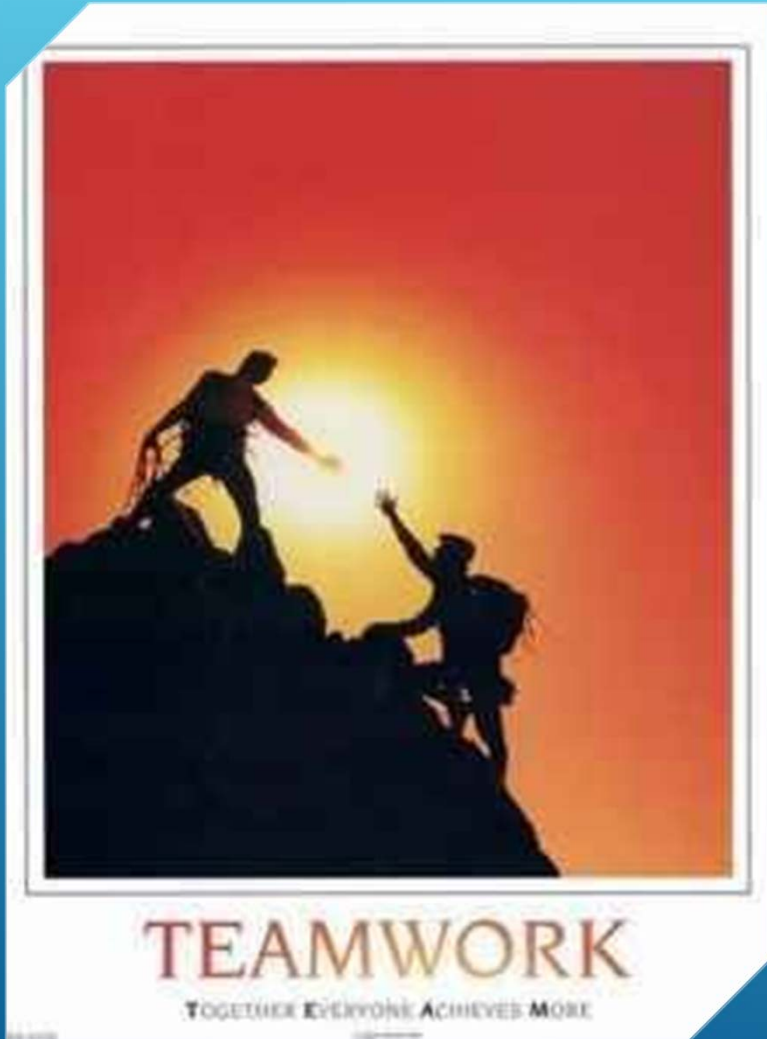


CERTIFIED BIRTHS



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 over \$4,000 a year in sales.

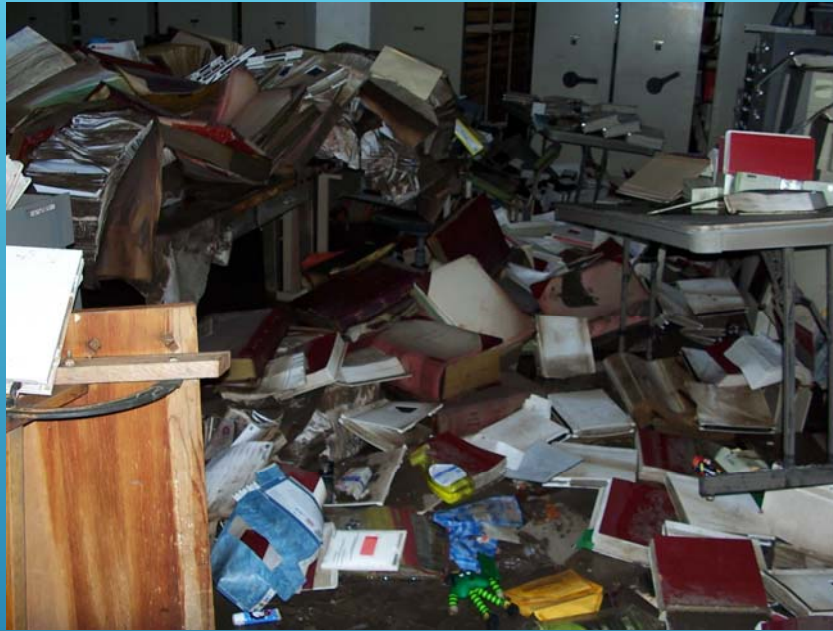
Collect fees for: Department of Health, Department of Natural Resources and Department of Revenue

ACCOMPLISHMENTS IN 2019

- Final Phase of Land Record Digitization. 1 of 2 Counties In Iowa
- Plat Restoration Project (unplanned)
- Property Check: Fraud Prevention Feature thru Cott Systems Inc.



DIGITIZATION PROJECT:
NEARING 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

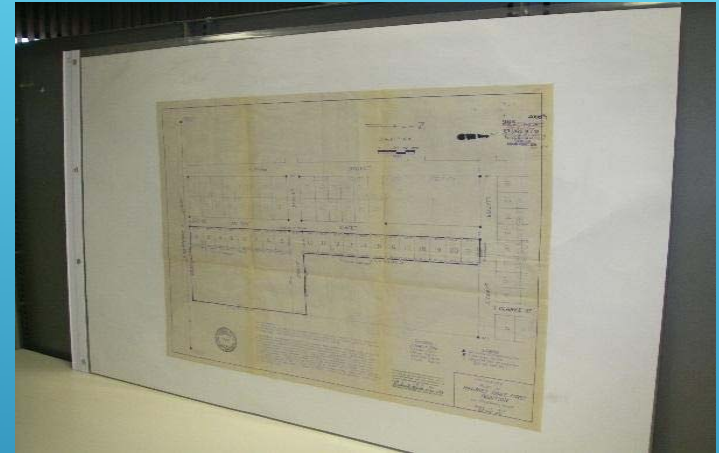
Cleaned but unrestored: \$800 per book (Dubuque County Estimated cost: cleaned near \$1 Million)

LINN COUNTY FLOOD OF 2008

Example of Old Vinyl Envelopes




New Mylar Envelopes



PLAT RESTORATION PROJECT

200 PLATS WERE RESTORED: FROM VINYL ENVELOPES TO
MYLAR ENVELOPES
NEW INDEX

IMPROVEMENT REQUEST: OFFICE RENOVATION: (INITIAL ESTIMATE \$35K)

- ▶ 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
 - ▶ Project Includes: Carpet (installed), Paint, Desks, Office Furniture, Additional storage rack in the vault
- 
- A decorative graphic consisting of several parallel white lines of varying lengths, slanted diagonally from the bottom right towards the top right, set against the dark blue background.

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.