ESS

Electronic Services System – Coordinating Committee Meeting

Agenda

Web Conference
May 16, 2024
10:00 A.M. to NOON

- **Welcome and Introductions**

- **February 15, 2024 – ESS Coordinating Committee Meeting Summary – <u>Approval</u>**
  April 10, 2024 - ESS Coordinating Committee Meeting Summary – <u>Approval</u>

- **Financial Reports**
  - **BT 2024 1st Quarter and YTD Reports – <u>Approval</u>**
  - **Accounts Review**
  - **Introduction of Accounting Coordinator**
  - **2023 Audit Update**
  - **E-Submission Trends**

- **CY 2024 Budget Amendment – <u>Approval</u>**

- **Assignment of Credits for E-Submission – <u>Approval</u>**

- **Contracts and Agreements**
  - **Local Service Provider Maintenance Template – <u>Approval</u>**
  - **ILR Staff Hours Adjustment – <u>Approval</u>**

- **Project Updates**
  - **POS Update**
  - **ILR Cloud Migration**
  - **Search Application**
  - **Admin2 Application**
  - **Recorder E-Submission Interface**
  - **E-Submission API**
  - **County Upload API**

- **Adjourn - Next Meeting May 30, 2024**

ESS Coordinating Committee
Web Conference Meeting Summary
February 15, 2024

Participants

Lindsay Laufersweiler, Webster County Recorder
Natalie Steffener, Des Moines County Recorder
Denise Baker, Wright County Recorder
Jolynn Goodchild, Plymouth County Recorder
Dillon Malone, Iowa Title Guaranty
David Erickson, Dentons Davis Brown
Melissa Bahnsen, Cedar County Recorder
Julie Haggerty, Polk County Recorder
Jamie Stargell, Adams County Recorder
Lisa Kent, Wapello County Recorder
Eric Sloan, IT Boone County

Other Participants

Ashten Wittrock, Carroll County Recorder
Sue Meyer, Clayton County Recorder
Carolyn Siebrecht, Linn County Recorder
ReNea Arnold, Dallas County Recorder
Travis Case, Grundy County Recorder
Cathy Voith Calhoun County Recorder
Lynnae Buffington, Henry County Recorder
Andrew Moats, Pottawattamie Rec County
Jan Gemar, ILTA
Stacie Herridge, Story County Recorder
Erin Canfield, Boone County Recorder
Kim Painter, Johnson County Recorder
Selena Humprey, Clarke County Recorder
Ann Ditsworth, Dickinson County Recorder
Julie Philips, Ida County Recorder
Jordyn Hill, Warren County Recorder
Sheri Jones, Jones County Recorder
Nancy Booten, Lee County Recorder

Lisa Long, Iowa Land Records
Census Lo-liyong, Iowa Land Records
Kay Kelleher, Iowa Land Records
Phil Dunshee, Iowa Land Records
Kristen Delany-Cole, Iowa Land Records

Welcome

A meeting of the ESS Coordinating Committee was held via web conference.

December 12, 2023, Meeting Summary

The meeting summary from December 12, 2023, was reviewed by the Committee. Lindsay Laufersweiler made a motion to approve the meeting summary including an amendment to correct the spelling of Jolynn Goodchilds' name. Jolynn Goodchild seconded, and the motion was approved.

ESS Election of Officers

ESS Coordinating Committee was requested to approve committee members for three positions, the Chair, Vice Chair and Secretary/Treasury.

- Lisa Kent (Wapello County Recorder) was nominated as the Chair by Nancy Booten and seconded by Jolynn Goodchild. The motion was approved.
- Jolynn Goodchild nominated Julie Haggerty (Polk County Recorder) as Vice Chair; Lisa Kent seconded the nomination, and the motion was approved.
- Jolynn Goodchild nominated Natalie Steffener as Secretary/Treasury; Julie Haggerty seconded it. The motion was approved.

It was noted that Susan Smith from O'Brien would be appointed by Nancy to serve on the Finance Subcommittee, replacing Laura McKeever who is now serving on the Recorder's Association fee policy committee.

The ESS Coordinating Committee discussed the possibility of renewing the effort to have a representative of the financial services community to serve on Committee similar to the positions held by David Erickson representing attorneys and Dillon Malone representing the title profession. This would be welcomed if a professional affiliated closely with one of the professional associations for bankers or credit unions could be identified. The Committee expressed an interest in following up with this conversation.

BT Banking Resolution
The Committee received an update on the treasury management services provided by Bankers Trust, and that as ESS officers and members change, a resolution identifying the signatories to the account must be updated. With the change is officers approved at this meeting the banking resolution with Bankers Trust will be updated.

Financial Reports
BT 2023 4th Quarter and YTD Reports
The Project Manager provided an overview of the December quarterly and YTD financial reports. The Finance report is a combination of two separate accounting files covering different periods within the same year; one from January 1, 2023 to May 27, 2023 and the other from May 28, 2023 to December 31, 2023. To generate a comprehensive report for the entire year and to prepare for the 2023 audit ESS the ESS team has consolidated data from both files.

The Bankers Trust statement showed a beginning balance of $1,287,982.38 and an ending balance of $1,023,060.03. For December, the total income was $3,165,118.91, with budgeted income at $146,871.04. Total expenses were $3,56,889.98 with budgeted expenses of $140,282.26. Net income for the period was $8,228.93.

For the quarterly report, budgeted income totaled $378,941.64 with budgeted expenses at $351,417.25. Budgeted income for 2023 was $1,748,989.04, and budgeted expenses were $1,779,444.66 resulting in a net income of -$30,455.62. Despite several expense reduction actions including changes in personnel, the decline in economic real estate activities produced a net loss. Changes included in the 2024 operating budget at the start of the year should produce a balanced result this year.

Over $304,866.00 was spent from reserves for an updated search application and other software developments. These were planned investments using income earned in prior years. The 2023 balance sheet shows total assets and liabilities of $2,421,315.98 pending post-audit adjustments. This figure includes funds in bank accounts and the value of owned equipment and developed software.

The 2023 balance sheet shows $718,246.95 in computer equipment and $633,302.00 in software assets.

The Coordinating Committee was asked to accept and approve 2023 4th quarter and YTD Reports. Julie Haggerty made a motion to approve the 2023 4th quarter and YTD Reports. Dillon Malone seconded the motion, and it was approved.

The Committee discussed options for managing financial resources with the possible opportunity to earn interest. The Project Manager provided an overview of the Treasury Management and “full analysis” account and the need to maintain sufficient liquidity for cashflow. The topic was referred back to the Finance Subcommittee for further review.

Operating Cost Update
As part of the ongoing review of office expenses, a series of cost-saving measures were implemented including the reduction of Education and Outreach expenses, identifying alternative providers for technology support services, and modifying staff positions. The ESS staff has also reviewed alternative options for office space. Following the distribution of a Request for Information (RFI), the ILR Account Manager and Accounting Coordinator identified potential office space alternatives in the area. These options were reviewed and site visits were conducted. Associated moving costs including the need for additional purchases of office equipment were documented. Notably, some options lacked a suitable meeting room, requiring us to explore alternative arrangements for ESS meetings.

After discussion the consensus of the Committee was to remain in the current location for the time being.

CY 2024 Budget Amendment
The Project Manager provided an update and presented a proposed amendment to the budget. The Committee was informed of an adjustment on the expense side in the amount of $11,200.00 for the annual audit including the Iowa County Recorders Association 990 return preparation. This increase is due to additional complexities and new regulatory requirements affecting the audit process. A notable update is the mandate for audits of prepaid subscription expenses.

The budget amendment reflected expected changes in staffing hours for two ESS positions. This included a small increase in hours for the Communications Coordinator position, and a reduction in hours for a member of the software development team. The proposed budget amendment also allocated additional resources for hosting and "cloud" services which will be partially offset by a reduction in the purchase of equipment owned by ESS.

With these combined changes, the projected net income for the project would increase from an estimated $300 to over $16,000.

A request for a motion to approve the 2024 budget amendment was made. A motion was made by Dillon Malone to approve the CY 2024 budget amendment. Jamie Stargell seconded, and the motion was approved.

2024 Assignment of Credits for E-Submission
The amount of funds budgeted for local service provider maintenance credits in calendar year 2024 is $115,000. This is a reduction from the 2023 budget. Due to these budget constraints, and amount of credit proposed for each county is based on the formula established for the County Project Assessment Cost Sharing Program in Chapter 9 of the ESS Policies and Procedures. Generally, counties exceeding the state average E-Submission ratio will receive a larger credit amount while those below the average would receive a smaller share.
The ESS Coordinating Committee was presented with a table of the credit amounts proposed for each county. A request for a motion was made to approve the 2024 maintenance credits.
A motion was made by Jolynn Goodchild to approve the 2024 maintenance credits. Julie Haggerty seconded and the motion was approved.

It was noted that the maintenance credit amounts will likely be revisited at the May 2024 ESS Coordinating Committee meeting.

2023 Metrics Review
E-submission activity in January remained consistent with the levels observed in 2020, indicating no significant change in the trend.

Contracts and Agreements

Audit Engagement
A request was made to the ESS Coordinating Committee to approve the Denman audit engagement with the Electronic Services System for the year ended December 31, 2023, at a total cost of $11,200.00.
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Jamie Stargell made a motion to approve the Denman audit contract for $11,200. Denise Baker seconded the motion and it was approved.

POS System Agreement
A request for the approval of an amendment to the merchant agreement with NCMIC Finance Corporation was presented. This amendment would authorize the use of NCMIC and Professional Solutions to provide point-of-sale merchant services to ESS members. Jolynn Goodchild moved approval. Jamie Stargell seconded the motion and it was approved.

ILR Staff Actions
Request to authorize an increase of five hours per week to Communications Coordinator position was presented. Denise Baker made a motion to approve a five hour increase for the communications position. Julie Haggerty seconded the motion, and it was approved.

Request to approve a 5% pay adjustment for Merna Addison, software developer, was proposed. Julie Haggerty made a motion to approve the 5% pay adjustment. Dillon Malone seconded and the motion was approved. The motion was not unanimously approved.

Request to approve change of schedule from full-time to part-time for the software developer (Mansi Agarwal) was made. Lindsay Laufersweiler made a motion to approve. The motion was seconded by Julie Haggerty and was approved.

Employee Handbook Update – PTO for Part-Time Staff
A recommendation to approve a modification to the Employee Handbook regarding PTO and holiday pay for part-time ESS staff was presented. The changes would allow part-time employees to accrue paid time off for each hour worked during a pay period based on years of service. Additionally, regular part-time employees would receive holiday pay for one-half work day per each holiday observed by ESS. Approval of the proposed modification of PTO and holiday policy for part-time ESS employees was requested. Jamie Stargell made a motion to approve the proposed policy change. Julie Haggerty seconded and the motion was approved.

Document Formatting and Related Policies
The ESS Coordinating Committee received information about the ESS Standards Subcommittee review of draft policy changes which occurred at their meeting on January 24, 2024. Draft amendments to Iowa Code Sections 331.606B, 331.606, 558.49, and 331.601A, with annotations summarizing the discussion of the Standards Subcommittee were presented. A sample concept for a uniform format for recording references numbers was also presented. No action was taken, because the materials were presented for discussion only.

Legislative Update – Fee Policy and Modernization Update
The Policy Coordinator provided an update on different legislation that may impact ICRA or ESS. Recorders received a copy of the legislative review with information on the bills under discussion. The bills included SF 2065 - County Recorders Notification Bill; HF 554 - Ransomware Bill; HF 2299 - Open Records Request Bill; HF 2062 - Open Meetings and Open Records Bill; and HF 2514 and SF 2226 - Compensation Bill.

Associated Reference Update – Chapter 3
An amendment to the ESS policies regarding Associated Document References in Chapter 3 was presented for consideration. The changes were proposed by the ESS Standards Subcommittee. The policy elaborates and clarifies expectations for indexing bilateral references involving conveyance documents, mortgages and satisfactions, tax liens and releases, corrected or re-recorded documents, conveyance documents and companion documents (groundwater hazard), and surveys and related drawings. The policy provides that references must be present in a document to be indexed. The effective date would be January 2025. Julie Haggerty moved to adopt the amendment as proposed. Natalie Steffener seconded the motion which was approved.

Parcel Identification Number Update – Chapter 3
An amendment to the ESS policies regarding the indexing of Parcel Identification Numbers (PINs) in Chapter 3 was presented for consideration. The changes were proposed by the ESS Standards Subcommittee. There was substantive discussion regarding the definition and source of the parcel identification numbers to be indexed and the indexing of newly assigned PINs resulting from subdivisions or consolidations.

Julie Haggerty moved to refer the draft policy back to the ESS Standards Subcommittee for further review. Specifically, the Subcommittee would be asked to clarify the definition of the parcel identification number and its source, and the expectation for indexing newly assigned parcel identification numbers when there is a subdivision or consolidation. Denise Baker seconded the motion and it was approved.

Data Normalization and Modernization
The ESS Coordinating Committee was encouraged to review the Data Normalization memo included in the meeting packet for discussion at a subsequent meeting. The Committee was also asked to review information about a number of "modernization" concepts which could potentially be included in a legislative initiative in 2025.

Project Updates – New Search Application
The Committee received an update concerning the roll out of the new search application. The application is functioning well. It was reported that a process is in place to grant temporary access to additional image views for special projects with justification.

The meeting was adjourned. The next regular meeting will be **May 16, 2024.**

ESS Coordination Meeting
Special Web Conference Meeting
April 10, 2024

Attendance

Participants

Julie Haggerty, Polk County Recorder
Jolynn Goodchild, Plymouth County Recorder
Lindsay Laufersweiler, Webster County Recorder
Natalie Steffener, Des Moines County Recorder
Lisa Kent, Wapello County Recorder
Eric Sloan, IT Boone County
Denise Baker, Wright County Recorder
Melissa Bahnsen, Cedar County Recorder
Jamie Stargell, Adams County Recorder
Dillon Malone, Iowa Title Guaranty

Other Participants

Stacie Herridge, Story County Recorder
Nancy Booten, Lee County Recorder
Travis Case, Grundy County Recorder
Jayne Schultz, Winneshiek County Recorder
Erin Canfield, Boone County Recorder
Sheri Jones, Jones County Recorder
Sherry Pope, Iowa County Recorder
Jan Gemar, ILTA

Lisa Long, Iowa Land Records
Census Lo-liyong, Iowa Land Records
Kelly Wallace, Iowa Land Records
Phil Dunshee, Iowa Land Records
Kristen Delany-Cole, Iowa Land Records

Welcome

A special meeting of the ESS Coordinating Committee was held via web conference.

Contracts and Agreements

The position of Accounting Coordinator was advertised on Indeed and more than 50 candidates applied for the position. Following introductory Zoom interviews with eight candidates. Two were selected for face-to-face interviews. Samantha McMahon was the candidate recommended for appointment to the position. Julie Haggerty moved to approve the appointment of Samantha McMahon. Natalie Steffener seconded, and the motion was approved.

ILR Cloud Migration and Firewall

Kelly Wallace, ILR Technical Lead, provided an update on the migration of ILR systems and data to the managed services through LightEdge. Initiated in stages, the migration process first addressed parts of the development and staging environments before proceeding to transfer the production systems and ESS data to the cloud. A notable hurdle encountered was the migration of the large image repository. In the concluding stage of the cloud transition, the focus is on final configuration and securing the backup systems. Existing equipment is being decommissioned.

Next meeting

The meeting was adjourned. The next regular meeting will be **May 16, 2024.**

Electronic Services System
Profit & Loss
January through March 2024

		Jan - Mar 24	
Ordinary Income/Expense			
Income			
BudgetedIncome			
42000 · POSSERVICEFEE			24,264.37
42500 · ODSERVICEFEE			72.07
43000 · SERVICEFEE			
43100 · ACH		156,669.00	
43200 · CC		24,510.95	
43300 · DRAWDOWN		26,484.00	
Total 43000 · SERVICEFEE			207,663.95
44000 · MOU Services			
44100 · Policy		11,411.42	
44200 · Communications		88.58	
Total 44000 · MOU Services			11,500.00
47000 · Fund 255 Reimbursement			123,187.41
Total BudgetedIncome			366,687.80
49000 · RevolvingIncome			
49300 · ERECORDING			
49100 · AUDITORFEE		97,270.00	
49200 · TRANSFERTAX		4,586,763.20	
49300 · ERECORDING - Other		1,546,449.00	
Total 49300 · ERECORDING			6,230,482.20
49600 · POSPAYMENT			809,388.41
49700 · ODPAYMENT			2,559.00
49000 · RevolvingIncome - Other			708.50
Total 49000 · RevolvingIncome			7,043,138.11
Total Income			7,409,825.91
Gross Profit			7,409,825.91
Expense			
Budgeted Expenses			
Administration			
Accounting Software-Services		5,140.92	
60300 · Bookkeeping-CPA-990		21,792.20	
60500 · Professional Fees			
Project Manager	37,200.00		
60510 · Legal	6,750.00		
60520 · Government Relations	4,000.00		
60530 · Human Resources-Oasis	3,146.42		
Total 60500 · Professional Fees		51,096.42	
60700 · Ess Meetings		1,332.28	
60800 · Office Operations			
60810 · Office Space Lease	9,150.00		
60830 · Offical Publication Expense	128.99		
60860 · Telephone	635.01		
60865 · Internet	750.00		
60870 · Office Tech Support	3,416.59		
60880 · Printing and Copying (Color-BW)	1,005.06		
Total 60800 · Office Operations		15,085.65	
Total Administration			94,447.47
Payment Expenses			
66100 · Bank Account Analysis Fee		1,277.43	
66300 · Gateway Transaction Fees			
66315 - ProfSolOnlineTransFees	14,251.37		

Electronic Services System
Profit & Loss
January through March 2024

Account	Jan - Mar 24			
66310 · Vericheck OnlineTransactionFees	7,248.30			
66320 · POSTransactionsFees	21,377.82			
Total 66300 · Gateway Transaction Fees		42,877.49		
Total Payment Expenses			44,154.92	
61000 · Marketing-Communications				
61200 · Administrative/Marketing Coord		9,356.28		
61300 · Education and Outreach				
61310 · ILR Annual Conference	360.00			
61340 · Memberships	200.00			
61350 · Conferences & Meetings	1,827.51			
61370 · Software & Hosted Services	1,978.18			
Total 61300 · Education and Outreach		4,365.69		
Total 61000 · Marketing-Communications			13,721.97	
62000 · Customer Support				
62100 · Account Manager		24,829.97		
62130 · Customer Support Coordinator		8,567.57		
Total 62000 · Customer Support			33,397.54	
63000 · Policy Coordination				
63100 · Policy Coordinator		19,648.64		
Total 63000 · Policy Coordination			19,648.64	
64000 · ILR System Operations				
Software License-Maintenance				
64305 · Jetbrains	2,009.22			
64310 · Certificates- Digicert	546.00			
64312 · Duo- Security	90.00			
64319 · AWS	2,034.02			
64326 · Atlassian	121.98			
64327 · ZOOM	30.00			
64328 · Microsoft	337.50			
Total Software License-Maintenance		5,168.72		
64100 · Development Team				
64110 · Technical Lead	34,537.59			
64120 · Senior Developer	16,634.01			
64130 · Technical Support & Development	31,014.08			
Total 64100 · Development Team		82,185.68		
64200 · External Development & Services				
64210 · FF Redaction Services	3,735.58			
64240 · Data Center & Hosting Services	9,158.70			
64250 · Domain Registration	47.64			
Total 64200 · External Development & Servi...		12,941.92		
Total 64000 · ILR System Operations			100,296.32	
65000 · Local Maint. Expense			4,082.12	
Total Budgeted Expenses				309,748.98
Planned Reserve Expenses				
BF Redaction			5,714.90	
Software Development-Consulting			95.00	
Software License Expense			22,050.00	
Total Planned Reserve Expenses				27,859.90
70000 · RevolvingExpenses				
ESSPayments				
70100 · COUNTYDISTRIBUTION		6,220,163.62		

Electronic Services System
Profit & Loss
January through March 2024

	Jan - Mar 24
70200 · POSDISTRIBUTION	829,905.82
70300 · ODDISTRIBUTION	2,392.50
Total ESSPayments	7,052,461.94
Total 70000 · RevolvingExpenses	7,052,461.94
Total Expense	7,390,070.82
Net Ordinary Income	19,755.09
Net Income	**19,755.09**

Electronic Services System
Balance Sheet
As of March 31, 2024

	Mar 31, 24
ASSETS	
Current Assets	
Checking/Savings	
107000 · BT-Settlement	
107100 · Unrestricted Reserve Account	38,399.40
107200 · Software Dev & Equip Maint R...	384,220.52
107300 · Redaction Reserve	53,875.79
107400 · Restricted Operating Reserve	100,000.00
107000 · BT-Settlement - Other	1,119,978.14
Total 107000 · BT-Settlement	1,696,473.85
10800 · BOA-Settlement	-41.32
Total Checking/Savings	1,696,432.53
Accounts Receivable	
12000 · Accounts Receivable	841.52
Total Accounts Receivable	841.52
Other Current Assets	
13000 · Due from State	73,299.16
14000 · Prepaid Expenses	179,716.97
Total Other Current Assets	253,016.13
Total Current Assets	1,950,290.18
Fixed Assets	
Computer Equipment	151,853.95
17001 · Developed Software	786,940.00
17900 · Asset in Process	380,978.01
18000 · Accumulated Depreciation	-858,103.07
Total Fixed Assets	461,668.89
TOTAL ASSETS	**2,411,959.07**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	-2,120.73
Total Accounts Payable	-2,120.73
Credit Cards	
21100 · BT Credit Card	3,720.48
Total Credit Cards	3,720.48
Other Current Liabilities	
DRAWDOWN	66,166.80
22000 · Accrued Compensation	25,977.21
22500 · Deferred Revenues	145,180.28
Total Other Current Liabilities	237,324.29
Total Current Liabilities	238,924.04
Total Liabilities	238,924.04
Equity	
30000 · Opening Balance Equity	1,975,162.47
32000 · Retained Earnings	178,117.47
Net Income	19,755.09
Total Equity	2,173,035.03
TOTAL LIABILITIES & EQUITY	**2,411,959.07**

IOWA LAND RECORDS

ELECTRONIC SERVICES SYSTEM
8711 Windsor Parkway, Suite 2
Johnston, Iowa 50131

May 7, 2024

To: ESS Finance Subcommittee
ESS Coordinating Committee

From: Phil Dunshee, ILR Project Manager

Re: ESS Financial Accounts and Investment Options

In recent months members of the ESS Finance Subcommittee and other ESS members have inquired about the feasibility of placing funds controlled by ESS in an interest-bearing account of some kind. In a previous meeting staff committed to research options, and we intend to do so. In the meantime, I wish to again remind everyone of some history and background, and answer the question “Why aren’t we already doing this?” Much of this was covered during the February ESS meeting, but not everyone in ESS had the opportunity to participate in that meeting.

Here are the short answers.

- In part, we are already doing this through the Office of the State Treasurer.
- The ESS/Bankers Trust Settlement Account is a full analysis account, and our banking fees are lower because we keep funds in the account.
- For the ESS/Bankers Trust Settlement Account – liquidity and cash flow are the most important functions we have.

Here is a more complete explanation.

Fund 255 – Office of the State Treasurer. Funds from the $1 recording fee – sometimes referred to as the E-Commerce fee, the Iowa Land Records fee or the local government electronic transaction fund – are by law deposited with the State Treasurer. Section 331.604, subsection 3d of the Iowa Code provides that “interest or earnings on moneys in the local government electronic transaction fund shall be credited to the fund.” In March 2024, this fund had a balance of $155,603.44 and earned interest in the amount of $725.15. This fund and the interest earned may be used for ESS/ILR project related expenses.

Members of the Committees may recall that we have transferred money from Fund 255 to the ILR Settlement account in recent years to consolidate funds into a primary account so that they are subject to our annual audit. This change resulted from discussions we had with the State Auditor back in 2019. The project has used these funds to pay for developments and improvements to the ILR software including recent updates to the E-Submission and Search applications. For comparison, in January 2020, Fund 255 had a balance of $698,886.66 and earned interest of $965.45. Interest rates were lower then.

Current practices are intended to maintain a balance of between $100,000.00 and $200,000.00 in Fund 255 as a reserve in the event it is ever needed. To maintain this balance ESS is only drawing funds in an amount no greater than the income from the previous month. The interest earned is included in this income amount.

ESS/Bankers Trust Settlement Account. Since the inception of the E-Submission service in 2006, ESS has managed the cash flow of electronic recording revolving income and distributions through a treasury management account. For many years this was performed through a Bank of America account held by the Iowa County Recorders Association. In 2021 we established a new account in the name of the Electronic Services System with Bankers Trust due to the updates with the 28E Agreement.

The Bankers Trust Treasury Management account is of a type known as a full analysis account, meaning that the bank tracks every deposit and payment, every NACHA distribution, and every other transaction type, and that is used to calculate the monthly bank service fee. (Bank of America did the same thing). A portion of the analysis is also based on the level of funds deposited in the account, and this factor helps reduce our monthly banking fees.

In 2020 with Bank of America, our monthly account analysis fee averaged over $1000.00 per month. Thus far in 2024, the average Bankers Trust monthly analysis fee has been less than $400.00.

When we transitioned from Bank of America to Bankers Trust a few years ago, we explored the possibility of setting up a companion interest bearing account of some kind. Possibly an interest-bearing sweep account. I don’t recall the exact details, but when we realized that moving money out of the settlement account into a separate account would likely result in an increase in our monthly banking fees, it appeared to be a wash and we didn’t pursue it any further.

Liquidity and Cash Flow Is Paramount. The March 2024 Balance sheet in the May Finance packet shows that as of March 31 there was $1,696,241.84 in the Bankers Trust checking account. But keep in mind that our accounting is on an accrual basis, and we recognize income as a deposit in the bank account when a transaction is completed. That doesn’t mean it really is in the bank because an ACH deposit can take several days to clear. As we have explained in previous meetings and reports, the Balance Sheet tends to overstate the amount of cash on hand.

As of 2:00 PM on Friday, May 3, 2024, the available balance in the Bankers Trust account was $1,267,173.09. The average available closing balance during the week of April 29,2024 was $1,215,140.76. Please consider that in any given week we may need to distribute between $750,000.00 and $1,000,000.00 so that counties will timely receive their E-Submission and Point-of-Sale funds. We do not want to be caught short, and we do not wish to delay distributions to counties. So, having the necessary cash on hand to maintain liquidity and cash flow to the participating counties is an important goal for us. It always has been, and I will make no apology for this.

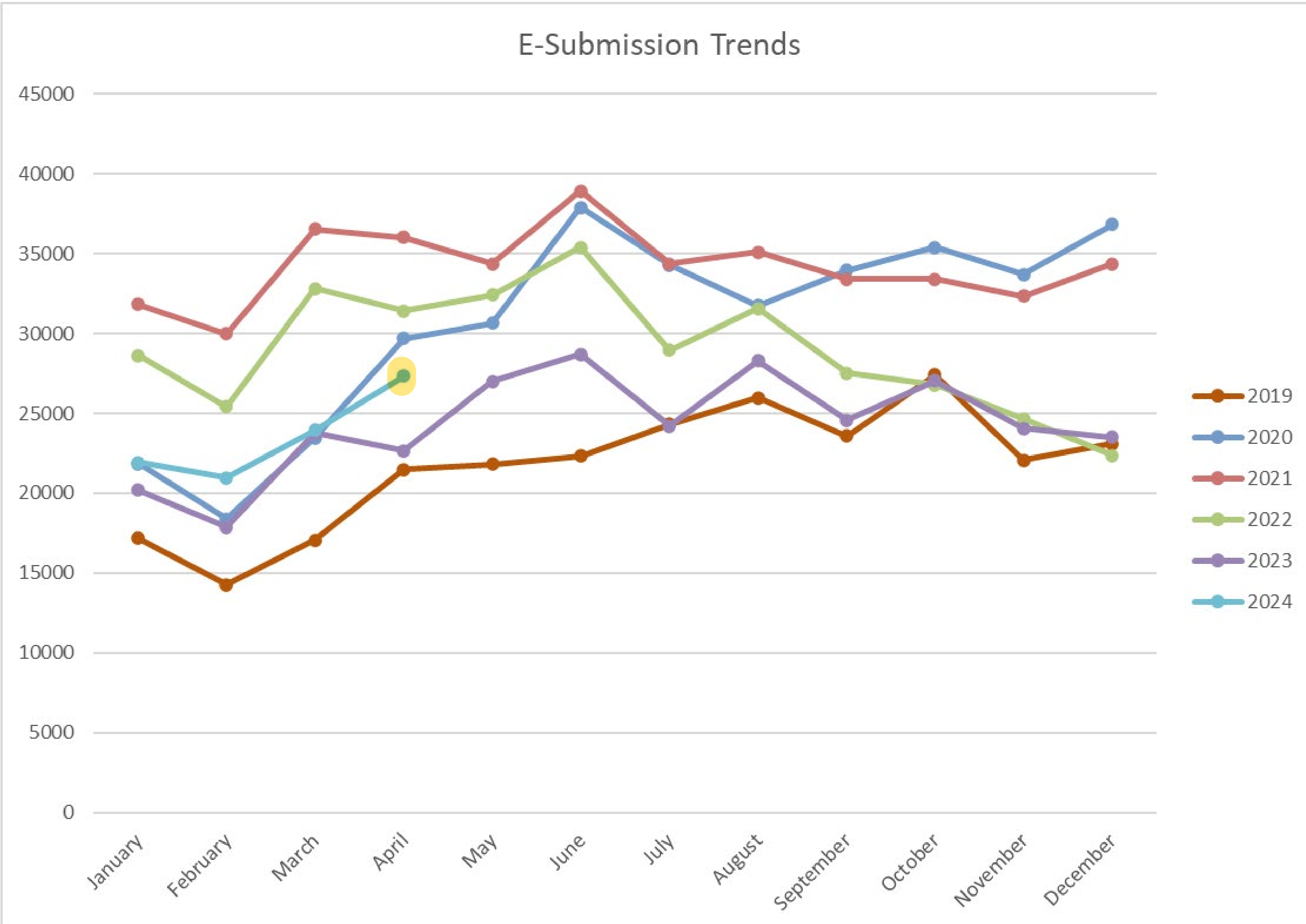
Benefits v. Risk. Let’s say we took $200,000.00 of our current cash balance and decided to lock in a 12-month CD at 5.0% interest APY. It appears that this would yield about $10,000.00. The calculus of the benefit v. risk is essentially this ... $10,000.00 of additional income v. higher monthly bank fees plus the loss of liquidity which is potentially necessary to maintain cash flow. Is the risk worth it?

This is the “why” of not actively seeking interest income to date.

Exploration Will Proceed. Please be assured that the ESS team will deliberatively explore options and weigh the benefits and risks carefully. We will consult with our colleagues in the State Treasurer’s office, the professionals at Bankers Trust and others. We will target November 2024 as a date for completing this review. Until then, we have many other very high priorities which demand the full attention of our team.

I hope this information has helped answer some of your questions.

pd


E-Submission Trends
45000
40000
35000
30000
25000
20000
15000
10000
5000
0
January
February
March
April
May
June
July
August
September
October
November
December
2019
2020
2021
2022
2023
2024

IOWA LAND RECORDS

ELECTRONIC SERVICES SYSTEM
8711 Windsor Parkway, Suite 2
Johnston, Iowa 50131

May 7, 2024

To: ESS Finance Subcommittee
ESS Coordinating Committee

From: Phil Dunshee, ILR Project Manager

Re: ESS May, 2024 Budget Amendment

Included with the May ESS Finance packet is a spreadsheet that depicts the recommended amendments to the ESS 2024 budget. Items with the burnt orange color reflect conversion of budget to actual. Items with the magenta color reflect the preliminary estimate of actual expenses for the period. Items with the blue color reflect no change from the February estimates and budget. Items with the grey background are proposed adjustments to the budget. The following are the notable amendments or changes.

Income

- The May income associated with MOU Policy services has been adjusted to be $4500.00. This is not an increase, but an adjustment to recognize that income in January was less than budgeted because this activity is billed in arrears. For the remainder of the calendar year, projected income for MOU Policy services will be $2500.00 per month as originally planned.
- The amount of the local maintenance cost sharing credits has been increased from $115,000.00 to $130,000.00.
- No other adjustments in projected revenue are recommended.

Expenses

- The monthly budget for Accounting Software-Services has been increased from $160.00 per month to $172.00 per month to reflect price increases by Intuit and Right Works.
- Bookkeeping expenses (Accounting Coordinator) are projected to increase. While the compensation level is unchanged, an adjustment is appropriate to anticipate changes in monthly benefit costs. The change is an estimate.
- Monthly expenses for legal fees were slightly overestimated, and the budgeted amount is being reduced to reflect actual experience.
- ESS meeting expense estimates are being increased to reflect the increase in mileage reimbursement amounts that had previously been approved.
- Expenses for teleconference services have been reduced. As these services are integrated with Zoom and Teams, we are not experiencing this expense. A small, estimated expense estimate has been retained in case it is ever necessary to use a paid teleconference service.
- The estimate for miscellaneous expenses through the remainder of the calendar year has been reduced.
- The monthly amount budgeted for the Communications Coordinator position has been increased. It is estimated that up to 29 hours per week could be authorized for this position through the remainder of the calendar year.
- The monthly budget for communications and marketing software has been increased to $587.00 to reflect price increases by Mailchimp and Adobe.
- No change in compensation has been made for the Policy Coordinator position, but costs have been higher than originally estimated. An adjustment is made to reflect current costs.

- Expenses for the managed data center services are billed in advance, which affects the initial billing from LightEdge. This is mitigated to some extent by the service start date of April 1 (instead of the estimated start date of March 1). Additionally, some elements of the initial billing are being reviewed.
- Estimated monthly expenses for AWS have been reduced to $1000.00. However, we will continue to closely monitor this expense.
- The expense for JetBrains software was moved from a reserve expense to a budgeted expense.
- We will continue to plan for software expenses for DB2 and SUSE to be paid from reserve funds. If revenue is above expectations for the remainder of the year, this could be converted to a budgeted expense.
- With the migration to LightEdge managed services, we have removed estimates for the acquisition of equipment in the near future.
- Payments to some local service providers were carried forward into 2024 due to service transition activities.

Net Income
With these changes, projected net income has been adjusted from $16,474.78 to $7459.39.

Action Requested: Approval of the proposed 2024 Budget Amendment. We will continue to monitor financial trends and be prepared to make further adjustments at the regularly scheduled governance meetings in August and November.

BUDGETED INCOME AND EXPENSES
CY 2024
Proposed Amendment

		2024	January	February	March	April	May	June	July	August	September	October	November	December	Proposed	Februrary Amendment	Change
Income																	
BudgetedIncome																	
	Bad Payment Fee		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Misc. Income		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Event Income	ILR Conferences Registration	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7000.00	0.00	0.00	0.00	0.00	7000.00	7000.00	0.00
		Sponsorships	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	ODSERVICEFEE		55.94	7.69	8.44	1.53	0.00	0.00	0.00	0.00	300.00	150.00	150.00	150.00	823.60	804.40	19.20
	POSSERVICEFEE		8953.09	7193.24	8328.04	10227.10	10000.00	10000.00	10000.00	12000.00	10000.00	7500.00	7000.00	9500.00	110701.47	109057.99	1643.48
	ERECORDING SERVICEFEE																
		ACH															
		CC															
		DRAWDOWN															
	Total SERVICEFEE		68046.31	65301.70	74315.94	85272.09	86000.00	91000.00	76500.00	87000.00	76000.00	72500.00	72500.00	72500.00	926936.04	901728.05	25207.99
	MOU Services																
		Policy	2500.00	4464.57	4446.85	4446.85	4500.00	2500.00	2500.00	2500.00	2500.00	2500.00	2500.00	2500.00	37858.27	36000.00	1858.27
		Communications	0.00	35.43	53.15	53.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	141.73	0.00	141.73
		Events	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Reimbursement - 255		42868.58	40553.00	39765.83	39418.55	32541.13	42500.00	42500.00	42500.00	42500.00	42500.00	42500.00	42500.00	492647.09	510368.58	-17721.49
	Local Service Provider Maint.	Cost Sharing Credit	0.00	0.00	0.00	0.00	-130000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-130000.00	-115000.00	-15000.00
		Local Maintenance Share	0.00	0.00	0.00	0.00	311845.05	0.00	0.00	0.03	0.00	0.00	0.00	0.00	311845.08	311845.08	0.00
Total BudgetedIncome			122423.92	117555.63	126918.25	139419.27	314886.18	146000.00	131500.00	151000.03	131300.00	125150.00	124650.00	127150.00	1757953.28	1761804.10	-3850.82

BUDGETED INCOME AND EXPENSES
CY 2024
Proposed Amendment

		2024	January	February	March	April	May	June	July	August	September	October	November	December	Proposed	Februrary Amendment	Change
Expense																	
Budgeted Expenses																	
Administration																	
	Annual Audits		0.00	0.00	0.00	0.00	11200.00	0.00	0.00	850.00	0.00	0.00	0.00	0.00	12050.00	12050.00	0.00
	Accounting Software-Services		4820.92	160.00	160.00	172.00	172.00	172.00	172.00	172.00	172.00	172.00	172.00	172.00	6688.92	6646.92	42.00
	Bookkeeping-CPA-990		7088.83	7072.68	7630.69	4830.26	9726.48	7900.00	7900.00	7900.00	7900.00	7900.00	11900.00	7900.00	95648.94	89762.11	5886.83
		Acct Computer Equip.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Professional Fees																
		Legal Fees	0.00	4500.00	2250.00	2250.00	2250.00	2250.00	2250.00	2250.00	2250.00	2250.00	2250.00	2250.00	27000.00	30000.00	-3000.00
		Government Relations	0.00	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00	22000.00	23000.00	-1000.00
		Human Resources-Oasis	1059.06	1043.68	1043.68	1143.68	1680.00	1120.00	1120.00	1120.00	1120.00	1120.00	1680.00	1120.00	14370.10	14499.06	-128.96
		Project Manager	12400.00	12400.00	12400.00	12400.00	12400.00	12400.00	12400.00	12400.00	12400.00	12400.00	12400.00	12400.00	148800.00	148800.00	0.00
	Insurance		0.00	0.00	0.00	0.00	0.00	7500.00	0.00	45,000.00	0.00	0.00	0.00	0.00	52500.00	52500.00	0.00
	ESS Meetings		0.00	1332.28	0.00	0.00	0.00	1300.00	0.00	0.00	1300.00	0.00	0.00	1300.00	5232.28	4250.00	982.28
	Office Operations																
		Office Space Lease	3050.00	3050.00	3050.00	3050.00	3050.00	3050.00	3050.00	3050.00	3050.00	3050.00	3050.00	3050.00	36600.00	36600.00	0.00
		Office Supplies	0.00	0.00	0.00	0.00	0.00	75.00	0.00	0.00	75.00	0.00	0.00	75.00	225.00	300.00	-75.00
		Official Publication Expense	48.30	0.00	80.69	16.11	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	505.10	543.30	-38.20
		Postage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Teleconference	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	100.00	600.00	-500.00
		Telephone	210.83	212.09	212.09	210.47	210.47	220.00	220.00	220.00	220.00	220.00	220.00	220.00	2595.95	2630.83	-34.88
		Internet	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	3000.00	3000.00	0.00
		Office Tech Support	731.59	55.00	2630.00	415.00	650.00	650.00	650.00	650.00	650.00	650.00	650.00	650.00	9031.59	7881.59	1150.00
		Printing and Copying (Color-BW)	335.02	335.02	335.02	335.02	340.00	340.00	340.00	340.00	340.00	340.00	340.00	340.00	4060.08	4075.02	-14.94
		Miscellaneous Expenses	0.00	0.00	0.00	47.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00	197.45	200.00	-2.55
Total Administration																	
Marketing-Communications																	
	Communications Coordinator		2827.65	3022.59	3506.04	3495.26	5500.00	4000.00	4000.00	4000.00	4000.00	4000.00	5500.00	4000.00	47851.54	38947.65	8903.89
	Administrative/Marketing Support		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Computing Equipment		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Education & Outreach																
		ILR Conferences	0.00	0.00	360.00	0.00	0.00	0.00	0.00	0.00	0.00	6640.00	0.00	0.00	7000.00	7000.00	0.00
		Tradeshows/Exhibits/Sponsorship	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Seminars & Workshops	0.00	0.00	0.00	0.00	0.00	0.00	275.00	0.00	275.00	275.00	0.00	0.00	825.00	1375.00	-550.00
		Memberships	200.00	0.00	0.00	0.00	0.00	0.00	0.00	625.00	0.00	0.00	0.00	0.00	825.00	825.00	0.00
		Conferences and Meetings	0.00	597.85	1229.66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1827.51	1750.00	77.51
		Campaigns	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Software, Equipment and Hosted	804.74	586.79	586.65	586.75	590.00	590.00	590.00	590.00	590.00	590.00	1700.00	590.00	8394.93	8257.64	137.29
		Marketing Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Promotional Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Marketing-Communications																	
Customer Support	Account Manager		8297.17	8269.82	8262.98	8262.98	11418.34	8215.22	8215.22	8215.22	8215.22	8215.22	11418.34	8215.22	105220.95	105070.83	150.12
	Coordinator		2791.14	3041.73	2734.70	3078.04	5058.15	3372.10	3372.10	3372.10	3372.10	3372.10	5058.15	3372.10	41994.51	43256.34	-1261.83
	Computing Equipment		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Professional Development		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Customer Support																	
Policy Coordination																	
	Policy Coordinator		6374.54	6682.61	6591.49	6674.48	9900.00	6675.00	6675.00	6675.00	6675.00	6675.00	9900.00	6675.00	86173.12	77783.52	8389.60
	Computing Equipment		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Professional Development		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Policy Coordination																	

BUDGETED INCOME AND EXPENSES
CY 2024
Proposed Amendment

		2024	January	February	March	April	May	June	July	August	September	October	November	December	Proposed	Februrary Amendment	Change
ILR System Operations																	
	Development Team																
		Technical Lead	11539.29	11499.14	11499.16	11478.06	16953.90	11418.54	11418.54	11418.54	11418.54	11418.54	16953.90	11418.54	148434.69	148213.95	220.74
		Senior Developer	5780.32	5911.96	4941.73	3293.78	8670.48	5780.32	5780.32	5780.32	5780.32	5780.32	8670.48	5780.32	71950.67	75144.16	-3193.49
		Technical Support & Development	10224.61	10184.73	10604.74	10604.74	14890.21	10630.64	10630.64	10630.64	10630.64	10630.64	14890.21	10630.64	135183.08	135680.79	-497.71
		Developer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Professional Development	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	External Development & Services																
		FF Redaction Services	0.00	3735.58	0.00	8714.64	4600.00	4600.00	4600.00	4600.00	4600.00	4600.00	4600.00	4600.00	49250.22	55200.00	-5949.78
		BF Redaction Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Software Development Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Technical Consulting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Data Center & Hosting Services	3052.90	3052.90	3052.90	18009.50	7981.25	7981.25	7981.25	7981.25	7981.25	7981.25	7981.25	7981.25	91018.20	85965.40	5052.80
		Domain Registration	16.09	0.00	31.55	0.00	0.00	0.00	35.00	0.00	0.00	0.00	0.00	0.00	82.64	86.09	-3.45
	Software-License-Maintenance																
		Accusoft-PRIZM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		AWS	653.90	690.91	689.21	694.27	1000.00	1000.00	1000.00	1000.00	1000.00	1000.00	1000.00	1000.00	10728.29	18253.90	-7525.61
		Browser Stack	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Certificates - Digicert	0.00	546.00	0.00	0.00	250.00	0.00	0.00	0.00	0.00	0.00	300.00	0.00	1096.00	675.00	421.00
		Lightedge Firewall	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		City-State-Zip	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		DB2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Duo-Security	30.00	30.00	30.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	90.00	30.00	60.00
		FTP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		GEO-IP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		JetBrains	0.00	2009.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2009.22	0.00	2009.22
		JIRA	40.66	40.66	40.66	40.66	220.00	220.00	41.00	41.00	41.00	41.00	41.00	41.00	848.64	849.66	-1.02
		Nessus	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4100.00	0.00	0.00	4100.00	4100.00	0.00
		Security Monitoring (formerly Alier	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Server Support	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Slack	0.00	0.00	0.00	0.00	0.00	0.00	0.00	900.00	0.00	0.00	0.00	0.00	900.00	900.00	0.00
		SmartNet - firewall	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		SUSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		VMWare	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1976.00	-1976.00
		VPN (Anyconnect)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Zoom	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	1000.00	1110.00	1110.00	0.00
		Microsoft	112.50	112.50	112.50	112.50	112.50	112.50	112.50	112.50	112.50	112.50	112.50	112.50	1350.00	1350.00	0.00
		LoopUp	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Computing and Equipment (Cap.)																
		Developer Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	500.00	500.00	0.00
		System Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5000.00	-5000.00
		Local CC Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total ILR System Operations																	
Local Maint. Expense			763.07	3319.05	0.00	0.00	0.00	0.00	311845.05	0.00	0.00	0.00	0.00	0.00	315927.17	311845.05	4082.12
Payment Expenses																	
	Bank Account Analysis Fee		503.75	471.76	301.92	279.86	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	5557.29	6003.75	-446.46
	Bank Service Charges		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Gateway Transaction Fees																
		OnlineTransactionFees - PS	6183.79	3735.15	4332.43	4750.19	4900.00	4900.00	4900.00	4900.00	4900.00	4900.00	4900.00	4900.00	58201.56	60083.79	-1882.23
		OnlineTransactionFees - Verichec	2519.95	2427.62	2300.73	2496.38	2750.00	3056.18	2840.56	2483.69	2878.37	2600.00	2600.00	2600.00	31553.48	31195.96	357.52
		POSTransactionsFees	8061.01	7185.63	6131.18	6506.95	6500.00	6500.00	6500.00	6500.00	6500.00	6500.00	6500.00	6500.00	79884.77	79561.01	323.76
	Total Gateway Transaction Fees																
Total Payment Expenses																	
Total Budgeted Expenses			100781.63	109574.95	99392.40	116209.03	145778.78	118833.75	421719.18	156582.26	111251.94	120338.57	137592.83	112438.57	1750493.89	1745329.32	5164.57
Net Budgeted Income			21642.29	7980.68	27525.85	23210.24	169107.40	27166.25	-290219.18	-5582.23	20048.06	4811.43	-12942.83	14711.43	7459.39	16474.78	-9015.39

IOWA LAND RECORDS

ELECTRONIC SERVICES SYSTEM
8711 Windsor Parkway, Suite 2
Johnston, Iowa 50131

May 7, 2024

To: ESS Finance Subcommittee

From: Phil Dunshee, ILR Project Manager

Re: ESS Future Financial planning

As you know the Iowa County Recorders Association has formed a fee policy working group to explore changes in Iowa recording fees. In conjunction with that work, we have also been exploring possible changes in funding for ESS and Iowa Land records. It would be our intention to explore this topic more thoroughly at your June meeting. Recently we shared the following with the fee policy working group and ICRA leadership.

****
At this writing the fee alternatives being explored for ILR would be either an “add-on” recording fee of $5.00 per document (all documents) – a base recording fee calculation plus $5, OR

A 10 to 12% <u>allocation</u> from the revenue from the base recording fee income for each county. Estimated total ILR income would be $2.4 million.

These changes might be coupled with the following policies.
Discontinue E-Submission Fee for "Browser" users
Discontinue $1.00 E-Commerce Fee
Continue an E-Submission Service Fee for Commercial E-Recording Users (amount t.b.d.)

If the “allocation” option was chosen, ESS/ILR could possibly assume responsibility for all local maintenance related to ILR.

Either way – this would represent about a $700,000.00 increase in the ILR budget which is needed to address the new initiatives that many would like us to do plus provide more timely support for individual county issues. A priority would be the hiring of additional software developers.

Please give this some thought. We’ll look forward to exploring this in a future discussion.

Electronic Services System
8711 Windsor Parkway, Suite 2
Johnston, Iowa 50131

May 9, 2024

To: ESS Coordinating Committee &
ESS Finance Subcommittee

From: Phil Dunshee, Project Manager

Re: Revised - Calendar Year 2024 Maintenance Credits

Due to budget constraints the total amount of funds allocated for the Cost Sharing Program for calendar year 2024 was reduced from $170,000 to $115,000.00 for calendar year 2024. When the budget was adopted in November 2023, it was noted that this would be reviewed in the spring with the hope that additional resources could be allocated to the program. With the budget amendment proposed, it is recommended that the allocation be increased by $15,000.00 for a total of $130,000.00. We have completed the calculations based on the base formula used in prior years, and the results are displayed in the attached table.

Based on the formula and the budgeted amount, it continued to be feasible to increase the credit granted to all counties by an equal amount. The amount of $130.00 is recommended. The total amount of credits granted would remain within the revised $130,000.00 budget amount.

Recommendation: Approval of the revised credit amounts for calendar year 2024 (fiscal year 2025).

2024
Maintenance Cost Share
Revised - Proposed

	County Name	County E-Sub Ratio	2024 Formula Cost Share Amount	2024 Cost Share + $130	Previous Allocation
	ADAIR	51.36%	$1,085.64	$1,215.64	$1,070.37
	ADAMS	50.47%	$1,066.93	$1,196.93	$1,053.83
	ALLAMAKEE	24.90%	$526.45	$656.45	$575.71
	APPANOOSE	27.49%	$581.03	$711.03	$623.99
	AUDUBON	63.64%	$1,345.37	$1,475.37	$1,300.13
	BENTON	62.02%	$1,311.11	$1,441.11	$1,269.83
	BLACK HAWK	56.40%	$1,192.17	$1,322.17	$1,164.61
	BOONE	58.72%	$1,241.24	$1,371.24	$1,208.02
	BREMER	63.52%	$1,342.84	$1,472.84	$1,297.90
	BUCHANAN	68.01%	$1,437.57	$1,567.57	$1,381.70
	BUENA VISTA	50.83%	$1,074.42	$1,204.42	$1,060.45
	BUTLER	58.36%	$1,233.67	$1,363.67	$1,201.32
	CALHOUN	51.89%	$1,096.83	$1,226.83	$1,080.27
	CARROLL	44.92%	$949.65	$1,079.65	$950.08
	CASS	46.43%	$981.57	$1,111.57	$978.31
	CEDAR	67.95%	$1,436.31	$1,566.31	$1,380.58
	CERRO GORDO	73.38%	$1,141.75	$1,141.75	$1,141.75
	CHEROKEE	44.25%	$935.48	$1,065.48	$937.54
	CHICKASAW	49.75%	$1,051.77	$1,181.77	$1,040.41
	CLARKE	49.58%	$1,048.16	$1,178.16	$1,037.22
	CLAY	57.30%	$1,211.36	$1,341.36	$1,181.59
	CLAYTON	49.41%	$1,044.57	$1,174.57	$1,034.04
	CLINTON	55.39%	$1,170.92	$1,300.92	$1,145.81
	CRAWFORD	55.37%	$1,170.41	$1,300.41	$1,145.36
	DALLAS	65.13%	$1,376.80	$1,506.80	$1,327.94
	DAVIS	19.18%	$405.52	$535.52	$468.73
	DECATUR	40.65%	$859.32	$989.32	$870.17
	DELAWARE	62.93%	$1,330.23	$1,460.23	$1,286.74
	DES MOINES	70.72%	$1,494.91	$1,624.91	$1,432.42
	DICKINSON	50.72%	$1,072.20	$1,202.20	$1,058.49
	DUBUQUE	68.19%	$1,441.40	$1,571.40	$1,385.09
	EMMET	37.73%	$797.60	$927.60	$815.57
	FAYETTE	52.28%	$1,105.10	$1,235.10	$1,087.59
	FLOYD	72.73%	$1,537.46	$1,667.46	$1,470.06
	FRANKLIN	59.29%	$1,253.28	$1,383.28	$1,218.67
	FREMONT	57.95%	$1,225.10	$1,355.10	$1,193.75
	GREENE	61.38%	$1,297.49	$1,427.49	$1,257.78
	GRUNDY	63.85%	$1,349.63	$1,479.63	$1,303.90

Updated 050924

2024
Maintenance Cost Share
Revised - Proposed

	County Name	County E-Sub Ratio	2024 Formula Cost Share Amount	2024 Cost Share + $130	Previous Allocation
	GUTHRIE	71.64%	$1,514.38	$1,644.38	$1,449.64
	HAMILTON	66.48%	$1,405.22	$1,535.22	$1,353.08
	HANCOCK	67.18%	$1,420.06	$1,550.06	$1,366.20
	HARDIN	70.31%	$1,486.20	$1,616.20	$1,424.72
	HARRISON	60.56%	$1,280.11	$1,410.11	$1,242.41
	HENRY	55.79%	$1,179.35	$1,309.35	$1,153.27
	HOWARD	30.54%	$645.62	$775.62	$681.12
	HUMBOLDT	50.88%	$1,075.65	$1,205.65	$1,061.54
	IDA	76.70%	$1,621.42	$1,751.42	$1,544.34
	IOWA	72.54%	$1,533.40	$1,663.40	$1,466.47
	JACKSON	58.19%	$1,230.14	$1,360.14	$1,198.20
	JASPER	58.63%	$1,239.36	$1,369.36	$1,206.36
	JEFFERSON	39.58%	$836.61	$966.61	$850.08
	JOHNSON	78.80%	$1,665.74	$1,795.74	$1,583.54
	JONES	66.23%	$1,400.09	$1,530.09	$1,348.54
	KEOKUK	58.91%	$1,245.27	$1,375.27	$1,211.58
	KOSSUTH	44.69%	$944.75	$1,074.75	$945.74
	LEE	66.75%	$1,410.96	$1,540.96	$1,358.15
	LINN	76.71%	$1,621.65	$1,751.65	$1,544.54
	LOUISA	67.69%	$1,430.95	$1,560.95	$1,375.84
	LUCAS	66.56%	$1,407.09	$1,537.09	$1,354.73
	LYON	40.41%	$854.30	$984.30	$865.73
	MADISON	52.97%	$1,119.68	$1,249.68	$1,100.48
	MAHASKA	56.49%	$1,194.25	$1,324.25	$1,166.45
	MARION	69.74%	$1,474.32	$1,604.32	$1,414.21
	MARSHALL	73.80%	$1,559.97	$1,689.97	$1,489.98
	MILLS	63.05%	$1,332.83	$1,462.83	$1,289.04
	MITCHELL	42.22%	$892.56	$1,022.56	$899.57
	MONONA	66.17%	$1,398.83	$1,528.83	$1,347.42
	MONROE	34.60%	$731.50	$861.50	$757.10
	MONTGOMERY	39.26%	$829.87	$959.87	$844.11
	MUSCATINE	73.84%	$1,560.88	$1,690.88	$1,490.78
	O'BRIEN	41.44%	$875.98	$1,005.98	$884.91
	OSCEOLA	39.15%	$827.55	$957.55	$842.07
	PAGE	44.17%	$933.78	$1,063.78	$936.03
	PALO ALTO	48.34%	$1,021.91	$1,151.91	$1,014.00
	PLYMOUTH	48.44%	$1,023.92	$1,153.92	$1,015.78
	POCAHONTAS	42.42%	$896.74	$1,026.74	$903.27

Updated 050924

2024
Maintenance Cost Share
Revised - Proposed

	County Name	**County E-Sub Ratio**	**2024 Formula Cost Share Amount**	**2024 Cost Share + $130**	**Previous Allocation**
	POLK	64.87%	$1,371.39	$1,501.39	$1,323.16
	POTTAWATTAMIE	79.91%	$1,689.20	$1,819.20	$1,604.29
	POWESHIEK	69.74%	$1,474.21	$1,604.21	$1,414.11
	RINGGOLD	48.47%	$1,024.65	$1,154.65	$1,016.42
	SAC	45.06%	$952.50	$1,082.50	$952.60
	SCOTT	59.02%	$1,247.53	$1,377.53	$1,213.58
	SHELBY	42.11%	$890.23	$1,020.23	$897.51
	SIOUX	50.44%	$1,066.28	$1,196.28	$1,053.25
	STORY	79.32%	$1,676.70	$1,806.70	$1,593.24
	TAMA	69.31%	$1,465.14	$1,595.14	$1,406.09
	TAYLOR	51.99%	$1,099.11	$1,229.11	$1,082.29
	UNION	51.05%	$1,079.17	$1,209.17	$1,064.65
	VAN BUREN	39.05%	$825.47	$955.47	$840.22
	WAPELLO	32.85%	$694.50	$824.50	$724.37
	WARREN	62.46%	$1,320.37	$1,450.37	$1,278.02
	WASHINGTON	61.15%	$1,292.67	$1,422.67	$1,253.51
	WAYNE	35.65%	$753.61	$883.61	$776.65
	WEBSTER	61.81%	$1,306.54	$1,436.54	$1,265.78
	WINNEBAGO	74.56%	$1,576.10	$1,706.10	$1,504.24
	WINNESHIEK	30.73%	$649.69	$779.69	$684.72
	WOODBURY	75.71%	$1,600.33	$1,730.33	$1,525.68
	WORTH	58.70%	$1,240.95	$1,370.95	$1,207.76
	WRIGHT	71.16%	$1,504.24	$1,634.24	$1,440.67
	State Average	62.12%	$117,146.71	$129,886.71	$114,541.53

Updated 050924

Contract Terms and Conditions

Amendment Number 1

This first amendment to the Maintenance and Support Agreement (Agreement) made and effective as of July 1, 2023, by and between the Electronic Services System (ESS) and ([Service Provider Name], a company organized under the laws of the State of Iowa (Service Provider Abbreviation). The parties agree to amend the Agreement, as provided in Section 3 to modify requirements for integration and communications with ILR systems.

1. ESS API Web Service Specifications. Exhibit B is amended by modifying the ESS API Web Service Specifications section to adjust certain deadlines relating to the County E-Submission Application Programming Interface (CESAPI) and the County Upload Application Programming Interface (CUAPI).

ESS API Web Service Specifications
The ESS API documents are intended to be living documents that will be updated periodically by ESS and Iowa Land Records technical staff in order to relay current requirements to consumers of ILR Web Services. Notice of changes to these documents will be provided to Service Providers as changes are made, subject to the ESS Update Processes described in Appendix A. The ESS API for the ILR E-Submission service and ILR County Upload service can be found at the following locations:

CUAPI - https://staging.iowalandrecords.org/search/services/county/swagger-ui/index.html

CESAPI - https://staging.iowalandrecords.org/esubmission/services/county/swagger-ui/index.html

Notices of Discontinuance - LCM
Support for the LCM Client for E-Submission ~~will be~~ is discontinued effective ~~September 30, 2023~~ June 30, 2024. ~~Service Providers who currently utilize the LCM for E-Submission activities shall prepare Service Provider ESS API Developments for E-Submission conforming to the requirements of the E-Submission Rest API (CESAPI).~~

Support for the LCM Client for County Upload Functions will be discontinued effective ~~September 30, 2024~~ March 31, 2025. Service Providers who currently utilize the LCM for County Upload activities shall prepare Service Provider ESS API Developments for ~~E-Submission~~ county upload functions conforming to the requirements of the County Upload Rest API (CUAPI).

Notices of Discontinuance – SOAP API
Support for the current ILR E-Submission Client API ~~will be~~ is discontinued effective June 30, 2024. ~~Service Providers who currently utilize the ILR E-Submission Client API should, as soon as possible, proceed with Service Provider ESS API Developments for E-Submission functions conforming to the requirements of the E-Submission Rest API (CESAPI).~~

ESS has ~~nearly completed development of the~~ developed a new County Upload REST API and it ~~will soon be~~ is available for testing. Support for the current ILR County Upload Client API will be discontinued effective ~~September 30, 2024~~ March 31, 2025. Service Providers who currently utilize the ILR County Upload Client API should, as soon as possible, proceed with Service

Provider ESS API Developments for County Upload functions conforming to the requirements of the County Upload Rest API (CUAPI).

ESS is available to assist Service Providers with testing and implementation. Service Providers are encouraged to schedule time proactively with advance notice to the ILR development team for technical assistance and testing.

<u>Service Provider agrees to complete integrations with the CESAPI and CUAPI, and to conform to these deadlines and requirements.</u>

JSON
In order to simplify the handling and exchange of data through the County Upload Rest API (CUAPI), ESS is adopting JSON (JavaScript Object Notation). It provides a lightweight data-interchange format that all service providers should be able to use. When and if a standard is adopted, service providers should expect that ESS will move toward the adoption of a published standard.

IN WITNESS WHEREOF, in consideration of the mutual covenants set forth above and for other good and valuable consideration, the receipt, adequacy and legal sufficiency of which are hereby acknowledged, the parties have entered into the above Amendment to the Agreement and have caused their duly authorized representatives to execute this Amendment to the Agreement.

Electronic Services System	Service Provider
By: ______________________________	By: ______________________________
Name: Phil Dunshee	Name: ______________________________
Title: Project Manager	Title: ______________________________
Date: July 1, 2024	Date: ______________________________

IOWA LAND RECORDS

ELECTRONIC SERVICES SYSTEM
8711 Windsor Parkway, Suite 2
Johnston, Iowa 50131

May 16, 2024

To: ESS Coordinating Committee

From: Phil Dunshee, ILR Project Manager

Re: ILR Staff Action

Included in the ESS agenda is an item under the heading "Contracts and Agreements" labeled ILR Staff Hours Adjustment. This topic is also addressed in the proposed budget amendment. You may take action in your preferred order.

- Authorize an increase of 4 hours per week for the part-time Communications Coordinator position (up to 29 hours per week). The hourly rate remains unchanged at $31.25. Recommended changes in the budget allow for this adjustment.

No further changes in this position are expected in the foreseeable future.

<u>Action Requested</u>

- Approval of an increase in the allowed hours worked by Kristen Delaney-Cole.