ESS

Electronic Services System – Coordinating Committee Meeting
Iowa County Recorders Association Executive Board Meeting

Agenda

Hybrid Meeting and Web Conference

8711 Windsor Parkway, Suite 2
Johnston, Iowa

November 14, 2024
10:00 A.M. to 2:00 P.M.

JOINT MEETING OF ESS AND ICRA

- **Welcome, Introductions and Roll Call**
- **Contracts and Agreements**
  - **ESS/ICRA MOU Extension – Approval**
    - **ESS and ICRA Roll Call**
- **Modernization Initiative**
  - **Fee and Modernization Legislative Proposal – Approval**
    - **ESS and ICRA Roll Call**

Adjournment of ICRA Executive Board Meeting

ESS MEETING – cont.

- **August 28, 2024 – ESS Coordinating Committee Meeting Summary – Approval**
- **2025 ESS Meeting Schedule (DRAFT) – Approval**
- **Committee Terms of Office**
- **Financial Reports – Approval**
  - **YTD 2024 Financial Reports – Approval**
  - **County Maintenance Refunds**
  - **BT Sweep Account Authorization – Approval**
- **ESS Financial & Strategic Review – Discussion**
  - **October Metrics Review**
- **ILR Budget Review and Action**
  - **CY 2024 Final Budget Amendment – Approval**
  - **CY 2025 Budget – Approval**
  - **Modernization Initiative Budget Projections**
- **Contracts and Agreements**
  - **Rafferty Group CY 2025 Engagement – Approval**
  - **Brick Gentry CY 2025 Engagement – Approval**
  - **Local Service Provider FY 2025 COLA – Discussion**
  - **ILR Staff Compensation – Approval**
- **Project Updates**
  - **County E-Submission API (CESAPI)**
  - **County Upload API (CUAPI)**
  - **Redaction Processes**
- **Adjourn - Next Regular Meeting February 20, 2025 (tentative)**

Amendment

ICRA/ESS Memorandum of Understanding

2025

As provided in the Memorandum of Understanding ("MOU") between the Iowa County Recorders Association ("ICRA") and the Electronic Services System ("ESS"), entered into as of August 9, 2022, and amended on November 9, 2023, the Parties have conducted a review of the collaborative arrangement. Based on this review the Parties agree to amend the MOU by modifying the Terms, Conditions, Scope of Work and Budget for the agreement as described herein.

1. Section B, Term, is amended to extend the term of the agreement through June 30, 2025.

   Term. The term of the agreement is from November 1, 2023, through December 31, 2024. Not later than November 15, 2024, the ESS and ICRA leadership shall review the collaborative arrangement and adjust or change the arrangement as necessary.

   The Term of the agreement is extended for the period of January 1, 2025 through June 30, 2025.

   Following the expiration of the agreement, the ESS and ICRA leadership shall confer about future processes for joint planning and collaboration.

2. Attachment A, Scope of Work, is amended to modify the first unnumbered paragraph to align with the extension of the Term through June 30, 2025. The first unnumbered paragraph in Attachment A is amended to read as follows.

   The Iowa County Recorders Association will undertake an initiative to modernize recording and land record services during the period of 2024 through June 30, 2025. This initiative will involve substantive work in the following areas.

3. Attachment B, Budget, is amended to specify the budget and invoice amounts during the period of the extended agreement. The budget and invoice amounts are as follows.

ICRA Modernization Initiative

Invoices are paid in arrears.

Month	Budget
2025	
January (for December services)	$2500.00
February	$4500.00
March	$4500.00
April	$4500.00
May	$4500.00
June	$2500.00
July	$2500.00
2025 Total	$25,500.00

Amendment

ICRA/ESS Memorandum of Understanding

2025

The Parties hereto have caused this amendment to the MOU to be executed as set forth below.

APPROVED BY: Electronic Services System

By: Lisa Kent
Date: November 14, 2024
Title: Chair

APPROVED BY: ICRA

By: Nancy Booten
Date: November 14, 2024
Title: President

November 8, 2024

To: Phil Dunshee

From: Census Lo-liyong, Policy Coordinator

Re: Fee Policy and Modernization Initiative – Communication Update

Advocacy Process and Purpose

In recent weeks we have conducted meetings with various county recorders through Zoom to discuss communications with legislators, stakeholders and supervisors. The primary goal of these meetings has been to get a sense of these communications and to assist with plans for continuing those conversations.

Key Agenda Items: Legislative and Stakeholder Communication & Proposal Understanding

In each meeting, recorders were asked to share information about their communication goals and current progress. Some recorders already have well-established relationships, while others are setting up initial meetings and planning to introduce the proposal if no prior connection exists. Recorders who have already initiated communications plan to build on these conversations.

Currently, most county recorders have presented the proposal to their board of supervisors, focused on the potential for increased general fund revenue. Feedback has been largely positive although some recorders have opted to revisit the proposal after elections. Additionally, several recorders have connected with local stakeholders, including attorneys, realtors, bankers, abstractors, and community groups such as Rotary clubs with plans to do more outreach.

Meetings Completed and Ongoing Communication Plan

To date, 20 meetings have been held, with remaining meetings expected to conclude in the coming weeks. After the initial meetings, recorders are encouraged to use updated talking points and handout to maintain ongoing communication.

Next Steps:

1. **Post-Election Legislative Meetings:** Now that elections have concluded, several recorders indicated that they plan to schedule follow-up meetings with legislators and stakeholders.
2. **Formal Presentations:** Some recorders plan to conduct formal presentations to their board of supervisors.
3. **Expanded Stakeholder Outreach:** Some recorders also plan to finalize their own stakeholder lists and initiate additional communication efforts by sending emails, scheduling meetings at local service clubs, and leveraging various year-end events.

CONTACT INFORMATION

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

November 12, 2024

To: ESS Coordinating Committee
ESS Standards Subcommittee
ESS Finance Subcommittee

From: Phil Dunshee, ILR Project Manager

Re: Status of Draft Legislation

Background
Following the actions of the Iowa County Recorders Association and the ESS Coordinating Committee to approve the proposed fee policy changes, work has continued to communicate with the key stakeholder groups about the proposal, including the "modernization" components and changes in recording policies. Based on these many discussions a preliminary draft of the necessary legislation has been prepared (see attached). The purpose of this memo is to provide a summary of the legislation and to call out any elements that have changed since earlier drafts were circulated. We hope you find this helpful.

Please be aware that we are expecting to receive further comments from the Iowa State Bar Association, and there may be additional changes.

Fee Policy Amendment (pages 1-3)
These amendments to section 331.604 haven't changed much since the October 17 meeting of the ESS Standards Committee. The key elements are:

- Increase the base recording fee to $10.00 per page.
- Discontinue additional transaction fee
- Replace the $1.00 records management fee with a $2.00 per document allocation from the base recording fee
- Replace the $1.00 "e-commerce" fee with a $3.00 per document allocation from the base recording fee - distributed directly to ESS rather than through the State Treasurer

Only minor wording suggestions (highlighted) are noted.

ESS Governance (pages 4-7)
These changes consolidate existing policies concerning ESS into a revised Section331.605B. Generally, there isn't much new policy here – mostly moving language from other sections of the Code into 331.605B. The exceptions are as follows:

- "Purposes" for ESS in Section 331.605B (4) are expanded to include:
  - e. Shield information for the protection of qualified persons who may be endangered (the "Back the Blue" program),
  - g. Solidify the role of ESS to establish technology standards, and
  - h. Operate a system capable of notifying users of transactional activity associated with their property (the proposed notification system)
- The term "electronic services system" replaces the term "county land record information system" as the standard label used in the Iowa Code.

These provisions give ESS the authority to use the allocated funds to implement these initiatives.

Back the Blue (pages 8-9)
Two versions are presented. The first simply moves the law establishing the current program to a different and more appropriate section of Chapter 331. The second offers an “information shielding” option that could be more effective while still providing real estate professional with access to the information they need.

Document Formatting and Submission Requirements (pages 10-13)
Modifications to Section 331.606B remain as previously presented with the following exceptions.

- Changes which would have required preparers to “parse” the key elements of legal descriptions (lot, block, subdivision and section, township, range, etc.) have been removed. This suggestion was not supported by the Iowa State Bar Association.
- Changes which would have more explicitly required preparers to include parcel identification numbers in documents have been removed. This suggestion was not supported by the Iowa State Bar Association.
- Language which would prohibit preparers from including unrelated transactions in the same document is included. Specifically, it would state “A document or instrument which executes a transaction for the conveyance or assignment of property, the provision of financing, or the release of a legal or financial obligation, shall be applicable only to the parties participating in the same transaction, and shall not be applicable to multiple parties participating in different transactions.”

Conveyance Indexing Requirements (page 14)
Provisions which would clarify indexing requirements including the date of instrument, parsed legal (location) information, associated references (when present), and the parcel identification number (when present) remain as previously drafted. However, the phrase “when feasible” has been added to the date of instrument and updated parcel information language (highlighted).

General Recording and Indexing Requirements (page 15)
Provisions in Section 331.606 to establish a standard recording reference numbering system, the indexing of associated references (when present), the indexing of parsed location information, the indexing of parcel identification numbers (when present), and the indexing of additional parcel identifiers (when applicable) remain as previously presented.

One change was made to use the term “recording” instead of “filing” in subsection 331.606 (2). This was previously missed.

Recording of Surveys (pages 16-19)
Provisions which would establish a separate section of the code regarding document formatting and requirements for surveys are the same. The language for this new section was reviewed by a working group comprised of representatives of the Society of Land Surveyors of Iowa and the Iowa County Recorders Association. The following exceptions are noted.

- The term “electronic services system” replaces the term “county land record information system” as the standard label used in the Iowa Code.
- A suggested modification to section 354.18 and section 331.601A (7) concerning a plat of survey has been added to clarify that a page dimension of up to 24 by 36 inches is accepted.

These suggested changes are currently being reviewed by the joint working group.

Fee Policy Amendment
Revision to Section 331.604

1. Section 331.604 is amended by striking the section in its entirety and inserting in lieu thereof the following.

331.604 Recording and filing fees.

1. Except as otherwise provided by state law, subsection 5, or section 331.605, the recorder shall collect a fee of ten dollars for each page or fraction of a page of a document or instrument which is recorded in the recorder's office.

2. From the total fee paid for the recording of a document or instrument, two dollars shall be allocated to a recorder's technology advancement fund as described herein. The recorder's technology advancement fund may be used for the following purposes.
   a. Maintaining and improving equipment, software and systems associated with recording and other duties administered by the office of the county recorder.
   b. Preserving and maintaining physical and electronic documents and instruments archived by the county recorder.
   c. Converting physical documents to electronic documents and providing that those documents are indexed as required in sections 331.606 and 558.49. When converting physical documents to electronic documents, if it is not feasible to conform to standards for digitizing and indexing the documents separately, then funds may be used to digitize the records.
   d. Participating in education and training for the purpose of advancing technology and improving the services provided by the office of the county recorder.

   The county treasurer, on behalf of the recorder, shall establish and maintain a recorder's technology advancement fund into which all money allocated pursuant to this subsection shall be deposited. Interest earned on money deposited in the fund shall be credited to the recorder's technology advancement fund. The recorder may collaborate with other entities, boards, and agencies to advance the use of technology for the delivery services consistent with standards established for those services.

3. From the total fee paid for the recording of a document or instrument, three dollars shall be allocated to the electronic services system as described herein. The funds may be used for the purposes described in Section 331.605B.

   The county treasurer, on behalf of the recorder, shall establish and maintain a recorder's electronic services system fund into which all moneys allocated pursuant to this subsection shall be deposited. Interest earned on money deposited in this fund shall be computed based on the average monthly balance in the fund and shall be credited to the recorder's electronic services system fund.

    4. On a monthly basis, the county treasurer shall transfer the funds deposited into the county recorder’s electronic services system fund to a financial account designated by the electronic services system, a government entity established under chapter 28E. Moneys expended by the electronic services system shall be for the purposes specified in Section 331.605B and to pay the ongoing costs of operating the electronic services system.

    5. The county recorder or the county land record information system shall make available any information required by the county auditor or auditor of state, as applicable, concerning the allocations made under subsections 2 and 3 for the purposes of determining the amount of the allocations and the uses for which such allocations are expended.

    6. A county shall not be required to pay a fee to the recorder for filing or recording instruments. However, a county treasurer is required to pay recording fees pursuant to sections 437A.11 and 437B.7.

2. Recommended Session Law Action. Any funds in a county recorder’s records management fund as of June 30, 2025 shall be transferred to the recorder’s technology advancement fund. Alternatively, this transition may be implemented by changing the name of the county recorder’s records management fund to be the recorder’s technology advancement fund.

3. Recommended Session Law Action. Any funds in a county recorder’s electronic transaction fund as of June 30, 2025, shall be transferred to the county recorder’s electronic services system fund. Alternatively, this transition may be implemented by changing the name of the county recorder’s electronic transaction fund to be the county recorder’s electronic services system fund.

4. Recommended Session Law Action. Any funds in the local government electronic transaction fund as of June 30, 2025, shall be retained in the fund for the purposes specified in Section 331.605B until the remaining funds are exhausted.

Fee Policy Amendment
Revision to Section 331.604

Note: Section 331.605B in the proposed 331.604 (4) is intended to be a reference to what would be a newly created section in Chapter 331 restating and restructuring the statutes concerning the electronic services system. This would include moving the current 331.604 (3f) (28E).

Note: With the suggested repeal of 331.604 (3g), the intent is to create an entirely new "back the blue" section with a different statutory reference number in Iowa Code section 331.606A.

Note: The provisions of 331.604 (3.b.2) are no longer relevant, because the $1.00 fee has been universally applied to all documents since 2011. Further, this additional fee is being repealed altogether.

(2) The fee collected by the recorder under this subsection for recording a plat of survey is one dollar, regardless of the number of pages. For purposes of this subparagraph, "plat of survey" means the same as defined in section 355.1, subsection 9.

Note: The provisions of 331.604 (3.b.3) are no longer relevant, because this $1.00 fee is being repealed altogether. The overall proposal provides an increase in funding for the county land record information system and retains the E-Submission fee at $3.00 as currently specified in 331.605B.

(3) Fees collected in excess of the amount needed for the purposes specified in this subsection shall be used by the county land record information system to reduce or eliminate service fees for electronic submission of documents and instruments.

Note: The provisions of the current 331.604 (3.e) are addressed in the proposed amendment to 331.604 (5)

e. The recorder shall make available any information required by the county auditor or auditor of state concerning the fees collected under this subsection for the purposes of determining the amount of fees collected and the uses for which such fees are expended.

Electronic Services System Governance and Authorization Revision to Section 331.605B and 331.601A and 331.603

Over the years the statutes relating to the county land record information system, now known as the Electronic Services System were dispersed in various sections of Iowa Code Section 331. For example, references can be found in sections 331.603, and 331.605B. It is suggested that the statutes relating to the Electronic Services system be consolidated into one section – 331.605B. The following are suggested amendments to effect this change. The intent is to simply reconfigure and implement current policies – a “Code Cleanup”. No substantive policy changes are recommended.

1. Amend section 331.601A, Definitions, by inserting the following numbered paragraph.

   10. Electronic Services System. The Electronic Services System is the organization formed under a chapter 28E agreement to create and implement a county land record information system. The agreement is required by 2005 Iowa Acts, ch. 179, §101, as amended by 2021 Iowa Acts, ch. 126.

2. Amend section 331.603, subsection 5a, is amended to read as follows.

   331.603 (5a)
   5. a. ~~The governing board of the county land record information system shall not enter into an agreement to provide access to electronic documents or records on a batch basis.~~ The county recorder may collect reasonable fees for access to electronic documents and records pursuant to an agreement. The fees shall not exceed the actual cost of providing access to the electronic documents and records. “Actual cost” means only those expenses directly attributable to providing access to electronic documents and records. “Actual cost” shall not include costs such as employment benefits, depreciation, maintenance, electricity, or insurance associated with the administration of the office of the county recorder ~~or the county land record information system~~.

3. Amend section 331.606A, by striking subsection 7.

4. Amend section 331.605B by striking the section in its entirety and inserting in lieu thereof the following.

   331.605B Electronic Services System
   1. The Electronic Services System shall develop, operate and maintain a statewide county land record information system and internet site for the following purposes.

      a. Provide statewide online access to recorded public documents and instruments
      b. Enable statewide electronic filing for recording documents and instruments
      c. Receive authorized payments for services provided
      d. Implement security and redaction systems to protect users and Iowa citizens
      e. Shield information for the protection of qualified persons who may be endangered
      f. Integrate with other appropriate relational property information systems
      g. Establish business and technology standards for processing, recording, indexing and archiving documents and instruments and standards for county land record management systems in Iowa and the Electronic Services System

h. Operate a system capable of notifying users of transactional activity associated with their property or other public services

2. The governing board of the Electronic Services System shall collect only statutorily authorized fees for land records management, and shall not collect a fee for viewing, accessing, or printing documents in the county land record information system unless specifically authorized by statute. The governing board may collect a fee of not more than three dollars per recorded document for using the system to process electronic documents for recording. An additional service charge may be added for credit or debit card payments. Fees collected for the processing of electronic documents for recording may be used for the purposes specified in subsection 1.

3. The Electronic Services System agreement may be amended by a vote of the boards of supervisors on behalf of the respective county recorders, pursuant to the terms of the agreement, to provide for the ongoing implementation of the Electronic Services System. Each county shall participate in the Electronic Services System and shall comply with the policies and procedures established by the governing board of the Electronic Services System.

4. The governing board of the county land record information system shall not enter into an agreement to provide access to electronic documents or records on a batch basis.

5. Limitation of liability. The electronic services system is a unit of local government for purposes of chapter 670, relating to tort liability of governmental subdivisions. However, persons who have contracted with the governing board of the county land record information system to carry out the duties of the board are not employees for purposes of chapter 670, relating to tort liability of governmental subdivisions.

<u>Current</u> Statutes Requiring Relocation or Reconfiguration.

STATEWIDE SYSTEM REQUIRED

331.604 (3. *a.)* Each county shall participate in the county land record information system and shall comply with the policies and procedures established by the governing board of the county land record information system.

AUTHORIZED ACTIVITIES

331.604 (3.b.1 a-d)

(a) Establishing and implementing standards for recording, processing, and archiving electronic documents and records.
(b) Maintaining the statewide internet site and the county land record information system.
(c) Integrating information contained in documents and records maintained by the recorder and other land record information from other sources with the county land record information system.
(d) Implementing and maintaining a process for redacting personally identifiable information contained in electronic documents that are displayed for public access through an internet site or that are transferred to another person.

331.604 (3.d) … relevant excerpt

for the purpose of planning and implementing electronic recording and electronic transactions in each county, developing county and statewide internet sites to provide electronic access to records and information, and to pay the ongoing costs of integrating and maintaining the statewide internet site.

331.605B (2) … relevant excerpt

Fees collected for the processing of electronic documents for recording may be used for the purposes specified in section 331.604 and for the purposes of *development, operation, and maintenance of the county land record information system and internet sites, systems for electronic filing for recording, associated payment systems, security systems, the land records databases, methods for searching the databases, processes for the redaction of personally identifiable information posted for public online access, and processes for the integration of land records information with other property information systems.*

AUTHORIZATION TO AMEND 28E AGREEMENT

331.604 (3.f)

f. The county land record information system agreement may be amended by a vote of the boards of supervisors on behalf of the respective county recorders, pursuant to the terms of the agreement, to provide for the ongoing implementation of the county land record information system. As used in this paragraph, *"county land record information system agreement"* means the agreement entered under chapter 28E between the counties as required by 2005 Iowa Acts, ch. 179, §101, as amended by 2021 Iowa Acts, ch. 126.

PROHIBITION OF ESS BATCH BASIS ACCESS
331.603 (5a)
5. a. ~~The governing board of the county land record information system shall not enter into an agreement to provide access to electronic documents or records on a batch basis.~~ The county recorder may collect reasonable fees for access to electronic documents and records pursuant to an agreement. The fees shall not exceed the actual cost of providing access to the electronic documents and records. “Actual cost” means only those expenses directly attributable to providing access to electronic documents and records. “Actual cost” shall not include costs such as employment benefits, depreciation, maintenance, electricity, or insurance associated with the administration of the office of the county recorder ~~or the county land record information system.~~

PROHIBITION OF FEES FOR SEARCHING LAND RECORDS & AUTHORIZATION FOR E-SUBMISSION SERVICE FEE
331.605B (2)
2. A recorder or the governing board of the county land record information system shall collect only statutorily authorized fees for land records management. The governing board of the county land record information system shall not collect a fee for viewing, accessing, or printing documents in the county land record information system unless specifically authorized by statute. The governing board of the county land record information system may collect a fee of not more than three dollars per recorded document for using the system to process electronic documents for recording. An additional service charge may be added for credit or debit card payments. Fees collected for the processing of electronic documents for recording may be used for the purposes specified in section 331.604 and for the purposes of development, operation, and maintenance of the county land record information system and internet sites, systems for electronic filing for recording, associated payment systems, security systems, the land records databases, methods for searching the databases, processes for the redaction of personally identifiable information posted for public online access, and processes for the integration of land records information with other property information systems.

LIMITATION OF LIABILITY
331.606A (7)
7. Limitation of liability. The electronic services system is a unit of local government for purposes of chapter 670, relating to tort liability of governmental subdivisions. However, persons who have contracted with the governing board of the county land record information system to carry out the duties of the board are not employees for purposes of chapter 670, relating to tort liability of governmental subdivisions

Note: The provisions of the current 331.605B (1) are addressed in a proposed amendment to 331.604. Specifically, a new section 331.604 (5) is created.

> 331.605B Fees collected — audit.
> 1. The recorder shall make available any information required by the county or state auditor concerning the fees collected under section 331.604, subsection 2, for the purposes of determining the amount of fees collected and the uses for which such fees are expended.

Back The Blue
Records Protection

Transition of Current Statute From 331.604 (3g) to 331.606A

1. Section 331.606A is amended by inserting the following new numbered section.

8. Redaction of Certain Records. a. Upon request by a peace officer, as defined in section 801.4, civilian employee of a law enforcement agency, or state or federal judicial officer or state or federal prosecutor, the county assessor or the county assessor's staff, or the county recorder or the county recorder's staff, shall redact the requestor's name contained in electronic documents that are displayed for public access through an internet site.

b. Upon request by a former peace officer, as defined in section 801.4, or a former civilian employee of a law enforcement agency, the county assessor or the county assessor's staff, or the county recorder or the county recorder's staff, may redact, upon the presentation of evidence that a compelling safety interest is served by doing so, the requestor's name contained in electronic documents that are displayed for public access through an internet site.

c. This *[paragraph]* section does not apply to a requestor holding or seeking public office.

d. The county assessor and the county recorder shall implement and maintain a process to facilitate requests pursuant to this paragraph.

e. A fee shall not be charged for the administration of this paragraph.

Back The Blue
Records Protection

Creation of a New Statute in 331.606A

1. Section 331.606A (1) is amended by inserting the following new definitions

   d. "Information Shielding" means restricting access to a document or information associated with a Qualified Individual which is posted through an internet site. The purpose of information shielding is to protect the safety of a qualified individual.

   e. "Qualified Individual" means one of the following.

      i. a peace officer, as defined in section 801.4, civilian employee of a law enforcement agency, or state or federal judicial officer or state or federal prosecutor
      ii. a former peace officer, as defined in section 801.4, or a former civilian employee of a law enforcement agency who presents evidence that there is a compelling safety interest
      iii. a victim of domestic violence or abuse confirmed by a judge or a court officer designated by a judge

   Notwithstanding the meanings described in this section, a person holding or seeking public office is not a qualified individual.

   f. "Eligible Professionals" means one of the following.

      i. A participating attorney, abstractor, closer or associated personnel who are authorized to provide services on behalf of Iowa Title Guaranty
      ii. A licensed member of the Iowa Bar

2. Section 331.606A is amended by inserting the following new numbered paragraph.

   8. Upon request by a Qualified Individual as defined in this section, a county official shall implement an information shielding process to restrict public access to electronic documents or web pages which contain information about the Qualified Individual through a public or county internet site including public or private websites hosted by land records management systems in service to Iowa counties.

   County officials shall implement and maintain a process to facilitate requests for information shielding. Information shielding processes may include provisions which would permit Eligible Professionals to access shielded information.

   Access to shielded information may also be granted to other professionals with the written permission of the qualified individual.

   Eligible Professionals and others who are granted access to shielded information must agree to maintain the confidentiality of the qualified individual and receive training with respect to the handling of confidential information.

   A fee shall not be charged to a Qualified Individual requesting information shielding.

Document Formatting and Submission Requirements
Revision to Section 331.606B

1. Section 331.606B, subsection 1, is amended to read as follows.

331.606B Document or document formatting standards.

1. ~~Except as otherwise provided in subsection 7, the county recorder shall refuse any document or instrument presented for recording that does not meet the following requirements:~~
The purpose of document or document formatting standards is to ensure that the documents and associated images are legible and contain the necessary information for the county recorder to perform their duty to create a permanent, unaltered archive and to index information that is accessible and searchable by the citizens of Iowa and by commercial and government organizations. If the content of a document or instrument does not conform to the requirements of this section, or if the form of a document or instrument prevents or inhibits the county recorder from performing their duty, the county recorder may decline to record a document or instrument.

   The standards may relate to the physical processing or handling of a paper document, the processing of an electronic document, or the content of a document, and they are enumerated as follows.

   a. Each document or instrument shall consist of one or more individual pages ~~not permanently bound or~~ in a continuous form. For the purposes of this section, continuous form shall mean individual one-sided pages. ~~The~~ A document or instrument in a physical form shall not be permanently bound, have any attachment stapled, taped, or otherwise affixed to any page ~~except as necessary to comply with statutory requirements~~, or contain text or graphics on the back side of a page. However, the individual pages of a document or instrument in a physical form may be ~~stapled~~ clipped together for presentation for recording. A label that is firmly attached to a document or instrument in a physical form with a bar code or return address may be accepted for recording.
   b. All ~~preprinted~~ text shall be in a legible font of at least ~~eight~~ ten point in size ~~and no more than twenty sixteen characters and spaces per inch. All other text typed or computer generated, including but not limited to all names of parties to an agreement, shall be at least ten point in size and no more than sixteen characters and spaces per inch. If a document or instrument, other than a plat or survey or a drawing related to a plat or survey, presented for recording contains type smaller than eight point type for the preprinted text and ten point type for all other text, the document or instrument shall be accompanied by an exact typewritten or printed copy that meets the requirements of this section~~. However, a plat or survey or a drawing related to a plat or survey may contain text in a legible font of at least eight point in size.
   c. Each document shall be of sufficient legibility to produce a clear reproduction. If all or a portion of a document or instrument, other than a plat or survey or a drawing related to a plat or survey, is not sufficiently legible to produce a clear reproduction, the illegible portion of the document or instrument shall be accompanied by a legible copy as an attachment ~~an exact typewritten or printed copy~~ that meets the type size requirements of paragraph “b” ~~and~~ which shall be recorded contemporaneously as additional pages of the document or instrument.
   d. Each document or instrument in a physical form~~, other than a plat or survey or a drawing related to a plat or survey,~~ shall be on standard white paper ~~of not less than twenty-pound weight~~ without watermarks or other visible ~~inclusions~~ markings. All text within the document or instrument shall be of sufficient ~~color and clarity~~ legibility to ensure that the text is readable when reproduced from the record.
   e. All signatures on a document or instrument shall be in black or dark blue ink and of sufficient color and clarity to ensure that the signatures are ~~readable~~ clear and discernable when the document or instrument is reproduced from the record. The

corresponding name shall be ~~typed,~~ printed, or stamped beneath the original signature. The ~~typing or~~ printing of a name or the application of an embossed or inked stamp shall not cover or otherwise materially interfere with any part of the document or instrument except where provided by law. Failure to print ~~or type~~ signatures as provided in this paragraph does not invalidate the document or instrument.

f. The first page of each document or instrument, other than a plat or survey or a drawing related to a plat or survey, shall have a top margin of at least ~~three inches~~ one-half inch of vertical space from left to right, and with a blank rectangular space at the top of the first page which shall be three and three-fourth inches in width and two and one-half inches in height reserved and delineated for the county recorder's use, unless the document is accompanied by a cover sheet. ~~which shall be reserved for the recorder's use.~~ The stamp area shall be adjacent to the top margin. All other margins on the document or instrument shall be a minimum of three-fourths of one inch. Nonessential information including but not limited to form numbers, page numbers, or customer notations may be placed in a margin except the top margin. The recorder shall not incur any liability for not showing a seal or information that extends beyond the margin of the permanent archival record.

g. Each document or instrument presented for recording shall meet the requirements of section 331.606A, subsection 2. However, a document which includes personally identifiable information shall be recorded provided that the document is subjected to a redaction process as specified in Section 331.606A, subsection 3.

2. Section 331.606B, subsection 2, is amended to read as follows.

2. Each document or instrument, other than a plat or survey or a drawing related to a plat or survey, that is presented for recording shall contain the following information on the first page ~~below the three-inch margin~~.
    a. The name, address, and either the telephone number or email address of the individual who prepared the document.
    b. For any instrument of conveyance, the name of the taxpayer and a complete mailing address.
    c. A return address.
    d. The title or type of the document or instrument.
    e. All grantors' names.
    f. All grantees' names.
    g. Any address required by statute.
    h. The legal description of the property and parcel identification number, if required.
    i. ~~A document or instrument number for statutory requirements~~ The recording reference number of an associated, recorded document or instrument, if applicable.

A document or instrument may also contain the contact information of the person who is best able to address any issue affecting the recordability of the document or instrument.

Document Formatting and Submission Requirements
Revision to Section 331.606B

3. Section 331.606B, subsection 3, is amended to read as follows.

3. ~~If insufficient space exists on the first page for all of the information described in subsection 2, the page reference of the document or instrument where the information is located shall be noted on the first page~~. The information specified in 331.606B, Section 2 may also be provided in one of the following forms.

   a. As a cover sheet or page accompanying a document or instrument in a format approved by the county land record information system. A cover sheet shall be recorded contemporaneously as an additional first page to the document or instrument and shall conform to Section 331.606B, Section 1.
   b. If insufficient space exists on the first page or a cover sheet for all of the information described in subsection 2, the page reference of the document or instrument where the information is located shall be noted on the first page or coversheet.

4. Section 331.606B, subsection 4, is amended by striking the section and inserting in lieu thereof the following.

4. A document or instrument which executes a transaction for the conveyance or assignment of property, the provision of financing, or the release of a legal or financial obligation, shall be applicable only to the parties participating in the same transaction, and shall not be applicable to multiple parties participating in different transactions.

5. Section 331.606B, subsection 6, is amended to read as follows.

6. ~~A document or instrument rejected for recording by a recorder shall be returned to the preparer or presenter accompanied by an explanation of the reason for rejection.~~ A physical document or instrument declined for recording by a recorder shall be returned to the submitter or preparer accompanied by an explanation of the reason for the action to decline the document. When an electronic document or instrument submitted through the county land record information system is declined for recording by a recorder, the recorder shall notify the submitter of the reason for the action to decline the document. Whenever practicable, the recorder shall also advise the preparer or submitter of any actions necessary to correct the document or instrument.

When a recording fee for an electronic document is adjusted to correct an error in the calculation of a fee, the submitter shall be notified of the reason and basis for adjusting the recording fee.

6. Section 331.606B, subsection 7, is repealed.

Document Formatting and Submission Requirements
Revision to Section 331.606B

Note: The provisions of the current 331.606B, subsection 4 are addressed with the creation of new section of Chapter 331 which specify recording requirements for surveys and related documents. Specifically, these are represented as a new section, tentatively numbered as 331.612.

Note: The purpose of repealing 331.606B, subsection 7a is to discontinue the nonstandard recording fee of $10.00.

Note: The provisions of the current 331.606B, subsection 7b are addressed with the creation of an updated 331.606B, subsection 1, which provides the county recorder with the clear authority to decline a document; “the county recorder may decline to record a document or instrument” … “if the content of a document or instrument does not conform to the requirements of this section, or if the form of a document or instrument prevents or inhibits the county recorder from performing their duty.”

Recorder Indexing Requirements – Conveyances
Revisions to Section 558.49

1. Section 558.49 is amended to read as follows:

558.49 Index records.
The recorder must shall keep index records to show the following:

1. Each grantor.
2. Each grantee.
3. The date and time when the instrument was ~~filed with~~ recorded by the recorder.
4. The date ~~of the~~ on which the document or instrument was executed by the parties, when feasible. If there is a variance in the date of execution by the parties, the most recent date shall be indexed.
5. The nature of the instrument, as indicated by the title or type of the document or instrument.
6. The document reference number where the record of the instrument may be found.
7. The parsed description of the real estate affected by the document or instrument, as indicated by the location information including the quarter section, section, township, and range, or the lot, block, subdivision name, and city, town or county, if platted.
8. Any recording reference number of an associated, recorded document or instrument, when present on a document submitted for recording.
9. The parcel identification number, when present on a document submitted for recording. Updated parcel identification number information shall be added to the index of any recently recorded conveyance document, when feasible.

General Recording and Indexing Requirements
Revisions to Section 331.606

1. Section 331.606 is amended to read as follows.

331.606 General ~~filing~~ indexing requirements.
1. In addition to the information specified in section 331.606B(2), section 558.49, and other requirements specified by law, the recorder shall note in the county land records management system the date of ~~filing~~ recording of each instrument, the number, type or title, ~~and character~~ of the instrument, and the name of each grantor and grantee named in the instrument. In ~~numbering~~ assigning reference numbers to the documents or instruments, the recorder shall ~~may start with the number one immediately following the date of annual settlement with the board and continue to number them consecutively until the next annual settlement with the board or the recorder may~~ start with number one on the first working day of the calendar year and continue to number the instruments consecutively until the last working day of the calendar year. Reference numbers shall not include letters or special characters. Reference numbers shall include eight digits, and the county two-digit numeric number and the four-digit year shall precede each reference. In addition to the standard reference number, the recorder may also assign a book and page reference to a document or instrument.
_. When present in a document, associated recording references shall be indexed with the recorded document and with any referenced antecedent documents. References shall also be indexed for concurrently recorded associated documents.
_. When a recorded document includes a legal description, parsed location information shall be indexed. For platted land, the indexed location information shall include the lot, block, subdivision name, the name of the applicable city, town or county. For land which is not platted, the indexed location information shall include the section, township, range and quarter section. Indexing of a quarter quarter section is recommended but not required. If a county department uses an additional parcel identifier such as a capitalized alphabetic character, or a character string of numbers separated by a hyphen, it shall be indexed as an additional parcel identifier as specified by the electronic services system.
_. When present in a document or instrument submitted for recording, parcel identification numbers shall be indexed. If a parcel identification number is modified by the county, such as for a subdivision or a consolidation of a parcel, the county auditor shall within six months of recording provide any updated parcel identification number information to the recorder which shall be added to the index of the applicable recently recorded document as soon as practicable.
_. The parcel identification number index information for previously recorded antecedent documents shall not be modified unless it is for the purpose of correcting an error.
2. The recorder shall also note in the index the exact time of the ~~filing~~ recording of each instrument which shall be accurate to the second.
3. The county recorder may give the county sheriff the records filed under this chapter pertaining to the sale and registration of weapons or may dispose of those records if the sheriff does not wish to receive the records.
4. The recorder shall permanently archive an unaltered version of each recorded document or instrument. A document or instrument may be archived in its original format, as an electronic document, or in another format suitable for preserving information in the document or instrument. A person may view and copy an original or unaltered document or instrument in the office of the recorder.

By numbering and renumbering as necessary.

RECORDING OF SURVEYS
CREATION OF NEW SECTION

1. **NEW SECTION 331.612 (tentative) Recording of Surveys**

331.612 Recording of Surveys

1. As used in this part, unless the context otherwise requires:

a. Parcel Identification Number means the unique identification number designated to each piece of real estate as recorded in the book of plats under section 558.63.
b. Additional Parcel Identifier means a capitalized alphabetic character, or a character string of numbers separated by a hyphen used by a to identify a proposed separate piece of real estate represented on a plat or survey or a drawing related to a plat or survey.

2. Documents and Instruments. Notwithstanding the document formatting standards specified in Section 331.606B, this section shall apply to each document or certificate prepared and signed by a licensed professional land surveyor which is submitted for recording.

3. Formatting Surveys for Recording. Any survey document or instrument which is submitted to a county for recording as described in this section shall conform to the following requirements.

    a. Contain text in a legible font of at least eight-point in size.[1]

    b. Provide font colors, signatures and drawings which have sufficient weight, contrast and darkness to be reproducible.[2]

    c. Physical documents submitted to a county for recording shall be on standard white paper without watermarks or other visible markings and shall have a dimension which is no greater than eleven by seventeen inches.

    d. Notwithstanding the dimensions specified for physical documents in this section, a physical document with a dimension of up to twenty-four inches by thirty-six inches may be submitted to the county if the county is able to scan or digitize the document while maintaining the original scale and quality of the document as specified in paragraphs a through c in this section.

    e. Electronic documents submitted to a county for recording through the electronic services system shall have a dimension which is no greater than twenty-four inches by thirty-six inches.

    f. Provide an Index Legend which includes information required for indexing and recording by the county recorder as specified in section 4.

[1] References to font size for a plat of survey would be removed from 331.606B (1b).
[2] References to legibility and being reproducible with respect to a plat of survey would be removed from 331.606B (1c).
References to the surveys would also be removed from 331.606B (1f).

g. Provide a blank rectangular space three and three-fourth inches in width and two and one-half inches in height reserved and delineated for the county recorder's use, unless the document is accompanied by a cover sheet approved by the governing board of the electronic services system.

4. Index Legend Content. An Index Legend shall be presented as a compact table or grid with lines and a reasonable separation of the data elements. For all survey documents the following data elements are required in the index legend.

   a. County Name
   b. Parsed location description:
      If not platted: Section, Township, Range, Quarter Section, and Additional Parcel Identifier if applicable. The quarter quarter section is optional.
      If platted: Lot/Unit, Block, Subdivision Name (without abbreviation), Town/City/County as applicable, Section, Township and Range[3], and Additional Parcel Identifier, if applicable
   c. The current Parcel Identification Number
   d. Proprietor: Name (if applicable and if multiple proprietors – only one is required)
   e. Requested By: Name
   f. Any known Associated Reference to a previously recorded survey document for the property
   g. The surveyor's name, mailing address, and phone number or email address
   h. Information necessary for the county recorder to return the survey document
   i. Additional information, if the survey document is a monument preservation certificate, includes the following
      1. The name of the government entity or other organization under which the surveyor provided the professional service
      2. The name of the government entity or other organization requesting the monument preservation certification as provided in 355.6A

2. Section 355.6A (4a) is amended to read as follows.

4. a. The monument preservation certificate shall be filed with the county recorder ~~pursuant to section 331.606B, subsection 5,~~ no later than thirty days after the certificate is signed by the surveyor.

[3] Section, Township and Range are added as required data elements for platted land.

RECORDING OF SURVEYS
CREATION OF NEW SECTION

3. Section 355.6A (4b) is amended to read as follows.

b. The county recorder shall index the monument preservation certificate according to the township, range, section number, and quarter section ~~on~~ in which the monument is located ~~within~~. If the monument is located within an official plat, the county recorder shall also index the certificate alphabetically by the official plat name

4. Section 355.6A (4c) is repealed.

5. Section 355.12 is amended to read as follows.

355.12 Indexing of survey documents by recorder
The recorder shall index survey documents and United States public land corner certificates pursuant to section 331.612 by township, range, and section number. If the survey is in a recorded subdivision, the recorder shall also index the document alphabetically by subdivision name.

6. Section 354.18 (2), is amended to read as follows.

2. The recorder shall examine each plat of survey and subdivision plat to determine whether the plat is clearly legible and whether the approval by the applicable governing body and the other attachments required by this chapter are presented with the plat. The recorder shall also keep a reproducible physical or electronic copy of the plat from which legible copies can be made. The recorder may specify the material and the size of ~~the~~ a physical plat, not less than eight and one-half inches by eleven inches that will be accepted for recording in order to comply with this section. The recorder shall accept a plat as an electronic document with a page size as defined in 331.601A, subsection 7 and submitted through the electronic services system. The recorder shall not record a subdivision plat that violates this chapter.

7. Section 331.601A (7), is amended to read as follows.

7. “Page” means a writing, printing, or drawing, other than a plat or survey or a drawing related to a plat or survey, occurring on one side only and covering all or part of such side, and not larger than eight and one-half inches in width and fourteen inches in length. For the purposes of a plat of survey or a drawing related to a plat of survey, “Page” includes a writing, printing, or drawing occurring on one side only and covering all or part of such side, and with dimensions not larger than twenty-four inches by thirty-six inches.

RECORDING OF SURVEYS
CREATION OF NEW SECTION

Note: Section 355.6A (4a) currently includes an incorrect reference to 331.606B, subsection 5**.** This reference is not needed.

Note: Changes to section 355.6A (4b) are for editorial purposes only. No policy change is intended.

Note: Section 355.6A (4c) would no longer be needed as it would now be addressed in the new 331.612 (4) relating to index legend content**.**

Note: Section 355.12 would now include a reference to 331.612 as subsection 4b defines the parsed location information to be indexed by the recorder.

Note: Section 331.601A (7) must be aligned with the dimensions specified in 331.612 (3e). This scale represents current recording practices.

ESS Coordinating Meeting

Hybrid Meeting and Web Conference

August 28, 2024

Attendance

Committee Members

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

Other Participants

Stacie Herridge, Story County Recorder
Kim Painter, Johnson County Recorder
Ann Ditsworth, Dickinson County Recorder
Carleen Bruning, Montgomery County Recorder
Bob Rafferty, Rafferty Group
Erin Canfield, Boone County Recorder
Nancy Booten, Lee County Recorder
Brandy Macumber, Madison County Recorder
Jayne Schultz, Winneshiek County Recorder
Jan Gemar, ILTA

Lisa Long, Iowa Land Records
Census Lo-liyong, Iowa Land Records
Samantha McMahon, Iowa Land Records
Phil Dunshee, Iowa Land Records
Kristen Delaney-Cole, Iowa Land Records

Welcome

A hybrid meeting of the ESS Coordinating Committee was held via web conference and at the ESS office.

August 28, 2024 Meeting Summary

The meeting summary of August 15, 2024, was reviewed. Lindsay Laufersweiler made a motion to approve the meeting summary with a minor correction. Jamie Stargell seconded, and the motion was approved.

ESS Fee Policy

The Project Manager presented the Recording Fee Policy and Modernization Proposal as adopted by the Iowa County Recorders Association (ICRA) on August 23, 2024. The ICRA proposal was approved by a vote of 70 to 1.

The proposal included the following provisions:

1. Increasing the base recording fee from $5 to $10 per page.
2. Simplifying fees by eliminating the additional fees for additional transactions, ESS, records management, and non-standard documents.
3. Allocating $2 per document for recorders' technology and training.
4. Allocating $3 per document for ESS and Iowa Land Records.
5. Allocating the remaining fee income to the county General Fund.

The estimated statewide impact is an increase in county general fund funding in a range of $6.0 million to $8.4 million.

The proposal included several key development priorities, which would be completed by the ILR development team and when needed with the support of external technical resources.

- Statewide recording "notification" system
- Update "Document Formatting Requirements"
- Re-establish the integration with Beacon Schneider
- Normalization of location (parsed legal information) across all counties
- Reforming "Back the Blue" to something workable and more effective
- Digitize historic surveys and plats
- Complete conversion to new county upload API
- Update the external submitter API

A recommendation was made to the ESS Coordinating Committee to endorse the Recording Fee Policy and Modernization proposal as approved by the ICRA membership. Lindsay Laufersweiler made a motion to approve the proposal. Jolynn Goodchild seconded, and the motion was approved.

Pending Legislative Drafting
The ESS Coordinating Committee was presented with a comprehensive review of the legislative amendments that would be required to implement the Recording Fee Policy and Modernization proposal. The review was thoroughly documented in the meeting packet and can be summarized as follows.

331.601A – Updates to the definitions for "page" and "transaction".
NEW – The creation of a new Code section consolidating and clarifying formatting and recording requirements for surveys, corner certificates and other documents prepared and submitted for recording by licensed land surveyors.

331.604 – Language changing the base recording fee from $5.00 to $10.00 per page and providing tor the allocation of a portion of the funds for a recorder technology fund and a portion for the operation of ESS and Iowa Land Records.

331.606 – Updates in various recording requirements including recording reference numbers, associated document references, parsed location information, parcel identification numbers, additional parcel identifiers, and the time of recording.

331.606B (1) – Updates document formatting requirements to reflect current practice and to provide preparers with additional flexibility. Notable changes are a reduction in the minimum font size from 12 to 10, a change in the top margin requirement for the first page of a document, and the addition of a requirement for a minimum space for the recording stamp.

331.606B (2) – Clarification of language describing information and content required in documents submitted for recording. Notable clarifications include the addition of language for a document "type" and for associated document references.

331.606B (3-7) – Various updates and changes for clarifying requirements for cover sheets, notifying submitters of errors, simplifying recording fees, and clarifying that documents submitted for recording should be applicable to parties involved in the same transaction.

355.6A – Updates to provisions relating to monument preservation certificates prepared and submitted for recording by licensed land surveyors.

558.49 - Various updates to recording requirements for conveyance documents including the date of an instrument, document types, parsed location information, associated references and parcel identification numbers.

Special Project Requirements
The ESS Coordinating Committee was presented with a comprehensive review of the special projects that would be implemented if the Recording Fee Policy and Modernization proposal is enacted. The review was thoroughly documented in the meeting packet and can be summarized as follows.

- Historic Surveys Project – A project outline to digitize unrecorded surveys dating back to 1990, and then to index them and make them available online.
- ESS Notification System – A project description for adding a notification system to the Iowa Land Records search application. The notification system would allow users to monitor records recorded with a specified name or a document is recorded with a specified associated reference number.
- Back the Blue Project – A project description and associated legislation which would create a system for "shielding" certain records from public view, while providing authorized legal and other designated professionals with access to information necessary for the performance of their duties.
- Data "Normalization" Project – A project description for filling in gaps in county data displayed in the Iowa Land Records system.
- Beacon Integration Project – A project description for linking Iowa Land Records data with property data in the Beacon system (and potentially other GIS systems); the reciprocal arrangement would allow Iowa Land Records users to access property information while allowing authorized Beacon users to access document images.

Other Project Updates
The Project Manager provided a draft report from the PRIA blockchain working group. The draft report was published and was open for the 30-day comment period.

Next meeting
The meeting was adjourned. The next regular meeting will be on November 14, 2024, the time to be determined.

2025 ESS Calendar

ESS Coordinating Committee

Thursday, February 20

Thursday, May 15

Thursday, August 14

Thursday, November 13

ESS Standards Subcommittee (Quarterly)

Thursday, January 23 (AM) Virtual

Thursday, April 17 (In Person?)

Thursday, July 17 (AM) Virtual

Thursday, October 16 Virtual

Local Service Provider Meeting (Quarterly)

Thursday, January 23 – 2:00 PM

Wednesday, April 23 – 10:00 AM

Thursday, July 17 – 2:00 PM

Wednesday, October 22 – 10:00 AM

ICRA Conference

June 18-20

ILR Deputies Conference

tbd

ICRA District Meetings

Dates and Locations reported by District Officers

Updated 103024

ESS COMMITTEE

District I	Lindsay Laufersweiler	Webster	1/01/23 -12/31/24
District II	Denise Baker	Wright	1/01/24 -12/31/25
District III	Jolynn Goodchild	Plymouth	1/01/23 -12/31/24
District IV	Jamie Stargell	Adams	1/01/24 -12/31/25
District V	Natalie Steffener, Sec/Trea	Des Moines	1/01/23 -12/31/24
District VI	Melissa Bahnsen	Cedar	1/01/24 -12/31/25
Large Co.	Julie Haggerty, Vice Chair	Polk	1/01/23 -12/31/24
Exec. Bd.	Lisa Kent, Chair	Wapello	1/01/24 -12/31/24
ICIT	Eric Sloan	Boone	1/01/24 -12/31/25
Stakeholder	David Erickson	Real Estate Attorney	1/01/23 -12/31/24
Stakeholder	Dillon Malone	Title Companies	1/01/24 -12/31/25
Stakeholder	Vacant	Financial Institutions	1/01/23 -12/31/24

Electronic Services System
Profit & Loss
January through September 2024

			Jan - Sep 24
Ordinary Income/Expense			
Income			
BudgetedIncome			
40100 · Bad Payment Fee			125.00
41000 · Event Income			
41100 · ILR Conference Registration		4,200.00	
Total 41000 · Event Income			4,200.00
42000 · POSSERVICEFEE			83,490.99
42500 · ODSERVICEFEE			499.89
43000 · SERVICEFEE			
43100 · ACH		554,472.00	
43200 · CC		74,742.53	
43300 · DRAWDOWN		101,502.00	
43000 · SERVICEFEE - Other		-3.00	
Total 43000 · SERVICEFEE			730,713.53
44000 · MOU Services			
44100 · Policy		29,817.73	
44200 · Communications		425.18	
Total 44000 · MOU Services			30,242.91
47000 · Fund 255 Reimbursement			352,282.81
48200 · Local Serv. Prov. Maint. Acct.			
48100 · Cost Sharing Credit		-129,886.73	
48200 · Local Serv. Prov. Maint. Acct. - Other		314,128.55	
Total 48200 · Local Serv. Prov. Maint. Acct.			184,241.82
48900 · Misc. Income			1.00
Total BudgetedIncome			1,385,797.95
49000 · RevolvingIncome			
49300 · ERECORDING			
49100 · AUDITORFEE		332,455.00	
49200 · TRANSFERTAX		16,257,206.40	
49300 · ERECORDING - Other		5,715,528.00	
Total 49300 · ERECORDING			22,305,189.40
49600 · POSPAYMENT			2,783,003.44
49700 · ODPAYMENT			16,748.00
49000 · RevolvingIncome - Other			708.50
Total 49000 · RevolvingIncome			25,105,649.34
Total Income			26,491,447.29
Gross Profit			26,491,447.29
Expense			
Budgeted Expenses			
Administration			
Accounting Software-Services		6,172.92	
60100 · Annual Audit		10,050.00	
60300 · Bookkeeping-CPA-990		62,307.20	
60500 · Professional Fees			
Project Manager	112,425.00		
60510 · Legal	20,250.00		
60520 · Government Relations	19,000.00		
60530 · Human Resources-Oasis	10,030.34		
Total 60500 · Professional Fees		161,705.34	
60600 · Insurance Expense		40,454.00	

		Jan - Sep 24	
60700 · Ess Meetings		2,122.51	
60800 · Office Operations			
60810 · Office Space Lease	27,450.00		
60820 · Office Supplies	81.06		
60830 · Offical Publication Expense	277.86		
60840 · Postage	31.05		
60860 · Telephone	1,862.65		
60865 · Internet	2,250.00		
60870 · Office Tech Support	5,714.09		
60880 · Printing and Copying (Color-BW)	3,015.18		
60890 · Miscellaneous	47.45		
Total 60800 · Office Operations		40,729.34	
Total Administration			323,541.31
Payment Expenses			
66100 · Bank Account Analysis Fee		3,896.05	
66300 · Gateway Transaction Fees			
66315 - ProfSolOnlineTransFees	38,341.05		
66310 · Vericheck OnlineTransactionFees	23,613.49		
66320 · POSTransactionsFees	73,131.66		
Total 66300 · Gateway Transaction Fees		135,086.20	
Total Payment Expenses			138,982.25
61000 · Marketing-Communications			
61200 · Administrative/Marketing Coord		34,205.37	
61300 · Education and Outreach			
61310 · ILR Annual Conference	4,670.38		
61340 · Memberships	825.00		
61350 · Conferences & Meetings	2,549.22		
61370 · Software & Hosted Services	5,523.25		
61390 · Promotional Expenses	1,021.57		
Total 61300 · Education and Outreach		14,589.42	
Total 61000 · Marketing-Communications			48,794.79
61600 · Bad Debt Expense			12.13
62000 · Customer Support			
62100 · Account Manager		77,680.41	
62130 · Customer Support Coordinator		27,090.70	
Total 62000 · Customer Support			104,771.11
63000 · Policy Coordination			
63100 · Policy Coordinator		62,882.90	
Total 63000 · Policy Coordination			62,882.90
64000 · ILR System Operations			
Software License-Maintenance			
64305 · Jetbrains	2,009.22		
64307 · DB2	0.00		
64309 · Nessus	0.00		
64310 · Certificates- Digicert	645.00		
64312 · Duo- Security	90.00		
64319 · AWS	5,773.44		
64322 · Slack	783.00		
64326 · Atlassian	350.30		
64327 · ZOOM	90.00		
64328 · Microsoft	1,012.50		
Total Software License-Maintenance		10,753.46	
64100 · Development Team			
64110 · Technical Lead	108,391.16		
64120 · Senior Developer	47,087.99		

Electronic Services System
Profit & Loss
January through September 2024

	Jan - Sep 24		
64130 · Technical Support & Development	98,781.91		
Total 64100 · Development Team		254,261.06	
64200 · External Development & Services			
64210 · FF Redaction Services	17,395.77		
64240 · Data Center & Hosting Services	47,299.60		
64250 · Domain Registration	63.73		
Total 64200 · External Development & Services		64,759.10	
Total 64000 · ILR System Operations		329,773.62	
65000 · Local Maint. Expense		306,660.87	
Total Budgeted Expenses			1,315,418.98
Planned Reserve Expenses			
BF Redaction		6,706.13	
Software Development-Consulting		190.00	
Software License Expense		101,013.50	
System Equipment & Maintenance		10,432.84	
Total Planned Reserve Expenses			118,342.47
61500 · Depreciation Expense			250,513.15
70000 · RevolvingExpenses			
ESSPayments			
70100 · COUNTYDISTRIBUTION	22,295,036.82		
70200 · POSDISTRIBUTION	2,802,742.26		
70300 · ODDISTRIBUTION	16,781.00		
Total ESSPayments		25,114,560.08	
Total 70000 · RevolvingExpenses			25,114,560.08
Total Expense			26,798,834.68
Net Ordinary Income			-307,387.39
Other Income/Expense			
Other Income			
79000 · Equipment Retirement			-45,921.96
Total Other Income			-45,921.96
Net Other Income			-45,921.96
Net Income			**-353,309.35**

Electronic Services System
Profit & Loss
January through September 2024

	Jan - Sep 24
Ordinary Income/Expense	
Income	
BudgetedIncome	
40100 · Bad Payment Fee	125.00
41000 · Event Income	
41100 · ILR Conference Registration	4,200.00
Total 41000 · Event Income	4,200.00
42000 · POSSERVICEFEE	83,490.99
42500 · ODSERVICEFEE	499.89
43000 · SERVICEFEE	
43100 · ACH	554,472.00
43200 · CC	74,742.53
43300 · DRAWDOWN	101,502.00
43000 · SERVICEFEE - Other	-3.00
Total 43000 · SERVICEFEE	730,713.53
44000 · MOU Services	
44100 · Policy	29,817.73
44200 · Communications	425.18
Total 44000 · MOU Services	30,242.91
47000 · Fund 255 Reimbursement	352,282.81
48200 · Local Serv. Prov. Maint. Acct.	
48100 · Cost Sharing Credit	-129,886.73
48200 · Local Serv. Prov. Maint. Acct. - Other	314,128.55
Total 48200 · Local Serv. Prov. Maint. Acct.	184,241.82
48900 · Misc. Income	1.00
Total BudgetedIncome	1,385,797.95
Total Income	1,385,797.95
Gross Profit	1,385,797.95
Expense	
Budgeted Expenses	
Administration	
Accounting Software-Services	6,172.92
60100 · Annual Audit	10,050.00
60300 · Bookkeeping-CPA-990	62,307.20
60500 · Professional Fees	
Project Manager	112,425.00
60510 · Legal	20,250.00
60520 · Government Relations	19,000.00
60530 · Human Resources-Oasis	10,030.34
Total 60500 · Professional Fees	161,705.34
60600 · Insurance Expense	40,454.00
60700 · Ess Meetings	2,122.51
60800 · Office Operations	
60810 · Office Space Lease	27,450.00
60820 · Office Supplies	81.06
60830 · Offical Publication Expense	277.86
60840 · Postage	31.05
60860 · Telephone	1,862.65
60865 · Internet	2,250.00
60870 · Office Tech Support	5,714.09
60880 · Printing and Copying (Color-BW)	3,015.18
60890 · Miscellaneous	47.45
Total 60800 · Office Operations	40,729.34

Electronic Services System
Profit & Loss
January through September 2024

			Jan - Sep 24
Total Administration			323,541.31
Payment Expenses			
66100 · Bank Account Analysis Fee		3,896.05	
66300 · Gateway Transaction Fees			
66315 - ProfSolOnlineTransFees	38,341.05		
66310 · Vericheck OnlineTransactionFees	23,613.49		
66320 · POSTransactionsFees	73,131.66		
Total 66300 · Gateway Transaction Fees		135,086.20	
Total Payment Expenses			138,982.25
61000 · Marketing-Communications			
61200 · Administrative/Marketing Coord		34,205.37	
61300 · Education and Outreach			
61310 · ILR Annual Conference	4,670.38		
61340 · Memberships	825.00		
61350 · Conferences & Meetings	2,549.22		
61370 · Software & Hosted Services	5,523.25		
61390 · Promotional Expenses	1,021.57		
Total 61300 · Education and Outreach		14,589.42	
Total 61000 · Marketing-Communications			48,794.79
61600 · Bad Debt Expense			12.13
62000 · Customer Support			
62100 · Account Manager		77,680.41	
62130 · Customer Support Coordinator		27,090.70	
Total 62000 · Customer Support			104,771.11
63000 · Policy Coordination			
63100 · Policy Coordinator		62,882.90	
Total 63000 · Policy Coordination			62,882.90
64000 · ILR System Operations			
Software License-Maintenance			
64305 · Jetbrains	2,009.22		
64307 · DB2	0.00		
64309 · Nessus	0.00		
64310 · Certificates- Digicert	645.00		
64312 · Duo- Security	90.00		
64319 · AWS	5,773.44		
64322 · Slack	783.00		
64326 · Atlassian	350.30		
64327 · ZOOM	90.00		
64328 · Microsoft	1,012.50		
Total Software License-Maintenance		10,753.46	
64100 · Development Team			
64110 · Technical Lead	108,391.16		
64120 · Senior Developer	47,087.99		
64130 · Technical Support & Development	98,781.91		
Total 64100 · Development Team		254,261.06	
64200 · External Development & Services			
64210 · FF Redaction Services	17,395.77		
64240 · Data Center & Hosting Services	47,299.60		
64250 · Domain Registration	63.73		
Total 64200 · External Development & Services		64,759.10	
Total 64000 · ILR System Operations			329,773.62
65000 · Local Maint. Expense			306,660.87

Electronic Services System
Profit & Loss
January through September 2024

	Jan - Sep 24
Total Budgeted Expenses	1,315,418.98
Total Expense	1,315,418.98
Net Ordinary Income	70,378.97
Net Income	**70,378.97**

Electronic Services System
Balance Sheet
As of September 30, 2024

		Sep 30, 24
ASSETS		
Current Assets		
Checking/Savings		
107000 · BT-Settlement		
107100 · Unrestricted Reserve Account	38,399.40	
107200 · Software Dev & Equip Maint Rsrv	293,294.18	
107300 · Redaction Reserve	58,120.12	
107400 · Restricted Operating Reserve	100,000.00	
107000 · BT-Settlement - Other	1,100,483.90	
Total 107000 · BT-Settlement		1,590,297.60
Total Checking/Savings		1,590,297.60
Accounts Receivable		
12000 · Accounts Receivable		46,297.34
Total Accounts Receivable		46,297.34
Other Current Assets		
13000 · Due from State		42,869.16
14000 · Prepaid Expenses		176,949.97
Total Other Current Assets		219,819.13
Total Current Assets		1,856,414.07
Fixed Assets		
17001 · Developed Software		1,447,072.00
17900 · Asset in Process		148,622.01
18000 · Accumulated Depreciation		-875,758.03
Total Fixed Assets		719,935.98
TOTAL ASSETS		**2,576,350.05**
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
20000 · Accounts Payable		25,144.58
Total Accounts Payable		25,144.58
Credit Cards		
21100 · BT Credit Card		3,260.39
Total Credit Cards		3,260.39
Other Current Liabilities		
DRAWDOWN		71,011.80
22000 · Accrued Compensation		23,676.21
22500 · Deferred Revenues		148,799.28
Total Other Current Liabilities		243,487.29
Total Current Liabilities		271,892.26
Total Liabilities		271,892.26
Equity		
30000 · Opening Balance Equity		1,975,162.47
32000 · Retained Earnings		682,604.67
Net Income		-353,309.35
Total Equity		2,304,457.79
TOTAL LIABILITIES & EQUITY		**2,576,350.05**

Local Government Electronic Transaction Fund (0255)
09/01/2024-09/30/2024

Beginning Balance	$	164,009.35
Plus Receipts	$	41,213.58
Less Disbursements	$	-
Ending Balance	$	205,222.93

RECEIPTS

Recorder Fees Received	40,395.64
Interest September	817.94
Total Receipts	41,213.58

DISBURSEMENTS	Invoice #	Date Paid	Amt Paid
			-
Total Disbursements			-

Iowa Land Records - Fund 255
Balance Sheet
As of September 30, 2024

	Sep 30, 24
ASSETS	
Current Assets	
Checking/Savings	
State Treasurer	205,222.93
Total Checking/Savings	205,222.93
Total Current Assets	205,222.93
TOTAL ASSETS	**205,222.93**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	85,330.49
Total Accounts Payable	85,330.49
Total Current Liabilities	85,330.49
Total Liabilities	85,330.49
Equity	
Retained Earnings	158,631.30
Net Income	-38,738.86
Total Equity	119,892.44
TOTAL LIABILITIES & EQUITY	**205,222.93**

IOWA LAND RECORDS

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

November 1, 2024

To: ESS Finance Subcommittee
ESS Coordinating Committee

From: Phil Dunshee

Re: Fiscal 2025 Maintenance Fee Refunds

Iowa Land Records (ILR) will soon be issuing a refund for maintenance fees to four counties, and we wish to provide you with some background information about this action. The Iowa Land Records system functions by establishing integrations with locally selected land records management systems. Since the inception of the project, Iowa counties and Iowa Land Records have compensated the companies providing these integration services with a standard per county fee. The fee is adjusted each year, and most recently the fee has been increased based on the annual cost of living adjustment (COLA) established by the social security administration. See: https://blog.ssa.gov/social-security-announces-2-5-percent-benefit-increase-for-2025/ .

From time to time a county may choose to change their local service provider, and these changes may occur at a time other than the beginning or end of a fiscal year. When this happens, it has been the practice of Iowa Land Records to help coordinate the transition of a county from one service provider to another. Part of the transition process involves a change in the integration of the county system with Iowa Land Records. To ensure that each service provider is treated fairly for their services, Iowa Land Records has sought to prorate payments to each based on the months when service was provided to the county and to ILR. If a transition occurred in September (two months after the beginning of a county fiscal year), for example, ILR would seek to compensate the “old” service provider for July and August, and then compensate the “new” service provider for the remaining 10 months of the year.

This occurred in the most recent cycle when three counties switched from a service provider to Fidlar. Iowa Land Records proposed to Fidlar that they be compensated on a prorated basis for the period beginning when service started until the end of the fiscal year. The affected counties are Calhoun, Linn and Jasper. In July ILR proposed this prorated arrangement to Fidlar management, and they declined saying that they only billed on an annual basis. Earlier this month, as ILR was reconciling arrangements with local service providers, we again reached out to Fidlar to inquire if they wished to receive a prorated payment for their maintenance services. They again declined based on their practice of only billing annually. We acknowledged their answer and thanked them for the confirmation.

ESS previously paid Cott for a prorated three months of service for Linn County, and a prorated one month of service for Jasper County. Tyler did not charge any maintenance fees for Calhoun County. Each of the affected counties had been billed for their share of the annual maintenance expenses. Because no payment is being made to Fidlar for their services, we believe that the proportionate amount paid by each county should be refunded.

The amounts are calculated using the base maintenance fee of $3,149.95, less the amount paid by ESS. The refund will be for the number of months ESS did not pay the local service provider.

Linn County will receive a refund for nine months for a total of $1048.73.
Jasper County will receive a refund for eleven months for a total of $1632.21.
Calhoun County will receive a full refund of $1923.12.

During the course of our review, we also discovered that a refund was due to Dallas County for fiscal year 2024. The reason for this refund is the same, and the amount of that refund will be $562.22.

Please let us know if you have any questions about this action.

Money Market Sweep Account Proposal

ESS is considering investing funds into a money market with a sweep account. The money market account currently is earning 1.85% of total funds invested, calculated daily, of account balances of $1,000,000 or more. From time to time the account does drop below $1,000,000, where the interest rate would also drop to 0.5%. Out of the last 456 days the account has only dropped below the $1,000,000 cutoff 13 times (days).

This 1.85% interest rate would be 1.1% higher than the current checking account earnings credit, which is 0.75%. A sweep account would automatically steer cash into the money market account at the close of each business day. The money is completely liquid, so there is no chance that distributions will fail. The sweep account ensures that the funds can be used as needed.

The Banker's Trust account accumulates account fees each month. The earnings credit is used to offset the account fees; however, the credit doesn't fully cover all fees. On average ESS pays $300 to $800 each month in bank analysis fees which the earnings credit does not cover. If a money market sweep were set up, ESS would be earning interest income even after the account fees are paid.

The recommendation is to move all the funds to the money market sweep.

ESS has had an average of $1,100,000, in the bank, which is used in the estimates below.

Current Situation: (using $1,100,000)
Earning credit to offset fees: 0.75%
Estimated monthly fees= $1130
Estimated earnings credit (Monthly)= $678.08
Fees still owed= $451.92

Money Market: (using $1,100,000)
Money Market current rate= 1.85%
Estimated monthly fees= $1130 + $50 + $10
Estimated Money Market Interest (Monthly)= $1,672.60
Income to ESS= $482.60

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

May 6, 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.

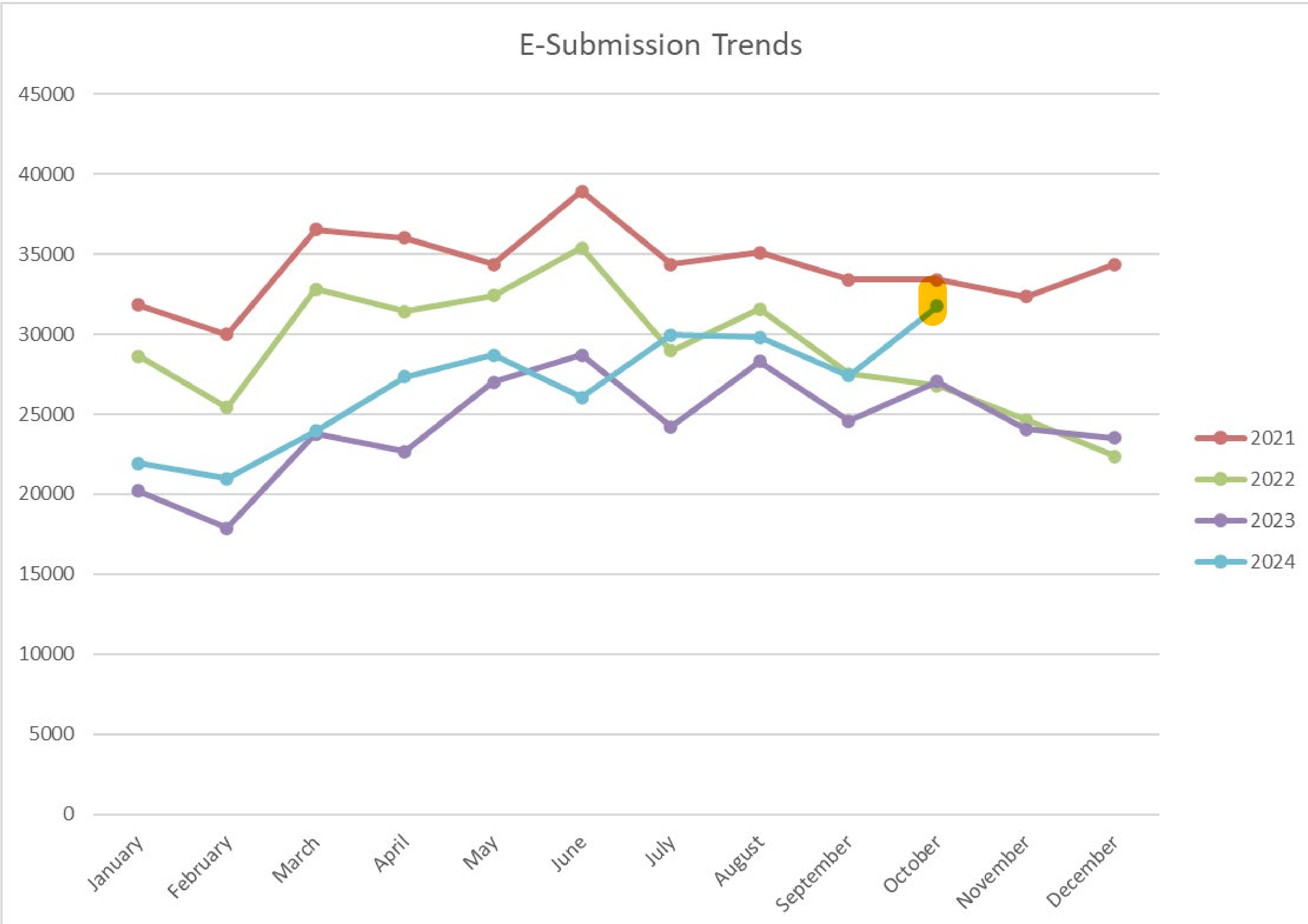
Benefits v. Risk. Let's say we took $200,000.00 of our current cash balance and decided to lock in a 12-month CD at 5.0% interest APY. It appears that this would yield about $10,000.00. The calculus of the benefit v. risk is essentially this ... $10,000.00 of additional income v. higher monthly bank 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
2021
2022
2023
2024

IOWA LAND RECORDS

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

November 7, 2024

To: ESS Finance Subcommittee
ESS Coordinating Committee

From: Phil Dunshee, ILR Project Manager

Re: Background – Recommended Budget Actions

You have been presented with a draft budget amendment for the remainder of 2024 and a proposed budget for 2025. This memo is intended to provide an overview of the proposed budget actions and rationale beginning with the 2024 budget.

CY 2024 Amendment
As in prior years, the effect of a budget action in November is to adjust the budget to reflect actual experience. The budget amendment presented to you reflects the actual income and expenses for January through August (these figures are represented by the burnt orange background color). The reconciled numbers for September 2024 are represented by the green background color. These are part of the financial reports being reviewed in this (November) meeting. Additionally, the near final, but not fully reconciled numbers for October are represented by the blue background color. All of this can be characterized as a conversion from budget to actual figures.

November and December figures are represented with either no background color (white) or a magenta background color. Budget estimates with a white background are unchanged from the budget amendment approved in August. Estimates with a magenta background color represent a change based on a revised estimate or a known but unreconciled expense.

Revenue Recap. Notably, revenue from E-Submission service fees is up by more than $37,000.00 compared to prior estimates. This was welcome news. However, the projected revenue for November and December is unchanged as we recommend keeping a conservative posture as we end the calendar year. Total projected gross revenue would be $1,781,378.09.

Expenditure Recap. With benefit choices completed in October, a review of the recent payroll reports allows for refined estimates of HR costs, and this represents most of the adjustments for November and December. Other notable adjustments include the following.

- Allocation of $1,200.00 for early bird registration and airfare for attendance at the PRIA conference in March 2025.
- An increase in the working hours allowed for our part-time software developer is from 25 to 29 hours per week.
- Two recommended adjusting journal entries to change the source of funding for software licenses from reserve expenses to budgeted expenses. This includes the license for PRIZM ($22,100.00) and the license for DB2 ($10,432.84).
- End of year compensation bonuses for five members of the ESS staff, in amounts totaling $11,500.00. While a “one-time” expenditure, this is equivalent to a 3% annual increase in base compensation for these positions.
- A recommendation for the renewal of the ESS membership in MISMO (the mortgage information standards maintenance organization). MISMO is the primary source of technical standards in the property industry. The annual corporate membership dues are $4,000.00. In recent history we have renewed dues for a two-year period to take advantage of a $500 discount. However, given constraints in the proposed 2025 budget, a one-year renewal is recommended at this time.
- In 2024, cost saving measures were implemented including a change in the office technology service provider.

Total gross expenditures are now projected to be $1,730,203.14. This would be $1,718,703.14 if the end of year compensation recommendation is approved. Projected net budgeted income would be $51,174.95, or $39,674.95 if the compensation recommendation is approved.

CY 2025

Revenue Recap. Projected overall revenue for 2025 is $1,785,627.17. This is about the same as the total revenue represented in the final amendment for CY 2024. Generally, this is intended to reflect a conservative approach with some optimism that a portion of the next calendar year will have some bright spots. Notable components of projected revenue include the following.

- Revenue projections are built on current policy and do not account for the potential adoption of any proposed recording fee changes.
- The initial allocation to the cost-sharing credit would be $120,000.00. If resources permit, this could be increased at the February or May ESS meetings. The plan for ESS to “take over” local maintenance costs is contingent upon the adoption of the recording fee policy changes. In 2024 the beginning allocation for the cost-share was $115,000.00.
- The budget assumes there will be no revenue from the ESS-ICRA MOU in the second half of the calendar year.

Expenditure Recap. Expenditures in 2025 are expected to be higher to reflect increased costs in licensing and professional services. However, it should be noted that staff compensation does not reflect any increases other than changes in benefit costs. One priority for 2025, if resources permit, will be to provide an appropriate adjustment in base compensation for the ESS staff. Total expenditures in 2025 are projected to be $1,784,832.45

Notable components of projected expenditure include the following.

- Resources are allocated for the ICRA 990 tax return, although the actual cost is not yet known.
- Resources for ESS meetings are increased to reflect higher travel reimbursement expenses.
- Insurance expenses are expected to increase by about 10%.
- Office operations costs should remain stable.
- Education and Outreach expenses will continue to be constrained and affect membership in CBI and participation in various events and trade shows. The exceptions would be the PRIA conference in March and the Iowa Housing conference in the fall.
- The budget assumes there will be no expenditure for the ESS-ICRA MOU in the second half of the calendar year.
- The ESS Development team and the administrative team will otherwise remain stable.
- Costs for the PRIZM and DB2 licenses are included in the base budget.
- Total local maintenance costs are projected to be $323.152.17.

In 2024 ESS completed an important transition to the “cloud”. As implementation continues, the ESS technical team will be monitoring system usage and some adjustments in configuration and expense should be expected.

Net income in 2025 is expected to be modest at $794.72. As in prior years, the ESS team will work to manage both income and expenses to increase the projected balance as we progress through the calendar year.

We hope you find this summary to be helpful. We look forward to the discussion in the upcoming meetings.

Best regards.

pd

BUDGETED INCOME AND EXPENSES
CY 2024
Proposed Amendment

			2024 January	February	March	April	May	June	July	August	September	October	November	December	Proposed	August Amendment	Change
Income																	
BudgetedIncome																	
	Bad Payment Fee		0.00	0.00	0.00	0.00	0.00	0.00	0.00	35.00	90.00	60.00	0.00	0.00	185.00	35.00	150.00
	Misc. Income		0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	0.00
	Event Income	ILR Conferences Registration	0.00	0.00	0.00	0.00	900.00	800.00	600.00	2000.00	-100.00	0.00	0.00	0.00	4200.00	7000.00	-2800.00
		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	1.54	1.54	0.00	0.00	423.21	155.54	150.00	150.00	955.43	826.68	128.75
	POSSERVICEFEE		8953.09	7193.95	8118.04	10259.14	10932.16	9437.86	10166.61	9943.07	8487.07	10108.42	7000.00	9500.00	110099.41	111056.59	-957.18
	ERECORDING SERVICEFEE																
		ACH															
		CC															
		DRAWDOWN															
	Total SERVICEFEE		68052.31	65301.70	74315.94	85272.09	87910.71	81795.83	91942.95	91288.46	84833.54	97649.08	72500.00	72500.00	973362.61	935091.53	38271.08
	MOU Services																
		Policy	2500.00	4464.57	4446.85	4446.85	4500.00	2446.85	2344.88	2344.88	2322.85	2322.85	2500.00	2500.00	37140.58	37494.88	-354.30
		Communications	0.00	35.43	53.15	53.15	0.00	53.15	53.15	0.00	177.15	177.15	0.00	0.00	602.33	248.03	354.30
		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	30806.54	42077.94	40134.30	44116.94	43473.38	40000.00	40000.00	475756.19	468165.87	7590.32
	Local Service Provider Maint.	Cost Sharing Credit	0.00	0.00	0.00	0.00	0.00	-129886.73	0.00	0.00	0.00	4759.73	0.00	0.00	-125127.00	-129886.73	4759.73
		Local Maintenance Share	0.00	0.00	0.00	0.00	0.00	314128.55	0.00	0.00	0.00	-9926.01	0.00	0.00	304202.54	314128.55	-9926.01
Total BudgetedIncome			122429.92	117556.34	126708.25	139451.31	136786.54	309583.59	147185.53	145745.71	140350.76	148780.14	122150.00	124650.00	1781378.09	1744161.40	37216.69

BUDGETED INCOME AND EXPENSES
CY 2024
Proposed Amendment

			2024 January	February	March	April	May	June	July	August	September	October	November	December	Proposed	August Amendment	Change
Expense																	
Budgeted Expenses																	
Administration																	
	Annual Audits		0.00	0.00	0.00	0.00	4600.00	0.00	4600.00	850.00	0.00	0.00	0.00	0.00	10050.00	10050.00	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	6688.92	0.00
	Bookkeeping-CPA-990		7088.83	7072.68	7630.69	4830.26	6888.69	6702.39	8697.88	6697.88	6697.90	6843.28	9541.58	6839.58	85531.64	93161.42	-7629.78
		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	27000.00	0.00
		Government Relations	0.00	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00	5000.00	5000.00	5000.00	5000.00	34000.00	34000.00	0.00
		Human Resources-Oasis	1059.06	1043.68	1043.68	1143.68	1565.52	1043.68	1043.68	1043.68	1043.68	1043.68	1565.52	1043.68	13683.22	14102.98	-419.76
		Project Manager	0.00	12400.00	12400.00	12400.00	12400.00	23300.00	12350.00	12400.00	14775.00	15000.00	9800.00	9975.00	147200.00	147200.00	0.00
	Insurance		0.00	0.00	0.00	0.00	0.00	3249.00	37205.00	0.00	0.00	0.00	0.00	0.00	40454.00	40454.00	0.00
	ESS Meetings		0.00	1332.28	0.00	0.00	645.60	366.49	0.00	34.75	0.00	0.00	0.00	1600.00	3979.12	4687.76	-708.64
	Office Operations																
		Office Space Lease	0.00	3050.00	3050.00	3050.00	3050.00	6100.00	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	0.00	0.00	0.00	81.06	0.00	0.00	75.00	156.06	150.00	6.06
		Official Publication Expense	48.30	0.00	80.69	16.11	29.77	54.02	12.38	0.00	36.59	0.00	45.00	45.00	367.86	466.27	-98.41
		Postage	0.00	0.00	0.00	0.00	0.00	0.00	31.05	0.00	0.00	0.00	0.00	0.00	31.05	31.05	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	100.00	0.00
		Telephone	210.83	212.09	212.09	210.47	210.47	201.45	201.75	201.75	201.75	202.06	202.06	220.00	2486.77	2559.15	-72.38
		Internet	0.00	250.00	250.00	250.00	250.00	500.00	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	415.00	317.50	375.00	405.00	370.00	370.00	650.00	650.00	7384.09	7439.09	-55.00
		Printing and Copying (Color-BW)	335.02	335.02	335.02	335.02	335.02	335.02	335.02	335.02	335.02	335.02	340.00	340.00	4030.20	4045.14	-14.94
		Miscellaneous Expenses	0.00	0.00	0.00	47.45	0.00	0.00	0.00	0.00	0.00	63.50	0.00	85.00	195.95	197.45	-1.50
Total Administration																	
Marketing-Communications																	
	Communications Coordinator		2827.65	3022.59	3506.04	3495.26	5382.57	3809.50	4053.92	4053.93	4053.91	4036.47	6075.33	4050.22	48367.39	48597.53	-230.14
	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	1165.49	3144.89	0.00	0.00	0.00	4670.38	7000.00	-2329.62
		Tradeshows/Exhibits/Sponsorshi	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	0.00	0.00	0.00	0.00	275.00	0.00	275.00	550.00	-275.00
		Memberships	200.00	0.00	0.00	0.00	0.00	0.00	0.00	625.00	0.00	0.00	0.00	4000.00	4825.00	825.00	4000.00
		Conferences and Meetings	0.00	597.85	1229.66	0.00	28.18	0.00	50.92	338.00	48.00	0.00	1200.00	0.00	3492.61	2913.22	579.39
		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 Hostec	804.74	586.79	586.65	586.75	586.66	588.29	588.10	586.99	608.28	728.15	1800.00	610.00	8661.40	8487.98	173.42
		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	1021.57	0.00	0.00	0.00	1021.57	1500.00	-478.43
Total Marketing-Communications																	
Customer Support	Account Manager		8297.17	8269.82	8262.98	8262.98	11579.19	8260.25	8218.48	8311.06	8218.48	8267.33	9909.36	6706.24	102563.34	106250.87	-3687.53
	Coordinator		2791.14	3041.73	2734.70	3078.04	4449.21	2839.51	2830.69	2777.68	2548.00	2901.38	4505.49	3003.66	37501.23	40311.57	-2810.34
	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	9995.99	6674.08	6629.90	6629.91	6629.90	8549.58	11823.69	8545.88	91802.05	86973.09	4828.96
	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	August Amendment	Change
ILR System Operations																	
	Development Team																
		Technical Lead	11539.29	11499.14	11499.16	11478.06	17113.24	11422.24	10995.55	11422.24	11422.24	11422.24	17107.69	11418.54	148339.63	148174.74	164.89
		Senior Developer	5780.32	5911.96	4941.73	3293.78	7088.03	4126.47	5485.25	4911.55	5548.90	6003.36	10578.53	7098.30	70768.18	69127.54	1640.64
		Technical Support & Developme	10224.61	10184.73	10604.74	10604.74	14980.77	10545.58	10545.59	10545.57	10545.58	10430.38	14804.58	10426.68	134443.55	135442.25	-998.70
		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	4945.55	0.00	0.00	0.00	0.00	5754.53	6000.00	6000.00	35150.30	40395.77	-5245.47
		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	16783.37	11684.15	11684.15	-6830.35	-3161.67	7981.25	7981.25	7981.25	7981.25	71243.35	82386.27	-11142.92
		Domain Registration	16.09	0.00	31.55	0.00	0.00	0.00	16.09	0.00	0.00	0.00	0.00	0.00	63.73	63.73	0.00
	Software-License-Maintenance																
		Accusoft-PRIZM	0.00	22100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22100.00	0.00	22100.00
		AWS	653.90	690.91	689.21	694.27	701.80	583.70	585.29	585.34	589.02	574.08	574.74	1000.00	7922.26	8384.42	-462.16
		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	99.00	0.00	0.00	0.00	0.00	0.00	300.00	0.00	945.00	945.00	0.00
		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	10432.84	0.00	0.00	0.00	0.00	0.00	0.00	10432.84	0.00	10432.84
		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	90.00	0.00
		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	2009.22	0.00
		JIRA	40.66	40.66	40.66	40.66	40.66	37.45	37.45	36.05	36.05	36.05	41.00	41.00	468.35	483.20	-14.85
		Nessus	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
		Security Monitoring (formerly Alie	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	783.00	0.00	0.00	0.00	0.00	783.00	837.81	-54.81
		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	0.00	0.00
		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	449.39	150.00	0.00	599.39	500.00	99.39
		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	0.00	0.00
		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	160647.45	125131.55	16799.75	3149.95	0.00	0.00	309810.82	320579.62	-10768.80
Payment Expenses																	
	Bank Account Analysis Fee		503.75	471.76	301.92	279.86	349.47	363.32	469.43	524.84	631.70	768.05	750.00	750.00	6164.10	5239.51	924.59
	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	5205.70	8270.74	3423.63	3739.42	3818.63	4972.85	4900.00	4900.00	58232.53	54122.42	4110.11
		OnlineTransactionFees - Veriche	2519.95	2427.62	2300.73	2496.38	2750.00	2860.02	2572.99	2789.74	2896.06	2637.34	2973.72	2750.00	31974.55	31395.80	578.75
		POSTransactionsFees	8061.01	7185.63	6131.18	6506.95	8211.65	3189.45	12305.61	8481.24	7940.31	7058.33	7500.00	7500.00	90071.36	91191.35	-1119.99
	Total Gateway Transaction Fees																
	Bad Debt		0.00	0.00	0.00	0.00	0.00	-106.32	0.00	0.00	118.45	0.00	0.00	0.00	12.13	0.00	
Total Payment Expenses																	
Total Budgeted Expenses			85081.63	131674.95	99392.40	114982.90	140126.39	132295.32	295322.25	220089.51	128986.47	120422.75	142239.04	119589.53	1730203.14	1729064.82	1138.32
Net Budgeted Income			37348.29	-14118.61	27315.85	24468.41	-3339.85	177288.27	-148136.72	-74343.80	11364.29	28357.39	-20089.04	5060.47	51174.95	15096.58	36078.37

BUDGETED INCOME AND EXPENSES
CY 2025
Proposed

		2025	January	February	March	April	May	June	July	August	September	October	November	December	Proposed	Proposed November 2024 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	185.00	-185.00
	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	1.00	-1.00
	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	4200.00	2800.00
		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		75.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	200.00	100.00	100.00	975.00	955.43	19.57
	POSSERVICEFEE		9000.00	7000.00	8000.00	10000.00	11000.00	9500.00	10000.00	10000.00	8500.00	8500.00	7000.00	9500.00	108000.00	110099.41	-2099.41
	ERECORDING SERVICEFEE																
		ACH															
		CC															
		DRAWDOWN															
	Total SERVICEFEE		68000.00	68000.00	76000.00	86000.00	89000.00	83000.00	93000.00	93000.00	86000.00	84500.00	71000.00	71000.00	968500.00	973362.61	-4862.61
	MOU Services																
		Policy	2500.00	4500.00	4500.00	4500.00	4500.00	2500.00	2500.00	0.00	0.00	0.00	0.00	0.00	25500.00	37140.58	-11640.58
		Communications	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	602.33	-602.33
		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		43000.00	40500.00	40000.00	39500.00	32500.00	35000.00	42000.00	40000.00	40000.00	40000.00	40000.00	40000.00	472500.00	475756.19	-3256.19
	Local Service Provider Maint.	Cost Sharing Credit	0.00	0.00	0.00	0.00	0.00	-120000.00	0.00	0.00	0.00	0.00	0.00	0.00	-120000.00	-125127.00	5127.00
		Local Maintenance Share	0.00	0.00	0.00	0.00	0.00	323152.17	0.00	0.00	0.00	0.00	0.00	0.00	323152.17	304202.54	18949.63
Total BudgetedIncome			122575.00	120000.00	128500.00	140000.00	137000.00	333152.17	147500.00	150000.00	135000.00	133200.00	118100.00	120600.00	1785627.17	1781378.09	4249.08

BUDGETED INCOME AND EXPENSES
CY 2025
Proposed

		2025	January	February	March	April	May	June	July	August	September	October	November	December	Proposed	Proposed November 2024 Amendment	Change
Expense																	
Budgeted Expenses																	
Administration																	
	Annual Audits		0.00	0.00	0.00	0.00	5000.00	2000.00	5000.00	850.00	0.00	0.00	0.00	0.00	12850.00	10050.00	2800.00
	Accounting Software-Services		5000.00	172.00	172.00	185.00	185.00	185.00	185.00	185.00	185.00	185.00	185.00	185.00	7009.00	6688.92	320.08
	Bookkeeping-CPA-990		6839.58	6839.58	6839.58	6839.58	9541.58	6839.58	6839.58	6839.58	6839.58	9541.58	6839.58	6839.58	87478.96	85531.64	1947.32
		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	2250.00	2250.00	2250.00	2250.00	2250.00	2250.00	2250.00	2250.00	2250.00	2250.00	2250.00	2250.00	27000.00	27000.00	0.00
		Government Relations	2500.00	2500.00	2500.00	2500.00	2500.00	2500.00	2500.00	2500.00	2500.00	2500.00	2500.00	2500.00	30000.00	34000.00	-4000.00
		Human Resources-Oasis	1120.00	1120.00	1120.00	1120.00	1680.00	1120.00	1120.00	1120.00	1120.00	1680.00	1120.00	1120.00	14560.00	13683.22	876.78
		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	147200.00	1600.00
	Insurance		0.00	0.00	0.00	0.00	0.00	3500.00	41000.00	0.00	0.00	0.00	0.00	0.00	44500.00	40454.00	4046.00
	ESS Meetings		0.00	1600.00	0.00	0.00	1600.00	0.00	0.00	1600.00	0.00	0.00	1600.00	0.00	6400.00	3979.12	2420.88
	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	75.00	0.00	0.00	75.00	0.00	0.00	75.00	0.00	0.00	75.00	0.00	0.00	300.00	156.06	143.94
		Official Publication Expense	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	540.00	367.86	172.14
		Postage	0.00	0.00	75.00	0.00	0.00	0.00	75.00	0.00	0.00	0.00	75.00	0.00	225.00	31.05	193.95
		Teleconference	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	100.00	-100.00
		Telephone	220.00	220.00	220.00	220.00	220.00	220.00	220.00	220.00	220.00	220.00	220.00	220.00	2640.00	2486.77	153.23
		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	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	4800.00	7384.09	-2584.09
		Printing and Copying (Color-BW)	340.00	340.00	340.00	340.00	340.00	340.00	340.00	340.00	340.00	340.00	340.00	340.00	4080.00	4030.20	49.80
		Miscellaneous Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	200.00	195.95	4.05
Total Administration																	
Marketing-Communications																	
	Communications Coordinator		4050.22	4050.22	4050.22	4050.22	6075.33	4050.22	4050.22	4050.22	4050.22	6075.33	4050.22	4050.22	52652.86	48367.39	4285.47
	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	0.00	0.00	0.00	0.00	0.00	0.00	7000.00	0.00	0.00	0.00	7000.00	4670.38	2329.62
		Tradeshows/Exhibits/Sponsorshi	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	275.00	0.00	0.00	0.00	0.00	275.00	0.00	0.00	0.00	275.00	0.00	825.00	275.00	550.00
		Memberships	200.00	0.00	0.00	0.00	0.00	0.00	625.00	0.00	0.00	0.00	0.00	0.00	825.00	4825.00	-4000.00
		Conferences and Meetings	0.00	0.00	1500.00	0.00	0.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00	2000.00	3492.61	-1492.61
		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 Hostec	910.00	610.00	610.00	610.00	610.00	610.00	610.00	610.00	610.00	610.00	2000.00	610.00	9010.00	8661.40	348.60
		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	1021.57	-1021.57
Total Marketing-Communications																	
Customer Support	Account Manager		6706.24	6706.24	6706.24	6706.24	9909.36	6706.24	6706.24	6706.24	6706.24	9909.36	6706.24	6706.24	86881.12	102563.34	-15682.22
	Coordinator		3003.66	3003.66	3003.66	3003.66	4505.49	3003.66	3003.66	3003.66	3003.66	4505.49	3003.66	3003.66	39047.58	37501.23	1546.35
	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		8545.88	8545.88	8545.88	8545.88	11823.69	8545.88	4272.94	0.00	0.00	0.00	0.00	0.00	58826.03	91802.05	-32976.02
	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 2025
Proposed

		2025	January	February	March	April	May	June	July	August	September	October	November	December	Proposed	Proposed November 2024 Amendment	Change
ILR System Operations																	
	Development Team																
		Technical Lead	11418.54	11418.54	11418.54	11418.54	17107.69	11418.54	11418.54	11418.54	11418.54	17107.69	11418.54	11418.54	148400.78	148339.63	61.15
		Senior Developer	7098.30	7098.30	7098.30	7098.30	10578.53	7098.30	7098.30	7098.30	7098.30	10578.53	7098.30	7098.30	92140.06	70768.18	21371.88
		Technical Support & Developmei	10426.68	10426.68	10426.68	10426.68	14804.58	10426.68	10426.68	10426.68	10426.68	14804.58	10426.68	10426.68	133875.96	134443.55	-567.59
		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	5500.00	5500.00	5500.00	5500.00	5500.00	5500.00	5500.00	5500.00	5500.00	5500.00	5500.00	5500.00	66000.00	35150.30	30849.70
		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	7981.25	7981.25	7981.25	7981.25	7981.25	7981.25	7981.25	7981.25	7981.25	7981.25	7981.25	7981.25	95775.00	71243.35	24531.65
		Domain Registration	25.00	0.00	50.00	0.00	0.00	0.00	25.00	0.00	0.00	0.00	0.00	0.00	100.00	63.73	36.27
	Software-License-Maintenance																
		Accusoft-PRIZM	0.00	22100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22100.00	22100.00	0.00
		AWS	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	9000.00	7922.26	1077.74
		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	0.00	600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00	0.00	900.00	945.00	-45.00
		DB2	0.00	0.00	0.00	0.00	0.00	12000.00	0.00	0.00	0.00	0.00	0.00	0.00	12000.00	10432.84	1567.16
		Duo-Security	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	90.00	-90.00
		Dropbox	212.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	212.93	0.00	212.93
		JetBrains	0.00	2100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2100.00	2009.22	90.78
		JIRA	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	540.00	468.35	71.65
		Slack	0.00	0.00	0.00	0.00	0.00	0.00	0.00	825.00	0.00	0.00	0.00	0.00	825.00	783.00	42.00
		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
	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	0.00	0.00	599.39	-599.39
		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	0.00	0.00
		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			0.00	0.00	0.00	0.00	0.00	0.00	323152.17	0.00	0.00	0.00	0.00	0.00	323152.17	309810.82	13341.35
Payment Expenses																	
	Bank Account Analysis Fee		600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	7200.00	6164.10	1035.90
	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	4850.00	4850.00	4850.00	4850.00	4850.00	4850.00	4850.00	4850.00	4850.00	4850.00	4850.00	4850.00	58200.00	58232.53	-32.53
		OnlineTransactionFees - Veriche	2650.00	2650.00	2650.00	2650.00	2650.00	2650.00	2650.00	2650.00	2650.00	2650.00	2650.00	2650.00	31800.00	31974.55	-174.55
		POSTransactionsFees	7500.00	7500.00	7500.00	7500.00	7500.00	7500.00	7500.00	7500.00	7500.00	7500.00	7500.00	7500.00	90000.00	90071.36	-71.36
	Total Gateway Transaction Fees																
	Bad Debt		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	12.13	
Total Payment Expenses																	
Total Budgeted Expenses			117085.78	138119.85	113069.85	111532.85	144875.00	128957.85	477412.08	106686.97	109911.97	126526.31	106551.97	104101.97	1784832.45	1730203.14	54629.31
Net Budgeted Income			5489.22	-18119.85	15430.15	28467.15	-7875.00	204194.32	-329912.08	43313.03	25088.03	6673.69	11548.03	16498.03	794.72	51174.95	-50380.23

October 17, 2024

VIA E-MAIL:

Mr. Phil Dunshee
Electronic Services System
8711 Windsor Parkway, Suite 2
Johnston, Iowa 50131

Re: 2025 Legislative Engagement – Electronic Services System

Dear Phil,

Thank you for the opportunity to provide a proposal for government relation services for Iowa Land Records, the Electronic Services System, for the 2024 calendar year. This letter outlines the scope, compensation, and other terms of the proposal.

SCOPE OF WORK

The engagement will consist of representing the Electronic Services System ("ESS") before the executive and legislative branches of Iowa state government for the 2025 calendar year. The Rafferty Group team supporting ESS will consist of Bob Rafferty and Nick Laning. The engagement will consist of the following:

- Monitor all bills, study bills, amendments and other legislative activities relating to or having a potential impact on Iowa Land Records, in particular real estate transactions and the recording of such transactions.
- Promote the legislative initiative to modernize the recording processes, including updating recording fees.
- Promote additional legislative initiatives as established by the governing board of ESS.
- Facilitate ongoing communications and strengthen relationships with policymakers concerning Iowa Land Records and the Electronic Services System.
- Assist with facilitating communications and strengthen relationships with various stakeholders and associations, as well as executive or judicial branch offices as appropriate.
- Set up and participate in briefings with key legislators and legislative leaders.
- Actively communicate and coordinate with legislative liaisons for the Iowa County Recorders Association during the legislative session.

3408 WOODLAND AV. SUITE 210 WEST DES MOINES IOWA 50266 PH: 515.314.9462

Regular communication, as deemed appropriate, will occur to keep the project manager for ESS informed on activities related to the above scope of work.

COMPENSATION

The cost for support during the 2025 calendar year shall be $30,000 plus expenses not to exceed $500 per year. The amount will be invoiced monthly at $2,500 a month, to be invoiced by the 10th of the following month. Expenses will also be billed monthly.

If the foregoing terms and conditions of our representation meet the Electronic Service System's needs and expectations, please indicate your acceptance by executing this letter in the space provided below and return it to our office.

Please let us know if you have any questions, need additional information, or if we need to modify the proposal.

Sincerely,

Rob l Rafferty

Robert L. Rafferty

Read and agreed to this ____ day of _________________, 2024.

ELECTRONIC SERVICES SYSTEM

____

By: Phil Dunshee,

Its: Project Manager

BRICK GENTRY P.C.
ATTORNEYS & COUNSELORS at LAW

PAUL A. DREY
ATTORNEY

TELEPHONE: 515-271-1765
FACSIMILE: 515-271-1766
E-MAIL: paul.drey@brickgentrylaw.com

November 1, 2024

VIA E-MAIL
phil@clris.com

Electronic Services System
Phil Dunshee, PMP, MPA, Project Manager
Iowa Land Records
8711 Windsor Parkway, Suite 2
Johnston, IA 50131

Re: Representation of Electronic Services System ("ESS")

Dear Phil:

The purpose of this letter is to confirm the terms and conditions for our legal representation of ESS. The term of this arrangement will commence January 1, 2025 and run through December 31, 2025. As a part of our representation over the past years, we have helped clarify the governing structure of ESS and its relationship to the Iowa County Recorders Association as well as assisted in structuring and strategically planning for certain legislative and procedural changes.

Our fees will be invoiced pursuant to a retainer basis for general practice and issues representation in the amount of $2,250.00 per month. Any expenses, disbursements, and client advances will not be included in this retainer, and will be billed separately. This arrangement will be deemed effective January 1, 2025 and run through December 31, 2025, at which time the parties will review this arrangement and make an amendment, if necessary. Litigation, lobbying, intellectual property, and any other substantial project outside of the normal course of business will be excluded from this arrangement. For these types of legal matters, our fees will be based on the hourly billing rates charged by each lawyer in the firm who performs work on this matter. Partners bill at a rate of $275 per hour, Associates at a rate of $175 per hour, and paralegals and law clerks at a rate of $100 per hour or less.

Enclosed with this letter is a statement entitled "General Provisions" setting forth additional terms and conditions, all of which are incorporated herein by reference and shall apply to our representation to the extent not expressly modified in this letter.

If the foregoing correctly reflects your understanding of the terms and conditions of our representation, please indicate your acceptance by executing a copy of this letter in the space provided below and return it to our office. We are pleased to have this opportunity to continue to represent Electronic Services System and thank you for this opportunity.

Very truly yours,

Paul A. Drey

Paul A. Drey

PAD:pm

ACCEPTANCE OF ENGAGEMENT TERMS

I, Phil Dunshee, on behalf of Electronic Services System, have read the foregoing engagement letter and general provisions of legal representation, and hereby agree to be jointly and severally bound by all terms outlined. By signing this acceptance letter, I hereby agree to the terms of legal representation outlined in this engagement letter on this the ____ day of ___________________, 2024.

ELECTRONIC SERVICES SYSTEM

____

By: Phil Dunshee, Project Manager

GENERAL PROVISIONS – LEGAL REPRESENTATION

The following provisions will apply to the relationship between Brick Gentry P.C. and you, the client:

1. Fees for services rendered will be based on the reasonable value of those services as determined in accordance with the American Bar Association and Iowa Rules of Professional Conduct. Such fees will be based primarily on the agreed upon retainer amount. Billing differs, depending generally on the attorney's experience and years of practice, and the firm adjusts these billings from time to time. The time for which a client will be charged will include, but will not be limited to, telephone and office conferences with a client and counsel, consultants and others; conferences among our legal personnel; factual investigation; legal research; responding to clients' requests for us to provide information to their auditors in connection with reviews or audits of financial statements; drafting of letters and other documents; travel time; and time in a general advisory role. In an effort to reduce legal fees, we use paralegal personnel and student law clerks. Time devoted by paralegals and law clerks to client matters included in the retainer amount. Law clerk and paralegal billings are specifically listed on our statements. Other factors may be taken into consideration in determining our fees, including the responsibility assumed, the novelty and difficulty of the legal problem involved, the benefit resulting to the client and any unforeseen circumstances arising in the course of our representation.

2. In addition to our fees, we will be entitled to payment or reimbursement for costs and expenses incurred in performing services such as photocopying, messenger and delivery service, computerized research, travel (including mileage, parking, airfare, lodging, meals and ground transportation), long-distance telephone, telecopying, word processing, court costs and filing fees. Certain of such items may be charged at more than our direct cost to cover our overhead. Unless special arrangements are made at the outset, fees and expenses of others will not be paid by us and will be the responsibility of, and billed directly to, the client.

3. Although we may from time to time for a client's convenience furnish estimates of fees or costs that we anticipate will be incurred, these estimates are subject to unforeseen circumstances and are by their nature inexact.

4. Fees and expenses will be billed monthly and are payable upon presentation. We expect prompt payment. We reserve the right to postpone or defer providing additional services or to discontinue our representation if billed amounts are not paid when due.

5. A client shall have the right at any time to terminate our services and representation upon written notice to the firm. Such termination shall not, however, relieve the client of the obligation to pay for all services rendered and costs or expenses paid or incurred on behalf of the client prior to the date of such termination.

6. We reserve the right to withdraw from our representation if, among other things, the client fails to honor the terms of the engagement letter, the client fails to cooperate or follow our advice on a material matter, or any fact or circumstance that would, in our view, render our continuing representation unlawful or unethical. If we elect to withdraw, the client will take all steps necessary to free us of any obligation to perform further, including the execution of any documents necessary to complete our withdrawal, and we will be entitled to be paid for all services rendered and costs and expenses paid or incurred on behalf of the client to the date of withdrawal.

7. We make no guarantee as to the outcome of the case. Nothing in this agreement and no statement to you, the client, will be construed as a promise or guarantee about the outcome.

8. If any claim or action is brought against us or any personnel of the firm and such claim arises from the client's negligence or misconduct, the client will hold us harmless and indemnify us for all damages incurred.

Press Release

Thursday, October 10, 2024
For Immediate Release

Mark Hinkle, Press Officer
press.office@ssa.gov

Social Security Announces 2.5 Percent Benefit Increase for 2025

Social Security benefits and Supplemental Security Income (SSI) payments for more than 72.5 million Americans will increase 2.5 percent in 2025, the Social Security Administration announced today. On average, Social Security retirement benefits will increase by about $50 per month starting in January.

Over the last decade the COLA increase has averaged about 2.6 percent. The COLA was 3.2 percent in 2024.

Nearly 68 million Social Security beneficiaries will see a 2.5 percent cost-of-living adjustment (COLA) beginning in January 2025. Increased payments to nearly 7.5 million people receiving SSI will begin on December 31, 2024. (Note: Some people receive both Social Security benefits and SSI).

“Social Security benefits and SSI payments will increase in 2025, helping tens of millions of people keep up with expenses even as inflation has started to cool,” said Martin O'Malley, Commissioner of Social Security.

https://www.ssa.gov/news/press/releases/2024/#2024-10-10

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

November 7, 2024

To: ESS Finance Subcommittee
ESS Coordinating Committee

From: Phil Dunshee

Re: Staff Compensation

Last month I reported that I was considering a recommendation for a staff "bonus" at the end of this calendar year. I explained that the reason for considering this action was because a permanent compensation adjustment might not be financially possible at this time and that it had been nearly two years since some members of the team had received any compensation adjustment.

I have completed my review and wish to advance a recommendation for a one-time "bonus" to be awarded to five members of the ESS team. The amount of the bonus would be equivalent to a 3% adjustment in base compensation for each member of the team. Please note that this action does not change the base.

It is recommended that this temporary bonus be applied to the following ESS positions.

- ESS Technical Lead
- ESS Developer
- Customer Account Manager
- Customer Service Coordinator
- Communications Coordinator

In my view, these five individuals are all important members of our team, and it is in the best interest of the project to retain their services. Other team members are not included, because they are a recent hire, or they may have more recently received a permanent compensation adjustment in the normal course of review processes. This was documented in an October 16 memo.

In a separate memo concerning the ESS budget, I noted that a priority for 2025, if resources permit, will be to provide an appropriate permanent adjustment in base compensation for the ESS staff.

Your approval of this action is requested.

pd