

ESS

Electronic Services System – Coordinating Committee Meeting

Agenda

Hybrid Meeting and Web Conference

8711 Windsor Parkway, Suite 2 Johnston, Iowa

February 20, 2025

10:00 A.M. to 2:00 P.M.

- **Welcome and Introductions**
- **ESS Coordinating Committee Meeting Summaries – Approval**
 - November 14, 2024
 - November 26, 2024
- **ESS Election of Officers – Approval**
- **Financial Reports**
 - 2025 BT Banking Resolution
 - BT 2024 4th Quarter and YTD Reports – Approval
- **CY 2025 Budget Amendment – Approval**
- **Assignment of Credits for E-Submission – Approval**
 - 2024 Metrics Review
- **Contracts and Agreements**
 - Audit Engagement – Denman– Approval
 - Local Service Provider Update - Approval
 - E-Submission API
 - County Upload API
 - ILR Staff Appointment - Approval
- **Legislative Update**
- **Policies and Procedures**
 - Terms of Service – Usernames and Inactive Status – Chapter 7
- **Project Updates**
 - POS Update
 - Linux OS Migration
- **Adjourn - Next Regular Meeting May 15, 2025**

ESS Coordinating Meeting
Hybrid Meeting and Web Conference

November 14, 2024

Attendance

ESS Coordinating Committee and ICRA Executive Board 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*
Nancy Booten, Lee County Recorder+
Sheri Jones, Jones County Recorder+

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*
Stacie Herridge, Story County Recorder+
Megan Clyman, Davis County Recorder+
Ann Ditsworth, Dickinson County Recorder+

*ESS Committee Member

+ICRA Executive Board Member

Other Participants

Erin Canfield, Boone County Recorder
Kim Painter, Johnson County Recorder
Travis Case, Grundy County Recorder

Naomi Ellis, Marion County Recorder
Katie Carlton, Union County Recorder
Jan Gemar, ILTA

Lisa Long, Iowa Land Records
Census Lo-liyong, Iowa Land Records
Samantha McMahan, Iowa Land Records

Phil Dunshee, Iowa Land Records
Kristen Delaney-Cole, Iowa Land Records

Welcome

A joint meeting (hybrid) of the ESS Coordinating Committee and the ICRA Executive Board was held via web conference and at the ESS offices.

ESS/ICRA MOU Extension

An amendment to the Memorandum of Understanding (MOU) between the Electronic Services System (ESS) and the Iowa County Recorders Association (ICRA) was presented. The amendment would extend the term of the MOU by six months for the period of January 2025 to June 30, 2025. The budgeted compensation from ICRA to ESS would be \$25,500. A motion to approve the amendment was made by Ann Ditsworth and seconded by Stacie Herridge. The motion was approved.

Fee Policy and Modernization Legislative Proposal

The ESS Coordinating Committee and the ICRA Executive Board were presented with a memo summarizing the primary components of the fee policy and modernization legislative language that had been in development over the course of calendar year 2024.

Fee Policy Amendment

The fee modernization legislative proposal was presented for discussion. The amendment would modify Section 331.604 of the Iowa Code - changing the base recording fee from \$5.00 to \$10.00 per page. It would also discontinue the additional transaction fee and provide allocations for a recorder's technology fund and for Iowa Land Records from the base recording fee.

Electronic Services System Governance

The legislative proposal would modify Section 331.605B of the Iowa Code by consolidating and clarifying policy relating to the Electronic Services System. The proposed legislation would also give ESS the charge to create a recording notification system.

Back The Blue – Records Protection

The proposed legislation would give ESS the charge to create a shielding program in relation to the “Back the Blue” policy. This would be an addition to Section 331.606A of the Iowa Code. Participants discussed a potential liability concern about a provision requiring professionals to maintain confidentiality when authorized to view shielded information. It was suggested that consideration could be given to maintaining the current program until those concerns could be resolved.

Document Formatting and Submission Requirements

Numerous updates would be made to Section 331.606B of the Iowa Code which would change document formatting and content requirements to reflect current practice and to provide preparers with additional flexibility. The legislation would also clarify requirements for cover sheets, update requirements for notifying submitters of errors, clarify that documents submitted for recording should be applicable to parties involved in the same transaction.

Conveyance Indexing Requirements

Various updates would be made to Section 558.49 of the Iowa Code with respect to indexing requirements for data elements in conveyance documents including the date of an instrument, document types, parsed location information, associated references and parcel identification numbers.

General Recording and Indexing Requirements

Various updates would be made to Section 331.606 of the Iowa Code relating to general recording and indexing requirements. The changes would require all counties to use a standard recording reference numbering system and require the indexing of associated document references, parsed location information, parcel identification numbers, and additional parcel identifiers.

Recording of Surveys – Creation of New Section

A new code section (tentative **331.612**) would be created to specify the requirements for formatting, content, indexing and recording surveys and other documents prepared by licensed land surveyors.

A recommendation was made to the ESS Coordinating Committee to approve the Fee and Modernization legislative proposal. Lindsay Laufersweiler made a motion to approve the legislative proposal. Julie Hagerty seconded, and the motion was approved with a roll call vote. Ayes were received from Jolynn Goodchild, Lindsay Laufersweiler, Dillon Malone, David Erickson, Julie Haggerty, Denise Baker, Melissa Bahnsen, Jamie Stargell and Eric Sloan.

Note: the ICRA Executive also voted and adopted a motion to approve the Fee and Modernization legislative proposal. The joint meeting of the ESS Coordinating Committee and the ICRA Executive Board adjourned. The ESS Coordinating Committee continued with their regular quarterly meeting.

August 28, 2024, Meeting Summary

The summary of the August 28, 2024, meeting of the ESS Coordinating Committee was reviewed. Dillon Malone made a motion to approve the meeting summary. Denise Baker seconded, and the motion was approved.

2025 ESS Meeting Schedule (DRAFT)

A draft 2025 ESS Meeting Schedule was presented for approval. Jolynn Goodchild made a motion to approve the 2025 ESS Meeting Schedule. Melissa Bahnsen seconded, and the motion was approved.

Committee Terms of Office

Terms of office for committee members were discussed. Members with expiring terms were reminded to communicate their intentions with the ICRA President and their respective districts.

Financial Reports

YTD 2024 Financial Reports

The year-to-date 2024 financial reports were presented, showing budgeted income of \$1,385,797.95 and expenses of \$1,315,418.98. Revolving income and expenses amounted to \$25,105,649.34 and \$25,114,560.08, respectively. Expenses including \$118,342.47 in planned reserve expenses, \$250,513.15 in depreciation expenses, and \$45,921.96 in charges for retired equipment resulted in a net income of - \$353,309.35. The balance sheet showed total assets and liabilities of \$2,576,350.05. The balance for Fund 255 was \$205,222.93.

The ESS Coordinating Committee also received a report showing four refunds for local maintenance fees. Refunds were issued due to unbilled maintenance service fees.

A motion was requested to accept and approve the 2024 YTD financial reports. Natalie Steffener moved to approve the 2024 YTD report financial reports. Jolynn Goodchild seconded, and the motion was approved.

Bankers Trust Sweep Account Authorization

A recommendation was made to the ESS Coordinating Committee to establish a money market sweep account with Bankers Trust. The sweep account would be used to regularly maintain funds in a money market account which is currently earning a 1.85% interest rate. When needed for distributions, funds would be moved to the regular operating account.

A motion to approve the Bankers Trust sweep account was made by Lindsay Laufersweiler. Julie Haggerty seconded. The motion was approved.

Contracts and Agreements – Part 1

The ESS Coordinating Committee elected to address three action items on the agenda that would impact the budget before considering the overall budget. These topics were the 2025 engagement agreements with the Rafferty Group and the Brick Gentry law firm, and a personnel action to authorize an increase in hours for a member of the development team.

Rafferty Group CY 2025 Engagement

The Rafferty Group provides government relations services to ESS. A proposal to extend the engagement with the Rafferty Group through the calendar year 2025 was presented for approval. Julie Haggerty made a motion to approve the Rafferty Group CY 2025 engagement at \$30,000. Jamie Stargell seconded, and the motion was approved.

Brick Gentry CY 2025 Engagement

Brick Gentry provides ESS with legal services. The Brick Gentry calendar year 2025 agreement for \$2,250.00 per month on a retainer basis was presented for approval. Dillon Malone made a motion to approve the Brick Gentry CY 2025 engagement. Jamie Stargell seconded the motion, and it was approved.

ILR Staff Hours

A recommendation was made to increase the developer's hours from 25 to 29 hours per week. A motion was made by Denise Baker and seconded by Julie Haggerty to increase the developer's hours from 25 to 29 hours. The motion carried.

ESS Financial and Strategic Review

October Metrics Review

October metrics showed E-Submission activity exceeding 2022 and 2023 levels, indicating positive trends. The jump in E-Submission in October shows hope for improvement for the remainder of the year. While the trend line was expected to follow the previous year's month-to-month movements, recent experience exceeds expectations.

ILR Budget Review and Action

CY 2024 Financial Budget Amendment

A 2024 budget amendment adjusts income and expenses to reflect actual performance through August, reconciled figures for September, and projections for the final quarter of the year. Total projected revenue for 2024, as reflected in the budget amendment, was \$1,781,378.09. This includes an increase of over \$37,000 in E-Submission income compared to earlier estimates. Projections for November and December remained unchanged to ensure a cautious financial approach.

Total gross expenditures in the proposed budget amendment were projected at \$1,730,203.14. This resulted in a projected net income of \$51,174.95,

Notable recommended budget adjustments included the reallocation of \$22,100.00 for PRIZM and \$10,432.84 for DB2 software licenses from reserve expenses to budgeted expenses. Additional adjustments featured \$1,200 for early registration and airfare for the 2025 PRIA conference, a one-year MISMO membership renewal at \$4,000, and increased hours for the part-time software developer from 25 to 29 per week.

A motion to approve the CY 2024 Final Budget Amendment was made by Lindsay Laufersweiler. The motion was seconded by Natalie Steffener, and it was approved.

Contracts and Agreements – Part 2 – ILR Staff Compensation

As a part of the discussion about the 2024 budget amendment, the ESS Coordinating Committee considered a recommendation to provide an end-of-year bonus to ESS staff who had not received a compensation increase in two years. The amount of the bonus would generally be equivalent to a 3% adjustment in base compensation for the five affected team members. The cost of the action would be \$11,500.

A motion was made by Natalie Steffener to approve the recommended bonus adjustments. Julie Haggerty seconded the motion, and it was approved.

With the approval of the staff compensation action and its inclusion in the CY 2024 budget amendment, total gross expenditures in the proposed budget amendment were projected at \$1,718,703.14. This results in a projected net income of \$39,674.95.

CY 2025 Budget

The recommended CY 2025 budget projected total revenue of \$1,785,627.17 and total expenses of \$1,784,832.45, reflecting a balanced approach consistent with the final CY 2024 amendment. Key adjustments include allocations for the ICRA 990 tax return, increased costs for ESS meetings, audit services, and insurance (up 10%), and a \$120,000 cost-sharing credit. Software and license expenses for DB2 and PRIZM were retained as budgeted expenditures. The budget projections also assume that the Memorandum of Understanding between the ESS and ICRA would not be continued in the second half of 2025.

Office operations remain stable or slightly reduced, with the education and outreach budget set for basic operations and participation in two conferences: the 2025 PRIA winter conference and participation in the 2025 Iowa Housing conference. The proposed budget did not provide for ESS staff compensation adjustments, although it is hoped that these can be addressed in a future budget amendment.

A request for approval of the CY 2025 budget was made. Denise Baker made a motion to approve the CY 2025 budget. The motion was seconded by Julie Haggerty, and it was approved.

Contracts and Agreements

Local Service Provider FY 2025 COLA

The ESS Coordinating Committee was informed about the Social Security 2.5 percent cost of living adjustment for 2025. This is reflected in the projections for the 2025 budget.

Project Updates

The Project Manager provided the Committee with updates on several project activities.

County E-Submission API (CESAPI)

The E-Submission API rollout is continuing with key successes from the Solutions/Harris and Cott teams. The Fidlar team is making progress although they are behind schedule. Concerns were expressed about the status of work by the Tyler team. The challenges of development for providers serving only one county were noted.

County Upload API (CUAPI)

The delays in the CESAPI rollout have impacted the timeline for implementing the County Upload API. The most recent target date has been March 2025, but the CESAPI delays will likely push the CUAPI implementation to fall 2025 or beyond.

The County Upload API is ready for service providers to develop and test, with enhancements aimed at improving usability and efficiency. These include resolving issues with uploads of large documents.

Redaction Processes

Forward File redaction services provided by CSI have been restored, and they have reported that security concerns have been resolved. They have also confirmed that no ILR information was compromised. Currently the records that were redacted during the outage are being rechecked to verify that they were processed correctly. Back File redaction activities are expected to restart by the end of the calendar year.

Modernization Initiative Budget Projections

Budget projections for the modernization initiative show that income generated from an updated recording fee structure may be allocated to additional software development staff. Detailed projections are not yet complete.

Next meeting

The meeting was adjourned. The next regular meeting will be on February 20, 2025.

ESS Coordinating Meeting
Virtual Meeting and Web Conference
November 26, 2024

Attendance

ESS Coordinating Committee and ICRA Executive Board Members

Lisa Kent, Wapello County Recorder*+	Julie Haggerty, Polk County Recorder*
Jolynn Goodchild, Plymouth County Recorder*	Denise Baker, Wright County Recorder*
Melissa Bahnsen, Cedar County Recorder*+	Jamie Stargell, Adams County Recorder*
Dillon Malone, Iowa Title Guaranty*	Eric Sloan, IT Boone County*
Stacie Herridge, Story County Recorder+	Nancy Booten, Lee County Recorder+
Megan Clyman, Davis County Recorder+	Sheri Jones, Jones County Recorder+
Ann Ditsworth, Dickinson County Recorder+	Mary Ward, Cass County Recorder+

*ESS Committee Member

+ICRA Executive Board Member

Other Participants

Erin Canfield, Boone County Recorder	Naomi Ellis, Marion County Recorder
Katie Carlton, Union County Recorder	Carolyn Siebrecht, Linn County Recorder
Travis Case, Grundy County Recorder	Jan Gemar, ILTA
Cathy Voith, Calhoun County Recorder	Nick Laning, Rafferty Group

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

Welcome

A virtual meeting of the ESS Coordinating Committee and the ICRA Executive Board was held via web conference.

Fee Policy Modernization Legislative Proposal

Fee Policy Amendment

At a special joint meeting on November 14, 2024, the ESS Coordinating Committee and the ICRA Executive Board approved an overall package of legislative proposals to change and simplify recording fees, to modify policies for document preparation, content, recording and indexing, and to advance projects to modernize recording and related land record services. Based on this action, a comprehensive preliminary legislative bill draft was prepared. During that process various edits and changes were made including some substantive policy adjustments. Because there were changes in form and substance, it was determined that the two governing boards should give the package a final review.

Amendment 1:

The ESS Project Manager presented a recommendation in the updated package to proceed with the conversion of the Back the Blue redaction program into a “shielding program. Some concerns were expressed about provisions requiring that professionals with access to shielded information would be responsible for maintaining the confidentiality of the information. The governing boards determined that the provisions of the proposal needed further work, and an amendment to the draft bill was advanced to maintain the Back the Blue policy in its current form and move it from Iowa code section 331.604 subsection 3 into a proposed new section of Iowa code 331.606A. Changes could be brought forward at a later time after further work was completed.

Stacie Herridge made a motion to approve the amendment. Ann Ditsworth seconded, and the motion was approved.

Amendment 2:

An amendment to add the word “statewide” before “county land record information system” in the proposed Iowa code 331.605B subsection 1. This was proposed by a governing board member to clarify that while the term county is used in the title of the system, it was and continues to be operated as a statewide system.

Julie Haggerty made a motion to approve the amendment. Melissa Bahnsen seconded, and the motion was approved.

Amendment 3:

The governing boards discussed concerns recently expressed by the Iowa State Bar Association about the amount of the recording fee that would be charged for documents with more than 50 pages. After a review of actual data about multi-page documents, the Project Manager recommended that a cap of \$500.00 be applied to address this concern.

When considering this amendment, the governing boards also discussed several other typographical and non-substantive changes incorporated throughout the draft document. An amendment to the comprehensive bill draft proposed to implement the \$500.00 recording fee cap, and to approve the various typographical and non-substantive changes.

Sheri Jones made a motion to approve the amendment. Julie Haggerty seconded, and the motion was approved.

Next meeting

The meeting was adjourned. The next regular meeting of the ESS Coordinating Committee will be on February 20, 2025 (tentative).

DRAFT

Electronic Services System Profit & Loss October through December 2024

	Oct - Dec 24
Ordinary Income/Expense	
Income	
Budgeted Income	
40000 · Money Market Interest Income	1,464.56
40100 · Bad Payment Fee	230.00
42000 · POSSERVICEFEE	27,173.50
42500 · ODSERVICEFEE	459.13
43000 · SERVICEFEE	
43100 · ACH	208,203.00
43200 · CC	28,793.18
43300 · DRAWDOWN	43,377.00
43000 · SERVICEFEE - Other	-3.00
Total 43000 · SERVICEFEE	280,370.18
44000 · MOU Services	
44100 · Policy	6,968.55
44200 · Communications	531.45
Total 44000 · MOU Services	7,500.00
47000 · Fund 255 Reimbursement	130,268.72
48200 · Local Serv. Prov. Maint. Acct.	
48100 · Cost Sharing Credit	4,759.73
48200 · Local Serv. Prov. Maint. Acct. - Other	-9,926.01
Total 48200 · Local Serv. Prov. Maint. Acct.	-5,166.28
Total Budgeted Income	442,299.81
49000 · Revolving Income	
49300 · ERECORDING	
49100 · AUDITORFEE	124,930.00
49200 · TRANSFERTAX	6,642,335.20
49300 · ERECORDING - Other	2,271,248.00
Total 49300 · ERECORDING	9,038,513.20
49600 · POSPAYMENT	905,113.79
49700 · ODPAYMENT	15,240.65
Total 49000 · Revolving Income	9,958,867.64
Total Income	10,401,167.45
Gross Profit	10,401,167.45
Expense	
Budgeted Expenses	
Administration	
Accounting Software-Services	516.00
60300 · Bookkeeping-CPA-990	23,208.32
60500 · Professional Fees	
Project Manager	34,775.00
60510 · Legal	6,750.00
60520 · Government Relations	15,000.00
60530 · Human Resources-Oasis	3,655.06
Total 60500 · Professional Fees	60,180.06
60700 · Ess Meetings	768.39
60800 · Office Operations	
60810 · Office Space Lease	9,150.00
60830 · Official Publication Expense	61.64
60860 · Telephone	606.18
60865 · Internet	750.00
60870 · Office Tech Support	1,145.00
60880 · Printing and Copying (Color-BW)	1,005.06

Electronic Services System Profit & Loss October through December 2024

	Oct - Dec 24
60890 · Miscellaneous	63.50
Total 60800 · Office Operations	12,781.38
Total Administration	97,454.15
Payment Expenses	
66100 · Bank Account Analysis Fee	2,736.26
66300 · Gateway Transaction Fees	
66315 · ProfSolOnlineTransFees	14,260.30
66310 · Vericheck OnlineTransactionFees	8,150.98
66320 · POSTransactionsFees	21,202.81
Total 66300 · Gateway Transaction Fees	43,614.09
Total Payment Expenses	46,350.35
61000 · Marketing-Communications	
61200 · Administrative/Marketing Coord	15,937.07
61300 · Education and Outreach	
61340 · Memberships	4,000.00
61350 · Conferences & Meetings	802.58
61370 · Software & Hosted Services	3,095.45
Total 61300 · Education and Outreach	7,898.03
Total 61000 · Marketing-Communications	23,835.10
62000 · Customer Support	
62100 · Account Manager	25,383.20
62130 · Customer Support Coordinator	10,826.88
Total 62000 · Customer Support	36,210.08
63000 · Policy Coordination	
63100 · Policy Coordinator	28,928.42
Total 63000 · Policy Coordination	28,928.42
64000 · ILR System Operations	
Software License-Maintenance	
64306 · Accusfot-PRIZM	22,050.00
64307 · DB2	10,432.84
64316 · SUSE	0.00
64319 · AWS	1,733.81
64326 · Atlassian	111.37
64327 · ZOOM	879.90
64328 · Microsoft	433.50
Total Software License-Maintenance	35,641.42
64100 · Development Team	
64110 · Technical Lead	44,391.52
64120 · Senior Developer	23,936.20
64130 · Technical Support & Development	35,670.88
Total 64100 · Development Team	103,998.60
64200 · External Development & Services	
64210 · FF Redaction Services	20,798.42
64240 · Data Center & Hosting Services	35,087.08
Total 64200 · External Development & Services	55,885.50
64500 · Computing & Equip (CAP)	
64510 · Developer Equipment	555.32
Total 64500 · Computing & Equip (CAP)	555.32
Total 64000 · ILR System Operations	196,080.84

Electronic Services System Profit & Loss October through December 2024

	Oct - Dec 24
65000 · Local Maint. Expense	3,149.95
Total Budgeted Expenses	432,008.89
Planned Reserve Expenses	
BF Redaction	8.35
Software License Expense	-22,050.00
System Equipment & Maintenance	-10,432.84
Total Planned Reserve Expenses	-32,474.49
61500 · Depreciation Expense	80,973.48
70000 · RevolvingExpenses	
ESSPayments	
70100 · COUNTYDISTRIBUTION	9,038,513.20
70200 · POSDISTRIBUTION	900,488.19
70300 · ODDISTRIBUTION	15,746.15
Total ESSPayments	9,954,747.54
Total 70000 · RevolvingExpenses	9,954,747.54
Total Expense	10,435,255.42
Net Ordinary Income	-34,087.97
Net Income	-34,087.97

Electronic Services System Profit & Loss January through December 2024

	Jan - Dec 24
Ordinary Income/Expense	
Income	
Budgeted Income	
40000 · Money Market Interest Income	1,464.56
40100 · Bad Payment Fee	355.00
41000 · Event Income	
41100 · ILR Conference Registration	4,200.00
Total 41000 · Event Income	4,200.00
42000 · POSSERVICEFEE	110,664.49
42500 · ODSERVICEFEE	959.02
43000 · SERVICEFEE	
43100 · ACH	762,675.00
43200 · CC	103,535.71
43300 · DRAWDOWN	144,879.00
43000 · SERVICEFEE - Other	-6.00
Total 43000 · SERVICEFEE	1,011,083.71
44000 · MOU Services	
44100 · Policy	36,786.28
44200 · Communications	956.63
Total 44000 · MOU Services	37,742.91
47000 · Fund 255 Reimbursement	482,551.53
48200 · Local Serv. Prov. Maint. Acct.	
48100 · Cost Sharing Credit	-125,127.00
48200 · Local Serv. Prov. Maint. Acct. - Other	304,202.54
Total 48200 · Local Serv. Prov. Maint. Acct.	179,075.54
48900 · Misc. Income	1.00
Total Budgeted Income	1,828,097.76
49000 · Revolving Income	
49300 · ERECORDING	
49100 · AUDITORFEE	457,385.00
49200 · TRANSFERTAX	22,899,541.60
49300 · ERECORDING - Other	7,986,776.00
Total 49300 · ERECORDING	31,343,702.60
49600 · POSPAYMENT	3,688,117.23
49700 · ODPAYMENT	31,988.65
49000 · Revolving Income - Other	708.50
Total 49000 · Revolving Income	35,064,516.98
Total Income	36,892,614.74
Gross Profit	36,892,614.74
Expense	
Budgeted Expenses	
Administration	
Accounting Software-Services	6,688.92
60100 · Annual Audit	10,050.00
60300 · Bookkeeping-CPA-990	85,515.52
60500 · Professional Fees	
Project Manager	147,200.00
60510 · Legal	27,000.00
60520 · Government Relations	34,000.00
60530 · Human Resources-Oasis	13,685.40
Total 60500 · Professional Fees	221,885.40

Electronic Services System
Profit & Loss
 January through December 2024

01/29/25

Accrual Basis

	Jan - Dec 24
60600 · Insurance Expense	40,454.00
60700 · Ess Meetings	2,890.90
60800 · Office Operations	
60810 · Office Space Lease	36,600.00
60820 · Office Supplies	81.06
60830 · Offical Publication Expense	339.50
60840 · Postage	31.05
60860 · Telephone	2,468.83
60865 · Internet	3,000.00
60870 · Office Tech Support	6,859.09
60880 · Printing and Copying (Color-BW)	4,020.24
60890 · Miscellaneous	110.95
	53,510.72
Total 60800 · Office Operations	53,510.72
Total Administration	420,995.46
Payment Expenses	
66100 · Bank Account Analysis Fee	6,632.31
66300 · Gateway Transaction Fees	
66315 · ProfSolOnlineTransFees	52,601.35
66310 · Vericheck OnlineTransactionFees	31,764.47
66320 · POSTransactionsFees	94,334.47
	178,700.29
Total 66300 · Gateway Transaction Fees	178,700.29
Total Payment Expenses	185,332.60
61000 · Marketing-Communications	
61200 · Administrative/Marketing Coord	50,142.44
61300 · Education and Outreach	
61310 · ILR Annual Conference	4,670.38
61340 · Memberships	4,825.00
61350 · Conferences & Meetings	3,351.80
61370 · Software & Hosted Services	8,618.70
61390 · Promotional Expenses	1,021.57
	22,487.45
Total 61300 · Education and Outreach	22,487.45
Total 61000 · Marketing-Communications	72,629.89
61600 · Bad Debt Expense	12.13
62000 · Customer Support	
62100 · Account Manager	103,063.61
62130 · Customer Support Coordinator	37,917.58
	140,981.19
Total 62000 · Customer Support	140,981.19
63000 · Policy Coordination	
63100 · Policy Coordinator	91,811.32
	91,811.32
Total 63000 · Policy Coordination	91,811.32
64000 · ILR System Operations	
Software License-Maintenance	
64305 · Jetbrains	2,009.22
64306 · Accusfot-PRIZM	22,050.00
64307 · DB2	10,432.84
64309 · Nessus	0.00
64310 · Certificates- Digidcert	645.00
64312 · Duo- Security	90.00
64316 · SUSE	0.00
64319 · AWS	7,507.25
64322 · Slack	783.00
64326 · Atlassian	461.67
64327 · ZOOM	969.90
64328 · Microsoft	1,446.00
	46,394.88
Total Software License-Maintenance	46,394.88

Electronic Services System
Profit & Loss
January through December 2024

	Jan - Dec 24
64100 · Development Team	
64110 · Technical Lead	152,782.68
64120 · Senior Developer	71,024.19
64130 · Technical Support & Development	134,452.79
	358,259.66
Total 64100 · Development Team	358,259.66
64200 · External Development & Services	
64210 · FF Redaction Services	38,194.19
64240 · Data Center & Hosting Services	82,386.68
64250 · Domain Registration	63.73
	120,644.60
Total 64200 · External Development & Services	120,644.60
64500 · Computing & Equip (CAP)	
64510 · Developer Equipment	555.32
	555.32
Total 64500 · Computing & Equip (CAP)	555.32
Total 64000 · ILR System Operations	525,854.46
65000 · Local Maint. Expense	309,810.82
	1,747,427.87
Total Budgeted Expenses	1,747,427.87
Planned Reserve Expenses	
BF Redaction	6,714.48
Software Development-Consulting	190.00
Software License Expense	78,963.50
System Equipment & Maintenance	0.00
	85,867.98
Total Planned Reserve Expenses	85,867.98
61500 · Depreciation Expense	331,486.63
70000 · RevolvingExpenses	
ESSPayments	
70100 · COUNTYDISTRIBUTION	31,333,550.02
70200 · POSDISTRIBUTION	3,703,230.45
70300 · ODDISTRIBUTION	32,527.15
	35,069,307.62
Total ESSPayments	35,069,307.62
Total 70000 · RevolvingExpenses	35,069,307.62
Total Expense	37,234,090.10
Net Ordinary Income	-341,475.36
Other Income/Expense	
Other Income	
79000 · Equipment Retirement	-45,921.96
	-45,921.96
Total Other Income	-45,921.96
Net Other Income	-45,921.96
Net Income	-387,397.32

Electronic Services System Profit & Loss January through December 2024

	Jan - Dec 24
Ordinary Income/Expense	
Income	
Budgeted Income	
40000 · Money Market Interest Income	1,464.56
40100 · Bad Payment Fee	355.00
41000 · Event Income	
41100 · ILR Conference Registration	4,200.00
Total 41000 · Event Income	4,200.00
42000 · POSSERVICEFEE	110,664.49
42500 · ODSERVICEFEE	959.02
43000 · SERVICEFEE	
43100 · ACH	762,675.00
43200 · CC	103,535.71
43300 · DRAWDOWN	144,879.00
43000 · SERVICEFEE - Other	-6.00
Total 43000 · SERVICEFEE	1,011,083.71
44000 · MOU Services	
44100 · Policy	36,786.28
44200 · Communications	956.63
Total 44000 · MOU Services	37,742.91
47000 · Fund 255 Reimbursement	482,551.53
48200 · Local Serv. Prov. Maint. Acct.	
48100 · Cost Sharing Credit	-125,127.00
48200 · Local Serv. Prov. Maint. Acct. - Other	304,202.54
Total 48200 · Local Serv. Prov. Maint. Acct.	179,075.54
48900 · Misc. Income	1.00
Total Budgeted Income	1,828,097.76
Total Income	1,828,097.76
Gross Profit	1,828,097.76
Expense	
Budgeted Expenses	
Administration	
Accounting Software-Services	6,688.92
60100 · Annual Audit	10,050.00
60300 · Bookkeeping-CPA-990	85,515.52
60500 · Professional Fees	
Project Manager	147,200.00
60510 · Legal	27,000.00
60520 · Government Relations	34,000.00
60530 · Human Resources-Oasis	13,685.40
Total 60500 · Professional Fees	221,885.40
60600 · Insurance Expense	40,454.00
60700 · Ess Meetings	2,890.90

Electronic Services System

Profit & Loss

01/29/25

January through December 2024

Accrual Basis

	Jan - Dec 24
60800 · Office Operations	
60810 · Office Space Lease	36,600.00
60820 · Office Supplies	81.06
60830 · Official Publication Expense	339.50
60840 · Postage	31.05
60860 · Telephone	2,468.83
60865 · Internet	3,000.00
60870 · Office Tech Support	6,859.09
60880 · Printing and Copying (Color-BW)	4,020.24
60890 · Miscellaneous	110.95
Total 60800 · Office Operations	53,510.72
Total Administration	420,995.46
Payment Expenses	
66100 · Bank Account Analysis Fee	6,632.31
66300 · Gateway Transaction Fees	
66315 · ProfSolOnlineTransFees	52,601.35
66310 · Vericheck OnlineTransactionFees	31,764.47
66320 · POSTransactionsFees	94,334.47
Total 66300 · Gateway Transaction Fees	178,700.29
Total Payment Expenses	185,332.60
61000 · Marketing-Communications	
61200 · Administrative/Marketing Coord	50,142.44
61300 · Education and Outreach	
61310 · ILR Annual Conference	4,670.38
61340 · Memberships	4,825.00
61350 · Conferences & Meetings	3,351.80
61370 · Software & Hosted Services	8,618.70
61390 · Promotional Expenses	1,021.57
Total 61300 · Education and Outreach	22,487.45
Total 61000 · Marketing-Communications	72,629.89
61600 · Bad Debt Expense	12.13
62000 · Customer Support	
62100 · Account Manager	103,063.61
62130 · Customer Support Coordinator	37,917.58
Total 62000 · Customer Support	140,981.19
63000 · Policy Coordination	
63100 · Policy Coordinator	91,811.32
Total 63000 · Policy Coordination	91,811.32
64000 · ILR System Operations	
Software License-Maintenance	
64305 · Jetbrains	2,009.22
64306 · Accusfot-PRIZM	22,050.00
64307 · DB2	10,432.84
64309 · Nessus	0.00
64310 · Certificates- Digicert	645.00
64312 · Duo- Security	90.00
64316 · SUSE	0.00
64319 · AWS	7,507.25
64322 · Slack	783.00
64326 · Atlassian	461.67
64327 · ZOOM	969.90
64328 · Microsoft	1,446.00
Total Software License-Maintenance	46,394.88

Electronic Services System Profit & Loss January through December 2024

	Jan - Dec 24
64100 · Development Team	
64110 · Technical Lead	152,782.68
64120 · Senior Developer	71,024.19
64130 · Technical Support & Development	134,452.79
Total 64100 · Development Team	358,259.66
64200 · External Development & Services	
64210 · FF Redaction Services	38,194.19
64240 · Data Center & Hosting Services	82,386.68
64250 · Domain Registration	63.73
Total 64200 · External Development & Services	120,644.60
64500 · Computing & Equip (CAP)	
64510 · Developer Equipment	555.32
Total 64500 · Computing & Equip (CAP)	555.32
Total 64000 · ILR System Operations	525,854.46
65000 · Local Maint. Expense	309,810.82
Total Budgeted Expenses	1,747,427.87
Total Expense	1,747,427.87
Net Ordinary Income	80,669.89
Net Income	80,669.89

Electronic Services System

Balance Sheet

As of December 31, 2024

01/29/25

Accrual Basis

	Dec 31, 24
ASSETS	
Current Assets	
Checking/Savings	
107000 · BT-Settlement	
107100 · Unrestricted Reserve Account	38,399.40
107200 · Software Dev & Equip Maint Rsrv	327,307.02
107300 · Redaction Reserve	58,120.12
107400 · Restricted Operating Reserve	100,000.00
107000 · BT-Settlement - Other	<u>230,415.87</u>
Total 107000 · BT-Settlement	754,242.41
109000 · BT Money Market Sweep Account	<u>934,297.27</u>
Total Checking/Savings	1,688,539.68
Other Current Assets	
13000 · Due from State	42,869.16
14000 · Prepaid Expenses	<u>176,949.97</u>
Total Other Current Assets	219,819.13
Total Current Assets	1,908,358.81
Fixed Assets	
17001 · Developed Software	1,447,072.00
17900 · Asset in Process	148,622.01
18000 · Accumulated Depreciation	<u>-956,731.51</u>
Total Fixed Assets	638,962.50
TOTAL ASSETS	<u><u>2,547,321.31</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	<u>27,102.49</u>
Total Accounts Payable	27,102.49
Credit Cards	
21100 · BT Credit Card	<u>2,737.71</u>
Total Credit Cards	2,737.71
Other Current Liabilities	
DRAWDOWN	74,635.80
22000 · Accrued Compensation	23,676.21
22500 · Deferred Revenues	<u>148,799.28</u>
Total Other Current Liabilities	247,111.29
Total Current Liabilities	276,951.49
Total Liabilities	276,951.49
Equity	
30000 · Opening Balance Equity	1,975,162.47
32000 · Retained Earnings	682,604.67
Net Income	<u>-387,397.32</u>
Total Equity	2,270,369.82
TOTAL LIABILITIES & EQUITY	<u><u>2,547,321.31</u></u>

Iowa Land Records - Fund 255

Balance Sheet

As of December 31, 2024

	<u>Dec 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
State Treasurer	164,286.89
Total Checking/Savings	<u>164,286.89</u>
Total Current Assets	<u>164,286.89</u>
TOTAL ASSETS	<u>164,286.89</u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	158,631.30
Net Income	5,655.59
Total Equity	<u>164,286.89</u>
TOTAL LIABILITIES & EQUITY	<u>164,286.89</u>

February 11, 2025

To: ESS Finance Subcommittee
ESS Coordinating Committee

From: Phil Dunshee, ILR Project Manager

Re: Background – Recommended Budget Actions

We are too early in the calendar year to identify any new trends in revenue or expenditure. But as we enter the second month of 2025 there are a few adjustments we wish to recommend. You may recall that one of the priorities we described for 2025, resources permitting, was to provide an appropriate adjustment in base compensation for the ESS staff. One element of that goal is to bring Mansi Agarwal back to full-time status with a modest base compensation adjustment.

While revenue in January exceeded projections, this one-month experience is insufficient alone to address the cost of this change. A combination of adjustments will be necessary. The following is a summary of the recommended changes.

- Move developer Mansi Agarwal from a part-time position (currently 29 hours per week) to full-time exempt. Provide a base compensation adjustment of three percent with this change. The additional monthly cost of this move is estimated to be \$2,914.50). The total estimated cost of this change through the end of 2025 is projected to be \$32,059.50.
- Allocate sufficient reserve funds to cover the cost of the annual PRIZM (Accusoft) license. The budgeted amount for this item is currently \$22,100.00. We have recently learned that the renewal of this license in March, 2025 may be as high as \$29,000.00.
- Allocate sufficient reserve funds to cover the cost of the annual DB2 (IBM) license. The budgeted amount for this item is currently \$12,000.00.

As we proceed through calendar year 2025 we will work to manage revenue and expenses to provide sufficient net income to put these two software licenses back into the budget as we did in calendar year 2024.

ADDENDUM

In addition to the budget action items recommended above, an adjustment should be included for an expense associated with the transition to the cloud. Prior to the transition we found ourselves in a situation where we were operating with only one fire wall. An effort was made to secure a replacement device, but it was not delivered timely. The device was ordered through Aureon and the invoice received from them has been in dispute for several months. To resolve the dispute, we agreed to pay the base fee for the device, and they agreed to waive the associated service fees. This needs to be added as a budgeted item for calendar 2025.

Maintenance Cost Sharing Credits

We have completed our calculations for the ratio of E-Submissions in 2024 and we are pleased to report that statewide last year, the proportion of documents electronically recorded increased from 62.1% to 67.2%. The current 2025 calendar year budget allocates \$120,000.00 for this purpose, which represents an average credit of about \$1200.00 for each county. The amount allocated to each county is determined by a formula that is linked to the statewide E-Submission average, plus a fixed amount per county as allowed by the budget. The fixed amount has been set at \$95.00 per county.

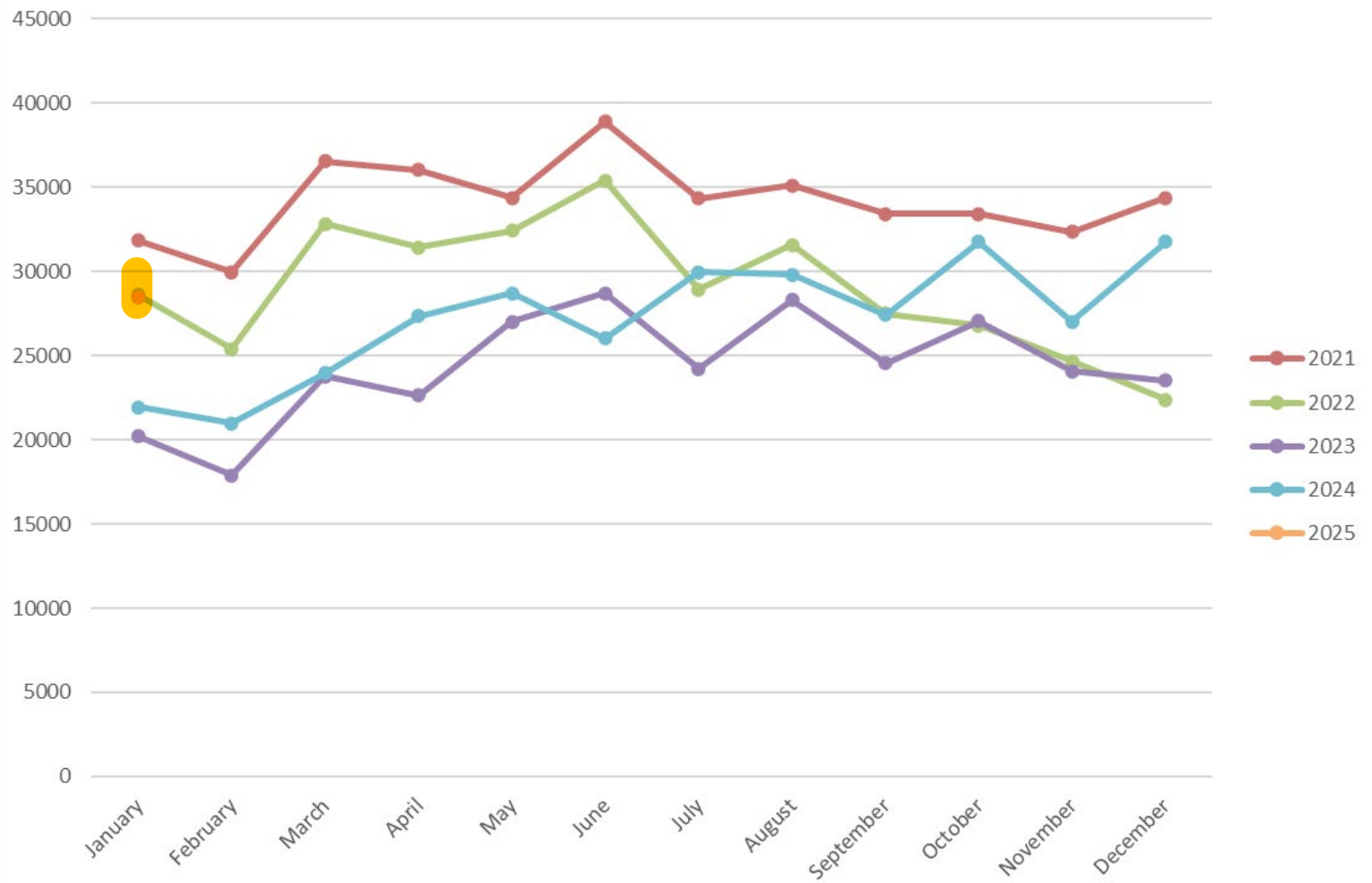
As in 2024, we recommend that the recommended credit amounts be considered as preliminary, and subject to further discussion and the May, 2025 meeting of the ESS Coordinating Committee.

REQUESTED ACTION 1: Authorize a 2025 budget amendment to increase funding to transition the part-time developer position to a full-time developer position, including a three percent base compensation adjustment.

REQUESTED ACTION 2: Change funding for the PRIZM and DB2 licenses from budgeted to reserve expenses.

REQUESTED ACTION 3: Approve the preliminary 2025 maintenance cost sharing credits, subject to further review at the May Finance and ESS Coordinating Committee meetings.

E-Submission Trends



**Calendar 2025
E-Submission Ratio Table
By County**

Co #	CountyName	IndexingCompany	ImagingCompany	ICRA District	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	2024	2023	2022	2021	2020	2019	Change
1	ADAIR	Tyler	Tyler	4	60.63%	49.06%	61.99%	52.94%	55.58%	51.36%	49.56%	46.67%	45.59%	35.56%	4.23
2	ADAMS	HARRIS-SOLUTIONS	HARRIS-SOLUTIONS	4	47.97%	57.73%	46.98%	56.91%	52.31%	50.47%	44.03%	38.77%	39.96%	42.57%	1.84
3	ALLAMAKEE	HARRIS-SOLUTIONS	HARRIS-SOLUTIONS	2	43.62%	40.96%	40.17%	40.22%	41.16%	24.90%	23.98%	30.11%	22.94%	21.03%	16.26
4	APPANOOSE	HARRIS-SOLUTIONS	HARRIS-SOLUTIONS	5	33.50%	33.52%	33.04%	37.54%	34.43%	27.49%	27.60%	27.45%	26.18%	23.63%	6.94
5	AUDUBON	Fidlar	Fidlar	4	55.32%	72.31%	64.58%	67.98%	65.77%	63.64%	61.71%	53.80%	48.66%	43.26%	2.13
6	BENTON	Tyler	Tyler	6	65.74%	67.32%	69.59%	67.34%	67.60%	62.02%	61.65%	58.41%	55.97%	53.36%	5.58
7	BLACK HAWK	Fidlar	Fidlar	6	62.25%	63.55%	66.44%	64.30%	64.23%	56.40%	53.05%	54.15%	50.21%	43.94%	7.84
8	BOONE	HARRIS-SOLUTIONS	ImageTek	1	64.69%	66.75%	69.25%	73.07%	68.82%	58.72%	59.28%	51.27%	44.63%	41.95%	10.10
9	BREMER	Tyler	Tyler	2	73.36%	68.92%	67.54%	68.36%	69.31%	63.52%	61.09%	53.62%	48.06%	44.18%	5.79
10	BUCHANAN	Tyler	Tyler	6	80.29%	82.57%	87.87%	83.85%	83.77%	68.01%	60.21%	53.16%	52.51%	43.53%	15.76
11	BUENA VISTA	Tyler	Tyler	3	53.03%	60.63%	60.03%	53.90%	56.84%	50.83%	47.50%	46.00%	42.32%	31.31%	6.02
12	BUTLER	Tyler	Tyler	2	66.73%	66.93%	68.93%	69.67%	68.15%	58.36%	59.65%	55.44%	50.33%	47.96%	9.79
13	CALHOUN	Tyler	Tyler	1	65.03%	62.61%	58.30%	63.69%	62.37%	51.89%	54.33%	53.33%	49.61%	46.46%	10.48
14	CARROLL	Tyler	Tyler	1	55.11%	51.52%	48.00%	51.01%	51.17%	44.92%	47.26%	45.41%	40.27%	30.93%	6.25
15	CASS	Cott	Cott	4	49.90%	48.11%	52.93%	52.28%	50.81%	46.43%	45.65%	39.51%	41.98%	39.77%	4.38
16	CEDAR	HARRIS-SOLUTIONS	HARRIS-SOLUTIONS	6	61.99%	66.75%	72.10%	70.63%	67.97%	67.95%	65.09%	61.03%	58.97%	53.35%	0.03
17	CERRO GORDO	In House	ImageTek	2	73.44%	78.70%	76.82%	78.51%	77.06%	73.38%	70.35%	66.65%	63.07%	48.97%	3.69
18	CHEROKEE	HARRIS-SOLUTIONS	HARRIS-SOLUTIONS	3	58.14%	57.52%	47.71%	62.15%	56.15%	44.25%	45.71%	40.67%	39.74%	27.31%	11.89
19	CHICKASAW	Tyler	Tyler	2	48.30%	51.87%	52.91%	51.87%	51.47%	49.75%	42.36%	36.51%	33.36%	28.10%	1.72
20	CLARKE	Tyler	Tyler	4	52.50%	56.61%	66.07%	66.54%	61.03%	49.58%	51.22%	45.03%	45.85%	32.10%	11.44
21	CLAY	HARRIS-SOLUTIONS	HARRIS-SOLUTIONS	3	54.53%	62.32%	64.43%	64.72%	62.29%	57.30%	56.38%	47.81%	46.22%	38.31%	4.98
22	CLAYTON	Fidlar	Fidlar	6	60.17%	60.34%	63.33%	63.60%	61.95%	49.41%	38.92%	42.22%	42.14%	31.43%	12.53
23	CLINTON	Fidlar	Fidlar	6	62.29%	63.43%	58.75%	58.55%	60.57%	55.39%	50.40%	47.03%	36.52%	28.86%	5.18
24	CRAWFORD	Tyler	Tyler	3	54.19%	60.19%	57.19%	59.85%	58.15%	55.37%	47.09%	48.18%	43.68%	44.56%	2.78
25	DALLAS	Fidlar	Fidlar	1	70.57%	68.33%	67.01%	68.31%	68.42%	65.13%	61.75%	55.48%	52.52%	50.15%	3.29
26	DAVIS	Tyler	Tyler	5	19.66%	26.88%	28.48%	31.50%	26.58%	19.18%	22.86%	20.73%	27.44%	20.15%	7.40
27	DECATUR	Tyler	Tyler	4	43.44%	46.48%	42.71%	44.56%	44.37%	40.65%	47.31%	48.43%	43.02%	23.90%	3.72
28	DELAWARE	HARRIS-SOLUTIONS	HARRIS-SOLUTIONS	6	65.55%	66.13%	70.13%	71.43%	68.50%	62.93%	51.30%	49.12%	46.30%	33.13%	5.58
29	DES MOINES	Tyler	Tyler	5	72.67%	75.51%	71.29%	72.55%	72.90%	70.72%	69.57%	68.38%	73.03%	60.78%	2.18
30	DICKINSON	Tyler	Tyler	3	55.72%	56.05%	56.98%	58.02%	56.74%	50.72%	48.40%	45.97%	46.95%	36.53%	6.02
31	DUBUQUE	Cott	Cott	6	74.10%	70.91%	73.41%	76.44%	73.68%	68.19%	65.60%	53.48%	42.14%	32.38%	5.49
32	EMMET	Tyler	Tyler	2	40.34%	44.50%	47.31%	52.26%	46.62%	37.73%	36.89%	35.48%	34.17%	30.76%	8.89
33	FAYETTE	HARRIS-SOLUTIONS	HARRIS-SOLUTIONS	2	56.91%	57.40%	58.58%	62.14%	58.80%	52.28%	42.38%	39.65%	33.32%	26.36%	6.52
34	FLOYD	HARRIS-SOLUTIONS	HARRIS-SOLUTIONS	2	78.36%	76.22%	80.78%	77.04%	78.06%	72.73%	69.57%	65.38%	65.63%	50.37%	5.33
35	FRANKLIN	HARRIS-SOLUTIONS	HARRIS-SOLUTIONS	2	62.52%	63.53%	65.37%	62.66%	63.50%	59.29%	61.17%	58.09%	50.87%	41.09%	4.21
36	FREMONT	HARRIS-SOLUTIONS	HARRIS-SOLUTIONS	4	65.35%	65.38%	59.90%	71.74%	65.79%	57.95%	57.38%	57.22%	54.86%	43.85%	7.83
37	GREENE	Tyler	Tyler	1	55.09%	71.00%	64.01%	67.78%	64.27%	61.38%	63.13%	55.38%	49.86%	35.03%	2.89
38	GRUNDY	Tyler	Tyler	1	65.55%	65.03%	68.90%	68.39%	67.06%	63.85%	62.29%	55.47%	52.15%	43.29%	3.21
39	GUTHRIE	Tyler	Tyler	4	74.43%	76.76%	78.33%	75.40%	76.34%	71.64%	69.01%	56.92%	47.67%	36.38%	4.70
40	HAMILTON	HARRIS-SOLUTIONS	HARRIS-SOLUTIONS	1	77.00%	71.72%	76.44%	76.08%	75.32%	66.48%	67.37%	64.75%	50.86%	33.56%	8.84
41	HANCOCK	Tyler	Tyler	2	71.84%	73.05%	74.96%	72.45%	73.20%	67.18%	66.56%	51.88%	51.90%	41.08%	6.03
42	HARDIN	Tyler	Tyler	1	76.07%	73.91%	75.90%	73.84%	74.83%	70.31%	70.08%	65.71%	59.74%	47.51%	4.53
43	HARRISON	HARRIS-SOLUTIONS	HARRIS-SOLUTIONS	4	64.24%	65.52%	67.78%	78.05%	69.10%	60.56%	61.48%	57.90%	53.11%	47.14%	8.54
44	HENRY	HARRIS-SOLUTIONS	HARRIS-SOLUTIONS	5	59.13%	65.77%	68.44%	72.71%	66.79%	55.79%	51.77%	42.83%	51.06%	43.68%	11.00
45	HOWARD	HARRIS-SOLUTIONS	HARRIS-SOLUTIONS	2	37.44%	36.48%	35.27%	42.52%	37.90%	30.54%	31.81%	23.56%	24.53%	17.40%	7.36

County - Ascending Order

**Calendar 2025
E-Submission Ratio Table
By County**

Co #	CountyName	IndexingCompany	ImagingCompany	ICRA District	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	2024	2023	2022	2021	2020	2019	Change
46	HUMBOLDT	HARRIS-SOLUTIONS	HARRIS-SOLUTIONS	2	57.82%	56.96%	55.29%	61.37%	57.98%	50.88%	45.07%	46.96%	43.97%	34.30%	7.09
47	IDA	Tyler	Tyler	3	82.71%	73.31%	80.56%	81.16%	79.86%	76.70%	74.30%	71.28%	68.13%	75.25%	3.16
48	IOWA	HARRIS-SOLUTIONS	HARRIS-SOLUTIONS	6	73.93%	78.05%	73.63%	79.48%	76.47%	72.54%	71.95%	68.38%	64.82%	61.01%	3.93
49	JACKSON	HARRIS-SOLUTIONS	HARRIS-SOLUTIONS	6	61.17%	64.09%	67.70%	65.50%	64.79%	58.19%	55.84%	54.90%	52.49%	31.89%	6.60
50	JASPER	Fidlar	Fidlar	1	66.07%	70.44%	71.31%	73.84%	70.69%	58.63%	47.93%	42.70%	39.63%	35.30%	12.06
51	JEFFERSON	Tyler	Tyler	5	42.05%	46.27%	44.20%	49.93%	45.75%	39.58%	36.30%	34.30%	38.56%	26.34%	6.18
52	JOHNSON	Cott	Cott	6	79.25%	82.10%	82.94%	83.31%	82.14%	78.80%	80.04%	75.95%	75.86%	71.32%	3.34
53	JONES	Tyler	Tyler	6	75.00%	73.68%	77.90%	74.10%	75.19%	66.23%	61.81%	54.42%	48.46%	38.64%	8.95
54	KEOKUK	Tyler	Tyler	6	68.01%	61.64%	56.94%	59.36%	61.35%	58.91%	54.28%	53.14%	53.74%	43.71%	2.44
55	KOSSUTH	HARRIS-SOLUTIONS	HARRIS-SOLUTIONS	2	43.94%	39.55%	48.24%	44.64%	44.23%	44.69%	41.91%	39.38%	37.93%	37.14%	-0.47
56	LEE	HARRIS-SOLUTIONS	HARRIS-SOLUTIONS	5	71.95%	67.76%	76.32%	71.62%	71.87%	66.75%	57.54%	49.37%	55.02%	48.82%	5.12
57	LINN	Fidlar	Fidlar	6	76.53%	78.47%	80.15%	80.67%	79.15%	76.71%	75.11%	72.09%	71.05%	62.67%	2.44
58	LOUISA	Tyler	Tyler	5	75.07%	70.87%	75.62%	68.72%	72.31%	67.69%	69.22%	64.51%	65.38%	60.90%	4.61
59	LUCAS	Tyler	Tyler	5	68.21%	74.88%	71.19%	75.64%	72.69%	66.56%	60.82%	54.39%	47.82%	42.37%	6.12
60	LYON	HARRIS-SOLUTIONS	HARRIS-SOLUTIONS	3	39.63%	44.31%	44.62%	49.00%	44.56%	40.41%	39.02%	34.19%	34.35%	27.84%	4.14
61	MADISON	HARRIS-SOLUTIONS	HARRIS-SOLUTIONS	4	59.23%	53.21%	58.82%	61.43%	58.07%	52.97%	51.08%	46.14%	44.26%	37.65%	5.10
62	MAHASKA	HARRIS-SOLUTIONS	ImageTek	5	52.70%	60.93%	63.96%	68.19%	61.80%	56.49%	57.01%	50.08%	47.02%	31.17%	5.30
63	MARION	HARRIS-SOLUTIONS	HARRIS-SOLUTIONS	5	74.27%	77.06%	72.37%	75.51%	74.84%	69.74%	67.46%	60.88%	57.66%	45.60%	5.09
64	MARSHALL	DEVNET	DEVNET	1	83.88%	78.93%	79.94%	84.81%	81.89%	73.80%	69.10%	60.27%	57.86%	49.05%	8.09
65	MILLS	HARRIS-SOLUTIONS	HARRIS-SOLUTIONS	4	64.67%	67.48%	72.10%	74.49%	70.21%	63.05%	64.62%	65.80%	61.37%	47.66%	7.16
66	MITCHELL	HARRIS-SOLUTIONS	HARRIS-SOLUTIONS	2	50.74%	47.39%	48.92%	51.98%	49.63%	42.22%	37.48%	33.52%	30.57%	24.42%	7.41
67	MONONA	Tyler	Tyler	3	55.34%	75.44%	68.44%	70.79%	66.89%	66.17%	59.84%	57.86%	50.92%	44.80%	0.72
68	MONROE	HARRIS-SOLUTIONS	DBS	5	35.08%	37.74%	37.20%	49.14%	39.79%	34.60%	30.95%	31.84%	32.03%	23.33%	5.19
69	MONTGOMERY	HARRIS-SOLUTIONS	HARRIS-SOLUTIONS	4	40.85%	44.65%	49.01%	46.70%	45.34%	39.26%	40.82%	38.55%	34.94%	30.04%	6.08
70	MUSCATINE	Tyler	Tyler	5	71.49%	77.35%	78.75%	78.45%	76.80%	73.84%	66.67%	63.23%	60.54%	52.92%	2.96
71	O'BRIEN	Tyler	Tyler	3	45.59%	49.82%	54.65%	47.54%	49.47%	41.44%	39.67%	31.49%	28.59%	26.40%	8.03
72	OSCEOLA	HARRIS-SOLUTIONS	HARRIS-SOLUTIONS	3	38.41%	36.71%	47.48%	46.35%	42.41%	39.15%	35.43%	29.09%	29.16%	23.46%	3.26
73	PAGE	HARRIS-SOLUTIONS	HARRIS-SOLUTIONS	4	53.24%	55.36%	56.81%	58.74%	56.18%	44.17%	45.92%	42.44%	36.92%	28.56%	12.00
74	PALO ALTO	HARRIS-SOLUTIONS	HARRIS-SOLUTIONS	3	43.66%	36.84%	55.10%	49.34%	46.11%	48.34%	42.93%	40.33%	35.68%	33.20%	-2.23
75	PLYMOUTH	HARRIS-SOLUTIONS	HARRIS-SOLUTIONS	3	52.32%	52.56%	55.97%	60.11%	55.36%	48.44%	51.79%	52.24%	45.07%	37.98%	6.92
76	POCAHONTAS	HARRIS-SOLUTIONS	HARRIS-SOLUTIONS	3	48.37%	42.61%	43.60%	64.06%	48.83%	42.42%	39.32%	36.10%	30.05%	23.32%	6.41
77	POLK	Cott	Cott	1	69.61%	67.64%	70.63%	71.90%	69.99%	64.87%	61.63%	54.55%	50.97%	47.19%	5.11
78	POTTAWATTAMIE	Fidlar	Fidlar	4	78.69%	80.51%	84.36%	85.32%	82.41%	79.91%	81.84%	79.14%	73.14%	64.91%	2.50
79	POWESHIEK	Tyler	Tyler	1	66.02%	72.09%	74.10%	80.99%	73.78%	69.74%	69.77%	68.78%	65.56%	61.75%	4.04
80	RINGGOLD	Avenu	Avenu	4	51.99%	53.95%	50.15%	55.87%	53.03%	48.47%	49.81%	47.26%	40.60%	34.06%	4.56
81	SAC	Tyler	Tyler	3	57.83%	51.48%	54.43%	53.31%	54.21%	45.06%	44.88%	41.14%	43.91%	48.15%	9.15
82	SCOTT	Fidlar	Fidlar	6	60.99%	63.88%	67.95%	67.16%	65.22%	59.02%	55.19%	56.49%	50.04%	40.07%	6.21
83	SHELBY	Tyler	Tyler	4	42.98%	42.86%	45.73%	39.09%	42.43%	42.11%	44.08%	39.31%	41.05%	30.21%	0.32
84	SIOUX	Tyler	Tyler	3	50.45%	53.73%	55.76%	55.18%	54.06%	50.44%	39.65%	28.14%	29.24%	26.93%	3.62
85	STORY	Tyler	Tyler	1	81.34%	83.02%	82.43%	84.17%	82.86%	79.32%	74.26%	48.22%	44.73%	40.98%	3.54
86	TAMA	Tyler	Tyler	1	74.34%	73.75%	76.88%	77.04%	75.57%	69.31%	63.34%	59.49%	52.80%	42.79%	6.26
87	TAYLOR	HARRIS-SOLUTIONS	HARRIS-SOLUTIONS	4	45.74%	44.81%	47.89%	56.07%	48.41%	51.99%	37.96%	38.76%	48.22%	35.39%	-3.58
88	UNION	Cott	Cott	4	57.58%	57.37%	47.33%	55.60%	54.15%	51.05%	52.83%	53.05%	54.27%	45.06%	3.10
89	VAN BUREN	HARRIS-SOLUTIONS	HARRIS-SOLUTIONS	5	43.34%	45.52%	49.86%	48.57%	46.99%	39.05%	36.69%	29.75%	31.64%	29.33%	7.94
90	WAPELLO	HARRIS-SOLUTIONS	HARRIS-SOLUTIONS	5	38.02%	37.62%	36.85%	41.97%	38.65%	32.85%	30.38%	30.75%	30.40%	27.23%	5.79

County - Ascending Order

**Calendar 2025
E-Submission Ratio Table
By County**

Co #	CountyName	IndexingCompany	ImagingCompany	ICRA District	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	2024	2023	2022	2021	2020	2019	Change
91	WARREN	Tyler	Tyler	1	67.50%	65.32%	66.74%	66.78%	66.53%	62.46%	60.12%	54.85%	50.96%	45.41%	4.07
92	WASHINGTON	Tyler	Tyler	5	67.17%	65.79%	63.37%	67.92%	66.06%	61.15%	62.23%	60.04%	61.36%	57.91%	4.90
93	WAYNE	Tyler	Tyler	5	39.73%	40.15%	46.53%	37.12%	41.05%	35.65%	35.57%	37.61%	33.33%	24.82%	5.40
94	WEBSTER	Tyler	Tyler	1	63.19%	61.44%	62.03%	68.01%	63.68%	61.81%	64.57%	60.28%	55.19%	45.53%	1.87
95	WINNEBAGO	Tyler	Tyler	2	70.70%	83.74%	81.68%	76.37%	78.43%	74.56%	70.44%	63.16%	50.85%	38.97%	3.87
96	WINNESHIEK	HARRIS-SOLUTIONS	HARRIS-SOLUTIONS	2	39.44%	34.53%	41.24%	46.61%	40.45%	30.73%	28.64%	24.40%	23.60%	19.08%	9.72
97	WOODBURY	Tyler	Tyler	3	76.51%	74.18%	74.70%	76.87%	75.54%	75.71%	76.04%	76.09%	70.47%	43.28%	-0.16
98	WORTH	Tyler	Tyler	2	57.59%	65.47%	70.95%	65.34%	65.06%	58.70%	57.75%	52.78%	44.94%	39.37%	6.35
99	WRIGHT	HARRIS-SOLUTIONS	HARRIS-SOLUTIONS	2	78.59%	71.40%	72.65%	77.55%	74.69%	71.16%	68.39%	57.14%	41.67%	35.10%	3.53
TOTAL					65.33%	66.32%	67.92%	68.90%	67.23%	62.12%	59.91%	55.67%	52.16%	41.83%	5.11

County - Ascending Order

**Calendar 2025
E-Submission Ratio Table
By County**

Co #	CountyName	IndexingCompany	ImagingCompany	ICRA District	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	2024	2023	2022	2021	2020	2019	Change
10	BUCHANAN	Tyler	Tyler	6	80.29%	82.57%	87.87%	83.85%	83.77%	68.01%	60.21%	53.16%	52.51%	43.53%	15.76
85	STORY	Tyler	Tyler	1	81.34%	83.02%	82.43%	84.17%	82.86%	79.32%	74.26%	48.22%	44.73%	40.98%	3.54
78	POTTAWATTAMIE	Fidlar	Fidlar	4	78.69%	80.51%	84.36%	85.32%	82.41%	79.91%	81.84%	79.14%	73.14%	64.91%	2.50
52	JOHNSON	Cott	Cott	6	79.25%	82.10%	82.94%	83.31%	82.14%	78.80%	80.04%	75.95%	75.86%	71.32%	3.34
64	MARSHALL	DEVNET	DEVNET	1	83.88%	78.93%	79.94%	84.81%	81.89%	73.80%	69.10%	60.27%	57.86%	49.05%	8.09
47	IDA	Tyler	Tyler	3	82.71%	73.31%	80.56%	81.16%	79.86%	76.70%	74.30%	71.28%	68.13%	75.25%	3.16
57	LINN	Fidlar	Fidlar	6	76.53%	78.47%	80.15%	80.67%	79.15%	76.71%	75.11%	72.09%	71.05%	62.67%	2.44
95	WINNEBAGO	Tyler	Tyler	2	70.70%	83.74%	81.68%	76.37%	78.43%	74.56%	70.44%	63.16%	50.85%	38.97%	3.87
34	FLOYD	HARRIS-SOLUTIONS	HARRIS-SOLUTIONS	2	78.36%	76.22%	80.78%	77.04%	78.06%	72.73%	69.57%	65.38%	65.63%	50.37%	5.33
17	CERRO GORDO	In House	ImageTek	2	73.44%	78.70%	76.82%	78.51%	77.06%	73.38%	70.35%	66.65%	63.07%	48.97%	3.69
70	MUSCATINE	Tyler	Tyler	5	71.49%	77.35%	78.75%	78.45%	76.80%	73.84%	66.67%	63.23%	60.54%	52.92%	2.96
48	IOWA	HARRIS-SOLUTIONS	HARRIS-SOLUTIONS	6	73.93%	78.05%	73.63%	79.48%	76.47%	72.54%	71.95%	68.38%	64.82%	61.01%	3.93
39	GUTHRIE	Tyler	Tyler	4	74.43%	76.76%	78.33%	75.40%	76.34%	71.64%	69.01%	56.92%	47.67%	36.38%	4.70
86	TAMA	Tyler	Tyler	1	74.34%	73.75%	76.88%	77.04%	75.57%	69.31%	63.34%	59.49%	52.80%	42.79%	6.26
97	WOODBURY	Tyler	Tyler	3	76.51%	74.18%	74.70%	76.87%	75.54%	75.71%	76.04%	76.09%	70.47%	43.28%	-0.16
40	HAMILTON	HARRIS-SOLUTIONS	HARRIS-SOLUTIONS	1	77.00%	71.72%	76.44%	76.08%	75.32%	66.48%	67.37%	64.75%	50.86%	33.56%	8.84
53	JONES	Tyler	Tyler	6	75.00%	73.68%	77.90%	74.10%	75.19%	66.23%	61.81%	54.42%	48.46%	38.64%	8.95
63	MARION	HARRIS-SOLUTIONS	HARRIS-SOLUTIONS	5	74.27%	77.06%	72.37%	75.51%	74.84%	69.74%	67.46%	60.88%	57.66%	45.60%	5.09
42	HARDIN	Tyler	Tyler	1	76.07%	73.91%	75.90%	73.84%	74.83%	70.31%	70.08%	65.71%	59.74%	47.51%	4.53
99	WRIGHT	HARRIS-SOLUTIONS	HARRIS-SOLUTIONS	2	78.59%	71.40%	72.65%	77.55%	74.69%	71.16%	68.39%	57.14%	41.67%	35.10%	3.53
79	POWESHIEK	Tyler	Tyler	1	66.02%	72.09%	74.10%	80.99%	73.78%	69.74%	69.77%	68.78%	65.56%	61.75%	4.04
31	DUBUQUE	Cott	Cott	6	74.10%	70.91%	73.41%	76.44%	73.68%	68.19%	65.60%	53.48%	42.14%	32.38%	5.49
41	HANCOCK	Tyler	Tyler	2	71.84%	73.05%	74.96%	72.45%	73.20%	67.18%	66.56%	51.88%	51.90%	41.08%	6.03
29	DES MOINES	Tyler	Tyler	5	72.67%	75.51%	71.29%	72.55%	72.90%	70.72%	69.57%	68.38%	73.03%	60.78%	2.18
59	LUCAS	Tyler	Tyler	5	68.21%	74.88%	71.19%	75.64%	72.69%	66.56%	60.82%	54.39%	47.82%	42.37%	6.12
58	LOUISA	Tyler	Tyler	5	75.07%	70.87%	75.62%	68.72%	72.31%	67.69%	69.22%	64.51%	65.38%	60.90%	4.61
56	LEE	HARRIS-SOLUTIONS	HARRIS-SOLUTIONS	5	71.95%	67.76%	76.32%	71.62%	71.87%	66.75%	57.54%	49.37%	55.02%	48.82%	5.12
50	JASPER	Fidlar	Fidlar	1	66.07%	70.44%	71.31%	73.84%	70.69%	58.63%	47.93%	42.70%	39.63%	35.30%	12.06
65	MILLS	HARRIS-SOLUTIONS	HARRIS-SOLUTIONS	4	64.67%	67.48%	72.10%	74.49%	70.21%	63.05%	64.62%	65.80%	61.37%	47.66%	7.16
77	POLK	Cott	Cott	1	69.61%	67.64%	70.63%	71.90%	69.99%	64.87%	61.63%	54.55%	50.97%	47.19%	5.11
9	BREMER	Tyler	Tyler	2	73.36%	68.92%	67.54%	68.36%	69.31%	63.52%	61.09%	53.62%	48.06%	44.18%	5.79
43	HARRISON	HARRIS-SOLUTIONS	HARRIS-SOLUTIONS	4	64.24%	65.52%	67.78%	78.05%	69.10%	60.56%	61.48%	57.90%	53.11%	47.14%	8.54
8	BOONE	HARRIS-SOLUTIONS	ImageTek	1	64.69%	66.75%	69.25%	73.07%	68.82%	58.72%	59.28%	51.27%	44.63%	41.95%	10.10
28	DELAWARE	HARRIS-SOLUTIONS	HARRIS-SOLUTIONS	6	65.55%	66.13%	70.13%	71.43%	68.50%	62.93%	51.30%	49.12%	46.30%	33.13%	5.58
25	DALLAS	Fidlar	Fidlar	1	70.57%	68.33%	67.01%	68.31%	68.42%	65.13%	61.75%	55.48%	52.52%	50.15%	3.29
12	BUTLER	Tyler	Tyler	2	66.73%	66.93%	68.93%	69.67%	68.15%	58.36%	59.65%	55.44%	50.33%	47.96%	9.79
16	CEDAR	HARRIS-SOLUTIONS	HARRIS-SOLUTIONS	6	61.99%	66.75%	72.10%	70.63%	67.97%	67.95%	65.09%	61.03%	58.97%	53.35%	0.03
6	BENTON	Tyler	Tyler	6	65.74%	67.32%	69.59%	67.34%	67.60%	62.02%	61.65%	58.41%	55.97%	53.36%	5.58
38	GRUNDY	Tyler	Tyler	1	65.55%	65.03%	68.90%	68.39%	67.06%	63.85%	62.29%	55.47%	52.15%	43.29%	3.21
67	MONONA	Tyler	Tyler	3	55.34%	75.44%	68.44%	70.79%	66.89%	66.17%	59.84%	57.86%	50.92%	44.80%	0.72
44	HENRY	HARRIS-SOLUTIONS	HARRIS-SOLUTIONS	5	59.13%	65.77%	68.44%	72.71%	66.79%	55.79%	51.77%	42.83%	51.06%	43.68%	11.00
91	WARREN	Tyler	Tyler	1	67.50%	65.32%	66.74%	66.78%	66.53%	62.46%	60.12%	54.85%	50.96%	45.41%	4.07
92	WASHINGTON	Tyler	Tyler	5	67.17%	65.79%	63.37%	67.92%	66.06%	61.15%	62.23%	60.04%	61.36%	57.91%	4.90
36	FREMONT	HARRIS-SOLUTIONS	HARRIS-SOLUTIONS	4	65.35%	65.38%	59.90%	71.74%	65.79%	57.95%	57.38%	57.22%	54.86%	43.85%	7.83
5	AUDUBON	Fidlar	Fidlar	4	55.32%	72.31%	64.58%	67.98%	65.77%	63.64%	61.71%	53.80%	48.66%	43.26%	2.13

County - Descending Order

**Calendar 2025
E-Submission Ratio Table
By County**

Co #	CountyName	IndexingCompany	ImagingCompany	ICRA District	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	2024	2023	2022	2021	2020	2019	Change
82	SCOTT	Fidlar	Fidlar	6	60.99%	63.88%	67.95%	67.16%	65.22%	59.02%	55.19%	56.49%	50.04%	40.07%	6.21
98	WORTH	Tyler	Tyler	2	57.59%	65.47%	70.95%	65.34%	65.06%	58.70%	57.75%	52.78%	44.94%	39.37%	6.35
49	JACKSON	HARRIS-SOLUTIONS	HARRIS-SOLUTIONS	6	61.17%	64.09%	67.70%	65.50%	64.79%	58.19%	55.84%	54.90%	52.49%	31.89%	6.60
37	GREENE	Tyler	Tyler	1	55.09%	71.00%	64.01%	67.78%	64.27%	61.38%	63.13%	55.38%	49.86%	35.03%	2.89
7	BLACK HAWK	Fidlar	Fidlar	6	62.25%	63.55%	66.44%	64.30%	64.23%	56.40%	53.05%	54.15%	50.21%	43.94%	7.84
94	WEBSTER	Tyler	Tyler	1	63.19%	61.44%	62.03%	68.01%	63.68%	61.81%	64.57%	60.28%	55.19%	45.53%	1.87
35	FRANKLIN	HARRIS-SOLUTIONS	HARRIS-SOLUTIONS	2	62.52%	63.53%	65.37%	62.66%	63.50%	59.29%	61.17%	58.09%	50.87%	41.09%	4.21
13	CALHOUN	Tyler	Tyler	1	65.03%	62.61%	58.30%	63.69%	62.37%	51.89%	54.33%	53.33%	49.61%	46.46%	10.48
21	CLAY	HARRIS-SOLUTIONS	HARRIS-SOLUTIONS	3	54.53%	62.32%	64.43%	64.72%	62.29%	57.30%	56.38%	47.81%	46.22%	38.31%	4.98
22	CLAYTON	Fidlar	Fidlar	6	60.17%	60.34%	63.33%	63.60%	61.95%	49.41%	38.92%	42.22%	42.14%	31.43%	12.53
62	MAHASKA	HARRIS-SOLUTIONS	ImageTek	5	52.70%	60.93%	63.96%	68.19%	61.80%	56.49%	57.01%	50.08%	47.02%	31.17%	5.30
54	KEOKUK	Tyler	Tyler	6	68.01%	61.64%	56.94%	59.36%	61.35%	58.91%	54.28%	53.14%	53.74%	43.71%	2.44
20	CLARKE	Tyler	Tyler	4	52.50%	56.61%	66.07%	66.54%	61.03%	49.58%	51.22%	45.03%	45.85%	32.10%	11.44
23	CLINTON	Fidlar	Fidlar	6	62.29%	63.43%	58.75%	58.55%	60.57%	55.39%	50.40%	47.03%	36.52%	28.86%	5.18
33	FAYETTE	HARRIS-SOLUTIONS	HARRIS-SOLUTIONS	2	56.91%	57.40%	58.58%	62.14%	58.80%	52.28%	42.38%	39.65%	33.32%	26.36%	6.52
24	CRAWFORD	Tyler	Tyler	3	54.19%	60.19%	57.19%	59.85%	58.15%	55.37%	47.09%	48.18%	43.68%	44.56%	2.78
61	MADISON	HARRIS-SOLUTIONS	HARRIS-SOLUTIONS	4	59.23%	53.21%	58.82%	61.43%	58.07%	52.97%	51.08%	46.14%	44.26%	37.65%	5.10
46	HUMBOLDT	HARRIS-SOLUTIONS	HARRIS-SOLUTIONS	2	57.82%	56.96%	55.29%	61.37%	57.98%	50.88%	45.07%	46.96%	43.97%	34.30%	7.09
11	BUENA VISTA	Tyler	Tyler	3	53.03%	60.63%	60.03%	53.90%	56.84%	50.83%	47.50%	46.00%	42.32%	31.31%	6.02
30	DICKINSON	Tyler	Tyler	3	55.72%	56.05%	56.98%	58.02%	56.74%	50.72%	48.40%	45.97%	46.95%	36.53%	6.02
73	PAGE	HARRIS-SOLUTIONS	HARRIS-SOLUTIONS	4	53.24%	55.36%	56.81%	58.74%	56.18%	44.17%	45.92%	42.44%	36.92%	28.56%	12.00
18	CHEROKEE	HARRIS-SOLUTIONS	HARRIS-SOLUTIONS	3	58.14%	57.52%	47.71%	62.15%	56.15%	44.25%	45.71%	40.67%	39.74%	27.31%	11.89
1	ADAIR	Tyler	Tyler	4	60.63%	49.06%	61.99%	52.94%	55.58%	51.36%	49.56%	46.67%	45.59%	35.56%	4.23
75	PLYMOUTH	HARRIS-SOLUTIONS	HARRIS-SOLUTIONS	3	52.32%	52.56%	55.97%	60.11%	55.36%	48.44%	51.79%	52.24%	45.07%	37.98%	6.92
81	SAC	Tyler	Tyler	3	57.83%	51.48%	54.43%	53.31%	54.21%	45.06%	44.88%	41.14%	43.91%	48.15%	9.15
88	UNION	Cott	Cott	4	57.58%	57.37%	47.33%	55.60%	54.15%	51.05%	52.83%	53.05%	54.27%	45.06%	3.10
84	SIOUX	Tyler	Tyler	3	50.45%	53.73%	55.76%	55.18%	54.06%	50.44%	39.65%	28.14%	29.24%	26.93%	3.62
80	RINGGOLD	Avenu	Avenu	4	51.99%	53.95%	50.15%	55.87%	53.03%	48.47%	49.81%	47.26%	40.60%	34.06%	4.56
2	ADAMS	HARRIS-SOLUTIONS	HARRIS-SOLUTIONS	4	47.97%	57.73%	46.98%	56.91%	52.31%	50.47%	44.03%	38.77%	39.96%	42.57%	1.84
19	CHICKASAW	Tyler	Tyler	2	48.30%	51.87%	52.91%	51.87%	51.47%	49.75%	42.36%	36.51%	33.36%	28.10%	1.72
14	CARROLL	Tyler	Tyler	1	55.11%	51.52%	48.00%	51.01%	51.17%	44.92%	47.26%	45.41%	40.27%	30.93%	6.25
15	CASS	Cott	Cott	4	49.90%	48.11%	52.93%	52.28%	50.81%	46.43%	45.65%	39.51%	41.98%	39.77%	4.38
66	MITCHELL	HARRIS-SOLUTIONS	HARRIS-SOLUTIONS	2	50.74%	47.39%	48.92%	51.98%	49.63%	42.22%	37.48%	33.52%	30.57%	24.42%	7.41
71	O'BRIEN	Tyler	Tyler	3	45.59%	49.82%	54.65%	47.54%	49.47%	41.44%	39.67%	31.49%	28.59%	26.40%	8.03
76	POCAHONTAS	HARRIS-SOLUTIONS	HARRIS-SOLUTIONS	3	48.37%	42.61%	43.60%	64.06%	48.83%	42.42%	39.32%	36.10%	30.05%	23.32%	6.41
87	TAYLOR	HARRIS-SOLUTIONS	HARRIS-SOLUTIONS	4	45.74%	44.81%	47.89%	56.07%	48.41%	51.99%	37.96%	38.76%	48.22%	35.39%	-3.58
89	VAN BUREN	HARRIS-SOLUTIONS	HARRIS-SOLUTIONS	5	43.34%	45.52%	49.86%	48.57%	46.99%	39.05%	36.69%	29.75%	31.64%	29.33%	7.94
32	EMMET	Tyler	Tyler	2	40.34%	44.50%	47.31%	52.26%	46.62%	37.73%	36.89%	35.48%	34.17%	30.76%	8.89
74	PALO ALTO	HARRIS-SOLUTIONS	HARRIS-SOLUTIONS	3	43.66%	36.84%	55.10%	49.34%	46.11%	48.34%	42.93%	40.33%	35.68%	33.20%	-2.23
51	JEFFERSON	Tyler	Tyler	5	42.05%	46.27%	44.20%	49.93%	45.75%	39.58%	36.30%	34.30%	38.56%	26.34%	6.18
69	MONTGOMERY	HARRIS-SOLUTIONS	HARRIS-SOLUTIONS	4	40.85%	44.65%	49.01%	46.70%	45.34%	39.26%	40.82%	38.55%	34.94%	30.04%	6.08
60	LYON	HARRIS-SOLUTIONS	HARRIS-SOLUTIONS	3	39.63%	44.31%	44.62%	49.00%	44.56%	40.41%	39.02%	34.19%	34.35%	27.84%	4.14
27	DECATUR	Tyler	Tyler	4	43.44%	46.48%	42.71%	44.56%	44.37%	40.65%	47.31%	48.43%	43.02%	23.90%	3.72
55	KOSSUTH	HARRIS-SOLUTIONS	HARRIS-SOLUTIONS	2	43.94%	39.55%	48.24%	44.64%	44.23%	44.69%	41.91%	39.38%	37.93%	37.14%	-0.47
83	SHELBY	Tyler	Tyler	4	42.98%	42.86%	45.73%	39.09%	42.43%	42.11%	44.08%	39.31%	41.05%	30.21%	0.32

County - Descending Order

**Calendar 2025
E-Submission Ratio Table
By County**

Co #	CountyName	IndexingCompany	ImagingCompany	ICRA District	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	2024	2023	2022	2021	2020	2019	Change
72	OSCEOLA	HARRIS-SOLUTIONS	HARRIS-SOLUTIONS	3	38.41%	36.71%	47.48%	46.35%	42.41%	39.15%	35.43%	29.09%	29.16%	23.46%	3.26
3	ALLAMAKEE	HARRIS-SOLUTIONS	HARRIS-SOLUTIONS	2	43.62%	40.96%	40.17%	40.22%	41.16%	24.90%	23.98%	30.11%	22.94%	21.03%	16.26
93	WAYNE	Tyler	Tyler	5	39.73%	40.15%	46.53%	37.12%	41.05%	35.65%	35.57%	37.61%	33.33%	24.82%	5.40
96	WINNESHIEK	HARRIS-SOLUTIONS	HARRIS-SOLUTIONS	2	39.44%	34.53%	41.24%	46.61%	40.45%	30.73%	28.64%	24.40%	23.60%	19.08%	9.72
68	MONROE	HARRIS-SOLUTIONS	DBS	5	35.08%	37.74%	37.20%	49.14%	39.79%	34.60%	30.95%	31.84%	32.03%	23.33%	5.19
90	WAPELLO	HARRIS-SOLUTIONS	HARRIS-SOLUTIONS	5	38.02%	37.62%	36.85%	41.97%	38.65%	32.85%	30.38%	30.75%	30.40%	27.23%	5.79
45	HOWARD	HARRIS-SOLUTIONS	HARRIS-SOLUTIONS	2	37.44%	36.48%	35.27%	42.52%	37.90%	30.54%	31.81%	23.56%	24.53%	17.40%	7.36
4	APPANOOSE	HARRIS-SOLUTIONS	HARRIS-SOLUTIONS	5	33.50%	33.52%	33.04%	37.54%	34.43%	27.49%	27.60%	27.45%	26.18%	23.63%	6.94
26	DAVIS	Tyler	Tyler	5	19.66%	26.88%	28.48%	31.50%	26.58%	19.18%	22.86%	20.73%	27.44%	20.15%	7.40
TOTAL					65.33%	66.32%	67.92%	68.90%	67.23%	62.12%	59.91%	55.67%	52.16%	41.83%	5.11

County - Descending Order

Proposed Cost Share Allocation - FY 2025

County Name	2025 Adjusted + \$95
ADAIR	\$1,097.14
ADAMS	\$1,038.14
ALLAMAKEE	\$837.18
APPANOOSE	\$715.76
AUDUBON	\$1,280.80
BENTON	\$1,313.78
BLACK HAWK	\$1,253.12
BOONE	\$1,335.74
BREMER	\$1,344.69
BUCHANAN	\$1,605.27
BUENA VISTA	\$1,119.84
BUTLER	\$1,323.69
CALHOUN	\$1,219.50
CARROLL	\$1,017.62
CASS	\$1,011.07
CEDAR	\$1,320.53
CERRO GORDO	\$1,484.39
CHEROKEE	\$1,107.30
CHICKASAW	\$1,023.04
CLARKE	\$1,195.28
CLAY	\$1,218.00
CLAYTON	\$1,211.90
CLINTON	\$1,187.03
CRAWFORD	\$1,143.39
DALLAS	\$1,328.60
DAVIS	\$574.20
DECATUR	\$895.00
DELAWARE	\$1,330.09
DES MOINES	\$1,409.37
DICKINSON	\$1,117.99
DUBUQUE	\$1,423.43
EMMET	\$935.62
FAYETTE	\$1,155.17
FLOYD	\$1,502.46
FRANKLIN	\$1,239.84
FREMONT	\$1,281.09
GREENE	\$1,253.69
GRUNDY	\$1,303.99
GUTHRIE	\$1,471.28
HAMILTON	\$1,452.96
HANCOCK	\$1,414.80
HARDIN	\$1,444.22
HARRISON	\$1,340.83
HENRY	\$1,299.25
HOWARD	\$778.30
HUMBOLDT	\$1,140.28
IDA	\$1,534.80
IOWA	\$1,473.77
JACKSON	\$1,263.09
JASPER	\$1,369.48
JEFFERSON	\$919.93

Proposed Cost Share Allocation - FY 2025

County Name	2025 Adjusted + \$95
JOHNSON	\$1,575.90
JONES	\$1,450.58
KEOKUK	\$1,201.05
KOSSUTH	\$892.36
LEE	\$1,390.72
LINN	\$1,522.10
LOUISA	\$1,398.64
LUCAS	\$1,405.53
LYON	\$898.36
MADISON	\$1,141.98
MAHASKA	\$1,209.19
MARION	\$1,444.26
MARSHALL	\$1,571.40
MILLS	\$1,360.80
MITCHELL	\$989.83
MONONA	\$1,300.97
MONROE	\$812.38
MONTGOMERY	\$912.38
MUSCATINE	\$1,479.69
O'BRIEN	\$986.92
OSCEOLA	\$859.57
PAGE	\$1,107.81
PALO ALTO	\$926.30
PLYMOUTH	\$1,093.08
POCAHONTAS	\$975.40
POLK	\$1,356.87
POTTAWATTAMIE	\$1,580.75
POWESHIEK	\$1,425.21
RINGGOLD	\$1,051.07
SAC	\$1,072.30
SCOTT	\$1,270.92
SHELBY	\$859.97
SIOUX	\$1,069.68
STORY	\$1,588.84
TAMA	\$1,457.45
TAYLOR	\$967.86
UNION	\$1,071.31
VAN BUREN	\$942.14
WAPELLO	\$791.79
WARREN	\$1,294.46
WASHINGTON	\$1,285.94
WAYNE	\$835.04
WEBSTER	\$1,243.10
WINNEBAGO	\$1,508.96
WINNESHIEK	\$824.30
WOODBURY	\$1,457.04
WORTH	\$1,267.95
WRIGHT	\$1,441.64
Total	\$119,629.47

January 13, 2025

Mr. Phil Dunshee
Project Manager
Electronic Services System
8711 Windsor Pkwy, Suite 2
Johnston, Iowa 50131

We are pleased to confirm our understanding of the services we are to provide for Electronic Services System for the year ended December 31, 2024.

Audit Scope and Objectives

We will audit the financial statements of Electronic Services System, which comprise the special-purpose statement of net position as of December 31, 2024, and the related special-purpose statement of activities and special-purpose statement of cash flows for the year then ended, and the disclosures (collectively, the “financial statements”). Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management’s discussion and analysis (MD&A), to supplement Electronic Service System’s basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Electronic Service System’s RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by accounting principles generally accepted in the United States of America and will be subjected to certain limited procedures, but will not be audited:

1. Management’s Discussion and Analysis.

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error and issue an auditor’s report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with the financial reporting requirements of the County Electronic Services System 28E Agreement. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of your accounting records of Electronic Services System and other procedures we consider necessary to enable us to express an opinion. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We may also request written representations from your attorneys as part of the engagement and they may bill you for responding to this inquiry.

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

- Management override of internal control

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the entity and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinion. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Electronic Services System's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

As part of our engagement, we will also prepare the federal information return which Iowa County Recorders Association will be required to file based on information provided by you. We will not prepare additional returns unless specifically instructed by you to do so. We will also assist in preparing the financial statements and related notes of Electronic Services System in conformity with the financial reporting requirements of the County Electronic Services System 28E Agreement and will assist in the maintenance of the System's schedule of subscription-based IT agreements based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

We will perform the services in accordance with applicable professional standards, including the Statements on Standards for Tax Services issued by the American Institute of Certified Public Accountants. The other services are limited to the tax preparation and financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities. We will advise management with regard to tax positions taken in the preparation of the tax return, but management must make all decisions with regard to those matters.

You agree to assume all management responsibilities relating to the financial statements and related notes, tax preparation and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with the financial reporting requirements of the County Electronic Services System 28E Agreement, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the System's ability to continue as a going concern within one year after the date that the financial statements are available to be issued. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements that we report.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, and other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to Electronic Services System; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of our Firm and constitutes confidential information. However, subject to applicable laws or regulations, we may be requested to make certain audit documentation available to the applicable oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of our Firm personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by regulators. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party contesting the audit finding for guidance prior to destroying the audit documentation.

During the course of our engagement, we may accumulate records containing data which should be reflected in your books and records. You will determine that all such data, if necessary, will be so reflected. Accordingly, you will not expect us to maintain copies of such records in our possession.

Robert Endriss is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit in April 2024 and issue our reports no later than June 30, 2024.

Our fees are based on the time required by the individuals assigned to the engagement, plus direct expenses. Individual hourly rates vary according to the degree of responsibility involved and the skill required. Interim billings will be submitted as work progresses and as expenses are incurred. Based on the preceding, we propose to complete the engagement for amounts not to exceed the following:

Audit of Electronic Services System	\$10,000
Preparation of IRS Form 990 for Iowa County Recorders Association	<u>2,100</u>
	<u>\$ 12,100</u>

You may request that we perform additional services not contemplated by this engagement letter. If this occurs, we will communicate with you the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

Reporting

We will issue a written report upon completion of our audit of Electronic Services System’s financial statements. Our report will be addressed to the Electronic Services System Coordinating Committee. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-mater or other-matter paragraph to our auditor’s report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity’s internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity’s internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that Electronic Services System is subject to an audit requirement that is not encompassed in the terms of the engagement, we will communicate to management and those charged with governance that an audit in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards* may not satisfy relevant legal, regulatory, or contractual requirements.

We appreciate the opportunity to be of service to Electronic Services System and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Denman CPA LLP

Denman CPA LLP

RESPONSE:

This letter correctly sets forth the understanding of Electronic Services System.

By: _____

Title: _____

Date: _____

Contract Terms and Conditions

Amendment Number 2

This second amendment to the Maintenance and Support Agreement (Agreement) made and effective as of July 1, 2023, by and between the Electronic Services System (ESS) and (Tyler Technologies, Inc. (Service Provider or Tyler Technologies). The parties agree to amend the Agreement, as provided in Section 3 to modify the compensation amount, the Term, and the requirements for integration and communications with ILR systems.

1. Compensation. Section 4. Compensation is amended by striking the section and inserting in lieu thereof the following.

Section 4. Compensation.

In consideration of Service Provider providing ESS and Service Provider Counties with the Deliverables, Developments, Service Provider ESS API Developments and Documentation as specified in Exhibits A, B and C, subject to all terms and conditions, Service Provider shall be entitled to receive fees as stated herein. It is expressly understood and agreed that in no event will the standard fees or compensation to be paid hereunder exceed the sum of \$1,614.35 per Service Provider County for a one half-year Term as specified in Section 5.

The Service Provider Counties for the one half-year Term shall be jointly identified by ESS and the Service Provider for the period. The identification of Service Provider Counties shall be completed as soon as practicable, not later than the first business day of June, 2025.

If the Term of the Agreement is extended for the additional calendar year as provided in Section 5, the annual compensation per Service Provider County in calendar year 2026 will be the amount of \$3,228.70 plus a percentage amount as determined by the cost-of-living adjustment (COLA) published in October, 2025 by the Social Security Administration, not to exceed 3.5 percent. See: <https://www.ssa.gov/oact/cola/colasummary.html>

Except as otherwise amended by the Electronic Services System (ESS) through approved change vehicles, ESS shall not be required to pay any additional fees, expenses, costs, charges, or other amounts in connection with the Deliverables, Developments, Service Provider ESS API Developments, and Documentation to be provided hereunder other than as expressly stated herein.

2. Term. Section 5. Term is amended by striking the section and inserting in lieu thereof the following.

Section 5. Term

The extension of this agreement is one half-year; July 1, 2025, through December 31, 2025.

The term of this agreement shall be extended further for the period of January 1, 2026, through December 31, 2026.

The term of this Agreement may be extended for subsequent calendar year periods subject to the mutual written agreement of the parties

Notwithstanding anything in this Agreement to the contrary, ESS shall have the right to terminate this Agreement without penalty and without any advance notice if there is a change in Iowa law or if the Electronic Services System 28E agreement is modified in a manner which, in the sole opinion of ESS, results in funds which are insufficient to allow ESS to meet its obligations under this Agreement or to operate as required and to fulfill its obligations under this Agreement.

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

ESS API Web Service Specifications

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

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

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

Notices of Discontinuance - LCM

Support for the LCM Client for E-Submission ~~was is~~ discontinued effective June 30, 2024.

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

Notices of Discontinuance – SOAP API

Support for the current ILR E-Submission Client API is discontinued effective June 30, 2024 2025.

ESS has developed a new County Upload REST API ~~and it is available for testing~~. Support for the current ILR County Upload Client API will be discontinued effective ~~March 31, 2025~~ March 31, 2026. Service Providers who currently utilize the ILR County Upload Client API should, as soon as possible, proceed with Service Provider ESS API Developments for County Upload functions conforming to the requirements of the County Upload Rest API (CUAPI).

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

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

JSON

In order to simplify the handling and exchange of data through the County Upload Rest API (CUAPI), ESS is adopting JSON (JavaScript Object Notation). It provides a lightweight data-

interchange format that all service providers should be able to use. When and if a standard is adopted, service providers should expect that ESS will move toward the adoption of a published standard.

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

Electronic Services System

Service Provider

By: _____

By: _____

Name: Phil Dunshee

Name: Sean Marlow

Title: Project Manager

Title: President, Municipal and
School Division
Tyler Technologies Inc.
5519 53rd St.
Lubbock, TX 79414

Date: July 1, 2025

Date: _____

DRAFT

Contract Terms and Conditions

Amendment Number 1

This first amendment to the Maintenance and Support Agreement (Agreement) made and effective as of July 1, 2023, by and between the Electronic Services System (ESS) and Fidlar Technologies. (Service Provider or Fidlar). The parties agree to amend the Agreement, as provided in Section 3 to modify requirements for integration and communications with ILR systems.

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

API Deliverables

Notwithstanding the provisions of Exhibit B: Specifications and Performance Standards: ESS API Web Service Specifications and associated notices, Service Provider and ESS agree to the following schedule of activities and deliverables.

1. Service Provider will complete integration with the E-Submission REST API not later than ~~September 30, 2023~~ July 31, 2024 with the exception of the procedures relating to document stamping.
2. ESS will temporarily enable Service Provider to access a stamping call (similar to the legacy stamping call) in the E-Submission REST API not later than ~~July 28, 2023~~ June 30, 2024. Access to the stamping call will be provided until Service Provider conforms to ESS E-Submission stamping requirements (see item 4).
3. Service Provider will complete updates to its imaging process, a pre-requisite to modifying the E-Submission stamping process to conform to ESS E-Submission stamping requirements, not later than ~~October~~ December 31, 2024.
4. Service Provider will conform to ESS E-Submission stamping requirements within ninety days following the completion of updates to its imaging process, but not later than June 30, 2025.
5. During the period when the temporary stamping call is enabled, Service Provider will return a copy of the recorded and stamped image to ESS through the methods specified in the ESS E-Submission API, and the Service provider will transfer to ESS a copy of each recorded and stamped image through the methods specified in the ESS County Upload API (SOAP or REST, as applicable). During the temporary period it is understood that Service Provider will continue to apply its system stamp to the documents and that the images transferred (uploaded) to ILR will have the stamp applied by the Service Provider. However, when the E-Submission REST API is fully implemented (with the ILR stamp), Service Provider systems must archive documents in a county with the ILR stamp and upload documents stamped by ILR to ILR through the County Upload (SOAP or REST, as applicable).
6. Service Provider will complete integration with the ESS County Upload API as soon as practicable, but not later than ~~September 30, 2024~~ June 30, 2025. Service Provider shall enable and support methods for implementing the requirements specified in the ESS Policies and Procedures, Sections, 3.11 and Section 5.7, when applicable.

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

ESS API Web Service Specifications

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

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

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

Notices of Discontinuance - LCM

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

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

Notices of Discontinuance – SOAP API

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

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

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

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

JSON

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

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

Electronic Services System

Service Provider

By: _____

By: _____

Name: Phil Dunshee

Name: Alex Rikken

Title: Project Manager

Title: President

Fidlar Technologies
350 Research Parkway
Davenport, IA 52806

Date: July 1, 2024

Date: _____

PROVIDER DECLINED

Contract Terms and Conditions

Amendment Number 1

This first amendment to the Maintenance and Support Agreement (Agreement) made and effective as of July 1, 2023, by and between the Electronic Services System (ESS) and Fidlar Technologies. (Service Provider or Fidlar). The parties agree to amend the Agreement, as provided in Section 3, to modify requirements for integration and communications with ILR systems.

1. Compensation. Section 4. Compensation is amended by striking the section and inserting in lieu thereof the following.

Section 4. Compensation.

In consideration of Service Provider providing ESS and Service Provider Counties with the Deliverables, Developments, Service Provider ESS API Developments and Documentation as specified in Exhibits A, B and C, subject to all terms and conditions, Service Provider shall be entitled to receive fees as stated herein. It is expressly understood and agreed that in no event will the standard fees or compensation to be paid hereunder exceed the sum of \$1,614.35 per Service Provider County for a one half- year Term specified in Section 5.

The Service Provider Counties for the one half-year Term shall be jointly identified by ESS and the Service Provider for the period. The identification of Service Provider Counties shall be completed as soon as practicable, not later than the first business day of June 2025.

If the Term of the Agreement is extended for the additional calendar year as provided in Section 5, as amended, the annual compensation per Service Provider County in calendar year 2026 in the amount of \$3,228.70 adjusted by the cost-of-living adjustment (COLA) published in October, 2025 by the Social Security Administration, not to exceed 3.5 percent. See: <https://www.ssa.gov/oact/cola/colasummary.html>

Except as otherwise amended by the Electronic Services System (ESS) through approved change vehicles, ESS shall not be required to pay any additional fees, expenses, costs, charges, or other amounts in connection with the Deliverables, Developments, Service Provider ESS API Developments, and Documentation to be provided hereunder other than as expressly stated herein.

2. Term. Section 5. Term is amended by striking the section and inserting in lieu thereof the following.

Section 5. Term

The extension of this agreement is one half-year; July 1, 2025, through December 31, 2025.

The term of this agreement shall be extended further for the period of January 1, 2026, through December 31, 2026.

The term of this Agreement may be extended for subsequent calendar year periods subject to the mutual written agreement of the parties

Notwithstanding anything in this Agreement to the contrary, ESS shall have the right to terminate this Agreement without penalty and without any advance notice if there is a change in Iowa law or if the Electronic Services System 28E agreement is modified in a manner which, in the sole opinion of ESS, results in funds which are insufficient to allow ESS to meet its obligations under this Agreement or to operate as required and to fulfill its obligations under this Agreement.

3. API Deliverables. Exhibit A is amended to adjust certain deadlines relating to the County E-Submission Application Programming Interface (CESAPI) and the County Upload Application Programming Interface (CUAPI). Interim steps to use an alternative stamping process have been developed and implemented. The deadline for fully integrating with the complete CESAPI was previously agreed to be June 30, 2025. This amendment provides a nine-month extension to complete the work by March 31, 2026.

The amendment also extends the deadline for fully integrating with the CUAPI from June 30, 2025, to March 31, 2026.

API Deliverables

Notwithstanding the provisions of Exhibit B: Specifications and Performance Standards: ESS API Web Service Specifications and associated notices, Service Provider and ESS agree to the following schedule of activities and deliverables.

1. Service Provider will complete ~~the complete~~ integration with the E-Submission REST API, including the required ESS recording stamp procedures, for all Service Provider Counties not later than ~~July 31, 2024~~ March 31, 2026 with the exception of the procedures relating to document stamping.
2. ~~ESS will temporarily enable Service Provider to access a stamping call (similar to the legacy stamping call) in the E-Submission REST API not later than July 28, 2023~~ June 30, 2024. Access to the stamping call will be provided until Service Provider conforms to ESS E-Submission stamping requirements (see item 4).
3. ~~Service Provider will complete updates to its imaging process, a pre-requisite to modifying the E-Submission stamping process to conform to ESS E-Submission stamping requirements, not later than October~~ December 31, 2024.
4. ~~Service Provider will conform to ESS E-Submission stamping requirements within ninety days following the completion of updates to its imaging process, but not later than June 30, 2025.~~
5. ~~During the period when the temporary stamping call is enabled, Service Provider will return a copy of the recorded and stamped image to ESS through the methods specified in the ESS E-Submission API, and the Service provider will transfer to ESS a copy of each recorded and stamped image through the methods specified in the ESS County Upload API (SOAP or REST, as applicable). During the temporary period it is understood that Service Provider will continue to apply its system stamp to the documents and that the images transferred (uploaded) to ILR will have the stamp applied by the Service Provider. However, when the E-Submission REST API is fully implemented (with the ILR stamp), Service Provider systems must archive documents in a county with the ILR stamp and upload documents stamped by ILR to ILR through the County Upload (SOAP or REST, as applicable).~~
6. ~~Service Provider will complete integration with the ESS County Upload API as soon as practicable, but not later than June 30, 2025~~ March 31, 2026.

Service Provider shall enable and support methods for implementing the requirements specified in the ESS Policies and Procedures, Sections, 3.11 and Section 5.7, when applicable.

4. ESS API Web Service Specifications. This section of the master service provider agreement has been updated, and while the schedules described in this section are superseded by the API Deliverables section of Exhibit A in this agreement, it is appropriate to provide updated information on this topic for comparison purposes. Exhibit B is amended by striking the section and inserting in lieu thereof the following.

ESS API Web Service Specifications

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

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

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

Notices of Discontinuance - LCM

Support for the LCM Client for E-Submission was discontinued effective June 30, 2024.

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

Notices of Discontinuance – SOAP API

Support for the current ILR E-Submission Client API is discontinued effective June 30, 2025.

ESS has developed a new County Upload REST API. Support for the current ILR County Upload Client API will be discontinued effective March 31, 2026. Service Providers who currently utilize the ILR County Upload Client API should, as soon as possible, proceed with the Service Provider ESS API Developments for County Upload functions conforming to the requirements of the County Upload Rest API (CUAPI).

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

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

JSON

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

adopted, service providers should expect that ESS will move toward the adoption of a published standard.

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

Electronic Services System

Service Provider

By: _____

By: _____

Name: Phil Dunshee

Name: Alex Rikken

Title: Project Manager

Title: President
Fidlar Technologies
350 Research Parkway
Davenport, IA 52806

Date: July 1, 2024

Date: _____

DRAFT

Contract Terms and Conditions Amendment Number 8

This eighth amendment to the Agreement dated September 1, 2009 is made and effective as of August 1, 2025, by and between the Electronic Services System (ESS), and Tyler Technologies, Inc. dba Computing System Innovations, LLC, (Service Provider). The parties agree to amend the Agreement, as provided in Section 4.3 to extend the term of the agreement.

6. Term. The Term of this Agreement is amended by adding the following new paragraph.

Section 6. Term.

The Service Provider and ESS agree to extend the term of this Agreement for the period of July 1, 2025, through June 30, 2026.

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

The Association

Service Provider

By: _____

Name: Phil Dunshee

Title: Project Manager

Date: July 1, 2025

By: _____

Name: Abigail Diaz

Title: Vice President & Secretary, CSI, LLC

Date: _____

February 20, 2025

To: ESS Coordinating Committee
From: Phil Dunshee, ILR Project Manager
Re: ILR Staff Action

As referenced in the February 11 memo concerning a proposed budget amendment, we would propose moving developer Mansi Agarwal back into a full-time software developer position. The proposed effective date would be March 3, 2025.

Mansi is currently compensated at a rate of \$54.05 per hour and she is authorized to work up to 58 hours per pay period. It is proposed that a compensation adjustment of three percent (3%) be granted in conjunction with this promotion. Annualized pay would be \$115,793.60 at a rate of \$55.67 per hour.

As described in the February 11 budget memo, the additional monthly cost of this move is estimated to be \$2,914.50. A revised total estimated cost of this change through the end of 2025 is projected to be \$29,145.00. This expense would be offset by moving some expenses to the reserve funds, with the objective of managing other expenses and revenues to allow for further budget adjustments later in the calendar year.

Please let me know if you have questions.

Action Requested

- Authorization to offer a full-time position to Mansi Agarwal with the terms stated herein.

House File 328 - Introduced

HOUSE FILE 328

BY MOHR and NORDMAN

A BILL FOR

1 An Act relating to county recorder fees and land record
2 information systems management.

3 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

1 Section 1. Section 331.604, subsection 3, paragraph a, Code
2 2025, is amended to read as follows:

3 a. Each county shall ~~participate in the county land record~~
4 ~~information system and shall comply with the policies and~~
5 ~~procedures established by the governing board of~~ upload data
6 and images of recorded documents to the county land record
7 information system. The county land record information system
8 shall allow for uploading from each county's recording software
9 provider.

10 Sec. 2. Section 331.604, subsection 3, paragraph b,
11 subparagraph (1), subparagraph divisions (a), (c), and (d),
12 Code 2025, are amended by striking the subparagraph divisions.

13 Sec. 3. Section 331.604, subsection 3, paragraph b,
14 subparagraph (1), subparagraph division (b), Code 2025, is
15 amended to read as follows:

16 (b) Maintaining the statewide internet site ~~and the county~~
17 ~~land record information system~~ dedicated to preserving and
18 maintaining public records.

19 Sec. 4. Section 331.604, subsection 3, paragraph d, Code
20 2025, is amended to read as follows:

21 d. The local government electronic transaction fund is
22 established in the office of the treasurer of state under the
23 control of the treasurer of state. Moneys deposited into the
24 fund are not subject to [section 8.33](#). Notwithstanding section
25 12C.7, interest or earnings on moneys in the local government
26 electronic transaction fund shall be credited to the fund.
27 Moneys in the local government electronic transaction fund
28 are not subject to transfer, appropriation, or reversion to
29 any other fund, or any other use except as provided in this
30 subsection. On a monthly basis, the county treasurer shall
31 pay the fees deposited into the county recorder's electronic
32 transaction fund to the treasurer of state for deposit into
33 the local government electronic transaction fund. Moneys
34 credited to the local government electronic transaction fund
35 are appropriated to the treasurer of state for the payment

1 of claims approved by the governing board of the county land
2 record information system. Except as otherwise provided in
3 this subsection, expenditures from the fund shall be for the
4 purpose of planning and implementing electronic recording and
5 electronic transactions in each county, developing county
6 and statewide internet sites to provide electronic access
7 to records and information, and to pay the ongoing costs
8 of integrating and maintaining the statewide internet site
9 dedicated to preserving and maintaining public records.

10 Sec. 5. Section 331.604, Code 2025, is amended by adding the
11 following new subsection:

12 NEW SUBSECTION. 5. A board of supervisors or other
13 alternative form of county government may vote to adopt an
14 additional fee, not to exceed ten dollars per transaction, to
15 be paid to the recorder when filing or recording an instrument
16 in the recorder's office pursuant to this section.

17 EXPLANATION

18 The inclusion of this explanation does not constitute agreement with
19 the explanation's substance by the members of the general assembly.

20 Under current law, county recorders must participate in
21 the county land record information system and must comply
22 with the policies and procedures established by the governing
23 board of the county land record information system. This
24 bill requires county recorders to upload data and images of
25 recorded documents to the county land record information system
26 and removes the requirement for county recorders to comply
27 with the policies and procedures established by the governing
28 board of the county land record information system. The bill
29 requires the county land record information system to allow for
30 uploading from each county's recording software provider.

31 The bill provides that the \$1 fee paid on each recorded
32 transaction for the purpose of maintaining the statewide
33 internet site be for the statewide internet site dedicated to
34 preserving and maintaining public records. The bill removes
35 the following purposes for which the \$1 additional fee is

1 to be used: establishing and implementing standards for
2 recording, processing, and archiving electronic documents
3 and records; integrating information contained in documents
4 and records maintained by the recorder and other land record
5 information from other sources with the county land record
6 information system; and implementing and maintaining a process
7 for redacting personally identifiable information contained
8 in electronic documents that are displayed for public access
9 through an internet site or that are transferred to another
10 person.

11 A board of supervisors or other alternative form of county
12 government may vote to adopt an additional fee, not to exceed
13 \$10 per transaction, to be paid to the recorder when filing or
14 recording an instrument in the recorder's office pursuant to
15 Code section 331.604.

POSSIBLE ADDITION TO SECTION 7.10 OF THE ESS TERMS OF SERVICE POLICY

This reflects the current configuration and practice with the ESS Central Authentication Service (CAS).

No action is requested at this time, but may be addressed at the next meetings of the ESS Standards Subcommittee.

Amend Section 7.10, ESS Central Authentication Service by inserting the following new subsection.

7.10 (2) An authorized user of the ESS Central Authentication Service and any associated applications is required to select an available username (ID) for the purposes of identification and login functions. ESS usernames are solely owned by ESS, and any username, when selected by an authorized user, is granted with the permission of ESS. An authorized user has no right to a particular username. All users are required to remain active and log in at least once within 120 calendar days since the previous login. A user will automatically be deactivated if this periodic login requirement is not fulfilled.

If a user access privilege is revoked as provided in section 7.8 of the ESS Policies and Procedures, or if a user is deactivated due to inactivity or for any other reason, then the privilege to be identified with a particular username is terminated. If user access to the ESS Central Authentication system and the associated applications is reinstated, then a user may request the use of the previously assigned username, if it has not been assigned to another user.