

Mission

The purpose of the Franklin County Recorder’s office is to serve as a central hub for all documents that pertain to real estate in the county by providing recordation services using the best practices available to efficiently intake, scan, review, and return documents for a volume that is necessary for the Ohio’s most populous county. As chief administrator of the County Microfilming Board, the Recorder’s mission also includes that of the Franklin County Document Imaging Center (DIC). The central purpose is to provide all county agencies with the means to store permanent records in a cost-effective way that also provides the greatest protection for the preservation of these records.

Strategic Focus

Primary Initiative: Facilitate the recordation of documents - Facilitating the recordation of documents by efficiently providing intake, scanning, indexing and verification with an average turnaround time of one business day to be publicly viewable on the search website and ready to be returned to the filer within two business days.

Primary Issue: Recording and Filing - Real Estate Market Volatility - A burgeoning real estate market with overall growth in Central Ohio can create significant variations in volume for the Recorder’s office as the demand for real estate document recordings and title searches retrieval ebbs and flows with transactions of real property and new construction projects. These market fluctuations can present challenges in staffing and appropriately serving both the real estate professionals in addition to augmenting outreach and services to the general public. - Provide continued training to staff and forecast when demand for services will peak, increasing agility in response to the higher demand.

Performance Spotlight

Measure: Average Turnaround Time for Publicly Viewable Documents in Days

Program: Filing

About this measure		Why it is important	
This measure is calculated using metrics from the Recorder's document recording software "County Fusion". The calculation is based upon the intake date/time of daily recording activity until the date/time of completion and publicly viewable.		As the largest in the State, the Franklin County Recorder's office completes recordings of over 700 documents every business day, on average, with near 180,000 document recordings annually. Due to such a large demand for recording services it is crucial that we validate our efficiency and time until a document is available online, for all those that use our services.	
What is being done			
Turnaround time is monitored on a daily basis, and the completed recording date is being reported back to all individuals that are using our website to search for documents. It also provides management with the tools to address any bottlenecks that may have occurred in the recording process.			
2019 Actual	2020 Budget	2020 Projected	2021 Budget
0.20	0.25	0.49	0.33

Budget Summary – Revenues



Primary Revenue Sources by Fund Type

Fund Type	Fund Name (Number)	Primary Revenue Sources
General	• General Fund (1000)	• Document Services Fees • Housing Trust Administration Fees
Special	• Technology Fund (2016)	• Document Services Fees
Debt	None	N/A
Capital	None	N/A
Enterprise /Internal	None	N/A

Comparison: 2020 Approved to 2020 Projection

	2020 Approved	2020 Projection	Variance	
			\$	%
General Fund	\$4,228,625	\$5,503,397	\$1,274,772	30.1%
Non-General Fund	\$630,000	\$700,000	\$70,000	11.1%
Total	\$4,858,625	\$6,203,397	\$1,344,772	27.7%

The \$1,344,772 increase from the 2020 Approved Budget to the 2020 Projection is primarily attributed to:

- Increases in document recordings and filings in both the General Fund and Non-General Fund. For the first half of the year, mortgage recordings in 2020 were 35% higher than 2019.

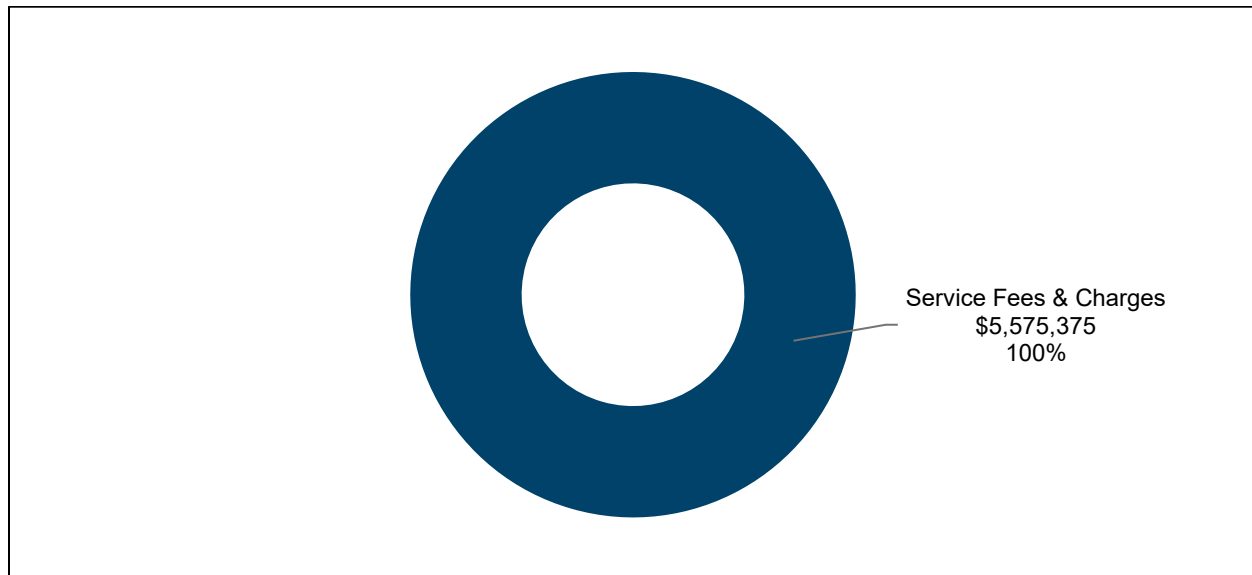
Comparison: 2020 Approved to 2021 Approved

	2020 Approved	2021 Approved	Variance	
			\$	%
General Fund	\$4,228,625	\$4,905,375	\$676,750	16.0%
Non-General Fund	\$630,000	\$670,000	\$40,000	6.3%
Total	\$4,858,625	\$5,575,375	\$716,750	14.8%

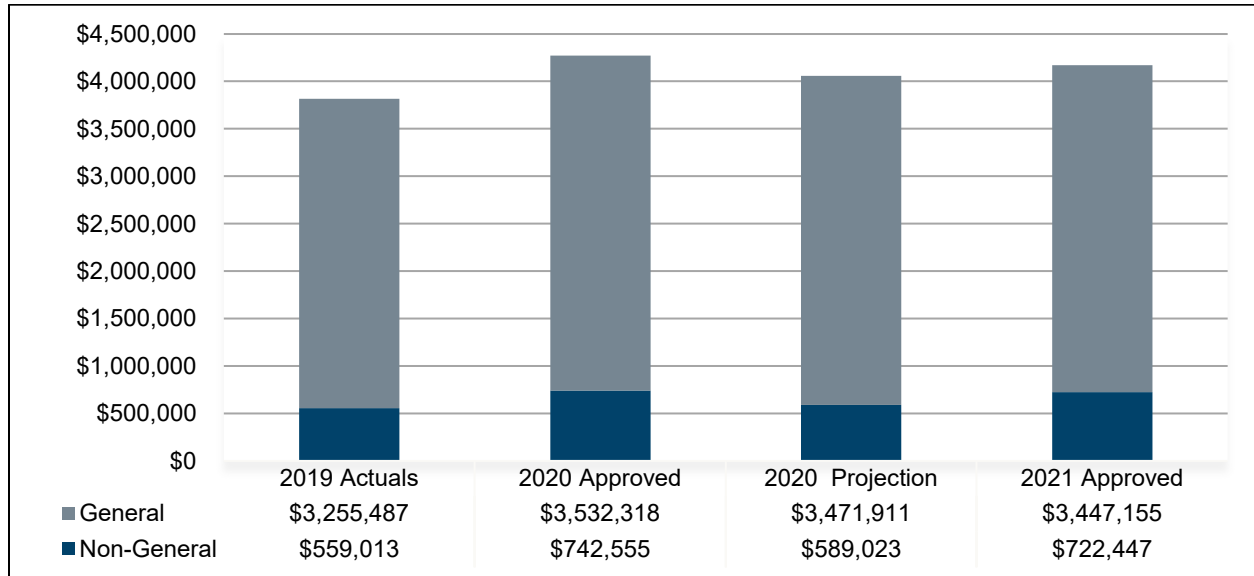
The \$716,750 increase from the 2020 Approved Budget to the 2021 Approved Budget is primarily attributable to:

- A continuation of the increase in document recordings and filings that occurred during 2020 in both the General Fund and Non-General Fund.

**2021 Approved Budget
Revenues by Category**



Budget Summary – Expenditures



Significant items in the 2021 Approved Budget

Object Code	Budgeted Amount	% of Budget
PERSONAL SERVICES & FRINGE	\$3,644,064	87.4%
IT MAINTENANCE AND REPAIR AGREEMENTS	\$193,402	4.6%
PHOTOGRAPHIC SUPPLIES & EQUIP < \$5,000	\$52,000	1.2%
IT COMPUTER STATIONS LESS THAN \$5,000	\$34,425	0.8%
PROFESSIONAL SERVICES-OTHER	\$33,550	0.8%
IT PARTS AND SUPPLIES	\$23,052	0.6%
IMAGING EQUIPMENT	\$22,374	0.5%
IT MICROSOFT LICENSES	\$21,375	0.5%
EQUIPMENT REPLACEMENT PARTS	\$19,500	0.5%
STORAGE FACILITIES RENT/LEASE	\$18,550	0.4%
<i>OTHER</i>	<i>\$107,310</i>	<i>2.6%</i>
TOTAL	\$4,169,602	100.0%

Comparison: 2020 Approved to 2020 Projection

	2020 Approved	2020 Projection	Variance	
			\$	%
General Fund	\$3,532,318	\$3,471,911	(\$60,407)	-1.7%
Non-General Fund	\$742,555	\$589,023	(\$153,532)	-20.7%
Total	\$4,274,873	\$4,060,934	(\$213,939)	-5.0%

The \$213,939 decrease from the 2020 Approved Budget to the 2020 Projection is primarily attributed to:

- General Fund – A decrease in various operating costs within Materials & Services.
- Non-General Fund – Not utilizing appropriations set aside for the purchase of imaging equipment, as well as a reduced need for materials and supplies as a result of COVID-19.

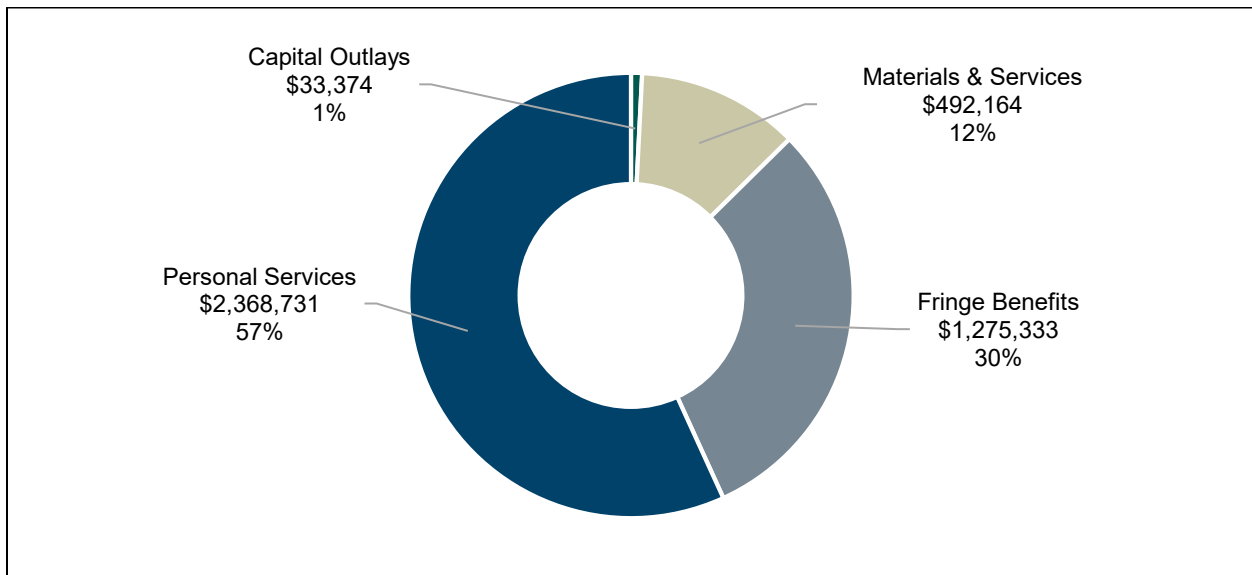
Comparison: 2020 Approved to 2021 Approved

	2020 Approved	2021 Approved	Variance	
			\$	%
General Fund	\$3,532,318	\$3,447,155	(\$85,163)	-2.4%
Non-General Fund	\$742,555	\$722,447	(\$20,108)	-2.7%
Total	\$4,274,873	\$4,169,602	(\$105,271)	-2.5%

The \$105,271 decrease from the 2020 Approved Budget to the 2021 Approved Budget is primarily attributed to:

- General Fund – Various reductions to meet the cuts included in the budget guidance as a result of COVID-19.
- Non-General Fund – A decrease in personnel costs from 2020, which included a 27th pay.

**2021 Approved Budget
Expenditures by Category**



Budget Summary – FTEs

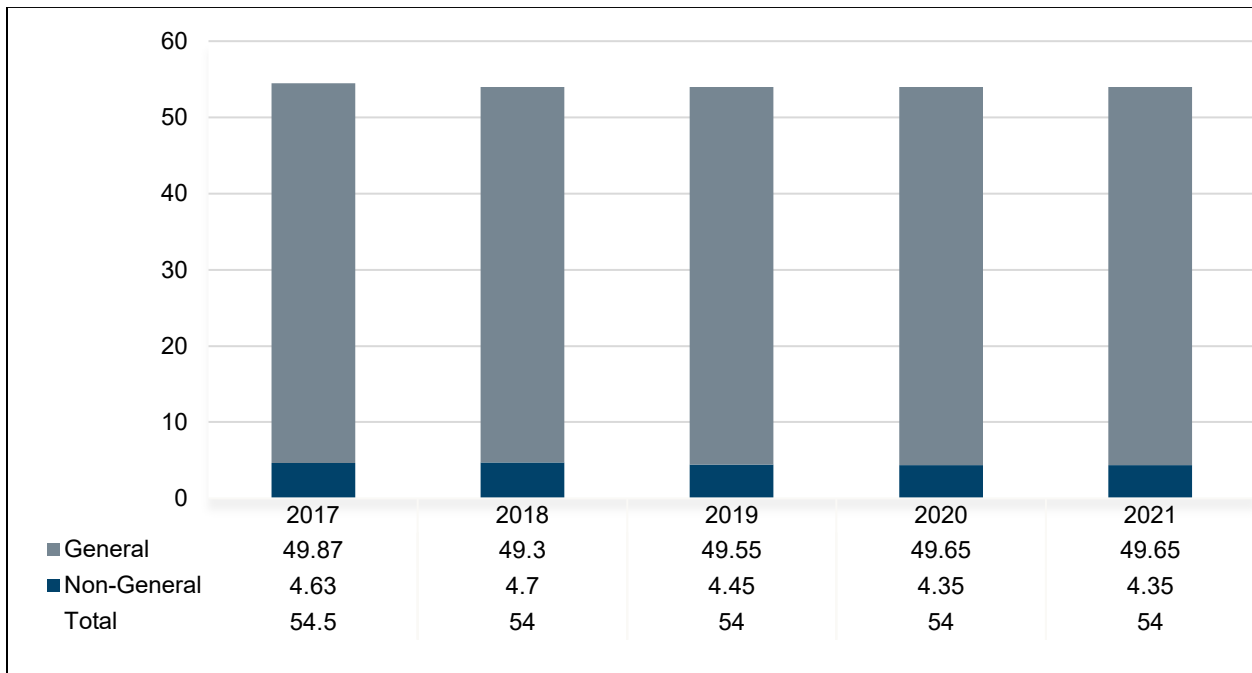
	2020 Budget	2021 Approved	Approved Budget as % of Total FTEs
General Fund	49.65	49.65	91.9%
Non-General Fund	4.35	4.35	8.1%
Total Agency FTEs	54	54	100.0%

There is no change in Total FTEs from the 2020 Budget to the 2021 Approved Budget.

New Positions

Position Title	# of Positions	Annual Salary	Source
<i>None</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>

Budgeted FTE History



Vacancy Credit

The vacancy credit process is designed to more accurately reflect the true expenditures for Personal Services and Fringe Benefits within the agency budget request. The calculations for the budget process begin with funding all approved positions for the entire year. Vacancy credits take into account that not all approved positions will be filled for the entire year. The methodology historically used by OMB to estimate an agency's vacancy credit utilizes a four-year history of unused personnel budgets to estimate an appropriate vacancy credit. However, vacancy credits may vary from the four-year average due to staffing trends or the number of positions supported within a fund.

Salaries & Wages

	2020 Budget	Four-year Average	2021 Approved	% Point Change to:	
				PY Budget	Average
General Fund	4.7%	6.1%	4.7%	0.0%	-1.4%
Technology Fund	12.4%	19.3%	14.1%	1.7%	-5.2%

General Fund – The vacancy rate within Salaries & Wages for 2021 is in line with the 2020 Budget since the Four-year Average is skewed by the higher than normal vacancies that occurred in 2017.

Non-General Fund – The Technology Fund has historically been budgeted at less than the Four-year Average due to the number of FTEs budgeted within the fund.

Fringe Benefits

	2020 Budget	Four-year Average	2021 Approved	% Point Change to:	
				PY Budget	Average
General Fund	12.1%	16.8%	12.2%	0.1%	-4.6%
Technology Fund	19.1%	25.3%	19.9%	0.8%	-5.4%

General Fund – The vacancy rate within Fringe Benefits for 2021 is in line with the 2020 Budget since the Four-year Average is skewed by the higher than normal vacancies that occurred in 2017.

Non-General Fund - The Technology Fund has historically been budgeted at less than the Four-year Average due to the number of FTEs budgeted within the fund.

Filing

Program Purpose:

The purpose of the Filing Program is to comply with Ohio law by providing document storage and retrieval services to the public and business community, so that these groups can conduct their business in an effective manner.

ORC Reference Mandating this Program:

Chapter 317

Program Services:

Cashiering (Recording Services), electronic document management – including scanning, data entry, quality control, disposition, and customer service. Maintain records of veteran discharges and ID cards. Maintain records of living wills and health care powers of attorney.

Core Principle:

Provide Efficient, Responsive & Fiscally Sustainable Government Operations

Linkage to Core Principle:

Through the successful delivery of the program, real estate professionals and the public have access to permanent public records and associated resources for title searches, real estate transactions, and the general availability of locating and printing records. This helps to support the goals of 1) providing accountability, transparency and responsiveness to the public 2) providing quality customer service to industry and the public through efficient and effective internal services with streamlined workflows 3) providing efficient and quality centralized services to county agencies and other governmental entities using technology and best practices to maintain a low overhead and cost-effective production for recording, filing and retrieval of documents submitted in the most populous county in Ohio.

Program Budget Overview

	2020 Approved	2021 Approved	Variance	
			\$	%
Personal Services	\$1,647,756	\$1,596,909	(\$50,847)	-3.1%
Fringe Benefits	\$838,246	\$814,921	(\$23,325)	-2.8%
Materials & Services	\$332,322	\$295,542	(\$36,780)	-11.1%
Capital Outlays	\$10,000	\$0	(\$10,000)	-100.0%
Total Expenditures	\$2,828,324	\$2,707,372	(\$120,952)	-4.3%

Microfilm

Program Purpose:

The purpose of the Microfilm Program is to provide archival document conversion and indexing services to Franklin County agencies through the Document Imaging Center, so that they can preserve public records, reduce space requirements for records, and reduce costs for maintenance and conversion of records. Services include redacting confidential data from archived documents, digital conversion of previously micro-formed documents, and high-speed scanning of paper documents.

ORC Reference Mandating this Program:

Sections 307.802 & 307.804

Program Services:

Document scanning (paper to electronic and microform), microfilm scanning (microfilm to electronic), COM service (electronic to microfilm), electronic document indexing, microfilm processing and duplication, microfilm equipment maintenance and archival microfilm storage.

Core Principle:

Provide Efficient, Responsive & Fiscally Sustainable Government Operations

Linkage to Core Principle:

Through the successful delivery of the program outputs and achievement of program outcomes, government agencies served, and ultimately the public served by those agencies benefit from access to permanent records, as well as centralized storage facilities for securing the documents for future generations at a cost-savings to the county and its agencies. This helps to support the goals of 1) providing accountability, transparency and responsiveness to the agencies that serve the public 2) providing long-range planning and organizational stability 3) providing efficient and quality centralized services to county agencies and other governmental entities 4) developing and enhancing collaborative partnerships and other best practices to improve service delivery and management of county resources.

Program Budget Overview

	2020 Approved	2021 Approved	Variance	
			\$	%
Personal Services	\$776,722	\$771,822	(\$4,900)	-0.6%
Fringe Benefits	\$441,178	\$460,412	\$19,234	4.4%
Materials & Services	\$197,462	\$196,622	(\$840)	-0.4%
Capital Outlays	\$31,187	\$33,374	\$2,187	7.0%
Total Expenditures	\$1,446,549	\$1,462,230	\$15,681	1.1%