

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 Ohio’s most populous county. As chief administrator of the County Microfilming Board, the Recorder’s mission also includes the work of the Franklin County Document Imaging Center (DIC). The central purpose of the DIC 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. - To address this, our office provides continued training to staff and forecasts when demand for services will go up or down, increasing agility in response to the demand.

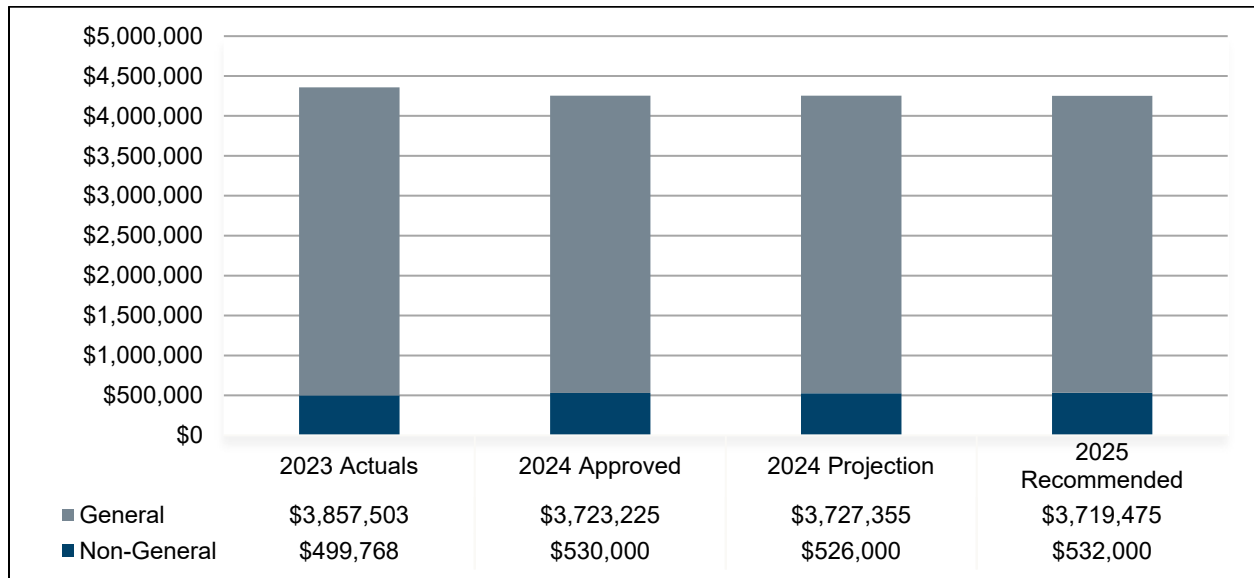
Performance Spotlight

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 "CountyFusion". 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 175,000 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. Recording numbers have significantly increased over the past year and expect to continue.	
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.			
2023 Actual	2024 Budget	2024 Projected	2025 Budget
0.10	0.37	0.15	0.30

Budget Summary – Revenues



Primary Revenue Sources by Fund Type

Fund Type	Fund Name (Number)	Primary Revenue Sources
General	• General Fund (1000)	• Document Service 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: 2024 Approved to 2024 Projection

	2024 Approved	2024 Projection	Variance \$	%
General Fund	\$3,723,225	\$3,727,355	\$4,130	0.1%
Non-General Fund	\$530,000	\$526,000	(\$4,000)	-0.8%
Total	\$4,253,225	\$4,253,355	\$130	0.0%

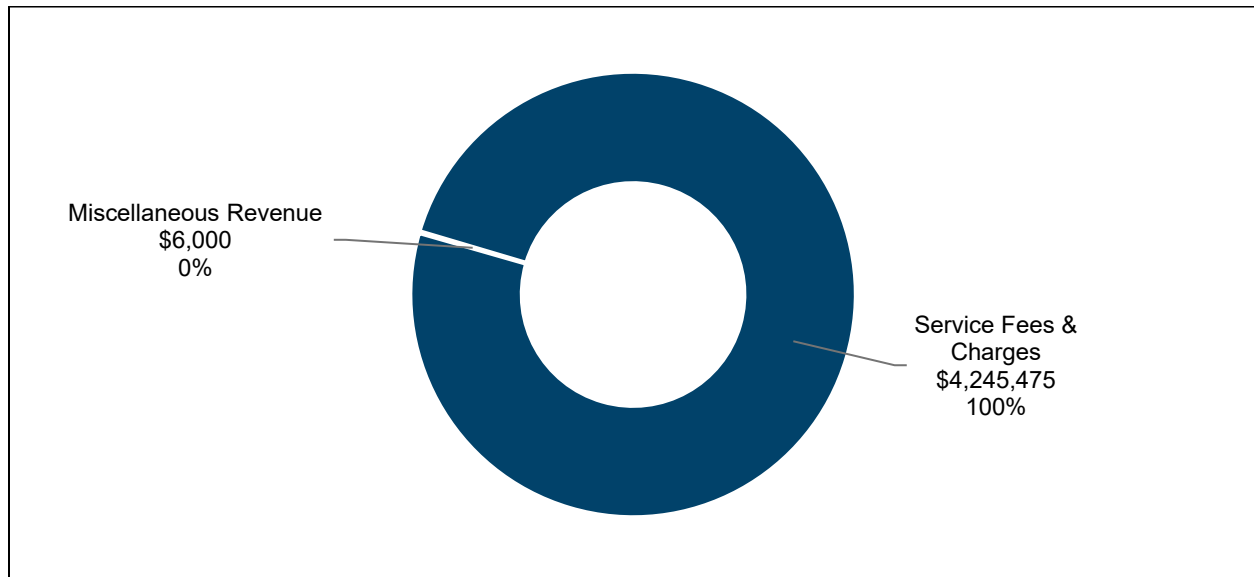
There is no significant variance from the 2024 Approved Budget to the 2024 Projection.

Comparison: 2024 Approved to 2025 Recommended

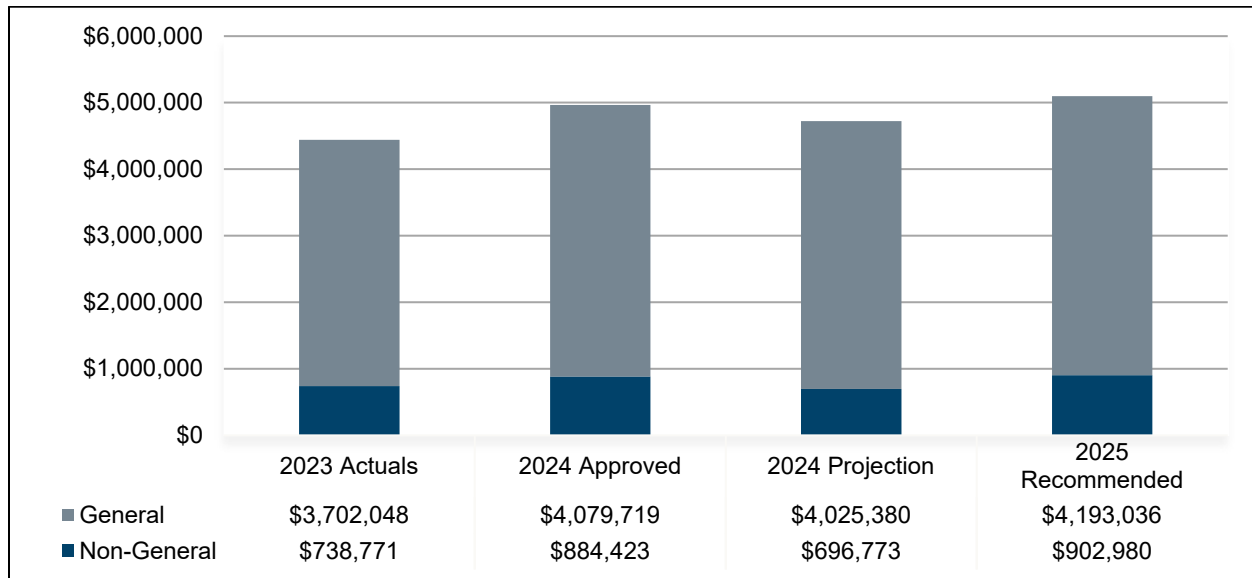
	2024 Approved	2025 Recommended	Variance \$	%
General Fund	\$3,723,225	\$3,719,475	(\$3,750)	-0.1%
Non-General Fund	\$530,000	\$532,000	\$2,000	0.4%
Total	\$4,253,225	\$4,251,475	(\$1,750)	0.0%

There is no significant variance from the 2024 Approved Budget to the 2025 Recommended Budget.

**2025 Recommended Budget
Revenues by Category**



Budget Summary – Expenditures



Significant items in the 2025 Recommended Budget

Object Code	Budgeted Amount	% of Budget
PERSONAL SERVICES & FRINGE	\$4,422,203	86.8%
IT MAINTENANCE AND REPAIR AGREEMENTS	\$236,407	4.6%
IT CAPITAL HARDWARE	\$88,135	1.7%
PHOTOGRAPHIC SUPPLIES & EQUIP	\$51,000	1.0%
IT CAPITAL SOFTWARE	\$40,000	0.8%
PROFESSIONAL SERVICES-OTHER	\$32,450	0.6%
IT MICROSOFT LICENSES	\$31,482	0.6%
FURNITURE/APPLIANCES/FIXTURES	\$31,377	0.6%
IT HARDWARE	\$26,500	0.5%
IT COMPUTER STATIONS	\$24,200	0.5%
<i>Other</i>	\$112,262	2.2%
Total	\$5,096,016	100.0%

Comparison: 2024 Approved to 2024 Projection

	2024 Approved	2024 Projection	Variance	
			\$	%
General Fund	\$4,079,719	\$4,025,380	(\$54,339)	-1.3%
Non-General Fund	\$884,423	\$696,773	(\$187,650)	-21.2%
Total	\$4,964,142	\$4,722,153	(\$241,989)	-4.9%

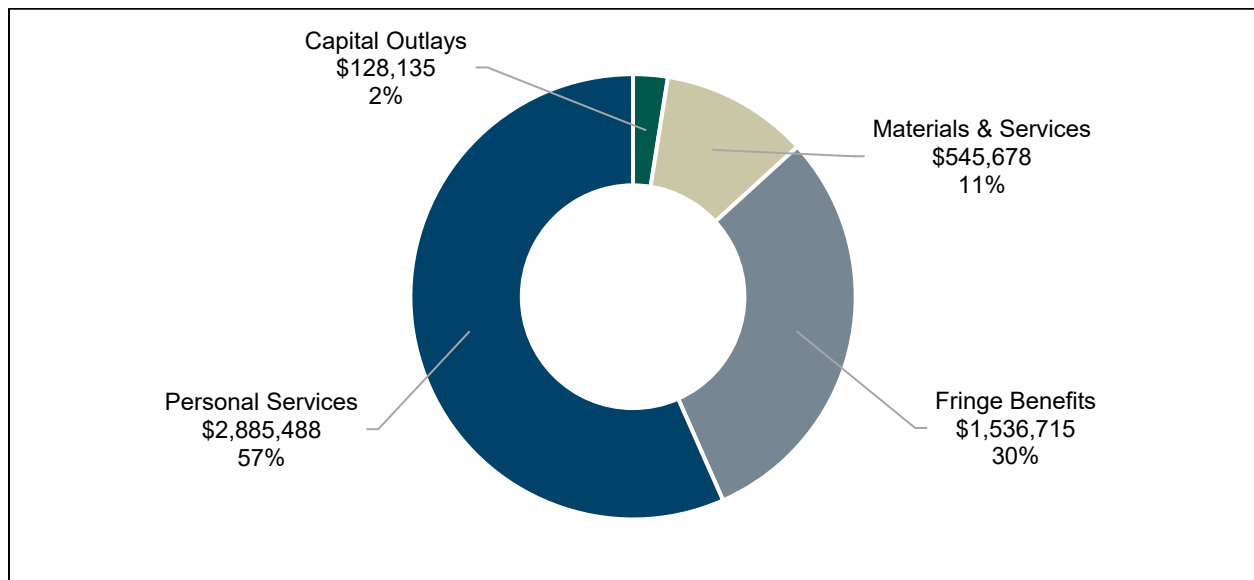
The variance from the 2024 Approved Budget to the 2024 Projection is primarily attributed in the General Fund to a decrease in fringe benefits; and in the Technology Fund to two software upgrades for Archive Writer PCs being delayed until 2025, and the capital equipment contingency not being needed.

Comparison: 2024 Approved to 2025 Recommended

	2024 Approved	2025 Recommended	Variance	
			\$	%
General Fund	\$4,079,719	\$4,193,036	\$113,317	2.8%
Non-General Fund	\$884,423	\$902,980	\$18,557	2.1%
Total	\$4,964,142	\$5,096,016	\$131,874	2.7%

The variance from the 2024 Approved Budget to the 2025 Recommended Budget is primarily attributed in the General Fund to increases in salaries and associated fringe benefits.

**2025 Recommended Budget
Expenditures by Category**



Budget Summary – FTEs

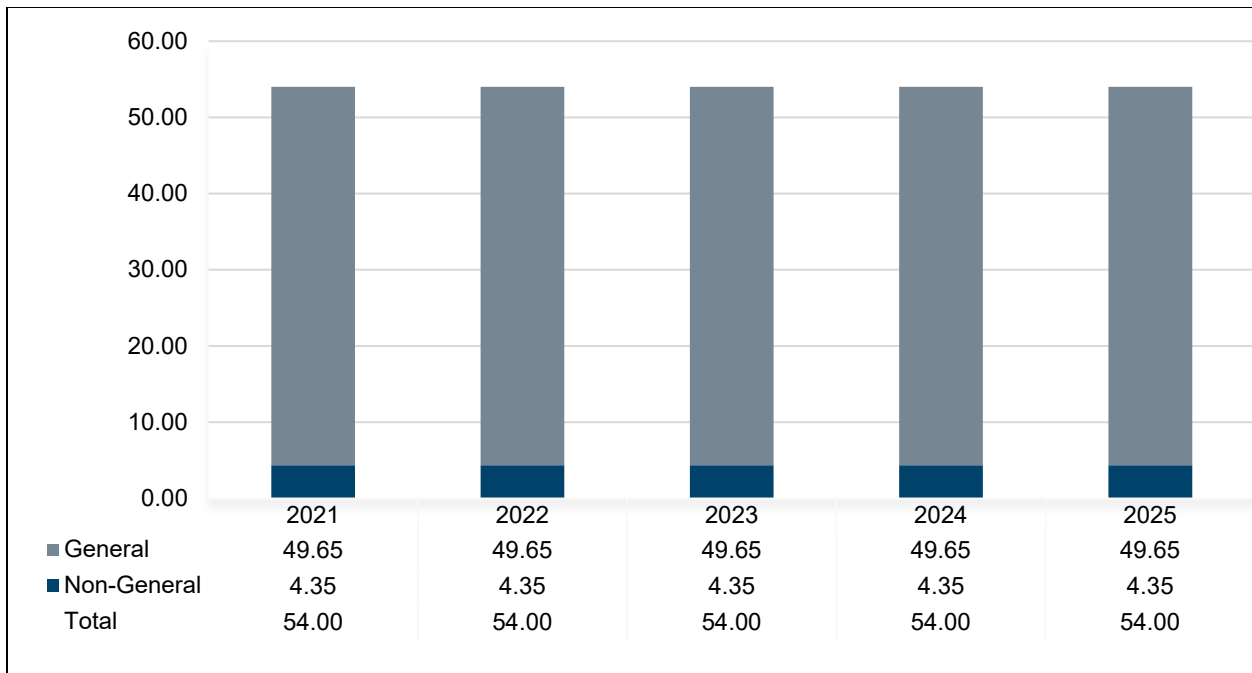
	2024 Budget	2025 Recommended	Recommended Budget as % of Total FTEs
General Fund	49.65	49.65	91.9%
Non-General Fund	4.35	4.35	8.1%
Total Agency FTEs	54.00	54.00	100.0%

There is no change in the number of FTEs from the 2024 Budget to the 2025 Recommended 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 expenditures for Salaries & Wages and Fringe Benefits within the agency budget request. The calculations for the budget process begin with funding all approved positions for the entire year excluding new positions contained in a Request for Results. Vacancy credits take into account that not all approved positions will be filled for the entire year. The methodology historically used to estimate an agency's vacancy credit utilizes a four-year history of unused personnel budgets to determine an appropriate percentage of Salaries & Wages and Fringe Benefits that will likely remain unspent at the end of the year. However, vacancy credits may vary from the four-year average due to staffing trends or the number of positions supported within a fund. Vacancy Credits may also differ between Salaries & Wages and Fringe Benefits due to the timing and fixed amount charged for healthcare.

Salaries & Wages

	2024 Budget	Four-year Average	2025 Recommended	2025 Credit	2025 FTEs
General Fund	4.3%	5.2%	4.3%	(\$117,615)	49.65
Technology Fund	7.0%	14.5%	14.5%	(\$41,072)	4.35

Fringe Benefits

	2024 Budget	Four-year Average	2025 Recommended	2025 Credit	2025 FTEs
General Fund	11.9%	17.9%	13.0%	(\$220,064)	49.65
Technology Fund	7.9%	18.2%	18.2%	(\$28,040)	4.35

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.

Primary Services

- Collecting, processing and balancing fees for recording services via check, cash, credit, E-Pay, or escrow account payments for all documents submitted to the office.
- Handling the intake of all types of documents, scanning them into electronic form (if they are submitted through the mail or in person), indexing and verifying in order to make public record searches easier, and mailing (disposition) of all hard copy documents back to the customers.
- Promoting and educating the public that the office stores veteran discharge (DD214) documents and creates Veteran ID cards, which are recognized as an official form of ID.
- Recording and confidential storage (not publicly viewable via the search website) of living will and healthcare power of attorney forms that are important for individuals and families when it comes to end-of-life planning and care.

Program Budget Overview

	2024 Approved	2025 Recommended	Variance	
			\$	%
Personal Services	\$1,914,500	\$1,958,688	\$44,188	2.3%
Fringe Benefits	\$993,301	\$980,425	(\$12,876)	-1.3%
Materials & Services	\$335,664	\$346,400	\$10,736	3.2%
Capital Outlays	\$40,000	\$40,000	\$0	0.0%
Total Expenditures	\$3,283,465	\$3,325,513	\$42,048	1.3%

Funding Source

- General Fund
- Technology Fund

Core Principle and Linkage

Provide Efficient, Responsive & Fiscally Sustainable Government Operations

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.

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.

Primary Services

- Scan documents for Franklin County agencies to reduce costs, space requirements, and for easier access by the agencies and the public.
- Convert historical documents for Franklin County agencies from microform to digital for implementing those records into agency databases and for greater access.
- Place documents onto microfilm for Franklin County agencies for the long term preservation of their records as well as to consolidate and reduce costs of storage.
- Perform indexing services for Franklin County agencies so that previously scanned documents can be found in document management systems.

Program Budget Overview

	2024 Approved	2025 Recommended	Variance	
			\$	%
Personal Services	\$896,995	\$926,800	\$29,805	3.3%
Fringe Benefits	\$567,483	\$556,290	(\$11,193)	-2.0%
Materials & Services	\$166,199	\$199,278	\$33,079	19.9%
Capital Outlays	\$50,000	\$88,135	\$38,135	76.3%
Total Expenditures	\$1,680,677	\$1,770,503	\$89,826	5.3%

Funding Source

- General Fund
- Technology Fund

Core Principle and Linkage

Provide Efficient, Responsive & Fiscally Sustainable Government Operations

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.