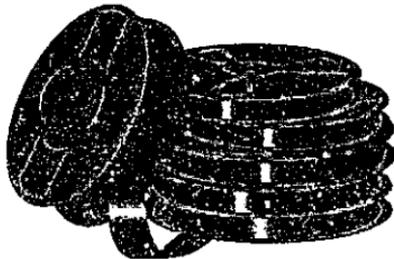


# FRANKLIN COUNTY MICROFILMING CENTER



## 1999 ANNUAL REPORT

Richard B. Metcalf, Administrator

Marvin Farley, Director



# FRANKLIN COUNTY MICROFILMING CENTER

**Richard B. Metcalf**  
Administrator  
**Marvin Farley**  
Director

**Franklin County Microfilming Board**  
*Virginia L. Barney, Chairman*  
*Bobbie M. Hall, Vice-Chairman*  
*Richard B. Metcalf, Secretary*  
*Dorothy S. Teater, Member*  
*Joseph W. Testa, Member*

**To:** The Franklin County Microfilming Board  
The Franklin County Board of Commissioners

**From:** Richard B. Metcalf, Administrator

**Date:** April 3, 2000

**Subject:** 1999 Annual Report

This report is prepared in accordance with Ohio Revised Code Section 307.805. It contains 1999 Production Reports for the Microfilming Center and various satellite agencies. Microfilming Center appropriations and expenditures for fiscal year 1999 and the 2000 budget request with the subsequent appropriations are included.

1999 was a challenging and rewarding year for the Microfilming Center. The installation and start-up of the COM (computer output microfiche) recorder dominates accomplishments. After considerable time and effort and with the assistance of the Data Center, the mainframe operation went on-line in August and daily production from the Recorder's Imaging system began in October. Additionally, film has been produced for the Auditor's Real Estate division and the Board of Elections. These are former mainframe jobs that are produced by off-line systems.

Mainframe production has been virtually flawless with minimal problems in other areas. Eliminating the need to outsource the mainframe operation and reducing the man-hours required to manually film the Recorder's daily work is generating considerable savings. We look forward to additional savings as other County agencies begin using imaging systems. We plan to generate revenue by providing COM service to non-General Fund agencies. Service will be offered to outside government entities as well.

Other 1999 accomplishments include:

- The computer tracking system was converted from Focus to Microsoft Access, making the system Y-2K compliant and more user friendly.
- Five part time positions were replaced with two full time positions while maintaining production and achieving cost savings.
- The County continued to realize the benefits of retaining an in-house technician. About \$90,000 is saved annually on service agreements for major equipment alone. Roughly 150 other pieces of equipment are serviced in-house as well. A significant decrease in downtime is another advantage. Reasons include preventive maintenance, faster response to service calls and the ability to do major repairs when equipment is not in use.
- Re-indexing of off-site master film records was completed.
- The following capital purchases were made:
  - One COM recorder
  - Seven obsolete reader printer replacements for various County agencies
  - One paper copier
  - One fax machine
  - Five replacement office chairs
- 1,915 cubic feet of records were recycled by the Microfilming Center using the County's recycling program. 420 cubic feet were returned to originating agencies for disposal.

I want to take the opportunity to express sincere gratitude to the Microfilming Board members and the Commissioners for their understanding and support and to the Microfilming Center staff for another year of outstanding achievements.

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## FRANKLIN COUNTY MICROFILMING BOARD

### OFFICERS and MEMBERS

Chairman	The Honorable Dorothy S. Teater, County Commissioner
Vice-Chairman	The Honorable Virginia L. Barney, Common Pleas Clerk of Courts
Secretary	The Honorable Richard B. Metcalf, County Recorder
Member	The Honorable Bobbie M. Hall, County Treasurer
Member	The Honorable Joseph W. Testa, County Auditor

### REPRESENTATIVES

For Dorothy S. Teater .....	Debbie May
For Virginia L. Barney .....	Gary Woodward Tom Lindsey
For Richard B. Metcalf .....	Daniel Nichter Julie Garvey
For Bobbie M. Hall .....	Chris Finley Deidre Thompson
For Joseph W. Testa .....	Anthony Frissora Ross Chambers

**MICROFILMING CENTER STAFF**

Administration

Marvin Farley, Director  
William Lewis, Supervisor  
Linda Paolucci, Administrative Assistant

Technical Support

Lee Ryan

Film Processing

Ted Blain

Special Projects

William Shutt

Duplication/O.C./COM Production

Kevin Lyman  
Rochelle Dillard

History Roll Film Production

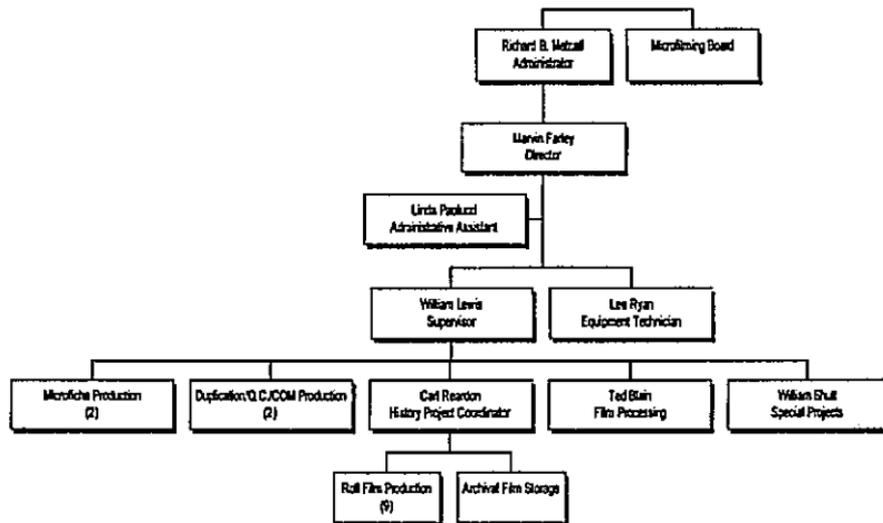
Carl Reardon, Project Coordinator  
Ann Beeler  
Mildred Carreker  
Jennifer Cramer  
Traci Cunningham  
Bonnie Mantle  
Jesse Oddi, III  
Sam Reynolds  
Matthew Swain  
Adelaide White

Daily/History Microfiche Production

Nada Kuzevska  
Carrie Workman

# Franklin County Microfilming Center

## Table of Organization



# MICROFILMING CENTER PRODUCTION REPORT

From 01/01/1999 through 12/31/1999

105mm COM/Recorder/Data Director      Microfiche      Duplicates      Images

## Computer Output Microfiche

<b>Auditor</b>			
Manufactured Homes	23	0	1,604
Miscellaneous Accounts	483	42	37,551
	506	42	39,155
<b>Board of Elections</b>			
Clerk of Courts List, Alpha Sequence	178	384	10,997
<b>Clerk of Courts</b>			
Appeals Index	203	396	9,767
Civil Index	1,105	12,155	56,899
Criminal Index	530	2,650	28,474
Domestic Index	883	7,064	42,500
Juvenile Index	1,727	4,143	83,358
	4,448	26,408	220,998
<b>Data Center</b>			
Miscellaneous	1,494	0	75,265
<b>Recorder</b>			
General Index	598	1,716	123,632
Official Records	257	8,041	50,956
Veteran Graves Name/Cemetery	57	171	0
	912	9,928	174,588
<b>Treasurer</b>			
Tax Duplicates	566	5,094	116,907
Tax Payments	20	120	0
	586	5,214	116,907
<b>Computer Output Microfiche Totals</b>	<b>8,124</b>	<b>41,976</b>	<b>637,910</b>

## MICROFILMING CENTER PRODUCTION REPORT

From 01/01/1999 through 12/31/1999

105mm COMF Recorder/Duplicator	Recorder	Duplicator
--------------------------------	----------	------------

## Duplicates Only

Auditor		
Miscellaneous	3	9
Clerk of Courts		
Criminal Expungements	34	68
Miscellaneous	196	295
	230	363
Microfilming Center		
Miscellaneous	5	5
Probate		
Soft Jackets	1,101	2,043
Prosecutor		
Expungements	563	563
Miscellaneous	2,784	5,698
	3,347	6,261
Recorder		
Miscellaneous	16,000	41,935
Torrens Deeds	280	286
	17,000	42,221
Sheriff		
Miscellaneous	1	2
Treasurer		
Miscellaneous	120	120
Duplicates Only Totals	22,039	51,024

## MICROFILMING CENTER PRODUCTION REPORT

From 01/01/1999 through 12/31/1999

105mm Microfilm Camera	Reels	Dup. Cts	Images
------------------------	-------	----------	--------

## Daily

Clerk of Courts			
Civil Notaries (CV-2)	23	23	3,768
Civil Notices (CV-3)	444	444	67,893
Criminal Notices (CR-2)	641	641	104,578
	<b>1,108</b>	<b>1,108</b>	<b>176,239</b>
Microfilming Center			
Expungement Request Forms	1	1	33
Work Verification Forms	39	39	5,742
	40	40	5,775
Recorder			
Daily Index Sheets	48	48	8,552
Official Records	4,487	131,451	867,481
	4,535	131,499	876,033
Daily Totals	5,683	132,647	1,058,047

## MICROFILMING CENTER PRODUCTION REPORT

From 01/01/1999 through 12/31/1999

05mm Microfilm Camera	Reels	Dupl. Cels	Images
-----------------------	-------	------------	--------

## History

Adult Probation			
Index-Closed Project Progress Files 1988	1	2	55
Index-Closed Project Progress Files 1989	1	1	51
Index-Closed Project Progress Files 1990	1	2	31
	3	5	137
Auditor			
Warrant Detail Reports 1994	55	55	11,000
Warrant Detail Reports 1996	63	63	12,510
	118	118	23,510
Clerk of Courts			
Criminal Expungements (CR-3)	79	79	4,019
Commissioners			
Resolutions 1992-1993	101	101	19,313
Microfilming Center			
Microfilming Board Minutes 1996-1998	3	3	331
Microfilming Board Resolutions 1985-1998	1	1	174
	4	4	505
Prosecutor			
PR-1 Juvenile Case Files 1993	861	861	155,376
PR-1 Juvenile Case Files 1994	564	564	105,108
Tax Foreclosures	11	11	2,028
	1,436	1,436	262,512
Recorder			
Partnership Index Book # 2	9	18	828
Partnership Register Books # 2 & # 3	7	14	607
	16	32	1,435
History Totals	1,757	1,775	311,431

## MICROFILMING CENTER PRODUCTION REPORT

From 01/01/1999 through 12/31/1999

6/35mm Roll	35mm Duplicate	Rolls	Duplicate
-------------	----------------	-------	-----------

## Duplicates Only

Auditor			
Miscellaneous		8	8
Clerk of Courts			
Miscellaneous		3	3
Probate			
Miscellaneous		192	192
Recorder			
Miscellaneous		1	1
Treasurer			
Checks		29	29
Duplicates Only Totals		253	233

# MICROFILMING CENTER PRODUCTION REPORT

From 01/01/1999 through 12/31/1999

16mmRF80 Film Camera      Rolls      Duplicates      Images

## History

### Adult Probation

Closed Project Progress Files 1989	10	10	30,219
Closed Project Progress Files 1990	10	10	32,581
Closed Project Progress Files 1991	13	13	38,963
	33	33	101,763

### Auditor

County Warrants 1996	16	16	193,291
County Warrants 1997	15	15	182,062
County Warrants 1998	13	13	164,174
Property Record Cards 1996	153	153	959,680
	197	197	1,499,207

### Clerk of Courts

Civil Case Files 1994	183	183	1,127,911
Civil EX Case Files 1994	1	1	1,657
Civil JG Case Files 1981-1993	16	16	77,001
Civil JG Case Files 1994	7	7	31,732
Civil Lis Pendens Case Files 1970-1993	1	1	3,484
Criminal Case Files 1994	81	81	517,338
DR-DM-DV Appearance Dockets 1972-1979	21	21	51,509
DR-DM-DV Case Files 1994	97	97	580,913
Execution of Judgment Case Files 1991-1992	2	2	11,648
Juvenile Case Files 1988	1	1	724
Juvenile Case Files 1992	7	7	35,267
Juvenile Case Files 1993	49	49	292,168
MI Case Files 1997	1	1	2,164
MI Case Files 1998	2	2	4,713
Misc Juv Transcripts & Depositions	11	11	60,441
Miscellaneous Appeals Case Files 1993	1	1	2,383
Miscellaneous Appeals Case Files 1994	4	4	25,529
Miscellaneous Civil Case Files 1977-1991	29	29	171,964
Miscellaneous Criminal Case Files 1995	1	1	1,954
Miscellaneous Criminal Case Files 1996	1	1	2,400
MS Case Files 1994	2	2	5,040
	518	518	3,007,940

### History Totals

	748	748	4,608,910
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# MICROFILMING CENTER PRODUCTION REPORT

From 01/01/1999 through 12/31/1999

## 16mm Planetary Camera      Rolls      Duplicates      Images

### History

Recorder			
Mortgage Books	6	6	29,981
History Totals	6	6	29,981

## 35mm Planetary Camera      Rolls      Duplicates      Images

### History

Recorder			
Torrens Deeds	2	0	1,305
History Totals	2	0	1,305

## Aperture Card Camera      Masters      Duplicates      Images

### Daily

Recorder			
Condominium Plats	410	1,640	410
Plats	277	1,385	277
	687	3,025	687
Daily Totals	687	3,025	687

### History

Auditor			
Annexation Maps to/outside Columbus 1996	18	18	18
Annexation Maps to/outside Columbus 1997	28	28	28
Annexation Maps to/outside Columbus 1998	37	37	37
Split Tax Combination Maps 1993	36	36	36
Split Tax Combination Maps 1994	17	17	17
	136	136	136
History Totals	136	136	136

**SATELLITE AGENCIES PRODUCTION REPORT**

From 01/01/1999 through 12/31/1999

~~105mm Microfilm Camera~~

**Daily**

**Auditor**

Transfers and Conveyance Sheets	314	3,454	43,855
Vendors License	60	173	7,671
	374	3,627	51,526

**Clerk of Courts**

Appeals Daily (AP-1)	1,844	5,532	326,152
Appeals Notices (AP-3)	52	52	1,952
Civil Daily (CV-1)	5,279	26,395	1,055,791
Civil Notaries (CV-2)	52	52	9,939
Criminal Daily (CR-1)	2,487	19,896	497,400
Criminal Notices (CR-2)	18	18	431
CSEA Billing Report (CV-5)	16	16	2,752
Domestic Daily (DR-1)	4,244	42,440	796,206
Jury Vouchers (CV-6)	8	8	1,369
Juvenile Daily (JU-1)	5,827	52,434	1,075,021
Notary Signature Cards (CV-4,	17	56	2,800
	19,841	146,899	3,769,813

**Prosecutor**

PR-1 Criminal Case Files	360	360	60,587
Tax Foreclosures	349	349	56,596
	709	709	117,183

**Sheriff**

Detective Bureau	472	944	90,376
------------------	-----	-----	--------

**Treasurer**

Address Change Cards	70	0	10,080
----------------------	----	---	--------

**Daily Totals**

21,466	152,179	4,038,978
--------	---------	-----------

**History**

**Clerk of Courts**

Appeals History (AP-2)	68	68	7,269
Criminal Expungements (CR-3)	420	420	18,488
Domestic Notices (DR-2)	236	705	1,123
Juvenile Expungements	916	1,520	32,853
	1,640	2,713	59,733

**History Totals**

1,640	2,713	59,733
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SATELLITE AGENCIES PRODUCTION REPORT

From 01/01/1999 through 12/31/1999

Copy Roll Film Camera ROLLS Duplicates Images

Daily

Auditor			
Personal Property Tax Forms	92	0	187,698
Various	109	109	165,514
	201	109	353,212
Probate			
Various Records	349	104	730,378
Treasurer			
Checks	55	0	2,019,040
Daily Totals	605	213	3,102,630

PRODUCTION EQUIPMENT DOWNTIME REPORT

From 1/1/1999 through 12/31/1999

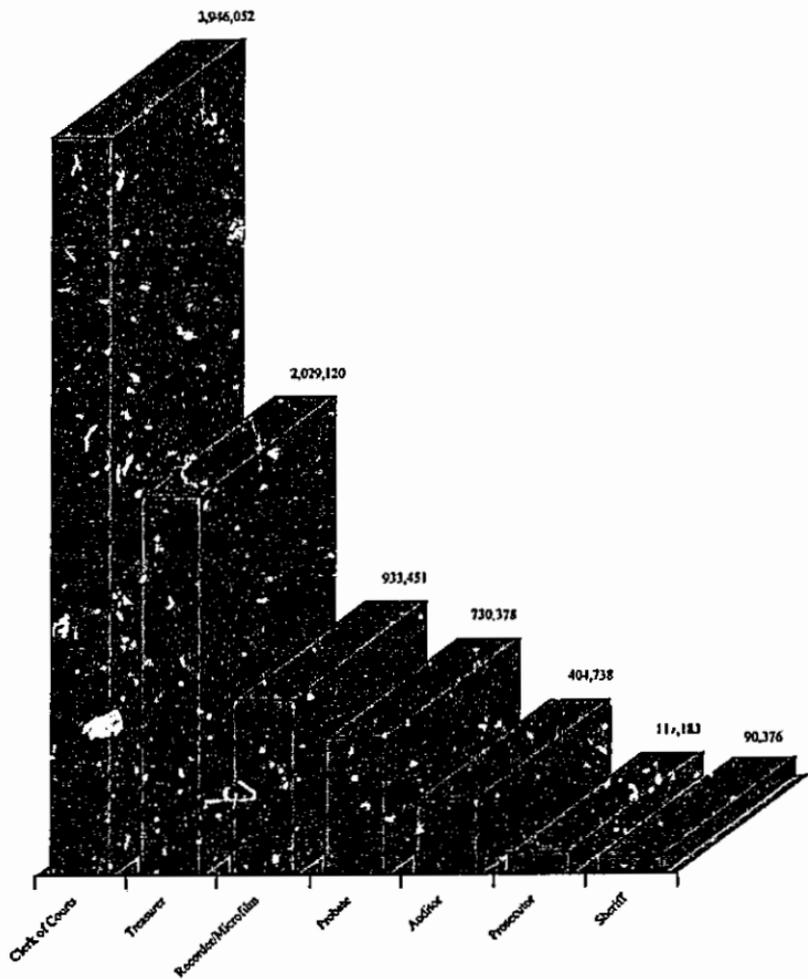
ID#	Description	Location	Downtime Hours
2	TDC Microfiche Camera	Microfilming Center	3.00
3	Datagraphix Microfiche Camera	Microfilming Center	17.75
5	Exttek Microfiche Camera	Domestic Relations	0.50
6	Exttek Microfiche Camera	Juvenile	8.25
7	Exttek Microfiche Camera	Appeals	2.00
8	Exttek Microfiche Camera	Civil/Criminal	43.00
9	Datagraphix Microfiche Camera	Civil/Criminal	4.25
10	Hybrid Microfiche Camera	Prosecutor	1.50
11	Datagraphix Microfiche Camera	Sheriff	1.50
13	Xidex 16mm Roll Film Camera	Auditor	35.00
14	Xidex 16mm Roll Film Camera	Auditor	2.00
21	Kodak 16mm Roll Film Camera	Probate	3.00
22	Xidex 16mm Roll Film Camera	Probate	0.50
25	Allen Products Film Processor	Microfilming Center	5.00
26	Ozalid Roll Film Duplicator	Microfilming Center	27.00
27	Bruning Microfiche Duplicator	Microfilming Center	5.00
29	CMI Microfiche Collator *	Microfilming Center	12.50
37	Datagraphix Microfiche Duplicator	Microfilming Center	11.50
49	Kodak 16mm Planetary Camera	Microfilming Center	0.50
50	Kodak 16mm Roll Film Camera	Microfilming Center	4.50
51	Kodak 16mm Roll Film Camera	Microfilming Center	1.00
52	Kodak 16mm Roll Film Camera	Microfilming Center	4.75
Total			194.00

\* No longer in service. Traced in.

\*\* Equipment identification numbers are not always sequential.

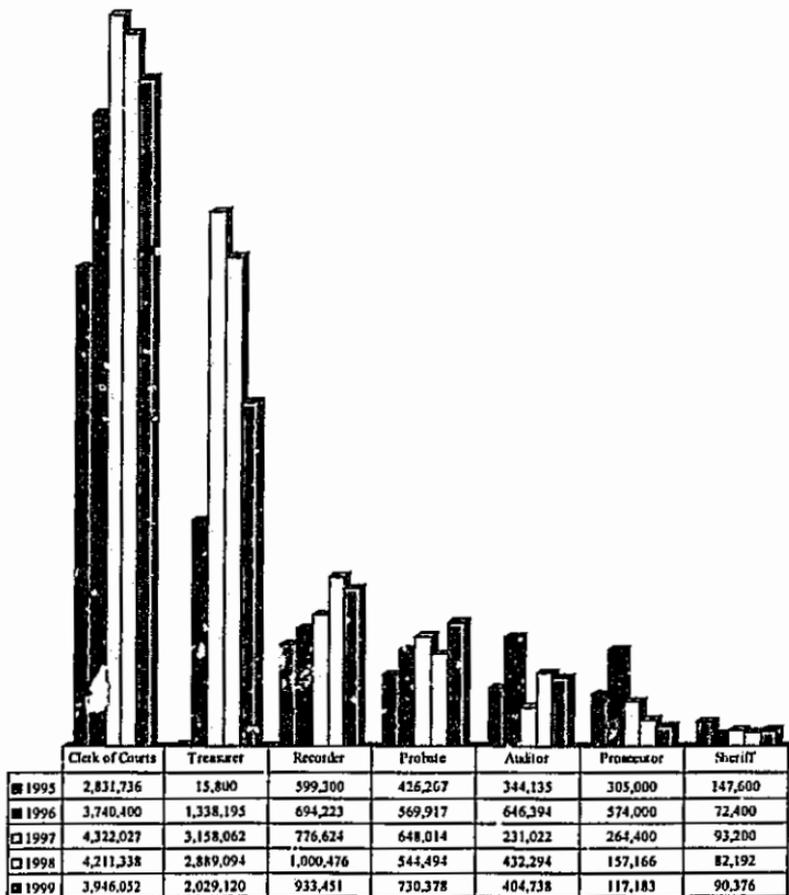
# Daily Images Produced by Participating Agencies

Records reduced to film by participating agencies eliminating the need for history filming  
All Recorder's and some Clerk of Courts' documents are filmed by the Microfilming Center



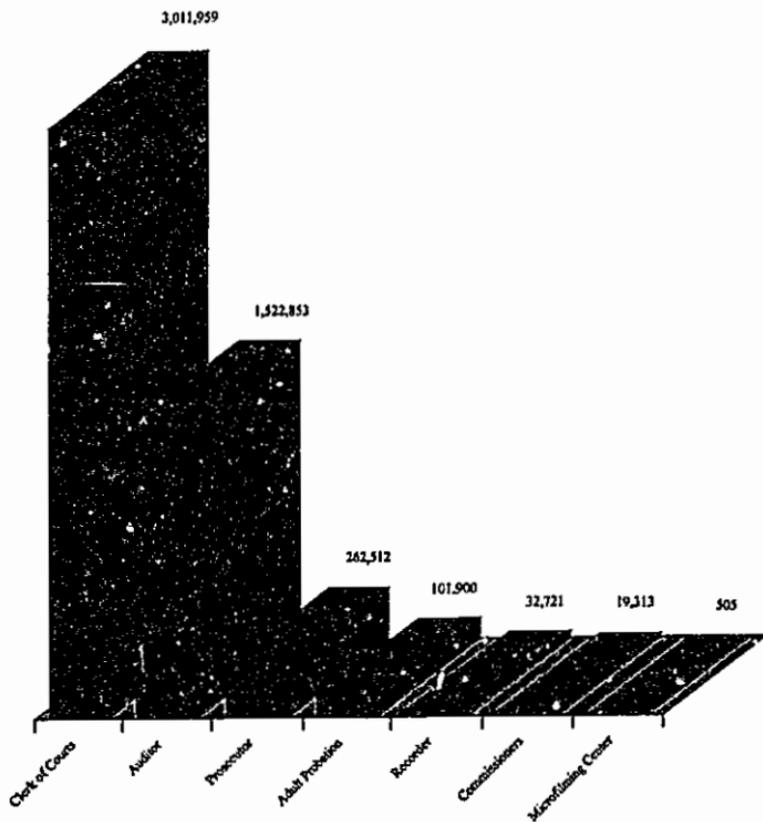
## Daily Images Produced by Participating Agencies

Five-Year Trend



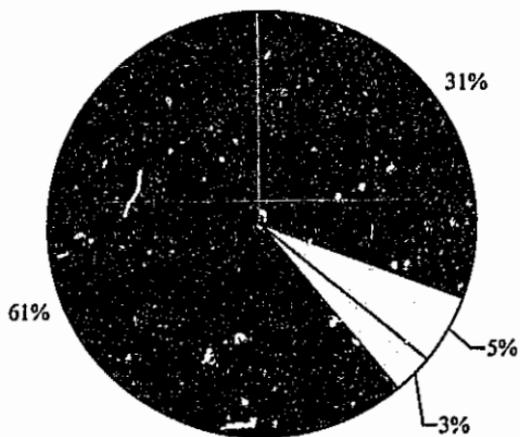
# History Images Produced by the Microfilming Center

Totals



# History Images Produced by the Microfilming Center

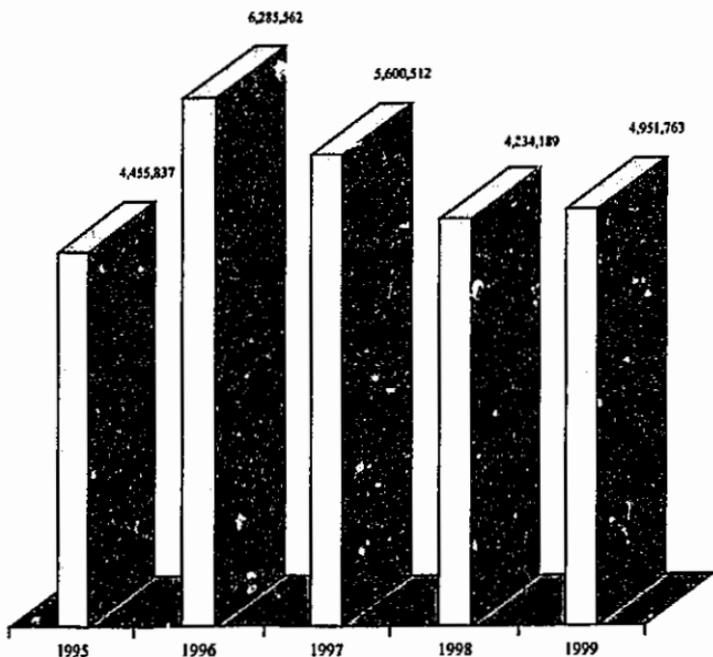
Percentages



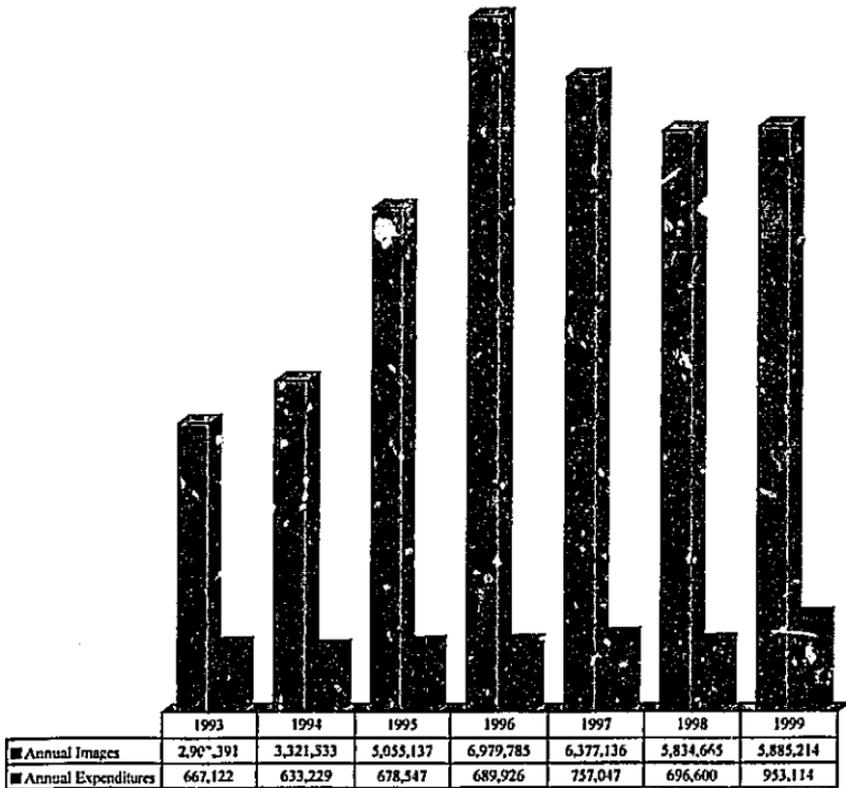
■ Clerk of Courts ■ Auditor □ Prosecutor □ Other

# History Images Produced by the Microfilming Center

Five-Year Trend



## Microfilming Center Production vs. Expenditures



■ Annual Images ■ Annual Expenditures

**FINAL 1999 APPROPRIATION STATUS REPORT**

<b>Account</b>	<b>Description</b>	<b>Total Appropriation</b>	<b>Total Expenditures</b>	<b>Returned to General Fund</b>
5100	Personal Services	\$505,387.00	\$494,794.24	\$10,592.76
5141	PERS Contribution	68,480.00	67,045.09	1,434.91
5143	Medicare	7,328.00	6,319.23	1,008.77
5200	Services and Charges	104,150.90	85,655.62	18,495.28
5300	Materials and Supplies	75,500.00	64,807.49	10,692.51
5400	Capital Outlays	244,650.00	234,492.18	10,157.82
	<b>Totals</b>	<b>\$1,005,495.90</b>	<b>\$953,113.85</b>	<b>52,382.05</b>

## 2000 APPROPRIATION

Acct	Description	Amount
5110	Salaries and Wages .....	\$527,461
5141	PERS .....	71,471
5143	Medicare Tax .....	7,648
5150	Fringe Benefits .....	101,933
5173	Workers Compensation .....	0
5174	Unemployment Compensation .....	0
5200	Services and Charges .....	104,080
5300	Materials and Supplies .....	75,500
5400	Capital Outlays .....	0
5500	Grants .....	0
5600	Debt Service .....	0
5700	Cash Transfer .....	0
5800	Contingency .....	0
Total		\$888,093

## 2000 EXPANDED BUDGET SUMMARY

<u>Account</u>	<u>Request Amount</u>	<u>Request Description</u>	<u>Amount Funded</u>	<u>Comments</u>
Salaries	0	5 % Salary Increase	25,520	
PERS	0		3,458	
Medicare	0		370	
Fringe Benefits	0		101,933	Reallocated
Services & Charges	1,500	Griffith Salary Study Update	0	Pay Plan Indexed 2.9 %
<b>Totals</b>	<b>\$1,500</b>		<b>\$131,281</b>	

**ORGANIZATION DESCRIPTION  
2000 OPERATING BUDGET**

AGENCY	<u>Microfilm Board</u>	CONTACT OR PREPARER	<u>Marvin Farley</u>
ORG DESCRIPTION	<u>Administration</u>	E-MAIL ADDRESS	<u>mxfarley@co.franklin.oh.us</u>
FUND NO.	<u>1000</u>		
ORG NO.	<u>10320</u>	DATE PREPARED OR REVISED	<u>27-Aug-99</u>

- I. Attach a current table of organization, including position titles and the number of individuals in each position.
- II. Provide a brief description of the activities/services performed with the appropriations allocated for this organization.

By law, the Microfilming Center shall perform services for County offices and agencies. The services include:

1. Film all daily documents filed in the Recorder's Office. This job will become a COM (computer output microfiche) operation soon.
2. Film history documents for multiple County agencies.
3. Provide COM services for various County mainframe and image system users. This system is new and is still being configured but it is producing some microfiche. We intend to pursue clients outside the County to enhance revenue and recover some of the costs after this unit is in full production. The funds previously paid by this department to the State for this service will be reallocated for maintenance on this equipment.
4. Develop and duplicate all film for multiple County agencies.
5. Provide microfilming supplies for multiple County agencies.
6. Purchase microfilming equipment for multiple County agencies.
7. Responsible for funding service contracts and non-contract repairs for all County microfilming equipment.
8. Repair and provide preventive maintenance for all microfilming equipment that is not under contract.
9. Provide indexing, storage and retrieval services for all County master film with sufficient retention period requirements.

**DETAIL OF CURRENT POSITIONS (excluding vacancies)  
2000 OPERATING BUDGET**

AGENCY  
ORG DESCRIPTION  
FUND NO.  
ORG NO.

Microfilm Board  
Administration  
1000  
10320

CONTACT OR PREPARER Marvin Farley

DATE PREPARED OR REVISED 27-Aug-99

Please list all currently filled positions (non-bargaining and bargaining) as of the July 23rd payroll.

EMPLOYEE NAME	N/B	POSITION TITLE	ANNUAL SALARY	PERS 13.55%	MEDICARE 1.45%	TOTAL VALUE OF POSITION
Department Total	N	Deputy Recorder	\$496,905	\$67,331	\$7,205	\$571,441
				0	0	0
				0	0	0
				0	0	0
				0	0	0
				0	0	0
				0	0	0
				0	0	0
				0	0	0
				0	0	0
				0	0	0
				0	0	0
				0	0	0
				0	0	0
				0	0	0
				0	0	0
				0	0	0
<b>TOTAL</b>			<b>\$496,905</b>	<b>\$67,331</b>	<b>\$7,205</b>	<b>\$571,441</b>

**SUMMARY OF FUND APPROPRIATION  
2000 OPERATING BUDGET**

AGENCY Microfilm Board  
 ORG DESCRIPTION Administration  
 FUND NO. 1000  
 ORG NO. 10320

CONTACT OR PREPARER Marvin Farley  
 DATE PREPARED OR REVISED 27-Aug-99

	FY 1998 ACTUAL EXPENDITURE	FY 1999 ORIGINAL APPROPRIATION	FY 1999 TRANSFER, SUPPLEMENTAL OR ANNUALIZED APPROPRIATION	FY 2000 APPROPRIATION DECREASE	FY 2000 CONTINUATION REQUEST (2 + 3 + 4)	FY 2000 EXPANDED REQUEST	FY 2000 TOTAL REQUEST (5 + 6)
OBJECT CODES	COLUMN #1	COLUMN #2	COLUMN #3	COLUMN #4	COLUMN #5	COLUMN #6	COLUMN #7
5100 PERSONAL SERVICES	\$478,408	\$505,387	\$0	(\$1,446)	\$501,941		\$501,941
5141 PERS	63,942	68,480	0	(467)	68,013		68,013
5143 MEDICARE	6,100	7,328	0	(50)	7,278		7,278
5150 FRINGE BENEFITS	0	0	0	0	0		0
5173 WORKERS COMP.	0	0	0	0	0		0
5174 UNEMPLOYMENT COMP.	0	0	0	0	0		0
5200 SERVICES & CHARGES	79,074	104,080	0	0	104,080	1,500	105,580
5300 MATERIALS & SUPPLIES	62,408	75,500	0	0	75,500	0	75,500
5400 OPERATING CAPITAL	0	0	0	0	0		0
5400 CAPITAL EQUIPMENT	6,639	244,650	0	N/A	N/A		0
5500 GRANTS	0	0	0	0	0		0
5600 DEBT SERVICE	0	0	0	0	0		0
5700 CASH TRANSFER	0	0	0	0	0		0
5800 CONTINGENCY	0	0	0	0	0		0
<b>TOTAL</b>	<b>\$696,571</b>	<b>\$1,065,425</b>	<b>\$0</b>	<b>(\$3,963)</b>	<b>\$756,812</b>	<b>\$1,500</b>	<b>\$758,312</b>

**OTHER EXPANDED REQUESTS**  
**2000 OPERATING BUDGET**  
(Use a separate form for each request)

AGENCY	<u>Microfilm Board</u>	PRIORITY	<u>1</u>
ORG DESCRIPTION	<u>Administration</u>		
FUND NO.	<u>1000</u>		
ORG NO.	<u>10320</u>	DATE PREPARED OR REVISED	<u>9/13/99 per MF</u>

**I. Please list the requested amount in the appropriate expense category:**

	Dept./Division
5100 Personal Services	_____
5141 PERS	_____
5143 Medicare	_____
5150 Fringe Benefits	_____
5200 Services & Charges	<u>1,500</u>
5300 Materials & Supplies	_____
5400 Operating Capital	_____
5400 Capital Outlays	_____
5500 Grants	_____
5600 Debt Service	_____
5700 Cash Transfer	_____
5800 Contingency	_____
<b>TOTAL REQUEST</b>	<b><u>\$1,500</u></b>

**II. Specific Object Code for 5200 and 5300 expenditure requests: (i.e. 5301 Office Supplies)** 520199

**III. Justification: (Include any pertinent statistics, i.e. caseloads, the purpose, and any cost savings, if approved. Attach additional pages if necessary)**

A salary review was completed in 1997 to adjust the incomes of the Microfilming Center staff. It was jointly recommended by David M. Griffith & Associates and the Commissioners that this survey be revisited on a biennial basis. The upgrade will address some job description changes and ensure that salaries remain competitive with the private sector.

**IV. Adverse Impacts, if not approved: (Attach additional pages if necessary)**

The related cost of doing a complete study at a four or five year interval would result in an increased expenditure of funds and would require greater time and effort.

**V. Show calculations:**

Estimated cost for 62 Deputy Recorders is \$4,000 which equals \$65 per person.

565 X 20 Microfilming Center positions	\$1,300
Adjustment for price increase	<u>200</u>
<b>Total</b>	<b><u>\$1,500</u></b>



DESCRIPTION OF REVENUE  
2000 OPERATING BUDGET

AGENCY Microfilm Board  
ORG DESCRIPTION Administration  
FUND NO. 1000  
ORG NO. 10320

DATE PREPARED OR REVISED 27-Aug-99

OBJECT CODE: 4322 DESCRIPTION OF REVENUE: Microfilm copies sold by other County entities

Include a brief explanation of the revenue, how it is generated, the assumptions used to determine the FY 2000 estimate and any significant increase/decrease in the estimate as compared to the previous year. (Attach additional pages if necessary.)

This revenue is generated by the sale of microfilm copies by other County agencies. I believe the only office dispersing funds into a Microfilming Center account is the Treasurer's Office. I have no way of knowing what these amounts will be from year to year other than to average annual amounts as we did last year. However, I have not seen income this year. I think it is due to the fact that Tax Duplicates being generated on a new computer system have yet to have film produced for sale. I expect this to change sometime. The result is the inability to estimate revenue. I am going to assume the system will be back to normal next year so I am submitting the same estimate that we arrived at last year.

OBJECT CODE: \_\_\_\_\_ DESCRIPTION OF REVENUE: \_\_\_\_\_

Include a brief explanation of the revenue, how it is generated, the assumptions used to determine the FY 2000 estimate and any significant increase/decrease in the estimate as compared to the previous year. (Attach additional pages if necessary.)

OBJECT CODE: \_\_\_\_\_ DESCRIPTION OF REVENUE: \_\_\_\_\_

Include a brief explanation of the revenue, how it is generated, the assumptions used to determine the FY 2000 estimate and any significant increase/decrease in the estimate as compared to the previous year. (Attach additional pages if necessary.)

**APPROPRIATION DECREASE  
2000 OPERATING BUDGET**

AGENCY Microfilm Board  
 ORG DESCRIPTION Administration  
 FUND NO. 1000  
 ORG NO. 10320

CONTACT OR PREPARER Marvin Farley

DATE PREPARED 11/10/99 by D.J.N per BB

ACCOUNTS	ISSUE	ISSUE	ISSUE	ISSUE	ISSUE	DECREASE
	#1	#2	#3	#4	#5	TOTAL
5100 PERSONAL SERVICES	(3,446)					(33,446)
5141 PERS	(467)					(5467)
5143 MEDICARE	(50)					(550)
5150 FRINGE BENEFITS						\$0
5173 WORKERS COMP.						\$0
5174 UNEMPLOYMENT COMP.						\$0
5200 SERVICES & CHARGES						\$0
5300 MATERIALS & SUPPLIES						\$0
5400 OPERATING CAPITAL						\$0
5400 CAPITAL EQUIPMENT	N/A	N/A	N/A	N/A	N/A	\$0
5500 GRANTS						\$0
5600 DEBT SERVICE						\$0
5700 CASH TRANSFER						\$0
5800 CONTINGENCY						\$0
	(3,963)	\$0	\$0	\$0	\$0	(33,963)

**EXPLANATION OF EACH DECREASE** (Also include the specific object codes for Materials & Supplies and Services & Charges, i.e. 5301 Office Supplies):

Issue # 1: Decrease for one-time lump sum payments made to employees who were at or above their salary range maximum per the David M. Griffith & Associates salary survey. See attached worksheet for additional backup.

**TOTALS:**

Personal Services - 5100	\$3,446.49 over cap, round to \$3,446
PERS - 5141	@ 13.55% = \$466.93, round to 467
Medicare - 5143	1.45% = \$49.97, round to 50
Total Decrease	\$3,963



