

# MARION COUNTY 2001 ANNUAL BUDGET

## METROPOLITAN DEVELOPMENT

### Mission Statement

The mission of the Metropolitan Development agencies is to create and maintain all records of real estate and improvements to property in Marion County. These records include the recording of any and all documents affecting the legal status of property.

### Description

The Recorder's Office is responsible for recording all documents meeting statutory requirements including deeds, mortgages, liens, etc. These recorded documents are public documents and must be maintained in perpetuity. The responsibilities of the Surveyor's Office are to maintain the legal survey of Marion County and to determine the parcel section corners and lines of adjoining lands.

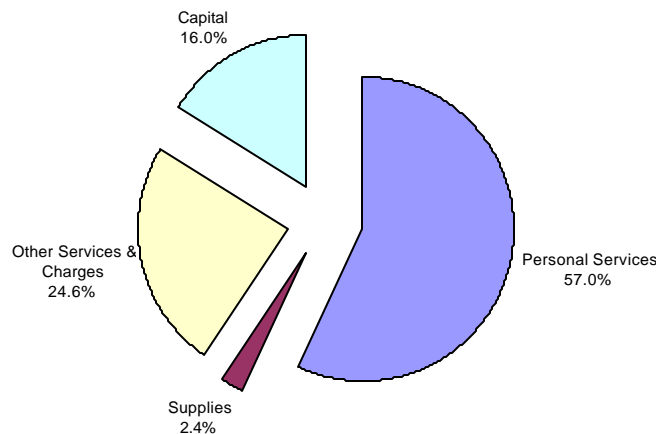
### Budget by Major Category

<i>Agency</i>	<i>1998 Actual</i>	<i>1999 Actual</i>	<i>2000 Revised Budget</i>	<i>2001 Proposed Budget</i>
County Recorder	2,759,835	1,560,037	1,604,121	1,697,168
County Surveyor	490,522	518,919	599,977	631,205
<b>Total</b>	<b>3,250,357</b>	<b>2,078,956</b>	<b>2,204,098</b>	<b>2,328,373</b>

### Budget by Fund

General	1,430,666	1,444,244	1,533,682	1,611,907
Recorder's Perpetuation	1,797,485	607,211	607,416	607,416
Surveyor's Perpetuation	22,207	27,501	63,000	109,050
<b>Total</b>	<b>3,250,357</b>	<b>2,078,956</b>	<b>2,204,098</b>	<b>2,328,373</b>

### Proposed Budget by Major Category



# MARION COUNTY 2001 ANNUAL BUDGET

**COUNTY SURVEYOR**

**FUND: COUNTY GENERAL**

## Description

The Surveyor's Office performs professional and technical services related to land surveying for several Uni-Gov agencies.

## Major Activities

The County Surveyor determines all section corner and lines of adjoining lands; verifies the location of section corners; compiles an office legal survey book; and furnishes published bench marks and Government section corner references to the surveying and engineering community. The legal survey procedure is used to settle property line disputes within the county. The Surveyor provides right-of-way and survey information to utilities, private surveys, contractors and the general public.

## Budget by Major Category

<b>Expenditures</b>	<b>1998 Actual</b>	<b>1999 Actual</b>	<b>2000 Revised</b>	<b>2001 Budget</b>	<b>% Chg</b>
Personal Services	\$ 336,978	\$ 355,017	\$ 367,270	\$ 376,295	2.5%
Supplies	8,024	8,388	9,060	8,500	-6.2%
Other Services & Charges	102,695	108,327	138,405	115,118	-16.8%
Capital	<u>20,619</u>	<u>19,686</u>	<u>22,242</u>	<u>22,242</u>	<u>0.0%</u>
Total:	\$ 468,316	\$ 491,418	\$ 536,977	\$ 522,155	-2.8%

## Supplemental Agency Request

	<b>2001 Request</b>	<b>Justification</b>
Personal Services	\$ 0	
Supplies	0	
Other Services & Charges	0	
Capital	<u>0</u>	
Total:	\$ 0	

# MARION COUNTY 2001 ANNUAL BUDGET

**COUNTY SURVEYOR**

**FUND: COUNTY GENERAL**

## Budget Highlights

Provide Marion County with essential information that is required by statute in the Indiana State Code.

## Goals and Objectives

**Goal:** To fulfill the statutory duties of maintenance, perpetuation of section corners and legal survey in the most efficient way possible.

**Objective:** To establish, relocate, perpetuate and keep records of all section corners throughout the county.

<b>Measures:</b>	<b>1998 Actual</b>	<b>1999 Actual</b>	<b>2000 Estimate</b>	<b>2001 Target</b>
Job requests	65	65	70	70
Section corners replaced	65	65	65	70
Section corners maintained	400	400	420	420
Number of surveys conducted	60	60	65	65
Average cost per survey	\$1,000	\$1,000	\$1,000	\$1,000

## Staffing Levels

<b>Section / Position:</b>	<b>1998 Actual</b>	<b>1999 Actual</b>	<b>2000 Estimate</b>	<b>2001 Target</b>
One Section	10	10	10	10
Part-time			1	1
<b>Total:</b>	<b>10</b>	<b>10</b>	<b>11</b>	<b>11</b>

# MARION COUNTY 2001 ANNUAL BUDGET

**COUNTY SURVEYOR**

**FUND: SURVEYOR'S PERPETUATION**

## Description

The Corner Perpetuation program is expected to meet our State standards regarding methods of establishment and perpetuation of corners. The program is also responsible for the maintenance and custody of a corner record book and the recording of each corner reference in the record book.

## Major Activities

To establish, locate, and keep records of all section corners throughout the county.

## Budget by Major Category

Expenditures	1998 Actual	1999 Actual	2000 Revised	2001 Budget	% Chg
Personal Services	\$ 9,281	\$ 9,637	\$ 34,000	\$ 35,050	3.1%
Supplies	7,000	3,933	8,000	8,000	0.0%
Other Services & Charges	-	2,436	3,000	16,000	433.3%
Capital	5,926	11,495	18,000	50,000	177.8%
<b>Total:</b>	<b>\$ 22,207</b>	<b>\$ 27,501</b>	<b>\$ 63,000</b>	<b>\$ 109,050</b>	<b>73.1%</b>

## Supplemental Agency Request

	2001 Request	Justification
Personal Services	\$ 0	
Supplies	0	
Other Services & Charges	0	
Capital	<u>0</u>	
<b>Total:</b>	<b>\$ 0</b>	

## County Surveyor

DBM Code	Title	# of Positions	Annual Salary	Average Salary	# of Vacant Positions
	Marion County Surveyor	1	54,169	54,169	
C51	Chief Administrator	1	43,943	43,943	
C43	Technical Supervisor	1	39,683	39,683	
C41	Survey Party Chief	2	71,513	35,757	
B32	Assistant Survey Party Chief	3	89,810	29,937	
B32	Geographic Info Specialist	1	36,758	36,758	
B31	Administrative Assistant	1	27,398	27,398	
B24	Part-time	1	9,263	9,263	
<b>Total:</b>		<b>11</b>	<b>372,537</b>	<b>33,867</b>	<b>0</b>

# MARION COUNTY 2001 ANNUAL BUDGET

**AGENCY: COUNTY SURVEYOR**

## 2001 Proposed Budget by Agency, Fund, Character, and Object

	1998 Actual	1999 Actual	2000 Revised	2000 Actual	2001 Proposed	Difference	% Chg
<b><i>Fund 100 County General Fund</i></b>							
Character 01 Personal Services							
010 Regular Salaries	334,104	349,613	366,477	181,637	372,659	6,182	1.7%
030 Overtime	2,873	5,404	793	793	0	-793	-100.0
050 Special Pay/Compensation	0	0	0	0	3,636	3,636	na
<b>Summary for Char 01</b>	<b>336,978</b>	<b>355,017</b>	<b>367,270</b>	<b>182,430</b>	<b>376,295</b>	<b>9,025</b>	<b>2.5%</b>
Character 02 Supplies							
210 Official Records	0	11	0	0	0	0	na
211 General Office Supplies	1,227	1,188	2,060	799	1,500	-560	-27.2%
260 Implements & Tools	130	0	0	0	0	0	na
299 Miscellaneous Supplies	6,667	7,190	7,000	3,024	7,000	0	0.0%
<b>Summary for Char 02</b>	<b>8,024</b>	<b>8,388</b>	<b>9,060</b>	<b>3,822</b>	<b>8,500</b>	<b>-560</b>	<b>-6.2%</b>
Character 03 Other Services & Charges							
310 Postage & Freight	234	714	600	68	600	0	0.0%
311 Telephone	905	859	1,080	399	1,080	0	0.0%
312 Conference & Travel	749	681	3,700	449	3,700	0	0.0%
349 Maintenance/Licensing	593	691	441	0	441	0	0.0%
350 Equipment Repair	2,762	1,908	1,984	439	1,984	0	0.0%
358 ISA Telephones	2,836	2,931	2,937	1,440	2,937	0	0.0%
359 Building Rent/Building Security	19,556	19,929	20,665	19,531	25,162	4,497	21.8%
360 ISA Charges	282	13,659	36,798	19,624	4,014	-32,784	-89.1%
370 Insurance Premiums	0	100	100	0	100	0	0.0%
371 Rent	4,283	4,680	5,000	3,080	5,000	0	0.0%
377 Subscriptions	140	145	200	163	200	0	0.0%
382 Membership Dues	1,281	831	1,000	656	1,000	0	0.0%
390 Other Services & Charges	69,075	61,200	63,900	0	68,900	5,000	7.8%
<b>Summary for Char 03</b>	<b>102,695</b>	<b>108,327</b>	<b>138,405</b>	<b>45,849</b>	<b>115,118</b>	<b>-23,287</b>	<b>-16.8%</b>
Character 04 Capital							
442 Equipment	6,587	4,544	1,066	1,066	1,066	0	0.0%
443 Vehicle Purchases	14,032	15,142	19,934	0	19,934	0	0.0%
444 Books/Library Purchases	0	0	1,242	650	1,242	0	0.0%
<b>Summary for Char 04</b>	<b>20,619</b>	<b>19,686</b>	<b>22,242</b>	<b>1,716</b>	<b>22,242</b>	<b>0</b>	<b>0.0%</b>
<b>Summary for Fund 100</b>	<b>468,316</b>	<b>491,418</b>	<b>536,977</b>	<b>233,817</b>	<b>522,155</b>	<b>-14,822</b>	<b>-2.8%</b>

# MARION COUNTY 2001 ANNUAL BUDGET

**AGENCY: COUNTY SURVEYOR**

## 2001 Proposed Budget by Agency, Fund, Character, and Object

	1998 Actual	1999 Actual	2000 Revised	2000 Actual	2001 Proposed	Difference	% Chg
<b><i>Fund 210 Surveyor's Perpetuation Fund</i></b>							
Character 01 Personal Services							
010 Regular Salaries	0	0	20,000	0	20,500	500	2.5%
020 Temporary Salaries	0	0	4,000	1,482	4,100	100	2.5%
030 Overtime	9,281	9,637	10,000	4,716	10,250	250	2.5%
050 Special Pay/Compensation	0	0	0	0	200	200	na
<b>Summary for Char 01</b>	<b>9,281</b>	<b>9,637</b>	<b>34,000</b>	<b>6,198</b>	<b>35,050</b>	<b>1,050</b>	<b>3.1%</b>
Character 02 Supplies							
211 General Office Supplies	0	433	0	0	0	0	na
299 Miscellaneous Supplies	7,000	3,500	8,000	3,004	8,000	0	0.0%
<b>Summary for Char 02</b>	<b>7,000</b>	<b>3,933</b>	<b>8,000</b>	<b>3,004</b>	<b>8,000</b>	<b>0</b>	<b>0.0%</b>
Character 03 Other Services & Charges							
310 Postage & Freight	0	25	100	13	100	0	0.0%
312 Conference & Travel	0	1,055	1,600	795	1,600	0	0.0%
350 Equipment Repair	0	1,355	1,300	0	1,300	0	0.0%
390 Other Services & Charges	0	0	0	0	13,000	13,000	na
<b>Summary for Char 03</b>	<b>0</b>	<b>2,436</b>	<b>3,000</b>	<b>808</b>	<b>16,000</b>	<b>13,000</b>	<b>433.3</b>
Character 04 Capital							
442 Equipment	5,926	7,267	15,076	2,810	50,000	34,924	231.7%
443 Vehicle Purchases	0	4,228	0	0	0	0	na
444 Books/Library Purchases	0	0	2,924	2,924	0	-2,924	-100.0
<b>Summary for Char 04</b>	<b>5,926</b>	<b>11,495</b>	<b>18,000</b>	<b>5,734</b>	<b>50,000</b>	<b>32,000</b>	<b>177.8</b>
<b>Summary for Fund 210</b>	<b>22,207</b>	<b>27,501</b>	<b>63,000</b>	<b>15,744</b>	<b>109,050</b>	<b>46,050</b>	<b>73.1%</b>
<b>Summary for Agency 10</b>	<b>490,522</b>	<b>518,919</b>	<b>599,977</b>	<b>249,561</b>	<b>631,205</b>	<b>31,228</b>	<b>5.2%</b>

# MARION COUNTY 2001 ANNUAL BUDGET

**COUNTY RECORDER**

**FUND: COUNTY GENERAL**

## Description

The Marion County Recorder must record any document meeting statutory recording requirements. Those documents include deeds, mortgages, liens, releases, plats, HPR's, Uniform Commercial Code, etc. Recorded documents are public records, which must be indexed and maintained for eternity. The recorder collects fees for these various services.

## Major Activities

The Recorder's Office is continuing to convert manually stored documents into the computer system. Phase I has been completed, and Phase II is underway. The second phase will take approximately 32 months to complete but will enable all documents (both the image and the index) to be accessible via computer back to 1963. Both phases are being totally funded by the Recorder's Perpetuation fund. The conversion will enable smooth, efficient retrieval of documents and allow for the removal of the currently stored microfilm and index cards.

## Budget by Major Category

Expenditures	1998 Actual	1999 Actual	2000 Revised	2001 Budget	% Chg
Personal Services	\$ 793,274	\$ 817,078	\$ 899,992	\$ 915,492	1.7%
Supplies	-	-	-	-	-na-
Other Services & Charges	169,076	135,748	96,713	174,260	80.2%
Capital	-	-	-	-	-na-
Total:	\$ 962,350	\$ 952,826	\$ 996,705	\$ 1,089,752	9.3%

## Supplemental Agency Request

	2001 Request	Justification
Personal Services	\$ 0	
Supplies	0	
Other Services & Charges	0	
Capital	<u>0</u>	
Total:	\$ 0	

# MARION COUNTY 2001 ANNUAL BUDGET

**COUNTY RECORDER**

**FUND: COUNTY GENERAL**

## Budget Highlights

Since making drastic budgetary changes in 1998 to the Recorder's budget in order to raise salaries, we have been able to attract and maintain key employees.

## Goals and Objectives

**Goal:** To keep an accurate record of public documents.

**Objective:** To record and maintain all statutorily required documents.

<b>Measures:</b>	<b>1998 Actual</b>	<b>1999 Actual</b>	<b>2000 Estimate</b>	<b>2001 Target</b>
Number of documents recorded	231,619	244,039	260,000	260,000
Average per day	925	975	1,040	1,040
Percent of documents current				

## Staffing Levels

<b>Section / Position:</b>	<b>1998 Actual</b>	<b>1999 Actual</b>	<b>2000 Estimate</b>	<b>2001 Target</b>
Administrative	7	7	7	7
Data Entry Clerks	7	6	8	8
Other Clerks	20	24	19	19
<b>Total:</b>	<b>34</b>	<b>37</b>	<b>34</b>	<b>34</b>

# MARION COUNTY 2001 ANNUAL BUDGET

**COUNTY RECORDER**

**FUND: RECORDER'S PERPETUATION**

## Description

The Recorder's Perpetuation Fund is a statutorily designed special revenue fund that is comprised of copy fees, supplemental recording fees, and the sale of CD's (CD's contain images of all documents). The fund has been used for the purchase of the document imaging computer system, outside vault rental, phases I and II of the back file conversion, two microfilm reader/printers, another jukebox, and an upgraded Wang VS processor. In 1998, it began funding most of the overall operation of the Recorder's Office in order to allow for salary increases.

## Major Activities

The Recorders Office is currently designing/implementing our records to be available for use on the Internet. The milestone will hopefully be accomplished by year-end. If we are no successful for this year it will carry over into next year. The projected costs with software and hardware will be approximately \$170,000. The money will be generated from the Recorder's Perpetuation Fund.

## Budget by Major Category

Expenditures	1998 Actual	1999 Actual	2000 Revised	2001 Budget	% Chg
Personal Services	\$ -	\$ -	\$ -	\$ -	-na-
Supplies	23,794	27,415	38,802	38,802	0.0%
Other Services & Charges	1,623,369	223,767	268,005	268,005	0.0%
Capital	<u>150,322</u>	<u>356,029</u>	<u>300,609</u>	<u>300,609</u>	<u>0.0%</u>
Total:	\$ 1,797,485	\$ 607,211	\$ 607,416	\$ 607,416	0.0%

## Supplemental Agency Request

	2001 Request	Justification
Personal Services	\$ 0	
Supplies	0	
Other Services & Charges	0	
Capital	<u>0</u>	
Total:	\$ 0	

# MARION COUNTY 2001 ANNUAL BUDGET

## County Recorder

DBM Code	Title	# of Positions	Annual Salary	Average Salary	# of Vacant Positions
	Marion County Recorder	1	56,906	56,906	
C52	Chief Deputy Recorder	1	46,549	46,549	
C51	Accounting Manager	1	45,950	45,950	
C51	Operations Manager	1	40,800	40,800	
C43	Sr. Analyst Programmer	1	45,900	45,900	
B31	Administrative Assistant	3	75,000	25,000	
B31	Data Entry Supervisor	1	27,000	27,000	
B31	Public Records Supv	2	50,000	25,000	
B23	Senior Secretary	1	22,910	22,910	
B22	Lead Data Entry Clerk	1	21,010	21,010	
B21	Data Entry Clerk III	2	36,000	18,000	
B21	Data Entry Clerk III Part-time	1	9,000	9,000	
B21	Records Clerk	17	309,400	18,200	
B21	Senior Office Assistant	1	19,088	19,088	
	<b>Total:</b>	<b>34</b>	<b>805,513</b>	<b>23,692</b>	<b>0</b>

# MARION COUNTY 2001 ANNUAL BUDGET

**AGENCY: COUNTY RECORDER**

## 2001 Proposed Budget by Agency, Fund, Character, and Object

	1998 Actual	1999 Actual	2000 Revised	2000 Actual	2001 Proposed	Difference	% Chg
<b><i>Fund 100 County General Fund</i></b>							
Character 01 Personal Services							
010 Regular Salaries	793,274	807,432	899,992	395,112	906,492	6,500	0.7%
030 Overtime	0	9,646	0	0	0	0	na
050 Special Pay/Compensation	0	0	0	0	9,000	9,000	na
<b>Summary for Char 01</b>	<b>793,274</b>	<b>817,078</b>	<b>899,992</b>	<b>395,112</b>	<b>915,492</b>	<b>15,500</b>	<b>1.7%</b>
Character 03 Other Services & Charges							
359 Building Rent/Building Security	65,785	67,041	69,517	65,703	84,642	15,125	21.8%
360 ISA Charges	103,291	68,707	27,196	6,610	73,618	46,422	170.7%
371 Rent	0	0	0	0	16,000	16,000	na
<b>Summary for Char 03</b>	<b>169,076</b>	<b>135,748</b>	<b>96,713</b>	<b>72,313</b>	<b>174,260</b>	<b>77,547</b>	<b>80.2%</b>
<b>Summary for Fund 100</b>	<b>962,350</b>	<b>952,826</b>	<b>996,705</b>	<b>467,425</b>	<b>1,089,752</b>	<b>93,047</b>	<b>9.3%</b>
<b><i>Fund 211 County Records Perpetuation</i></b>							
Character 02 Supplies							
211 General Office Supplies	23,794	27,415	36,571	5,825	37,682	1,111	3.0%
213 Data Processing Supplies	0	0	2,231	2,231	1,120	-1,111	-49.8%
<b>Summary for Char 02</b>	<b>23,794</b>	<b>27,415</b>	<b>38,802</b>	<b>8,056</b>	<b>38,802</b>	<b>0</b>	<b>0.0%</b>
Character 03 Other Services & Charges							
310 Postage & Freight	11,708	23,828	13,266	2,848	13,266	0	0.0%
311 Telephone	220	474	500	252	500	0	0.0%
312 Conference & Travel	6,517	6,506	20,000	3,105	40,000	20,000	100.0%
340 Advertising	0	0	278	0	278	0	0.0%
341 Printing Services	6,288	7,498	17,989	2,447	8,006	-9,983	-55.5%
349 Maintenance/Licensing	63,765	85,809	116,000	39,229	116,000	0	0.0%
350 Equipment Repair	2,805	4,295	5,623	861	5,623	0	0.0%
358 ISA Telephones	13,783	14,292	14,969	6,735	14,969	0	0.0%
366 Office Remodeling	995	5,216	13,097	13,097	12,221	-876	-6.7%
371 Rent	0	0	1,000	0	1,000	0	0.0%
377 Subscriptions	157	172	176	176	159	-17	-9.7%
382 Membership Dues	760	298	600	597	600	0	0.0%
390 Other Services & Charges	1,516,371	75,381	64,507	7,725	55,383	-9,124	-14.1%
<b>Summary for Char 03</b>	<b>1,623,369</b>	<b>223,767</b>	<b>268,005</b>	<b>77,072</b>	<b>268,005</b>	<b>0</b>	<b>0.0%</b>
Character 04 Capital							
440 Office Furniture & Equipment	135,375	342,226	291,424	69,479	261,562	-29,862	-10.2%
442 Equipment	11,520	0	5,154	0	35,015	29,862	579.4%
444 Books/Library Purchases	3,427	13,802	4,032	3,649	4,032	0	0.0%
<b>Summary for Char 04</b>	<b>150,322</b>	<b>356,029</b>	<b>300,609</b>	<b>73,128</b>	<b>300,609</b>	<b>0</b>	<b>0.0%</b>
<b>Summary for Fund 211</b>	<b>1,797,485</b>	<b>607,211</b>	<b>607,416</b>	<b>158,256</b>	<b>607,416</b>	<b>0</b>	<b>0.0%</b>
<b>Summary for Agency 08</b>	<b>2,759,835</b>	<b>1,560,037</b>	<b>1,604,121</b>	<b>625,680</b>	<b>1,697,168</b>	<b>93,047</b>	<b>5.8%</b>