

DEPARTMENT/PROGRAM	MINIMUM MANDATED BY:	2009 GENERAL FUND PRELIMINARY BSI	FTEs	MANDATE FUNDING SOURCE
CLERK OF COURTS	<b>All personnel, except Criminal Bailiffs (OCA 460234) are accounted for in one OCA, 460456, Personnel. Expenses listed by division, both mandated and non mandated are non personnel in nature.</b>			
OCA – 460345 Administration/MIS	ORC 1901.33 (A) see Clerk of Courts. ORC 2303.08 states that the clerk of courts of common pleas <b>shall</b> indorse on each pleading or paper in a cause filed in the clerk’s office the time of filing, enter all orders, decrees, judgments, and proceeding of the courts of which such individual is the clerk, make a complete record when ordered on the journal to do so, and pay over to the proper parties all money’s coming into the clerk’s hands as clerk.	\$63,400	N/A	General Fund
OCA – 460303 Appellate	ORC 2501.16(A) states each court of appeals <b>may</b> appoint one or more official shorthand reporters, law clerks, secretaries, and any other employees that the court considers necessary for its efficient operations. The clerk of the court of common pleas, acting as the clerk of the court of appeals for the county, <b>shall</b> perform the duties otherwise performed and collect the fees otherwise collected by the clerk of the court of common pleas, as set forth in section 2303.03 of RC, and <b>shall</b> maintain the files and records of the court. The overhead expenses pertaining to the office of the clerk of the court of common pleas that result from the clerk’s acting as clerk of the court of appeals for the	\$4,300	N/A	General Fund

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	county, other than wages and salaries, <b>shall</b> be paid from the funds provided under section 2501.08 and 2501.181 of the revised code.			

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OCA – 460311 Civil Bailiff	ORC 1901.32 Comments: ORC 1901.32 (A)(3). states the bailiff and all deputy bailiffs of the Hamilton county municipal court <b>shall be</b> appointed by the clerk and shall receive the compensation payable in semimonthly installments out of the treasury of Hamilton county that the clerk prescribes. Each judge of the Hamilton county municipal court <b>may</b> appoint a courtroom bailiff, each of whom shall receive the compensation payable in semimonthly installments out of the treasury of Hamilton county that the court prescribes.	\$80,700	N/A	General Fund
OCA – 460337 Common Pleas	ORC 2303.07 Comments: ORC 2303.07 states the clerk of the court of common pleas <b>may</b> administer oaths and take and certify affidavits, depositions, and acknowledgements of deeds, mortgages, powers of attorney, and other instruments in writing.	\$433,860	N/A	General Fund
OCAs – 460234 & 460329 Criminal Bailiff	ORC 1901.32 Comments: ORC 1901.32 (A)(3). states the bailiff and all deputy bailiffs of the Hamilton county municipal court <b>shall be</b> appointed by the clerk and shall receive the compensation payable in semimonthly installments out of the treasury of Hamilton county that the clerk prescribes. Each judge of the Hamilton	\$1,670,412 and \$116,700	32.00	General Fund

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	county municipal court <b>may</b> appoint a courtroom bailiff, each of whom shall receive the compensation payable in semimonthly installments out of the treasury of Hamilton county that the court prescribes.			

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OCAs – 460001 & 460002 Microfilm/Records Center	<p>ORC 1901.41 Comments: ORC 1901.41(A). Notwithstanding section 149.39 of the RC, each municipal court, by rule, <b>may</b> order the destruction or other disposition of the files of cases that have been finally disposed of by the court for at least five years as follows: etc.</p> <p>(B)(1) Except as otherwise provided in this division, all files destroyed or otherwise disposed of under division (A)(1) of this section <b>shall</b> be copied or reproduced prior to their destruction or disposition in the manner and according to the procedure prescribed in section 9.01 of the revised code. ...Files destroyed or otherwise disposed of under division (A)(1) of this section that are solely concerned with criminal prosecutions for minor misdemeanor offenses or that are concerned solely with traffic prosecutions do not have to be copied or reproduced in any manner or under any procedure prior to their destruction or disposition as provided in this section.</p>	\$100,900 and \$24,980	N/A	General Fund - partial reimbursement through indirect cost plan ~ \$96,000
OCA – 460360 Municipal Civil	<p>ORC 1901.31 Comments: ORC 1901.31(B). In the Hamilton county municipal court, the clerk of courts of Hamilton county <b>shall</b> be the clerk of the municipal court and may appoint an assistant clerk who shall receive the compensation, payable out of the treasury of Hamilton county in semimonthly installments that the BOCC prescribes. The clerk of courts of Hamilton county acting as the clerk of</p>	\$441,750	N/A	General Fund

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	the Hamilton county municipal court and assuming duties of that office, shall receive compensation at one-fourth the rate that is prescribed for the clerks of courts of common pleas as determined in accordance with the population of the county and the rates set forth in sections 325.08 and 325.18 of the RC.			

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OCA – 460378 Municipal Criminal Traffic	ORC 1901.31 Comments: ORC 1901.31(B). In the Hamilton county municipal court, the clerk of courts of Hamilton county <b>shall</b> be the clerk of the municipal court and may appoint an assistant clerk who shall receive the compensation, ..., that the BOCC prescribes. The clerk of courts of Hamilton county acting as the clerk of the Hamilton..., assuming duties of that office, <b>shall</b> receive compensation at one-fourth the rate that is prescribed for the clerks of courts of common pleas as determined in accordance with the population of the county and the rates set forth in sections 325.08 and 325.18 of the RC.	\$85,130	N/A	General Fund
OCA 460456 Personnel	See ORC 1901.31, 1901.32, 1901.33, 2303.08, and 2501.16 above. 80% of full time and 100% of part time	\$8,833,074	185.10	General Fund
	<b>Total Minimum Mandated</b>	\$11,855,206	217.10	
	<b>Non Mandated</b>			
OCA 460345 – Administration/MIS	Travel, mileage, miscellaneous rent( parking), subscriptions and memberships, training, credit card fees, and office furniture	\$197,000		
OCA 460303 – Appellate	Office furniture	\$500		
OCA 460311 – Civil Bailiff	Travel, subscriptions and memberships, office furniture, vehicles. Increases passenger car repair	\$35,650		
OCA Common Pleas	Travel, subscriptions and memberships, office furniture. Reduces office supplies and misc. maintenance agreements	\$28,000		

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OCA 460234 & 460329 - Criminal Bailiffs	Personnel- 20%. Travel, subscriptions and memberships and vehicles. Increases passenger car repaid. Decreases uniforms.	\$417,603 and \$111,500	8.00	
OCA – 460001 & 460002 Microfilm and Records Center	Training for Records center. Reduces office supplies in Microfilm.	\$1,000		
OCA – 460360 Municipal Civil	Travel, mileage, subscriptions and memberships, training, office furniture. Reduces Office supplies, printing and publishing	\$25,050		
OCA 460378 – Municipal Criminal Traffic	Travel, subscriptions and memberships, training, office furniture, data processing equipment and other equipment. Reduces office supplies and printing and publishing.	\$28,200		
OCA 460456 Personnel	See ORC 1901.31, 1901.32, 1901.33, 2303.08, and 2501.16 above. Reduced FT 20% and eliminated all temporary employees.	\$2,299,269	50.00	General Fund
	<b>Total Non Mandated</b>	\$3,143,772	58.00	
	<b>Reimbursed</b>			
OCA 460352 - Mail Center	No mandate for mail center. This program provides services to all county agencies. If it is not funded additional funding will be needed in all agencies that use this program.	\$1,384,700	N/A	Partially reimbursed - \$1,210,000 direct bill and ~\$15,000 through indirect cost plan.
	<b>Total Department</b>	\$16,383,678	279.50	