

Mission

The mission of the Franklin County Municipal Clerk of Court’s Office is to accurately maintain and safeguard court records, collect and disburse public funds while promoting equal access, fairness and transparency. The vision of the Clerk's Office is to provide access to justice through competent customer service, communication and community outreach. The Franklin County Municipal Clerk of Court's Office is committed to the core values of: Respect, Integrity, Justice and Compassion for all we serve.

Strategic Focus

Primary Initiative: Electronic Document Filing - Reduce the dependence on paper documents by creating an electronic pathway to receive, index, and time-stamp documents.

Primary Issue: Short Message Service (SMS)-enabled text notifications - The SMS provides defendants with an automated courtesy text reminder of their scheduled court appearance. In Franklin County Municipal Court, there are an overabundance of individuals who fail to appear for court; resulting in the issuance of order-ins and warrants. Most warrants issued are for low level misdemeanors, creating a clog in the system, and increasing workloads for all justice system partners. Studies suggest that using the SMS improves court appearance rates of defendants and reduce community and operational court costs associated with failure to appear. In addition, defendants may spend less time in jail.

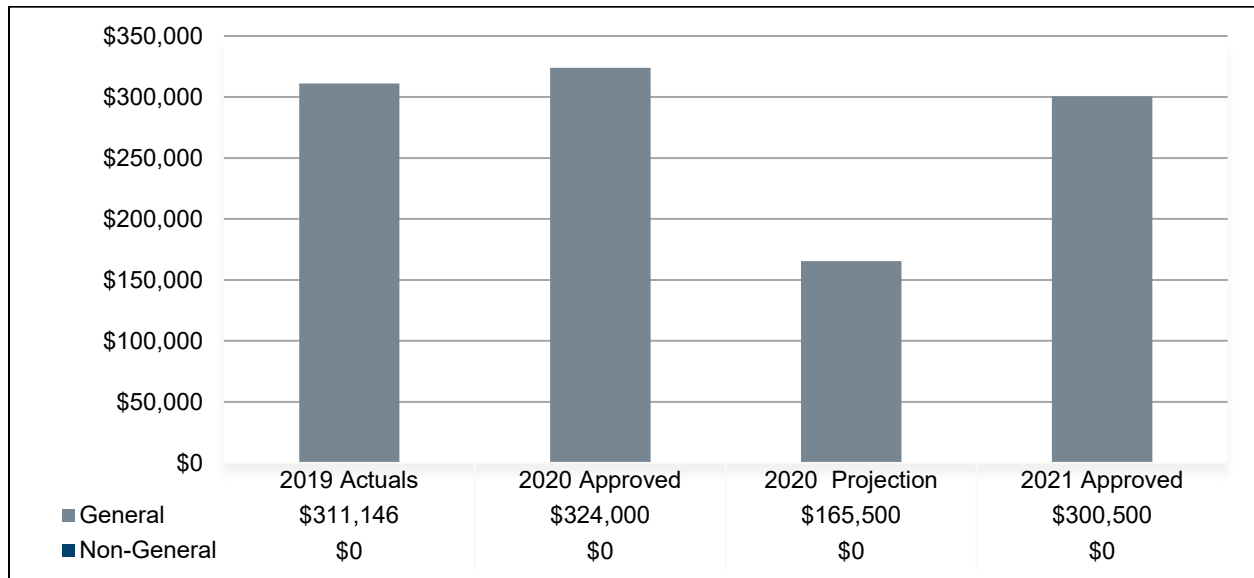
Performance Spotlight

Measure: Number of SMS-enabled text notifications sent to defendants

Program: Municipal Court Clerk Program

About this measure		Why it is important	
This measure counts the number of SMS-enabled text notifications sent to defendants to remind them of upcoming court dates.		The measure seeks to reduce the number of warrants issued resulting from failures to appear.	
What is being done			
Sign up forms are provided at the time of arraignment to enable defendants to receive courtesy text messages to notify them of upcoming court dates.			
2019 Actual	2020 Budget	2020 Projected	2021 Budget
845	1,000	1,000	2,000

Budget Summary – Revenues



Primary Revenue Sources by Fund Type

Fund Type	Fund Name (Number)	Primary Revenue Sources
General	• General Fund (1000)	<ul style="list-style-type: none"> • Municipal Court fines & penalties • Application fees for indigent defense per ORC 120.36 • 10% of Ohio Highway Patrol fines • Liquor law violations • Witness & juror fee reimbursements for offenses written under state code
Special	None	N/A
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	\$324,000	\$165,500	(\$158,500)	-48.9%
Non-General Fund	\$0	\$0	\$0	N/A
Total	\$324,000	\$165,500	(\$158,500)	-48.9%

The \$158,500 decrease from the 2020 Approved Budget to the 2020 Projection is primarily attributed to:

- The continuance of cases from March 16th through June 1st due to the COVID-19 pandemic as well declines in revenue from decreasing application fees for indigent defense, declining Municipal Court fines and penalties due to a decrease in the number of cases, and liquor law violations associated with underage drinking cases being dismissed and expunged, which results in defendants only being required to pay the court costs and not the fine.

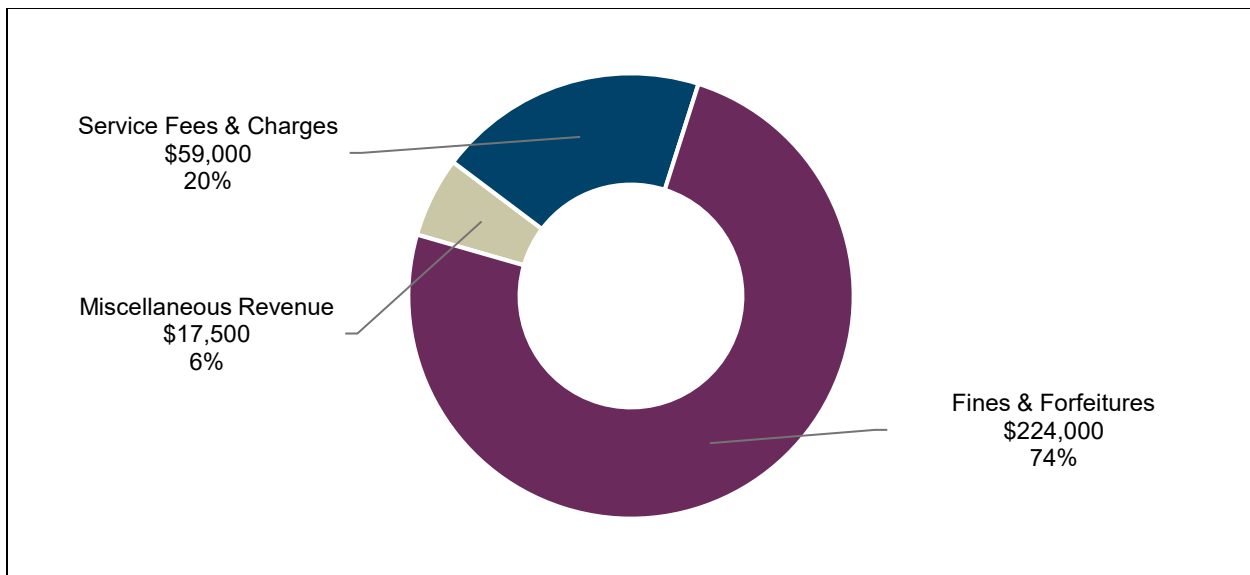
Comparison: 2020 Approved to 2021 Approved

	2020 Approved	2021 Approved	Variance \$	%
General Fund	\$324,000	\$300,500	(\$23,500)	-7.3%
Non-General Fund	\$0	\$0	\$0	N/A
Total	\$324,000	\$300,500	(\$23,500)	-7.3%

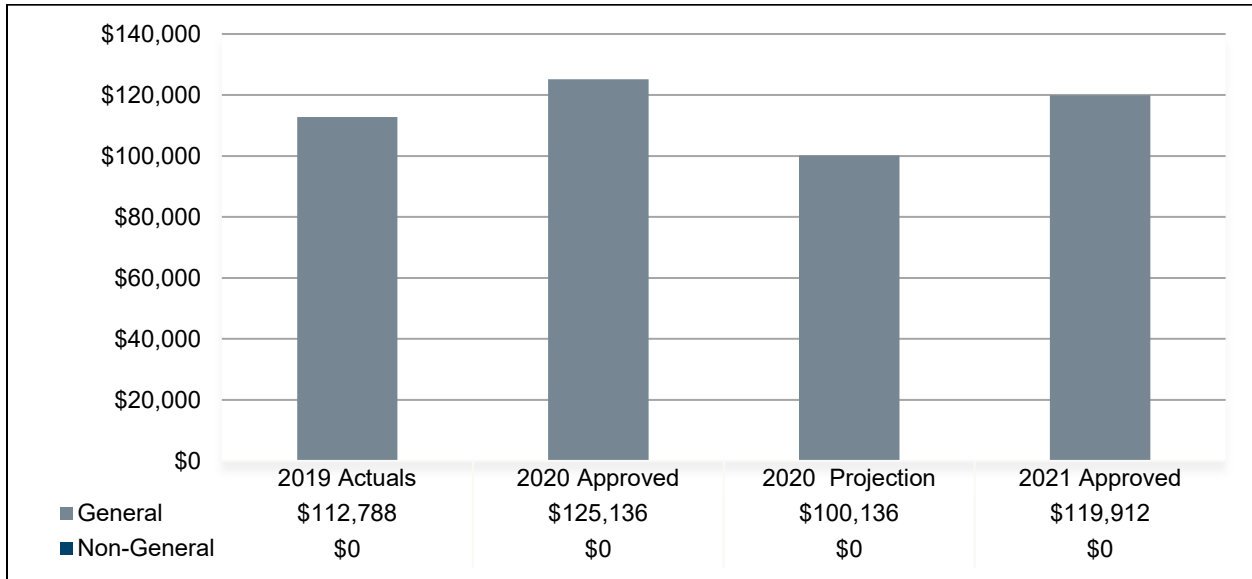
The \$23,500 decrease from the 2020 Approved Budget to the 2021 Approved Budget is primarily attributed to:

- Aligning application for indigent defense fees, Municipal Court fines & penalties, and liquor law violations with the projected amounts for 2021.

**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	\$63,115	52.6%
WITNESS FEES	\$56,797	47.4%
TOTAL	\$119,912	100.0%

Comparison: 2020 Approved to 2020 Projection

	2020 Approved	2020 Projection	Variance \$	%
General Fund	\$125,136	\$100,136	(\$25,000)	-20.0%
Non-General Fund	\$0	\$0	\$0	N/A
Total	\$125,136	\$100,136	(\$25,000)	-20.0%

The \$25,000 decrease from the 2020 Approved Budget to the 2020 Projection is primarily attributed to:

- A decrease in Witness Fees due to the continuance of cases from March 16th through June 1st as a result of the COVID-19 pandemic, as well as an overall trend of decreased case counts.

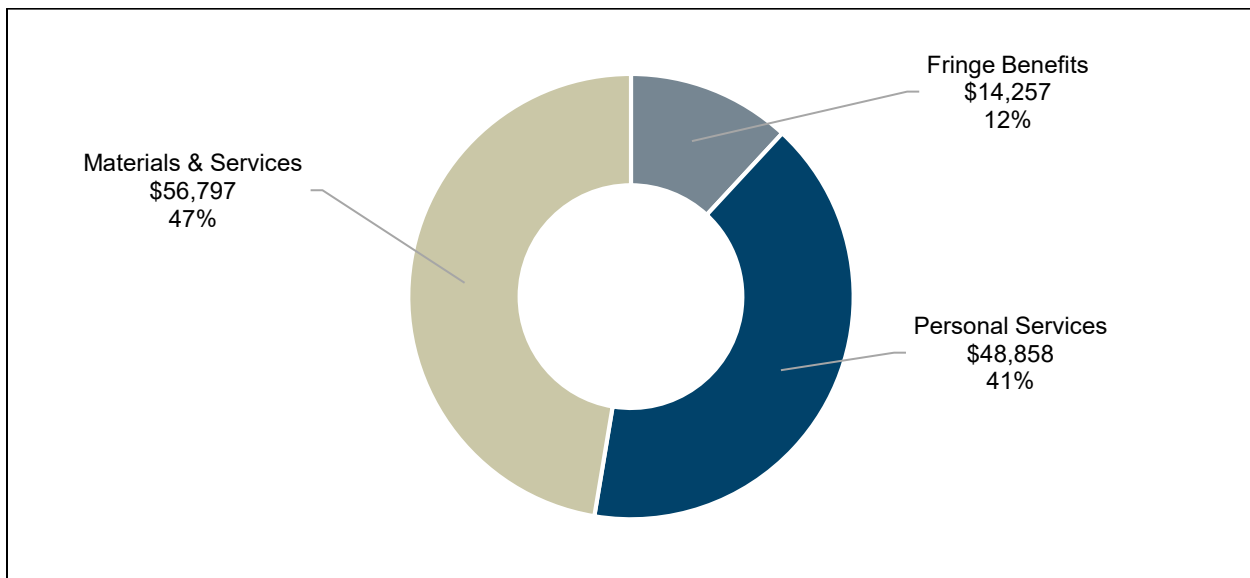
Comparison: 2020 Approved to 2021 Approved

	2020 Approved	2021 Approved	Variance \$	%
General Fund	\$125,136	\$119,912	(\$5,224)	-4.2%
Non-General Fund	\$0	\$0	\$0	N/A
Total	\$125,136	\$119,912	(\$5,224)	-4.2%

The \$5,224 decrease from the 2020 Approved Budget to the 2021 Approved Budget is primarily attributed to:

- A decrease in Witness Fees due to a continued trend of decreasing case counts.

**2021 Approved Budget
Expenditures by Category**



Budget Summary – FTEs

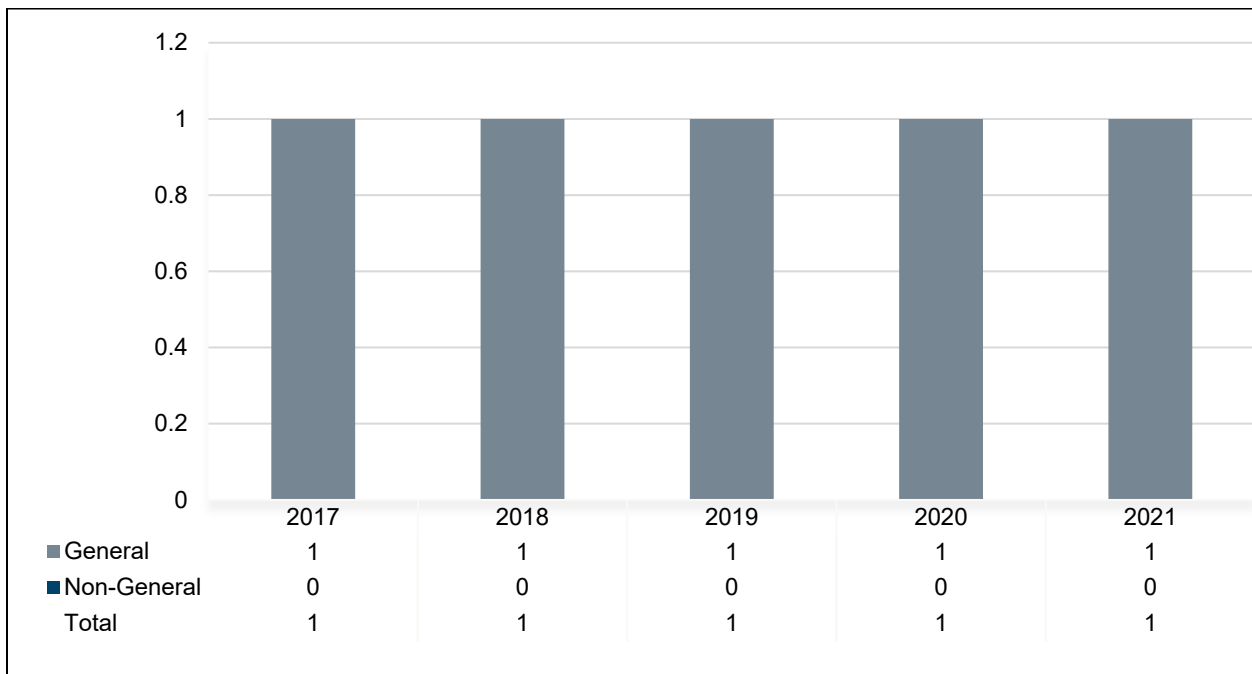
	2020 Budget	2021 Approved	Approved Budget as % of Total FTEs
General Fund	1	1	100.0%
Non-General Fund	0	0	0.0%
Total Agency FTEs	1	1	100.0%

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	0.0%	0.0%	0.0%	0.0%	0.0%

The only personnel expenditures for the Municipal Court Clerk are the County's 40% share of the Clerk's salary and fringe benefits. Therefore, no vacancy credit is included for the Municipal Court Clerk.

Fringe Benefits

	2020 Budget	Four-year Average	2021 Approved	% Point Change to:	
				PY Budget	Average
General Fund	0.0%	0.0%	0.0%	0.0%	0.0%

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Municipal Court Clerk Program

Program Purpose:

The purpose of the Municipal Court Clerk Program is to provide the oversight of all operations, budgetary issues, personnel, legal compliance and community affairs within the Franklin County Municipal Court Clerk of Court's Office so that residents of Franklin County can be effectively served.

ORC Reference Mandating this Program:

Chapter 1901

Program Services:

The Franklin County Municipal Court Clerk of Court's Office serves as the legal guardian and keeper of all the official records of the Franklin County Municipal Court including all criminal, traffic, civil, environmental, rent escrow and trusteeship case filings; subpoenas; search warrants; pleadings; monies (court costs, fines and third party monies from garnishments etc.). The Clerk's Office is entrusted with the responsibility of processing and archiving all Court records in accordance with various file retention requirements established by the Supreme Court of Ohio. Additionally, the Clerk's Office calculates and fully details all financial transactions involving the Court. The Clerk's Office compiles and publishes an Annual Report each year that details the various categories of Court case filings, all financial transactions connected with all Court cases and statistically reports all relevant data regarding the same.

Core Principle:

Provide Community Safety, Security & Effective Justice

Linkage to Core Principle:

The Franklin County Clerk of Courts office provides safety, security and effective justice by ensuring that the Municipal Court can function efficiently and that Court records are accessible to authorities within the Justice system and members of the public.

Program Budget Overview

	2020	2021	Variance	
	Approved	Approved	\$	%
Personal Services	\$49,865	\$48,858	(\$1,007)	-2.0%
Fringe Benefits	\$15,271	\$14,257	(\$1,014)	-6.6%
Materials & Services	\$60,000	\$56,797	(\$3,203)	-5.3%
Total Expenditures	\$125,136	\$119,912	(\$5,224)	-4.2%