

**Mission**

The mission of the Franklin County Probate Court is to provide just and efficient judicial services and customer service in compliance with the law, thereby leading to timely resolution of the public’s probate matters in a manner which encourages public confidence in the administration of justice.

The Franklin County Probate Court, in performing its judicial duties, endeavors to provide prompt and just resolution to legal issues for all who appear before the Court and for all whom the Court has a duty to protect. In performing its Clerk of Court duties, the Franklin County Probate Court strives to accurately maintain its records and provide timely access to those records that are public. In all of its duties, the Franklin County Probate Court’s mission is to efficiently and effectively fulfill its obligations and responsibilities as established by Ohio law while maintaining the public confidence.

**Strategic Focus**

**Primary Initiative:** Provide judicial services to the public, so that residents can receive just and timely resolution of probate matters.

**Primary Issue:** Expanding the Court Outreach to the Community - The Court will provide several outreach channels to make the public aware of programs initiated by Judge Montgomery and the Probate Court. - The methods utilized will be written materials, website development, and speaking engagements to churches, hospitals, and other entities. The programs that the outreach will focus on are the Guardianship Service Board, the limited guardianship for mental health care purposes, and the Outpatient Commitment Court. The outreach will include procedures for court services resulting from the COVID-19 pandemic to help residents with the services they need from Probate Court.

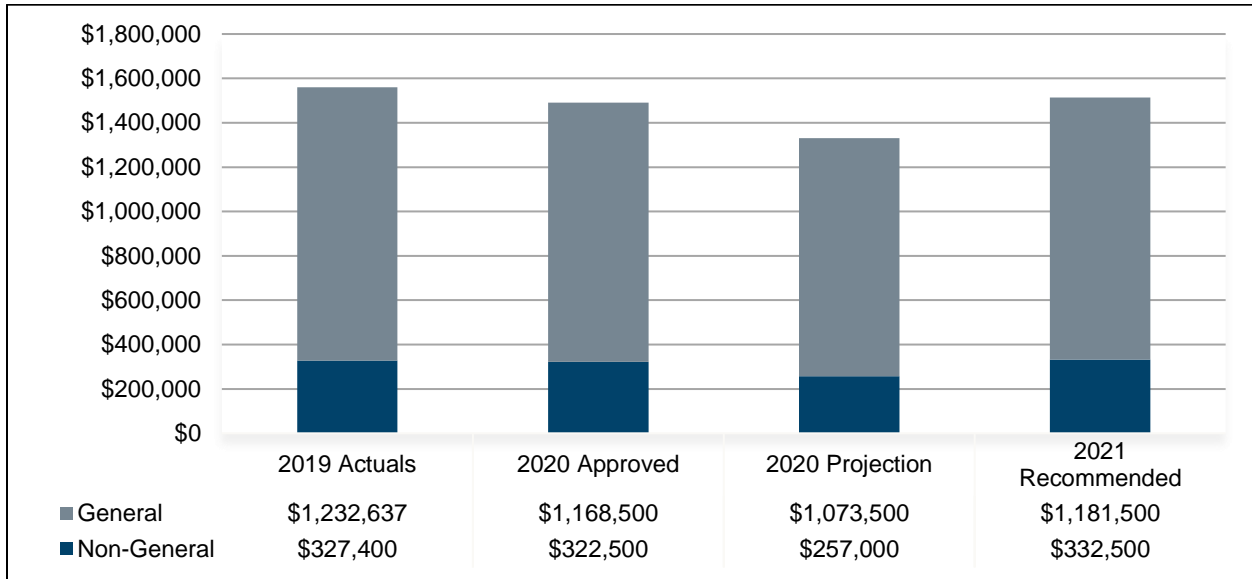
**Performance Spotlight**

**Measure:** Increase in the number of probate filings

**Program:** Administration of Records

About this measure		Why it is important	
This is done through AS/400 and internal recordkeeping.		This will be important in 2021 to see how Court services are functioning as a result of the COVID-19 pandemic, the scheduled integration of a new case management system, and the Federal DL-ID Driver's License mandate.	
What is being done			
Probate Court reviews Court statistics. Decisions are made on what to communicate to the general public for important services and what adjustments in personnel and services need to be made. Monitoring this measure will give us new ideas to assist the public at Probate Court.			
2019 Actual	2020 Budget	2020 Projected	2021 Budget
1,585,874	1,570,000	1,350,000	1,570,000

**Budget Summary – Revenues**



**Primary Revenue Sources by Fund Type**

Fund Type	Fund Name (Number)	Primary Revenue Sources
General	• General Fund (1000)	• Court Filing Fees • State reimbursement for mental health hearings
Special	• Computerization Fund (2019) • Special Projects (2145)	• Court Computerization Fees • Court Fees
Debt	None	N/A
Capital	None	N/A
Enterprise /Internal	None	N/A

**Comparison: 2020 Approved to 2020 Projection**

	<b>2020 Approved</b>	<b>2020 Projection</b>	<b>Variance</b>	
			<b>\$</b>	<b>%</b>
General Fund	\$1,168,500	\$1,073,500	(\$95,000)	-8.1%
Non-General Fund	\$322,500	\$257,000	(\$65,500)	-20.3%
<b>Total</b>	<b>\$1,491,000</b>	<b>\$1,330,500</b>	<b>(\$160,500)</b>	<b>-10.8%</b>

The \$160,500 decrease from the 2020 Approved Budget to the 2020 Projection is primarily attributed to:

- The impact of the COVID-19 pandemic, as the Court has seen delays in its revenue collection. While many people were delaying activities in April and May, year to date revenue has begun to stabilize as a greater number of people are obtaining services through the mail or virtually.

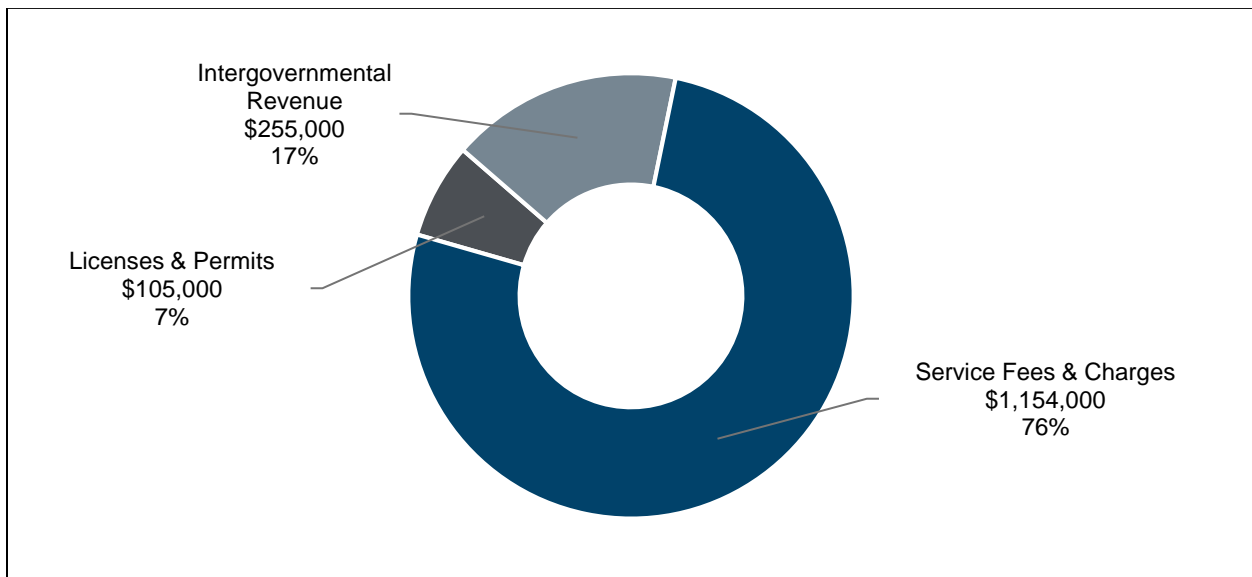
**Comparison: 2020 Approved to 2021 Recommended**

	<b>2020 Approved</b>	<b>2021 Recommended</b>	<b>Variance</b>	
			<b>\$</b>	<b>%</b>
General Fund	\$1,168,500	\$1,181,500	\$13,000	1.1%
Non-General Fund	\$322,500	\$332,500	\$10,000	3.1%
<b>Total</b>	<b>\$1,491,000</b>	<b>\$1,514,000</b>	<b>\$23,000</b>	<b>1.5%</b>

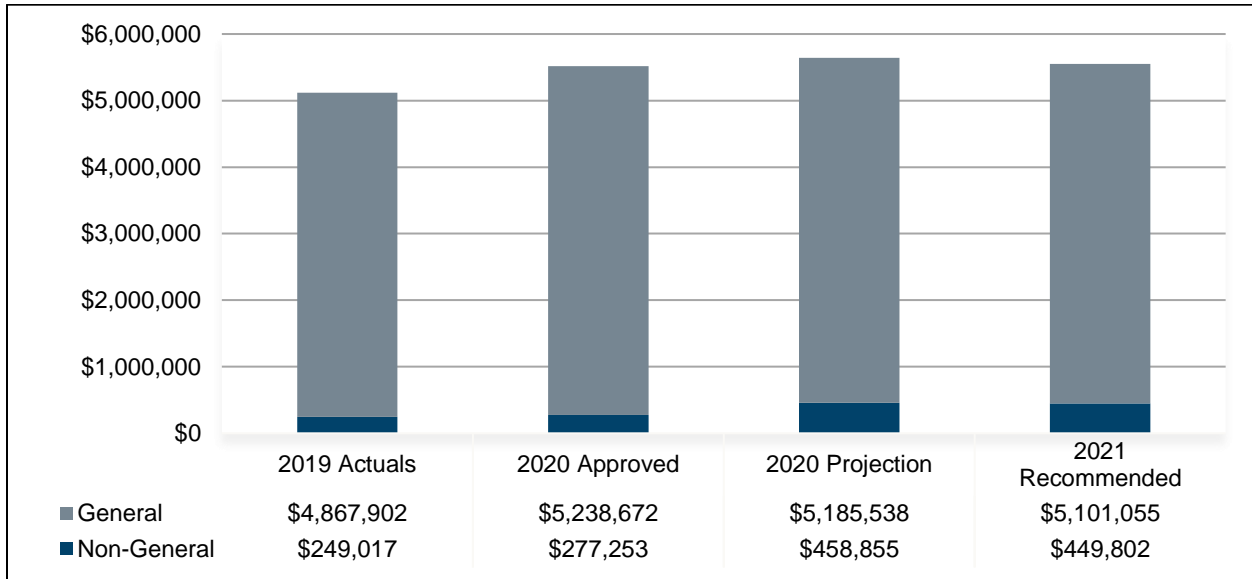
The \$23,000 increase from the 2020 Approved Budget to the 2021 Recommended Budget is primarily attributed to:

- An expectation by the Court that operations will return to normal as people continue to utilize mail and virtual services, and as they move forward with marriage plans and the need to obtain documentation to be in compliance with the REAL ID requirement by the October 2021 deadline.

**2021 Recommended Budget  
Revenues by Category**



**Budget Summary – Expenditures**



**Significant items in the 2021 Recommended Budget**

Object Code	Budgeted Amount	% of Budget
PERSONAL SERVICES & FRINGE	\$4,624,726	83.3%
COURT/SPECIAL TRIAL EXPENSES	\$380,269	6.9%
ADVERTISING & PROMOTION	\$155,819	2.8%
IT CONSULTANTS	\$87,200	1.6%
LEGAL CONSULTANTS	\$85,880	1.5%
IT SOFTWARE SUBSCRIPTION AND MAINTENANCE	\$50,607	0.9%
IT MICROSOFT LICENSES	\$22,125	0.4%
OFFICE MATERIALS & SUPPLIES	\$19,000	0.3%
IT PARTS AND SUPPLIES	\$14,000	0.3%
INTERPRETERS	\$12,000	0.2%
<i>OTHER</i>	\$99,231	1.8%
<b>TOTAL</b>	<b>\$5,550,857</b>	<b>100.0%</b>

**Comparison: 2020 Approved to 2020 Projection**

	2020 Approved	2020 Projection	Variance	
			\$	%
General Fund	\$5,238,672	\$5,185,538	(\$53,134)	-1.0%
Non-General Fund	\$277,253	\$458,855	\$181,602	65.5%
<b>Total</b>	<b>\$5,515,925</b>	<b>\$5,644,393</b>	<b>\$128,468</b>	<b>2.3%</b>

The \$128,468 increase from the 2020 Approved Budget to the 2020 Projection is primarily attributed to:

- A projected Non-General Fund increase in Advertising/Promotion (\$180,000) for outreach, which is partially offset by a projected General Fund decrease in Court/Special Trial Expenses (\$43,242) and IT Consultants (\$7,200).

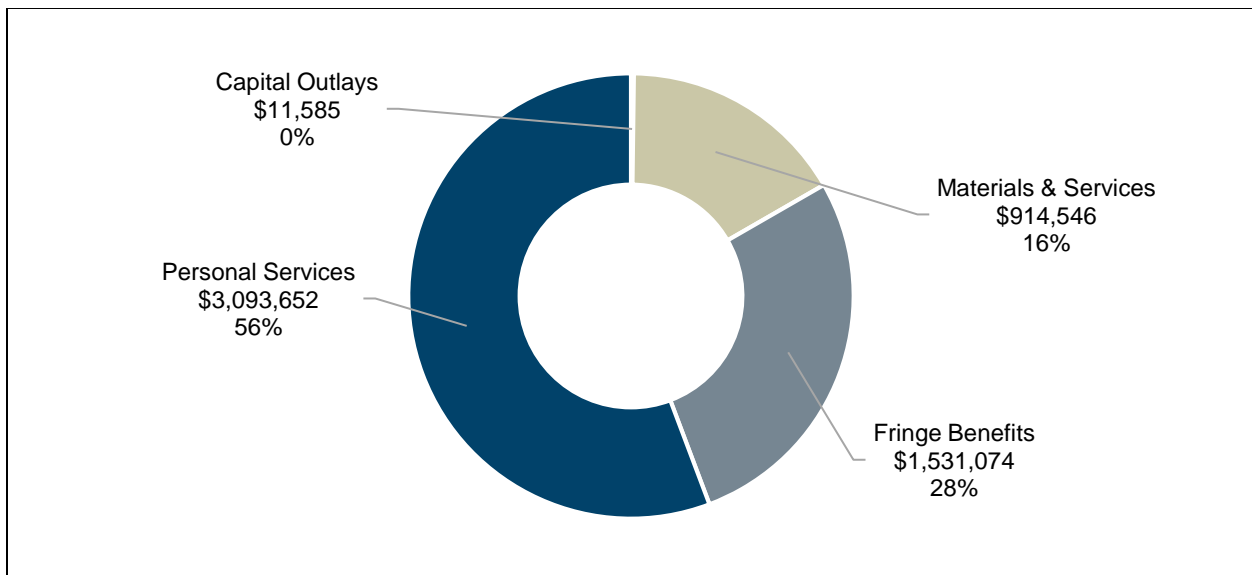
**Comparison: 2020 Approved to 2021 Recommended**

	2020 Approved	2021 Recommended	Variance	
			\$	%
General Fund	\$5,238,672	\$5,101,055	(\$137,617)	-2.6%
Non-General Fund	\$277,253	\$449,802	\$172,549	62.2%
<b>Total</b>	<b>\$5,515,925</b>	<b>\$5,550,857</b>	<b>\$34,932</b>	<b>0.6%</b>

The \$34,932 increase from the 2020 Approved Budget to the 2021 Recommended Budget is primarily attributed to:

- A Non-General Fund increase for public outreach and a planned expansion of the Probate Court Resource Center, partially offset by various reductions in the General Fund to meet the cuts included in the budget guidance as a result of COVID-19.

**2021 Recommended Budget  
Expenditures by Category**



**Budget Summary – FTEs**

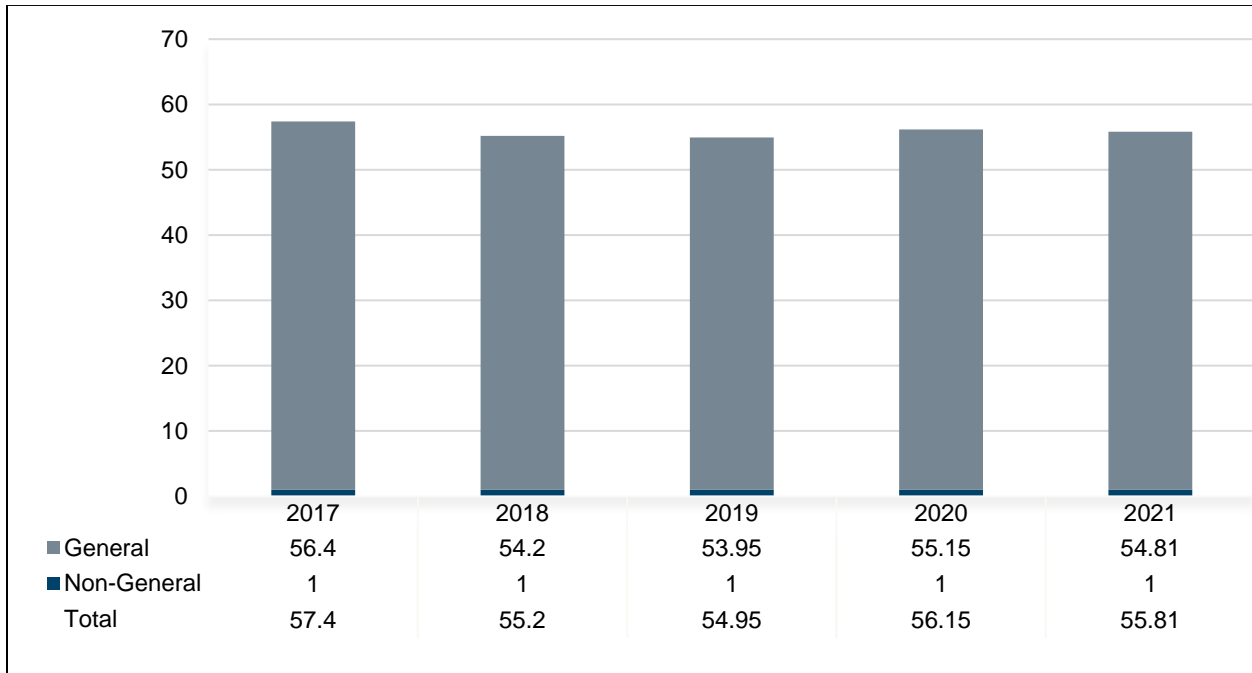
	2020 Budget	2021 Recommended	Recommended Budget as % of Total FTEs
General Fund	55.15	54.81	98.2%
Non-General Fund	1	1	1.8%
<b>Total Agency FTEs</b>	<b>56.15</b>	<b>55.81</b>	<b>100.0%</b>

The 0.34 FTE decrease from the 2020 Budget to the 2021 Recommended Budget is due to a reallocation of existing positions to funds outside the budgetary authority of the Board of Commissioners.

**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, recommendations may vary from the four-year average due to staffing trends or the number of positions supported within a fund.

**Salaries & Wages**

	<b>2020 Budget</b>	<b>Four-year Average</b>	<b>2021 Recommended</b>	<b>% Point Change to:</b>	
				<b>PY Budget</b>	<b>Average</b>
General Fund	1.5%	1.4%	1.3%	-0.2%	-0.1%
Special Projects Fund	0.0%	12.3%	0.0%	0.0%	-12.3%

The 2021 Vacancy Credit for the General Fund in Salaries & Wages is 1.3% which is consistent with the 4-year historical average. The 2021 Vacancy Credit for the Special Projects Fund is 0.0% because there is only 1.00 FTE supported within the fund.

**Fringe Benefits**

	<b>2020 Budget</b>	<b>Four-year Average</b>	<b>2021 Recommended</b>	<b>% Point Change to:</b>	
				<b>PY Budget</b>	<b>Average</b>
General Fund	1.5%	3.8%	1.3%	-0.2%	-2.5%
Special Projects Fund	0.0%	-13.2%	0.0%	0.0%	13.2%

The 2021 Vacancy Credit for the General Fund in Fringe Benefits is 1.3%, which is lower than the 4-year historical average but comparable with the 2020 Budget. The 2021 Vacancy Credit for the Special Projects Fund is 0.0% because there is only 1.00 FTE supported within the fund.

**Administration of Records**

**Program Purpose:**

The purpose of the Administration of Records program is to provide a daily archival records service to the public and to the Court so they can access accurate records within established time parameters to conduct business and administer justice.

**ORC Reference Mandating this Program:**

Sections 2101.12, 2101.14 & 149.34

**Program Services:**

Case filings, docket entries, microfiche film deliveries, paper file deliveries, records search responses, computer help desk responses

**Core Principle:**

Provide Community Safety, Security & Effective Justice

**Linkage to Core Principle:**

The Court strengthens the bond between the Court and the community and improves public safety to protect the quality of life.

**Program Budget Overview**

	<b>2020 Approved</b>	<b>2021 Recommended</b>	<b>Variance</b>	
			<b>\$</b>	<b>%</b>
Personal Services	\$1,551,687	\$1,635,608	\$83,921	5.4%
Fringe Benefits	\$848,735	\$901,416	\$52,681	6.2%
Materials & Services	\$244,147	\$231,882	(\$12,265)	-5.0%
Capital Outlays	\$0	\$11,585	\$11,585	N/A
<b>Total Expenditures</b>	<b>\$2,644,569</b>	<b>\$2,780,491</b>	<b>\$135,922</b>	<b>5.1%</b>



**Administration of Justice**

**Program Purpose:**

The purpose of the Administration of Justice program is to provide judicial services to the public so they can receive a fair and timely resolution of probate issues consistent with the law.

**ORC Reference Mandating this Program:**

Sections 2101.04, 2101.162, 2101.24, 2101.32, 2101.33 & 2101.026

**Program Services:**

Administrative functions, probating of wills, estate administrations (full estates and releases from administration), trusts, guardianships of incompetent adults and minors, issuance of marriage licenses, civil commitment hearings for the mentally ill and mentally challenged, adoptions, birth certificate corrections, name changes, delayed birth registrations, custodial accounts, lost heir accounts, disinterments, ordering of healthcare for certain persons with tuberculosis (TB) and acquired immune deficiency syndrome (AIDS), Adult Protective Services cases, guardianship investigations, verification of court records, records held, judicial decisions

**Core Principle:**

Provide Community Safety, Security & Effective Justice

**Linkage to Core Principle:**

The Court strengthens the bond between the Court and the community. The Court improves public health, welfare and safety, improving quality of life. The Court provides programs for treatment and rehabilitation.

**Program Budget Overview**

	2020	2021	Variance	
	Approved	Recommended	\$	%
Personal Services	\$1,627,461	\$1,458,044	(\$169,417)	-10.4%
Fringe Benefits	\$703,877	\$629,658	(\$74,219)	-10.5%
Materials & Services	\$540,018	\$682,664	\$142,646	26.4%
<b>Total Expenditures</b>	<b>\$2,871,356</b>	<b>\$2,770,366</b>	<b>(\$100,990)</b>	<b>-3.5%</b>