

**Mission**

The mission of the Franklin County Probate Court is to resolve legal matters for all who appear before the court and all whom the court has a duty to protect, in a timely, impartial, and equitable fashion, within the bounds of Ohio law.

**Strategic Focus**

**Primary Initiative:** Provide Judicial Services - Ensure that residents receive just, timely, and equitable resolution of probate matters.

**Primary Issue:** Maintain Health and Safety at the Court - Maintain a healthy and safe court environment in the face of challenges from the Covid-19 pandemic and increasing community challenges. - The Court will reconfigure the office layout to ensure safety for staff and residents served alike. This will include procedures to keep participants seeking guidance from appropriate partners and experts safe during the Covid-19 pandemic.

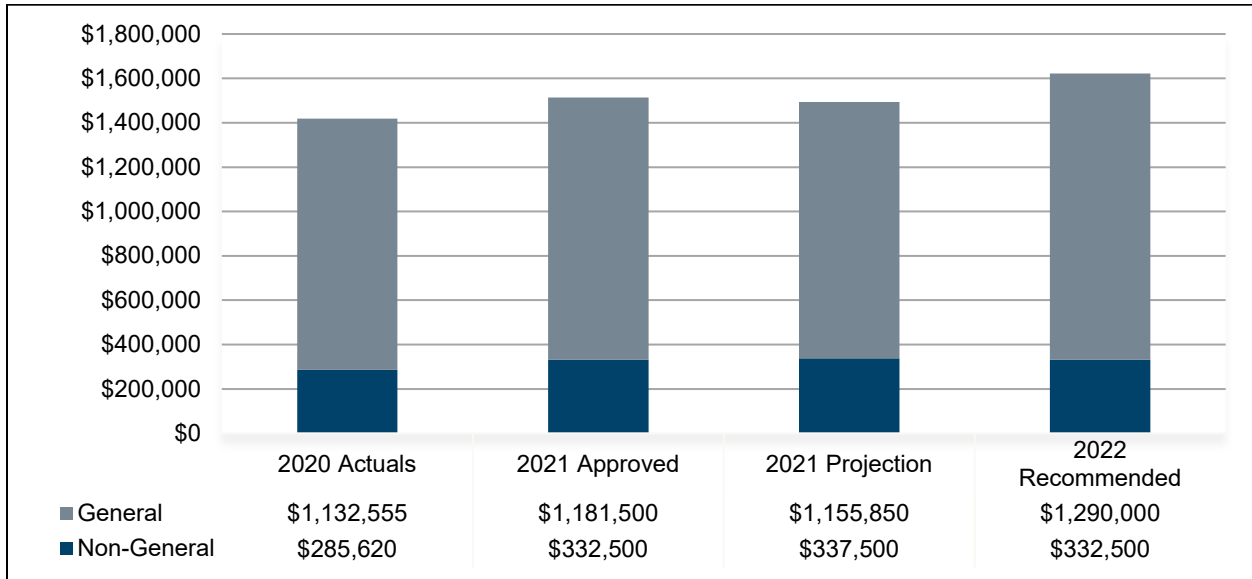
**Performance Spotlight**

**Measure:** INumber of probate filings

**Program:** Administration of Records

About this measure		Why it is important	
This is done through a review of data from the court case management system and internal recordkeeping.		This will be important in 2022 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. Studying this measure will help the Probate Court increase its access of services to customers, especially those who need additional assistance.	
What is being done			
The 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 generate new ideas to assist the public at Probate Court.			
2020 Actual	2021 Budget	2021 Projected	2022 Budget
1,351,985	1,570,000	1,500,000	1,510,000

**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 and indigent adoption cases
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: 2021 Approved to 2021 Projection**

	2021 Approved	2021 Projection	Variance	
			\$	%
General Fund	\$1,181,500	\$1,155,850	(\$25,650)	-2.2%
Non-General Fund	\$332,500	\$337,500	\$5,000	1.5%
<b>Total</b>	<b>\$1,514,000</b>	<b>\$1,493,350</b>	<b>(\$20,650)</b>	<b>-1.4%</b>

The \$20,650 decrease from the 2021 Approved Budget to the 2021 Projection is primarily attributed to:

- A General Fund decrease in marriage license revenue due to fewer applicants, which is a trend that is being seen statewide.

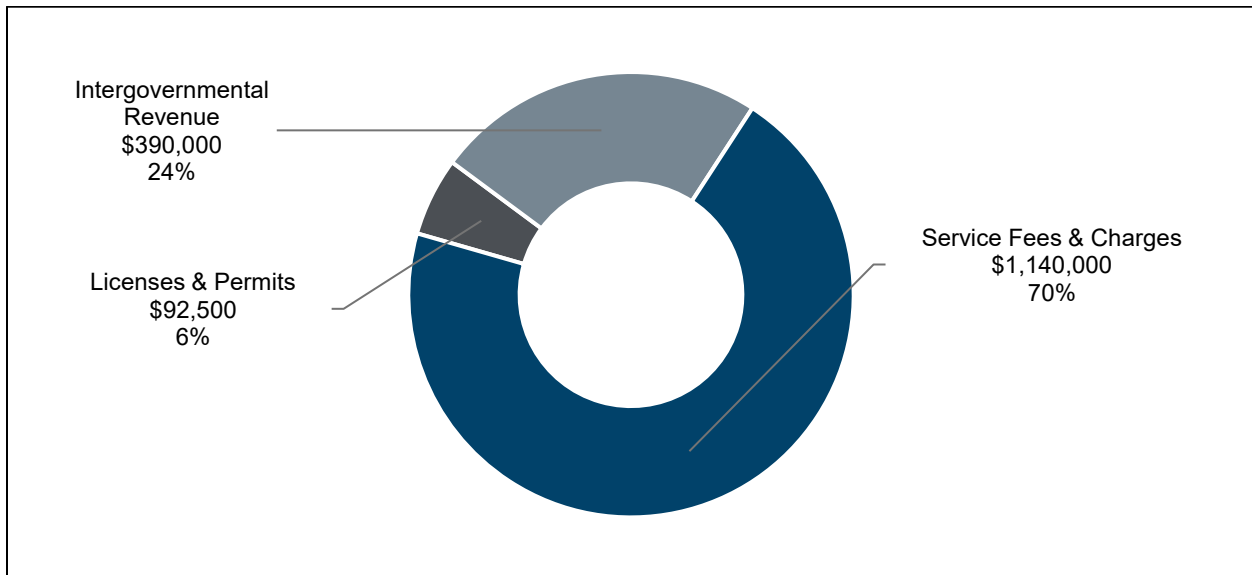
**Comparison: 2021 Approved to 2022 Recommended**

	2021 Approved	2022 Recommended	Variance	
			\$	%
General Fund	\$1,181,500	\$1,290,000	\$108,500	9.2%
Non-General Fund	\$332,500	\$332,500	\$0	0.0%
<b>Total</b>	<b>\$1,514,000</b>	<b>\$1,622,500</b>	<b>\$108,500</b>	<b>7.2%</b>

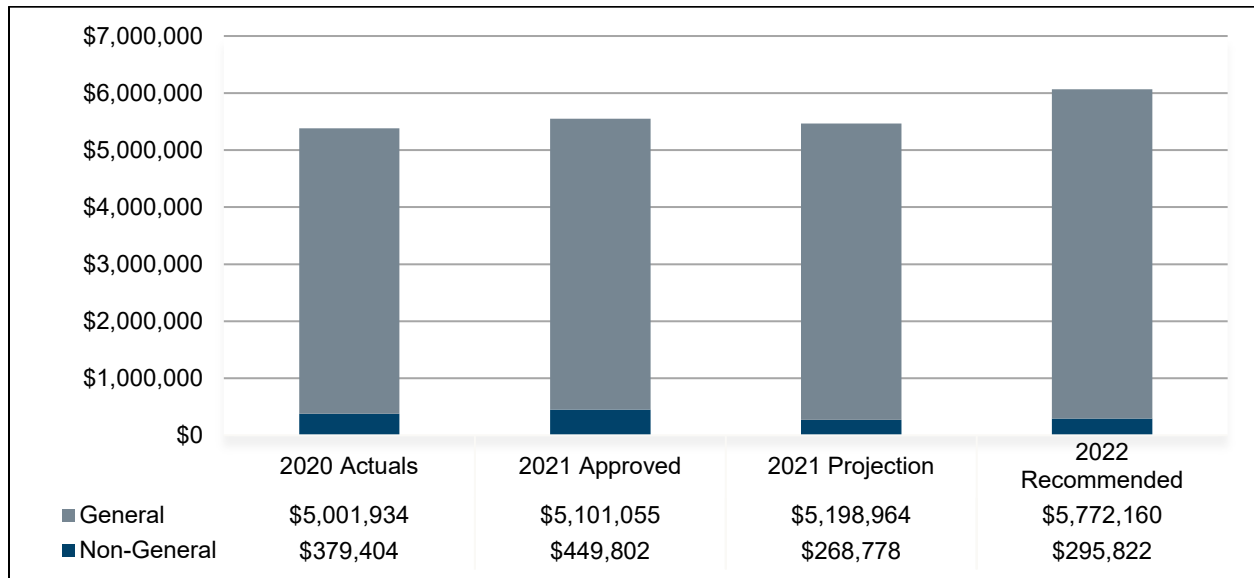
The \$108,500 increase from the 2021 Approved Budget to the 2022 Recommended Budget is primarily attributed to:

- An anticipated General Fund increase in state reimbursement now that the Court is mandated to provide counsel to indigent birth parents in contested adoption cases.

**2022 Recommended Budget  
Revenues by Category**



**Budget Summary – Expenditures**



**Significant items in the 2022 Recommended Budget**

Object Code	Budgeted Amount	% of Budget
PERSONAL SERVICES & FRINGE	\$5,145,672	84.8%
COURT/SPECIAL TRIAL EXPENSES	\$525,924	8.7%
IT CONSULTANTS	\$87,200	1.4%
LEGAL CONSULTANTS	\$85,880	1.4%
IT SOFTWARE SUBSCRIPTION AND MAINTENANCE	\$54,207	0.9%
IT MICROSOFT LICENSES	\$22,125	0.4%
OFFICE MATERIALS & SUPPLIES	\$20,000	0.3%
IT PARTS AND SUPPLIES	\$14,000	0.2%
INTERPRETERS	\$12,000	0.2%
PUBLICATIONS & SUBSCRIPTIONS	\$12,000	0.2%
OTHER	\$88,974	1.5%
<b>TOTAL</b>	<b>\$6,067,982</b>	<b>100.0%</b>

**Comparison: 2021 Approved to 2021 Projection**

	<b>2021 Approved</b>	<b>2021 Projection</b>	<b>Variance</b>	
			<b>\$</b>	<b>%</b>
General Fund	\$5,101,055	\$5,198,964	\$97,909	1.9%
Non-General Fund	\$449,802	\$268,778	(\$181,024)	-40.2%
<b>Total</b>	<b>\$5,550,857</b>	<b>\$5,467,742</b>	<b>(\$83,115)</b>	<b>-1.5%</b>

The \$83,115 decrease from the 2021 Approved Budget to the 2021 Projection is primarily attributed to:

- Lower than anticipated Non-General Fund advertising expenditures, which are partially offset by higher than anticipated termination payouts in the General Fund due to employees separating from the Court.

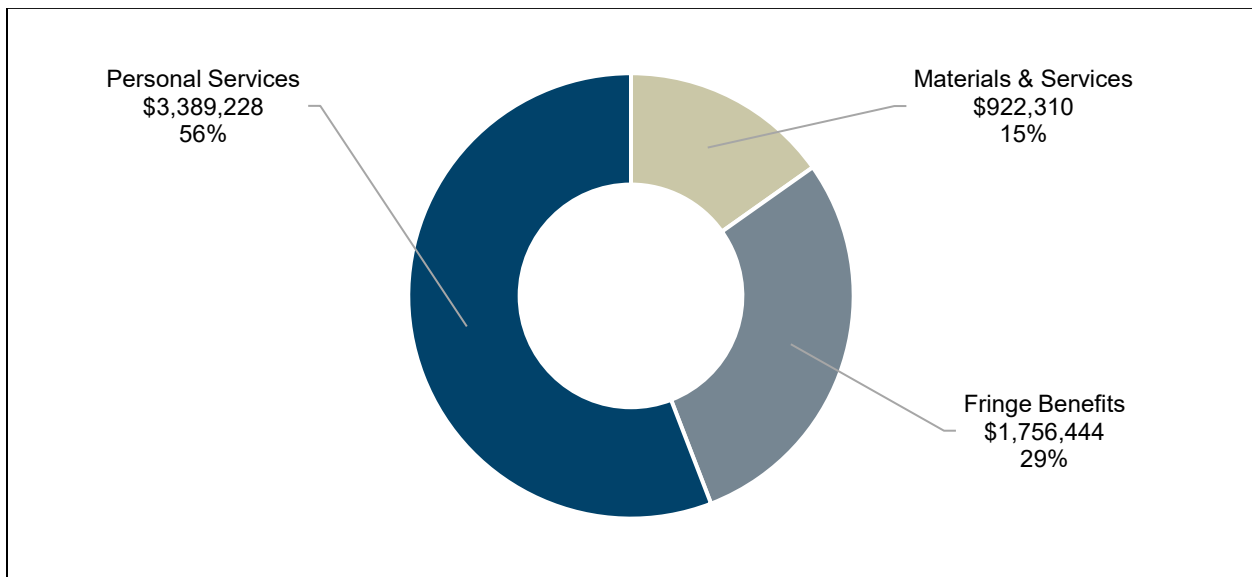
**Comparison: 2021 Approved to 2022 Recommended**

	<b>2021 Approved</b>	<b>2022 Recommended</b>	<b>Variance</b>	
			<b>\$</b>	<b>%</b>
General Fund	\$5,101,055	\$5,772,160	\$671,105	13.2%
Non-General Fund	\$449,802	\$295,822	(\$153,980)	-34.2%
<b>Total</b>	<b>\$5,550,857</b>	<b>\$6,067,982</b>	<b>\$517,125</b>	<b>9.3%</b>

The \$517,125 increase from the 2021 Approved Budget to the 2022 Recommended Budget is primarily attributed to:

- A General Fund increase due to a request for additional FTEs and for appointed counsel fees for indigent parent adoption cases, which is partially offset by a Non-General Fund decrease in advertising and promotion for outreach.

**2022 Recommended Budget  
Expenditures by Category**



**Budget Summary – FTEs**

	2021 Budget	2022 Recommended	Recommended Budget as % of Total FTEs
General Fund	54.81	58.81	98.3%
Non-General Fund	1.00	1.00	1.7%
<b>Total Agency FTEs</b>	<b>55.81</b>	<b>59.81</b>	<b>100.0%</b>

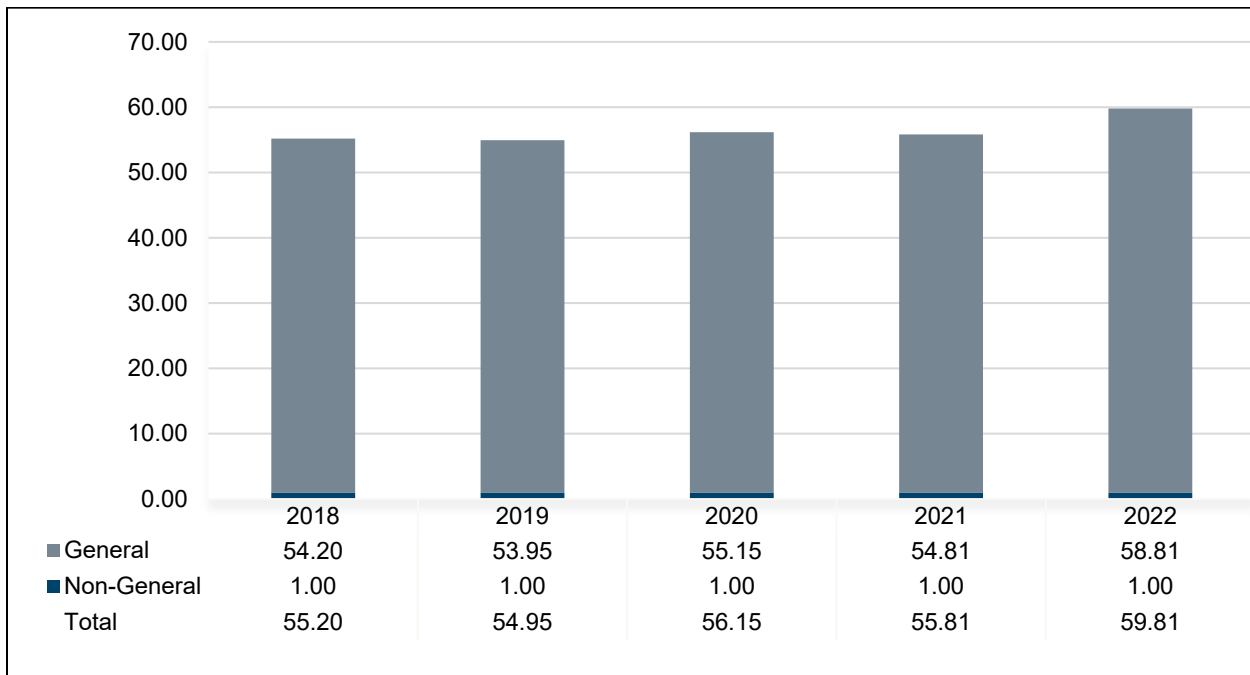
The 4.00 FTE increase from the 2021 Budget to the 2022 Recommended Budget is due to the addition of three positions related to the mandate to provide counsel to indigent birth parents in contested adoption cases as well as the addition of an IT manager.

**New Positions**

Position Title	# of Positions	Annual Salary	Source
Staff Attorney	1	\$71,494	RFR
Adoption Clerk	1	\$52,174	RFR
Clerk	1	\$44,416	RFR
IT Manager	1	\$71,494	RFR

Details regarding FTEs requested via RFR are available in the Request for Results section.

**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**

	<b>2021 Budget</b>	<b>Four-year Average</b>	<b>2022 Recommended</b>	<b>% Point Change to:</b>	
				<b>PY Budget</b>	<b>Average</b>
General Fund	1.3%	1.0%	1.1%	-0.2%	0.1%
Special Projects	0.0%	23.8%	0.0%	0.0%	-23.8%

The 2022 Vacancy Credit for the General Fund in Salaries & Wages is 1.1%, which is consistent with the 4-year historical average. The 2022 Vacancy Credit for the Special Projects Fund is 0.0% because there is only 1.00 FTE supported within the fund.

**Fringe Benefits**

	<b>2021 Budget</b>	<b>Four-year Average</b>	<b>2022 Recommended</b>	<b>% Point Change to:</b>	
				<b>PY Budget</b>	<b>Average</b>
General Fund	1.3%	4.4%	1.6%	0.3%	-2.8%
Special Projects	0.0%	11.9%	0.0%	0.0%	-11.9%

The 2022 Vacancy Credit for the General Fund in Fringe Benefits is 1.6%, which is lower than the 4-year historical average but comparable with the 2021 Budget. The 2022 Vacancy Credit for the Special Projects Fund is 0.0% because there is only 1.00 FTE supported within the fund.

**Request for Results**

A Request for Results is a request for additional appropriations to support a new initiative or expand existing services. A Request for Results contains a detailed description of the new initiative, justification for why the increase in appropriations is necessary, and the expected outcomes. In addition to the amount of additional appropriations, a Request for Results should identify any new revenue or savings expected to be achieved from the new initiative. The Office of Management & Budget reviews each Request for Results to determine if adequate justification is provided and sufficient resources are available. The County Administrator makes a recommendation based on this review, with the Board of Commissioners making the final decision on whether the item is included in the budget.

<b>3 FTEs and appointed counsel fees to meet the Ohio Supreme Court adoption mandate</b>			
<b>Fund Type</b>		<b>Amount Requested</b>	<b>Amount Recommended</b>
General Fund		\$411,374	\$411,374
<b>Recommended</b>	<p><b>Request Description:</b> In December of 2019, the Ohio Supreme Court decided the case <i>In re Adoption of Y.E.F.</i> which mandates that local probate courts appoint and pay counsel for indigent birth parents in contested adoption cases. Currently the Court adoption department is staffed by one clerk and existing staff attorneys work on adoption cases as needed while managing the work for the other areas of law administered by the Court. The Court is requesting 3 additional positions: a Staff Attorney (annual salary of \$74,494) to support all legal work related to the mandate, as well as an Adoption Clerk (\$52,174) and a Deputy Clerk (\$44,416) to manage the increased workload on cases, manage and maintain appointed counsel training and correspondence, review applications/verifications and determine indigency for parties, and meet the deadlines for reimbursement through the Ohio Public Defender's Office.</p> <p>In addition to the staffing, this request also includes \$150,000 for appointed counsel fees. The Court projects that it will receive \$135,000 in reimbursement revenue from the State Public Defender's Office to partially offset these expenditures.</p>		
	<p><b>Recommendation:</b> These positions are included in the 2022 Budget because they are essential to allow the Franklin County Probate Court to successfully meet its mandate to provide counsel to indigent birth parents in contested adoption cases.</p>		

<b>IT Manager FTE</b>			
<b>Fund Type</b>		<b>Amount Requested</b>	<b>Amount Recommended</b>
General Fund		\$105,119	\$105,119
<b>Recommended</b>	<p><b>Request Description:</b> The Court is requesting a full-time IT Manager position (annual salary of \$71,494): The Court currently only has 1 IT professional working on daily tasks, while also supervising the development and implementation of a new Countywide Court case management system. Prior to 2013, the Court had two IT professionals, and has found that it is difficult to manage the day-to-day IT needs of the Court in a timely fashion with only one dedicated staff member.</p>		
	<p><b>Recommendation:</b> The IT Manager position is included in the 2022 because it will allow the Franklin County Probate Court to address its IT needs in a timely manner.</p>		



**Administration of Records**

**Program Purpose:**

The purpose of the Administration of Records program is to provide Probate Court archive 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 Efficient, Responsive & Fiscally Sustainable Government Operations

**Linkage to Core Principle:**

The Court provides filing and records to all who seek these services in compliance with Ohio law and in an inclusive and respectful manner towards all residents.

**Program Budget Overview**

	<b>2021 Approved</b>	<b>2022 Recommended</b>	<b>Variance</b>	
			<b>\$</b>	<b>%</b>
Personal Services	\$1,635,608	\$1,911,640	\$276,032	16.9%
Fringe Benefits	\$901,416	\$1,086,860	\$185,444	20.6%
Materials & Services	\$231,882	\$234,810	\$2,928	1.3%
Capital Outlays	\$11,585	\$0	(\$11,585)	-100.0%
<b>Total Expenditures</b>	<b>\$2,780,491</b>	<b>\$3,233,310</b>	<b>\$452,819</b>	<b>16.3%</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 probate judicial services and case adjudication to the community through the lenses of equity and access for all residents.

**Program Budget Overview**

	<b>2021 Approved</b>	<b>2022 Recommended</b>	<b>Variance</b>	
			<b>\$</b>	<b>%</b>
Personal Services	\$1,458,044	\$1,477,588	\$19,544	1.3%
Fringe Benefits	\$629,658	\$669,584	\$39,926	6.3%
Materials & Services	\$682,664	\$687,500	\$4,836	0.7%
<b>Total Expenditures</b>	<b>\$2,770,366</b>	<b>\$2,834,672</b>	<b>\$64,306</b>	<b>2.3%</b>