

**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 increasing community challenges, including implications of the COVID-19 pandemic. - The Court will reconfigure the office layout to ensure safety for staff and residents served, including: new reception and customer service area; closed access to private employee workspaces; and health and safety procedures based on guidance from appropriate partners and experts related to COVID-19 and other public health issues.

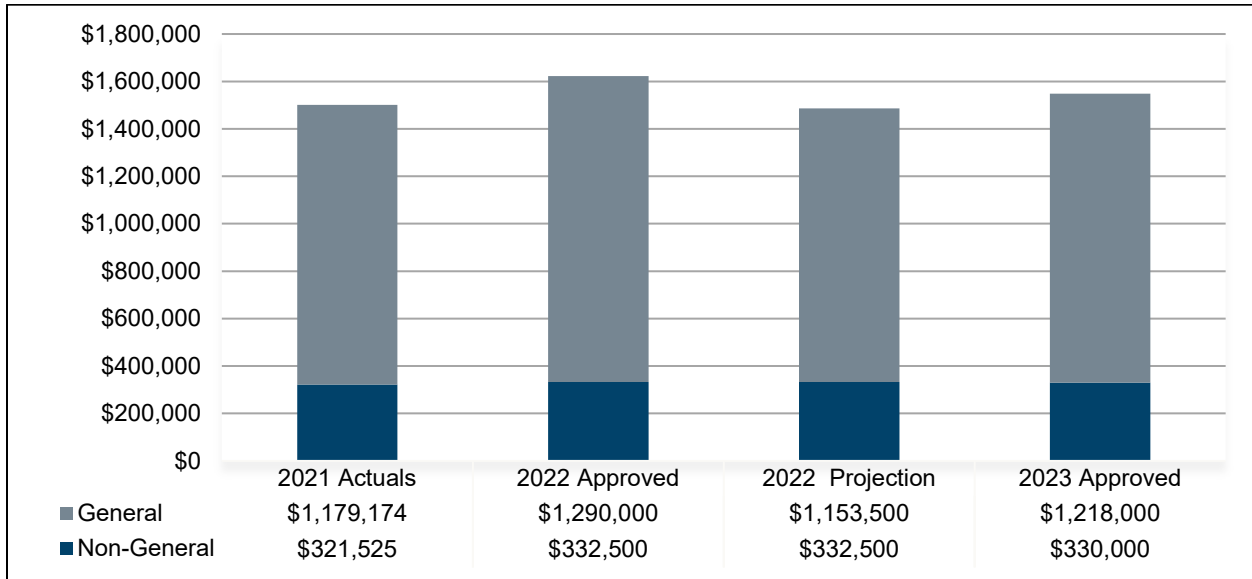
**Performance Spotlight**

**Measure:** Number 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 2023 as the Probate Court works to streamline processes and operations after the implementation of a new case management system. Studying this measure will help Probate Court increase its access of services to customers, especially those who need additional assistance. This links with the Franklin County Core Principle to Provide Efficient, Responsive, and Fiscally Sustainable Government Operations.	
What is being done			
Full configuration and data conversion for probate court is expected to be completed and implemented in 2023. Operationalization and process improvements by Court staff will also occur in 2023. Grant funds from Ohio Supreme Court technology grants will be used to support part of this effort. Additionally, Probate Court will review 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.			
2021 Actual	2022 Budget	2022 Projected	2023 Budget
1,512,012	1,510,000	1,510,000	1,515,000

**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	NA

**Comparison: 2022 Approved to 2022 Projection**

	2022 Approved	2022 Projection	Variance \$	%
General Fund	\$1,290,000	\$1,153,500	(\$136,500)	-10.6%
Non-General Fund	\$332,500	\$332,500	\$0	0.0%
<b>Total</b>	<b>\$1,622,500</b>	<b>\$1,486,000</b>	<b>(\$136,500)</b>	<b>-8.4%</b>

The \$136,500 decrease from the 2022 Approved Budget to the 2022 Projection is primarily attributed to:

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

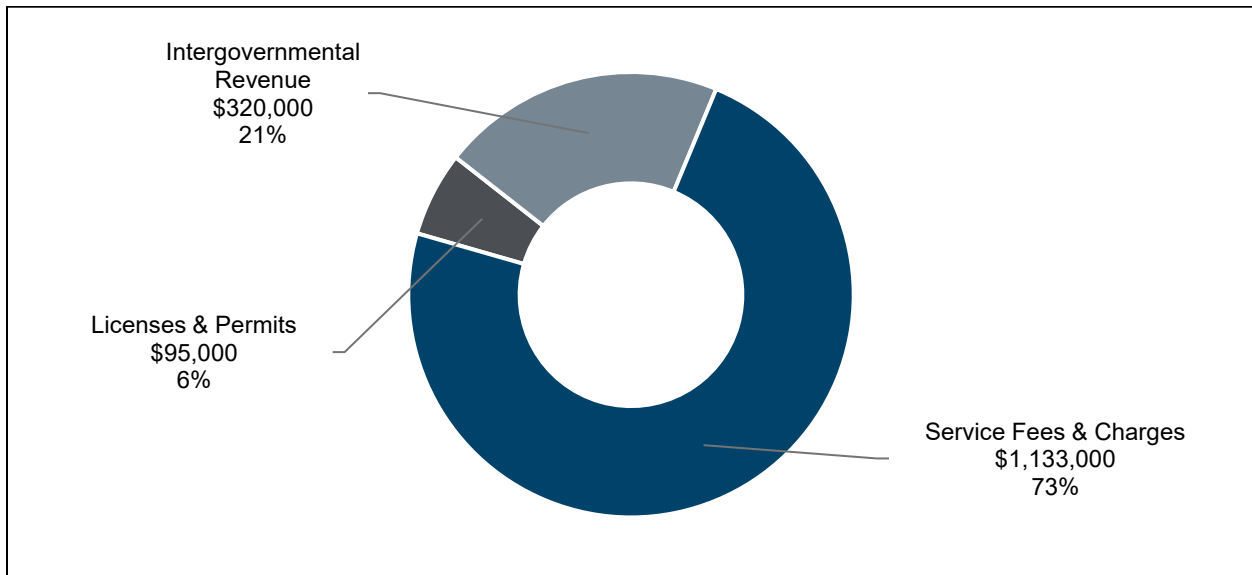
**Comparison: 2022 Approved to 2023 Approved**

	2022 Approved	2023 Approved	Variance \$	%
General Fund	\$1,290,000	\$1,218,000	(\$72,000)	-5.6%
Non-General Fund	\$332,500	\$330,000	(\$2,500)	-0.8%
<b>Total</b>	<b>\$1,622,500</b>	<b>\$1,548,000</b>	<b>(\$74,500)</b>	<b>-4.6%</b>

The \$74,500 decrease from the 2022 Approved Budget to the 2023 Approved Budget is primarily attributed to:

- More closely aligning state reimbursement for providing counsel to indigent birth parents in contested adoption cases with the 2022 Projection.

**2023 Approved Budget  
Revenues by Category**



**Budget Summary – Expenditures**



**Significant items in the 2023 Approved Budget**

Object Code	Budgeted Amount	% of Budget
PERSONAL SERVICES & FRINGE	\$5,733,353	85.6%
COURT/SPECIAL TRIAL EXPENSES	\$502,098	7.5%
LEGAL CONSULTANTS	\$101,646	1.5%
IT CONSULTANTS	\$87,200	1.3%
IT SOFTWARE SUBSCRIPTION AND MAINTENANCE	\$56,092	0.8%
APPOINTED COUNSEL	\$40,000	0.6%
IT COMPUTER STATIONS LESS THAN \$5,000	\$32,560	0.5%
IT MICROSOFT LICENSES	\$23,625	0.4%
OFFICE MATERIALS & SUPPLIES	\$20,000	0.3%
IT PARTS AND SUPPLIES	\$14,000	0.2%
<i>Other</i>	\$88,190	1.3%
<b>Total</b>	<b>\$6,698,764</b>	<b>100.0%</b>

**Comparison: 2022 Approved to 2022 Projection**

	<b>2022 Approved</b>	<b>2022 Projection</b>	<b>Variance</b>	
			<b>\$</b>	<b>%</b>
General Fund	\$5,772,160	\$5,535,377	(\$236,783)	-4.1%
Non-General Fund	\$295,822	\$271,947	(\$23,875)	-8.1%
<b>Total</b>	<b>\$6,067,982</b>	<b>\$5,807,324</b>	<b>(\$260,658)</b>	<b>-4.3%</b>

The \$260,658 decrease from the 2022 Approved Budget to the 2022 Projection is primarily attributed to:

- General Fund - Lower than anticipated healthcare costs and appointed counsel fees for indigent adoption cases that have yet to be finalized for reimbursement.
- Non-General Fund - Lower than anticipated expenditures in advertising and various IT categories.

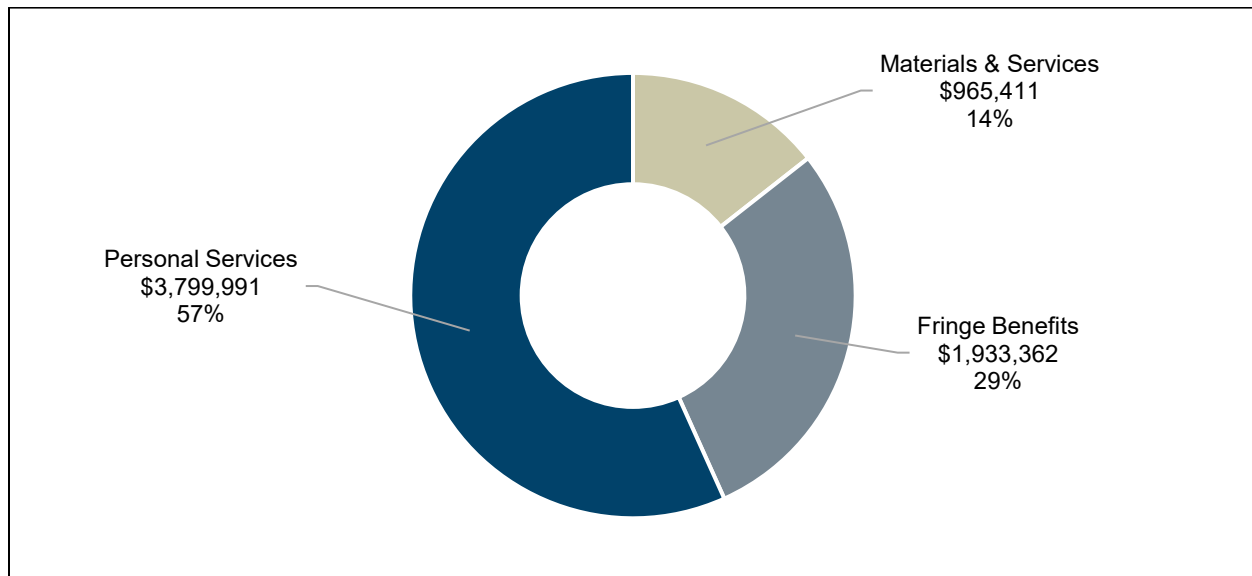
**Comparison: 2022 Approved to 2023 Approved**

	<b>2022 Approved</b>	<b>2023 Approved</b>	<b>Variance</b>	
			<b>\$</b>	<b>%</b>
General Fund	\$5,772,160	\$6,363,575	\$591,415	10.2%
Non-General Fund	\$295,822	\$335,189	\$39,367	13.3%
<b>Total</b>	<b>\$6,067,982</b>	<b>\$6,698,764</b>	<b>\$630,782</b>	<b>10.4%</b>

The \$630,782 increase from the 2022 Approved Budget to the 2023 Approved Budget is primarily attributed to:

- General Fund - Increases in healthcare costs and in salaries due to the approved 2022 non-bargaining increase and the implementation of the classification and compensation study.
- Non-General Fund - Increase in expenditures for legal consultants and IT Computer Stations that is partially offset by a decrease in advertising and workers' compensation claims.

**2023 Approved Budget  
Expenditures by Category**



**Budget Summary – FTEs**

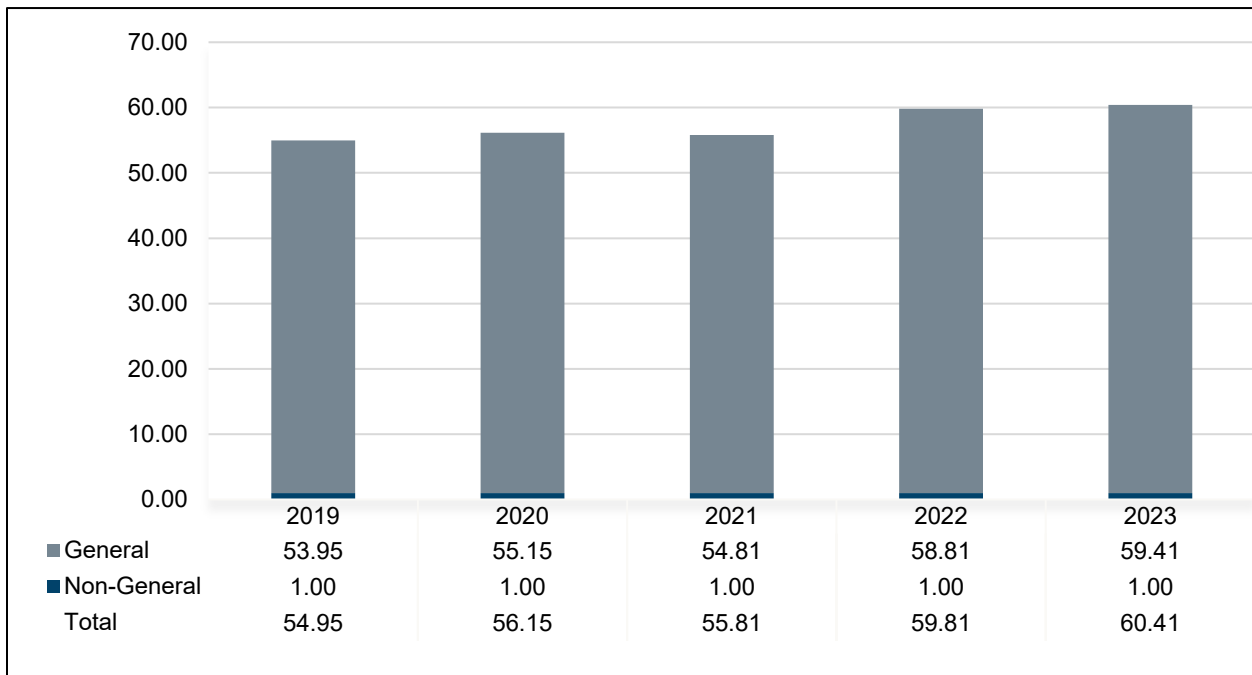
	2022 Budget	2023 Approved	Approved Budget as % of Total FTEs
General Fund	58.81	59.41	98.3%
Non-General Fund	1.00	1.00	1.7%
<b>Total Agency FTEs</b>	<b>59.81</b>	<b>60.41</b>	<b>100.0%</b>

The 0.60 FTE increase from the 2022 Budget to the 2023 Approved Budget is due to a change in an employee’s hours.

**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

	2022 Budget	Four-year Average	2023 Approved	% Point Change to:	
				PY Budget	Average
General Fund	1.1%	1.3%	1.1%	0.0%	-0.2%
Special Projects	0.0%	20.5%	0.0%	0.0%	-20.5%

The 2023 Vacancy Credit for the General Fund in Salaries & Wages is 1.1%, which is consistent with the 4-year historical average and the 2022 Budget. The 2023 Vacancy Credit for the Special Projects Fund is 0.0% because there is only 1.00 FTE supported within the fund.

### Fringe Benefits

	2022 Budget	Four-year Average	2023 Approved	% Point Change to:	
				PY Budget	Average
General Fund	1.6%	5.8%	1.6%	0.0%	-4.2%
Special Projects	0.0%	9.5%	0.0%	0.0%	-9.5%

The 2023 Vacancy Credit for the General Fund in Fringe Benefits is 1.6%, which is lower than the 4-year historical average but is consistent with the 2022 Budget. The 2023 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.

Increase for Psychiatric Counsel Fees		
Fund Type	Amount Requested	Amount Approved
General Fund	\$40,000	\$40,000
<b>Recommended</b>	<b>Request Description:</b> The Court provides reimbursement for counsel assigned to psychiatric hearings as required by the Ohio Revised Code. The Court is requesting that the case rate for counsel be raised from \$95 to \$119.	
	<b>Justification:</b> The 2023 Budget includes an increase in the psychiatric case rate from \$95 to \$119. The case rate has not been increased in over 20 years and doing so will help the Court continue to attract and retain attorneys for psychiatric cases as necessary.	
	The higher case rate will generate higher state reimbursement. It is anticipated that revenue will increase by approximately \$20,000 in 2023.	



**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.

**Primary Services**

- Provide Case filings
- Provide Docket Entries

**Program Budget Overview**

	<b>2022 Approved</b>	<b>2023 Approved</b>	<b>Variance</b>	
			<b>\$</b>	<b>%</b>
Personal Services	\$1,911,640	\$2,107,713	\$196,073	10.3%
Fringe Benefits	\$1,086,860	\$1,144,944	\$58,084	5.3%
Materials & Services	\$234,810	\$258,830	\$24,020	10.2%
<b>Total Expenditures</b>	<b>\$3,233,310</b>	<b>\$3,511,487</b>	<b>\$278,177</b>	<b>8.6%</b>

**Funding Source**

- General Fund
- Computerization Fund

**Core Principle and Linkage**

**Provide Efficient, Responsive & Fiscally Sustainable Government Operations**

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.

**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.

**Primary Services**

- Maintain cases
- Provide Judge and magistrate decisions

**Program Budget Overview**

	<b>2022 Approved</b>	<b>2023 Approved</b>	<b>Variance</b>	
			<b>\$</b>	<b>%</b>
Personal Services	\$1,477,588	\$1,692,278	\$214,690	14.5%
Fringe Benefits	\$669,584	\$788,418	\$118,834	17.7%
Materials & Services	\$687,500	\$706,581	\$19,081	2.8%
<b>Total Expenditures</b>	<b>\$2,834,672</b>	<b>\$3,187,277</b>	<b>\$352,605</b>	<b>12.4%</b>

**Funding Source**

- General Fund
- Special Projects
- Computerization Fund

**Core Principle and Linkage**

**Provide Community Safety, Security & Effective Justice**

The Court provides probate judicial services and case adjudication to the community through the lenses of equity and accessible for all residents.