

Mission

The mission of the Franklin County Municipal Court Clerk’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 Municipal Court Clerk’s Office is to provide access to justice through competent customer service, communication, and community outreach. The Municipal Court Clerk’s Office is committed to the core values of: Respect, Integrity, Justice, and Compassion for all we serve.

Strategic Focus

Primary Initiative: Streamline Internal Case Processing - Continue to expand the use of Electronic Filing to include all Civil case filings and implement Systems Notification Electronic Workflow to notify departments between the Court and Clerk’s Office that a case needs to be updated. Electronic queues will be utilized to reduce delays.

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 is 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. The Municipal Court Clerk’s Office is researching the possibility of expanding the SMS program to include expungement notifications.

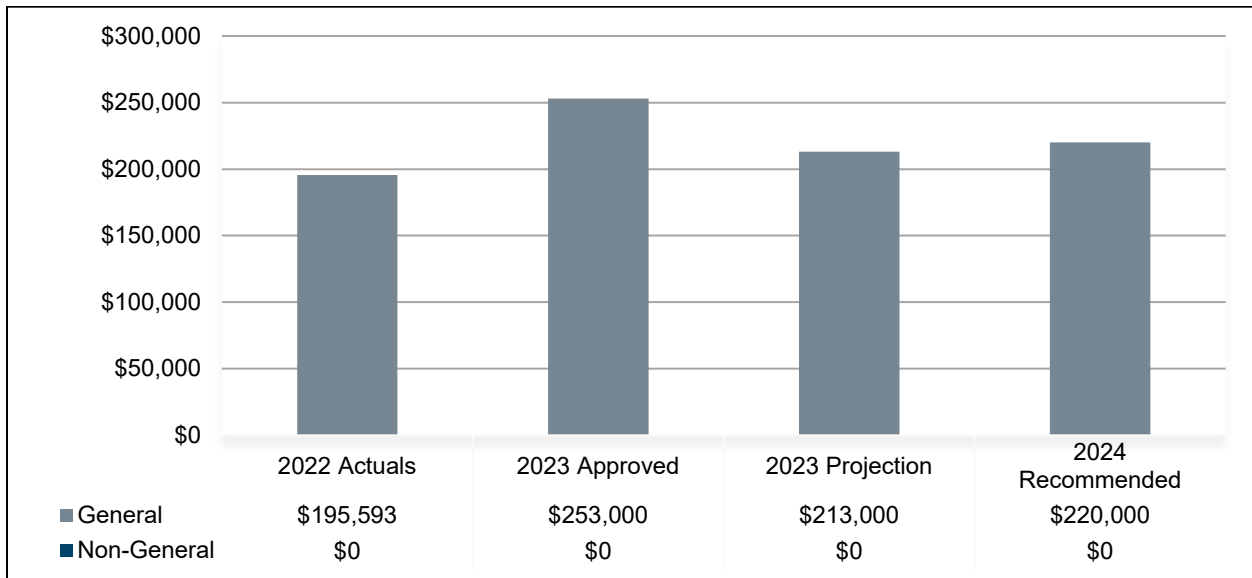
Performance Spotlight

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. | | | |
| 2022 Actual | 2023 Budget | 2023 Projected | 2024 Budget |
| 13,676 | 13,000 | 16,673 | 18,000 |

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: 2023 Approved to 2023 Projection

| | 2023 Approved | 2023 Projection | Variance | |
|------------------|--------------------------|----------------------------|-------------------|---------------|
| | | | \$ | % |
| General Fund | \$253,000 | \$213,000 | (\$40,000) | -15.8% |
| Non-General Fund | \$0 | \$0 | \$0 | N/A |
| Total | \$253,000 | \$213,000 | (\$40,000) | -15.8% |

The \$40,000 decrease from the 2023 Approved Budget to the 2023 Projection is primarily attributed to:

- Declines in revenue from Municipal Court fines & penalties, application fees for indigent defense, and Ohio Highway Patrol fines.

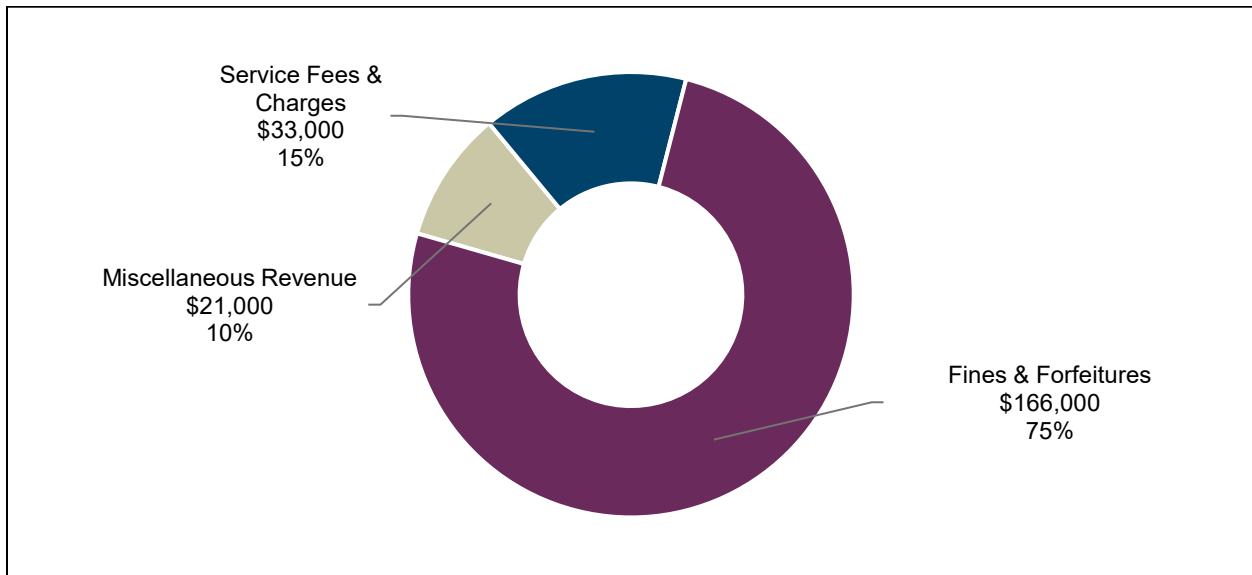
Comparison: 2023 Approved to 2024 Recommended

| | 2023 Approved | 2024 Recommended | Variance | |
|------------------|--------------------------|-----------------------------|-------------------|---------------|
| | | | \$ | % |
| General Fund | \$253,000 | \$220,000 | (\$33,000) | -13.0% |
| Non-General Fund | \$0 | \$0 | \$0 | N/A |
| Total | \$253,000 | \$220,000 | (\$33,000) | -13.0% |

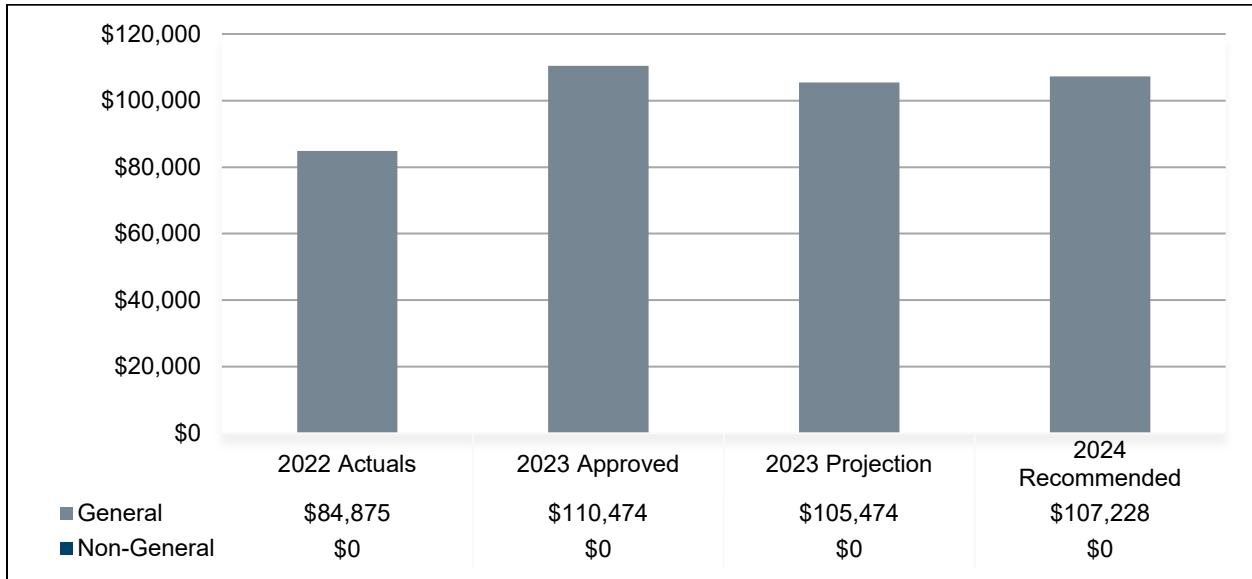
The \$33,000 decrease from the 2023 Approved Budget to the 2024 Recommended Budget is primarily attributed to:

- Aligning Municipal Court fines & penalties, application fees for indigent defense, and Ohio Highway Patrol fines with the expected amounts for 2024.

**2024 Recommended Budget
Revenues by Category**



Budget Summary – Expenditures



Significant items in the 2024 Recommended Budget

| Object Code | Budgeted Amount | % of Budget |
|----------------------------|------------------|---------------|
| PERSONAL SERVICES & FRINGE | \$67,228 | 62.7% |
| WITNESS FEES | \$40,000 | 37.3% |
| Total | \$107,228 | 100.0% |

Comparison: 2023 Approved to 2023 Projection

| | 2023 Approved | 2023 Projection | Variance | |
|------------------|--------------------------|----------------------------|------------------|--------------|
| | | | \$ | % |
| General Fund | \$110,474 | \$105,474 | (\$5,000) | -4.5% |
| Non-General Fund | \$0 | \$0 | \$0 | N/A |
| Total | \$110,474 | \$105,474 | (\$5,000) | -4.5% |

The \$5,000 decrease from the 2023 Approved Budget to the 2023 Projection is primarily attributed to:

- A decline in expenditures for Witness Fees.

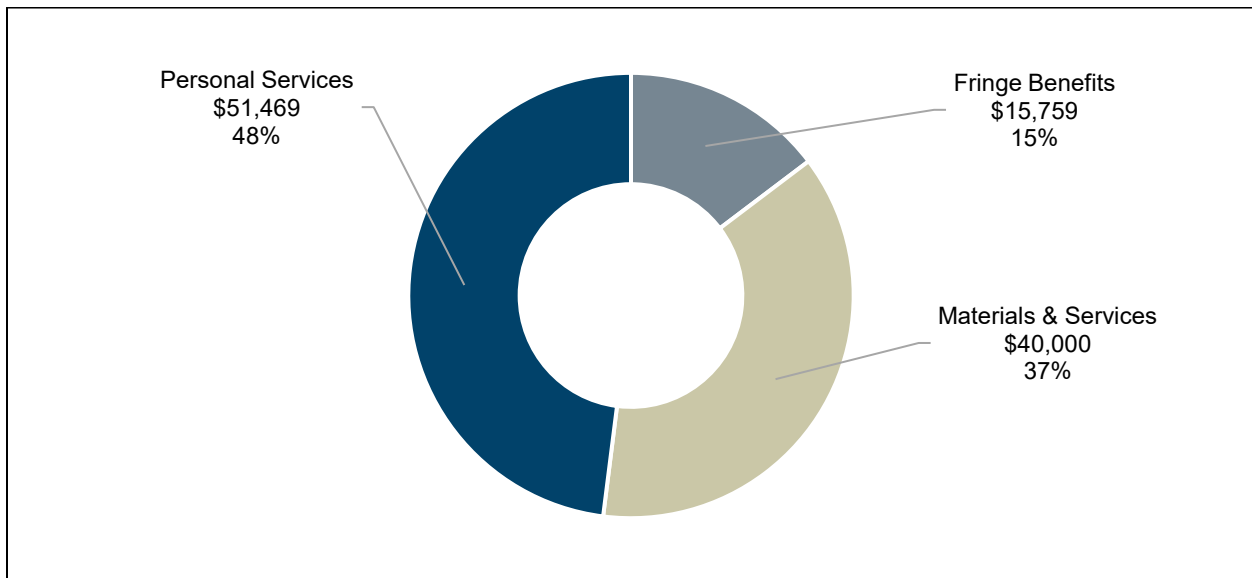
Comparison: 2023 Approved to 2024 Recommended

| | 2023 Approved | 2024 Recommended | Variance | |
|------------------|--------------------------|-----------------------------|------------------|--------------|
| | | | \$ | % |
| General Fund | \$110,474 | \$107,228 | (\$3,246) | -2.9% |
| Non-General Fund | \$0 | \$0 | \$0 | N/A |
| Total | \$110,474 | \$107,228 | (\$3,246) | -2.9% |

The \$3,246 decrease from the 2023 Approved Budget to the 2024 Recommended Budget is primarily attributed to:

- Aligning Witness Fees with the expected amount for 2024.

**2024 Recommended Budget
Expenditures by Category**



Budget Summary – FTEs

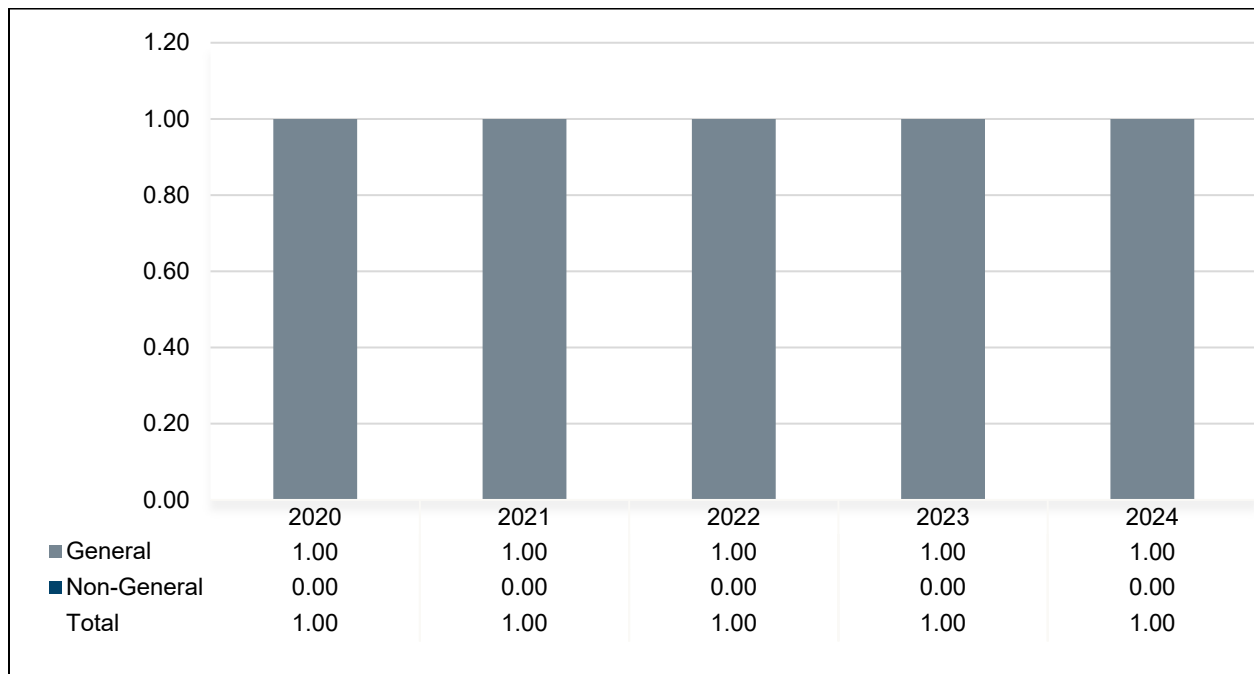
| | 2023 Budget | 2024 Recommended | Recommended Budget as % of Total FTEs |
|--------------------------|-------------|------------------|---------------------------------------|
| General Fund | 1.00 | 1.00 | 100.0% |
| Non-General Fund | 0.00 | 0.00 | 0.0% |
| Total Agency FTEs | 1.00 | 1.00 | 100.0% |

There is no change in the number of FTEs from the 2023 Budget to the 2024 Recommended 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

| | 2023 Budget | Four-year Average | 2024 Recommended | % Point Change to: | |
|--------------|------------------------|------------------------------|-----------------------------|---------------------------|----------------|
| | | | | PY Budget | Average |
| General Fund | 0.0% | 0.1% | 0.0% | 0.0% | -0.1% |

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

| | 2023 Budget | Four-year Average | 2024 Recommended | % 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.

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.

Primary Services

- Serves as the legal guardian and keeper of all the official records of the Franklin County Municipal Court.
- Processes and archives all Court records in accordance with file retention requirements established by the Supreme Court of Ohio.
- Calculates and fully details all financial transactions involving the Court.
- Compiles and publishes an Annual Report that details the various categories of Court case filings, all connected financial transactions, and statistically reports all relevant data regarding the same.

Program Budget Overview

| | 2023 | 2024 | Variance | |
|---------------------------|------------------|------------------|------------------|--------------|
| | Approved | Recommended | \$ | % |
| Personal Services | \$50,584 | \$51,469 | \$885 | 1.7% |
| Fringe Benefits | \$14,890 | \$15,759 | \$869 | 5.8% |
| Materials & Services | \$45,000 | \$40,000 | (\$5,000) | -11.1% |
| Total Expenditures | \$110,474 | \$107,228 | (\$3,246) | -2.9% |

Funding Source

- General Fund

Core Principle and Linkage

Provide Community Safety, Security & Effective Justice

The Franklin County Municipal Court Clerk of Court's 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.