

Mission

The Franklin County Clerk of Courts serves individuals, businesses and organizations within and outside Franklin County through its professional management of all legal and auto title documents filed through the Franklin County Courts of Common Pleas, 10th District Court of Appeals, and the Clerk's Auto Title Division with sound business practices and financial accountability while providing timely, accurate and courteous service.

Strategic Focus

Primary Initiative: Efiling Upgrade - The Clerk of Courts will be working with the County's current efilng vendor, Tybera, and all Franklin County Common Pleas Court Divisions and the 10th District of Appeals to upgrade the efilng system to the most recent version. This is the first system upgrade since implementation began in 2012, and will require training updates to staff and filers. Upgrade is targeted for completion near the end of 2024, with training activities continuing in 2025. Upgraded features should enhance user experience and provide additional features for staff and filers to improve efficiency and accuracy.

Primary Issue: Updating BCI Records - The Supreme Court of Ohio along with the Bureau of Criminal Investigation (BCI) have requested the assistance of all Court and Clerks of Courts in Ohio to refine and improve their business practices as it relates to providing juvenile delinquency and criminal disposition and sentencing information to BCI. Additionally, the State of Ohio is providing grant funding to reduce the backlog of cases that have no disposition information contained in the BCI database. - Clerk of Courts Legal Operations will take the lead for the Common Pleas Courts to examine the list of arrests and compare them with case information to remedy errors or missing information. The Clerk of Courts has requested grant funding to assist with payroll dollars for staff to perform these checks and make necessary corrections. Additionally, if the Clerk of Courts needs to alert the Courts, law enforcement, or the Municipal Court of items that need their attention to correct, every effort will be made to do so. The goal is to complete a review of all deficient records within 2 years, with a focus on felony arrests over the last 20 years. The Clerk's Office intends to leverage IT resources to assist with streamlining the review process by matching arrest information against court records, and eliminating any arrest records where there is no corresponding court case.

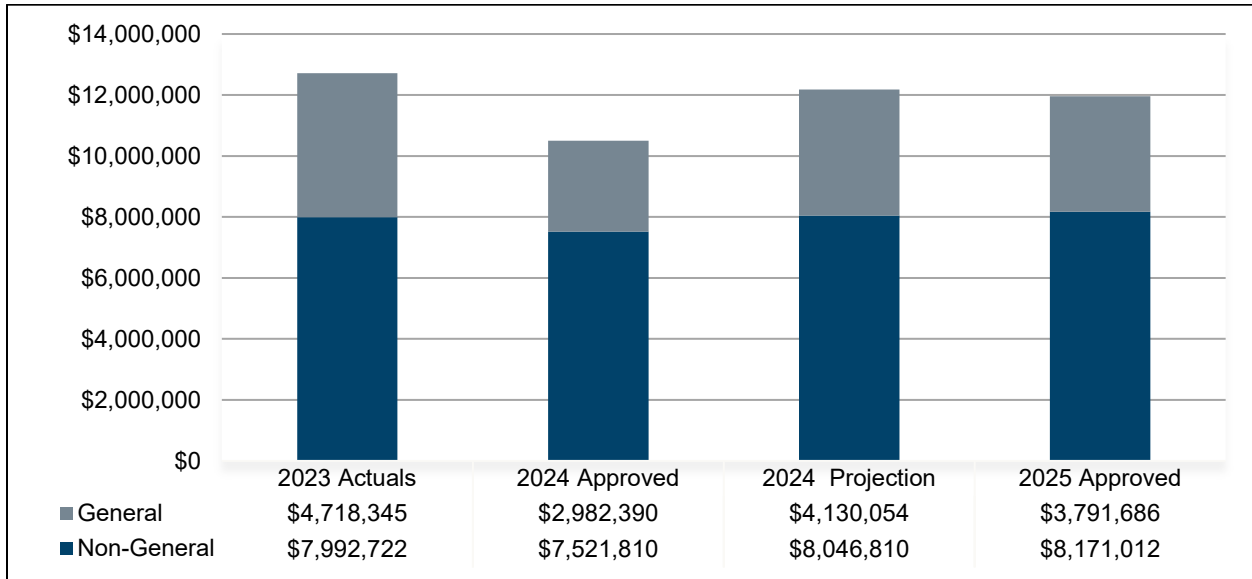
Performance Spotlight

Measure: Percent of titles processed accurately monthly

Program: Auto Title

About this measure		Why it is important	
The Clerk's Office tracks title processing accuracy through internal auditing and reporting. When there is an error, the office issues a new title and waives the associated fee. The fee waiver report records these instances and serves as the basis for calculating this measure.		In accordance with its mission and vision, the Clerk's Office strives for exceptional customer service which requires timely and accurate title processing. The Clerk's Office tracks this measure to ensure the office provides efficient and effective service delivery.	
What is being done			
Tracking this measure promotes continuous improvement. Branch Managers use the fee waiver report as a staff training tool and to identify opportunities for improvement. This ensures the Clerk's Office maintains a high level of accuracy in auto title processing and minimizes instances of customer inconvenience.			
2023 Actual	2024 Budget	2024 Projected	2025 Budget
99.1%	98.0%	99.1%	98.0%

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"> • Fees paid for each filing in the Clerk’s Office • A contract with Franklin County Child Support Enforcement Agency • Fines and Forfeitures
Special	<ul style="list-style-type: none"> • Computerization Fund (2017) • Computerization Fund (2018) • Certificate of Title Administration Fund (2059) 	<ul style="list-style-type: none"> • Fees related to auto title issuances and transfers set by the Ohio Revised Code
Debt	None	N/A
Capital	• County Justice Information System Fund (4057)	• Operating transfers from entities supporting the information system project
Enterprise /Internal	None	N/A

Comparison: 2024 Approved to 2024 Projection

	2024 Approved	2024 Projection	Variance	
			\$	%
General Fund	\$2,982,390	\$4,130,054	\$1,147,664	38.5%
Non-General Fund	\$7,521,810	\$8,046,810	\$525,000	7.0%
Total	\$10,504,200	\$12,176,864	\$1,672,664	15.9%

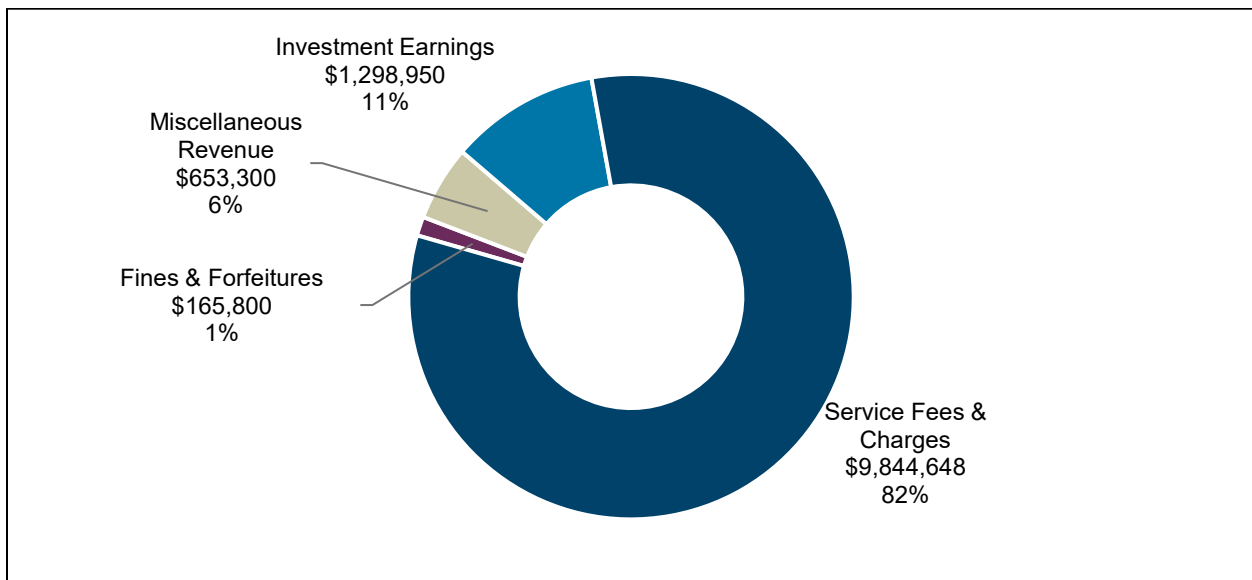
The variance from the 2024 Approved Budget to the 2024 Projection is primarily attributed to higher than anticipated interest earnings and unclaimed funds in the General Fund as well as higher than anticipated interest earnings and fees collected in the Auto Title Fund.

Comparison: 2024 Approved to 2025 Approved

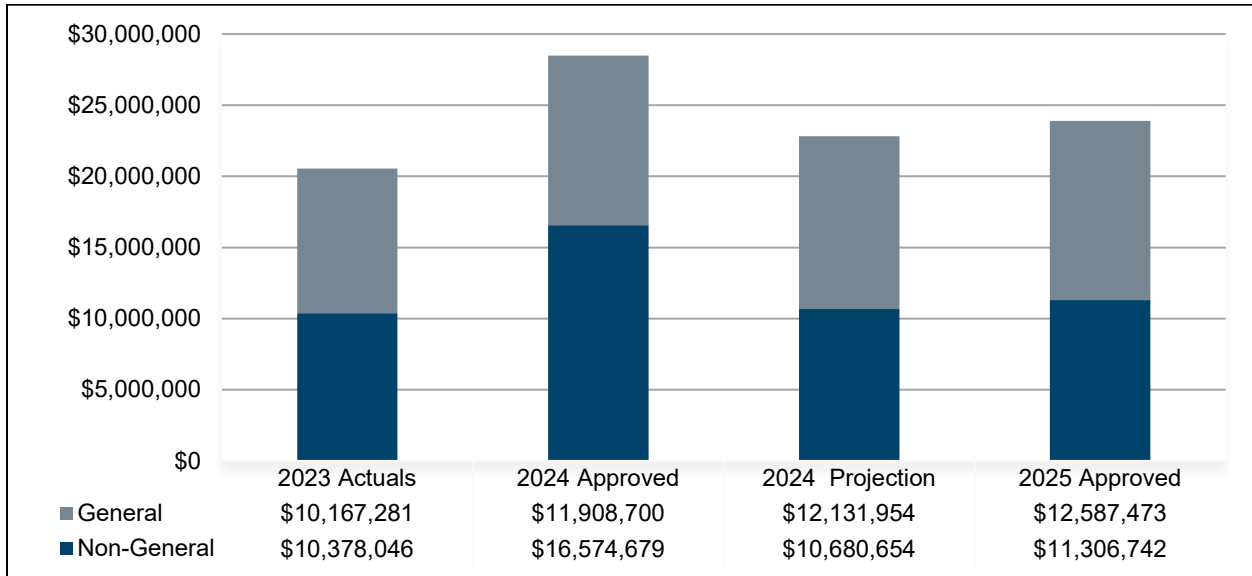
	2024 Approved	2025 Approved	Variance	
			\$	%
General Fund	\$2,982,390	\$3,791,686	\$809,296	27.1%
Non-General Fund	\$7,521,810	\$8,171,012	\$649,202	8.6%
Total	\$10,504,200	\$11,962,698	\$1,458,498	13.9%

The variance from the 2024 Approved Budget to the 2025 Approved Budget is primarily attributed to an increase in unclaimed funds in the General Fund and an increase in fee collections in the Auto Title Fund.

**2025 Approved Budget
Revenues by Category**



Budget Summary – Expenditures



Significant items in the 2025 Approved Budget

Object Code	Budgeted Amount	% of Budget
PERSONAL SERVICES & FRINGE	\$18,589,676	77.8%
IT CAPITAL SOFTWARE	\$1,604,257	6.7%
IT CONSULTANTS	\$558,132	2.3%
RENTALS & OPERATING LEASES	\$426,373	1.8%
SAFETY & SECURITY SERVICES	\$413,000	1.7%
IT SAAS	\$350,000	1.5%
LEGAL ADVERTISING	\$200,000	0.8%
GENERAL & OTHER EXPENSES	\$154,305	0.6%
COST ALLOCATION PLAN	\$133,327	0.6%
BANK ACCT MGMT/CREDIT BUREAU	\$103,500	0.4%
<i>Other</i>	\$1,361,645	5.7%
Total	\$23,894,215	100.0%

Comparison: 2024 Approved to 2024 Projection

	2024 Approved	2024 Projection	Variance	
			\$	%
General Fund	\$11,908,700	\$12,131,954	\$223,254	1.9%
Non-General Fund	\$16,574,679	\$10,680,654	(\$5,894,025)	-35.6%
Total	\$28,483,379	\$22,812,608	(\$5,670,771)	-19.9%

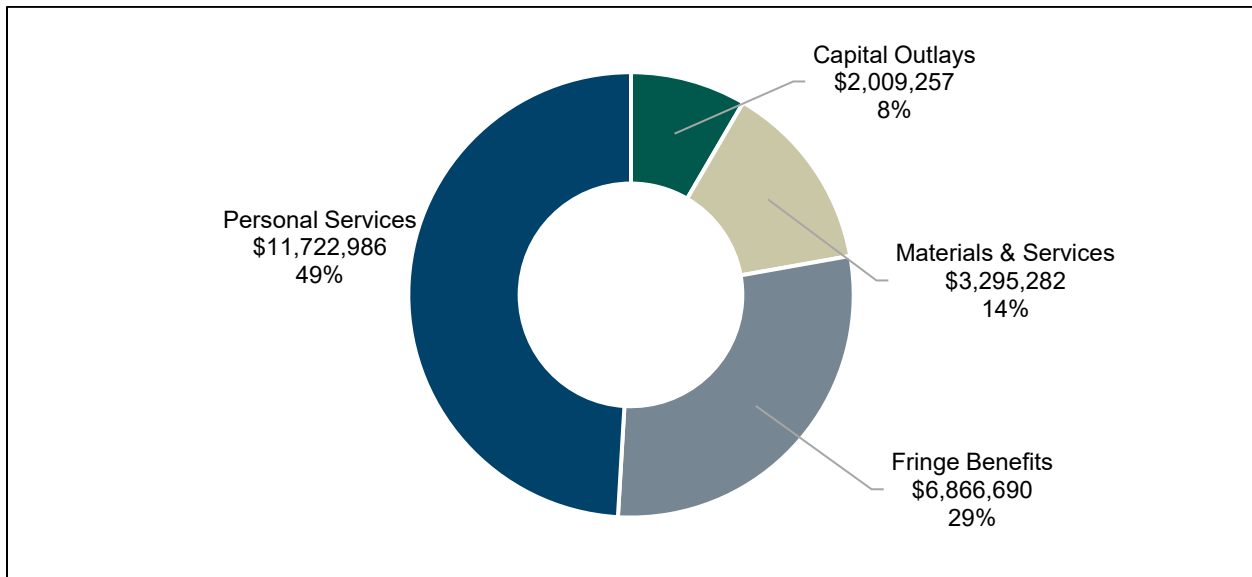
The variance from the 2024 Approved Budget to the 2024 Projection is primarily attributed to increased IT Consultant costs in the General Fund as well as lower than anticipated expenditures for the case management system in the County Justice Information System Fund.

Comparison: 2024 Approved to 2025 Approved

	2024 Approved	2025 Approved	Variance	
			\$	%
General Fund	\$11,908,700	\$12,587,473	\$678,773	5.7%
Non-General Fund	\$16,574,679	\$11,306,742	(\$5,267,937)	-31.8%
Total	\$28,483,379	\$23,894,215	(\$4,589,164)	-16.1%

The variance from the 2024 Approved Budget to the 2025 Approved Budget is primarily attributed to increased personal services in the General Fund due to a reduced vacancy credit to accommodate hiring plans. The Non-General Fund variance is primarily due to a decrease in budgeted IT Capital Software expenses in the County Justice Information System Fund.

**2025 Approved Budget
Expenditures by Category**



Budget Summary – FTEs

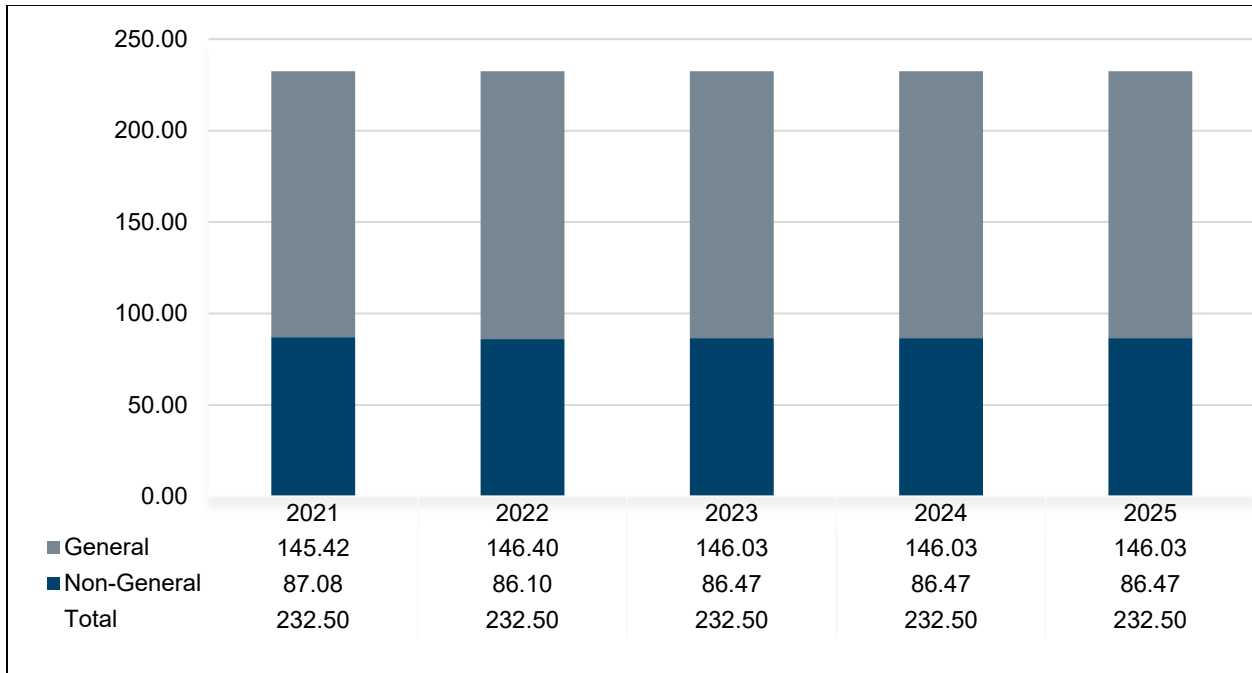
	2024 Budget	2025 Approved	Approved Budget as % of Total FTEs
General Fund	146.03	146.03	62.8%
Non-General Fund	86.47	86.47	37.2%
Total Agency FTEs	232.50	232.50	100.0%

There is no change in the number of FTEs from the 2024 Budget to the 2025 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 expenditures for Salaries & Wages and Fringe Benefits within the agency budget request. The calculations for the budget process begin with funding all approved positions for the entire year excluding new positions contained in a Request for Results. Vacancy credits take into account that not all approved positions will be filled for the entire year. The methodology historically used to estimate an agency’s vacancy credit utilizes a four-year history of unused personnel budgets to determine an appropriate percentage of Salaries & Wages and Fringe Benefits that will likely remain unspent at the end of the year. However, vacancy credits may vary from the four-year average due to staffing trends or the number of positions supported within a fund. Vacancy Credits may also differ between Salaries & Wages and Fringe Benefits due to the timing and fixed amount charged for healthcare.

Salaries & Wages

	2024 Budget	Four-year Average	2025 Approved	2025 Credit	2025 FTEs
General Fund	11.9%	14.0%	10.0%	(\$784,212)	146.03
Certificate of Title Administration Fund	6.1%	9.4%	4.6%	(\$215,788)	86.47

Fringe Benefits

	2024 Budget	Four-year Average	2025 Approved	2025 Credit	2025 FTEs
General Fund	13.0%	25.2%	12.8%	(\$641,428)	146.03
Certificate of Title Administration Fund	6.1%	16.6%	6.1%	(\$179,355)	86.47

The vacancy credit for Salaries & Wages in the General Fund and the Certificate of Title Administration Fund constitutes a decrease from the previous year due to the Clerk’s Office hiring plans in the Legal Services and Auto Title programs.

Auto Title

Program Purpose

The purpose of the Auto Title program is to provide title transactions to the general public, auto dealers, and financial institutions as specified by law.

Primary Services

- Provide proof of ownership for vehicle owners.
- Properly execute title transactions according to applicable codes and policies.
- Collect and disburse sales tax and fees.
- Evaluate presented evidence via rigorous examination to guard against fraud.

Program Budget Overview

	2024 Approved	2025 Approved	Variance	
			\$	%
Personal Services	\$4,459,354	\$4,622,226	\$162,872	3.7%
Fringe Benefits	\$2,698,369	\$2,719,665	\$21,296	0.8%
Materials & Services	\$1,890,821	\$1,955,594	\$64,773	3.4%
Capital Outlays	\$52,000	\$55,000	\$3,000	5.8%
Total Expenditures	\$9,100,544	\$9,352,485	\$251,941	2.8%

Funding Source

- Certificate of Title Administration Fund

Core Principle and Linkage

Provide Efficient, Responsive & Fiscally Sustainable Government Operations

Ensuring the timely and accurate processing of certificates of title helps promote efficient, responsive, and fiscally sustainable government operations.

Legal Services

Program Purpose

The purpose of the Legal Services program is to verify and accept legal documents filed over the counter and submitted into the electronic filing system, maintain all legal records and proceedings, and provide other court services for the public, courts, and legal community to conduct their business in a timely and accurate manner.

Primary Services

- Verify and file legal documents electronically and in paper.
- Maintain legal records and respond to public information requests.

Program Budget Overview

	2024	2025	Variance	
	Approved	Approved	\$	%
Personal Services	\$6,767,291	\$7,100,760	\$333,469	4.9%
Fringe Benefits	\$4,128,206	\$4,147,025	\$18,819	0.5%
Materials & Services	\$1,013,203	\$1,339,688	\$326,485	32.2%
Capital Outlays	\$7,474,135	\$1,954,257	(\$5,519,878)	-73.9%
Total Expenditures	\$19,382,835	\$14,541,730	(\$4,841,105)	-25.0%

Funding Source

- General Fund
- County Justice Information System Fund

Core Principle and Linkage

Provide Efficient, Responsive & Fiscally Sustainable Government Operations

Providing timely and accurate court information ensures that customers can conduct their required legal business with the Common Pleas Court as mandated by court order. It also gives the Common Pleas Court and other Franklin County agencies the ability to effectively and efficiently conduct their business in a timely manner.