

**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.

**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.

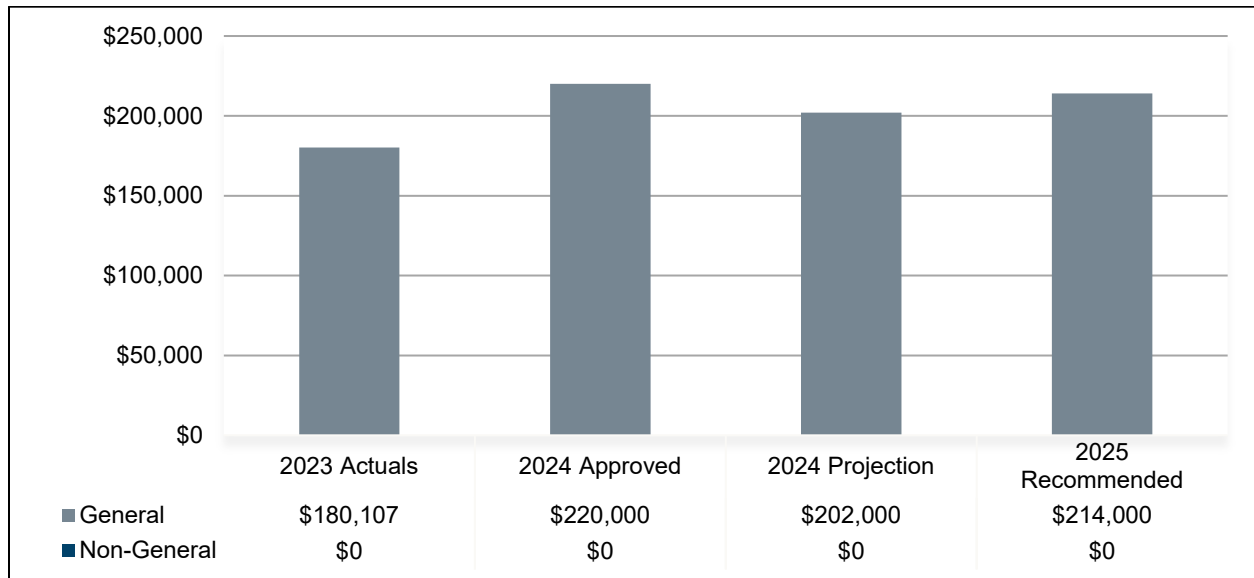
**Performance Spotlight**

**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.			
2023 Actual	2024 Budget	2024 Projected	2025 Budget
17,573	18,000	18,000	18,500

**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"> <li>• Municipal Court fines &amp; penalties</li> <li>• Application fees for indigent defense per ORC 120.36</li> <li>• 10% of Ohio Highway Patrol fines</li> <li>• Liquor law violations</li> <li>• Witness &amp; juror fee reimbursements for offenses written under state code</li> </ul>
Special	None	N/A
Debt	None	N/A
Capital	None	N/A
Enterprise /Internal	None	N/A

**Comparison: 2024 Approved to 2024 Projection**

	2024 Approved	2024 Projection	Variance	
			\$	%
General Fund	\$220,000	\$202,000	(\$18,000)	-8.2%
Non-General Fund	\$0	\$0	\$0	N/A
<b>Total</b>	<b>\$220,000</b>	<b>\$202,000</b>	<b>(\$18,000)</b>	<b>-8.2%</b>

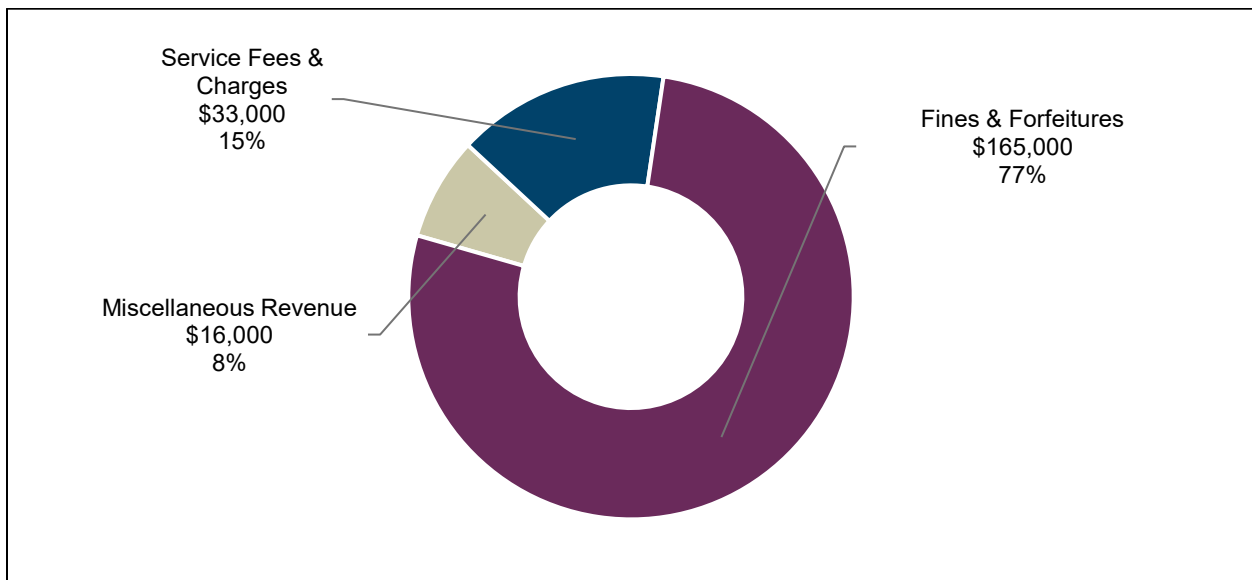
The variance from the 2024 Approved Budget to the 2024 Projection is primarily attributed to declines in revenue from witness and juror fee reimbursements, application fees for indigent defense, Ohio Highway Patrol fines, and liquor law violations.

**Comparison: 2024 Approved to 2025 Recommended**

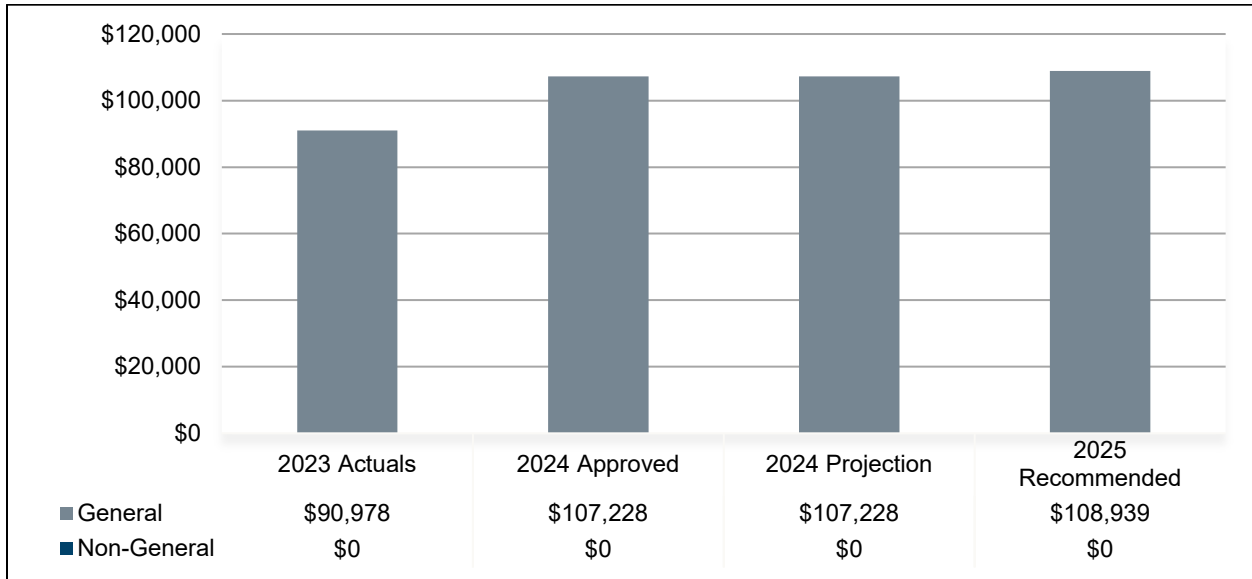
	2024 Approved	2025 Recommended	Variance	
			\$	%
General Fund	\$220,000	\$214,000	(\$6,000)	-2.7%
Non-General Fund	\$0	\$0	\$0	N/A
<b>Total</b>	<b>\$220,000</b>	<b>\$214,000</b>	<b>(\$6,000)</b>	<b>-2.7%</b>

The variance from the 2024 Approved Budget to the 2025 Recommended Budget is primarily attributed to aligning witness and juror fee reimbursements and liquor law violations with the expected amounts for 2025.

**2025 Recommended Budget  
Revenues by Category**



**Budget Summary – Expenditures**



**Significant items in the 2025 Recommended Budget**

Object Code	Budgeted Amount	% of Budget
PERSONAL SERVICES & FRINGE	\$68,939	63.3%
WITNESS FEES	\$40,000	36.7%
<b>Total</b>	<b>\$108,939</b>	<b>100.0%</b>

**Comparison: 2024 Approved to 2024 Projection**

	<b>2024 Approved</b>	<b>2024 Projection</b>	<b>Variance</b>	
			<b>\$</b>	<b>%</b>
General Fund	\$107,228	\$107,228	\$0	0.0%
Non-General Fund	\$0	\$0	\$0	N/A
<b>Total</b>	<b>\$107,228</b>	<b>\$107,228</b>	<b>\$0</b>	<b>0.0%</b>

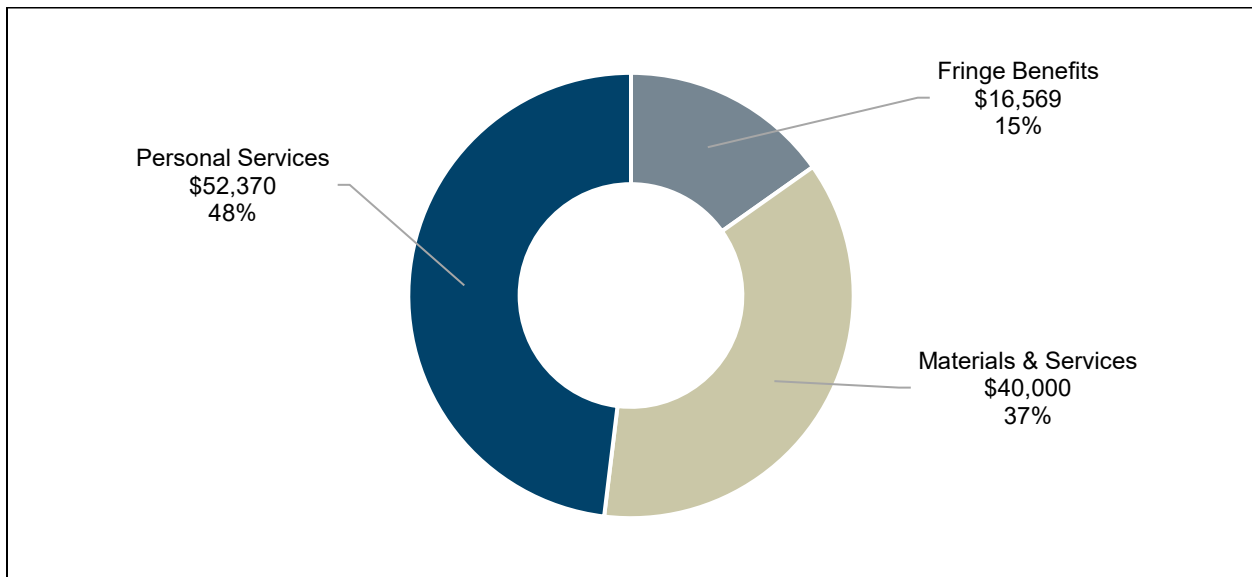
There is no variance from the 2024 Approved Budget to the 2024 Projection.

**Comparison: 2024 Approved to 2025 Recommended**

	<b>2024 Approved</b>	<b>2025 Recommended</b>	<b>Variance</b>	
			<b>\$</b>	<b>%</b>
General Fund	\$107,228	\$108,939	\$1,711	1.6%
Non-General Fund	\$0	\$0	\$0	N/A
<b>Total</b>	<b>\$107,228</b>	<b>\$108,939</b>	<b>\$1,711</b>	<b>1.6%</b>

The variance from the 2024 Approved Budget to the 2025 Recommended Budget is primarily attributed to increases in the county's 40% share of the Clerk's salary and fringe benefits.

**2025 Recommended Budget  
Expenditures by Category**



**Budget Summary – FTEs**

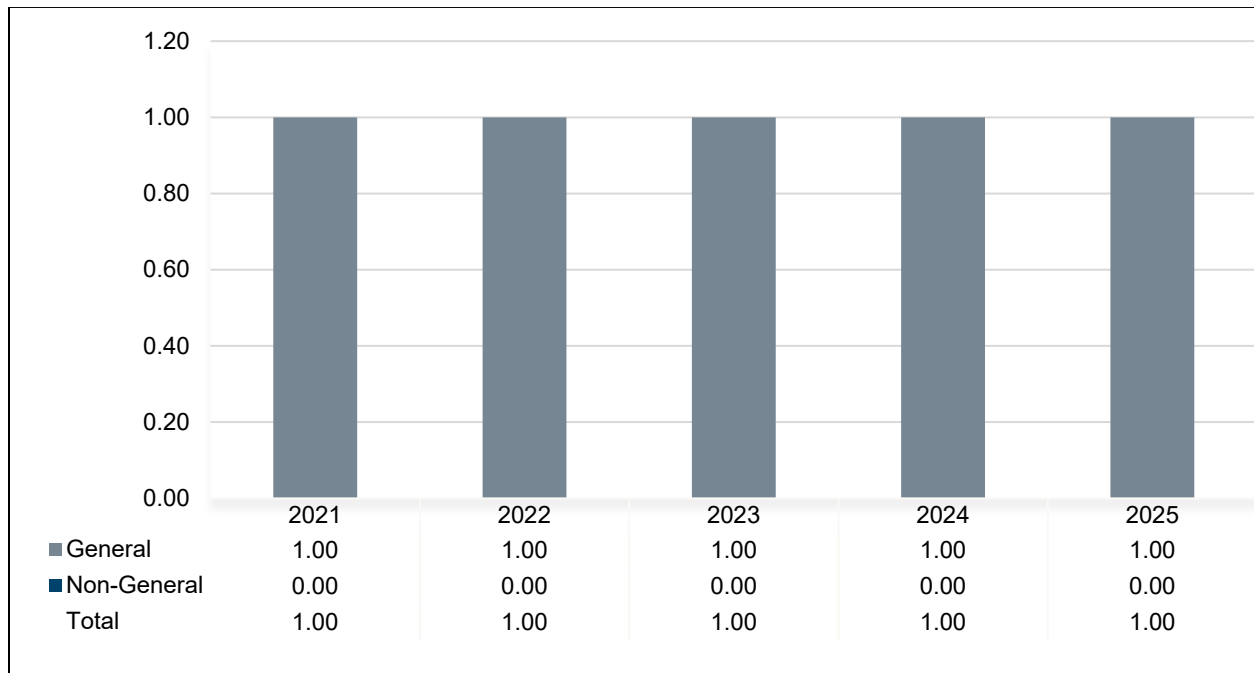
	2024 Budget	2025 Recommended	Recommended Budget as % of Total FTEs
General Fund	1.00	1.00	100.0%
Non-General Fund	0.00	0.00	0.0%
<b>Total Agency FTEs</b>	<b>1.00</b>	<b>1.00</b>	<b>100.0%</b>

There is no change in the number of FTEs from the 2024 Budget to the 2025 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 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**

	<b>2024 Budget</b>	<b>Four-year Average</b>	<b>2025 Recommended</b>	<b>2025 Credit</b>	<b>2025 FTEs</b>
General Fund	0.0%	0.0%	0.0%	\$0	1.00

**Fringe Benefits**

	<b>2024 Budget</b>	<b>Four-year Average</b>	<b>2025 Recommended</b>	<b>2025 Credit</b>	<b>2025 FTEs</b>
General Fund	0.0%	0.0%	0.0%	\$0	1.00

The only personnel expenditures for the Municipal Court Clerk are the County’s 40% share of the Clerk’s salary and fringe benefits.

**Municipal Court Clerk Program**

**Program Purpose**

The purpose of the Municipal Court Clerk Program is to provide oversight for all daily operations, budgetary issues, personnel, legal compliance, and community affairs within the Franklin County Municipal Court Clerk of Court's Office to effectively serve the residents of Franklin County.

**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**

	<b>2024 Approved</b>	<b>2025 Recommended</b>	<b>Variance</b>	
			<b>\$</b>	<b>%</b>
Personal Services	\$51,469	\$52,370	\$901	1.8%
Fringe Benefits	\$15,759	\$16,569	\$810	5.1%
Materials & Services	\$40,000	\$40,000	\$0	0.0%
<b>Total Expenditures</b>	<b>\$107,228</b>	<b>\$108,939</b>	<b>\$1,711</b>	<b>1.6%</b>

**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.