

## **Municipal Court Clerk**

### **Department Description**

The Franklin County Municipal Clerk of Court's Office serves as the legal guardian and keeper of all the official records of the Franklin County Municipal Court including all criminal and civil case filings, subpoenas, search warrants, pleadings and monies (court costs, fines and third party monies from garnishments, to name a few). The Clerk of Court's Office is entrusted with the responsibility of processing and archiving all Court records in accordance with various file retention requirements. Additionally, the Clerk of Court's Office calculates and fully details all financial transactions involving the Court, from fines and costs to money garnishments, trusteeship and rent escrow monies along with disbursing the same according to law. The Clerk's Office compiles and publishes an Annual Report each year that details the various categories of Court case filings, all financial transactions connected with all Court cases, including identifying what entities receive court costs, and statistically reports all relevant data regarding the same.

### **Mission**

To accurately maintain, safeguard and store all court documents as well as collect and disburse all monies as directed by legal mandates.

This will be accomplished through a knowledgeable and diverse staff that will strive to serve all who use this office through competent customer service, communications and community outreach.

### **Strategic Priorities for 2010**

- The objectives of these priorities will be to save valuable taxpayer dollars and to better utilize staff resources.

**Imaging Court Records** – Provide immediate and cost-effective access to Court records and reduce long-term storage costs.

**E-Ticket** – Provide law enforcement with ability to scan drivers' licenses, electronically populate data into computer system and transmit to Municipal Clerk's Office database.

**Remote Clerking/Remote Bonding – Continued Expansion**

Provide the capability for law enforcement to arrest, fingerprint, photograph, formally charge and in certain cases bond out nonviolent misdemeanor defendants from an off-site police station without having to transport the defendant to jail ("Jail or Bail").

**E-Certified** – Create a cost effective electronic means for tracking certified mail using current technology.

**E-Pay** – Reinstate electronic payment service that allows on-line payment of traffic tickets to be expanded to include other fines and costs.

**Ohio Courts Network (OCN)** – Collaborate with the Ohio Supreme Court to create a connection to the Ohio Courts Network. This connection would benefit all Courts nationally with information provided from the Franklin County Municipal Clerk's database. Some computer upgrades will be necessary.

**Public Access** – Create a new and more user friendly website with access to Court records.

## **2010 Budget Notes**

- Funding for such basic items as file folders, envelopes, paper, postage, printing, and bank fees make up the majority of the Municipal Court Clerk's 2010 non-personnel general fund budget, amounting to over one million dollars.
- Fees for banking services continue to be a significant cost; the general fund budget includes \$122,000 for banking fees. The Clerk's Office receives "earnings credits" on funds deposited with the bank which are used to offset banking fees. These "credits" are based on the current federal fund (interest) rate set by the Federal Reserve. The recent decline in this rate has caused a decrease in these "earnings credits" causing a commensurate increase in the Court Clerk's banking fees.
- The Municipal Court Clerk's 2010 computer fund budget of \$1,939,638 includes 9 full-time positions. The computer fund budget also includes funding for supplies, maintenance and support, and equipment related to the continued development and maintenance of the case management software system.

## Budget and Program Summary

### DEPARTMENT FINANCIAL SUMMARY

<b>DIVISION SUMMARY</b>	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Original Appropriation</b>	<b>2009 Estimated Expenditures</b>	<b>2010 Proposed</b>
Municipal Court Clerk	\$ 12,014,579	\$ 12,416,223	\$ 12,360,710	\$ 12,134,110	\$ 12,168,359
<b>TOTAL</b>	<b>\$ 12,014,579</b>	<b>\$ 12,416,223</b>	<b>\$ 12,360,710</b>	<b>\$ 12,134,110</b>	<b>\$ 12,168,359</b>

<b>DEPARTMENT SUMMARY BY CHARACTER</b>					
<b>MUNICIPAL COURT CLERK GENERAL FUND</b>	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Original Appropriation</b>	<b>2009 Estimated Expenditures</b>	<b>2010 Proposed</b>
Personnel	\$ 8,928,033	\$ 9,236,141	\$ 9,133,541	\$ 8,986,192	\$ 9,119,382
Materials & Supplies	164,790	130,050	157,500	135,500	158,401
Services	774,400	920,041	1,103,968	1,049,795	950,938
Other Disbursements	-	2,146	-	-	-
<b>TOTAL</b>	<b>\$ 9,867,223</b>	<b>\$ 10,288,378</b>	<b>\$ 10,395,009</b>	<b>\$ 10,171,487</b>	<b>\$ 10,228,721</b>
<b>MUNICIPAL COURT CLERK COMPUTER FUND</b>	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Original Appropriation</b>	<b>2009 Estimated Expenditures</b>	<b>2010 Proposed</b>
Personnel	\$ 614,108	\$ 693,313	\$ 773,910	\$ 688,548	\$ 839,640
Materials & Supplies	53,915	51,362	80,000	80,000	57,400
Services	858,098	663,149	754,241	738,783	696,848
Other Disbursements	36,947	-	-	-	-
Capital	354,736	408,754	-	98,542	-
Transfers	229,552	311,267	357,550	356,750	345,750
<b>TOTAL</b>	<b>\$ 2,147,356</b>	<b>\$ 2,127,845</b>	<b>\$ 1,965,701</b>	<b>\$ 1,962,623</b>	<b>\$ 1,939,638</b>

## DEPARTMENT SUMMARY BY FUND

<b>FUND SUMMARY</b>	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Original Appropriation</b>	<b>2009 Estimated Expenditures</b>	<b>2010 Proposed</b>
General Fund	\$ 9,867,223	\$ 10,288,378	\$ 10,395,009	\$ 10,171,487	\$ 10,228,721
Municipal Court Computer Fund	2,147,356	2,127,845	1,965,701	1,962,623	1,939,638
<b>TOTAL</b>	<b>\$ 12,014,579</b>	<b>\$ 12,416,223</b>	<b>\$ 12,360,710</b>	<b>\$ 12,134,110</b>	<b>\$ 12,168,359</b>

## DEPARTMENT PERSONNEL SUMMARY

<b>DIVISION</b>	<b>FT/PT</b>	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Authorized</b>	<b>2010 Authorized</b>
Municipal Court Clerk	FT	149	149	172	172
	PT	0	0	0	0
Computer Fund	FT	5	8	12	12
<b>TOTAL</b>		<b>154</b>	<b>157</b>	<b>184</b>	<b>184</b>

\*FT=Full-Time PT=Part-Time

2010 Operating Budget  
Municipal Court Clerk

Financial History by Program

Personnel by Program

Program	Mission	Financial History by Program				Personnel by Program			
		2007 Budget	2008 Budget	2009 Budget	2010 Proposed	2007 FTEs	2008 FTEs	2009 FTEs	2010 FTEs
Administration	To ensure the smooth operation of the Clerk's Office by preparing and tracking the annual budget, hiring all deputy clerks, purchasing and maintaining equipment, managing personnel payroll records, overseeing compliance with applicable statutes, rules and case law, preparing statistical reports required by law, reviewing and referring cases to appropriate authorities for collection proceedings, and investigating and responding to inquiries by the public.	\$ 1,117,873	\$ 1,503,857	\$ 1,891,395	\$ 1,313,403	9	8	10	9

2010 Operating Budget  
Municipal Court Clerk

Financial History by Program

Personnel by Program

Program	Mission	Financial History by Program				Personnel by Program			
		2007 Budget	2008 Budget	2009 Budget	2010 Proposed	2007 FTEs	2008 FTEs	2009 FTEs	2010 FTEs
Accounting/Finance	To collect and account for fines, court costs, fees and bail for criminal, environmental and traffic charges filed in the Franklin County Municipal Court, to accept and disburse civil division funds paid to the court for costs and fees, plus judgment and garnishment amounts, to process all mail payments, prepare receipts for monies collected, distribute funds to the proper political subdivisions and make a general accounting of all monies received and disbursed in the Clerk's Office.	\$ 1,719,327	\$ 1,674,798	\$ 1,930,931	\$ 2,010,997	27	25	27	29
Civil	To accept dockets and maintain records for all pleadings and motions filed in civil cases over which Franklin County Municipal Court has jurisdiction.	\$ 1,823,672	\$ 2,243,604	\$ 2,013,752	\$ 2,087,351	30	36	34	34

Municipal Court Clerk

2010 Operating Budget  
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Financial History by Program

Personnel by Program

Program	Mission	Financial History by Program				Personnel by Program			
		2007 Budget	2008 Budget	2009 Budget	2010 Proposed	2007 FTEs	2008 FTEs	2009 FTEs	2010 FTEs
Criminal/Traffic	To accept and process all documents related to criminal and traffic charges in which citations are issued within the jurisdiction of the Franklin County Municipal Court and to process and report all applicable records to the Ohio Bureau of Motor Vehicles.	\$ 4,349,275	\$ 3,956,613	\$ 3,764,802	\$ 4,020,230	70	66	66	65
Office of Information Services	To support the Clerk and the Court with the data processing needs of all divisions.	\$ 1,583,951	\$ 1,836,381	\$ 1,965,701	\$ 1,939,638	9	8	8	9
Traffic Violations Bureau	To record and process all traffic citations issued by the Columbus Police, the Ohio State Highway Patrol, the Franklin County Sheriff and other law enforcement agencies throughout Franklin County.	\$ 827,017	\$ 856,444	\$ 794,129	\$ 796,740	14	14	13	13
		\$ 11,421,115	\$ 12,071,697	\$ 12,360,710	\$ 12,168,359	159	157	158	159