

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 2009

- 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' license, electronically populate data into computer system and transmit to Municipal Clerk's Office database.

Bar Code Case Management – Use bar codes to improve case flow, file management and ensure accountability in tracking all case files and improve processes to create efficiencies.

Video Arraignment – Utilize existing video technology to arraign prisoners from the Franklin County Corrections Centers (FCCC) I and II thereby reducing costs of prisoner's transportation, building security and logistical problems associated with the movement of high risk prisoners.

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-Filing Pilot – Conduct appropriate due diligence on the feasibility for implementing e-filing of Court documents.

2009 Budget Notes

- The Municipal Court Clerk's 2009 general fund budget includes funding, with an allowance for vacancies, for 150 full-time positions.
- 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 2009 non-personnel general fund budget, amounting to over \$1.2 million.
- Fees for banking services continue to be a significant cost; the general fund budget includes \$140,000 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.
- Mailroom and postage services continue to be a significant cost as well; the 2009 general fund budget includes \$790,334 for that purpose. This projected cost reflects two recent increases in postage costs combined with an increase in the volume of mail.
- The Municipal Court Clerk's 2009 computer fund budget of \$1,965,701 includes 8 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					
DIVISION SUMMARY	2006 Actual	2007 Actual	2008 Original Appropriation	2008 Estimated Expenditures	2009 Proposed
Municipal Court Clerk	\$ 11,337,545	\$ 12,014,579	\$ 12,070,297	\$ 12,383,562	\$ 12,460,710
TOTAL	\$ 11,337,545	\$ 12,014,579	\$ 12,070,297	\$ 12,383,562	\$ 12,460,710

NOTE: The general fund, 2008 and 2009 figures, unlike in preceding years, do not include technology expenditures, which are budgeted in Finance and Management. For an adjusted historical comparison, see page 26-9.

DEPARTMENT SUMMARY BY CHARACTER					
MUNICIPAL COURT CLERK GENERAL FUND	2006 Actual	2007 Actual	2008 Original Appropriation	2008 Estimated Expenditures	2009 Proposed
Personnel	\$ 8,631,520	\$ 8,928,033	\$ 9,271,128	\$ 9,260,860	\$ 9,233,541
Materials & Supplies	165,342	164,790	150,050	130,050	157,500
Services	729,414	774,400	814,138	900,207	1,103,968
Other Disbursements	979	-	-	2,146	-
TOTAL	\$ 9,527,255	\$ 9,867,223	\$ 10,235,316	\$ 10,293,263	\$ 10,495,009
MUNICIPAL COURT CLERK COMPUTER FUND	2006 Actual	2007 Actual	2008 Original Appropriation	2008 Estimated Expenditures	2009 Proposed
Personnel	\$ 808,788	\$ 614,108	\$ 726,329	\$ 703,884	\$ 773,910
Materials & Supplies	169,261	53,915	47,250	47,250	80,000
Services	599,625	858,098	648,702	622,688	754,241
Other Disbursements	-	36,947	-	-	-
Capital	182,077	354,736	90,000	392,377	-
Transfers	50,539	229,552	322,700	324,100	357,550
TOTAL	\$ 1,810,290	\$ 2,147,356	\$ 1,834,981	\$ 2,090,299	\$ 1,965,701

DEPARTMENT SUMMARY BY FUND					
FUND SUMMARY	2006 Actual	2007 Actual	2008 Original Appropriation	2008 Estimated Expenditures	2009 Proposed
General	\$ 9,527,255	\$ 9,867,223	\$ 10,235,316	\$ 10,293,263	\$ 10,495,009
Municipal Court Computer Fund	1,810,290	2,147,356	1,834,981	2,090,299	1,965,701
TOTAL	\$ 11,337,545	\$ 12,014,579	\$ 12,070,297	\$ 12,383,562	\$ 12,460,710

DEPARTMENT PERSONNEL SUMMARY					
DIVISION	FT/PT	2006 Actual	2007 Actual	2008 Authorized	2009 Authorized
Municipal Court Clerk	FT	146	149	172	172
	PT	6	0	0	0
Computer Fund	FT	11	5	12	12
TOTAL		163	154	184	184

*FT=Full-Time PT=Part-Time

2009 Operating Budget
Municipal Court Clerk

Financial History by Program

Personnel by Program

Program	Mission	Financial History by Program				Personnel by Program			
		2006 Budget	2007 Budget	2008 Budget	2009 Proposed	2006 FTEs	2007 FTEs	2008 FTEs	2009 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.	\$ 847,549	\$ 1,117,873	\$ 1,503,857	\$ 1,496,728	4	9	8	10

2009 Operating Budget
Municipal Court Clerk

Financial History by Program

Personnel by Program

Program	Mission	Financial History by Program				Personnel by Program			
		2006 Budget	2007 Budget	2008 Budget	2009 Proposed	2006 FTEs	2007 FTEs	2008 FTEs	2009 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.	\$ 1,759,685	\$ 1,719,327	\$ 1,674,798	\$ 1,930,931	27	27	25	27
Civil	To accept dockets and maintain records for all pleadings and motions filed in civil cases over which Franklin County Municipal Court has jurisdiction.	\$ 1,793,019	\$ 1,823,672	\$ 2,243,604	\$ 2,113,752	30	30	36	34

Municipal Court Clerk

2009 Operating Budget
Municipal Court Clerk

Financial History by Program

Personnel by Program

Program	Mission	Financial History by Program				Personnel by Program			
		2006 Budget	2007 Budget	2008 Budget	2009 Proposed	2006 FTEs	2007 FTEs	2008 FTEs	2009 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.	\$ 4,479,109	\$ 4,349,275	\$ 3,956,613	\$ 4,159,469	79	70	66	66
Office of Information Services	To support the Clerk and the Court with data processing needs of all divisions.	\$ 2,350,378	\$ 1,583,951	\$ 1,834,981	\$ 1,965,701	12	9	8	8
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.	\$ 656,501	\$ 827,017	\$ 856,444	\$ 794,129	11	14	14	13
		\$ 11,886,241	\$ 11,421,115	\$ 12,070,297	\$ 12,460,710	163	159	157	158

NOTE: The general fund 2008 and 2009 budget figures, unlike in preceding years, do not include technology expenditures, which are budgeted in Finance and Management. For an adjusted historical comparison, see page 26-9. Some program data will not match department summary data due to differences in data being reported (i.e., budgeted versus actual). This is compounded in cases of departmental reorganizations during the timeframe.