



PROBATE COURT

2023 Budget Work Session Presentation

FY23 – Budget Requests

Presenter: Probate Court Judge, Gary W. Washington

Date: July 28, 2022

Presentation Agenda



3-4.

- ❖ Vision, Mission, & Values
- ❖ Opportunities & Challenges

5-7.

- ❖ Organizational Charts: Current & Proposed
- ❖ Budget Summary

8-10

- ❖ Operational Request
- ❖ Operational Justification

11-12.

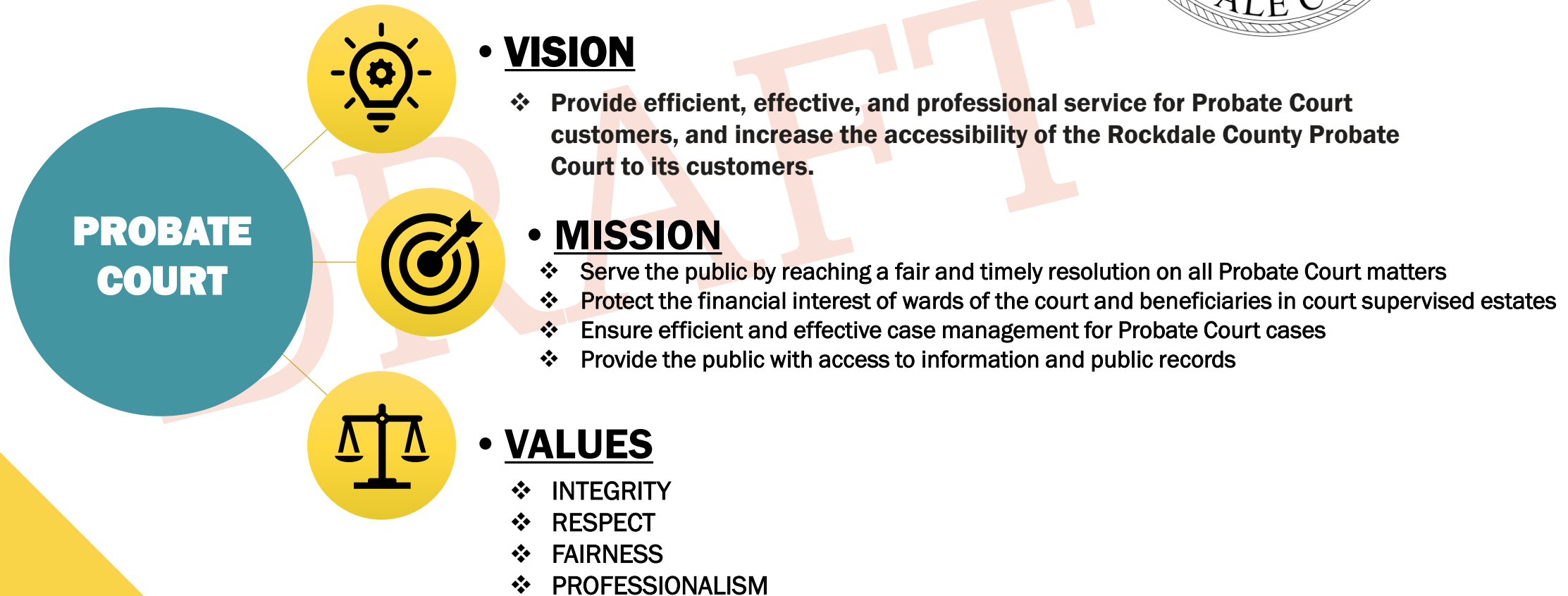
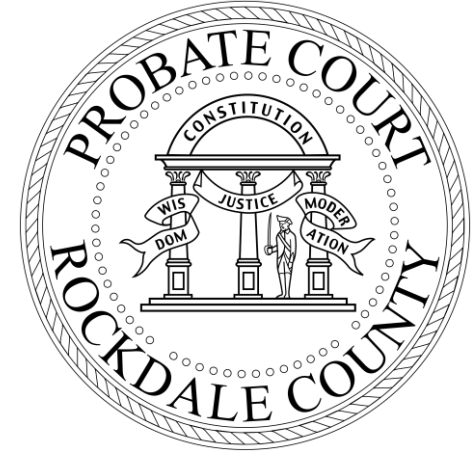
- ❖ Personnel Request
- ❖ Personnel Justification

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- ❖ Closing

Vision, Mission & Values

Probate Court Statements



Opportunities & Challenges

SUCCESSES

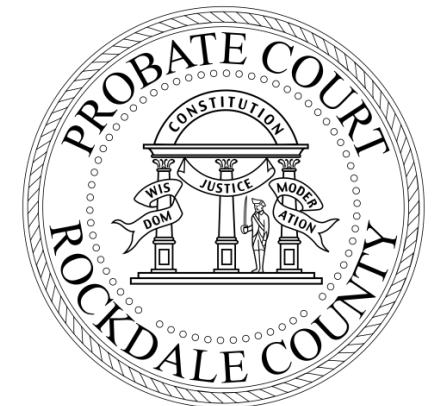
- Educational Training & Conferences for Probate Court staff
- Transition to an Article 6 Court
- Weapons Carry License –One stop shop, fingerprinting onsite
- Hired 6 new staff persons including an Associate Judge
- Made an instructional video regarding the process for obtaining a Weapons Carry License for Probate Court Website
- Created an Estate link whereby the public can view estate documents filed in Rockdale Probate Court from 2003 to present
- Eliminate backlog of cases

OPPORTUNITIES

- High School Internships
- Probate Court Pro Bona Clinic
- Website Restructure
- Provide lectures and seminars on probate court matters for the community
- Digitize Probate Court Records

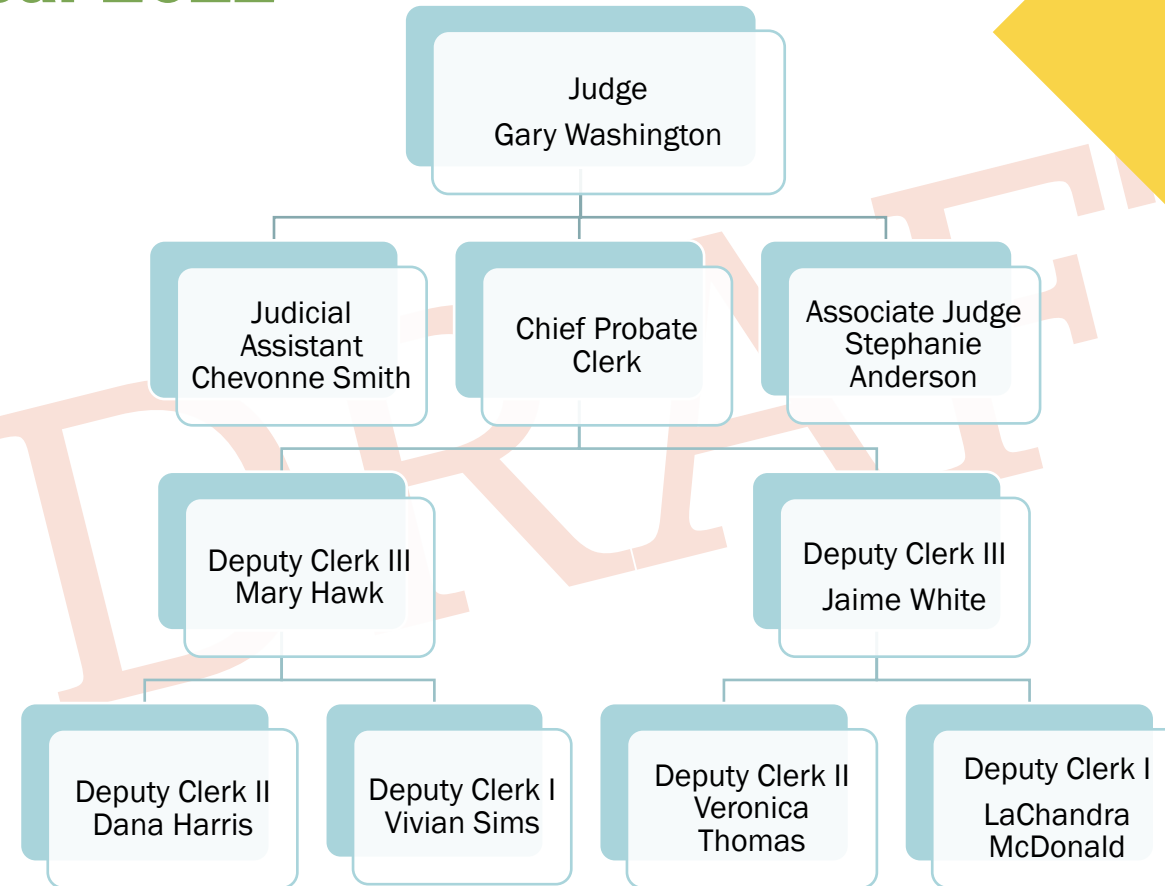
CHALLENGES

- Insufficient office space
- Need additional personnel
- Additional work and responsibilities as a result of new Article VI Court expanded jurisdiction



Current Organizational Chart

Fiscal Year 2022

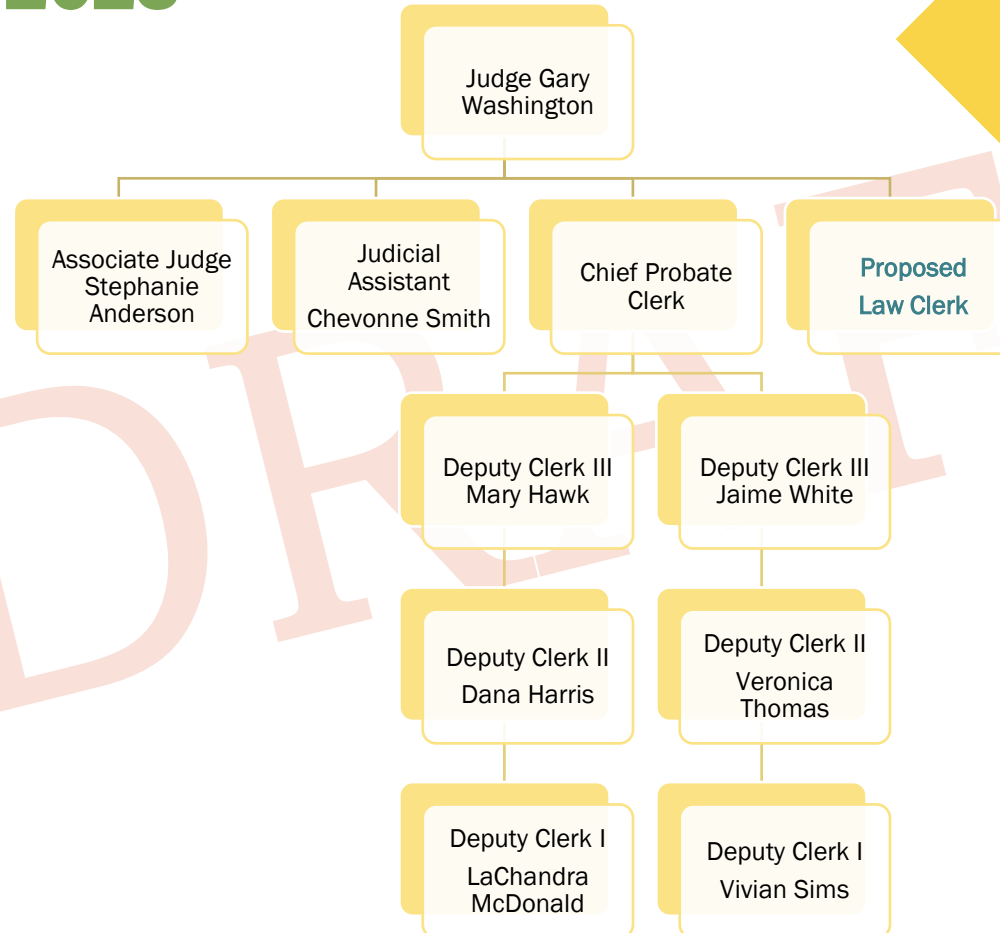


Vacancies

- Chief Probate Clerk

Proposed Organizational Chart

Fiscal Year 2023



Personnel Changes

- Request for Part-time Law Clerk
- Request for increased pay for Associate Judge

Budget Summary

Probate Court

***Report Provided by Finance**

EXPENSES/PERSONNEL SERVICES & BENEFITS	Budget <i>FY 2022</i>	Proposed <i>FY 2023</i>	Change
Total Operating Expenses	\$71,558	\$82,189	\$10,631
Total Personnel Services & Benefits	\$597,486	\$623,861	\$26,375
Total Est. Budget impact	\$669,044	\$706,050	\$37,006

Operational Request

PROBATE COURT - DRAFT

Expense Accounts	Description	FY22 Budget	FY23 Cost	Amount Change
Professional Services	County Admin, Mental Health Hearings	\$ 6,500.00	\$ 7,500.00	\$ 1,000.00
Technical Services	Website updates and add-ons	\$ 8,500.00	\$ 3,000.00	\$ -5,500.00
Repair and Maintenance	Eagle (WCL), GA Time Recorder, TS Services 2 copiers, office repairs	\$ 7,198.00	\$ 7,918.00	\$ 720.00
Rental of Equipment/Vehicle	Technology Services request, 2 copiers	\$ 5,374.00	\$ 5,374.00	\$ 0
Communications	Monthly postage and telephone billing	\$ 4,800.00	\$ 5,280.00	\$ 480.00
Advertising (Citations)	Legal newspaper citations/ notices	\$ 8,000.00	\$ 9,000.00	\$ 1,000.00
Printing and Binding	Probate Court office letterhead, informational mailing,	\$ 2,500.00	\$ 2,750.00	\$ 250.00
Travel	Meetings, trainings, conferences	\$ 3000.00	\$ 6,500.00	\$ 3,500.00
Dues & Fees	Judges' Community and professional affiliations	\$ 3,000.00	\$ 3,000.00	\$ 0
Education and Training	Judges' Mandatory Conferences/CLE hours, Clerk & Staff trainings	\$ 7,000.00	\$ 8,000.00	\$ 1,000.00
General Supplies and Materials	Office supplies, breakroom materials, office uniform shirts	\$ 11,204.00	\$ 12,885.00	\$ 1,681.00
Books & Periodicals	LexisNexis, Thomson Reuter, Daily Report, subscriptions	\$ 2,001.00	\$ 3,001.00	\$ 1,000.00
Small Equipment	Laptop, Printer/Scanner replacement	\$ 2,481.00	\$ 7,981.00	\$ 5,500.00
Total Est. Budget impact			Total Est. Budget impact	\$ 10,631.00

Operational Request Justification

Requests

Professional Services

- \$1000 increase to Professional Svc to satisfy additional services, under Article 6 Reclassification

\$1,000.00

Technical Service

- \$5,500 deduction from Technical Service to the Small Equipment

\$-5,500.00

Repair and Maintenance

- 10% increase to adjust for increase on cost of office supplies and repairs

\$719.80

Rental of Equipment/Vehicle

\$0

Communications

- 10% to cover cost of postage and expanded services needed for the department

\$480.00

Advertising (Citations)

- \$1000 increase to satisfy increase

\$1,000.00

Printing and Binding

- 10% increase to cover increase in cost in production and services

\$250.00

Operational Request Justification

Requests

Travel

- \$3,500 increase to adjust for fuel, lodging and personnel increase

\$3,500.00

Dues & Fees

\$0

Education and Training

- \$1000 increase to adjust for additional personnel and training and conference

\$1,000.00

General Supplies and Materials

- 15% to cover cost office supplies increase such as copy paper, ink/toner

\$480.00

Books & Periodicals

- \$1000 increase to furnish Probate Court law library with all necessary/required books and pocket inserts

\$1,000.00

Small Equipment

- \$5500 increase adjustment from Technical Service line item to purchase department laptops and to repair small equipment

\$5,500.00

Personnel Request

FY22 Budgeted Department Total- 10

FY23 Requested Additional Personnel – 1

Job Title	Fund	Division	FTE or PT	Head Count	Request Type	Salary (No Benefits)
Law Clerk	TBD	N/A	PT	1	New Position	\$25,374.53
Associate Judge	TBD	N/A	PT	1	Reclass	\$36,527.76
Total Est. Budget impact						\$61,902.29

New Department Total (w/Request)- 11

Request Justification

New Position Requests

Law Clerk

1 PT - \$25,374.53

- Request for new part-time Law Clerk position. The Law Clerk will assist the Judges with legal research, trials; and write and edit judicial decisions, opinions, and memoranda related to cases before the Probate Court. The Law Clerk will also aid in the Article 6 Reclassification.

Reclass Position Requests

Associate Judge

Reclass PT - \$36,527.76

- Request for reclassification for part-time Associate Judges. The adjustment in pay and office hours for Associate Judge is necessary for workload increase as a result of the Article 6 Reclassification. Request for Associate Judge to come in office (8) eight times a month, at \$500.00 each in-office.

Thank you

