

# PROBATE COURT

## 2024 Budget Presentation (including CIP)

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FY24 – Budget Requests

Presenter: Judge, Gary W. Washington  
Date: August 8, 2023

# Presentation Agenda

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- Vision, Mission, & Values
- Opportunities & Challenges

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- Envision Rockdale: Department Goals & Initiatives FY-24

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- Organizational Charts: Current & Proposed
- Budget Summary

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- Personnel Request
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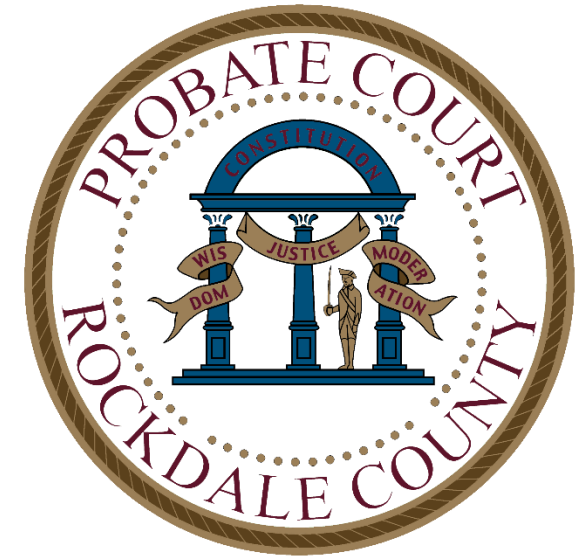
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- CIP 2024-2028



# Vision, Mission & Values

## Department Statements

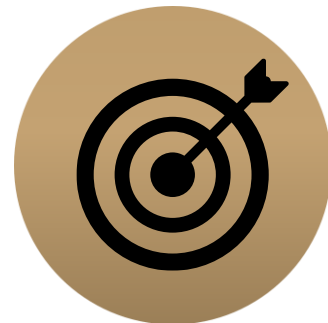


Rockdale Probate  
Court



### o VISION

- Provide efficient, effective, and professional service for Probate Court customers, and increase the accessibility of the Rockdale County Probate Court to its customers



### o MISSION

- Serve the public by reaching a fair and timely resolution on all Probate Court matters
- Protect the financial interest of wards of the court and beneficiaries in court-supervised estates
- Ensure efficient and effective case management for Probate Court cases
- Provide the public with access to information and public record



### o VALUES

- Integrity
- Respect
- Fairness
- Professionalism

# Opportunities & Challenges

## SUCSESSES

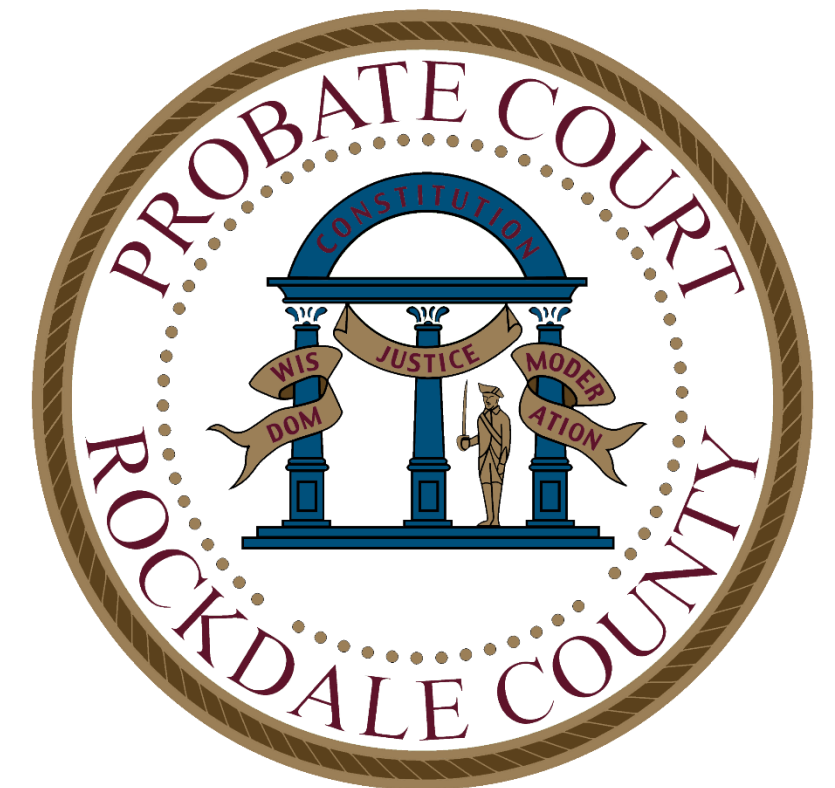
- **New Interactive Website**
- **Implemented Pro Bono Clinics with the partnership of Rockdale Library and GLSP**
- **Expanded usage of Court software**
- **Educational & Training Conferences**

## OPPORTUNITIES

- **E-file**
- **Provide lectures and seminars on probate court matters for the community**
- **High School Internships**

## CHALLENGES

- **Space**
- **Technology limitations**



# FY24 Goals & Initiatives

## Department's Envision Rockdale Strategic Plan

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### Education & Workforce Development

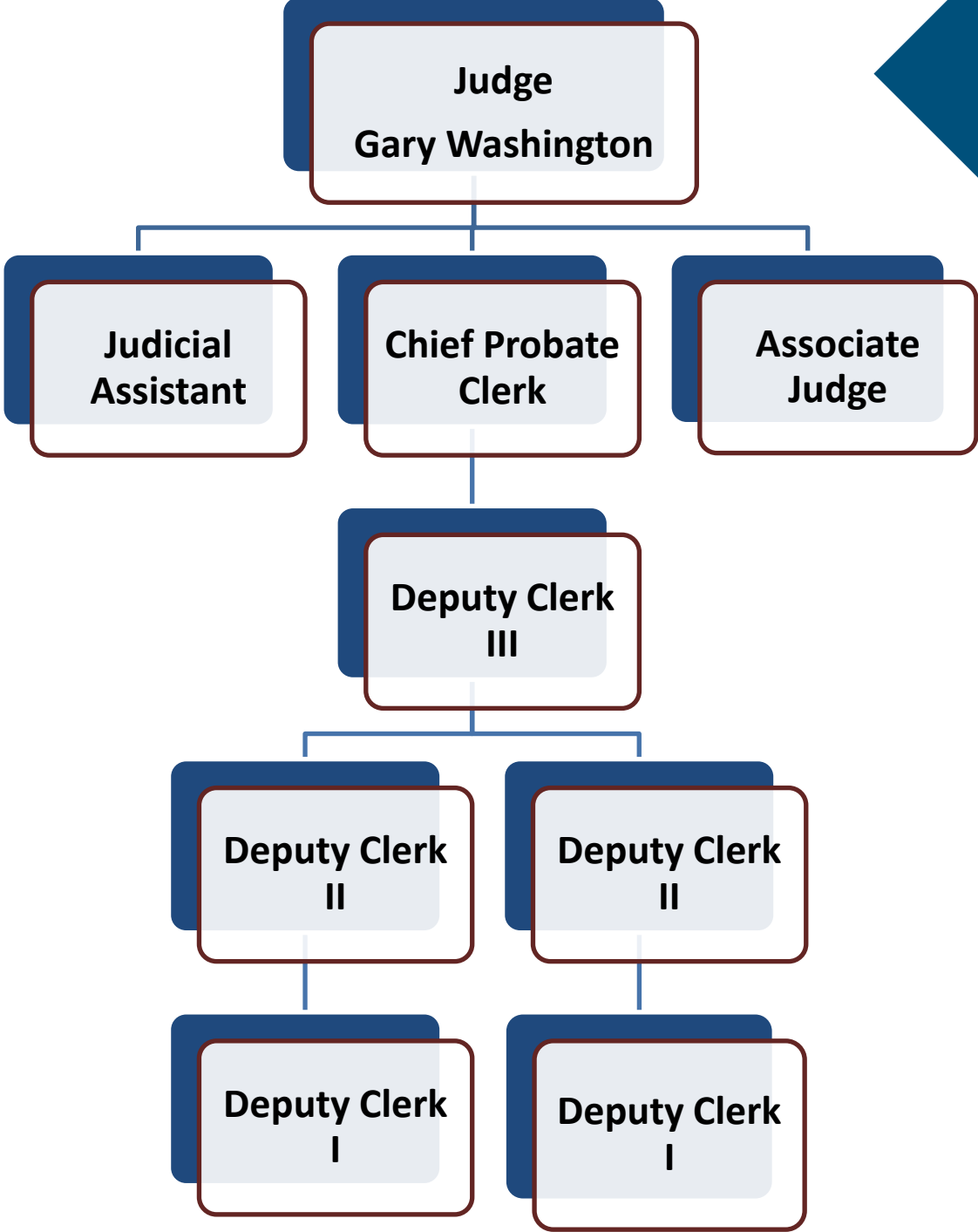
- Quarterly Interoffice Training Sessions
- ICJE Probate Court Judge and Clerk's Trainings
- Spring/Fall COAG Conferences
- Tyler Technologies Conference
- National Probate Judge's Conference

### Social Investment

- Probate Court Clinics in partnership with the Conyers Rockdale Library and Georgia Legal Services Program free to the public
- Interactive website with access to forms, videos, and FAQs
- Digitizing records for instant public access
- Public information events for the public and community organizations
- Member of multiple community organizations benefiting the citizens of Rockdale County

# Current Organizational Chart

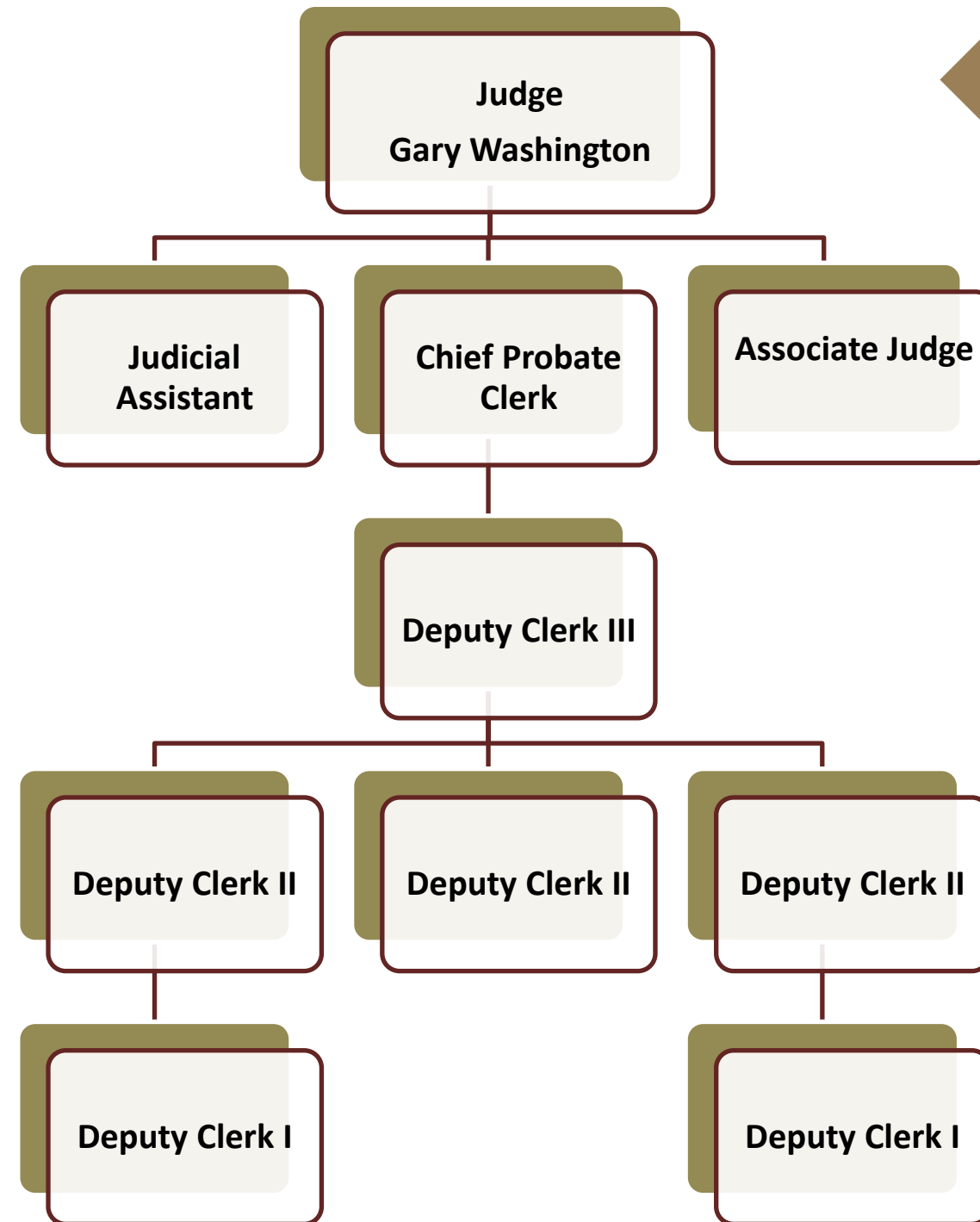
Fiscal Year 2023



Vacancies-0

# Proposed Organizational Chart

Fiscal Year 2024



## Personnel Changes

- Request addition of Deputy Clerk II

# Budget Summary

PROBATE COURT

\*Report Provided by Finance

	Budget FY 2023	Proposed FY 2024	Change
Total Operating Expenses	\$79,468	\$109,442	\$29,974
Total Personnel Services & Benefits	\$560,510	\$672,615	\$112,105
Total Est. Budget impact	\$639,978	\$782,057	\$142,079



# Operational Request

## PROBATE COURT

Accounts	Description	FY23 Budget	FY24 Cost	Amount Change
Professional Services	County Admin, Mental Health Hearings, Pauper's, Technology Specialist	\$ 6,500.00	\$ 16,500.00	\$ 10,000.00
Technical Services	Website updates and hosting	\$ 3,000.00	\$ 3,780.00	\$ 780.00
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	\$ 5,911.00	\$ 537.00
Communications	Monthly postage and Telephone billing	\$ 5,280.00	\$ 5,808.00	\$ 528.00
Advertising (Publications)	Legal newspaper publications/citations/notices	\$ 9,000.00	\$ 18,000.00	\$ 9,000.00
Printing and Binding	Probate Court office letterhead, Informational mailing	\$ 2,750.00	\$ 3,025.00	\$ 275.00
Travel	Meetings, Trainings, Conferences	\$ 6,500.00	\$ 10,000.00	\$ 3,500.00
Dues & Fees	Judges' Community and professional affiliations	\$ 3,000.00	\$ 3,500.00	\$ 500.00
Education and Training	Judges' Mandatory Conferences/CLE hours, Clerk & Staff trainings	\$ 7,000.00	\$ 12,000.00	\$ 5,000.00
General Supplies and Materials	Office supplies, Breakroom materials, Office uniform shirts	\$ 12,885.00	\$ 14,000.00	\$ 1,115.00
Books & Periodicals	LexisNexis, Thomson Reuter, Daily Report, Subscriptions	\$ 3,000.00	\$ 3,000.00	\$ 0
Small Equipment	Printer/Scanner Replacement, Laptop exchange	\$ 7,981.00	\$ 6,000.00	\$ (1,981.00)
9	FY24 -Budget Request		<b>Total Est. Budget impact</b>	<b>\$ 29,974.00</b>

# Operational Request Justification

## Requests

- Professional Services \$10,000.00
  - \$10,000 increase to allow contract work for a technology specialist dedicated to Probate Court technology needs
- Technical Services \$780.00
  - \$780 increase to provide for website hosting and maintenance
- Repair and Maintenance \$720.00
  - 10% increase to adjust for increased costs of parts and services
- Rental of Equipment/Vehicle \$537.00
  - 10% increase to adjust for increased costs of services
- Communications \$528.00
  - 10% increase to cover the cost of postage and expanded services

# Operational Request Justification

## Requests

- Advertising \$9,000.00
  - \$9,000 increase to cover increased publications costs as a result of HB 254
- Printing and Binding \$275.00
  - 10% increase to cover increased costs of production and services
- Travel \$3,500.00
  - \$3,500 increase to cover increased costs of travel and attend Tyler Tech conference
- Dues and Fees \$500.00
  - \$500 increase to cover dues for additional community organizations (Rotary and Kiwanis)
- Education and Training \$5,000.00
  - \$5,000 increase to adjust for increased costs, inclusion of conference, and for additional personnel training

# Operational Request Justification

## Requests

General Supplies and Materials	\$1,115.00
◦ \$1,115 to cover increased costs of goods and purchase new personnel uniform shirts	
Books & Periodicals	\$0.00
◦ No change	
Small Equipment	\$-1,981.00
◦ \$1,981 deduction for laptop swap out vs. purchase	

# Personnel Request

FY23 Budgeted Department Total- 9

FY24 Requested Additional Personnel – 1

Job Title	Fund	Division	FTE or PT	Head Count	Request Type	Salary +40% Benefits
Deputy Clerk II	TBD	N/A	FTE	1	New Position	\$35,068.80 + \$14,027.52
				Total Est. Budget impact		\$49,096.32

New Department Total (w/Request)- 10

# Request Justification

## New Position Requests

Deputy Clerk II

1 FTE - \$35,068.80 + 40% benefits

- Request for new full-time Deputy Clerk II. This position is needed to fulfill duties currently being completed by Chief Probate Clerk. The previous vacant position of Deputy Clerk III was hard to fill, and funds were used to supplement the Associate Judge's pay for expanded responsibilities as a result of becoming an Article 6 Court. This position is necessary to implement and fulfill the mandated responsibilities of the expanded Court jurisdiction.

# CIP



No CIP Requests 2024-2028



Thank you

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