

Richland County Court of Common Pleas

General Division
50 PARK AVENUE EAST
MANSFIELD, OHIO 44902

JUDGE BRENT N. ROBINSON
419-774-5570

JUDGE PHILLIP S. NAUMOFF
419-774-5567

MAGISTRATE ANDREA N. CLARK
419-774-2053

MAGISTRATE JILL M. COCHRAN
419-774-2053

MAGISTRATE MACKENZIE MAYER
419-774-2053

December 28, 2023

Commissioner Tony Vero
Commissioner Darrell Banks
Commissioner Cliff Mears



RE: Common Pleas Court General Division, 2024 Budget

Commissioners,

Thank you for the consideration given to our 2024 budget request and the raises provided thereafter. After the discussions had at our budget meeting on November 9, 2023, we have decided to review our long-standing policy to only pay General Division Court staff for a thirty-six (36) hour work week as opposed to the typical forty (40) hour work week being paid by the other Richland County Common Pleas Court Divisions. Input was provided by the Commissioners at our budget meeting indicating that the Commissioners were not opposed to the idea of paying the General Division Court staff a forty (40) hour work week. This of course would be consistent with how the other Common Pleas Court Divisions in Richland County are, and have been, paying their court staff members.

Rather than the hours paid, the issue at the budget meeting focused on the amount of the raises being requested for some of our court staff as compared to other staff who work in a different capacity, and also the difference between the percent requested for our court staff verses the percentages being requested by other Judges for their court staff members.

We have done research to determine how the other Common Pleas Courts in Richland County pay their court staff. That research revealed that currently the work week for our staff is forty-one (41) hours, but the staff is only paid for thirty-six (36) hours. In contrast, the work week for the other Divisions' staff is forty (40) hours and their staff are paid for forty (40) hours.

In order to be equitable and consistent with how the other Common Pleas Courts in Richland County are compensating their staff members, it is the General Division's intention going forward to pay the General Division court staff a forty (40) hour work week. As such, please find our adjusted 2024 budget request that reflects a forty (40) hour work week for court staff employees.

Sincerely,

Judge Brent N. Robinson

Sincerely,

Judge Phillip S. Naumoff

BUDGET SUMMARY

Department:	General Division					
Org #:	02220000					
Budget Year:	2024					
Completed By:	Tammy Wurthmann					
Beginning Balance (IF APPLICABLE)			2021	2022	2023	2024
			Actual	Actual	Appropriations	Year End Req.
Revenue:		Object #				
Witness Fees	494508		\$0.00	\$0.00	\$0.00	\$0.00
Juror Fees	494509		\$0.00	\$0.00	\$0.00	\$0.00
Lawsuit	494595		\$0.00	\$0.00	\$0.00	\$0.00
Reimbursement	494500		\$0.00	\$0.00	\$0.00	\$0.00
Transfer In (Special Project S)	480000		\$50,000.00	\$50,000.00	\$50,000.00	\$25,000.00
Total Revenue			\$50,000.00	\$50,000.00	\$50,000.00	\$25,000.00
Expenses:			2021	2022	2023	2024
Salaries - Official	510100		\$28,000.00	\$28,000.00	\$28,000.00	\$28,000.00
Salaries - Employees	510200		\$597,834.08	\$596,986.72	\$664,012.44	\$776,231.03
Salary Conversion	510700		\$6,506.50	\$14,104.00	\$0.00	\$0.00
Termination Payouts	510800		\$2,230.51	\$0.00	\$0.00	\$0.00
Supplies	530300		\$650.00	\$1,348.79	\$1,400.00	\$1,400.00
Equipment	530400		\$3,000.00	\$2,965.44	\$3,000.00	\$3,000.00
Contracts Services	530600		\$3,650.00	\$5,855.97	\$5,000.00	\$5,000.00
Contract Supplies	530675		\$5,000.00	\$4,153.79	\$4,000.00	\$4,000.00
Travel	530700		\$5,500.00	\$2,767.62	\$7,800.00	\$8,310.00
Advertising/Printing	530800		\$2,875.00	\$4,024.96	\$3,348.00	\$3,975.00
Other	530900		\$500.00	\$1,342.12	\$250.00	\$250.00
Juror Fees	531900		\$40,000.00	\$44,190.00	\$50,000.00	\$50,000.00
Witness Fees	532000		\$2,000.00	\$2,803.97	\$500.00	\$500.00
Court Reporter	532100		\$50,000.00	\$50,720.50	\$50,000.00	\$55,000.00
Expenses Foreign Judge	532200		\$400.00	\$420.00	\$400.00	\$500.00
Interpreters Services	532201		\$0.00	\$0.00	\$1,000.00	\$1,500.00
Seminars	532902		\$3,930.00	\$3,020.00	\$4,610.00	\$5,150.00
Subscriptions	533000		\$7,413.61	\$7,857.60	\$8,588.80	\$9,387.00
Membership	533100		\$1,000.00	\$1,725.00	\$1,725.00	\$1,725.00
Dental Insurance	533530		\$800.92	\$1,128.97	\$1,150.32	\$1,238.88
Medicare	536300		\$9,011.93	\$9,266.82	\$10,034.18	\$11,516.35
PERS	536400		\$87,195.56	\$87,498.14	\$96,881.74	\$111,192.34
Health Insurance	536500		\$109,463.15	\$137,636.10	\$160,000.00	\$172,746.96
BWC Charge Back	536700		\$1,712.00	\$2,024.00	\$2,024.00	\$2,317.12
UNEMP COMP	539900		\$200.00	\$0.00	\$0.00	\$0.00
Total Expenses			\$968,873.26	\$1,009,840.51	\$1,103,724.48	\$1,252,939.68
Beginning Balance			\$0.00	\$0.00	\$0.00	\$0.00
Total Revenue			\$50,000.00	\$50,000.00	\$50,000.00	\$25,000.00
Total Expenses			\$968,873.26	\$1,009,840.51	\$1,103,724.48	\$1,252,939.68
Encumbrances			\$0.00	\$0.00	\$0.00	\$0.00
Ending Unemcumb. Balance			-\$918,873.26	-\$959,840.51	-\$1,053,724.48	-\$1,227,939.68

PERSONAL SERVICE SCHEDULE

Department: General Division
Org #: 02220000
Budget Year: 2023
Completed By: Tammy Wurtlmann

Employee	Hrs Per Week	2022 Hourly Rate	2022 Base Salary	2023 Hourly Rate	2023 Base Salary	2024 Hourly Rate Increase	2024 Base Salary
Brown, Dawn	36	\$18.85	\$35,287.20	\$19.50	\$36,500.26	\$20.28	\$42,178.07
Clark, Andrea	36	\$41.13	\$76,995.36	\$42.74	\$80,001.79	\$44.45	\$92,446.52
Cochran, Jill	36	\$38.46	\$71,997.12	\$40.07	\$75,001.68	\$41.67	\$86,668.61
Guisinger, John	18	\$16.72	\$15,649.92	\$17.63	\$16,500.74		
Hoffert, Brad	22			\$17.63		\$17.63	\$20,168.72
Kochis, Chuck	36	\$18.74	\$35,081.28	\$19.50	\$36,500.26	\$20.28	\$42,178.07
Levingston, Kelsey	36	\$23.15	\$43,336.80	\$24.04	\$45,001.01	\$25.00	\$52,001.16
Matson, Brittany	36	\$20.76	\$38,862.72	\$21.64	\$40,500.72	\$22.50	\$46,800.83
Mayer, Mackenzie	36	\$36.32	\$67,991.04	\$37.39	\$70,001.57	\$38.89	\$80,890.70
Mills, Wendy	36	\$21.22	\$39,723.84	\$21.90	\$41,000.54	\$22.78	\$47,378.41
Parman, Kimberly	36			\$26.71	\$50,001.12	\$27.51	\$57,223.50
Sanderfer, Clarence	18	\$14.94	\$13,983.84	\$14.96	\$14,000.69	\$15.56	\$14,560.72
Steiner, Katie	36	\$21.26	\$39,798.72	\$21.64	\$40,500.72	\$22.50	\$46,800.83
Ult, Pam	36	\$21.53	\$40,304.16	\$22.17	\$41,500.37	\$23.06	\$47,955.98
Wurthmann, Tammy	36	\$39.90	\$74,692.80	\$41.13	\$77,000.98	\$42.78	\$88,978.91
Total Wages			\$593,704.80		\$664,012.44		\$766,231.03

Medicare .0145%	\$11,516.35
PERS 14%	\$111,192.34
Worker Comp.	\$0.00
Total	\$122,708.69
Total w/salary	\$888,939.73