

2023 Budget Presentation

CLERK OF COURT
TIANA P. GARNER, ESQ.



Budget Overview

- Department Responsibility
- Organization Priority
- Strategies
- Initiatives
- Budget Comparisons 2021 vs. 2022
- Key Financial and Case Statistics
- Decision Package
- 2023 Budget Summary



Clerk of Court Department Responsibility



To enter and record all orders, decrees, judgments, and other proceedings of the Superior, State, Magistrate, and Juvenile Courts of Gwinnett County as well as other duties mandated by law.

Metro Area Comparison

Cobb County – 101 Employees

1 Court (Superior, 11 divisions)

DeKalb County – 98 Employees

1 Court (Superior, 10 divisions)

Fulton County – 246 Employees

2 Courts (Superior and Magistrate, 20 divisions)*

Gwinnett County – 123 Employees

4 Courts (Superior, State, Magistrate,
Juvenile, 20 divisions)*

External Dependencies/Influences

Judicial System

- Judges
- District Attorney and Solicitor General Offices
- General Public

Agency Funds

- School Board
- State Crime Victim Funds
- Law Library
- Sheriff/Clerk Retirement

City Government

- 16 Cities receive share of millage rates for real estate transactions
- Clerk collects and disburses funds to these cities

2021-2022 YTD Recap

Accomplishments

- Secured all Plats
- Began Historical Scanning
- Implemented E-Certification
- Opened a Passport Office
- Received ARPA Grant

Challenges

- Going Paperless
- Staffing shortages
- Implementing ACH
- Physical space

Identified Constraints & Opportunities

Statute

- Cannot raise prices
- Cannot outsource duties
- Cannot reduce scope of services
- Cannot reduce service hours

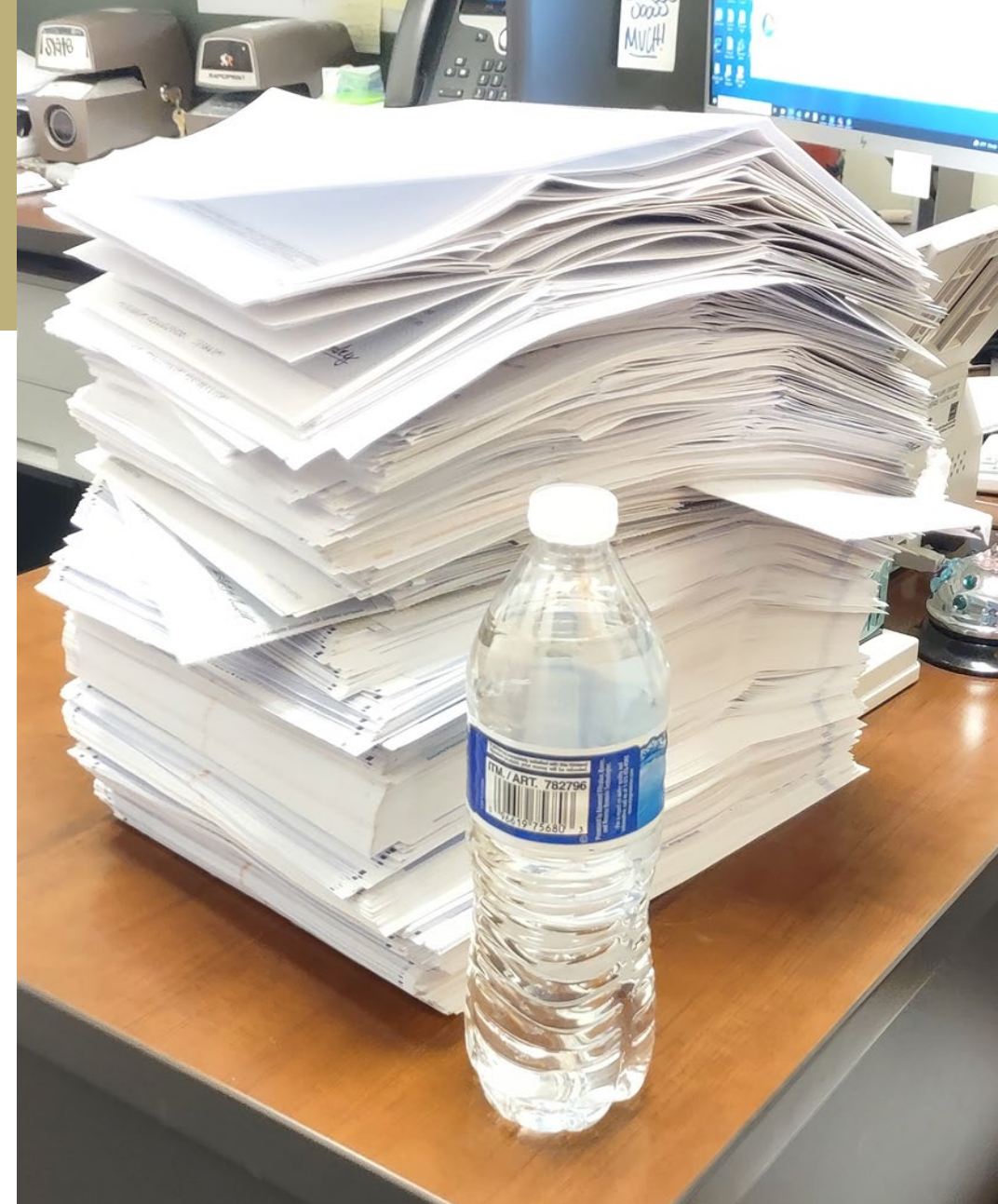
Physical Constraints

- Cannot move to a bigger building
- Cannot move records too far offsite



Notable Metrics/ Trends

- 3000 Passport applications in 5 months
- 1500 garnishment checks, processed within 24 hours
- Electronic filings processed within 24 hours
- Nearly 6,000 garnishment cases needing individual review



Internal Strategic Decisions

Excellence in Service and Innovation

- Upgrading existing hardware to support demand
- Securing new technology to reach more citizens
- Reviewing workflow processes to maximize staff efficiency
- Improving processes to maintain high level customer satisfaction

Excellence in Service and Innovation



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U.S. Treasury recognizes Gwinnett as 'Top Performer' for Project Reset 2.0

[Caption](#)

GWINNETT Daily gdp Post


FEATURED

Gwinnett programs win 11 National Association of Counties Achievement Awards

By Curt Yeomans curt.yeomans@gwinnettdaily.com 1 hr ago 0

Project RESET 2.0 was recognized in the Financial Management category.

Deeds/Real Estate Improvements


 **CLERK OF SUPERIOR COURT
STATE COURT AND MAGISTRATE COURT
BOARD OF EQUALIZATION**
Post Office Box 880
Lawrenceville, GA 30046-0880

Electronic Stamp

New elements

Sent to property owner via
☐ Email Check boxes
☐ Certified Mail

From LOLA


DECISION DIGEST YEAR 2022

HEARING DATE/TIME: 08/16/2022 - 08:15 AM
PARCEL ID: [REDACTED] - VALUE
Situs: [REDACTED]

WE THE MEMBERS OF THE BOARD OF EQUALIZATION, KNOW NO REASON TO DISQUALIFY OURSELVES FROM MAKING THIS DECISION, HAVE HEARD ALL THE EVIDENCE AND REVIEWED THE INFORMATION SUBMITTED, DO HEREBY FIND THE FOLLOWING BASED ON THE PREPONDERANCE OF EVIDENCE AS LISTED BELOW:

YOUR APPEAL RAISED THE FOLLOWING ISSUE(S): . . .

Budget Comparison

<u>Category</u>	<u>2022</u> <u>Budget</u>	<u>2023</u> <u>Proposed</u> <u>Budget</u>
<u>Revenue:</u>	\$ 22.28 M	\$ 21.60 M
<u>Operating Expense:</u>		
Personal Services	\$ 9.81 M	\$ 11.07 M
General Operating	\$ 3.58 M	\$ 4.38 M
Contributions	<u>\$ 2.58 M</u>	<u>\$ 2.99 M</u>
Total Operating Expense	\$ 15.97 M	\$ 18.44 M

Budget Comparison

Authority Imaging Fund	2022 Budget	2022 Forecast	2023 Budget
Revenue	\$853K	\$1,911K ²	\$930K
Expense ¹	<u>\$720K</u>	<u>\$240K</u>	<u>\$1,500M</u>
Source (Use) of Funds	\$133K	\$1,671M	(\$570K)

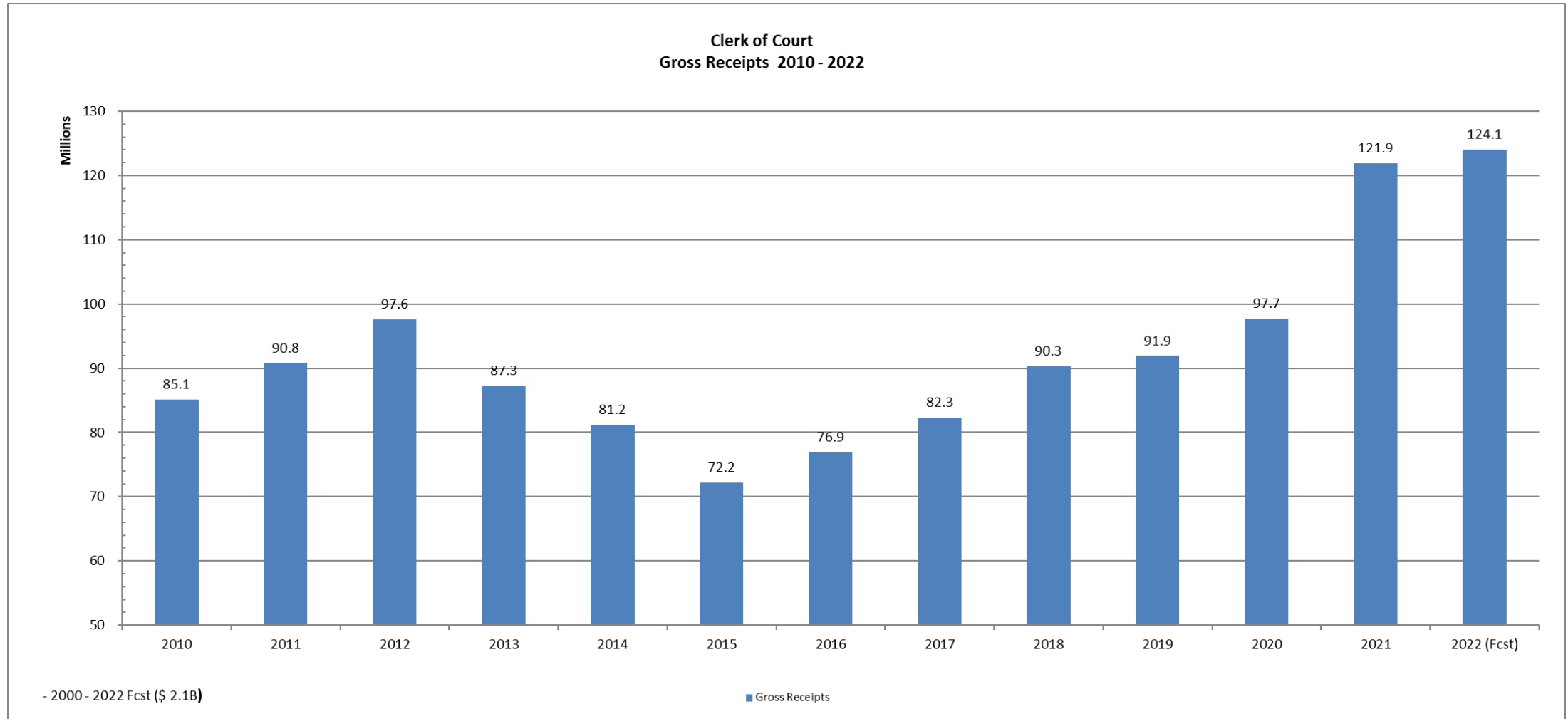
1 Historical Scanning Project / System Enhancements

2 1 Time Revenue Increase – GSCCCA Payment of Deeds Historical Records (\$1M).

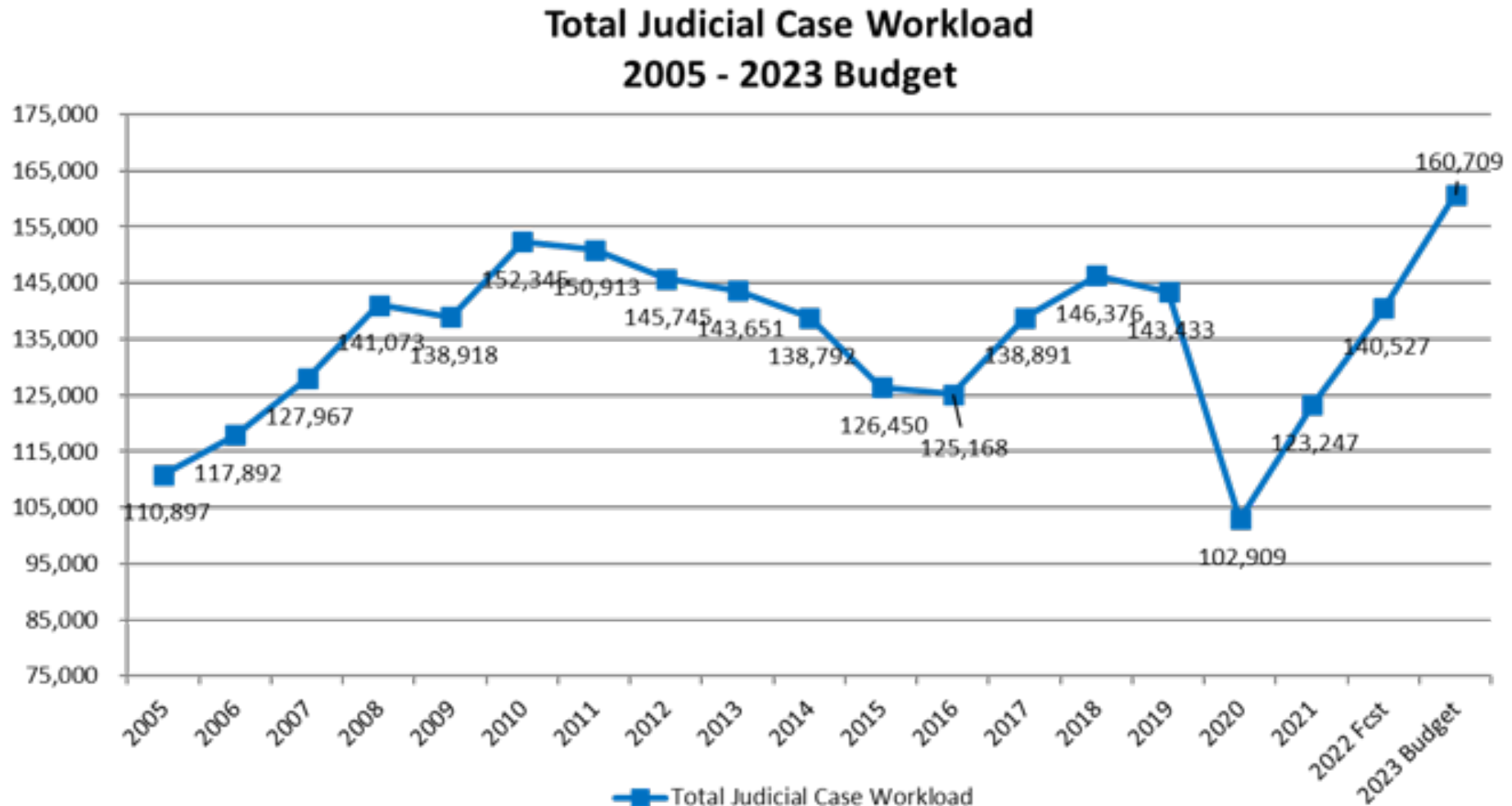
Funds Analysis

<u>Category</u>	<u>2022</u> <u>Budget</u>	<u>2022</u> <u>Forecast</u>	<u>2023</u> <u>Budget</u>
<u>Fund Management:</u>			
Fee/Fines	70.7 M	69.2 M	70.6
Trust Funds	<u>43.1</u> M	<u>54.7</u> M	<u>56.4</u>
Total	\$ 113.8 M	\$ 123.9 M	\$ 127.0
Total Workload	370.5 K	362.9 K	370.3
COC Staff	109	113	113
BOE Staff / Temp	3	2	2
Juvenile Ct Staff	8	8	8

2022 Financial Analysis



2022 Financial Analysis – Case Workload



2023 Budget Summary

- Historical Scanning Projected Increase \$780K
- Judicial Case Load Projected to Increase 17.6%
- Proposed Decision Package – \$594K

Decision Package 2023

Staffing levels

- State Court, Division 7
- Superior Court Criminal
- State Court Civil
- Magistrate Court Civil
- Garnishments

2023 Decision Package Priority 1

Deputy Clerk III Positions for New Judicial Division 7 State Court Criminal

One civil deputy clerk, one criminal deputy clerk

Positions are required by state law - H.B. 1570

2023 Decision Package Priority 2

6 New Full Time Deputy Clerk III positions

- Superior Court Criminal (3)
 - 1:1 parity with judges
 - Permanent staff intake
- Superior Court Civil (3)
 - 1:1 parity with judges



2023 Decision Package Priority 3



Four (4) Full-time Deputy Clerk III positions*

- Magistrate Court Civil (2)
- Garnishments (2)

*To accommodate growing cases and balance the workload

Total Budget

2023 Base Budget	\$17,848,505
Decision Package	\$594,388
Total Budget	\$18,442,893

Questions?

**Gwinnett County
Clerk of Court**

**2023 Budget Presentation
Q & A**

