



Gwinnett County Clerk of Court

2012 Budget Presentation

Clerk of Court – Mission



To enter and record all orders, decrees, judgments and other proceedings of the Superior, State, and Magistrate Courts of Gwinnett County, as well as other duties required by law and to manage the affairs of the Board of Equalization.

Clerk of Court Departments



- Real Estate Records
- Magistrate Court Records
- State Court Records
- Superior Court Records
- Appeals, Adoptions, Garnishments
- Jury Operations
- Information Technology
- Board of Equalization (2011)

Clerk of Court – 2011 Summary



2011 Budget

- Revenue: \$17.8M
- Expenses: \$ 9.0M
- COC Staff: 107
- Workload: 338.1K¹
- Funds:
- Fees/Fines: \$ 31.7M
- Trust Funds: \$ 50.3M

- BOE Staff: 3³
- Appeals: 20K

2011 Projection²

- Revenue: \$18.2M
- Expenses: \$ 8.6M
- COC Staff: 107
- Workload: 381.8K¹
- Funds:
- Fees/Fines: \$ 26.6M
- Trust Funds: \$ 63.5M

- BOE Staff: 3³
- Appeals: 31K

¹ Judicial Caseload and RE Filings

² Based on June 30, 2011 YTD Financials

³ Two Full Time - One Part Time Clerk

Clerk of Court – Revenue Variance



2011 Budget vs. 2011 Projection

Variance

• Civil Costs – Magistrate Ct	\$ 254K
• Civil Costs – Superior Ct	\$ 176K
• Fines – State Ct	\$ 144K
• Fines – Superior Ct	\$ 75K
• Other (IDF Fees, Unclaimed Funds)	\$ 73K
• Real Estate Taxes	\$ 32K
• Drug Abuse Treatment	\$ 31K
• Tax Commissions (RE)	(\$ 6K)
• Civil Costs – State Ct	<u>(\$ 319K)</u>
 Total Variance (Favorable)	 \$ 460K

Clerk of Court – Expense Variance



2011 Budget vs. 2011 Projection

Variance

Clerk of Court:

- Personal Services \$ 365K
- General Operating Exp. (\$ 21K)

Jury:

- Personal Services \$ n/a
- General Operating Exp. \$ 79K

Board of Equalization:

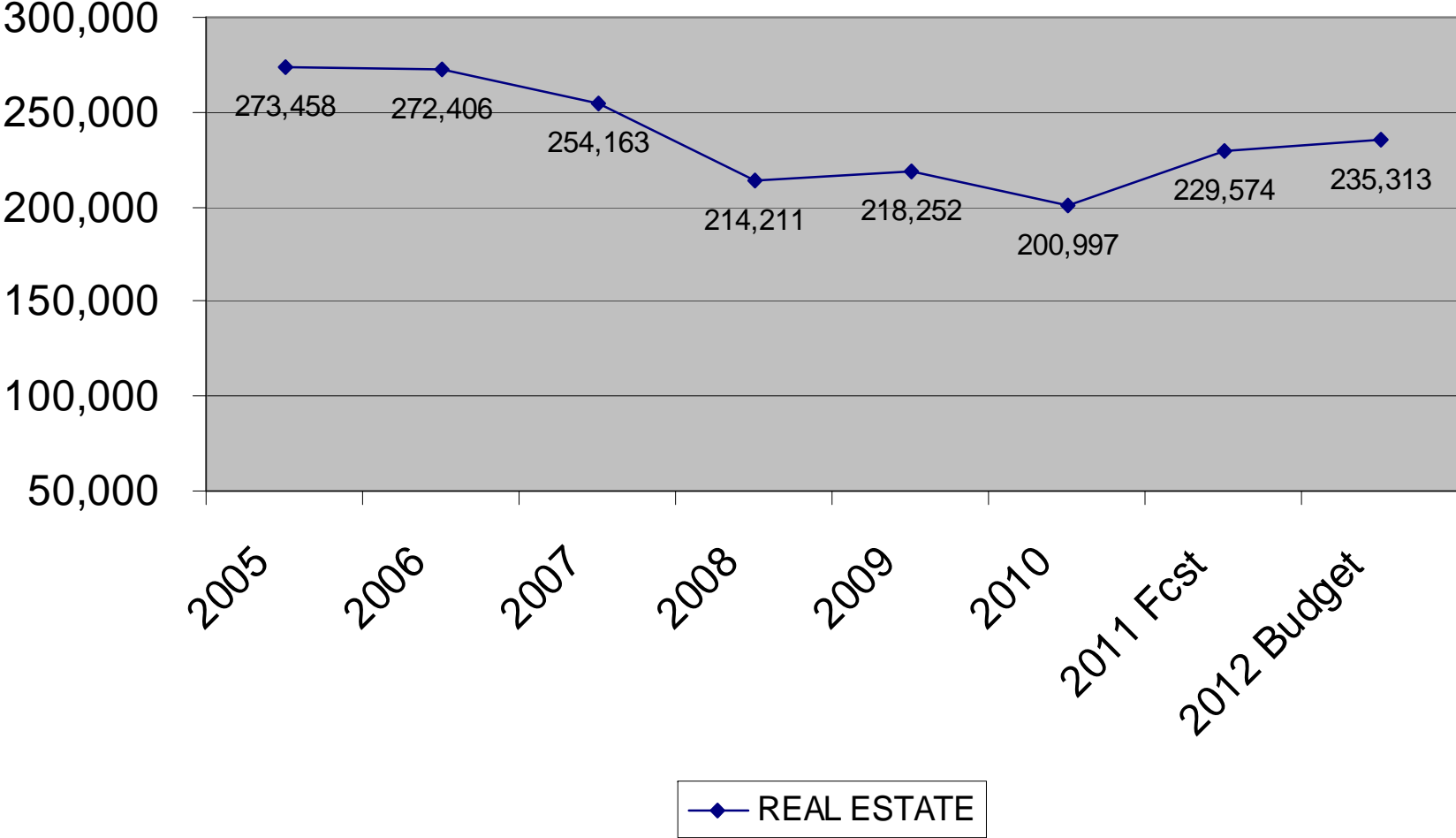
- Personal Services \$ 37K
- General Operating Exp. (\$ 46K)

Total Variance (Favorable)

\$ 414K

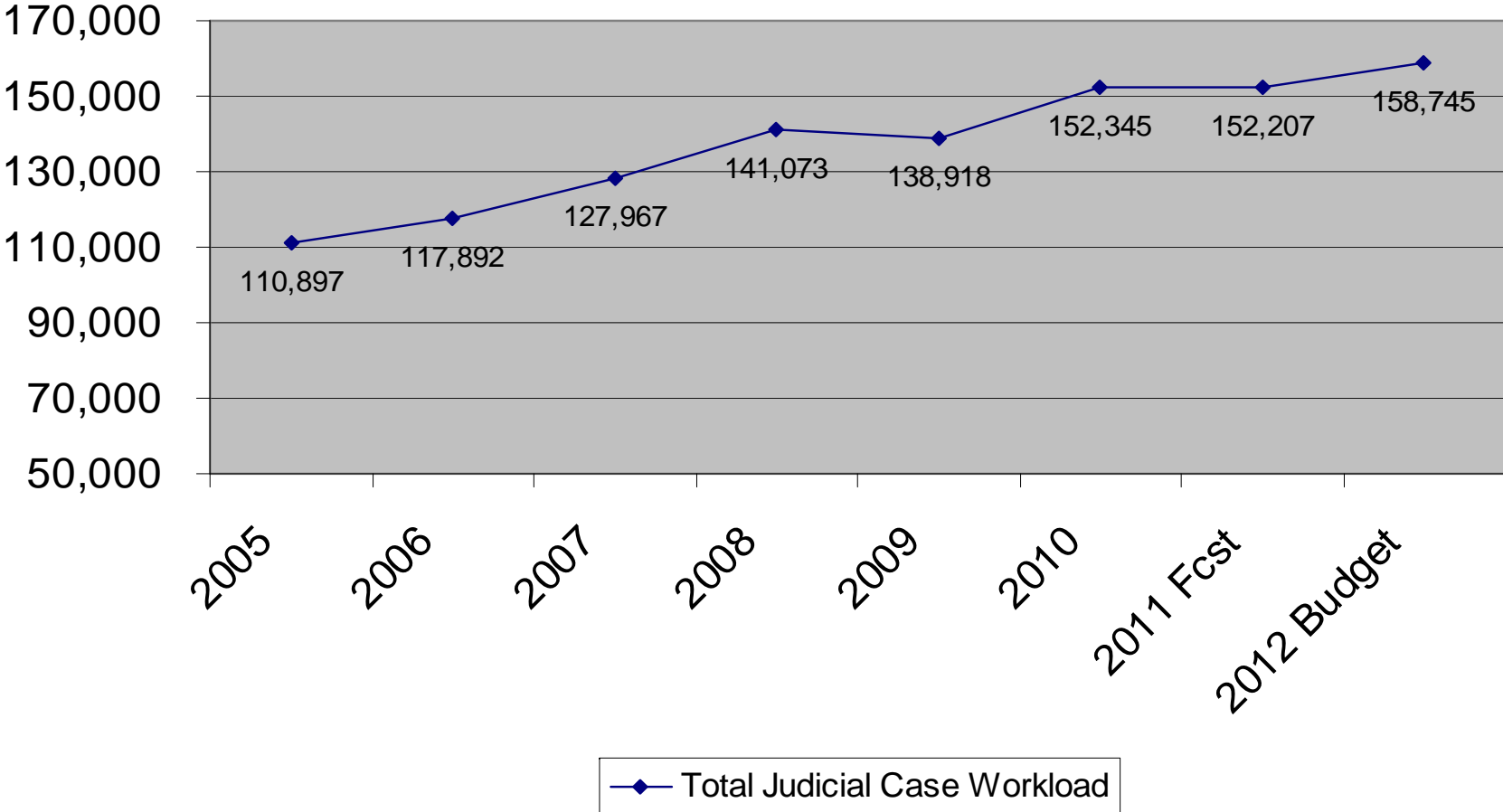
Clerk of Court

Real Estate Div. Filing History (2005 - 2012)



Clerk of Court

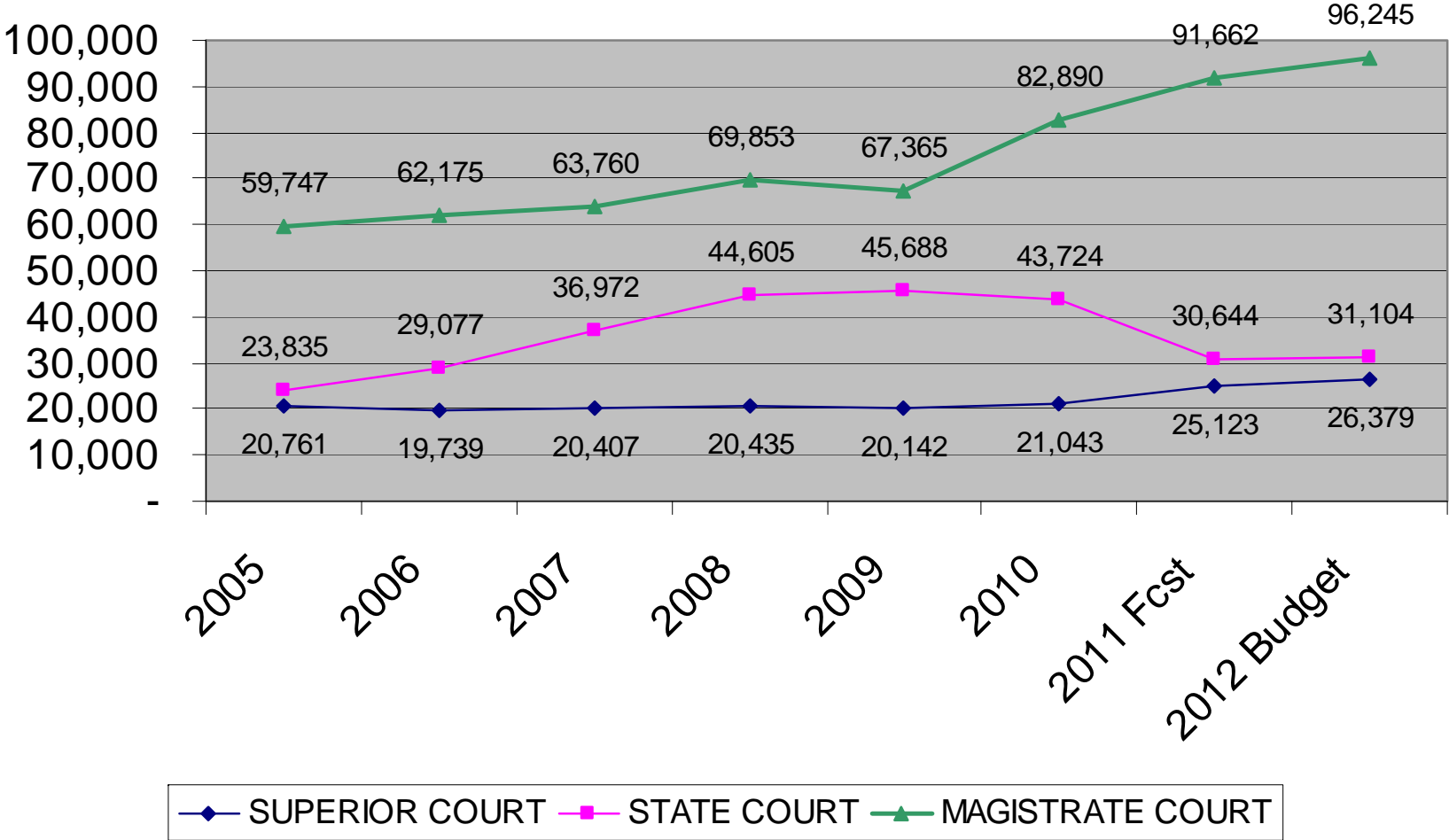
Case Filings History 2005 - 2012
(MAG,ST,SUP Notary/Tradenames, Appeals)



Average growth rate: 6.2%

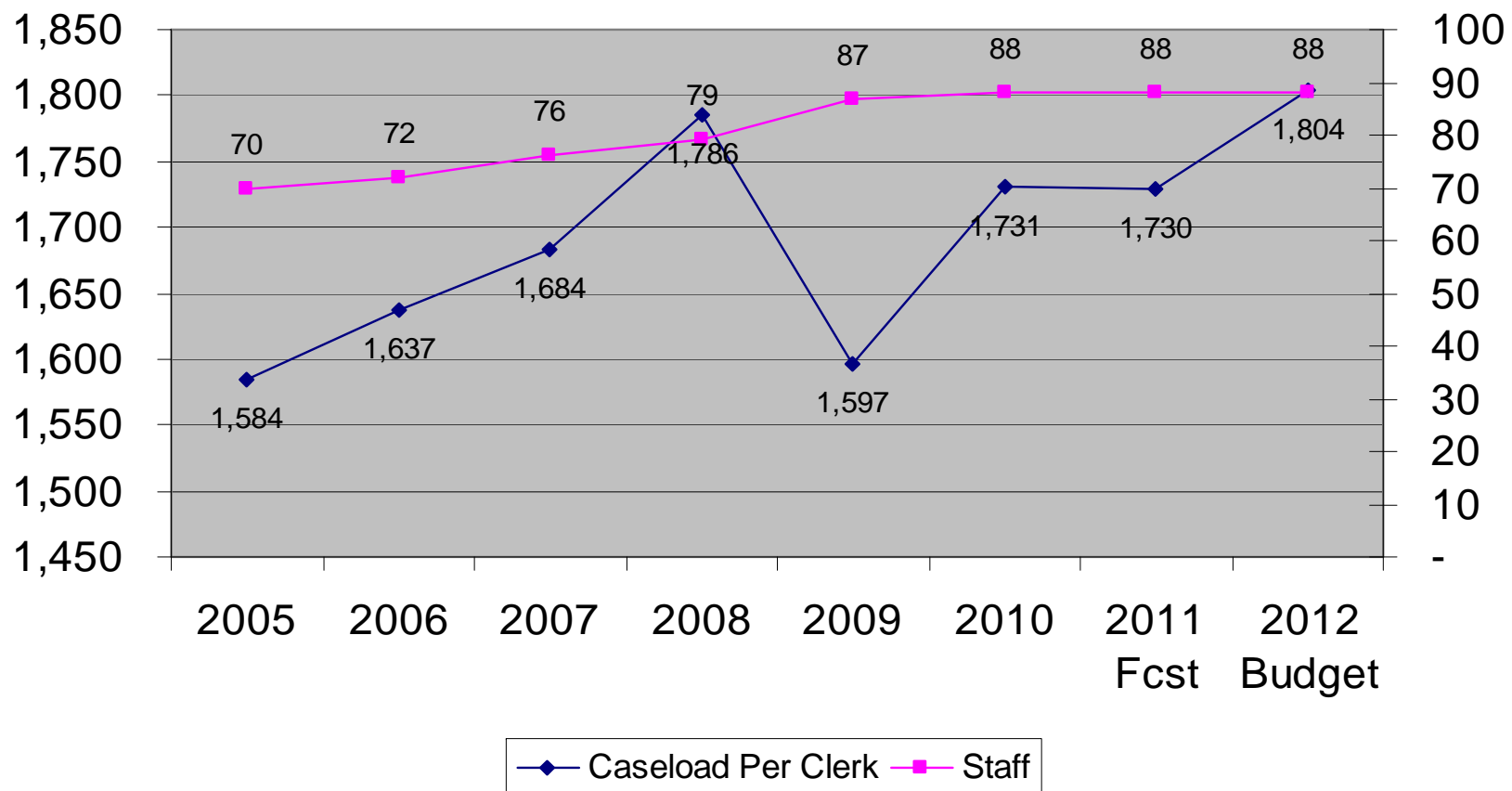
Clerk of Court

Judicial Case Workload History by Court (2005 - 2012)



Clerk of Court

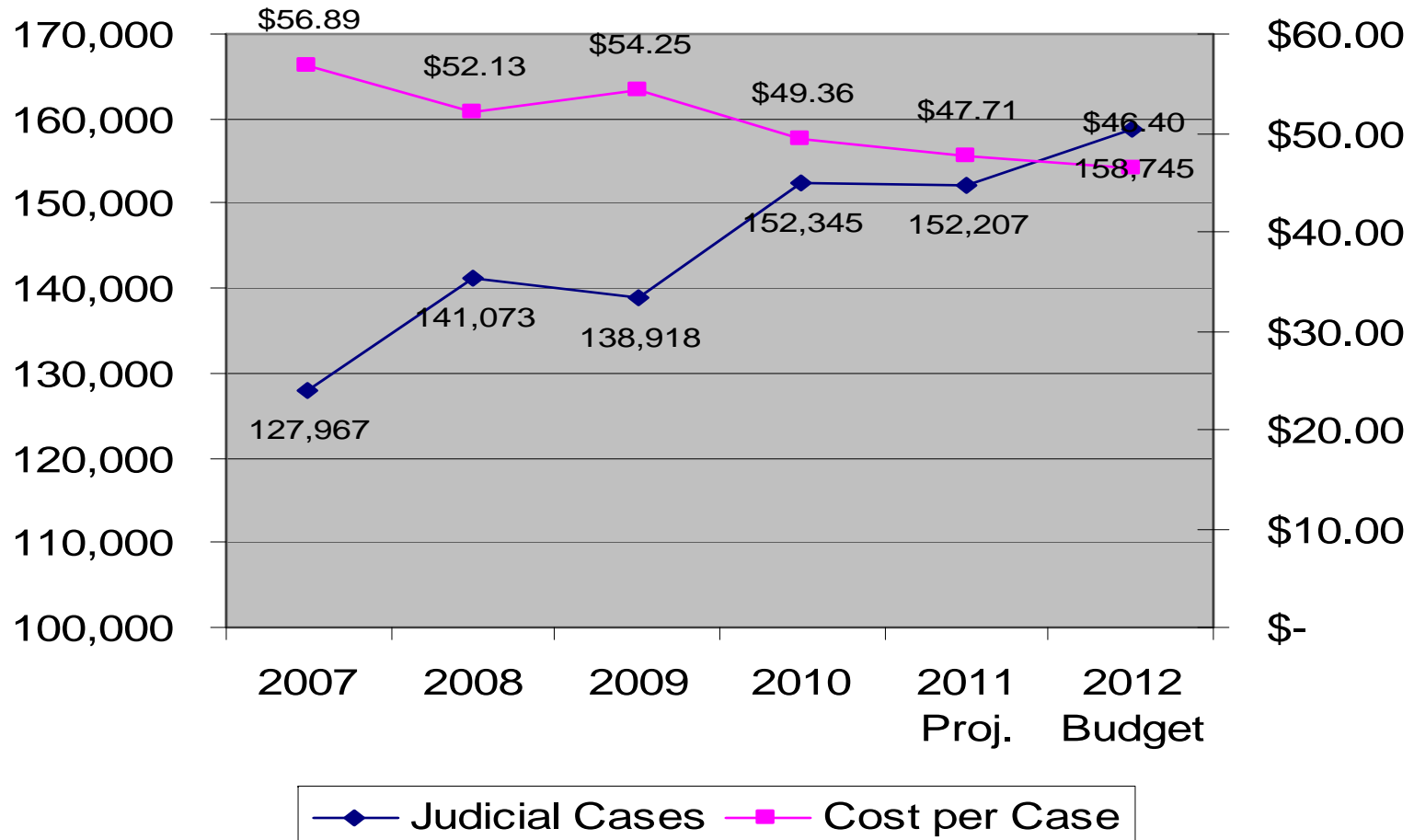
Judicial Case Filings per Clerk
2005 - 2012 (Budget)



Benchmark: 1,675 Caseload per Deputy Clerk
(w/o BOE)

Clerk of Court

Caseload Cost Analysis
2007 - 2012 (Budgeted)



Clerk of Court – 2012 Summary



2011 Projection¹

- Revenue: \$18.2M
- Expenses: \$ 8.6M
- COC Staff: 107
- Workload: 381.8K²
- Funds:
- Fees/Fines: \$ 26.6M
- Trust Funds: \$ 63.5M

- BOE Staff: 3³
- Appeals: 31K

2012 Budget

- Revenue: \$18.3M
- Expenses: \$ 8.8M
- COC Staff: 107
- Workload: 394.1K²
- Funds:
- Fees/Fines: \$ 27.5M
- Trust Funds: \$ 65.9M

- BOE Staff: 3³
- Appeals: 32K

¹ Judicial Caseload and RE Filings

² Based on June 30, 2011 YTD Financials

³Two Full Time - One Part Time Clerk

Clerk of Court – 2012 Operating Budget



Decision Package: (12-CLK-COC)

Clerk of Court:

– Business Officer Position:

- Assist with 2010 audit recommendations
 - Segregation of duties
 - Agency fund ledger maintenance
 - Old Outstanding Check reconciliation
- Assist with growing accounting requirements
 - System Conversion (Quicken - Sage MAS 500)
 - System Integration (Sage - Sustain Upgrade)
 - 13 Operating Accounts, 71K Transactions, \$75M+ Fund Management
 - Centralized payment processing
- Assist with Unclaimed Funds reconciliation
 - Cash Bonds (Est. County Revenue - \$500K+)
- Budget impact: \$69.3K

Clerk of Court – 2012 Operating Budget



Decision Package: (12-CLK-BOE)

Board of Equalization (BOE):

– Deputy Clerk Position:

- Projected work load increase
 - Appeals: 31,201 (50% increase vs. 2011 Budget)
 - Hearings: 13,600 (estimated) vs. 4,400 in 2010
- Current staff:
 - Two full time clerks, one part time
- Departmental needs:
 - Three full time clerks
 - Status change: Part time position to full time
- Budget impact: \$28.2K

Clerk of Court – 2012 Operating Budget

Summary:

- Clerk of Court duties and responsibilities are mandated by the State
- 2011 financials projections reflect favorable revenue and expense capacities (\$874K)
- Current operating efficiencies reflected in the 2012 Budget
 - Cross utilization of personnel resources
 - Payment posting / processing system
 - Online confirmed delivery-certified mail
- Current Judicial Case Workload continues to rise
 - Case workload projected at 1,804 per clerk
- Records management storage near capacity
 - Six month capacity
 - Offsite storage considerations
 - Digital imaging



Clerk of Court – 2012 Operating Budget (cont')



Summary:

- 2012 Operating Budget as proposed with Decision Packages shall allow Clerk of Court to maintain acceptable service levels without compromising the Mission Statement and Clerk of Court Goals:
 - To enter and record all orders, decrees, judgments and other proceedings of the Superior, State, and Magistrate Courts of Gwinnett County, as well as other duties required by law
 - To provide quality and timely service while maintaining budget expenses at the lowest possible level



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