



2024 Business Plan Presentation

Clerk of Court

Tiana Garner



Gwinnett

Clerk of Court Mandated Functions

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.



A Glance at Services Delivered

- Deeds/Property Recording
- Transfer and Intangible Tax Collection
- Garnishment Filings and Management
- Civil and Criminal Filings
- Notary Public Certificates
- Appeals Filing
- Passport Applications
- Court Registry Management
- Fines and Fees Collection/Disbursement
- Trade Name Registration
- Adoption Filings
- Board of Equalization Hearings

Clerk of Court Overview

Department Snapshot

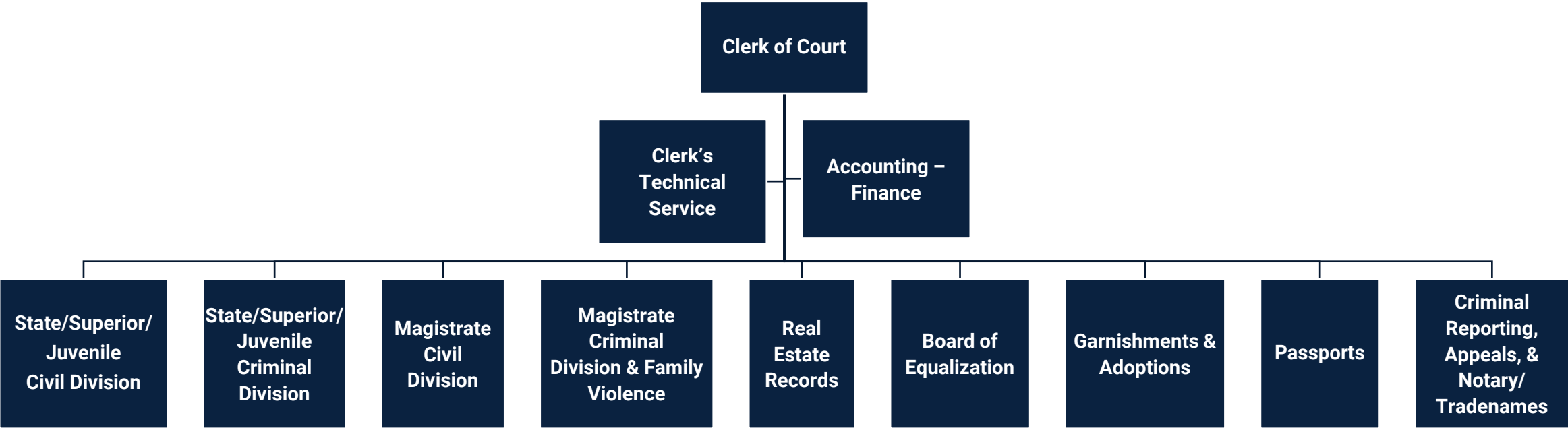
- 142 Full-time employees
- 25 Temporary employees
- 11 Department divisions

Physically Staffed Locations

- GJAC East
- GJAC West
- GJAC Records room
- University Parkway (Jail)
- 115 Stone Mountain Street (Juvenile Court)

Mission and Organization Chart

To protect, preserve and record information of the Superior, State, Magistrate, and Juvenile Courts of Gwinnett County with integrity and accountability



External 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

Board of Equalization Oversight

Pursuant to O.C.G.A. 48-5-311(d)(4), the Clerk of Superior Court must:

- Recruit qualified BOE members
- Ensure 40 hours of state-mandated training within 1 year
- Schedule in-person and virtual hearings
- Provide compensation for Board members and Hearing officers*

*O.C.G.A. 48-5-311(B) The county governing authority **shall** provide any resources to the appeal administrator that are required to be provided by paragraph (7) of subsection (e) of this Code section.

Board of Equalization: What It Does

- Hear appeals for tax assessments of real and personal property, exemption denials and current use determinations
- Assure that all real and personal property is assessed at true and fair market value
- Gwinnett residents serve a 3-year term as board member
- Complete state-mandated training

Board of Equalization Hearing Caseload

- Total appeals are estimated to increase in 2024 to approximately 18,000
- One Board = 3 members + 1 alternate
- 2 sessions per day (AM and PM)
- 15 hearings scheduled per session
- Cases heard May – December season

Anticipated Costs for BOE Members 2024

- 18,000 anticipated appeals resulting in 356 hearing sessions
- BOE compensation (3 BOE members +1 alternate) – \$748,800
- Training/Travel Costs (mileage) – \$35,073

Anticipated Costs for Hearing Officers 2024

- Pursuant to O.C.G.A. 48-5-311 (e) (1) (A) (iii) and (iv), under certain conditions, taxpayer may request a hearing for properties tax assessed at \$500,000
- In 2022, Gwinnett County had 1,292 appeals for hearing officers. This number is expected to increase in 2024 to 1,500*.
- Total Hearing Officer compensation – \$315,000

*as forecasted by Tax Assessor's Office

BOE Budget Comparison

<u>GENERAL OPERATING EXPENSE*</u>	<u>2023 Budget</u>	<u>2024 Budget</u>	<u>\$ Increase</u>
Boards-Auth (Compensation)	\$118,395	\$1,063,800	\$945,405
Postal Services	\$22,500	\$35,000	\$12,500
Training-Travel(Mileage)	\$7,455	\$35,073	\$27,618
Office Supplies	\$3,000	\$5,000	\$2,000
General Supplies-Computer	\$8,250	\$13,877	\$5,627

*DOES NOT REFLECT TOTAL BUDGET; LINE ITEMS INCLUDED SHOW SOME AREAS OF LARGEST BUDGET IMPACT

Operating Budget Changes – Drivers

Superior Court

Civil/Criminal Cases

Warrants

Adoptions

Notary/Tradenames

State Court

Civil Cases

Criminal Cases

Garnishments

Magistrate Court

Civil Cases

Garnishments

Warrants

Appeals

Real Estate Filings

Deeds

Liens

Plats/Floor Plans

BOE

Training/Certification

Board Hearings

Hearing Officer Appeals

Juvenile Court

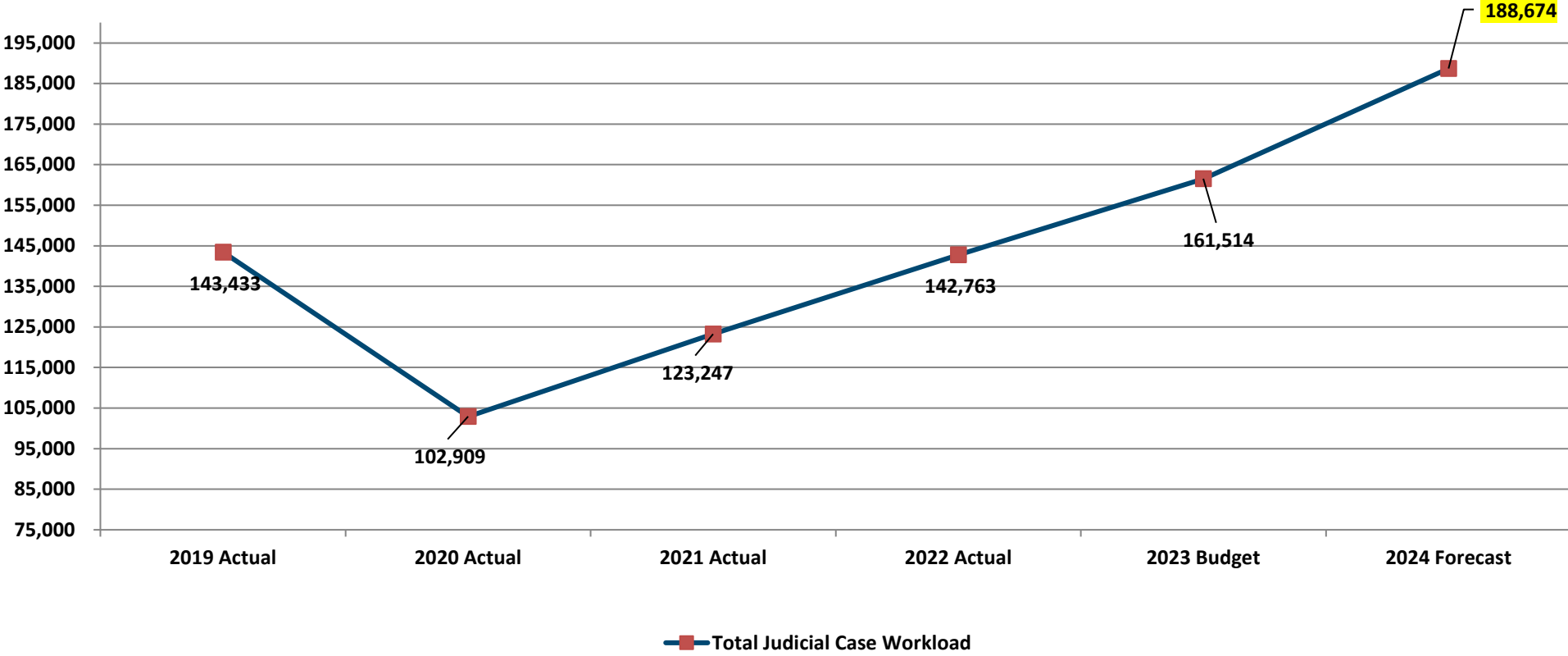
Delinquencies

Traffic cases

Hearings

Clerk of Court Case History

2019 - 2023



Clerk of Court Operating Expenses 2023 V. 2024

<u>General Operating Expenses*</u>	<u>2023</u>	<u>2024</u>	<u>% Increase</u>
50401000 Professional Services	\$1,575,127	\$1,794,396	14%
50401304 Licenses-Maintenance	\$398,811	\$685,984	72%
50407000 Postal Services	\$73,243	\$81,689	12%
50407301 Printing/Binding Services	\$49,574	\$70,000	41%
50701125 General Operating Supplies	\$53,332	\$71,965	35%
50701150 Supplies-Computer	\$64,196	\$74,626	16%



*DOES NOT REFLECT TOTAL BUDGET; LINE ITEMS INCLUDED SHOW SOME AREAS OF LARGEST BUDGET IMPACT

Planning for the Future

- Introduce credit card processing
- Move to a paperless system
- Historical scanning project

Clerk of Court Budget Request

Clerk of Court	\$17,259,843
Juvenile Clerks	\$775,443
Board of Equalization	\$1,331,981
Total 2024 Budget Request	\$19,367,267