

## 24 Criminal Court Clerk - At A Glance

**Mission** The Criminal Court Clerk performs the clerical duties for the operation of the General Sessions and State Trial Courts. The Clerk is responsible for hard copy and electronic record management, and prepares the minutes (official record) for the Criminal Trial Courts.

### Budget Summary

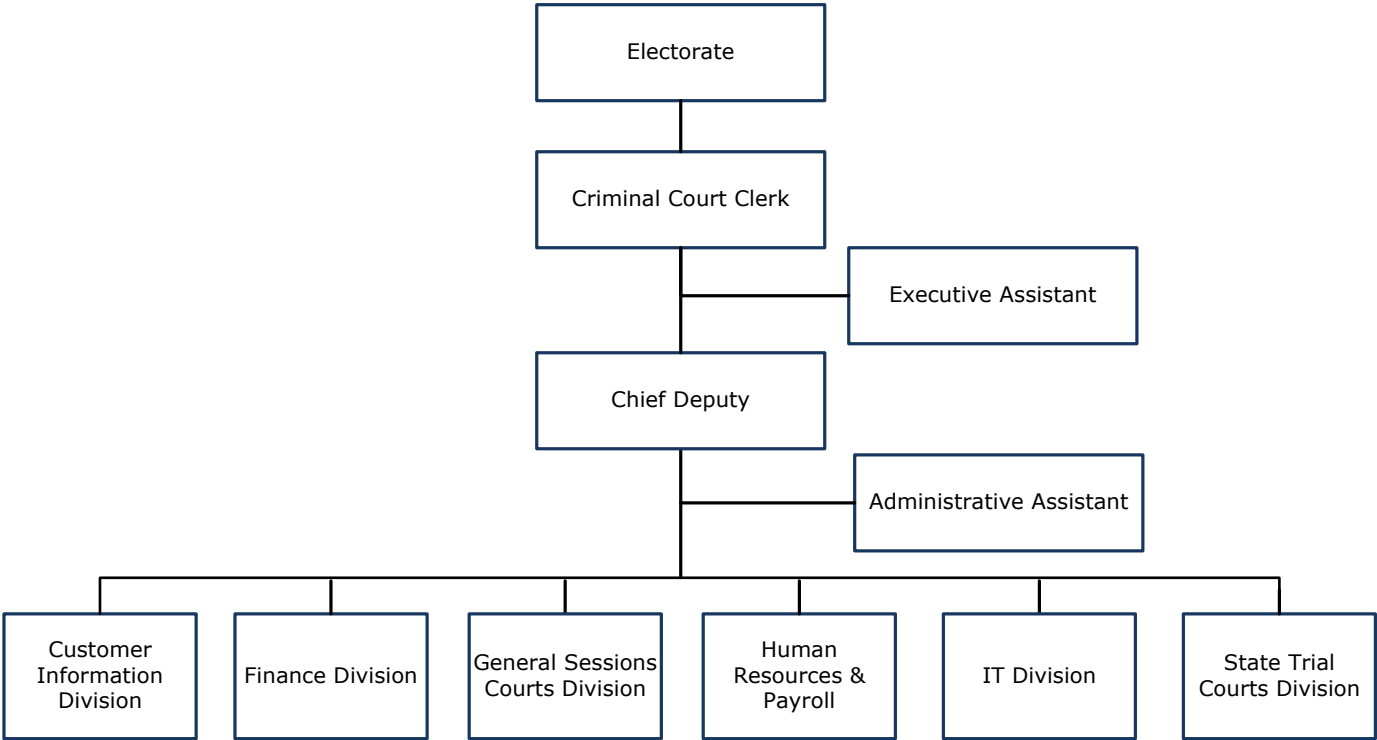
	2023-24	2024-25	2025-26
<b>Expenditures and Transfers:</b>			
GSD General Fund	\$8,122,000	\$8,911,000	\$9,693,700
Special Purpose Fund	266,400	266,400	266,400
<b>Total Expenditures and Transfers</b>	<b>\$8,388,400</b>	<b>\$9,177,400</b>	<b>\$9,960,100</b>
<b>Revenue and Transfers:</b>			
Program Revenue			
Charges, Commissions, and Fees	\$789,000	\$841,000	\$840,000
Other Governments and Agencies	650,000	680,000	700,000
Other Program Revenue	0	0	0
Total Program Revenue	\$1,439,000	\$1,521,000	\$1,540,000
Non-Program Revenue	\$772,500	\$847,200	\$751,700
Transfers from Other Funds and Units	0	0	0
<b>Total Revenue and Transfers</b>	<b>\$2,211,500</b>	<b>\$2,368,200</b>	<b>\$2,291,700</b>
<b>Expenditures per Capita</b>	<b>\$11.67</b>	<b>\$12.58</b>	<b>\$13.49</b>

<b>Position</b>	Total Budgeted Positions	91	91	92
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<b>Contacts</b>	Criminal Court Clerk: Howard Gentry Chief Deputy: Julius Sloss Finance Director: Stephanie Patterson  408 2nd Avenue North Suite 2120 37201	email: hgentry@jisenashville.gov email: juliussloss@jisenashville.gov email: spatterson@jisenashville.gov  Phone: 615-862-5601
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# 24 Criminal Court Clerk - At A Glance

## Organizational Structure



# 24 Criminal Court Clerk - At a Glance

## Budget Changes and Impact Highlights

Recommendation			Impact
<b>Compliance with New State Law</b>			
Additional staff to support the Warrant Bond Office	GSD	\$74,800 1.00 FTE	New state law regarding GPS tracking devices (Debbie and Marie Domestic Violence Protection Act) have increased the volume and responsibility surrounding the processing of jail releases.
<b>Contractual Requirement</b>			
Subscription Increases for Twilio, Mail Chimp, and the language line.	GSD	10,000	Mail Chimp is used to send out mass emails with targeted messages to attorneys and customers. Twilio is used to send text notifications to defendants who owe court costs. The language line is for customers who call who need assistance with languages other than English and Spanish.
<b>Non-allocated Financial Transaction</b>			
Budget Adjustment Savings	GSD	114,500	Reinstatement of agency's share of FY25 Budget Adjustment Savings
Internal Service Charges*	GSD	(46,000)	Delivery of centrally provided services including information systems, fleet management, radio, and surplus property.
Pay Plan Allocation	GSD	629,400	Supports the hiring and retention of a qualified workforce.
<b>General Services District Total</b>		\$782,700 1.00 FTE	
<b>TOTAL</b>		<b>\$782,700</b> <b>1.00 FTE</b>	

GSD - General Services District

\* See Internal Service Charges section for details

## 24 Criminal Court Clerk - Financial

### GSD General Fund

	FY2024 Budget	FY2024 Actual	FY2025 Budget	FY2026 Budget	FY25-FY26 Difference	FY25-FY26 % Change
<b>OPERATING EXPENSE:</b>						
PERSONNEL EXPENSES:						
Regular, Leave & Holiday Pay	5,677,300	5,491,197	6,331,500	6,900,800	569,300	8.99%
Overtime	4,000	1,903	4,000	5,600	1,600	40.00%
All Other Salary Codes	36,600	82,450	(77,900)	35,000	112,900	-144.93%
Fringe Benefits	2,000,400	2,022,560	2,148,700	2,283,600	134,900	6.28%
<b>TOTAL PERSONNEL EXPENSES</b>	<b>7,718,300</b>	<b>7,598,110</b>	<b>8,406,300</b>	<b>9,225,000</b>	<b>818,700</b>	<b>9.74%</b>
OTHER EXPENSES:						
Utilities	800	716	800	800	0	0.00%
Professional & Purchased Services	4,000	303	2,000	1,500	(500)	-25.00%
Travel, Tuition & Dues	19,500	24,666	24,000	28,000	4,000	16.67%
Communications	93,800	94,821	99,800	105,300	5,500	5.51%
Repairs & Maintenance Services	1,700	1,252	1,700	1,200	(500)	-29.41%
Internal Service Fees	226,600	226,600	327,600	281,600	(46,000)	-14.04%
All Other Expenses	57,300	41,243	48,800	50,300	1,500	3.07%
<b>TOTAL OTHER EXPENSES</b>	<b>403,700</b>	<b>389,601</b>	<b>504,700</b>	<b>468,700</b>	<b>(36,000)</b>	<b>-7.13%</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>8,122,000</b>	<b>7,987,711</b>	<b>8,911,000</b>	<b>9,693,700</b>	<b>782,700</b>	<b>8.78%</b>
<b>TRANSFERS TO OTHER FUNDS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>TOTAL EXPENSES &amp; TRANSFERS</b>	<b>8,122,000</b>	<b>7,987,711</b>	<b>8,911,000</b>	<b>9,693,700</b>	<b>782,700</b>	<b>8.78%</b>
<b>PROGRAM REVENUE:</b>						
Charges, Commissions, & Fees	765,000	852,921	815,000	814,000	(1,000)	-0.12%
Federal (Direct & Pass Through)	0	0	0	0	0	0.00%
State Direct	650,000	766,863	680,000	700,000	20,000	2.94%
Other Government Agencies	0	0	0	0	0	0.00%
Other Program Revenue	0	1,608	0	0	0	0.00%
<b>TOTAL PROGRAM REVENUE</b>	<b>1,415,000</b>	<b>1,621,391</b>	<b>1,495,000</b>	<b>1,514,000</b>	<b>19,000</b>	<b>1.27%</b>
<b>NON-PROGRAM REVENUE:</b>						
Local Option Sales Tax	0	0	0	0	0	0.00%
Property Taxes	0	0	0	0	0	0.00%
Other Tax, Licenses & Permits	0	0	0	0	0	0.00%
Fines, Forfeits & Penalties	722,000	706,063	796,700	701,700	(95,000)	-11.92%
Compensation from Property	0	0	0	0	0	0.00%
<b>TOTAL NON-PROGRAM REVENUE</b>	<b>722,000</b>	<b>706,063</b>	<b>796,700</b>	<b>701,700</b>	<b>(95,000)</b>	<b>-11.92%</b>
<b>TRANSFERS FROM OTHER FUNDS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>TOTAL REVENUE &amp; TRANSFERS</b>	<b>2,137,000</b>	<b>2,327,454</b>	<b>2,291,700</b>	<b>2,215,700</b>	<b>(76,000)</b>	<b>-3.32%</b>
Expenditures Per Capita	\$11.29	\$11.11	\$12.22	\$13.12	\$0.90	7.36%

## 24 Criminal Court Clerk - Financial

### Special Purpose Fund

	FY2024 Budget	FY2024 Actual	FY2025 Budget	FY2026 Budget	FY25-FY26 Difference	FY25-FY26 % Change
<b>OPERATING EXPENSE:</b>						
PERSONNEL EXPENSES:						
Regular, Leave & Holiday Pay	0	0	0	0	0	0.00%
Overtime	0	0	0	0	0	0.00%
All Other Salary Codes	0	0	0	0	0	0.00%
Fringe Benefits	0	0	0	0	0	0.00%
<b>TOTAL PERSONNEL EXPENSES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
OTHER EXPENSES:						
Utilities	0	0	0	0	0	0.00%
Professional & Purchased Services	40,000	0	5,000	0	(5,000)	-100.00%
Travel, Tuition & Dues	4,000	5,654	0	0	0	0.00%
Communications	1,500	390	1,500	2,500	1,000	66.67%
Repairs & Maintenance Services	0	0	0	0	0	0.00%
Internal Service Fees	0	0	0	0	0	0.00%
All Other Expenses	220,900	67,533	259,900	263,900	4,000	1.54%
<b>TOTAL OTHER EXPENSES</b>	<b>266,400</b>	<b>73,577</b>	<b>266,400</b>	<b>266,400</b>	<b>0</b>	<b>0.00%</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>266,400</b>	<b>73,577</b>	<b>266,400</b>	<b>266,400</b>	<b>0</b>	<b>0.00%</b>
<b>TRANSFERS TO OTHER FUNDS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>TOTAL EXPENSES &amp; TRANSFERS</b>	<b>266,400</b>	<b>73,577</b>	<b>266,400</b>	<b>266,400</b>	<b>0</b>	<b>0.00%</b>
<b>PROGRAM REVENUE:</b>						
Charges, Commissions, & Fees	24,000	25,902	26,000	26,000	0	0.00%
Federal (Direct & Pass Through)	0	0	0	0	0	0.00%
State Direct	0	0	0	0	0	0.00%
Other Government Agencies	0	0	0	0	0	0.00%
Other Program Revenue	0	15,900	0	0	0	0.00%
<b>TOTAL PROGRAM REVENUE</b>	<b>24,000</b>	<b>41,802</b>	<b>26,000</b>	<b>26,000</b>	<b>0</b>	<b>0.00%</b>
<b>NON-PROGRAM REVENUE:</b>						
Local Option Sales Tax	0	0	0	0	0	0.00%
Property Taxes	0	0	0	0	0	0.00%
Other Tax, Licenses & Permits	0	0	0	0	0	0.00%
Fines, Forfeits & Penalties	50,500	51,595	50,500	50,000	(500)	-0.99%
Compensation from Property	0	0	0	0	0	0.00%
<b>TOTAL NON-PROGRAM REVENUE</b>	<b>50,500</b>	<b>51,595</b>	<b>50,500</b>	<b>50,000</b>	<b>(500)</b>	<b>-0.99%</b>
<b>TRANSFERS FROM OTHER FUNDS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>TOTAL REVENUE &amp; TRANSFERS</b>	<b>74,500</b>	<b>93,397</b>	<b>76,500</b>	<b>76,000</b>	<b>(500)</b>	<b>-0.65%</b>
Expenditures Per Capita	\$0.37	\$0.10	\$0.37	\$0.36	(\$0.01)	-2.70%

## 24 Criminal Court Clerk - Financial

Title	Grade	Class	FY2024		FY2025		FY2026		Variance	
			Budgeted		Budgeted		Budgeted			
			Pos.	FTE	Pos.	FTE	Pos.	FTE	Pos.	FTE
<b>GSD General 10101</b>										
Chief Dpty Criminal Ct Clerk	NS	01061	1	1.00	1	1.00	1	1.00	0	0.00
Court Clerk	ST06	01340	0	0.00	0	0.00	1	1.00	1	1.00
Criminal Ct Clerk	NS	01358	1	1.00	1	1.00	1	1.00	0	0.00
Deputy Criminal Ct Clerk 1	NS	06502	7	7.00	7	7.00	7	7.00	0	0.00
Deputy Criminal Ct Clerk 2	NS	06503	3	3.00	3	3.00	3	3.00	0	0.00
Deputy Criminal Ct Clerk 3	NS	06504	19	19.00	20	20.00	20	20.00	0	0.00
Deputy Criminal Ct Clerk 4	NS	06505	28	28.00	28	28.00	28	28.00	0	0.00
Deputy Criminal Ct Clerk 5	NS	06506	32	31.11	31	30.11	31	30.11	0	0.00
<b>10101 Total Positions &amp; FTEs</b>			<b>91</b>	<b>90.11</b>	<b>91</b>	<b>90.11</b>	<b>92</b>	<b>91.11</b>	<b>1</b>	<b>1.00</b>

<b>Department Totals</b>			<b>91</b>	<b>90.11</b>	<b>91</b>	<b>90.11</b>	<b>92</b>	<b>91.11</b>	<b>1</b>	<b>1.00</b>
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## **24 Criminal Court Clerk Program Purpose Statements**

### **Administration Line of Business**

#### **Administration Program**

The purpose of the Administration Program is to provide clerical and record management duties for the operation of the criminal courts, both General Sessions and State Trial Courts.

### **Computerization Line of Business**

#### **Computerization Program**

The purpose of the Computerization Program is to further technological advancement of the Criminal Court Clerk's Office and the criminal courts.