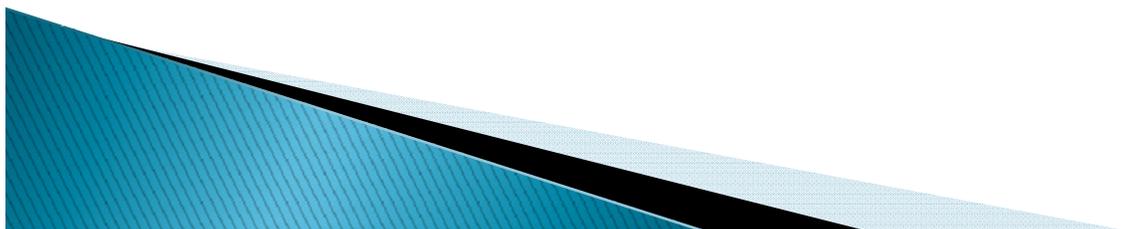




**GWINNETT COUNTY RECORDER'S
COURT CLERKS OFFICE
BUSINESS PLAN
AND
BUDGET PROCESS
2011**



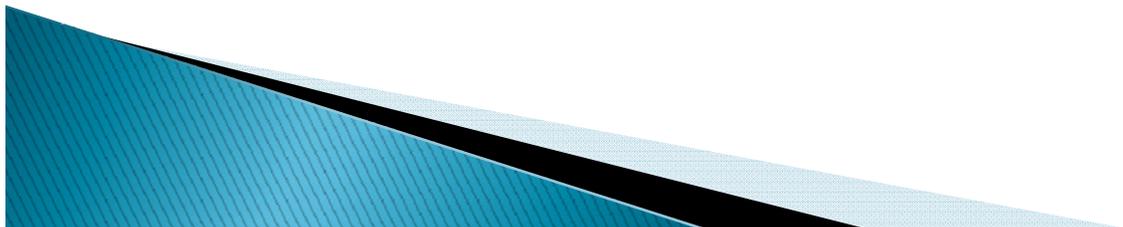
2011 Budget Request – Clerk of Recorders Court

	Total
2010 Adopted Budget	\$ 1,192,972
Contribution to Capital	\$ –
Recon Adj Contribution to Capital	\$ –
Reconciliation Adjustments	\$ –
2010 Reconciliation Base	\$ 1,192,972
2011 Base Budget	\$ 1,200,337
Difference in budget from 2010	\$ 7,365





**GWINNETT COUNTY RECORDER'S
COURT CLERKS OFFICE
BUSINESS PLAN
AND
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2011**



MISSION STATEMENT

The mission of Gwinnett County Recorder's Court is to handle every case with care, security and fairness while providing the Public the highest quality of service possible in a timely, efficient, and courteous manner.



VISION STATEMENT

To implement technology that will enable Recorder's Court to "Do more with less".



VALUE STATEMENT

Recorder's Court's core values are integrity, honesty, fairness, personal excellence, continual self-improvement, and mutual respect.



MANDATED SERVICES

- ▶ Record all proceedings of the Recorder's Court
- ▶ Collecting all cost, fines, and forfeitures; and remitting these funds by the 15th day of the following month to the Gwinnett County Director of Finance or his designee
- ▶ Submit dispositions to Georgia Crime Information Center



MANDATED SERVICES

- ▶ Submit dispositions and failure to appear notices to Department of Driver Services
- ▶ Retain records according to Georgia Secretary of State



2010 Summary

- ▶ Moved temporary employees from a private company to Gwinnett County payroll saving \$4 per hour
- ▶ Reduced office supplies, postage, and printing/binding by \$3250 by removing a duplicate Court notice already sent by Department of Driver Services to the defendant

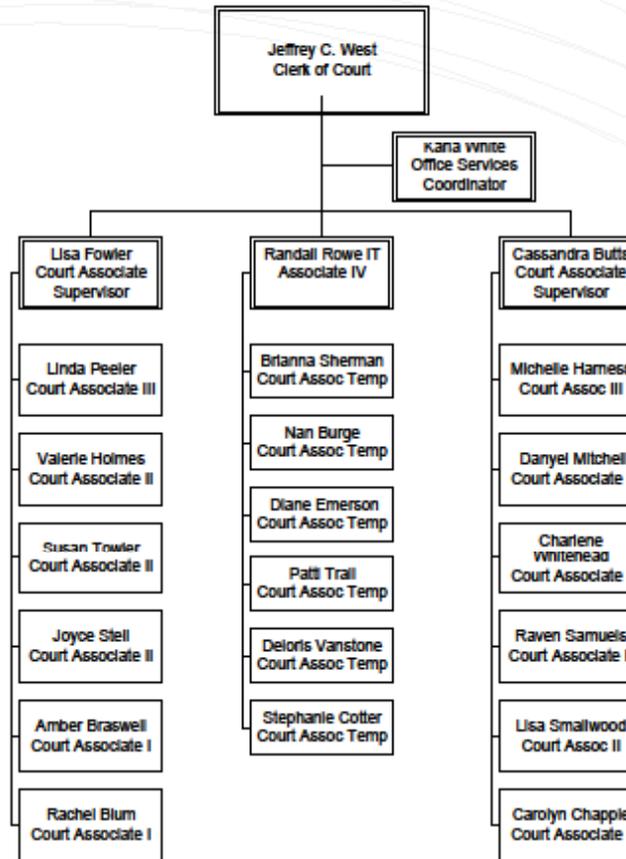


2010 Summary

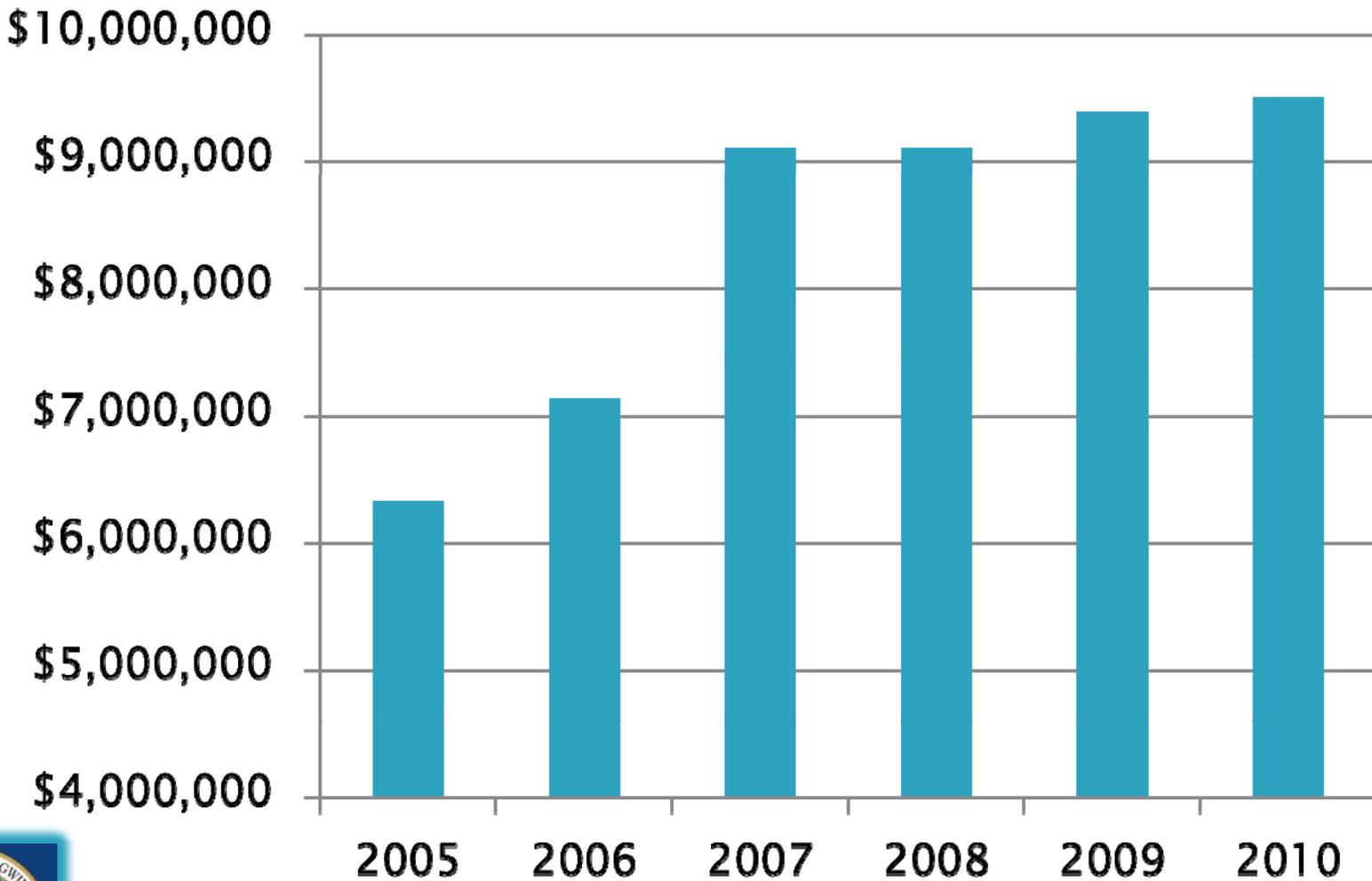
- ▶ Reduced Repair and Maintenance FF&E by opting out of a annual maintenance contract and replaced with a annual service
 - A file retrieval system was installed in 2006 with an annual maintenance contract of \$5,500. The annual service is \$1,000 for a savings of \$4,500 per year



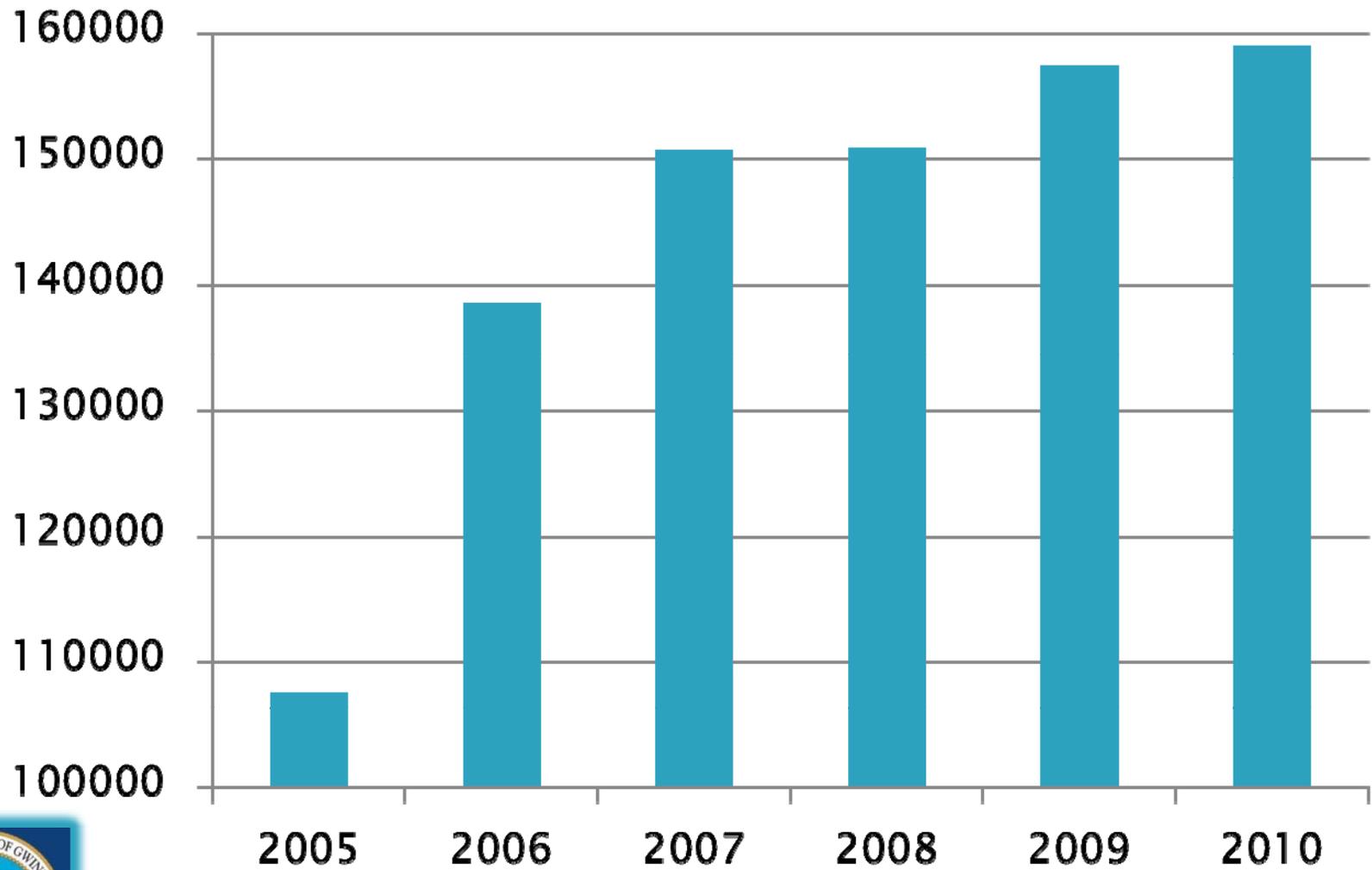
Recorder's Court Clerk's Office



REVENUE TO GENERAL FUND



Citations



ENGAGE GWINNETT OBSERVATIONS

- ▶ The entire Law Enforcement and Justice System including all of its components are complex, interrelated, and interdependent. It was recognized that making adjustments to one particular area will have an impact on another area within the system.



ENGAGE GWINNETT OBSERVATIONS

- ▶ Based on all presentations, the Law Enforcement and Justice System has “done well with less,” eliminating considerable amounts from their operating budgets.
- ▶ Although the Work Group recognizes that there may be an initial upfront cost, our Law Enforcement and Justice System would benefit from the implementation of, and an investment in, new technology.



ENGAGE GWINNETT OBSERVATIONS

- ▶ The Law Enforcement and Justice System would benefit both in terms of reduced costs and greater efficiency from taking maximum advantage of technology. This should include:
 - Expediting implementation of the Criminal Justice Information System.
 - Expediting a paperless system for courts, tickets, licenses and permits, police reports.
 - Providing online access or self-service kiosk for service delivery.
 - A case management electronic court filing system.
 - Exploring a public-private partnership for self-service or paperless delivery of services.



ENGAGE GWINNETT RECOMMENDATIONS

Expediting implementation of the Criminal Justice Information System.

- Two CJIS exchanges are being developed
 1. Financial information exchange between Recorder's Court and Probation. Eighty man hours saved per month. More accurate data/fewer errors.
 2. Bench Warrant information exchanged between Recorder's Court and Sheriff's Office. More accurate data/fewer errors.



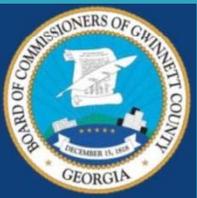
ENGAGE GWINNETT RECOMMENDATIONS

Expediting a paperless system for courts, tickets, licenses and permits, police reports.

The Police Department is implementing an Electronic Citation system that will revolutionize the Clerk's Office.

Citations will be written, filed in the Clerk's Office and ready to receive payment on in less than a day. A process that currently takes 4 weeks.

The current process is costly, time-consuming and often back-logged. With an electronic ticketing system, all of the data from the citation form can be electronically transferred to the necessary back-end system(s).

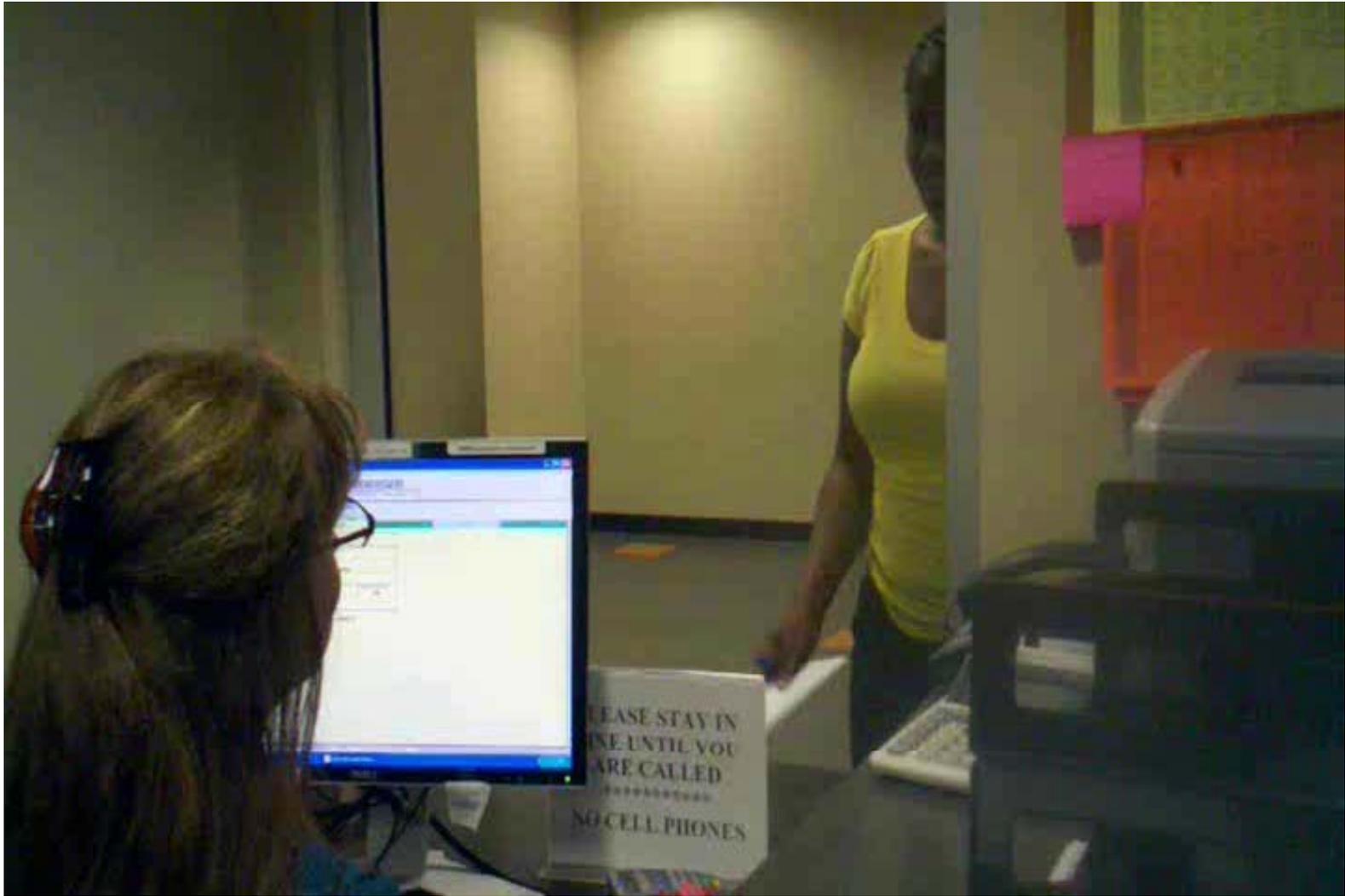


ENGAGE GWINNETT RECOMMENDATIONS

Expediting a paperless system for courts, tickets, licenses and permits, police reports.

Certified Copies of Dispositions.
Court Notices.





ENGAGE GWINNETT RECOMMENDATIONS

Providing online access or self-service kiosk for service delivery.

Online Payments
Online Case Information



ENGAGE GWINNETT RECOMMENDATIONS

A case management electronic court filing system.

A new case management system is going out for bid within the next few months.

When used in conjunction with E Citations it will be the heart of Recorder's Court.



ENGAGE GWINNETT RECOMMENDATIONS

Exploring a public-private partnership for self-service or paperless delivery of services.

Exploring partnerships with private industry to automate court services including fee (fine) collection and filing may result in long-term savings and improved performance.

We have contracted with Sentinel Offender Services to collect on unpaid citations.

