

**Engage Gwinnett**  
**Requested information for Recorder's Court**  
**November 18, 2009**

1. Required Mandates: Under the U.S. Constitution, Georgia Constitution, Georgia Code and Gwinnett County Code, we are required to provide timely hearing and disposition of all citations which fall within our jurisdiction. These citations include traffic violations, non criminal red light camera violations and Gwinnett County Code violations.

Recorder's Court is not a court of record and therefore serves as a vehicle to quickly process the large volume of traffic cases which would otherwise be heard in State Court. If our ability to hear those cases were impaired, we would not only fail in our mandate, but would cause many of the cases to be "bound over" to State Court, thereby clogging that system as well.

Recorder's Court has sole jurisdiction of Gwinnett County Code violations, which include those issued by Animal Control, the Quality of Life Unit, Tax Commissioner, Health Department, Fire Marshal, Development Inspections, among others.

2. Service Level Required: We currently provide the minimum service level required.
3. Non-Mandated Services: We provide no services which are not mandated.

4. Employee Functions:

Judge

Judicial Executive Assistant: Supervises and trains judge's staff, provides administrative and operational support to the judge. Prepares orders and warrants. Since Recorder's Court has no Court Administrator, each Judicial Executive Assistant handles one or more aspects of total Court administration (in contrast to division administration) such as, budget, scheduling of interpreters and visiting judges, processing of time sheets and acting as HR liaison.

Judicial Calendar Coordinator: Handles all aspects of case scheduling and calendar preparation for his/her assigned division. Attends each court session and prepares all orders resulting from disposition each case.

Bailiff: Assists the Calendar Coordinator in getting the paperwork for each Defendant completed and signed. Escorts Defendants and their paperwork from the courtroom to the Clerk's window or to probation after their case has been heard. Retrieve cases from the Clerk's Office. Bailiffs work on a rotating basis, usually for one week at a time.

Spanish Interpreter- We contract with a Spanish interpreter to work among the three courtrooms every morning for arraignments. We currently have three individuals who translate for us, rotating on a weekly basis. Interpreters for other languages are retained as needed.

5. Organization: See Exhibit A

6. Budget Summary: The annual budget for Recorder's Court is made up of almost entirely of fixed personnel costs. Fixed personnel costs made up 94% of our 2006 budget, 95% of our 2007 budget and 92.6% of our 2008 budget. These costs are projected to be 90% of our 2009 budget. This lower figure is explained by steady fixed costs, but a larger overall budget to cover indigent defense costs which increased 54% over 2008 levels. Personnel costs for 2010 are projected to be 97% of the Court's budget since indigent defense costs will be handled elsewhere. See Exhibits B and C.

7. Trends: Caseload: The Recorder's Court caseload increases with the County's population and traffic as shown on Exhibit D. There has been a steady increase from 72,796 cases in 2000 to 150,802 in 2008. Projections for 2009 are 160,000 with 165,000 cases expected to be handled in 2010.

Revenues: As our caseload increases, so do the revenues we pay into the County's General Fund. See attached Exhibit E. When Recorder's Court revenues are compared to expenditures, it is clear that Recorder's Court remains a revenue generator. Based upon 2008 figures, Recorder's Court expenditures are only about 14% of the funds it generates.

Staffing Levels: We anticipate no changes in staffing levels at this time. Our staffing levels have remained steady since 2003, when the last position in Division III was funded.

8. Gaps in Service: None at this time. However, should further cuts be made, the Court would be unable to hear and process the citations which are being written, resulting in an ever-increasing backlog of cases and a failure to meet our legal mandates. Creation of a backlog here in Recorder's Court would potentially cause cases to be "bound over" to State Court, thereby paralyzing that system because of the sheer volume of cases not being heard in Recorder's Court.

# Recorders Court Judges

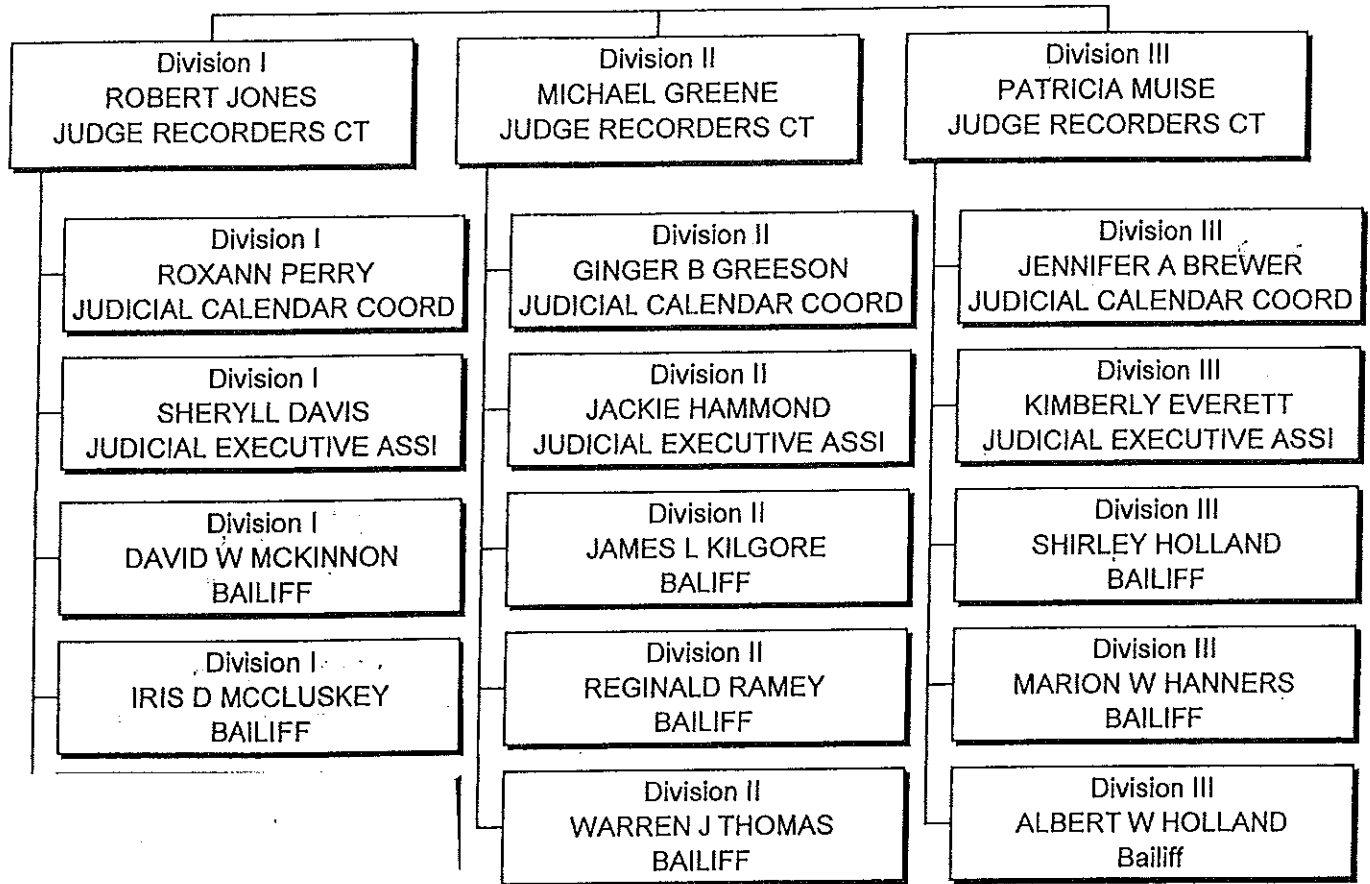


EXHIBIT A

Commitment Item	Actuals 2006	Actuals 2007	Actuals 2008	Current Budget 2009	Current Actuals 2009
▷ GC01/50000000	\$ 1,165,233.61	\$ 1,180,317.33	\$ 1,276,692.69	\$ 1,374,954.00	\$ 1,095,483.48
▷ GC01/50000000	\$ 1,165,233.61	\$ 1,180,317.33	\$ 1,276,692.69	\$ 1,374,954.00	\$ 1,095,483.48
▷ GC01/500000500	\$ 1,019,673.14	\$ 1,051,586.49	\$ 1,104,981.44	\$ 1,112,917.00	\$ 910,480.38
▷ GC01/50004000	\$ 138,034.67	\$ 120,956.86	\$ 165,780.61	\$ 256,100.00	\$ 179,560.85
▷ GC01/50401000	\$ 11,000.00	\$ 3,019.13	\$ 4,500.00		\$ 2,250.00
▷ GC01/50401100				\$ 117,433.00	
▷ GC01/50401104	\$ 57,523.33	\$ 58,404.86	\$ 67,363.35		\$ 61,681.93
▷ GC01/50401200	\$ 41,368.93	\$ 34,515.05	\$ 59,403.97	\$ 91,200.00	\$ 93,134.80
▷ GC01/50401401	\$ 2,554.33	\$ 3,902.47	\$ 3,806.19	\$ 3,582.00	\$ 2,864.80
▷ GC01/50404301	\$ 747.93			\$ 2,000.00	
▷ GC01/50404306	\$ 6,168.31	\$ 6,168.31	\$ 13,246.14	\$ 6,985.00	\$ 9,440.94
▷ GC01/50407000	\$ 245.79	\$ 2,315.97	\$ 2,482.05	\$ 8,000.00	\$ 3,134.94
▷ GC01/50407100	\$ 1,501.19	\$ 2,122.19	\$ 1,600.62	\$ 4,000.00	\$ 887.84
▷ GC01/50407301	\$ 1,542.60	\$ 38.25		\$ 4,000.00	
▷ GC01/50407409	\$ 3,670.80	\$ 1,658.26	\$ 2,797.49	\$ 4,000.00	
▷ GC01/50407501	\$ 2,045.00	\$ 1,540.00	\$ 1,778.00	\$ 2,500.00	\$ 772.00
▷ GC01/50408000		\$ 337.70		\$ 500.00	
▷ GC01/50701102	\$ 6,944.76	\$ 4,933.46	\$ 7,390.68	\$ 5,000.00	\$ 5,288.45
▷ GC01/50701103	\$ 58.59			\$ 1,000.00	
▷ GC01/50701125	\$ 565.78	\$ 1,087.98	\$ 1,281.32	\$ 1,000.00	\$ 69.15
▷ GC01/50701401	\$ 643.17	\$ 468.66	\$ 74.16	\$ 2,000.00	\$ 36.00
▷ GC01/50701601	\$ 1,454.16	\$ 444.57		\$ 2,900.00	
▷ GC01/50701602			\$ 56.64		
▷ GC01/50008000	\$ 7,525.80	\$ 7,773.98	\$ 5,930.64	\$ 5,937.00	\$ 5,442.25
	\$ 1,165,233.61	\$ 1,180,317.33	\$ 1,276,692.69	\$ 1,374,954.00	\$ 1,095,483.48
	\$ 1,165,233.61	\$ 1,180,317.33	\$ 1,276,692.69	\$ 1,374,954.00	\$ 1,095,483.48

EXHIBIT B

**Oper Bdg Prep by Fund Ctr Hierarchy**

Commitment item  
 Fund  
 Funds Center  
 Oper Budget Prep Budget Structure

Recorder's Court GC01/122000

Funds Center	Commitment item	Expenditures	2010 Req/Rec Base Report	2010 Total budget
Recorder's Court	GC01/122000			
	GC01/500000000	Personal Services	\$ 1,230,690.00	\$ 1,230,690.00
	GC01/50000500	General Oper Exp	\$ 1,113,390.00	\$ 1,113,390.00
	GC01/50004000		\$ 111,318.00	\$ 111,318.00
	GC01/50401100	Court/Support Ops	\$ 77,433.00	\$ 77,433.00
	GC01/50401401	Supp-Subscriptions	\$ 2,500.00	\$ 2,500.00
	GC01/50404301	Copier Lease	\$ 2,000.00	\$ 2,000.00
	GC01/50404306	Rent-PC	\$ 6,985.00	\$ 6,985.00
	GC01/50407000	Postal Services	\$ 4,000.00	\$ 4,000.00
	GC01/50407100	Telecomm Services	\$ 2,000.00	\$ 2,000.00
	GC01/50407301	Print/Binding Serv	\$ 4,000.00	\$ 4,000.00
	GC01/50407409	Conf/Training/Travel	\$ 2,000.00	\$ 2,000.00
	GC01/50407501	Dues/Fees-Prof Assoc	\$ 1,000.00	\$ 1,000.00
	GC01/50701102	Office Supplies	\$ 5,000.00	\$ 5,000.00
	GC01/50701103	Industrial Supplies	\$ 500.00	\$ 500.00
	GC01/50701125	Gen Oper Supplies	\$ 1,000.00	\$ 1,000.00
	GC01/50701401	Supp-Books	\$ 1,000.00	\$ 1,000.00
	GC01/50701601	Office F & E	\$ 1,900.00	\$ 1,900.00
	GC01/50008000	Contributions	\$ 5,982.00	\$ 5,982.00

EXHIBIT C

## Tickets Received by Year

<u>Year</u>	<u># of Tickets</u>
1987	32,707
1988	30,392
1989	33,837
1990	34,432
1991	48,395
1992	45,814
1993	49,035
1994	49,546
1995	57,739
1996	52,859
1997	51,890
1998	56,091
1999	65,846
2000	72,796
2001	71,766
2002	95,315
2003	85,179
2004	93,927
2005	107,519
2006	138,549
2007	150,644
2008	150,802

EXHIBIT D

RECORDERS COURT MONEY PAID TO THE GWINNETT COUNTY GENERAL FUND BY MONTH

	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009
January	\$271,750.17	\$380,875.82	\$419,948.62	\$470,221.60	\$425,014.48	\$572,437.00	\$574,271.48	\$483,741.23	\$476,613.21	\$561,162.75	\$722,671.97	\$783,173
February	\$341,622.50	\$373,725.48	\$481,424.70	\$489,154.06	\$558,139.87	\$600,504.98	\$558,638.04	\$577,451.14	\$623,100.98	\$802,566.02	\$781,318.12	\$776,609
March	\$295,108.34	\$344,968.28	\$503,452.13	\$448,266.66	\$440,585.25	\$502,235.25	\$520,380.13	\$497,440.88	\$474,799.31	\$637,988.02	\$794,684.09	\$678,497
April	\$364,757.73	\$464,364.02	\$543,429.73	\$505,435.29	\$623,014.22	\$712,388.47	\$638,133.24	\$591,973.90	\$694,765.07	\$894,477.25	\$845,926.59	\$793,364
May	\$328,018.10	\$382,454.85	\$448,540.70	\$475,013.80	\$635,202.81	\$566,528.56	\$571,844.52	\$445,285.15	\$605,078.03	\$763,151.11	\$846,494.27	\$795,162
June	\$300,174.14	\$408,023.98	\$505,235.30	\$482,832.55	\$678,944.42	\$583,234.78	\$642,317.32	\$480,299.40	\$684,968.48	\$804,663.90	\$770,622.00	\$742,398
July	\$362,389.35	\$429,635.18	\$459,797.94	\$498,161.61	\$700,775.03	\$563,289.13	\$885,395.37	\$546,988.31	\$673,864.75	\$755,431.86	\$778,999.33	\$750,123
August	\$341,162.41	\$399,010.39	\$483,659.81	\$497,574.42	\$712,080.56	\$526,002.52	\$600,631.31	\$517,762.65	\$815,119.52	\$757,518.51	\$779,654.71	
September	\$353,647.54	\$464,602.99	\$557,062.36	\$528,420.81	\$660,124.01	\$532,112.60	\$601,208.33	\$543,183.15	\$587,223.60	\$755,301.60	\$679,925.15	
October	\$335,884.75	\$434,784.62	\$428,450.74	\$459,304.88	\$607,709.01	\$572,199.51	\$585,952.87	\$471,832.03	\$527,482.65	\$662,096.87	\$702,526.19	
November	\$368,952.86	\$464,058.79	\$502,842.81	\$534,448.80	\$641,337.26	\$588,000.68	\$574,413.86	\$623,588.08	\$587,145.75	\$756,708.58	\$777,748.92	
December	\$336,771.21	\$447,354.34	\$485,451.42	\$472,481.01	\$535,751.90	\$496,048.25	\$559,830.37	\$546,102.44	\$586,777.93	\$751,738.63	\$708,513.30	
Total	\$4,001,240.80	\$5,003,838.84	\$5,830,296.28	\$5,863,415.29	\$7,218,698.02	\$6,824,963.73	\$7,312,916.87	\$6,327,658.06	\$7,138,841.29	\$9,102,816.10	\$9,069,084.64	\$5,329,326.00

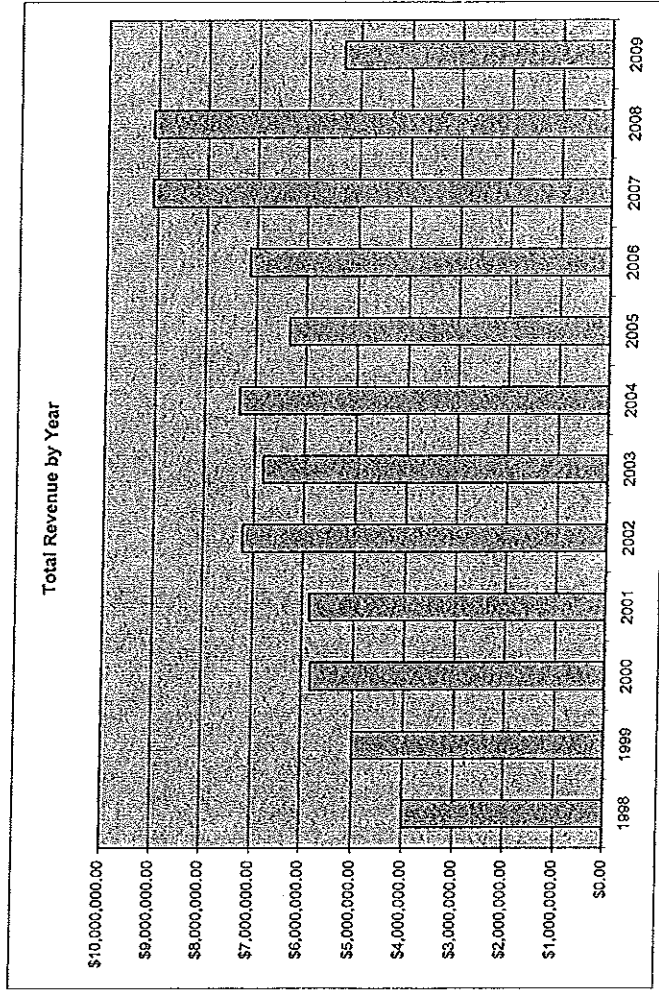


EXHIBIT E