

## Village of Shorewood 2019 Annual Report

### VILLAGE OF SHOREWOOD DEPARTMENT / COMMITTEE ANNUAL REPORT

**Instructions:** To help inform the Village Board on the annual operations, services and activities being performed by all areas of the Village, the Village Manager is asking each department and citizen committee to complete the following report. Please contact the Village Manager's Office if you have any questions about the report.

**Name of Department / Committee:** Municipal Court

**Name of Department Head / Committee Chair:** Judge Margo S. Kirchner

**Other Department Managers / Committee Members:**

Norma Kunze, Court Clerk

**Identify your most significant department / committee services and activities performed in the past year.**

1. Record Keeping/Filing: Paperless in 2020. Case files after a Court Appearance are scanned into TiPSS (a service used by the court).
2. Defendants have the option to email the court, as well as, Attorneys.
3. Held court 22 times per calendar year.

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**Identify your department / committee proposed initiatives that you hope to perform or implement in future years. Initiatives are significant subjects such as service delivery changes, capital items, programs, or studies that require Village resources and time to execute. Each initiative listed should link to one of the six vision statements in [Vision 2025](#) on pages 6-8. Include the vision number(s) in the “Relationship to Vision 2025” column corresponding with the vision statement(s) that best relates to the initiative along with a brief explanation. For each initiative, please complete the “Request Execution of New Village Initiative” form to complete this section. For citizen committees, please utilize your staff liaison to complete this form.**

Department / Committee Initiative(s)	Relationship to Vision 2025
1. Accurant for Government – Government agencies can efficiently locate people, better detect fraud, accurately verify identity, perform in-depth due diligence and more easily visualize complex relationships using the full suite of powerful investigative tools available through <a href="#">Accurant® for Government</a> .	Vision #5: To be a financially responsible community
2. Update Municipal Court Website	Vision #5 & #6: To be a financially responsible community
3. Update Court Documents / Brochure	Vision #5 & #6: To be a financially responsible community
4. Court Security / Safety / Technology Usage (community computer for all departments to use at bench, printer, TV, etc.)	Vision #5: To be a financially responsible community
5. Creating and Implementing safety in conjunction with COVID-19; social distancing guidelines.	Vision #3 & #6: To be a financially responsible community
6.	
7.	
8.	
9.	
10.	

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**FOR VILLAGE DEPARTMENTS:** Please review and evaluate the Village fee schedule. For fees that should be modified or require additional review from the Village Board, please list out those fees in the chart below. In addition, please indicate your department's recommendation to amend the fee. If the fee impacts additional departments, please list the following departments you've contacted and gained their approval involving your recommendation.

Village Fee – include Fee amount	Recommended Modification	Departments Approving Recommendation
1. No Recommended Changes at this time.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		