

GUILFORD COUNTY

Legal Notices Project

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Guilford County Legal Notices



Guilford County Legal Notices



Deployment: January 8, 2018

Deliverables:

- Manual internal email process
- Form to upload notices to website
- Webpage to display notices
- Notices sorted by category and searchable on key criteria
- Sections for active and archived notices
- Ability to generate affidavits
- Ability to attachment supporting documentation
- Ability to print notice and attachments

Benefits Achieved:

- **Transparency of legal notices for citizens**
- **Ease of access/search of notices on the County website**
- **Immediate cost savings for Guilford County notices**

Guilford County Legal Notices



Deployment: January 22, 2018

Deliverables:

- Expansion of upload form for Clerk to Board to indicate pilot municipalities requesting the legal notice along with their customer id
- Create monthly billing report from database for Finance so pilot municipalities can be billed for notices posted

Benefits Achieved:

- **Revenue generation from pilot municipalities**

Guilford County Legal Notices

Phase One

Phase One (a)

Phase Two

Phase Three

Benefits Achieved:

- **Expanded revenue generation from other local municipalities**
- **Ease of online submission of notice requests on the County website for Guilford County municipalities**
- **Ease of management of incoming notice requests by the Clerk's office**

Deployment: February 12, 2018

Deliverables:

- Automate submission process by providing online forms
- Extend notice submissions to all other Guilford County municipalities
- Internal form for Guilford County departments
- Form on website for local Guilford County municipalities
- Dashboard for Clerk to Board to manage all incoming notice requests
- Incorporation of disclaimers for entities submitting notice requests online

Guilford County Legal Notices



Benefits Achieved:

- Largest revenue generation realized in this phase of the project
- Ease of online submission of notice requests on the County website for all entities/citizens
- Ease of online payment options
- Continued ease of access and transparency of all notices on the County website

Deployment: March 12, 2018

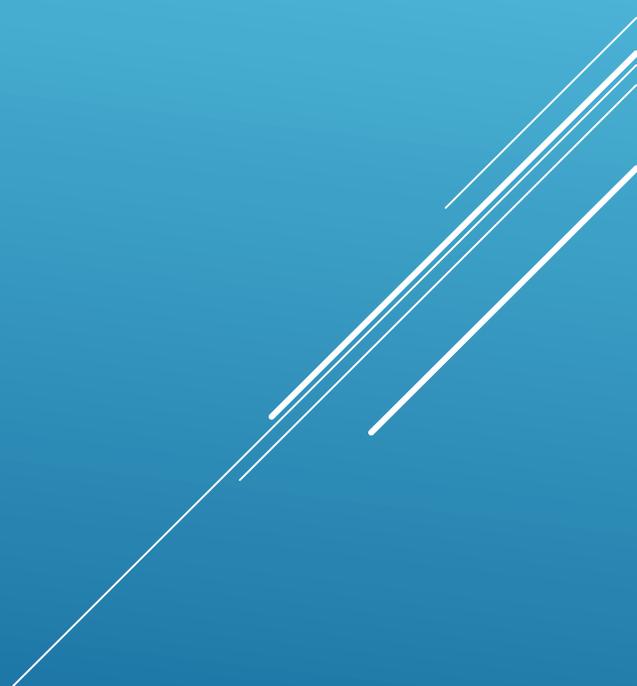
Deliverables:

- Extend submission ability to all other municipalities and organizations and citizens
- Incorporate ability for citizens and non-Guilford County municipalities and other entities to pay for notices online with a credit card

PROJECT COST ESTIMATES

- ▶ County spends roughly \$70,900 annually on legal advertisements
 - ▶ Phase 1 (12 Month Notice Requirement of New Site ~\$2,400)
 - ▶ Estimated Net Savings: \$74,880
 - ▶ Phase 2 – Nominal Revenue Gained from Municipalities
 - ▶ Need for Part-Time Support based on volume (30hrs 35K + benefits)
 - ▶ Phase 3 – Opportunity for Additional Revenue Generation
- ▶ Long Term Potential for Cost Savings to County

DRAFT ORDINANCE



TIMELINE FOR ACTIONABLE ITEMS

- ▶ **Set Public Hearing for First Reading of Ordinance**
 - ▶ **December 7, 2017**
 - ▶ **(If Needed – Second Reading of Ordinance January 4, 2018**
 - ▶ **If Approved Potential Go-Live for Phase One: January 8, 2018**
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