

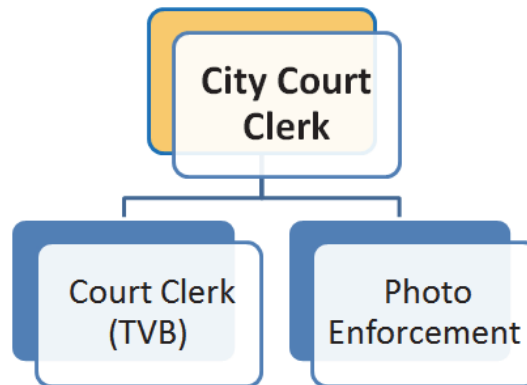
# CITY COURT CLERK

---

## Mission Statement

Efficiently handle and process city summons, citations, and ordinance violations while accurately and professionally maintaining records pertaining to the Municipal Court for the City of Memphis.

## Organization Structure



## Services

The City Court Clerk's Office maintains all the records pertaining to the office and the courts. The City Court Clerk's Office collects fines and fees owed for traffic violations and provides outstanding ticket information to the State and other departments. The City Court Clerk is responsible for providing three divisions of the City Court with dockets for the purpose of citizens hearings in open court. The Office of the City Court Clerk manages the operation of the Traffic Violations Bureau.

## Operating Budget

Category	FY 2018 Actual	FY 2019 Adopted	FY 2019 Forecast	FY 2020 Adopted
<b>EXPENDITURES</b>				
Personnel Services	\$ 3,451,956	\$ 3,338,604	\$ 3,129,426	\$ 3,023,490
Materials and Supplies	2,545,658	2,743,341	2,772,088	2,668,341
Capital Outlay	65,074	50,000	54,350	50,000
Service Charges	35,843	28,156	28,156	28,156
<b>Total Expenditures</b>	<b>\$ 6,098,532</b>	<b>\$ 6,160,101</b>	<b>\$ 5,984,020</b>	<b>\$ 5,769,987</b>
<b>Total Revenues</b>	<b>\$ (3,926,328)</b>	<b>\$ (3,100,000)</b>	<b>\$ (3,471,191)</b>	<b>\$ (3,100,000)</b>
<b>NET EXPENDITURES</b>	<b>\$ 2,172,204</b>	<b>\$ 3,060,101</b>	<b>\$ 2,512,829</b>	<b>\$ 2,669,987</b>

<b>Authorized Complement</b>	<b>57</b>
------------------------------	-----------

### Performance Highlights

- Continued DMV queries for parking citations, which improved notification to violators
- Updated payment process to allow citizens to make payments up to 11:59 P.M., the day before court
- Opened an additional satellite office- Appling Farms
- Added an additional communication letter to notify citizens of outstanding balances

### Issues & Trends

To be more innovative with services provided to the citizens of Memphis, the City Court Clerk’s Office continuously explores additional payment plans and programs.

Speed cameras will increase safety on Memphis streets. This program will result in a significant reduction of speeding in school zones.

City Court Clerk • Division Detail

Category	FY 2018 Actual	FY 2019 Adopted	FY 2019 Forecast	FY 2020 Adopted
<b>PERSONNEL SERVICES</b>				
Full-Time Salaries	\$ 1,917,567	\$ 2,334,972	\$ 1,629,230	\$ 2,037,674
Holiday Salary Full Time	117,606	0	113,588	0
Vacation Leave	147,718	0	122,162	0
Bonus Leave	9,558	0	9,517	0
Sick Leave	161,442	0	177,203	0
Overtime	311	0	71	0
Out of Rank Pay	0	0	5,147	0
Longevity Pay	2,099	0	1,957	0
PTO Final Pay	0	0	24,077	0
Pension	134,660	82,873	122,976	131,629
Social Security	10,391	2,346	15,713	2,346
Pension ADC	342,853	324,386	263,346	248,586
Group Life Insurance	5,420	6,651	4,597	5,630
Unemployment	4,320	4,400	4,400	3,840
Medicare	34,641	39,418	33,275	35,094
Long Term Disability	8,397	7,272	6,990	6,318
Health Insurance - Value PPO	2,148	0	0	0
Health Insurance - Premier	111,822	122,988	109,276	126,276
Benefits Adjustments	0	9,175	0	9,920
Health Insurance - Local Plus Plan	270,498	260,124	227,497	256,176
Salaries - Part-Time/Temporary	167,590	144,000	253,429	160,000
On-the-job injury	515	0	4,975	0
Bonus Pay	2,400	0	0	0
<b>Total Personnel Services</b>	<b>\$ 3,451,956</b>	<b>\$ 3,338,604</b>	<b>\$ 3,129,426</b>	<b>\$ 3,023,490</b>
<b>MATERIALS AND SUPPLIES</b>				
City Shop Charges	\$ 0	\$ 567	\$ 567	\$ 567
Info Sys Phone/Communication	0	824	824	824
City Shop Fuel	0	228	228	228
City Computer Svc Equipment	793	13,105	13,105	13,105
City Telephone/Communications	220	3,000	3,000	0
Printing - Outside	15,154	30,140	30,140	30,140
Supplies - Outside	15,609	17,348	17,348	17,348
Document Reproduction - Outside	0	1,000	1,105	1,000
Outside Postage	0	2,500	2,500	2,500
Materials and Supplies	3,137	6,500	6,600	6,500
Miscellaneous Expense	0	0	27,819	0
Outside Equipment Repair/Maintenance	9,321	9,000	9,000	9,000
Outside Phone/Communications	2,374	10,000	10,000	13,000
Security	27,853	25,334	25,334	25,334

City Court Clerk • Division Detail *(continued)*

Category	FY 2018 Actual	FY 2019 Adopted	FY 2019 Forecast	FY 2020 Adopted
Photography	0	500	500	500
Seminars/Training/Education	2,868	7,000	7,000	7,000
Misc Professional Services	2,465,002	2,603,295	2,603,295	2,528,295
Travel Expense	178	10,000	10,000	10,000
Unreported Travel	848	0	723	0
Mileage	0	1,000	1,000	1,000
Misc Services and Charges	2,301	2,000	2,000	2,000
<b>Total Materials and Supplies</b>	<b>\$ 2,545,658</b>	<b>\$ 2,743,341</b>	<b>\$ 2,772,088</b>	<b>\$ 2,668,341</b>
<b>CAPITAL OUTLAY</b>				
Equipment	\$ 65,074	\$ 50,000	\$ 54,350	\$ 50,000
<b>Total Capital Outlay</b>	<b>\$ 65,074</b>	<b>\$ 50,000</b>	<b>\$ 54,350</b>	<b>\$ 50,000</b>
<b>SERVICE CHARGES</b>				
Credit Card Fees - Expense	\$ 35,843	\$ 28,156	\$ 28,156	\$ 28,156
<b>Total Service Charges</b>	<b>\$ 35,843</b>	<b>\$ 28,156</b>	<b>\$ 28,156</b>	<b>\$ 28,156</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 6,098,532</b>	<b>\$ 6,160,101</b>	<b>\$ 5,984,020</b>	<b>\$ 5,769,987</b>
<b>FINES AND AND FORFEITURES</b>				
Court Fees	\$ (436)	\$ 0	\$ 136	\$ 0
Court Costs	0	0	223	0
Fines & Forfeitures	3,805,336	3,000,000	3,466,482	3,000,000
Delinquent Collection Fees	0	100,000	0	100,000
<b>Total Fines and and Forfeitures</b>	<b>\$ 3,804,900</b>	<b>\$ 3,100,000</b>	<b>\$ 3,466,841</b>	<b>\$ 3,100,000</b>
<b>OTHER REVENUES</b>				
Sale of Reports	\$ 6,115	\$ 0	\$ 3,550	\$ 0
Recovery of Prior Year Expense	115,313	0	800	0
<b>Total Other Revenues</b>	<b>\$ 121,428</b>	<b>\$ 0</b>	<b>\$ 4,350</b>	<b>\$ 0</b>
<b>TOTAL REVENUES</b>	<b>\$ (3,926,328)</b>	<b>\$ (3,100,000)</b>	<b>\$ (3,471,191)</b>	<b>\$ (3,100,000)</b>
<b>NET EXPENDITURES</b>	<b>\$ 2,172,204</b>	<b>\$ 3,060,101</b>	<b>\$ 2,512,829</b>	<b>\$ 2,669,987</b>

## City Court Clerk & TVB

The City Court Clerk Division maintains all records pertaining to the office and the courts and manages the operation of the Traffic Violations Bureau. The Clerk’s office collects fees and fines owed for traffic violations and provides outstanding ticket information to the State and other departments. The Clerk is responsible for providing three divisions of the City Court with dockets for the purpose of citizens' hearings in open court.

### Operating Budget

Category	FY 2018 Actual	FY 2019 Adopted	FY 2019 Forecast	FY 2020 Adopted
<b>EXPENDITURES</b>				
Personnel Services	\$ 3,273,694	\$ 3,173,248	\$ 2,965,186	\$ 2,851,411
Materials and Supplies	207,447	276,055	304,802	201,055
Capital Outlay	788	0	4,350	0
Service Charges	35,843	28,156	28,156	28,156
<b>Total Expenditures</b>	<b>\$ 3,517,773</b>	<b>\$ 3,477,459</b>	<b>\$ 3,302,494</b>	<b>\$ 3,080,622</b>
<b>Total Revenues</b>	<b>\$ (120,992)</b>	<b>\$ 0</b>	<b>\$ (54,709)</b>	<b>\$ 0</b>
<b>NET EXPENDITURES</b>	<b>\$ 3,396,781</b>	<b>\$ 3,477,459</b>	<b>\$ 3,247,785</b>	<b>\$ 3,080,622</b>
<b>Authorized Complement</b>				<b>54</b>

## Automated Photo Enforcement

Red Light Cameras are a proven tool that increase safety on Memphis streets. This program has resulted in a significant reduction of dangerous collisions at intersections.

### Operating Budget

Category	FY 2018 Actual	FY 2019 Adopted	FY 2019 Forecast	FY 2020 Adopted
<b>EXPENDITURES</b>				
Personnel Services	\$ 178,262	\$ 165,356	\$ 164,240	\$ 172,079
Materials and Supplies	2,338,211	2,467,286	2,467,286	2,467,286
Capital Outlay	64,286	50,000	50,000	50,000
<b>Total Expenditures</b>	<b>\$ 2,580,759</b>	<b>\$ 2,682,643</b>	<b>\$ 2,681,526</b>	<b>\$ 2,689,365</b>
<b>Total Revenues</b>	<b>\$ (3,805,336)</b>	<b>\$ (3,100,000)</b>	<b>\$ (3,416,482)</b>	<b>\$ (3,100,000)</b>
<b>NET EXPENDITURES</b>	<b>\$ (1,224,578)</b>	<b>\$ (417,358)</b>	<b>\$ (734,956)</b>	<b>\$ (410,635)</b>

<b>Authorized Complement</b>	<b>3</b>
------------------------------	----------