

CITY COURT CLERK

Mission Statement

Pursue collection of traffic summons, citations and ordinance summons monies owed to the City of Memphis while still providing quality and efficient customer service to all citizens through a knowledgeable and trained workforce.

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 provide 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.

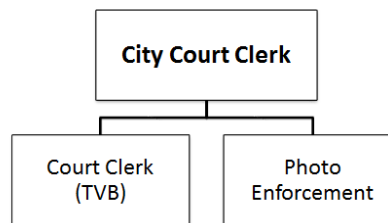
Operating Budget

Category	FY 2016 Actual	FY 2017 Adopted	FY 2017 Forecast	FY 2018 Adopted
Personnel Services	3,399,664	3,434,998	3,255,338	3,563,862
Materials and Supplies	2,829,088	3,644,125	3,712,917	2,744,125
Capital Outlay	0	50,000	0	50,000
Grants and Subsidies	22,669	0	10,911	0
Service Charges	38,863	0	25,032	28,156
Transfers Out	1,500,000	0	0	0
Total Expenditures	\$ 7,790,283	\$ 7,129,123	\$ 7,004,198	\$ 6,386,143
Program Revenues	\$ (3,813,194)	\$ (5,100,000)	\$ (3,823,725)	\$ (3,100,000)
Net Expenditures	\$ 3,977,089	\$ 2,029,123	\$ 3,180,473	\$ 3,286,143

Authorized Complement

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Organization Structure



Performance Highlights

- Continued DMV queries for parking citations, which improved notification to violators
- Collected 5% litigation fee for guilty pleas and judgments according to TN House Bill 2368

Issues & Trends

In order to be more innovative in our collections and services to the citizens of Memphis, the City Court Clerk's Office will explore additional payment and collection options. Reporting of CDL convictions to the State of Tennessee will continue to be modified.

City Court Clerk Division Detail

Category	FY 2016 Actual	FY 2017 Adopted	FY 2017 Forecast	FY 2018 Adopted
PERSONNEL SERVICES				
Full-Time Salaries	1,874,701	2,405,607	1,866,110	2,458,426
Holiday Salary Full Time	116,154	0	103,802	0
Vacation Leave	120,577	0	141,806	0
Bonus Leave	10,915	0	8,048	0
Sick Leave	146,404	0	145,686	0
Overtime	200	0	0	0
Out of Rank Pay	1,716	0	3,581	0
Longevity Pay	1,908	0	3,894	0
Retirement Benefits	156,964	0	20,515	0
Pension	136,345	144,336	128,348	138,189
Social Security	8,450	2,346	4,450	2,346
Pension ARC Funding	266,856	311,416	311,416	342,853
Group Life Insurance	5,178	5,635	4,353	6,270
Unemployment	6,050	4,560	4,560	4,320
Medicare	34,458	38,490	31,936	35,076
Long Term Disability	6,234	7,217	5,689	7,015
Health Insurance - Basic	17,510	17,695	4,977	0
Health Insurance - Value PPO	0	0	215	0
Health Insurance - Premier	331,507	337,696	218,556	101,991
Other Post Employment Benefits	0	16,040	0	0
Benefits Adjustments	0	(16,040)	0	26,486
Health Insurance-Local Plus Plan	0	0	130,024	280,889
Salaries - Part Time/Temporary	136,297	160,000	158,256	160,000
On the Job Injury	6,405	0	0	0
Payroll Reserve	14,835	0	(47,639)	0
Bonus Pay	0	0	6,754	0
Total Personnel Services	\$ 3,399,664	\$ 3,434,998	\$ 3,255,338	\$ 3,563,862
MATERIALS AND SUPPLIES				
City Shop Charges	1,570	1,133	0	1,133
Info Sys Phone/Communication	0	824	0	824
City Shop Fuel	30	446	0	446
City Computer Svc Equipment	4,525	13,105	7,260	13,105
Data/Word Process Software	10,933	0	0	0
City Telephone/Communications	7,452	3,000	1,882	3,000
Printing - Outside	28,075	30,140	30,140	30,140
Supplies - Outside	17,177	17,348	18,918	17,348
Document Reproduction - Outside	1,980	1,000	0	1,000

City Court Clerk Division Detail *(continued)*

Category	FY 2016 Actual	FY 2017 Adopted	FY 2017 Forecast	FY 2018 Adopted
Outside Postage	55	2,500	0	2,500
Materials and Supplies	2,440	6,500	2,004	6,500
Outside Equipment Repair/Maintenance	9,578	9,000	9,000	9,000
Outside Phone/Communications	0	10,000	0	10,000
Security	28,061	25,334	12,972	25,334
Photography	0	500	231	500
Seminars/Training/Education	1,180	7,000	679	7,000
Misc Professional Services	2,711,114	3,503,295	3,628,572	2,603,295
Travel Expense	3,254	10,000	0	10,000
Unreported Travel	0	0	980	0
Mileage	0	1,000	146	1,000
Misc Services and Charges	1,666	2,000	133	2,000
Total Materials and Supplies	\$ 2,829,088	\$ 3,644,125	\$ 3,712,917	\$ 2,744,125
CAPITAL OUTLAY				
Equipment	0	50,000	0	50,000
Total Capital Outlay	\$ 0	\$ 50,000	\$ 0	\$ 50,000
GRANTS AND SUBSIDIES				
Death Benefits	22,669	0	10,911	0
Total Grants and Subsidies	\$ 22,669	\$ 0	\$ 10,911	\$ 0
SERVICE CHARGES				
Credit Card Fees - Expense	38,863	0	25,032	28,156
Total Service Charges	\$ 38,863	\$ 0	\$ 25,032	\$ 28,156
TRANSFERS OUT				
Oper Tfr Out - Capital Projects Fund	1,500,000	0	0	0
Total Transfers Out	\$ 1,500,000	\$ 0	\$ 0	\$ 0
TOTAL PROGRAM EXPENDITURES	\$ 7,790,283	\$ 7,129,123	\$ 7,004,198	\$ 6,386,143
LICENSES AND PERMITS				
Liquor By Ounce License	(647)	0	0	0
Total Licenses and Permits	\$ (647)	\$ 0	\$ 0	\$ 0
FINES AND FORFEITURES				
Court Fees	25,737	0	0	0
Court Costs	(538,363)	0	0	0

City Court Clerk Division Detail *(continued)*

Category	FY 2016 Actual	FY 2017 Adopted	FY 2017 Forecast	FY 2018 Adopted
Fines & Forfeitures	4,315,508	5,000,000	3,818,621	3,000,000
Delinquent Collection Fees	0	100,000	0	100,000
Total Fines and Forfeitures	\$ 3,802,881	\$ 5,100,000	\$ 3,818,621	\$ 3,100,000
OTHER REVENUES				
Sale Of Reports	22,393	0	5,104	0
Cash Overage/Shortage	45	0	0	0
Recovery Of Prior Year Expense	(11,478)	0	0	0
Total Other Revenues	\$ 10,960	\$ 0	\$ 5,104	\$ 0
TOTAL PROGRAM REVENUES	\$ (3,813,194)	\$ (5,100,000)	\$ (3,823,725)	\$ (3,100,000)
NET EXPENDITURES	\$ 3,977,089	\$ 2,029,123	\$ 3,180,473	\$ 3,286,143

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 provide 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 2016 Actual	FY 2017 Adopted	FY 2017 Forecast	FY 2018 Adopted
Personnel Services	3,240,970	3,272,736	3,177,297	3,380,534
Materials and Supplies	143,528	276,839	231,864	276,839
Grants and Subsidies	22,669	0	10,911	0
Service Charges	38,863	0	25,032	28,156
Total Expenditures	\$ 3,446,030	\$ 3,549,575	\$ 3,445,104	\$ 3,685,529
Program Revenues	\$ 530,923	\$ 0	\$ (5,104)	\$ 0
Net Expenditures	\$ 3,976,953	\$ 3,549,575	\$ 3,440,000	\$ 3,685,529
Authorized Complement				54

Automated Photo Enforcement

Red Light Camera is a proven tool that increases safety on Memphis streets. This program has resulted in significant reduction in the most dangerous collisions at intersections. This program also affords safety improvements as individuals comply with traffic signals, serious crashes and injuries reduce significantly.

Operating Budget

Category	FY 2016 Actual	FY 2017 Adopted	FY 2017 Forecast	FY 2018 Adopted
Personnel Services	158,693	162,262	78,041	183,328
Materials and Supplies	2,685,560	3,367,286	3,481,053	2,467,286
Capital Outlay	0	50,000	0	50,000
Transfers Out	1,500,000	0	0	0
Total Expenditures	\$ 4,344,253	\$ 3,579,549	\$ 3,559,095	\$ 2,700,614
Program Revenues	\$ (4,344,117)	\$ (5,100,000)	\$ (3,818,621)	\$ (3,100,000)
Net Expenditures	\$ 137	\$ (1,520,452)	\$ (259,527)	\$ (399,387)

Authorized Complement	3
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City Court Clerk • Authorized Complement

Position Title	Authorized Positions	Position Title	Authorized Positions
CITY COURT CLERK & TVB			
ASST EXECUTIVE	1		
CLERK COURT REC	4		
CLERK COURT REC SR	42		
COURT CLERK	1		
COURT CLERK CITY	1		
DEPUTY TVB CHIEF	1		
MGR INFO TECH TVB	1		
SUPER TVB	3		
Total City Court Clerk & TVB	54		
AUTOMATED PHOTO ENFORCEMENT			
CLERK COURT REC SR	3		
Total Automated Photo Enforcement	3		
<u>TOTAL City Court Clerk</u>	<u>57</u>		