

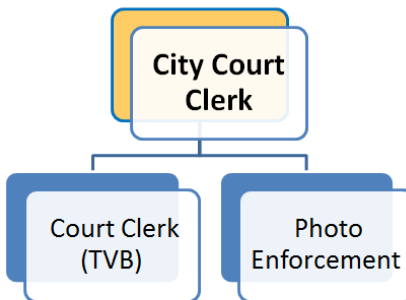
# CITY COURT CLERK

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## 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.

## 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 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 2017 Actual	FY 2018 Adopted	FY 2018 Forecast	FY 2019 Adopted
<b>EXPENDITURES</b>				
Personnel Services	\$ 3,289,503	\$ 3,563,862	\$ 3,330,440	\$ 3,338,604
Materials and Supplies	3,027,921	2,744,125	2,219,068	2,743,341
Capital Outlay	0	50,000	23,803	50,000
Grants and Subsidies	8,183	0	0	0
Service Charges	33,055	28,156	32,715	28,156
<b>Total Expenditures</b>	<b>\$ 6,358,663</b>	<b>\$ 6,386,143</b>	<b>\$ 5,606,026</b>	<b>\$ 6,160,101</b>
<b>Total Revenues</b>	<b>\$ (3,700,161)</b>	<b>\$ (3,100,000)</b>	<b>\$ (3,003,272)</b>	<b>\$ (3,100,000)</b>
<b>NET EXPENDITURES</b>	<b>\$ 2,658,501</b>	<b>\$ 3,286,143</b>	<b>\$ 2,602,754</b>	<b>\$ 3,060,101</b>

### Authorized Complement

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## City Court Clerk • Charges for Services Summary

Account	FY 2017 Actual	FY 2018 Adopted	FY 2018 Forecast	FY 2019 Adopted
Court Costs	\$ (526)	\$ 0	\$ 74	\$ 0
Court Fees	0	0	(1,567)	0
Delinquent Collection Fees	0	100,000	0	100,000
Fines & Forfeitures	3,695,344	3,000,000	3,000,000	3,000,000
Sale Of Reports	5,343	0	4,765	0
<b>Total Charges for Services</b>	<b>\$ 3,700,161</b>	<b>\$ 3,100,000</b>	<b>\$ 3,003,272</b>	<b>\$ 3,100,000</b>

## 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 236.

## 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 2017 Actual	FY 2018 Adopted	FY 2018 Forecast	FY 2019 Adopted
<b>PERSONNEL SERVICES</b>				
Full-Time Salaries	\$ 1,891,040	\$ 2,458,426	\$ 2,246,301	\$ 2,463,604
Holiday Salary Full Time	114,171	0	0	0
Vacation Leave	133,687	0	0	0
Bonus Leave	10,613	0	0	0
Sick Leave	147,614	0	0	0
Overtime	326	0	0	0
Out of Rank Pay	1,790	0	0	0
Longevity Pay	1,947	0	2,099	0
Retirement Benefits	20,515	0	0	0
Pension	130,780	138,189	138,189	82,873
Social Security	6,646	2,346	7,389	2,346
Pension ADC Funding	312,000	342,853	342,853	324,386
Group Life Insurance	4,792	6,270	5,645	6,651
Unemployment	8,880	4,320	4,320	4,400
Medicare	32,852	35,076	35,212	39,418
Long Term Disability	5,957	7,015	6,640	7,272
Health Insurance - Basic	4,977	0	0	0
Health Insurance - Value PPO	1,504	0	2,136	0
Health Insurance - Premier	180,415	101,991	101,422	122,988
Benefits Adjustments	0	26,486	0	9,175
Health Insurance-Local Plus Plan	165,510	280,889	279,322	260,124
Salaries - Part Time/Temporary	107,188	160,000	158,912	144,000
Attrition	0	0	0	(128,632)
Bonus Pay	6,301	0	0	0
<b>Total Personnel Services</b>	<b>\$ 3,289,503</b>	<b>\$ 3,563,862</b>	<b>\$ 3,330,440</b>	<b>\$ 3,338,604</b>
<b>MATERIALS AND SUPPLIES</b>				
City Shop Charges	\$ 318	\$ 1,133	\$ 0	\$ 567
Info Sys Phone/Communication	0	824	0	824
City Shop Fuel	0	446	0	228
City Computer Svc Equipment	3,645	13,105	6,500	13,105
City Telephone/Communications	2,160	3,000	1,500	3,000
Printing - Outside	20,331	30,140	20,205	30,140
Supplies - Outside	14,884	17,348	14,765	17,348
Document Reproduction - Outside	0	1,000	0	1,000
Outside Postage	0	2,500	0	2,500
Materials and Supplies	6,164	6,500	1,769	6,500
Outside Equipment Repair/Maintenance	9,013	9,000	12,428	9,000
Outside Phone/Communications	0	10,000	5,000	10,000
Security	19,546	25,334	28,057	25,334

City Court Clerk • Division Detail *(continued)*

Category	FY 2017 Actual	FY 2018 Adopted	FY 2018 Forecast	FY 2019 Adopted
Photography	231	500	0	500
Seminars/Training/Education	679	7,000	3,500	7,000
Misc Professional Services	2,949,221	2,603,295	2,119,344	2,603,295
Travel Expense	1,622	10,000	5,000	10,000
Unreported Travel	(245)	0	0	0
Mileage	73	1,000	0	1,000
Misc Services and Charges	278	2,000	1,000	2,000
<b>Total Materials and Supplies</b>	<b>\$ 3,027,921</b>	<b>\$ 2,744,125</b>	<b>\$ 2,219,068</b>	<b>\$ 2,743,341</b>
<b>CAPITAL OUTLAY</b>				
Equipment	\$ 0	\$ 50,000	\$ 23,803	\$ 50,000
<b>Total Capital Outlay</b>	<b>\$ 0</b>	<b>\$ 50,000</b>	<b>\$ 23,803</b>	<b>\$ 50,000</b>
<b>GRANTS AND SUBSIDIES</b>				
Death Benefits	\$ 8,183	\$ 0	\$ 0	\$ 0
<b>Total Grants and Subsidies</b>	<b>\$ 8,183</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>SERVICE CHARGES</b>				
Credit Card Fees - Expense	\$ 33,055	\$ 28,156	\$ 32,715	\$ 28,156
<b>Total Service Charges</b>	<b>\$ 33,055</b>	<b>\$ 28,156</b>	<b>\$ 32,715</b>	<b>\$ 28,156</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 6,358,663</b>	<b>\$ 6,386,143</b>	<b>\$ 5,606,026</b>	<b>\$ 6,160,101</b>
<b>FINES AND FORFEITURES</b>				
Court Fees	\$ 0	\$ 0	\$ (1,567)	\$ 0
Court Costs	(526)	0	74	0
Fines & Forfeitures	3,695,344	3,000,000	3,000,000	3,000,000
Delinquent Collection Fees	0	100,000	0	100,000
<b>Total Fines and Forfeitures</b>	<b>\$ 3,694,818</b>	<b>\$ 3,100,000</b>	<b>\$ 2,998,507</b>	<b>\$ 3,100,000</b>
<b>OTHER REVENUES</b>				
Sale Of Reports	\$ 5,343	\$ 0	\$ 4,765	\$ 0
<b>Total Other Revenues</b>	<b>\$ 5,343</b>	<b>\$ 0</b>	<b>\$ 4,765</b>	<b>\$ 0</b>
<b>TOTAL REVENUES</b>	<b>\$ (3,700,161)</b>	<b>\$ (3,100,000)</b>	<b>\$ (3,003,272)</b>	<b>\$ (3,100,000)</b>
<b>NET EXPENDITURES</b>	<b>\$ 2,658,501</b>	<b>\$ 3,286,143</b>	<b>\$ 2,602,754</b>	<b>\$ 3,060,101</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 Clerks' 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 2017 Actual	FY 2018 Adopted	FY 2018 Forecast	FY 2019 Adopted
<b>EXPENDITURES</b>				
Personnel Services	\$ 3,116,420	\$ 3,380,534	\$ 3,148,349	\$ 3,173,248
Materials and Supplies	263,773	276,839	238,108	276,055
Grants and Subsidies	5,000	0	0	0
Service Charges	33,055	28,156	32,715	28,156
<b>Total Expenditures</b>	<b>\$ 3,418,248</b>	<b>\$ 3,685,529</b>	<b>\$ 3,419,172</b>	<b>\$ 3,477,459</b>
<b>Total Revenues</b>	<b>\$ (5,343)</b>	<b>\$ 0</b>	<b>\$ (3,272)</b>	<b>\$ 0</b>
<b>NET EXPENDITURES</b>	<b>\$ 3,412,905</b>	<b>\$ 3,685,529</b>	<b>\$ 3,415,900</b>	<b>\$ 3,477,459</b>
<b>Authorized Complement</b>				<b>54</b>

## Automated Photo Enforcement

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

### Operating Budget

Category	FY 2017 Actual	FY 2018 Adopted	FY 2018 Forecast	FY 2019 Adopted
<b>EXPENDITURES</b>				
Personnel Services	\$ 173,084	\$ 183,328	\$ 182,091	\$ 165,356
Materials and Supplies	2,764,147	2,467,286	1,980,960	2,467,286
Capital Outlay	0	50,000	23,803	50,000
<b>Total Expenditures</b>	<b>\$ 2,937,231</b>	<b>\$ 2,700,614</b>	<b>\$ 2,186,854</b>	<b>\$ 2,682,643</b>
<b>Total Revenues</b>	<b>\$ (3,694,818)</b>	<b>\$ (3,100,000)</b>	<b>\$ (3,000,000)</b>	<b>\$ (3,100,000)</b>
<b>NET EXPENDITURES</b>	<b>\$ (757,588)</b>	<b>\$ (399,386)</b>	<b>\$ (813,146)</b>	<b>\$ (417,358)</b>

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